

MEMORANDUM

TO: MAYOR AND CITY COMMISSION

FROM: CITY ATTORNEY'S OFFICE

DATE: February 3, 2025

RE: **Professional Services Agreement with Patel, Greene & Associates, LLC for Roadway Engineering and Design Services for the State Road 37 (South Florida Avenue) Road Reconstruction Project from Ariana Street to Lime Street**

Attached for your consideration is a Professional Services Agreement with Patel, Greene & Associates, LLC for the design of the State Road 37 (South Florida Avenue) road reconstruction project from Ariana Street to Lime Street.

The State Road 37 road reconstruction project will include the removal of traffic separators on S. Florida Avenue and the establishment of a three-lane typical roadway section with 11-foot-wide travel lanes, an 11-foot-wide two-way left turn lane, type F curb and gutter, and 11.5-foot-wide sidewalks along both sides of the roadway. The project will also replace the existing signal systems, replace the existing drainage infrastructure, upgrade corridor lighting, address several ADA issues, and introduce hardscaping/landscaping features into the corridor.

The City has agreed to fund and manage the design phase for this Florida Department of Transportation (FDOT) project to reduce total project costs and expedite the construction of the improvements. A Memorandum of Understanding (MOU) which identifies obligations related to project delivery and funding is being presented to the City Commission for consideration concurrently with this professional services agreement for design.

The City's Purchasing Division advertised Request for Qualifications 2024-RFQ-277 in August 2024. The City Commission approved the ranking of firms and authorized City staff to begin negotiating a professional services agreement with Patel Green & Associates at its September 16, 2024 meeting. Public Works has successfully negotiated a not-to-exceed design fee of \$1,542,405.44 for the roadway work. However, the City of Lakeland Water Utilities Department requested additional design services needed to replace water mains and services located within the project limits. These additional design services will increase the cost of design by \$308,315.62, for a total proposed not-to-exceed fee of \$1,850,721.06.

Funding for the design of the roadway improvements is included within the Downtown and Dixieland Community Redevelopment Agency Trust Funds' current year budget. The City's Water Utilities Department has allocated \$308,315.62 for the additional

design work associated with replacement of water mains and services within the project limits.

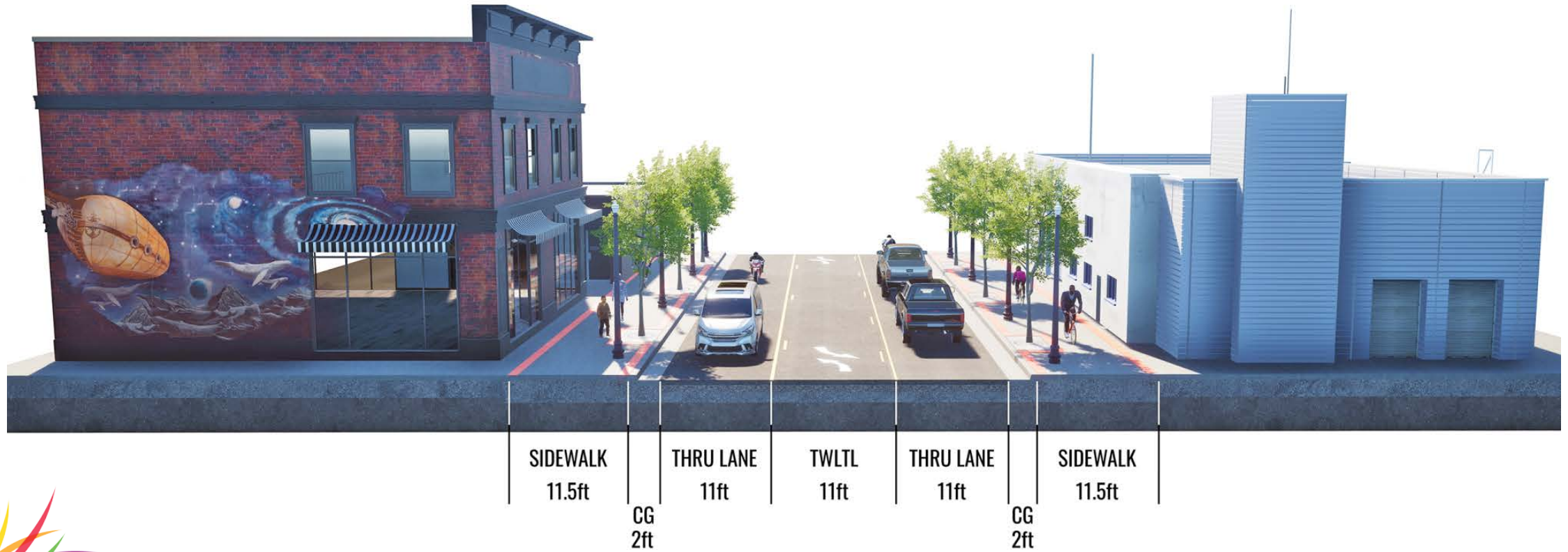
It is recommended that the City Commission approve the attached Professional Services Agreement with Patel, Greene & Associates in the not-to-exceed amount of \$1,850,721.06 for the design of the State Road 37 road reconstruction project and authorize the appropriate City officials to execute the Agreement.

Attachments

FPID 444627-3: State Road 37 from Ariana Street to Lime Street



FPID 444627-3: State Road 37 from Ariana Street to Lime Street





CITY OF LAKELAND, FLORIDA

PROFESSIONAL SERVICES AGREEMENT

With

Patel, Greene & Associates, LLC

For

PROFESSIONAL SERVICES

For

ROADWAY ENGINEERING AND DESIGN

FOR FPID: 444627-2-38-01

STATE ROAD 37 FROM ARIANA STREET TO LIME STREET

City of Lakeland R.F.Q. Number: R.F.Q. 2024-RFQ-277

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) made and entered into this _____ day of __, 2025 (“Execution Date”), by and between the **CITY OF LAKELAND, FLORIDA**, a Florida municipal corporation, hereinafter referred to as the “City” located at 228 S. Massachusetts Avenue, Lakeland, Florida 33801-5050, and **Patel, Greene & Associates, LLC (PGA)** with offices located at **215 E Main St, Bartow FL 33830** , hereinafter referred to as the “Consultant”.

NOW THEREFORE in consideration of the promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Consultant agree as follows:

SECTION 1.0 – DEFINITIONS

- 1.1 “Consultant” shall mean **Patel, Greene & Associates, LLC (PGA)**. The Consulting firm under contract with the City for Professional Municipal Engineering Services.
- 1.2 “Consultant Representative” shall mean any employee, agent, subcontractor, sub-consultant, consultant, or other representative of the Design Consultant firm.
- 1.3 “City” shall mean **CITY OF LAKELAND, FLORIDA**.
- 1.4 “Engineer of Record”: The Engineer noted on the Construction Plans as the responsible person for the design and preparation of plans.
- 1.5 “City’s Project Manager” (PM) shall mean the City employee, or their designee, assigned to manage assigned construction projects, construction engineering inspection and testing services. The PM is responsible for project specific Task Authorizations related to those services; the direction, review, and approval of all work, invoices, pay applications, as well as the interpretation of scope, schedule and budget related to those services. The City’s PM will utilize the various departments and personnel of the City and, coordinate with other governmental agencies as required to ensure a successful project.
- 1.6 “Day(s)” or “day(s)” shall means calendar days, unless otherwise set forth in this Agreement.
- 1.7 “Deliverables” shall mean all data, reports, compliance documents, correspondence, the design documents, and all other materials produced and developed by the Consultant pursuant to this Agreement.
- 1.8 “Force Majeure Event” shall mean an act of God, act of governmental body or military authority, fire, explosion, power failure, flood, storm, epidemic, riot or civil disturbance, war or terrorism, sabotage, insurrection, blockade, or embargo.
- 1.9 “Funding Agency” shall mean any State or Federal Agency that provides funding to the City for any Project.
- 1.10 “Parties” shall mean the City and the Consultant.
- 1.11 “Project” shall mean the **(FM#:444267-2) SR 37 from Ariana Street to Lime Street Project**.
- 1.12 “Scope of Services” means those services set forth in Section 4.0 and that are required to be performed by the Consultant in accordance with the terms and conditions of this Agreement.

- 1.13 "Work" shall refer to all task and activities necessary to construct the Project that is required to be performed by a contractor pursuant to a construction agreement between the City and contractor.

SECTION 2.0 – TERM OF AGREEMENT

- 2.1 The term of this Agreement shall commence upon execution by both parties and remain in effect for two (2) years or until completion of the Project, unless sooner terminated, as provided herein.
- 2.2 Notwithstanding Section 2.1 above, this Agreement shall remain in effect for the period necessary for Consultant to complete Project services.
- 2.3 Terms and conditions of this Agreement remain in effect and unchanged unless there is a Contract Adjustment (as defined herein) in accordance with Section 22.0.
- 2.4 Nothing in this section shall limit or affect the City's right to terminate this Agreement in accordance with the termination section set forth in this Agreement.

SECTION 3.0 – REPRESENTATIONS, WARRANTIES AND ACKNOWLEDGMENTS

- 3.1 The Consultant is professionally qualified to provide the Scope of Services and is licensed to practice engineering in the State of Florida by all public entities having jurisdiction over the Consultant and the Project.
- 3.2 The Consultant shall be responsible for construction engineering and inspection services required by this Agreement.
- 3.3 The Consultant shall maintain all necessary licenses, permits or other authorizations necessary to act as the Consultant and which are required to provide the Scope of Services during the Term of this Agreement.
- 3.4 The Consultant shall exercise that degree of care and skill ordinarily exercised by members of the same profession and shall perform the Scope of Services using reasonable skill and judgment in accordance with sound business, ethical and professional standards.
- 3.5 The Consultant represents that it has or will secure, at its own expense, all personnel required to perform the Scope of Services required by this Agreement.
- 3.6 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 Consultant has not paid or agreed to pay any person, company corporation, individual, or firm, other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.
- 3.7 The Consultant acknowledges that the Consultant is responsible for the acts and omissions (including negligent, reckless or intentionally wrongful acts and omissions) of any Consultant Representative in the performance of the Scope of Services required by this Agreement.
- 3.8 The Consultant accepts the relationship of trust and confidence established between it and the City by this Agreement. The Consultant covenants with the City to cooperate to furnish professional efforts during the Term of this Agreement that are consistent with reasonable professional practices and the best interest of the City.

- 3.9 The Consultant shall be responsible for the professional quality, technical accuracy and the coordination of all Deliverables furnished, produced and developed by the Consultant under this Agreement.
- 3.10 The Consultant acknowledges that the City reserves the right to enter into agreements with other firms or entities to assist the City with its review of the Deliverables, any Project component(s), and the Work.
- 3.11 The Consultant represents and warrants that it has the right to access and use all equipment, services, software, computer models, data, routines, technology, other intellectual property incident to providing the Scope of Services required by this Agreement (collectively, the “Intellectual Property”). The Consultant is responsible for any infringement or claim of infringement of any patent, trademark, copyright, trade secret, or other proprietary interest arising out of the Consultant’s use of the Intellectual Property. Notwithstanding the foregoing, the Consultant may elect to provide non-infringing services.

SECTION 4.0 – SCOPE OF SERVICES

- 4.1 The detailed or project specific services that the Consultant shall perform for the City shall be set forth in **Addendum “A”**, which shall be incorporated and made a part of this Agreement.

SECTION 5.0 – CONTRACT DOCUMENTS

- 5.1 This Agreement (fully executed) is inclusive of the RFQ documents, all Appendices and all Addendums.

- 5.2 Contract Documents consisting of:

- Notice – Request For Qualifications, pages 3-7, inclusive
- Insurance Requirements, pages 8-11
- Consultant Hold Harmless/Indemnification, pages 12-13
- Instructions, pages 14-17, inclusive
- Description of the Project, page 18
- Submittal Requirements and Selection Process, pages 19-22, inclusive
- Compliance with CCNA, page 23
- Appendices, page 24
- Appendix A – Scope of Services – Roadway Engineering and Design
- Appendix B – Consultant Selection Information
- Appendix C – SOQ Summary Sheet
- Appendix D – Example Professional Services Agreement
- Appendix E – Required Forms
- Appendix F – Local Agency Program Federal-Aid Terms for Professional Services Contracts
- Appendix G – Optional Forms

- 5.3 Addendums, if applicable.

- 5.4 Insurance Certificates, which shall be provided by the Contractor, along with the return of this executed Agreement.

SECTION 7.0 – SCHEDULE

- 7.1 Time is of the essence with regard to this Agreement. The Consultant shall perform its services in conformance with the mutually agreed upon schedule set forth in the negotiated **Addendum “E”**. The Consultant shall complete all of said services in a timely manner and will keep the City apprised of the status

of work on at least a bi-weekly basis. Should the Consultant fall behind the agreed upon schedule, it shall employ such resources so as to comply with the agreed upon schedule.

- 7.2 No extension for completion of services shall be granted to the Consultant without the City's prior written consent, except as provided in Sections 2.0 and 22.0 herein.
- 7.3 In the event of a delay attributable to the acts or inaction of the Consultant, Consultant shall reimburse the City for its direct cost as caused by the Consultant's delay.

SECTION 8.0 – CITY'S RESPONSIBILITIES

- 8.1 The City shall provide all available information regarding the Project to the Consultant, and shall provide direction to the Consultant consistent with the terms and conditions of this Agreement.
- 8.2 The City shall evaluate the Consultant's performance upon completion of the Project.

SECTION 9.0 – COMPENSATION; INVOICE

- 9.1 Provided that the Consultant faithfully performs its obligations and, subject to other terms and conditions of this Agreement, the City hereby agrees to pay the Consultant the not to exceed amount set forth in this agreement, which amount shall be calculated pursuant to the fees and costs as set forth in the Consultant's Professional Services Fee Schedule as set forth in **Addendum "E"**. Such fees and costs shall be inclusive of all wages, salaries, taxes, insurance, profit and out-of-pocket expenses including, but not limited to, transportation, lodging, meals, materials, and documents required by this Agreement.
- 9.2 The Consultant shall invoice the City on a monthly basis that includes monthly time sheets or labor-cost statements for services rendered during the preceding month, if applicable. Each time sheet shall state the names and classifications of all personnel who performed services during said month under this agreement and the number of hours worked by each. The City shall pay the Consultant within thirty (30) days of receipt of such invoice (provided the Consultant is in compliance with the terms and conditions of this Agreement).
- 9.3 The not to exceed amount set forth in this agreement may be increased only in strict accordance with this Agreement. Nothing in this Agreement shall be construed as placing any obligation on the City to pay any fees and costs to the Consultant incurred beyond the not to exceed amount set forth in this agreement or any amendment thereto without the Parties following the Contract Adjustments (as defined herein) procedure set forth in Section 22.0 of this Agreement.

SECTION 10.0 - NON-COMPENSATED SERVICES

- 10.1 The Consultant shall not be compensated for any services required to correct errors, omissions, or deficiencies in the Deliverables furnished, produced and/or developed by the Consultant or any Consultant Representative.
- 10.2 The Consultant shall not be compensated for any services required to bring any Deliverable(s) in compliance with applicable Laws (e.g., Americans with Disabilities Act and Florida Building Code) in effect at the time such Deliverable(s) was provided to the City in accordance with this Agreement.

SECTION 11.0 – COMPLIANCE WITH LAWS AND REGULATIONS

- 11.1 Consultant shall comply with all requirements of federal, state, and local laws, rules, regulations, standards,

and/or ordinances applicable to the performance of this Agreement.

SECTION 12.0 – INSURANCE

- 12.1 The Consultant shall maintain in force during the Term of this Agreement, at its own expense, insurance as set forth in **Addendum “B”**, which is hereby made a part of this Agreement.
- 12.2 The City reserves the right to change or alter the above insurance requirements as it deems necessary.

SECTION 13.0 – INDEMNIFICATION

- 13.1 The Consultant shall enter into the indemnification set forth in **Addendum “C”**, which is hereby made a part of this Agreement.
- 13.2 The provisions of this section are independent of, and will not be limited by, any insurance required to be obtained by the Consultant pursuant to this Agreement or otherwise obtained by the Consultant.

SECTION 14.0 – OWNERSHIP OF DELIVERABLES

- 14.1 The City shall solely own all Deliverables, including the copyright and all other associated intellectual property rights, produced and developed by the Consultant pursuant to the terms and conditions set forth in this Agreement. All Deliverables shall be submitted to the City prior to the City issuing final payment to the Consultant.

SECTION 15.0 – SUBCONTRACTS

- 15.1 The Consultant may hire or use subcontractors or sub-consultants in connection with the performance of the Consultant’s obligations under this Agreement. Unless context clearly indicates otherwise, the terms “subcontractor” and “sub-consultant” shall be interchangeable in this Agreement, and the terms “subcontract agreement” and “sub-consulting agreement” shall likewise be interchangeable in this Agreement.
- 15.2 The Consultant shall give advance notification to the City’s Project Manager of any proposed subcontract agreement or any change to any existing subcontract agreement. Such advance notice shall include the following:
 - A description of the supplies or services called for by the subcontract or change to an existing subcontract.
 - Identification of the proposed subcontractor and an explanation of why and how the proposed subcontractor was selected.
 - The proposed subcontractor price.
- 15.3 The Consultant shall be responsible for negotiating the terms and conditions of each subcontract agreement. The Consultant is also solely responsible for ensuring that each subcontractor acts in a manner consistent with and in accordance with the terms and conditions of this Agreement. The Consultant shall require each subcontractor to (i) obtain the same types and amount of insurance and comply with all insurance provisions that are required of the Consultant pursuant to this Agreement (unless otherwise approved by the City in

writing) and (ii) indemnify and hold harmless the Indemnified Parties to the same extent as the Consultant under this Agreement. The Consultant's retention of a subcontractor does not relieve the Consultant of any of its duties, obligations, or representations under this Agreement.

- 15.4 The Consultant shall not change a subcontract agreement without the prior written consent of the City's Project Manager. Any consent of the City's Project Manager does not relieve the Consultant from any obligations under this Agreement and does not constitute a waiver of any of the City's rights under this Agreement. The City's Project Manager may, at its discretion, ratify in writing any such subcontract which shall constitute the consent of the City's Project Manager as required by this Section 15.4.

SECTION 16.0 – DISPUTES

- 16.1 Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement, which is not disposed of by a supplemental agreement, shall be decided by the City's Project Manager, who shall provide a written decision to the Consultant. The decision of the City's Project Manager shall be final and conclusive, unless within fifteen (15) days from the date of receipt of such copy, the Consultant mails or otherwise furnishes to the City's Project Manager a written notice of dispute.
- 16.2 In the event a decision of the City's Project Manager is the subject of a dispute, such dispute may be settled by appropriate legal proceeding or, if the Parties mutually agree in writing, through arbitration or administrative process. Pending any binding arbitative or administrative decision, appeal, or judgment referred to in this Section or the settlement of any dispute arising under this Agreement, the Parties shall proceed diligently with the performance of this Agreement.
- 16.3 Each party shall be responsible for its own costs and expenses, including legal fees, of any arbitration, administrative proceedings, appeal or suit prosecuted by either party.

SECTION 17.0 – SUSPENSION OF SERVICES

- 17.1 The City's Project Manager may, at any time, by written order to the Consultant, require the Consultant to suspend, delay, or interrupt all or any part of the Scope of Services required by this Agreement. Any such order shall be specifically identified as a suspension of services order ("Suspension of Services Order"). Upon receipt of a Suspension of Services Order, the Consultant shall forthwith comply with its terms and immediately cease incurrence of further costs and fees allocable to the services covered by the Suspension of Services Order during the period of stoppage of services. This shall include the involvement of any and all sub-contractual relationships.
- 17.2 If a Suspension of Services Order issued under this Section is canceled, the Consultant shall resume the Scope of Services within fifteen (15) days after a Suspension of Services Order is canceled. If an adjustment to the Scope of Services or any other term and condition of this Agreement is required due to a suspension of services pursuant to this Section, the Parties shall follow the Contract Adjustments (as defined herein) procedure as described in Section 22.0 of this Agreement. Failure to agree to any Contract Adjustments shall be a dispute concerning a question of fact pursuant to Section 16.0.
- 17.3 If a Suspension of Services Order is not canceled and this Agreement is terminated by the City for convenience, the City shall pay the Consultant costs and fees for services performed up to the effective date of termination, provided such costs and fees are owed to the Consultant pursuant to this Agreement. The Consultant shall provide the City all completed or partially completed Deliverables prior to the receipt of payment for services performed up to the effective date of termination. The foregoing payment

shall constitute the Consultant's sole compensation in the event of termination of this Agreement and the City shall have no other liability to the Consultant related to termination of this Agreement. Without limiting the generality of the foregoing, the City shall have no liability to the Consultant for lost profits or lost opportunity costs in the event of termination of this Agreement.

SECTION 18.0 – TERMINATION

18.1 TERMINATION FOR CONVENIENCE

18.1.1 The performance of the Scope of Services under this Agreement may be terminated, in whole or in part, by the City for any reason whenever the City's Project Manager shall determine that such termination is in the best interest of the City. Termination shall be effective fifteen (15) days after delivery to the Consultant of a notice of termination specifying the extent to which performance of Scope of Services under this Agreement is terminated.

18.1.2 Upon receipt of the notice of termination, the Consultant shall, unless the notice of termination directs otherwise, immediately discontinue performance of the Scope of Services required by this Agreement and shall proceed to promptly cancel all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement.

18.1.3 The City shall pay the Consultant costs and fees for services performed up to the effective date of termination, provided such costs and fees are owed to the Consultant pursuant to this Agreement. The Consultant shall provide the City all completed or partially completed Deliverables prior to the receipt of payment for services performed up to the effective date of termination. The foregoing payment shall constitute the Consultant's sole compensation in the event of termination of this Agreement by the City for convenience and the City shall have no other liability to the Consultant related to termination of this Agreement by the City for convenience. Without limiting the generality of the foregoing, the City shall have no liability to the Consultant for lost profits or lost opportunity costs in the event of termination of this Agreement by the City for convenience.

18.2 TERMINATION FOR DEFAULT

18.2.1 The City may terminate this Agreement upon written notice to the Consultant in the event the Consultant defaults on any of the terms and conditions of this Agreement and such failure continues for a period of thirty (30) days following notice from the City specifying the default; provided, however, that the City may immediately terminate this Agreement, without providing the Consultant with notice of default or an opportunity to cure, if the City determines that the Consultant has failed to comply with any of the terms and conditions of this Agreement related to insurance coverage.

18.2.2 In the event of termination of this Agreement pursuant to Section 18.2, the City shall not be obligated to make any further payment to the Consultant hereunder until such time as the City has determined all costs, expenses, losses and damages which the City may have incurred as a result of such default by the Consultant, whereupon the City shall be entitled to set off all costs (including the cost to cover if the City procures similar services from another architect/ engineer), expenses, losses and damages so incurred by the City against any amount due Consultant under this Agreement.

18.3 Nothing contained in this Section 18.0 shall be construed as limiting the City's rights and remedies in the event of termination of this Agreement.

SECTION 19.0 – PROHIBITED INTEREST

- 19.1 No appointed or elected official or employee of the City shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

SECTION 20.0 – FINDINGS CONFIDENTIAL

- 20.1 Subject to the requirement of Florida laws regarding public records and Section 27.0 of this Agreement, all Deliverables produced or developed by the Consultant or any City data available to the Consultant pursuant to this Agreement shall not be made available to any individual or organization, other than any Consultant's Representative by the Consultant without prior written consent from the City.

SECTION 21.0 – GENERAL PROVISIONS

- 21.1 Should any section or portion of any section of this Agreement be rendered void, invalid or unenforceable by any court of law for any reason, such determination shall not render void, invalid or unenforceable any other paragraph or portion of this Agreement.
- 21.2 Each party to this Agreement that is not an individual represents and warrants to the other party that (i) it is a duly organized, qualified and existing entity authorized to do business under the laws of the State of Florida, and (ii) all appropriate authority exists so as to duly authorize the person executing this Agreement to so execute the same and fully bind the party on whose behalf he or she is executing.
- 21.3 The Consultant shall make no assignment of any of its rights, duties, or obligations under this Agreement without the City's prior written consent, which consent may be withheld by the City Commission in its sole and absolute discretion.
- 21.4 This Agreement shall be interpreted and construed in accordance with the laws of the State of Florida and shall inure to and be binding upon the Parties, their successors and assigns. Venue for any action brought in state court shall be in Polk County, Florida. Venue for any action brought in federal court shall be in the Middle District of Florida, Tampa Division. The Parties consent to the personal jurisdiction of the aforementioned courts and irrevocably waive any objections to said jurisdiction.
- 21.5 The Consultant shall comply with all applicable federal, state, and local laws, ordinances, rules and regulations, the federal and state constitutions, and orders and decrees of any lawful authorities having jurisdiction over the matter at issue (collectively, "Laws"), including all Laws related to licensing and permitting, the Americans with Disabilities Act, the Florida Building Code, Equal Employment Opportunity Provisions of Title VII of the Civil Rights Act of 1964 (78 Stat. 252), the Regulations of the Department of Commerce (15 CFR, Part 8) and Florida laws regarding public records. The Consultant shall also comply with the City's policies and procedures, executive orders and any technical standards provided to the Consultant by the City.
- 21.6 This Agreement has been prepared by the City and reviewed by the Consultant and its professional advisors. The City, Consultant and Consultant's professional advisors believe that this Agreement expresses their agreement and that it should not be interpreted in favor of either the City or the Consultant or against the City or the Consultant merely because of their efforts in preparing it.

- 21.7 The headings are for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Agreement.
- 21.8 The Consultant shall keep accurate books, records and documentation related to this Agreement at the address for delivery of notices set forth in this Agreement. All such books, records and documentation shall be kept by the Consultant and shall be open to examination, audit and copying by the City during the Term of this Agreement and for a period of five (5) years following termination or expiration of this Agreement. The Consultant shall bear the costs associated with the retention of books, records and documentation. Nothing herein shall be construed to allow destruction of records that may be required to be retained longer by the statutes of the State of Florida.
- 21.9 All obligations and rights of any party arising during or attributable to the period prior to expiration or earlier termination of this Agreement, including but not limited to those obligations and rights related to indemnification, shall survive such expiration or earlier termination.
- 21.10 This Agreement may be amended only in writing executed by the Parties.
- 21.11 This Agreement constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous agreements, whether oral or written, between them.
- 21.12 Each Appendix to this Agreement, including attachments to an Appendix and materials referenced in an appendix, is an essential part hereof and is incorporated herein by reference.
- 21.13 No term or condition of this Agreement shall be deemed waived, and no breach of this Agreement excused, unless the waiver or consent is in writing signed by the party granting such waiver or consent.
- 21.14 In the event that either party is delayed in the performance of any act or obligation pursuant to or required by this Agreement by reason of a Force Majeure Event, the time for required completion of such act or obligation shall be extended by the number of days equal to the total number of days, if any, that such party is actually delayed by such Force Majeure Event. The party seeking delay in performance shall give notice to the other party specifying the anticipated duration of the delay, and if such delay shall extend beyond the duration specified in such notice, additional notice shall be repeated no less than monthly so long as such delay due to a Force Majeure Event continues. Any party seeking delay in performance due to a Force Majeure Event shall use best efforts to rectify any condition causing such delay and shall cooperate with the other party to overcome any delay that has resulted.
- 21.15 The Consultant shall not take any action that will result in a lien being placed against the City or to any services or Deliverables being provided to the City. In the event the City is placed on notice of intent to lien or placed on notice of a lien by the Consultant or any Consultant Representative, the Consultant will take immediate action at the Consultant's expense to respectively prevent or remove and discharge the lien.
- 21.16 Subject to the requirements of Florida public records Laws, neither party shall use the other party's name in conjunction with any endorsement, sponsorship, or advertisement without the prior written consent of the named party.
- 21.17 The obligations of the City as to any funding required pursuant to this Agreement shall be limited to an obligation in any given year to budget, appropriate and pay from legally available funds, after monies for essential City services have been budgeted and appropriated, sufficient monies for the funding that is required during that year. Notwithstanding the foregoing, the City shall not be prohibited from pledging any legally available non-ad valorem revenues for any obligations heretofore or hereafter incurred, which pledge

shall be prior and superior to any obligation of the City pursuant to this Agreement.

- 21.18 All Deliverables shall be made available to the City upon request and shall be considered public records in accordance with Chapter 119, Florida Statutes, unless exempt there from.
- 21.19 Time is of the essence of this Agreement and each of its provisions.
- 21.20 In the event of an inconsistency or conflict, the following order of precedence shall govern: (i) this Agreement, exclusive of the appendices and the attachments to and materials referenced in an appendix, (ii) the appendices to this Agreement, exclusive of the attachments to and materials referenced in an appendix.
- 21.21 For purposes of this Agreement, any required written permission, consent, acceptance, approval, or agreement by the City means the approval of the Mayor or his authorized designee, unless otherwise set forth in this Agreement or unless otherwise required to be exercised by the City Commission pursuant to the City Charter or applicable Laws.
- 21.22 The Consultant shall maintain a drug free work place as set forth in **Appendix “E”**.
- 21.23 The Consultant shall not discriminate because of race, color, religion, gender, national origin, marital status, age, disability, sexual orientation, genetic information or other protected category.
- 21.24 In accordance with *Rulemaking Authority 287.032(2), 287.042(12) FS. Law Implemented 287.042(3), 287.042(6) FS. History–New 11-3-88, Formerly 13A-1.01*. Contracts which include services that provide for a Vendor to purchase commodities for subsequent transfer to the State, may be entered into by an agency (the City) only under the following circumstances:
- a. The City has determined that there is a demonstrated need to acquire the commodity through the Vendor, as opposed to direct acquisition by the City.
 - b. The City has provided a means to identify the commodity, including line-item costs, acquired by the Vendor for subsequent transfer to the control by the City; and
 - c. The City has specified the quality of the commodity to be acquired and made provisions for warranty, service, and transfer of ownership.
- 21.25 The only governmental application prohibition against contracting with scrutinized companies are the ones that are in accordance with the economic sanctions by the US Department of State and the US Department of Treasury. The General Economic Sanctions websites may be found at: <http://www.state.gov/e/eb/tfs/spi/index.htm> and <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>.
- 21.26 The Consultant shall comply with the Local Agency Program Federal-Aid terms for Professional Services Contacts set forth in **Addendum “F”**.
- 21.27 If required by applicable Laws (e.g., Florida Executive Order 11-02), the Consultant shall utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the Consultant during the Term of this Agreement and shall expressly require any subcontractors performing work or providing services pursuant to this Agreement to likewise utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Term of this Agreement.

SECTION 22.0 – CONTRACT ADJUSTMENTS OR CHANGES IN THE SCOPE OF WORK

- 22.1 Either party may propose additions, deletions or modifications to the Scope of Services or the other terms and conditions of this Agreement (e.g., Consultant's project manager or key personnel required pursuant to Section 24.0 of this Agreement), ("Contract Adjustments") in whatever manner such party determines to be reasonably necessary for the proper completion of the services. Proposals for Contract Adjustments shall be submitted to the non-requesting party on a form provided by the City. Contract Adjustments shall be effected through written amendments to this Agreement signed by authorized representatives of the Parties.
- 22.2 There shall be no modification of the not-to-exceed amount set forth in this agreement on account of any Contract Adjustment made necessary or appropriate as a result of the mismanagement, improper act, or other failure of the Consultant or any Consultant Representative to properly perform their obligations and functions under this Agreement.
- 22.3 Notwithstanding anything to the contrary contained in this Agreement, there shall be no change in the fees and costs set forth in **Addendum "E"** except through a written amendment to this Agreement signed by authorized representatives of the Parties.

SECTION 23.0 – NOTICE

- 23.1 Unless and to the extent otherwise provided in this Agreement, all notices, demands, requests for approvals and other communications which are required to be given by either party to the other shall be in writing and shall be deemed given and delivered on the date delivered in person, upon the expiration of five (5) days following the date mailed by registered or certified mail, postage prepaid, return receipt requested to the address provided below, or upon the date delivered by overnight courier (signature required) to the address provided below.

CITY:

Public Works Department, Engineering Division
228 S. Massachusetts Avenue
Lakeland, FL 33801
Attention: Manager of Engineering
Phone: (863) 834-6041
Fax: (863) 834-6188
Email: ryan.lazenby@lakelandgov.net

Consultant:

Patel, Greene & Associates, LLC
215 E Main St
Bartow FL 33830
Attention: Joseph Lauk, P.E.
Phone: (863) 604-0316
Email: joseph.lauk@patelgreene.com

- 23.2 Either party may change its authorized representative or address for receipt of notices by providing the other with written notice of such change. The change shall become effective five (5) days after receipt by the non-changing party of the written notice of change. Unless otherwise agreed to by the Parties in writing,

electronic submission of notices does not relieve either party of the requirement to provide notice in writing as required in Section 23.1 above.

SECTION 24.0 – PERSONNEL

- 24.1 The Consultant shall assign the key personnel identified to perform the Scope of Services in accordance with this Agreement. The Consultant shall not, without the City's prior written consent, transfer, reassign, redeploy or otherwise remove any key personnel; provided, however, that removal of any key personnel due to their incapacity or termination shall not constitute a violation of this Section. If any of the key personnel are incapacitated or are terminated, the Consultant shall, within ten (10) days, replace such person with another person approved by the City and that is at least as well qualified as the person who initially performed that person's role. The Consultant shall provide for a transition period of at least one (1) week (or such shorter period of time approved by the City) during which time any key personnel being replaced shall familiarize their replacement(s) with the work required to be performed by the replacement(s). The Consultant shall be solely responsible for all costs associated with replacement of key personnel. Without limiting the generality of the foregoing, if any change in key personnel causes a delay, the Consultant shall be solely responsible for any and all of its increased costs associated with such delay.
- 24.2 The City may require the Consultant to replace any persons performing the Scope of Services, including but not limited to any Consultant Representative, whom the City determines is not performing the Scope of Service to the City's satisfaction. Before a written request is issued, authorized representatives of the City and the Consultant will discuss the circumstance. Upon receipt of a written request from an authorized representative of the City, the Consultant shall be required to proceed with the replacement. The replacement request will include the required replacement date and the reason for the replacement. The Consultant shall use its best efforts to effect the replacement in a manner that does not degrade service quality. This Section will not be deemed to give the City the right to require the Consultant to terminate a person's employment. Rather, this Section is intended to give the City only the right to require that the Consultant discontinue using persons in the performance of the Scope of Services under this Agreement.

SECTION 25.0 – SAFETY

- 25.1 The Consultant agrees to comply with the City's published safety standards while on the property of the City. A copy of these standards is provided in **Addendum "D"**, attached hereto.

SECTION 26.0 – CONSULTANT PERFORMANCE EVALUATION

- 26.1 At the end of the Project, the City will evaluate the Consultant in accordance with the requirements set forth in the Agreement. An example of the Consultant Evaluation Form is attached hereto as **Addendum "G"**.

SECTION 27.0 – PUBLIC RECORDS

- 27.1 The Consultant shall (i) keep and maintain public records (as defined in Chapter 119, Florida Statutes) required by the City to perform the services pursuant to this Agreement; (ii) Upon request from the City Clerk's Office, provide the City (at no cost to the City) 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 under Florida laws regarding public records or other applicable Laws; (iii) ensure that public records in the Consultant's possession that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable Laws for the Term and after the expiration or earlier termination of this Agreement; and (iv) after the expiration or earlier termination of

this Agreement, at the City's request, either transfer, at no cost, to the City all public records in the Consultant's possession within ten (10) days following the City's request and/or keep and maintain any public records required by the City to perform the services pursuant to this Agreement. If the Consultant transfers all public records to the City upon the expiration or earlier termination 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 the expiration or earlier termination of this Agreement, the Consultant shall meet all applicable requirements for retaining public records in accordance with this Agreement and all applicable Laws. At the City's request, all public records stored electronically by the Consultant shall be provided to the City in a format approved by the City.

27.2 IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, AS TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS: KEVIN COOK – DIRECTOR OF COMMUNICATIONS AT: PHONE: (863) 834-6264, EMAIL: KEVIN.COOK@LAKELANDGOV.NET , ADDRESS: ATTN: COMMUNICATIONS DEPARTMENT, 228 S. MASSACHUSETTS AVE., LAKELAND, FLORIDA 33801.

27.3 Nothing contained herein shall be construed to affect or limit the Consultant's obligations including but not limited to Consultant's obligations to comply with all other applicable Laws and to maintain books and records pursuant to this Agreement.

SECTION 28.0 – FLORIDA PROMPT PAYMENT ACT

28.1 The City shall abide by the Florida Prompt Payment Act as stated in Florida Statutes, Chapter 218.70.

Section 29.0 RECORDS RETENTION

29.1 Records Retention: The City shall retain sufficient records demonstrating its compliance with the terms of the LAP Agreement for a period of five (5) years from the date the audit report is issued and shall allow the Department, or its designee, the CFO, or State of Florida Auditor General access to such records upon request. The City shall ensure that the audit working papers are made available to the Department, or its designee, the CFO, or State of Florida Auditor General upon request for a period of five (5) years from the date the audit report is issued unless extended in writing by the Department.

SECTOION 30.0 – DETERMINATION OF ALLOWABLE COSTS IN ACCORDANCE WITH FEDERAL COST PRINCIPLES

30.1 The City shall abide by the determination of allowable cost in accordance with Federal Cost Principle as follows: Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 C.F.R and 49 C.F.R. and policies and procedures prescribed by the Division Administrator of FHWA. Federal funds shall not be paid on account of any cost incurred prior to authorization by FHWA to the Department to proceed with the Project or part thereof involving such cost (23 C.F.R.1.9(a)). If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the Agency (City) in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists. Federal funds may deny participation in parcel or Project cost in part or in total. For any amounts determined to be ineligible for federal reimbursement for which the Department has advanced payment, the Agency shall promptly reimburse the Department for all such amounts within 90 days of written notice.

SECTION 31.0 – CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION

31.0 The City of Lakeland as the contracting agency, follows requirements to conflict of interest specified in 23 CFR 1.33 and 23 CFR 172.7(b)(4). Consultant Executed FDOT Form 375-030-50 shall be attached hereto as Addendum "E" and made a part hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date of the first written above.

CITY:

CITY OF LAKELAND

BY: _____

ATTEST: _____
Kelly S. Koos, City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

Palmer C. Davis, City Attorney

CONSULTANT:

Patel, Greene & Associates, LLC (PGA)

BY: Hiren Patel Hiren M. Patel, PE

ITS: President

ATTEST: Robin Watson

ITS: Controller

REMAINING PORTION INTENTIONALLY LEFT BLANK

ADDENDUM "A"
SCOPE OF SERVICES, 2024-RFQ-277 - PROFESSIONAL SERVICES FOR ROADWAY ENGINEERING AND DESIGN:

REQUEST FOR QUALIFICATIONS

PROFESSIONAL MUNICIPAL ENGINEERING SERVICES (CCNA)

FOR FPID: 444627-2-32-01

State Road 37 from Ariana Street to Lime Street

R.F.Q. NO: 2024-RFQ-277

Issued for Bid



Prepared by:

CITY OF LAKELAND

Public Works Department

228 S. Massachusetts Avenue

Lakeland, Florida 33801

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RISK MANAGEMENT & PURCHASING
1140 EAST PARKER STREET
LAKELAND, FL 33801

NOTICE

REQUEST FOR QUALIFICATIONS

PROFESSIONAL MUNICIPAL ENGINEERING SERVICES (CCNA)

FOR FPID: 444627-2-32-01

STATE ROAD 37 from Ariana Street to Lime Street

Monday, July 22, 2024

R.F.Q. NO. 2024-RFQ-277

Qualification packages will be received electronically by the Purchasing Manager via OpenGov, the City's e-Procurement Portal ("Portal"), until 3:30 pm – Thursday, August 22, 2024. Qualifications received after this specified time and date will not be considered

Qualification Documents may be accessed by visiting our Website at <https://procurement.opengov.com/portal/lakelandgov> or by contacting the City of Lakeland Purchasing Division @ (863) 834-6780. Qualification Documents are Required for Submittal. Respondents are required to submit their response through the Portal. Respondents shall sign up on the Portal if an account does not exist.

THE CITY OF LAKELAND IS REQUESTING QUALIFICATIONS FROM EXPERIENCED ENGINEERING FIRMS PREQUALIFIED BY THE FLORIDA DEPARTMENT OF TRANSPORTATION IN WORK TYPE 3.2 (MAJOR HIGHWAY DESIGN), WORK TYPE 4.1.1. (MISCELLANEOUS STRUCTURES), WORK TYPE 6.2 (TRAFFIC SIGNAL TIMING), WORK TYPE 6.3.1 (INTELLIGENT TRANSPORTATION SYSTEM ANALYSIS AND DESIGN, WORK TYPE 7.1 (SIGNING, PAVEMENT MARKING AND CHANNELIZATION), WORK TYPE 7.2 (LIGHTING), WORK TYPE 7.3 (SIGNALIZATION), WORK GROUP 8.2 (DESIGN, RIGHT OF WAY, AND CONSTRUCTION SURVEYING), WORK TYPE 9.1 (SOIL EXPLORATION), AND WORK TYPE 9.2 (GEOTECHNICAL CLASSIFICATION LAB TESTING) FOR FPID 444627-2: STATE ROAD 37 (SOUTH FLORIDA AVENUE) FROM ARIANA STREET TO LIME STREET PROJECT THROUGH THE PUBLIC WORKS DEPARTMENT. THIS SOLICITATION WILL FOLLOW THE REQUIREMENTS OF FLORIDA STATUTE 287.055 TERMED THE "CONSULTANTS' COMPETITIVE NEGOTIATIONS ACT (CCNA)". IN COMPLIANCE WITH THE FLORIDA CONSULTANTS' COMPETITIVE NEGOTIATION ACT (CCNA), (CHAPTER 287), RATES SHALL NOT BE INCLUDED IN THIS PROPOSAL.

All Questions regarding this request for qualifications shall be in writing and submitted electronically via the Portal through the Question and Answer tab. Responses will be released on the Question and Answer Tab.

CLARIFICATION AND/OR EXCEPTIONS OF DOCUMENTATION

Respondents requiring clarification or having a dispute with these documents must advise the City Purchasing Division of the nature of the required clarification or basis of the dispute, in writing, no later than 5:00 pm on _____ via the Portal's Question and Answer tab. If no written contact has been made by this specified date, the Respondent waives the right to any future consideration and accepts the documents as published and/or revised by the City. **Additionally, submitting a signed bid shall be construed as a total compliance statement.** Note: Any use of brand names (manufacturer) in this invitation and specification is for Bidder convenience only and shall not limit this offering. Equal or better equipment and alternate bids may be given consideration.

FLORIDA PUBLIC RECORDS LAW

Qualification submittal information shall be subject to Chapter 119, Florida Statutes, generally known as the "Florida Public Records Law." This statute provides that all documents, papers, records and similar material produced or received by an agency or political subdivision of the State are subject to public inspection and review under reasonable conditions and at reasonable times. Accordingly, unless specifically exempted by law, all bids and materials received with bids, marketing information, quotations, proposals, specifications, correspondence, forms, contracts, bonds, financial statements, prospectus, corporate resumes, product summaries, lab reports, inspection and test reports and any other such material will be considered a matter of public record. The City and its staff cannot regard any document, information or data as proprietary or confidential unless so advised by the City Attorney.

Additionally, should a Contractor enter into an Agreement with the City, the Contractor shall comply with Florida Statute Chapter 119, the Florida Public Records Act as it relates to records kept and maintained by Contractor in performance of services pursuant to this Agreement. In accordance with Florida Statute §119.0701, the Contractor shall keep and maintain public records required by the City in performance of services pursuant to the contract. Upon request from the City's custodian of public records, Contractor shall provide the City 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 pursuant to Florida Statute Chapter 119 or as otherwise provided by law. Contractor shall 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 contract term and following completion of the contract if the Contractor does not transfer the records to the City. Contractor shall, upon completion of the contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform services pursuant to the contract. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

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 CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS: KEVIN COOK - DIRECTOR OF COMMUNICATIONS AT: PHONE: 863-834-6264, E-MAIL: KEVIN.COOK@LAKELANDGOV.NET, ADDRESS: ATTN: COMMUNICATIONS DEPARTMENT, 228 S. MASSACHUSETTS AVE., LAKELAND, FLORIDA 33801.

EXPARTE COMMUNICATION

Please note that to insure the proper and fair evaluation of a proposal, the City of Lakeland prohibits exparte communication (i.e., unsolicited) initiated by the Respondent to the City Official or Employee evaluating or

considering the proposals prior to the time a proposal decision has been made. Communication between Respondent and the City will be initiated by the appropriate City Official or Employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the proposal. Exparte communication may be grounds for disqualifying the offending Respondent from consideration or award of the proposal then in evaluation or any future proposal.

PUBLIC ENTITY CRIMES STATEMENT

In accordance with Florida Statutes Sec. 287.133(2)(a), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

DISCRIMINATORY VENDOR LIST

In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

The City of Lakeland is a Drug Free Workplace. By submitting a bid in response to this Invitation to Bid, you are certifying that your company is a drug-free workplace in accordance with Florida Statute 287.087. The attached Drug-Free Workplace Program Certification Form (**Appendix E**) must be signed and returned to this office with the qualifications proposal package. **Note:** Drug-Free Workplace will not be used as part of the scoring criteria.

SUSPENSION AND DEBARMENT CERTIFICATION

By submitting this bid/proposal, the bidder/proposer warrants and certifies that no principal (which includes officers, directors, or executives) is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation on this project by any Federal, State, or local department or agency. The attached Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions for Federal Contracts Form (**Appendix E** or Form 375-030-32) must be signed and returned to this office with the qualifications proposal package.

CONFLICT OF INTEREST / STATEMENT OF NON-COLLUSION

The award hereunder is subject to Chapter 112, Florida Statutes. All respondents must disclose with their bid the name of any officer, director, or agent who is also an employee of the City of Lakeland. Further, all respondents must disclose the name of any City of Lakeland employee who owns, directly or indirectly, an interest of five percent (5%) or more of the respondent's firm or any of its branches.

The respondent shall certify that he/she has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the bid and

that the respondent is not financially interested in, or otherwise affiliated in a business way with any other respondent on the same land or improvements.

Federal Provisions: *The City of Lakeland, as the contracting agency, follows requirements pertaining to conflicts of interest, as specified in 23 CFR 1.33 and the requirements of 23 CFR 172.7(b)(4). (Appendix E or Form 375-030-50) must be signed and returned to this office with the qualifications proposal package.*

INSURANCE AND SAFETY REQUIREMENTS

All insurance shall be secured from or countersigned by an agent or surety company recognized in good standing and authorized to do business in the State of Florida.

The Respondent shall, within ten (10) days of notification of award and prior to commencement of work, take out and maintain in full force and effect minimum insurance coverage as specified in the attached requirements. This insurance shall remain in force and effect throughout the duration of the contract.

A certificate of existing insurance coverage should be submitted with the proposal as proof of insurability with the City of Lakeland and State of Florida Department of Transportation (FDOT) named as additional insured. If the current coverage does not meet the qualification requirements, then the Respondent should request an affidavit of insurability from the Respondent's insurance agent that certifies the requirements can and will be met. Failure to provide adequate insurance coverage may be cause for disqualification as non-responsive to the proposal requirements. The Respondent agrees to accept and abide by the City of Lakeland safety regulations in complete accordance with the attached requirements.

INDEMNIFICATION AGREEMENT

The Respondent agrees to indemnify and hold harmless the City of Lakeland in complete accordance with the attached requirements. This agreement shall be signed, notarized and returned with the qualification's submittal. Failure to provide the Hold Harmless Indemnification Agreement may be cause for disqualification as non-responsive to the qualification requirements.

"To the fullest extent permitted by law, the Recipient's contractor/consultant shall indemnify and hold harmless the Recipient and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this Agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the State of Florida and the Recipient's sovereign immunity."

ADDENDA

It is the Respondent's responsibility to contact the Purchasing Division prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda and return executed addenda with the qualification package.

TERMS AND CONDITIONS OF AGREEMENT

A copy of the proposed agreement to be entered into with the successful bidder is included with this bid as an Attachment,

should the City require such. Please include any exceptions/revisions to the agreement with your submittal for review during the evaluation period.

OPENGOV PROCUREMENT

The City of Lakeland uses OpenGov, the e-Procurement Portal ("Portal"), to administer the competitive solicitation process, including but not limited to soliciting quotes, sealed bids, proposals, and qualifications, issuing addenda, posting results and issuing notification of an intended decision. Bidders are strongly encouraged to familiarize themselves well in advance of their intention of submitting qualifications to ensure familiarity with the use of the Portal. The City shall not be responsible for a Bidder's inability to submit qualifications by the end date and time for any reason, including issues arising from the use of the Portal.

QUALIFICATIONS SUBMITTAL

Respondent shall complete all electronic sections of their response and submit a response before the due date and time identified in the Timeline of this solicitation. Electronic sections may comprise of but are not limited to Contact Information, Addenda Confirmation, Questionnaire and Company Profile.

The City of Lakeland at its sole discretion reserves the right to waive technicalities or irregularities, to reject any or all proposals, and/or to accept that proposal which is in the best interest of the City. The award of this request for qualifications, if made, may be based on 11 considerations other than total cost and may be awarded based on various considerations, including without limitation; Respondent's experience and/or qualifications, past experience, administrative cost, standardization, technical evaluation and oral and/or written presentations as required. The City reserves the right to accept all or part, or to decline the whole, and to award this RFQ to one (1) or more Respondents. There is no obligation to buy. The RFQ, if awarded, will be in the judgement of the City the most responsive to the City's needs. The City of Lakeland encourages the use of minority and women owned businesses as subcontractors or in joint venture arrangements.

The City of Lakeland encourages the use of minority and women-owned businesses as subcontractors or in joint venture arrangements.

City of Lakeland, Florida

Mark D. Raiford, CPPB
Purchasing Manager

5. INSURANCE AND SAFETY REQUIREMENTS

5.1. STATEMENT OF PURPOSE

The City of Lakeland (the “City”) from time to time enters into agreements, leases and other contracts with Other Parties (as hereinafter defined).

Such Agreements shall contain at a minimum risk management/insurance term to protect the City’s interests and to minimize its potential liabilities. Accordingly, the following minimum requirements shall apply:

5.2. CITY DEFINED

The term City (wherever it may appear) is defined to mean the City of Lakeland itself, its Commission, employees, volunteers, representatives and agents.

5.3. OTHER PARTY DEFINED

The term Other Party (wherever it may appear) is defined to mean the other person or entity which is the counter-party to the Agreement with the City and any of such Other Party’s subsidiaries, affiliates, officers, employees, volunteers, representatives, agents, contractors and subcontractors.

5.4. LOSS CONTROL/SAFETY

Precaution shall be exercised at all times by the Other Party for the protection of all persons, including employees, and property. The Other Party shall comply with all laws, rules, regulations or ordinances related to safety and health, and shall make special effort to anticipate and detect hazardous conditions and shall take such precautionary and prompt action where loss control/safety measures should reasonably be expected.

The City may order work to be stopped at any time, without liability, if conditions exist that present immediate danger to persons or property. The Other Party acknowledges that such stoppage, or failure to stop, will not shift responsibility for any damages from the Other Party to the City.

5.5. INSURANCE - BASIC COVERAGES REQUIRED

The Other Party shall procure and maintain the following described insurance, except for coverage specifically waived by the City of Lakeland, on policies and with insurers acceptable to the City, and insurers with AM Best ratings of no less than A.

These insurance requirements shall in no way limit the liability of the Other Party. The City does not represent these minimum insurance requirements to be sufficient or adequate to protect the Other Party’s interests or liabilities, but are merely minimums.

"Except for workers' compensation and professional liability, the Other Party's insurance policies shall be endorsed to name the **City of Lakeland and State of Florida Department of Transportation (FDOT) as additional insured.** It is agreed that the Other Party's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by The City of Lakeland for liability arising out of the operations of this agreement."

Except for worker's compensation, the Other Party waives its right of recovery against the City, to the extent permitted by its insurance policies.

The Other Party's deductibles/self-insured retentions shall be disclosed to the City and may be disapproved by the City. They shall be reduced or eliminated at the option of the City. The Other Party is responsible for the amount of any deductible or self-insured retention.

Insurance required of the Other Party or any other insurance of the Other Party shall be considered primary, and insurance of the City shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Payment on Behalf of the City of Lakeland, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract, or lease.

5.6. Commercial General Liability

This insurance shall be an "occurrence" type policy written in comprehensive form and shall protect the Other Party and the additional insured against all claims arising from bodily injury, sickness, disease, or death of any person other than the Other Party's employees or damage to property of the City or others arising out of any act or omission of the Other Party or its agents, employees, or Subcontractors and to be inclusive of property damage resulting from explosion, collapse or underground (xcu) exposures. This policy shall also include protection against claims insured by usual personal injury liability coverage, and to insure the contractual liability assumed by the Other Party under the article entitled **INDEMNIFICATION, and "Products and Completed Operations" coverage.**

The Other Party is required to continue to purchase products and completed operations coverage for a minimum of three years beyond the City's acceptance of renovation or construction properties.

The liability limits shall not be less than: \$2,000,000.00

- Bodily Injury and \$1,000,000
- Property Damage Single limit each occurrence

5.7. Business Automobile Liability

Business Auto Liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

The liability limits shall not be less than: \$1,000,000.00

- Bodily Injury and \$1,000,000
- Property Damage Single limit each occurrence

5.8. Workers' Compensation

Workers' Compensation coverage to apply for all employees for statutory limits and shall include employer's liability with a limit of \$100,000 each accident, \$500,000 disease policy limits, \$100,000 disease limit each employee. ("All States" endorsement is required where applicable). If exempt from

Worker's Compensation coverage, as defined in Florida Statue 440, the Other Party will provide a copy of State Workers' Compensation exemption.

All subcontractors shall be required to maintain Worker's Compensation.

The Other Party shall also purchase any other coverage required by law for the benefit of employees.

5.9. Excess Liability

This insurance shall protect the Other Party and the additional insured against all claims in excess of the limits provided under the employer's liability, commercial automobile liability, and commercial general liability policies. The policy shall be an "occurrence" type policy and shall follow the form of the General and Automobile Liability.

The liability limits shall not be less than: \$1,000,000.00

5.10. Professional Liability/Malpractice/Errors or Omissions Insurance

The Other Party shall carry professional malpractice insurance throughout the term of this Contract and shall maintain such coverage for an extended period of three (3) years after completion and acceptance of any work performed hereunder. At all times throughout the period of required coverage, said coverage shall insure all claims accruing from the first date of the Contract through the expiration date of the last policy period. In the event that Other Party shall fail to secure and maintain such coverage, Other Party shall be deemed the insurer of such professional malpractice and shall be responsible for all damages suffered by the City as a result thereof, including attorney's fees and costs.

The liability limits shall not be less than: \$2,000,000.00

5.11. EVIDENCE/CERTIFICATES OF INSURANCE

Required insurance shall be documented in Certificates of Insurance which provide that the City shall be notified at least 30 days in advance of cancellation, nonrenewable, or adverse change.

New Certificates of Insurance are to be provided to the City at least 15 days prior to coverage renewals.

If requested by the City, the Other Party shall furnish complete copies of the Other Party's insurance policies, forms and endorsements.

For Commercial General Liability coverage, the Other Party shall, at the option of the City, provide an indication of the amounts of claims payments or reserves chargeable to the aggregate amount of liability coverage.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the City, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Other Party's obligation to fulfill the insurance requirements herein.

5.12. Indemnification Agreement

See <https://procurement.opengov.com/portal/lakelandgov/projects/104874/document?section=undefined>

Hold Harmless / Indemnification - Consultant

To the fullest extent permitted by laws and regulations, and in consideration of the amount stated on any Purchase Order, the Contractor shall defend, indemnify, and hold harmless the City, its officers, directors, agents, guests, invitees, and employees from and against all liabilities, damages, losses, and costs, direct, indirect, or consequential (including but not limited to reasonable fees and charges of engineers, architects, attorneys, and other professionals and court and arbitration costs) arising out of or resulting from any acts of negligence, gross negligence or intentional wrongful misconduct in the performance of the work by the Contractor, any Subcontractor, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable.

“To the extent provided by law, the Consultant shall indemnify, defend, and hold harmless the City of Lakeland and the State of Florida, Department of Transportation, including the Department’s officers, agents, and employees, against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of the Consultant, or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by the Consultant.

The foregoing indemnification shall not constitute a waiver of the Department’s or City of Lakeland’s sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28. Nor shall the same be construed to constitute agreement by the Consultant to indemnify the City of Lakeland for the negligent acts or omissions of the City of Lakeland, its officers, agents, or employees, or third parties. Nor shall the same be construed to constitute agreement by the Consultant to indemnify the Department for the negligent acts or omissions of the Department, its officers, agents, or employees, or third parties. This indemnification shall survive the termination of this Agreement.”

In any and all claims against the City, or any of its officers, directors, agents, or employees by any employee of the Contractor, any Subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, this indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any such Subcontractor or other person or organization under workers’ or workmen’s compensation acts, disability benefit acts, or other employee benefit acts, nor shall this indemnification obligation be limited in any way by any limitation on the amount or type of insurance coverage provided by the City, the Contractor, or any of his Subcontractors. To the extent this Indemnification conflicts with any provision of Florida Law or Statute, this indemnification shall be deemed to be amended in such a manner as to be consistent with such Law or Statute.

Applicability: It is the express intent of the Contractor that this agreement shall apply for the project(s) or time period indicated below. (Check and complete one):

_____ Agreement is applicable to all contracts, purchase orders and other work performed for the City of Lakeland for the time period of not more than five (5) years.

_____ to _____.
(Date) (Date)

(OR)

_____ Agreement is limited to Bid #, Purchase Order #, Requisition # _____, or Contract dated _____.

Subrogation: The Contractor and his Subcontractors agree by entering into this contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Contractor or Subcontractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Contractor or Subcontractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which

includes a condition specifically prohibiting such an endorsement, or voids coverage should Contractor or Subcontractor enter into such an agreement on a pre-loss basis.

Release of Liability: Acceptance by the Contractor of the last payment shall be a release to the City and every officer and agent thereof, from all claims and liability hereunder for anything done or furnished for, or relating to the work, or for any act or neglect of the City or of any person relating to or affecting the work of which Contractor has knowledge at the time.

Savings Clause: The parties agree that to the extent the written terms of this Indemnification conflict with any provisions of Florida laws or statutes, in particular Sections 725.06 and 725.08 of the Florida Statutes, the written terms of this indemnification shall be deemed by any court of competent jurisdiction to be modified in such a manner as to be in full and complete compliance with all such laws or statutes and to contain such limiting conditions, or limitations of liability, or to not contain any unenforceable, or prohibited term or terms, such that this Indemnification shall be enforceable in accordance with and to the greatest extent permitted by Florida Law.

Name of Organization
BY: _____
Signature of Owner or Officer

Organization Phone Number

STATE OF: _____

COUNTY OF: _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by

_____, of _____.
Printed Name of Owner / Officer Corporate or Company Name

He/She is personally known to me or has produced _____ as identification, and did __
State Driver's License Number

/ did not _____ take an oath.

Signature of Person Taking Acknowledgment

Printed Name of Person Taking Acknowledgment

Notary Seal

CITY OF LAKELAND

BY: _____
Joyce Dias, Director of Risk Management

DATE _____

Instructions

A. REQUEST FOR QUALIFICATIONS (“RFQ”) SUMMARY

1. RFQ Scope: The City of Lakeland, a Florida municipal corporation (“City”), is requesting Statements of Qualifications (SOQ) and intends to select a qualified Consultant firm interested in performing the professional services described in this RFQ. A detailed description of the Scope of Services is contained in **Appendix A**.
2. Background: The City will fund and manage the design of FPID: 444627-2: State Road 37 (South Florida Avenue) from Ariana Street to Lime Street. The project is located on the state highway system and proposes to construct a three-lane typical section with type F curb and gutter and 11'-12' sidewalks adjacent to both sides of the roadway.
3. RFQ Proposed Schedule: The proposed schedule for the selection of a qualified Consultants is set forth below:

EVENT	DATE
Legal Advertisement of Request for Qualification	July 22, 2024
Clarification Deadline	August 12, 2024
Written SOQ will be accepted until 3:30 p.m. and opened at 3:30 p.m. (same date)	August 22, 2024
Selection Committee Evaluation and Ranking Meeting	TBD*
Purchasing to issue Notice of Intent to Award	TBD*
Protest Period Ends at 5 p.m. (5 business days)	TBD*
Contract Negotiation	TBD*
Lakeland City Commission Deadline for City Commission Agenda	TBD*
Lakeland City Commission Approval of Short List of Firms & Contract	TBD*
<i>*Dates are subject to change</i>	

4. Minimum Qualifications: Consultants (prime) shall be experienced and prequalified by FDOT in:
 - Major Highway Design (Work Category 3.2)

Consultants (prime or sub) shall be experienced and prequalified by FDOT in:

- Miscellaneous Structures (Work Category 4.1.1)
- Traffic Signal Timing (Work Category 6.2)
- Intelligent Transportation Systems Analysis and Design (Work Category 6.3.1)
- Signing, Pavement Marking and Channelization (Work Category 7.1)
- Lighting (Work Category 7.2)
- Signalization (Work Category 7.3)
- Design, Right of Way, and Construction Surveying (Work Category 8.2)
- Soil Exploration (Work Category 9.1)
- Geotechnical Classification Lab Testing (Work Category 9.2)

GENERAL INSTRUCTIONS

1. Public Disclosure/Public Meetings: Public disclosure regarding this RFQ, the SOQ and subsequent awards, will be coordinated by the City. Public meetings are held when necessary, are publicly noticed, and minutes taken or recorded. Under Florida law, sealed bids, proposals, or replies received by the City pursuant to a competitive solicitation are exempt from public records until such time as the agency provides notice of an intended decision to make a contract award or until 30 days after opening the bids, proposals, or replies, whichever is earlier. Oral presentations, negotiations, vendor question and answer sessions, and discussions of negotiation strategies are all exempt meetings. A complete recording shall be made of an exempt meeting. No portion of the exempt meeting may be held off the record. The recording is exempt until such time as the Local Agency provides notice of an intended decision to make a contract award or until 30 days after opening the bids, proposals, or replies, whichever occurs earlier, pursuant to Section 286.0113(2)(c), F.S.
2. Signature Requirements: The SOQ must be signed by a duly authorized official(s) of the proposing firm or by the proposing individual. Consortiums or teams submitting SOQ, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or legal entity which shall not be a subsidiary or affiliate with limited resources. Each SOQ shall indicate the entity responsible for execution on behalf of the qualification statement team.
3. RFQ Clarification/Addenda: Questions regarding this RFQ should be in writing and should reference the RFQ number. Submit all questions to **Mrs. Tara Walls, CPPB, Senior Purchasing Agent, via email at purch@lakelandgov.net or fax (863) 834-6777**. Additionally, prior to submitting a qualification package, it is the Proposer's responsibility to contact the referenced City Purchasing Agent to ascertain if any addenda have been issued; to obtain all such addenda and return executed addenda with the qualification package. In the event that it becomes necessary to revise any part of this RFQ, or if additional information is necessary to enable the proposing Consultant to make an adequate interpretation of the provisions of this RFQ, an addendum(s) to the RFQ will be provided by the City Purchasing Division to each Consultant that has requested a copy of this RFQ.
4. Rejection Rights: The City, at its sole discretion, reserves the right to waive technicalities or irregularities, to reject any or all proposals, and/or to accept that proposal which is in the best interest of the City. The award of this proposal, if made, may be based on considerations other than total cost and may be awarded based on various considerations, including without limitation: Respondent's experience and/or qualifications, past experience, administrative cost, standardization, technical evaluation and oral and/or written presentations as required. The City reserves the right to accept all or part, or to decline the whole, and to award this proposal to one (1) or more respondents. There is no obligation to buy. The proposal, if awarded, will be in the judgment of the City the most responsive to the City's needs.
5. SOQ to be in Effect: Each SOQ shall state it is valid for a period of not less than 10 days from date of receipt.
6. Nondiscrimination: It is the policy of the City to provide work places free from discrimination, harassment and related inappropriate behavior. The City does not condone or tolerate any behavior that is discriminatory, harassing or otherwise inappropriate when such behavior is based on an individual's or group's race, color, national origin, religion, gender, marital status, age, disability, sexual orientation, genetic information or other protected category. Gender includes but is not limited to sex, pregnancy, childbirth or medical conditions related to childbirth, and gender-related self-identity which can be shown by evidence such as medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held. Firms are required to comply with Title VI. Firms are encouraged to adopt such policies and provide work places

free of discrimination in terms of conditions of employment, including benefits not included within the scope of Title VI.

7. Terms and Conditions of Agreement: The Professional Services Agreement is attached to this RFQ as **Appendix D**. The SOQ shall include a statement of the firm's or individual's exceptions/revisions to the Professional Services Agreement with the submittal for review during the evaluation period.
8. Ownership and Reuse of Documents: All documents prepared and submitted in response to this RFQ shall become the property of the City and the City shall own all ideas, documents and materials developed or prepared in response to this RFQ.
9. All documents prepared are subject to reuse by the City in accordance with the provisions of §287.055, Florida Statutes.
10. Discrepancies, Errors and Omissions: Any discrepancies, errors, or ambiguities in this RFQ or addenda (if any) should be reported in writing to the City's contact person identified in this RFQ. Should it be found necessary, a written addendum will be incorporated into this RFQ. The City will not be responsible for any oral instructions, clarifications, or other communications.
11. Disqualification: The City reserves the right to disqualify any firm(s) or individual(s) before or after opening of the SOQ, upon evidence of collusion with intent to defraud or other illegal practices on the part of the firm(s) or individuals.
12. Information Designated a Trade Secret and/or Confidential and/or Proprietary: All responses (including all documentation and materials attached to the SOQ or provided in connection with this RFQ) submitted to the City are subject to Florida's public records law (i.e., Chapter 119, Florida Statutes), which require disclosure of public records, unless exempt, if a public records request is made. Responses (including all documentation and materials attached to the SOQ or provided in connection with this RFQ {even if in a separate envelope}) submitted to the City cannot be returned. THE CITY WILL NOT CONSIDER RESPONSES IF THE ENTIRE RESPONSE IS LABELED A TRADE SECRET AND/OR CONFIDENTIAL AND/OR PROPRIETARY.

If a Consultant believes that its response (including all documentation and materials attached to the SOQ or provided in connection with this RFQ) contains information that is a trade secret (as defined by Florida law) and/or information that is confidential and/or proprietary and therefore exempt from disclosure, then such information must be submitted in a separate envelope and comply with the following requirements. In addition to submitting the information in a separate envelope, the Consultant must include a general description of the information designated as a trade secret and/or confidential and/or proprietary and provide reference to the Florida statute or other law which exempts such designated information from disclosure in the event a public records request.

The City does not warrant or guarantee that information designated by a Consultant as a trade secret and/or confidential and/or proprietary is a trade secret and/or confidential and/or proprietary and exempt from disclosure. The City offers no opinion as to whether the reference to the Florida statute or other law by a Consultant is/are correct and/or accurate. The City will only notify Consultant of a public records request if such public records request asks for information that is designated by Consultant as a trade secret and/or confidential and/or proprietary and Consultant, at its own expense, will have forty-eight (48) hours after receipt of such notice (email notice is acceptable notice) to file the necessary court documents to obtain a protective order.

Please be aware that the designation of information as a trade secret and/or confidential and/or proprietary may be challenged in court by any person or entity. By designation of information as a trade secret and/or confidential and/or proprietary, Consultant agrees to defend the City, its employees, agents and elected and appointed officials ("Indemnified Parties") against all claims and actions (whether or not a lawsuit is commenced) related to its designation of information as a trade secret and/or confidential and/or proprietary and to hold harmless the Indemnified Parties for any award to a plaintiff for damages, costs and attorneys' fees, and for costs and attorneys' fees (including those of the City Attorney's office) incurred by the City by reason of any claim or action arising out of or related to firm's or individual's designation of information as a trade secret and/or confidential and/or proprietary.

Failure to comply with the requirements above shall be deemed as a waiver by Consultant to claim that all additional information in its response is a trade secret and/or confidential and/or proprietary regardless if such information is labeled trade secret and/or confidential and/or proprietary. Consultant acknowledges and agrees that all information in firm's or individual's response (not including information submitted in a separate envelope) will be disclosed, without any notice to Consultant, if a public records request is made for such information.

PLEASE BE ADVISED THAT FIRM'S RESPONSE, INCLUDING THE INFORMATION SUBMITTED IN A SEPARATE ENVELOPE, IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH ABOVE, WILL BE DISTRIBUTED TO THE SELECTION COMMITTEE MEMBERS, CITY AND STAFF TO ALLOW FIRM'S ENTIRE RESPONSE, INCLUDING THE INFORMATION SUBMITTED IN A SEPARATE ENVELOPE, TO BE EVALUATED AND CONSIDERED FOR AWARD OF THIS AGREEMENT. THE ENTIRE CONTENTS OF FIRM'S RESPONSE, INCLUDING THE INFORMATION SUBMITTED IN A SEPARATE ENVELOPE, MAY BE DISCUSSED AT MEETINGS THAT ARE OPEN TO THE PUBLIC, SUBJECT TO THE REQUIREMENTS SET FORTH IN CHAPTER 286, FLORIDA STATUTES.

13. Truth in Negotiation Certification: Pursuant to Section 287.055(5)(a), Florida Statutes, for a lump sum, salary multiplier or cost-plus-a- fixed-fee professional service contract over the threshold amount provided in § 287.017, Florida Statutes, the respondent shall, if selected, execute a Truth in Negotiation Certificate stating that the wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. If requested by the City, financial statements including balance sheet, profit and loss and statement of changes in financial position for the latest annual report for each participating firm shall be submitted together with the name of banks and other financial institutions with which the respondent conducts business. A Truth In Negotiation Certification Form is attached in **Appendix E** (Form 375-030-30).
14. Local Government Prompt Payment Act: Pursuant to Ch. 218 F.S., Part VII, the City shall abide by the Florida Prompt Payment Act.
15. Records Retention: The City shall retain sufficient records demonstrating its compliance with the terms of the LAP Agreement for a period of five (5) years from the date the audit report is issued and shall allow the Department, or its designee, the CFO, or State of Florida Auditor General access to such records upon request. The City shall ensure that the audit working papers are made available to the Department, or its designee, the CFO, or State of Florida Auditor General upon request for a period of five (5) years from the date the audit report is issued unless extended in writing by the Department.
16. Performance Evaluation: At the end of the project, the City will evaluate the successful Consultant in accordance with the requirements set forth in the Professional Services Agreement and Task Authorization.
17. Tie-Breaker procedure: Whenever two or more bids, proposals, or replies that are equal with respect to

price, quality, and service are received for procurement of commodities or contractual services, the selection committee may bring in an alternate selection committee member to evaluate responses and rank/score.

Description of the Project

A. GENERAL ORGANIZATION OF THE PROJECT

1. Location: The City of Lakeland is located in Polk County, Florida. The Projects is located within the City of Lakeland's municipal limits or service territory.
2. Project Direction: Primary interface with the selected Consultant will be the City's Project Manager (CITY PM). In carrying out these functions, the CITY PM will utilize the various departments and personnel of the City and coordinate with other governmental agencies as required to ensure a successful project.

Services Description: The City intends to select a qualified Consultant firm interested in performing the professional services described in this RFQ. A detailed description of the Scope of Services is contained in **Appendix A**, attached to this RFQ.

3. Professional Services Agreement Period Terms: The term of the Professional Services Agreement shall commence upon execution by both parties and remain in effect for two (2) years or until completion of the project, unless sooner terminated as provided herein.
4. Project Schedule Project Duration: The Consultant's Preliminary Project Schedule for the design submittals.
5. Professional Services Agreement and Approval: At the City's request, the Consultant will generate a detailed "Scope of Work" document and a schedule, as more thoroughly described in Section 6 of the Professional Services Agreement and as deemed appropriate by the Consultant to accomplish the task; send the developed 'scope proposal' to the City in an electronic format. The City will review the proposal. If the proposal is mutually acceptable, the parties will enter into a Professional Services Agreement contingent upon City Commission approval. Upon receipt of the fully executed Agreement and Notice to Proceed from the City, the Consultant shall perform the services set forth.

A. Independent Staff Hour Estimates: The City Project Manager, or his designee, shall prepare and submit an independent staff hour estimate prior to negotiations with the highest ranked firm. FDOT's Consultant Wage Rate Averages Report, Negotiations Handbook, and Design Staff Hour Estimate worksheets may be used to develop the City (agency) independent estimate and verify the Consultant(s) estimate.

B. Method of Compensation: The method of compensation may be established as a lump sum amount, cost plus fixed fee, cost plus unit of work or, specific rates of compensation as provided in the CFR). The Agreement will be negotiated with the Consultant for completion of the services with compensation based upon documented actual hours worked and/or expenses incurred up to the agreed upon total maximum amount. (The CITY PM will keep detailed records of rates, etc., and that the fixed fee cannot exceed 15% of the total direct labor and indirect costs or 42% of direct salaries

Submittal Requirements and Selection Process

A. SUBMITTAL REQUIREMENTS

1. Information to be Submitted:

a. SOQ containing information described below in Section A.2, below.

(1) **An unbound original, four (4) copies (collated in sets) and one (1) electronic copy (USB flash drive or CD)** of the qualifications package and all required qualifications submittal data, along with any Respondent generated Specifications, Drawings, etc., shall be enclosed within a sealed envelope with the words, **“Sealed R.F.Q. No. XXXX –Professional Services (CCNA) for Roadway Engineering and Design for FPID 444627-2-32-01: State Road 37 from Ariana Street to Lime Street”** and the Respondent’s name and address clearly shown on the outside thereof. **Submittals received with less than five (5) total copies or not on the City of Lakeland Qualification Sheet may be disqualified as non-responsive.**

b. Certificate(s) of Insurance (Professional Liability Insurance carried by prime consultant per 337.106 F.S. (Requirements located on Pages 9-11 of RFQ).

c. Completed City of Lakeland Indemnification Form (Pages 12-13 of RFQ).

d. Florida Department of Transportation Certificate of Qualification for qualified work type. (Requirements located on Page 14, A.4. of RFQ).

e. U.S. Department of Homeland Security’s E-Verify System Affirmation Company Information (<https://www.uscis.gov/mye-verify>) to verify the employment eligibility in compliance with Paragraph S of the Local Agency Program Federal-Aid Terms for Professional Services Contracts.

f. Consultant Selection Information Form (**Appendix B**).

g. And all other additional required forms (**Appendix E**).

(1) An unbounded original and four (4) hard copies (collated in sets) in the SOQ package.

2. SOQ Content: The SOQ package shall consist of the following:

a. TAB I: Cover Letter of Interest containing the following information:

- (1) Project Name
- (2) Prime Consultant entity’s name
- (3) Contact person, phone number and email for Prime Consultant
- (4) Statement indicating the SOQ is valid for 120 days.

b. TAB II: Understanding and Approach to Scope of Services: The Consultant should provide a preliminary schedule for providing the scope of services and identify the process utilized on other significant projects as well as the process envisioned for the services identified in this RFQ. If major sub-consultants are to be utilized, their experience and credentials should be presented and the methods by which these firms will participate in the process should be stated. The Consultant should also include the process envisioned to interface with the City through the PM.

- (1) General Understanding of Project Requirements
- (2) Approach to Project Administration
- (3) Approach for Roadway Design
- (4) Approach for Temporary Traffic Control

- (5) Approach to Drainage Design and Permitting
 - (6) Approach to Signalization and Lighting Design Services
 - (7) Approach to Utility Coordination Services
 - (8) Concept Refinement and Cost Savings Approach
- c. TAB III: Consultant Technical Qualifications and Relevant Experience: The Consultant should identify project experience similar to the services identified in this RFQ. Experience included must be limited to five (5) projects completed within the past ten (10) years. As a minimum, the information should include the following:
- (1) Client Name and description of the project/or services.
 - (2) Comparison of project budget and final costs to the client.
 - (3) Comparison of the original and actual project schedule.
 - (4) The client's contact person and telephone number.
- d. TAB IV: Project Staffing Plan: The Consultant should provide a staffing plan which identifies the organizational structure proposed to furnish the services described in this RFQ. The staffing plan should also include:
- (1) Availability of personnel assigned to the project
 - (2) A description of the responsibilities of assigned staff
 - (3) Identification of work proposed to be performed by sub-consultant firms.
- e. TAB V: Resumes: Detailed resume of the Consultant's key Project Manager, at least one substitute Project Manager, and other key individuals on the project team. The proposed key Project Manager and the proposed substitute shall have a minimum of five (5) years of applicable experience and shall remain with the projects throughout the term of the Professional Services Agreement. The Project Manager shall not be replaced or substituted without the prior approval of the City. The City may request a personal interview with the short-listed firm's proposed Project Managers. The key Project Manager or their approved substitutes shall be available for all meetings. Experience included on the resume must be limited to projects completed within the past ten (10) years.
- f. TAB VI: Identify whether or not the Consultant or any of its sub-consultants is certified as a Small Business Enterprise (SBE). Please utilize attached Professional Services DBE or Small Business Commitment Form (FDOT Form 375-030-83) found in **Appendix C**.
- g. TAB VII: Identify whether or not the Consultant or any of its sub-consultants is a certified Minority Business Enterprise (MBE) as defined by the Florida Small and Minority Business Assistance Act, a Woman Owned Business Enterprise (WBE) and/or a Disadvantaged Business Enterprise (DBE). If the firm and/or one of its sub-consultants are a MBE, WBE, or DBE, provide the name of the certifying agency.

Use of DBE, MBE, WBE or SBE sub-consultants is not mandatory, and no preference points will be given during the selection process for use of a DBE, MBE, WBE or SBE sub-consultant. Consultants are required to indicate their intention regarding DBE, MBE, WBE or SBE sub-consultant utilization on FDOT Form 375-030-83 found in **Appendix C**. The completed form

should note the expected percentage of fees to be utilized by each sub-consultant. Each sub-consultant and their respective types of work should be completed on this form.

- h. TAB VIII Additional Required Forms: The following FDOT forms are required with the SOQ package and will be made a part of the Professional Services Agreement. Consultant should provide updated forms each year:

Type of Form	FDOT Form No.	Location of Form	Name of Form
City Form		Appendix E	Drug-Free Workplace Program Certification Form
FDOT Form	275-030-11b	Appendix C	DBE Bid Package Information
FDOT Form	375-030-30	Appendix E	Truth in Negotiations Certification
FDOT Form	375-030-32	Appendix E	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
FDOT Form	375-030-33	Appendix E	Certification for Disclosure of Lobbying Activities on Federal-Aid Contracts
FDOT Form	375-030-34	Appendix E	Disclosure of Lobbying Activities
FDOT Form	375-030-50	Appendix E	Conflict of Interest/Confidentiality Certification
FDOT Form	375-030-83	Appendix C	Professional Services DBE or Small Business Commitment Form (If applicable)
FDOT Form	375-040-84	Appendix F	Local Agency Program Federal-Aid Terms for Professional Services Contracts

- i. TAB IX: Copy of Consultant’s current applicable Florida License.
 - j. TAB X: List any exceptions to the Professional Services Agreement attached and made part of this RFQ.
3. The SOQ format is intended to provide interested Consultant the opportunity to demonstrate their ability to perform the required tasks. The SOQ submission is not intended to be expensive or elaborate, although presentation will be considered for simplicity and ease of understanding. The goal of the SOQ is to focus upon the elements of the evaluation and documentation process and project descriptions by which the facilities herein are to be accomplished.

B. SELECTION PROCESS

1. Selection Committee and Ranking of Firms: A Selection Committee will evaluate each SOQ on the basis of capabilities, adequacy of personnel, past record, experience, and other applicable factors [ref. 287.055(4)(b), F.S.] as referenced in the Selection Criteria identified in Section B.6 below. The Selection Committee shall then meet, at a publicly noticed date and time, to rank each firm. No cost information or prices shall be included in the SOQ.
2. Shortlist of SOQ Submittals: The City's Purchasing Department will rank the firms, at a publicly noticed date and time, according to the Selection Committee member's individual evaluations. A Notice of Intent to award will be transmitted to the highest-ranking firm and contract negotiations will begin following the protest period.
3. Tie-Breaker procedure: Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received for procurement of commodities or contractual services, the selection committee may bring in an alternate selection committee member to evaluate responses and rank/score.
4. Protest Procedures: In the event of a protest in the selection process, the City follows Section 120.57(3), F.S.
5. Contract Negotiation, Execution and Award Approval:
 - a. The Contract shall be awarded to the most responsive/responsible proposer whose SOQ is determined to be the most qualified and advantageous to the City taking into consideration the Selection Criteria.
 - b. The City will begin negotiations with the highest-ranked firm. The City will request the submittal of a preliminary design schedule with proposed staff hours, identification of personnel required, distribution of work among levels of personnel, wage rates, and operating margin/fixed fee. FDOT pre-qualification letters must be provided with audited rates for overhead, direct expenses, and Facilities Capital Cost of Money (FCCM). The requested information must be provided for the prime consultant and all sub-consultants proposed to service the Professional Services Agreement. The City will negotiate staff hours, distribution of work among levels of personnel, and operating margin/fixed fee. The City has the right to close negotiations with the highest ranked firm and begin negotiations with the next ranked firm if for any reason the negotiation process cannot be completed with the highest ranked firm.
 - c. Following the protest period and successful conclusion of negotiations, the City and the successful firm will enter into a Professional Services Agreement establishing the obligations of both parties. The successful proposer shall execute the Agreement within 14 calendar days and return it to the City. The signed agreement will then be presented to the City Commission for approval.
6. Evaluation Criteria: The maximum possible score is 100 points. The presented information shall be clear, concise, and understandable. Inclusion of design cost information or prices in the SOQ may be sufficient cause for rejection of the submittal. The SOQ will be evaluated based upon the following criteria:

Evaluation Criteria	Points
Understanding and Approach to Scope of Services (Tab I and II)	70
Consultant Technical Qualifications and Relevant Experience (Tab III)	20
Project Staffing Plan (Tab IV and V)	10
Total	100

Compliance with CCNA

The items, conditions and procedures in this Request for Qualifications are in conformance with City policies. These policies are designed to fully comply with F.S. 287.055, administrative rule (Rule 14-75) known as the “Consultants’ Competitive Negotiation Act” (CCNA) except when in conflict with federal requirements, including the Brooks Act and 23 CFR 172, which supersedes CCNA in some cases. Teams are requested to notify the City, in writing, if they feel any portion of this Request for Qualifications is not in compliance with these policies.

END OF REQUEST FOR QUALIFICATIONS

Appendices

Exhibit “A”
Scope of Services for
FPID 444627-2-52-01
SR 37 (S Florida Ave) From Ariana St to Lime St
City of Lakeland

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SCOPE OF SERVICES FOR CONSULTING ENGINEERING SERVICES
HIGHWAY AND BRIDGE/STRUCTURAL DESIGN

This Exhibit forms an integral part of the agreement between the City of Lakeland (hereinafter referred to as the CITY) and Patel Greene and Associates (hereinafter referred to as the CONSULTANT) relative to the transportation facility described as follows:

Financial Project ID: *444627-2-32-01*

Federal Aid Project No.: *N/A*

Roadways: *SR 37 (South Florida Avenue)*

Project Description: *From Ariana Street to Lime Street*

Bridge No(s).: *N/A*

Railroad Crossing No.: *N/A*

Context Classification:

- *C4 – Urban General*

1 PURPOSE

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and the CITY in connection with the design and preparation of a complete set of construction contract documents and incidental engineering services, as necessary, for improvements to the transportation facility described herein.

- Major work groups include:
 - *3.2 – Major Highway Design*
- Minor work groups include:
 - *4.1.1 – Miscellaneous Structures*
 - *6.2 – Traffic Signal Timing*
 - *6.3.1 – Intelligent Transportation Systems Analysis and Design*
 - *7.1 – Signing, Pavement Marking, and Channelization*
 - *7.2 – Lighting*
 - *7.3 – Signalization*

- 8.2 – *Design, Right of Way, and Construction Surveying*
- 9.1 – *Soil Exploration*
- 9.2 – *Geotechnical Classification Lab Testing*

Known alternative contracting methods include:

- N/A

The general objective is for the CONSULTANT to prepare a set of Contract Documents including plans, specifications, supporting engineering analysis, calculations and other technical documents in accordance with the CITY and Florida Department of Transportation (hereinafter referred to as FDOT) policy, procedures and requirements. These Contract Documents will be used by the contractor to build the project and test the project components. These Contract Documents will be used by the CITY and/or FDOT or its Construction Engineering Inspection (CEI) representatives for inspection and final acceptance of the project. The CONSULTANT shall follow a systems engineering process to ensure that all required project components are included in the development of the Contract Documents and the project can be built as designed and to specifications.

The Scope of Services establishes which items of work in the FDOT Design Manual and other pertinent manuals are specifically prescribed to accomplish the work included in this Contract, and also indicate which items of work will be the responsibility of the CONSULTANT and/or the CITY.

The CONSULTANT shall be aware that as a project is developed, certain modifications and/or improvements to the original concepts may be required. The CONSULTANT shall incorporate these refinements into the design and consider such refinements to be an anticipated and integral part of the work. This shall not be a basis for any supplemental fee request(s).

The CONSULTANT shall demonstrate good project management practices while working on this project. These include communication with the CITY and/or FDOT and others as necessary, management of time and resources, and documentation. The CONSULTANT shall set up and maintain throughout the design of the project a contract file in accordance with CITY and FDOT procedures. CONSULTANTS are expected to know the laws and rules governing their professions and are expected to provide services in accordance with current regulations, codes and ordinances and recognized standards applicable to such professional services. The CONSULTANT shall provide qualified technical and professional personnel to perform to FDOT standards and procedures, the duties and responsibilities assigned under the terms of this Agreement. The CONSULTANT shall minimize to the maximum extent possible the CITY's need to apply its own resources to assignments authorized by the CITY.

The CITY will provide contract administration, management services, and technical reviews of all work associated with the development and preparation of Contract Documents, including Construction Documents. The CITY's technical reviews are for high-level conformance and are not meant to be comprehensive reviews. The CONSULTANT shall be fully responsible for all work performed and work products developed under this Scope of Services. The CITY or FDOT may provide job-specific information and/or functions as outlined in this contract.

2 PROJECT DESCRIPTION

The CONSULTANT shall investigate the status of the project and become familiar with concepts and commitments (typical sections, alignments, etc.) developed from prior studies and/or activities. If a Preliminary Engineering Report is available from a prior or current Project Development and Environment (PD&E) study, the CONSULTANT shall use the approved concepts as a basis for the design unless otherwise directed by the CITY. *[The above referenced project proposes to remove existing sidewalk, curb, and traffic separators throughout the project limits. A three-lane typical section will be established with 11-foot travel lanes and a 11-foot wide Two-Way Left Turn Lane (TWLT). Type F curb and gutter with a 11.5-foot +/-sidewalk will be installed on each side of the roadway. The existing drainage system shall be replaced. All traffic signals and mast arms will be updated to meet current FDOT standards. Decorative hardscape, paver treatments, and decorative lighting are also included within the project to improve corridor aesthetics, buffer pedestrians from motorized traffic, provide a well-lit/shaded walking environment, and to control vehicle speeds.]*

2.1 Project General and Roadway (Activities 3, 4, and 5)

Public Involvement:

CAP Level: N/A-*(Managed by City of Lakeland Public Works, Project Manager to attend any Public Meetings.)*

Other Agency Presentations/Meetings:

Agency	Number of Meetings
<i>Dixieland CRA</i>	<i>One</i>

Joint Project Agreements: *One*

Specification Package Preparation: *One*

Value Engineering: *N/A*

Risk Assessment Workshop: *N/A*

Number of Risk Assessment Workshop: *N/A*

Plan Type:

Plan sheets

Typical Section:

Number of Typical Sections: *1*

Mainline Typical: Urban General 3-lane section with two 11-foot travel lanes and an 11-foot center two-way left turn lane.

Pavement Designs:

Number of Pavement Designs: [2] [*Reconstruction/Resurfacing.*]

Pavement Type Selection Report(s): [*N/A*]

Cross-Slope Correction: [*Consultant shall analyze existing cross slope and determine if correction is warranted. If correction is deemed necessary the consultant shall provide a correction design.*]

Access Management Classification:

- *Class 7*

Transit Route Features: [*N/A*]

Major Intersections and Interchanges:

Number of Major Intersections and Interchanges: [*N/A*]

Roadway Alternative Analysis: [*N/A*]

Level of Temporary Traffic Control Plan (TTCP): [*Level 2*]

Temporary Lighting: [*N/A*]

Temporary Signals: [*N/A*]

Temporary Drainage: [*Consultant shall analyze all phases of construction and ensure that positive drainage is maintained throughout construction. Including all notes and details necessary within the Temporary Traffic Control Plan.*]

Design Variations:

- *Intersection sight distance*
- *Median Width*

Design Exceptions:

- *Cross Slope*

Sidewalk Profiles:

Number of Sidewalk Profiles: [2] [*Develop a Back of Sidewalk profile for each side of the roadway to establish vertical control for the reconstructed sidewalks.*]

2.2 Drainage (Activities 6a and 6b)

Drainage System Type:

[*Closed Drainage*]

Number of stormwater management facility sites: [0]

Number of cross drains: [0]

2.3 Selective Clearing and Grubbing (Activity 6c)N/A

2.4 Utilities Coordination (Activity 7)

The CONSULTANT is responsible to certify that all necessary arrangements for utility work on this project have been made and will not conflict with the physical construction schedule. The CONSULTANT should coordinate with CITY personnel to coordinate transmittals to utility companies and meet production schedules.

The CONSULTANT shall ensure FDOT standards, policies, procedures, practices, and design criteria are followed concerning utility coordination.

The CONSULTANT may employ more than one individual or utility engineering consultant to provide utility coordination and engineering design expertise. The CONSULTANT shall identify a dedicated person responsible for managing all utility coordination activities. This person shall be contractually referred to as the Utility Coordination Manager and shall be identified in the CONSULTANT proposal. The Utility Coordination Manager shall be required to satisfactorily demonstrate to the CITY and FDOT District Utilities Administrator that they have the following knowledge, skills, and expertise:

- A minimum of 4 years of experience performing utility coordination in accordance with FDOT, Federal Highway Administration (FHWA), and American Association of State Highway and Transportation Officials (AASHTO) standards, policies, and procedures.
- A thorough knowledge of the FDOT plans production process and District utility coordination process.
- A thorough knowledge of FDOT agreements, standards, policies, and procedures.

The Utility Coordination Manager shall be responsible for managing all utility coordination, including the following:

- Assuring that Utility Coordination and accommodation is in accordance to the FDOT, FHWA, and AASHTO standards, policies, procedures, and design criteria.
- Assisting the engineer of record in identifying all existing utilities and coordinating any new installations. Assisting the Engineer of Record with resolving utility conflicts.
- Scheduling and performing utility coordination meetings, keeping and distribution of minutes/action items of all utility meetings, and ensuring expedient follow-up on all unresolved issues.
- Distributing all plans, conflict matrixes and changes to affected utility owners and making sure this information is properly coordinated and documented.
- Identifying and coordinating the completion of any FDOT or utility owner agreement that is required for reimbursement, or accommodation of the utility facilities associated with the project.
- Review and certify to the District Utilities Administrator that all Utility Work Schedules are correct and in accordance with FDOT's standards, policies, and procedures.
- Prepare, review and process all utility related reimbursable paperwork inclusive of betterment and salvage determination

The CONSULTANT's utility coordination work shall be performed and directed by the Utility Coordination Manager that was identified and approved by CITY's Project Manager. Any proposed change of the approved Utility Coordination Manager shall be subject to review and approval by FDOT's Project Manager prior to any change being made in this contract.

Expected Utilities:

- Lakeland Electric
- City of Lakeland Water Utility
- City of Lakeland Telecom
- TECO Peoples Gas
- Frontier
- Spectrum

2.5 Environmental Permits and Environmental Clearances (Activity 8)

Expected Permits:

- SWFWMD Permit Exemption.

2.6 Structures (Activities 9 - 18)

- *Mast Arms*

2.7 Signing and Pavement Markings (Activities 19 & 20)

2.8 Signalization (Activities 21 & 22)

Intersections: [Remove existing mast arms, traffic signals and equipment and replace with City of Lakeland Traffic Operations approved devices]

- Ariana Street
- Belmar Street
- Patterson Street
- Cresap Street
- Walnut Street
- Lime Street

Traffic Data Collection: [N/A]

Traffic Studies: [N/A]

Count Stations: [N/A]

Traffic Monitoring Sites: [N/A]

2.9 Lighting (Activities 23 & 24)

Limits and Proposed Type of Lighting:

Type	Limit
-------------	--------------

<i>[Corridor and Intersection]</i>	<i>[Ariana Street to Lime Street]</i>
------------------------------------	---------------------------------------

2.10 Landscape (Activities 25 & 26)

N/A

2.11 Survey (Activity 27)

N/A

2.12 Photogrammetry (Activity 28)

[N/A]

2.13 Mapping (Activity 29)

Control Survey Map: *[N/A]*

Right of Way Map: *[N/A]*

Legal Descriptions: *[N/A]*

Maintenance Map: *[N/A]*

Miscellaneous Items: *[List items]*

2.14 Terrestrial Mobile LiDAR (Activity 30)

[N/A]

2.15 Architecture (Activity 31)

N/A

2.16 Noise Barriers (Activity 32)

[N/A]

2.17 Intelligent Transportation Systems (Activities 33 & 34)

[Preservation or relocation of existing CITY/DEPARTMENT ITS assets within project corridor, replacement of existing controllers and detection to meet current CITY requirements]

The Federal Highway Administration issued Rule 940 entitled Intelligent Transportation Systems (ITS) Architecture and Standards to ensure new projects conform to the National ITS Architecture and standards as well as with a regional ITS architecture developed to reflect the local needs, issues, problems, and objectives for implementation.

For all projects with ITS activities, the CONSULTANT shall follow the Rule 940 requirements and use a Systems Engineering approach for determining the requirements for the project. The CONSULTANT shall develop all necessary documents to support the Rule 940 requirements like Concept of Operations (ConOPS), Systems Engineering Management Plan (SEMP), Requirements Traceability Verification Matrix (RTVM) and others as deemed necessary by the CITY.

[See City of Lakeland: Traffic Engineering Requirements 2024.]

The ITS shall operate from the [Name] TMC located at [Location] using the SunGuide® (SunGuide) Software, or if SunGuide is not in use at [Name] TMC, using the appropriate [Name Software Package].

Interchanges:

[N/A]

Traffic Data Collection:

[N/A]

Geographical Information System (GIS) Requirements: CONSULTANT shall include in the design the GIS data collection requirements and deliverables for integration with SunGuide software and other DEPARTMENT GIS based asset management applications like ITS FM software.

All design efforts shall be based on deploying "open architecture" subsystems, while remaining fully compatible with previous designs (as applicable) and the CITY/FDOT ITS Specifications. All ITS field devices and support systems shall be designed and located outside of the clear zone, or behind protective barrier, within the right of way. This includes cabinets, poles, and support hardware. Utility conflicts shall be identified and resolved during the design phase. The design shall minimize theft and vandalism. The CONSULTANT shall include in the design vandal resistant mechanisms to minimize theft. The CONSULTANT shall provide additional redundant power and communications systems to minimize system downtime due to vandalism.

The CONSULTANT shall design the project subsystems such that they will be monitored and controlled from the CITY's TMC facilities located at [Location(s)]. The CONSULTANT shall ensure that all ITS field devices and ancillary components comply with the FDOT's Approved Product List (APL) and are supported within the SunGuide software or other specified software, unless otherwise approved by the CITY and/or FDOT.

The CONSULTANT shall include in the design any required upgrade to the TMC central

hardware, equipment racks, and equipment wiring, as directed by the CITY project manager, to make the subsystems fully operations from the TMC facilities.

For projects with existing ITS, the CONSULTANT shall include in the design any required upgrade to existing ITS equipment to meet the latest CITY and FDOT standards, NEC requirements or as directed by the CITY project manager and to make the subsystems fully operations from the TMC facilities.

2.18 Geotechnical (Activity 35)

[CONSULTANT]

[Design Soil Parameters at each Mast Arm location]

2.19 Project Schedule

Within ten (10) days after the Notice-To-Proceed, and prior to the CONSULTANT beginning work, the CONSULTANT shall provide a detailed 24 month project activity/event schedule for CITY and CONSULTANT scheduled activities required to meet the current CITY Production Date. The current CITY Production date is set to meet the 3rd quarter of FY 2027. The current City production date could be adjusted based on FDOT Right of Way acquisition. The schedule shall be accompanied by an anticipated payout and fiscal progress curve. For the purpose of scheduling, the CONSULTANT shall allow for a [4] week review time for each phase submittal and any other submittals as appropriate.

The schedule shall indicate all required submittals.

All fees and price proposals are to be based on the negotiated schedule of [24] months for final construction contract documents. However, the contract deadline is [22] months from the Notice to Proceed.

Periodically, throughout the life of the contract, the project schedule and payout and fiscal progress curves shall be reviewed and, with the approval of the CITY, adjusted as necessary to incorporate changes in the Scope of Services and progress to date.

The approved schedule and schedule status report, along with progress and payout curves, shall be submitted with the monthly progress report.

The schedule shall be submitted in an FDOT system-compatible format.

2.20 Submittals

The CONSULTANT shall furnish construction contract documents as required by the CITY to adequately control, coordinate, and approve the work concepts. The CONSULTANT shall distribute submittals as directed by the CITY. The CITY will determine the specific number of copies required prior to each submittal.

2.21 Provisions for Work

The services performed by the CONSULTANT must comply with all applicable CITY and FDOT manuals, procedure, policies, and guidelines. Specifically, the CONSULTANT must comply with FDOT's Project Development and Environmental (PD&E) Manual, FDOT Design Manual (FDM), Structures Manual, and Computer Aided Design and Drafting (CADD) Manual. The FDOT's manuals and guidelines incorporate, by requirement or reference, all applicable federal and state laws, regulations, and Executive Orders. The CONSULTANT will use the latest editions of the manuals, procedures, and guidelines to perform work for this project.

All work shall be prepared with English units (unless otherwise specified) in accordance with the latest editions of standards and requirements utilized by the CITY/FDOT.

3 PROJECT COMMON AND PROJECT GENERAL TASKS

Project Common Tasks

Project Common Tasks, as listed below, are work efforts that are applicable to many project activities, 4 (Roadway Analysis) through 35 (Geotechnical). These tasks are to be included in the project scope in each applicable activity when the described work is to be performed by the CONSULTANT.

Cost Estimates: The CONSULTANT is responsible for producing a construction cost estimate and reviewing and updating the cost estimate when scope changes occur and/or at milestones of the project. Prior to Phase II plans or completion of quantities, the CITY's Preliminary Construction Cost Estimate. Once the quantities have been developed (beginning at Phase II plans and no later than Phase III plans) the CONSULTANT shall prepare a detailed construction cost estimate based upon the most current statewide unit averages. The construction cost estimate shall include an inflation factor to project cost in the anticipated construction year.

Technical Special Provisions: The CONSULTANT shall provide Technical Special Provisions for all items of work not covered by the Standard Specifications for Road and Bridge Construction and the workbook of implemented modifications.

A Technical Special Provision shall not modify the Standard Specifications and implemented modifications in any way.

The Technical Special Provisions shall provide a description of work, materials, equipment and specific requirements, method of measurement and basis of payment. Proposed Technical Special Provisions will be submitted to the District Specifications Office for initial review at the time of the Phase III plans review submission to the DEPARTMENT's Project Manager. This timing will allow for adequate processing time prior to final submittal. The Technical Special Provisions will be reviewed for suitability in accordance with the Handbook for Preparation of Specification Packages. The FDOT District One Specifications Office will forward the Technical Special Provisions to the District Legal

Office for their review and comment. All comments will be returned to the CONSULTANT for correction and resolution. Final Technical Special Provisions shall be digitally signed and sealed in accordance with applicable Florida Statutes.

The CONSULTANT shall contact the appropriate FDOT District Specifications Office for details of the current format to be used before starting preparations of Technical Special Provisions.

Modified Special Provisions: The CONSULTANT shall provide Modified Special Provisions as required by the project. Modified Special Provisions are defined in the Specifications Handbook.

A Modified Special Provision shall not modify the first nine sections of the Standard Specifications and implemented modifications in any way. All modifications to other sections must be justified to the appropriate District and Central Specifications Offices to be included in the project's specifications package.

Field Reviews: The CONSULTANT shall make as many trips to the project site as required to obtain necessary data for all elements of the project.

Technical Meetings: The CONSULTANT shall attend all technical meetings necessary to execute the Scope of Services of this contract. This includes meetings with CITY and/or Agency staff, between disciplines and subconsultants, such as access management meetings, pavement design meetings, local governments, railroads, airports, progress review meetings (phase review), and miscellaneous meetings. The CONSULTANT shall prepare, and submit to the CITY's Project Manager for review, the meeting minutes for all meetings attended by them. The meeting minutes are due within five (5) working days of attending the meeting.

Quality Assurance/Quality Control: It is the intention of the CITY that design CONSULTANTS, including their subconsultant(s), are held responsible for their work, including plans review. The purpose of CONSULTANT plan reviews is to ensure that CONSULTANT plans follow the plan preparation procedures outlined in the FDOT Design Manual, that state and federal design criteria are followed with the CITY concept, and that the CONSULTANT submittals are complete. All subconsultant document submittals shall be submitted by the subconsultant directly to the CONSULTANT for their independent Quality Assurance/Quality Control review and subsequent submittal to the CITY.

It is the CONSULTANT'S responsibility to independently and continually QC their plans and other deliverables. The CONSULTANT should regularly communicate with the CITY's Design Project Manager to discuss and resolve issues or solicit opinions from those within designated areas of expertise.

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of all surveys, designs, drawings, specifications, and other services

furnished by the CONSULTANT and their subconsultant(s) under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all maps, design drawings, specifications, and other documentation prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan shall be one specifically designed for this project. The CONSULTANT shall submit a Quality Control Plan for approval within twenty (20) business days of the written Notice to Proceed and it shall be signed by the CONSULTANT's Project Manager and the CONSULTANT QC Manager. The Quality Control Plan shall include the names of the CONSULTANT's staff that will perform the quality control reviews. The Quality Control reviewer shall be a Florida Licensed Professional Engineer fully prequalified under F.A.C. 14-75 in the work type being reviewed. A marked up set of prints from a Quality Control Review indicating the reviewers for each component (structures, roadway, drainage, signals, geotechnical, signing and marking, lighting, landscape, surveys, etc.) and a written resolution of comments on a point-by-point basis will be required, if requested by the CITY, with each phase submittal. The responsible Professional Engineer, Landscape Architect, or Professional Surveyor & Mapper that performed the Quality Control review will sign a statement certifying that the review was conducted and found to meet required specifications.

The CONSULTANT shall, without additional compensation, correct all errors or deficiencies in the designs, maps, drawings, specifications and/or other products and services.

Independent Peer Review: When directed by the CITY or FDOT, a subconsultant may perform Independent Peer Reviews.

Independent Peer Review and a Constructability/Bidability Review for design Phase Plans document submittals are required on this project. These separate reviews shall be completed by someone who has not worked on the plan component that is being reviewed. These could include, but are not limited to a separate office under the Prime's umbrella, a subconsultant that is qualified in the work group being reviewed, or a CEI. It does not include persons who have knowledge of the day to day design efforts. The Constructability/Bidability Review shall be performed by a person with experience working on FDOT construction projects (CEI, Contractor, etc.).

The Independent Peer Review for design Phase Plans submittals shall ensure the plans meet the FDM, Standard Plans and FDOT CADD Manual. The Constructability/Bidability Review shall ensure the project can be constructed and paid for as designed. Constructability/Bidability Reviews should be conducted prior to the Phase III and Phase IV submittals, using the Phase Review Checklist (Guidance Document 1-1-A) from the Construction Project Administration Manual (CPAM) as a minimum guideline. The CONSULTANT shall submit this checklist, as well as the "marked-up" set of plans during

this review, and review comments and comment responses from any previous Constructability/Bidability reviews. These items will be reviewed by District Design and District Construction.

Supervision: The CONSULTANT shall supervise all technical design activities.

Coordination: The CONSULTANT shall coordinate with all disciplines of the project to produce a final set of construction documents.

Project General Tasks

Project General Tasks, described in Sections 3.1 through 3.7 below, represent work efforts that are applicable to the project as a whole and not to any one or more specific project activity. The work described in these tasks shall be performed by the CONSULTANT when included in the project scope.

3.1 Public Involvement

Public involvement includes communicating to all interested persons, groups, and government organizations information regarding the development of the project. The CONSULTANT shall provide to the CITY drafts of all Public Involvement documents (e.g. newsletters, property owner letters, advertisements, etc.) associated with the following tasks for review and approval at least [10] business days prior to printing and / or distribution.

3.1.1 Community Awareness Plan (N/A)

3.1.2 Notifications (N/A)

3.1.3 Preparing Mailing Lists

At the beginning of the project, The CONSULTANT shall identify all impacted property owners and tenants (within a minimum of 300 feet of the project corridor) The CONSULTANT shall prepare a mailing list of all such entities and shall update the mailing list as needed during the life of the project.

3.1.4 Median Modification Letters (N/A)

3.1.5 Driveway Modification Letters

The CONSULTANT shall prepare a sketch of each proposed driveway modification for inclusion in the letter and provide the sketches to the FDOT District One Access Management Office.

3.1.6 Newsletters (N/A)

3.1.7 Renderings and Fly-Throughs

The CONSULTANT shall prepare renderings and fly-throughs for use in public meetings.

3.1.8 PowerPoint Presentations (N/A)

3.1.9 Public Meeting Preparations

The CONSULTANT shall prepare the necessary materials for use in public meetings.

3.1.10 Public Meeting Attendance and Follow-up

The CONSULTANT will attend the meetings with an appropriate number of personnel to assist the CITY'S Project Manager.

It is estimated for this project there will be [1] Public meetings during the design.

3.1.11 Other Agency Meetings

N/A

3.1.12 Web Site (N/A)

3.2 Joint Project Agreements (N/A)

3.3 Specifications & Estimates

3.3.1 Specifications Package Preparation

The CONSULTANT shall prepare and provide a Specifications Package in accordance with the FDOT'S Procedure Topic No. 630-010-005 Specifications Package Preparation and the Specifications Handbook. The CONSULTANT shall provide the CITY names of at least two team members who have successfully completed the Specifications Package Preparation Training and will be responsible for preparing the Specifications Package for the project. The Specifications Package shall be prepared using the FDOT's Specs on the Web application. The CONSULTANT shall be able to document that the procedure defined in the Handbook for the Preparation of Specifications Packages is followed, which includes the quality assurance/quality control procedures. The Specifications Package shall address all items and areas of work and include any Mandatory Specifications, Modified Special Provisions, and Technical Special Provisions.

The CONSULTANT shall coordinate with the CITY on the submittal requirements, but at a minimum shall consist of (1) the complete Specifications Package, (2) a copy of the marked-up workbook used to prepare the package, and (3) a copy of the final project plans.

3.3.2 Estimated Quantities Report Preparation

The CONSULTANT shall prepare an Estimated Quantities (EQ) Report in accordance with FDM 902. Includes loading category information, pay items, and quantities into Designer Interface for AASHTOWare Project Preconstruction (PrP), QA/QC efforts associated with AASHTOWare PrP and the EQ Report.

3.4 Contract Maintenance and Project Documentation

Contract maintenance includes project management effort for complete setup and maintenance of files, electronic folders and documents, developing technical monthly progress reports and schedule updates. Project documentation includes the compilation and delivery of final documents, reports or calculations that support the development of the contract plans.

3.5 Value Engineering (Multi-Discipline Team) Review(N/A)

3.6 Prime Consultant Project Manager Meetings

Includes only the Prime Consultant Project Manager's time for travel and attendance at Activity Technical Meetings and other meetings listed in the meeting summary for Task 3.6 on tab 3 Project General Task of the staff hour forms. Staff hours for other personnel attending Activity Technical Meetings are included in the meeting task for that specific Activity.

3.7 Plans Update

The effort needed for Plans Update services will vary from project to project, depending on size and complexity of the project, as well as the duration of time spent "on the shelf".

Specific services will be negotiated as necessary as a contract amendment.

3.8 Post-Design Services

Post-Design Services may include, but are not limited to, meetings, construction assistance, plans revisions, shop drawing review, survey services, as-built drawings, and load ratings. Specific services will be negotiated as necessary as a contract amendment.

Post-Design Services are not intended for instances of CONSULTANT errors or omissions.

3.9 Digital Delivery

The CONSULTANT shall deliver final contract plans and documents in digital format. The final contract plans and documents shall be digitally signed and sealed files delivered to the CITY on acceptable electronic media, as determined by the CITY.

3.10 Risk Assessment Workshop (N/A)

3.11 Railroad, Transit and/or Airport Coordination

[N/A]

3.11.1 Aeronautical Evaluation

The CONSULTANT shall be responsible for complying with the requirements of Title 14 of the Code of Federal Regulations Part 77 (14 CFR Part 77), and for determining whether it is necessary to file any Notice of Proposed Construction or Alteration (FAA Form 7460-1) with the Federal Aviation Administration (FAA), utilizing the FAA Notice Criteria Tool.

Place a copy of all pertinent documentation in the Project Documentation folder structure; e.g. Notice Criteria Tool inquiries and responses; FAA Form 7460-1 filed with the FAA; Letters of Determination (along with the records demonstrating compliance with the conditions and deadlines). Report any Letters of Determination, designated other than "Does Not Exceed", to the Central Office (Aviation Office, Airspace and Land Use Manager).

3.12 Landscape and Existing Vegetation Coordination

Coordinate to ensure preservation and protection of existing vegetation. Relocation of existing vegetation may be necessary in some cases. Space for proposed landscape should be preserved and conflicts with drainage, utilities, ITS, and signage should be minimized.

Other Project General Tasks

[Describe other project general tasks]

4 ROADWAY ANALYSIS

The CONSULTANT shall analyze and document Roadway Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

4.1 Typical Section Package

The CONSULTANT shall prepare a Typical Section Package.

4.2 Pavement Type Selection Report

N/A

4.3 Pavement Design Package

The CONSULTANT shall prepare a Pavement Design Package.

4.4 Cross-Slope Analysis

The CONSULTANT shall evaluate existing cross-slope data based on survey data provided by FDOT, determine roadway limits where cross-slope is potentially out of tolerance and determine a resolution.

4.5 Safety Analysis

4.6 Design Analysis

Monitoring Existing Structures: The CONSULTANT shall perform field observations to visually identify existing structures within the project limits which may require settlement, vibration, or groundwater monitoring by the contractor during construction in accordance with FDM Chapter 117. The CONSULTANT shall identify the necessary pay items to be included

in the bid documents to monitor existing structures.

Optional Services (may be negotiated at a later date if needed): The CONSULTANT shall coordinate with and assist the geotechnical engineer and/or structural engineer to develop mitigation strategies (when applicable).

Access Management: The CONSULTANT shall incorporate access management standards for each project in coordination with CITY staff. The CONSULTANT shall review adopted access management standards and the existing access conditions (interchange spacing, signalized intersection spacing, median opening spacing, and connection spacing). Median openings that will be closed, relocated, or substantially altered shall be shown on plan sheets and submitted with supporting documentation for review with the first plans submittal.

The CITY shall provide access management classification information and information derived from PD&E studies and public hearings to be used by the CONSULTANT.

4.7 Operational Analysis

N/A

4.8 Design Reports

The CONSULTANT shall prepare all applicable report(s). Reports are to be delivered as a signed and sealed pdf file.

4.9 Design Variations and Exceptions

The CONSULTANT shall prepare the documentation necessary to gain CITY approval of all appropriate Design Variation Memorandums, Formal Design Variations and/or Design Exceptions.

A Project Design Variation Memorandum (FDM Form 122-B) shall be prepared to document all non-controlling design elements for a project that do not meet CITY criteria. Those elements requiring a more detailed analysis, as per FDM Section 122.2, shall be submitted as Formal Design Variations or Design Exceptions.

4.10 Master Design File Setup & Maintenance, Model Management Plan

The CONSULTANT shall setup the horizontal/vertical master design file and maintain the design file throughout the life of the design. The CONSULTANT shall create a model management plan when necessary.

4.11 Horizontal/Vertical Master Design Files

The CONSULTANT shall design the geometrics using the Standard Plans that are most appropriate with proper consideration given to the design traffic volumes, design speed, capacity and levels of service, functional classification, adjacent land use, design consistency and driver expectancy, aesthetics, existing vegetation to be preserved, pedestrian and bicycle concerns, ADA requirements, Safe Mobility For Life Program, access management, and scope

of work. The CONSULTANT shall also develop utility conflict information to be provided to project Utility Coordinator in the format requested by the CITY.

3D Model Development: When the project includes a 3D Model deliverable, the CONSULTANT shall design elements in a 3D Model in accordance with the FDOT CADD Manual and FDM.

4.12 Temporary Traffic Control Plan (TTCP) Analysis and Master Design Files

The CONSULTANT shall design a safe and effective TTCP to move vehicular and pedestrian traffic during all phases of construction. The design shall include construction phasing of roadways ingress and egress to existing property owners and businesses, routing, signing and pavement markings, and detour quantity tabulations, roadway pavement, drainage structures, ditches, front slopes, back slopes, drop offs within clear zone, transit stops, and traffic monitoring sites. Special consideration shall be given to the construction of the drainage system when developing the construction phases. Positive drainage must be maintained at all times. The design shall include construction phasing of roadways to accommodate the construction or relocation of utilities when the contract includes Joint Project Agreements (JPAs).

The CONSULTANT shall investigate the need for temporary traffic signals, temporary highway lighting, detours, diversions, lane shifts, and the use of materials such as sheet piling in the analysis. The Traffic Control Plan shall be prepared by a certified designer who has completed training as required by FDOT. Before proceeding with the TTCP, the CONSULTANT shall meet with the appropriate CITY and FDOT personnel. The purpose of this meeting is to provide information to the CONSULTANT that will better coordinate the Preliminary and Final TTCP efforts.

The CONSULTANT shall consider the local impact of any lane closures or alternate routes. When the need to close a road is identified during this analysis, the CONSULTANT shall notify the CITY's Project Manager as soon as possible. Proposed road closings must be reviewed and approved by the CITY. Diligence shall be used to minimize negative impacts by appropriate specifications, recommendations or plans development. Local impacts to consider will be local events, holidays, peak seasons, detour route deterioration and other eventualities. CONSULTANT shall be responsible to obtain local authorities permission for use of detour routes not on state highways.

Master TTCP Design Files: The CONSULTANT shall develop master TTCP files showing each phase of the TTCP. This includes all work necessary for designing lane configurations, diversions, lane shifts, signing and pavement markings, temporary traffic control devices, and temporary pedestrian ways.

TTCP 3D Modeling (Isolated Locations): When the TTCP includes a 3D Model deliverable, the CONSULTANT shall design TTCP elements for isolated locations intended for design clarification of Level II TTCP designs in a 3D Model in accordance with the FDOT CADD Manual and FDM.

4.13 Utility Data Collection and Analysis

The CONSULTANT shall collect, analyze, and coordinate utility data. This includes reviewing the Utility Work Schedule (UWS) and developing and coordinating utility conflict information (if not included in section 7 Utilities).

4.14 Roadway Quantities for EQ Report

The CONSULTANT shall determine roadway pay items and quantities and the supporting documentation.

TTCP Quantities for EQ Report:

The CONSULTANT shall determine temporary traffic control pay items and quantities and the supporting documentation.

4.15 Cost Estimate

4.16 Technical or Modified Special Provisions

4.17 Other Roadway Tasks

4.18 Quality Assurance/Quality Control

4.19 Supervision

4.20 Roadway Meetings

4.21 Field Reviews

4.22 Coordination

5 ROADWAY PLANS

The CONSULTANT shall prepare Roadway, TTCP, Utility Adjustment Sheets, plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction.

5.1 Key Sheet & Signature Sheet

5.2 Typical Section Sheets

5.3 Cross Slope Correction Details

5.4 General Notes/Pay Item Notes

5.5 Project Layout/Model Management

5.6 Plan View (Plan Sheets)

5.7 Profile View (Plan/Profile Sheets)

5.8 Special Profiles

5.9 Sidewalk Profiles

5.10 Details

5.11 Soil Survey Sheets

5.12 Cross Sections

5.13 Temporary Traffic Control Plan

5.14 Utility Adjustment Sheets

5.15 Project Control Sheets

5.16 Utility Verification Data (SUE Data)

5.17 Quality Assurance/Quality Control

5.18 Supervision

6a DRAINAGE ANALYSIS

The CONSULTANT shall analyze and document Drainage Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

The CONSULTANT shall be responsible for designing a drainage system. All design work shall comply with the requirements of the appropriate regulatory agencies and the FDOT's Drainage Manual.

The CONSULTANT shall coordinate fully with the appropriate permitting agencies and the CITY's/FDOT's staff. All activities and submittals should be coordinated through the CITY's Project Manager. The work will include the engineering analyses for any or all of the following:

6a.1 Base Clearance Analysis

Analyze, determine, and document high water elevations per basin which will be used to set roadway profile grade and roadway materials. Determine surface water elevations at cross drains, floodplains, outfalls and adjacent stormwater ponds. Determine groundwater elevations at intervals between the above-mentioned surface waters. Document findings in a Base Clearance Report.

6a.2 Hydroplaning Analysis

N/A

6a.3 Existing Permit Analysis

Data gathering including desktop analysis of local, state, and federal Drainage permits.

6a.4 Utility Conflict Matrix (for drainage structures)

Populating and coordination of the utility conflict matrix for all drainage structures.

6a.5 Noise Barrier Drainage Analysis

N/A

6a.6 Temporary Drainage Analysis

Evaluate and address drainage to adequately drain the road and maintain existing offsite drainage during all construction phases. Provide documentation.

6a.7 Pond Siting Analysis and Report

N/A.

6a.8 Analysis of Pipe Video Inspection Report

Analyze the pipe video inspection report provided by the CITY or FDOT.

6a.9 Bridge Hydraulic Report

N/A.

6a.10 Design of Cross Drains

N/A.

6a.11 Design of Ditches and Side Drains

N/A

6a.12 Design of Stormwater Management Facility

Offsite or Infield Pond: N/A

Roadside Treatment Swales and Linear Ponds: N/A

6a.13 Design of Floodplain Compensation

N/A

6a.14 Design of Storm Drains

Delineate contributing drainage areas, determine runoff, inlet locations, and spread. Calculate hydraulic losses (friction, utility conflict and, if necessary, minor losses). Determine design tailwater and, if necessary, outlet scour protection.

6a.15 Optional Culvert Material

Determine acceptable options for pipe materials using the Culvert Service Life Estimator.

6a.16 Design of Trench Drains

6a.17 French Drain Systems

Design of French Drain Systems: N/A

Evaluation of Existing French Drain Systems: N/A.

6a.18 Design of Drainage Wells: N/A

6a.19 Stormwater Runoff Control Concept

Includes analysis and design of the Stormwater Runoff Control Concept. Includes creating the design file.

6a.20 Other Drainage Tasks

Includes all efforts for a drainage task not covered by an existing defined task.

6a.21 Drainage Design Documentation Report

Compile drainage design documentation into report format. Include documentation for all the drainage design tasks and associated meetings and decisions.

6a.22 Drainage Quantities for EQ Report

The CONSULTANT shall determine drainage pay items and quantities and the supporting documentation.

6a.23 Cost Estimate

Prepare cost estimates for the drainage components, except bridges and earthwork for stormwater management and flood compensation sites.

6a.24 Technical or Modified Special Provisions

6a.25 Quality Assurance/Quality Control

6a.26 Supervision

6a.27 Drainage Meetings

Meetings with CITY and FDOT staff, regulatory agencies, local governments such as meetings with District Drainage Engineer, the Water Management District, FDEP, etc.

6a.28 Field Reviews

6a.29 Coordination

6b DRAINAGE PLANS

The CONSULTANT shall prepare Drainage plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction.

6b.1 Drainage Map (Including Interchanges)

6b.2 Bridge Hydraulics Recommendation Sheets

(N/A)

6b.3 Drainage Structures

6b.4 Lateral Ditches (N/A)

6b.5 Retention/Detention/Floodplain Compensation Ponds(N/A)

6b.6 Quality Assurance/Quality Control

6b.7 Supervision

6c SELECTIVE CLEARING AND GRUBBING

N/A

7 UTILITIES

The CONSULTANT shall identify utility facilities and secure agreements, utility work schedules, and plans from the Utility Agency Owners (UAO) ensuring all conflicts that exist between utility facilities and the CITY's construction project are addressed. The CONSULTANT shall certify all utility negotiations have been completed and that arrangements have been made for utility work to be undertaken.

7.1 Utility Kickoff Meeting

Before any contact with the UAO(s), the CONSULTANT shall meet with the CITY's Project Manager and FDOT District Utility Office (DUO) to receive guidance, as may be required, to assure that all necessary coordination will be accomplished in accordance with FDOT procedures. CONSULTANT shall bring a copy of the design project work schedule reflecting utility activities. The CONSULTANT shall be prepared to discuss the projects applied utility schedule logic and current UAO contact information.

7.2 Identify Existing Utility Agency Owner(s)

The CONSULTANT shall identify all Utility Agency Owners (UAOs) in the corridor and within and adjacent to the project limits that may be impacted by the project. Identification

shall include the updated UAO contact information. The CONSULTANT shall contact Sunshine 811, perform a field visit, and review prior FDOT utility permits, reports, existing plans, and surveys provided.

7.3 Make Utility Contacts

First Contact: The CONSULTANT shall send letters and plans to each Utility Agency Owner (UAO), one set for the utility office, and one set to the CITY and FDOT Offices as required by the FDOT District One. Includes contact by phone for meeting coordination. Request type, size, location, easements, and cost for relocation if reimbursement is claimed. Request the voltage level for

power lines in the project area. Send UAO requests for reimbursement to FDOT for a legal opinion. Include the meeting schedule (if applicable) and the design schedule. Include typical meeting agenda. If scheduling a meeting, give a 4-week notice.

Second Contact: At a minimum of 4 weeks prior to the meeting, the CONSULTANT shall transmit Phase II plans and the utility conflict information (when applicable and in the format requested by the CITY) to each UAO having facilities located within the project limits, and one set to the CITY Offices as required by the FDOT District One.

Third Contact: Identify agreements and assemble packages. The CONSULTANT shall send agreements, letters, the utility conflict information (when applicable and in the format requested by the CITY and FDOT) and plans to the UAO(s) including all component sets, one set for the utility office, one set to construction and maintenance if required. Include the design schedule.

Not all projects will have all contacts as described above.

7.4 Exception Processing

N/A

7.5 Preliminary Utility Meeting

N/A

7.6 Individual/Field Meetings

The CONSULTANT shall meet with each UAO as necessary, separately or together, throughout the project design duration to provide guidance in the interpretation of plans, review changes to the plans and schedules, standard or selective clearing and grubbing work, and assist in the development of the UAO(s) marked/RGB plans and work schedules. The

CONSULTANT is responsible for motivating the UAO to complete and return the necessary documents after each Utility Contact or Meeting.

7.7 Collect and Review Plans and Data from UAO(s)

The CONSULTANT shall review UAOs marked plans and data individually as they are received for content, accuracy, utility type, material, and size. Provide to the EOR for inclusion in the plans. Forward all requests for UAO reimbursement and supporting documentation to the DUO.

7.8 Subordination of Easements Coordination

N/A

7.9 Utility Design Meeting

The CONSULTANT shall schedule (time and place), notify participants, and conduct a Utility meeting with all affected UAO(s). The CONSULTANT shall be prepared to discuss impacts to existing trees/vegetation and proposed landscape, drainage, traffic signalization, temporary traffic control plans (TTCP) (construction phasing), review the current design schedule and letting date, evaluate the utility information collected, provide follow-up information on compensable property rights from FDOT Legal Office, discuss with each UAO the utility work by highway contractor option, discuss any future design issues that may impact utilities, etc., to the extent that they may have an effect on existing or proposed utility facilities with particular emphasis on drainage and TTCP with each UAO. The intent of this meeting shall be to assist the UAOs in identifying and resolving conflicts between utilities and proposed construction before completion of the plans, including utility adjustment details. Also, to work with the UAOs to recommend potential resolution between known utility conflicts with proposed construction plans as may be deemed practical by the UAO. The CONSULTANT shall keep accurate minutes of all meetings and distribute a copy to all attendees within 3 days.

7.10 Review Utility Markups & Work Schedules and Processing of Schedules & Agreements

The CONSULTANT shall review utility marked up plans and work schedules as they are received for content and coordinate review with the designer. Send color markups and

schedules to the appropriate CITY and FDOT office(s) for review and comment if required by the City or FDOT. Coordinate with the CITY and FDOT for execution. Distribute Executed Final Documents. Prepare Work Order for UAO(s). The CONSULTANT shall coordinate with the CITY and FDOT DUO the programming of necessary Work Program funds.

7.11 Utility Coordination/Follow-up

The CONSULTANT shall provide utility coordination and follow-up. This includes follow-up, interpreting plans, and assisting the UAOs with completion of their work schedules and agreements. Includes phone calls, face-to-face meetings, etc., to motivate and ensure the UAO(s) complete and return the required documents in accordance with the project schedule. Ensure the resolution of all identified conflicts. The CONSULTANT shall keep accurate minutes of all meetings and distribute a copy to all attendees. This task can be applied to all phases of the project.

7.12 Utility Constructability Review

The CONSULTANT shall review utility schedules against construction contract time, and phasing for compatibility. Coordinate with and obtain written concurrence from the construction office.

7.13 Additional Utility Services-CivilSurv

The CONSULTANT shall provide additional utility services. Additional services will be determined when the services are required and requested. This item is not usually included in the scope at the time of negotiation. It is normally added as a supplemental agreement when the need is identified. The city has requested the following additional services being performed by sub consultant.

CIVILSURV DESIGN GROUP, INC, (SUBCONSULTANT) entered into a Contract Agreement (AGREEMENT) with Patel, Greene, and Associates, LLC (CONSULTANT) through the City of Lakeland. Pursuant to this AGREEMENT, the CITY of Lakeland (CITY) has requested the CONSULTANT to provide certain professional services in support of Utility Design by FDOT Consultant Agreement (UDFCA) **UDFCA FOR CITY OF LAKELAND, SR 37 FROM ARIANA ST TO LIME ST** (Project) as further detailed in this AGREEMENT.

PROJECT BACKGROUND AND DESCRIPTION

The FDOT has plans to reconstruct SR 37 from Ariana Street to Lime Street. The Project will include drainage and roadway improvements within the existing right-of-way (R/W) that are expected to impact existing potable water and wastewater facilities owned and operated by the City of Lakeland (CITY).

The 12/6/2016 Greenlines indicate there is a significant amount of existing and planned water main that may be affected within the R/W and up to a point 100 feet from the center

line of roadway on side streets. A takeoff of the existing Greenlines indicates the following lengths of water main could be effected: approximately 200 linear feet of (LF) 20-inch potable water main (WM); 1,150 LF of 12-inch WM; 945 LF of 10-inch WM; 30 LF of 8-inch WM; 6,155 LF of 6-inch WM; 200 LF of 4-inch WM; and 5,905 LF of 2-inch WM with approximately 115 services. A takeoff of the existing Greenlines indicates the following lengths of sanitary sewer (SS, a.k.a. gravity sewer) could be effected: approximately 435 linear feet of (LF) 15-inch SS; 530 LF of 12-inch SS; 3,440 LF of 8-inch SS; 31 manholes; potential for up to 10 conflict structures with storm sewer; and approximately 68 lateral services. There are no anticipated pipe diameter changes included in the Project but consolidation is possible and likely. As part of the Project, it is anticipated that much of the WM and SS will have to be constructed under the SR 37 concurrent with roadway activities as a Utility Work by Highway Contractor Agreement (UWHCA) Project. The total length of the piping work anticipated is approximately 14,585 linear feet of potable water main and 4,405 linear feet of sanitary sewer with adjustments and removal of existing piping. The roadway section is approximately 5,800 linear feet in length along the main route with tie ins to the various side streets along the corridor.

SCOPE OF SERVICES

PHASE 100 – PROJECT MANAGEMENT

Task 101 – Project Management

This task consists of management of the utilities portion of the Project including Project scheduling and coordination with the CONSULTANT and CITY.

Task 102 – Meetings

It is anticipated that there will be 7 meetings at various stages of the Project. SUBCONSULTANT anticipates the following meetings:

- Kickoff Meeting
- Preliminary Meeting
- UAO Coordination Meeting
- 4-Design Review Meetings (CITY)

PHASE 200 – SUPPORT SERVICES

Task 201 – Utility Coordination with Other Utility Providers

This task consists of utility coordination services necessary to identify locations and conflicts with existing and proposed utilities. The SUBCONSULTANT will work with the CONSULTANT's Utility Coordinator and utility companies to determine the approximate location for the CITY's proposed utilities along with establishing where other utilities are proposed to be located.

PHASE 300 – PRELIMINARY DESIGN

Task 301 – Proposed Red/Green/Brown Line Drawings

Proposed Red/Green/Brown lines will be provided, working with the CONSULTANT and the CITY to propose where the final installed piping will be relocated. This will be completed after the Phase II Plans when conflicts are identified parallel with the Phase IIR design documents.

PHASE 400 – FINAL DESIGN DOCUMENTS

Task 401 – Phase III Design Documents

The SUBCONSULTANT will prepare and submit Phase III design documents, in parallel with the Phase III roadway plans, to the CITY/CONSULTANT for review and CITY/FDOT approval consisting of the following:

Design drawings, consisting of one electronic copy in PDF format;
Technical specifications in draft format consisting of one electronic copy in PDF format;
One (1) electronic copy of an Engineer's Opinion of Probable Construction Costs (EOPCC) including pay item quantity table based on FDOT pay items; and
Draft Utility Work Schedule (UWS) identifying the specific items to be constructed, but not to include the specific order at this Phase.

It is not anticipated that easements will be required. If needed, SUBCONSULTANT can provide services under separate work authorization. Design of piping 6-inch and larger is proposed to be designed in Plan/Profile view while piping 2 through 4-inches in size is proposed to be designed in plan view without a dedicated profile. Cross sections will be required for piping crossing the road and plan/profile with detailed inverts are required for sanitary sewer design.

Task 402 – Phase IIIR Design Documents

The SUBCONSULTANT will prepare and submit Phase IIIR design documents to the CITY/CONSULTANT for review and CITY/FDOT approval consisting of the following:

Design drawings, consisting of one electronic copy in PDF format;
Technical specifications consisting of one electronic copy in PDF format;
One (1) copy of an updated EOPCC including pay item quantity table based on FDOT pay items; and
Updated UWS identifying the phasing based on keeping water and sewer in service.

Task 403 – Phase IV Design Documents

The SUBCONSULTANT will prepare and submit Bid design documents to the CITY/CONSULTANT for review and CITY approval consisting of the following:

Design drawings, consisting of one electronic copy in PDF format; and

Technical specifications in PDF format.

PHASE 500 – PERMITTING SERVICES

Task 501 – FDEP and PCHD Permitting

This phase consists of the preparation and submittal of the forms and documents that are required for obtaining regulatory and construction permits/approvals for the Project. For each permit identified below, response to agency questions/comments is limited to two (2) sets of review questions/comments from each agency for each permit.

General Permit for Construction of Water Main Extensions for PWSs - Polk County Health Department (PCHD)
Domestic Wastewater Collection/Transmission System Construction Permit - Florida Department of Environmental Protection (FDEP)

The FDEP and PCHD permits typically have a 5-year time period in which the work must be completed before expiration. If, near the end of the Project, it does not appear the Project will be completed in the FDOT’s capital plan, the permitting services will not be completed.

The scope for each required permit shall include at a minimum the following services:

Prepare and submit permit application (including all require forms and supporting documentation).

Prepare and submit responses to Requests for Additional Information (RAIs). This effort is limited to two (2) sets of review questions/comments unless otherwise required to address clarification of previously submitted information preparing and submitting requisite application documents.

PHASE 600 – BID PHASE SERVICES

Project does not currently include bid phase services.

PHASE 700 – CONSTRUCTION ADMINISTRATION SERVICES

Project does not currently include construction administration services.

PHASE 800 – RESIDENT PROJECT REPRESENTATIVE SERVICES

Project does not currently include Resident Project Representative Services.

C. DELIVERABLES

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

ACTIVITY	DELIVERABLE
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Preliminary Design Documents	Design RGB markup in PDF format.
Final Design Documents	Design drawings, technical specifications, EOPCC, and UWS in PDF formats. Final in PDF and AutoCAD DWG format.
Permitting	Permit applications and supporting documentation with signed/sealed plans and applications in PDF format.

D. SCHEDULE

SUBCONSULTANT will proceed with the services identified in this AGREEMENT immediately upon receipt of an executed copy of this AGREEMENT.

E. COMPENSATION

This AGREEMENT establishes a **not-to-exceed cost of \$305,729**. Compensation for the services performed under this AGREEMENT shall be on an hourly, not-to-exceed basis using the current hourly rate schedule under the FDOT Contract 444627-2 with the audited rates agreed to. Reimbursable expenses incurred in connection with this AGREEMENT will be itemized and included in monthly invoices, and are included in the not-to-exceed cost. These items are presently not anticipated as part of this Project.

The not-to-exceed cost for this AGREEMENT includes an **Allowance for permit fees of \$1,000**. The Contingency Funds authorized for use on this AGREEMENT may only be expended upon written approval from the CITY’s Project Manager. Invoices for not-to-exceed projects shall be accompanied by time and task records for all billable hours appearing on the invoice.

F. CITY’S RESPONSIBILITIES

The CITY will provide the following information to the CONSULTANT and/or perform the following services related to the Project:

GIS and readily available record drawings will be supplied by CITY at beginning of Project, along with expedited review of proposed improvements.

G. SERVICES NOT INCLUDED

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

- Bid phase services.
- Construction and resident phase services.
- Survey services.
- Geotechnical engineering services.
- Subsurface utility engineering services.
- Utility coordination.
- Services being provided by the CONSULTANT such as Roadway and Drainage design.

H. ASSUMPTIONS

The Scope of Services and Compensation arrangement outlined in this AGREEMENT are based on the following assumptions:

SUBCONSULTANT will utilize existing Microstation files exported to AutoCAD – Civil 3D format as a base for design files utilizing FDOT’s Design System within Civil 3D.

Other utilities within the corridor are already included on the design documents. Subsurface Utility Engineering (SUE) work to confirm conflict location/elevations will be provided by others.

The CITY has record drawings or historical information of the existing utilities but there will be some verification needed for exact locations, especially for tie-in locations.

It is assumed that no new easements are needed for the Project.

7.14 Processing Utility Work by Highway Contractor (UWHC)

This includes coordination of utility design effort between the CITY, FDOT and the UAO(s). The CONSULTANT shall conduct additional coordination meetings, prepare and process the agreements, review tabulation of quantities, perform UWHC constructability and bidability review, review pay items, cost estimates and Technical Special Provisions (TSP) or Modified Special Provision (MSP) prepared by the UAO. This does not include the utility design effort. This item is not usually included in the scope at the time of negotiation. It is normally added as a supplemental agreement when the need is identified. Effort for the EOR is not included in this task, see Roadway Analysis Task Group 4.

7.15 Contract Plans to UAO(s)

N/A

7.16 Certification/Close-Out

This includes hours for transmitting utility files to the CITY and FDOT DUO and preparation

of the Utility Certification Letter. The CONSULTANT shall certify to the appropriate CITY and FDOT representative the following:

All utility negotiations (Full execution of each agreement, approved Utility Work Schedules, Technical Special Provisions or Modified Special Provisions written, etc.) have been completed with arrangements made for utility work to be undertaken and completed as required for proper coordination with the physical construction schedule.

OR

An on-site inspection was made and no utility work will be involved.

OR

Plans were sent to the Utility Companies/Agencies and no utility work is required.

7.17 Other Utilities

The CONSULTANT shall provide other utility services. This includes all efforts for a utility task not covered by an existing defined task. Required work will be defined in the scope and negotiated on a case-by-case basis.

8 ENVIRONMENTAL PERMITS and ENVIRONMENTAL CLEARANCES

The CONSULTANT shall notify the CITY Project Manager, Environmental Permit Coordinator, and other appropriate CITY and FDOT personnel in advance of all scheduled meetings with the regulatory agencies to allow a CITY and/or FDOT representative to attend. The CONSULTANT shall copy in the Project Manager and the Environmental Permit Coordinator on all permit related correspondence and meetings. The CONSULTANT shall use current regulatory guidelines and policies for all permits required as identified in Section 2.4.

8.1 Preliminary Project Research

The CONSULTANT shall perform preliminary project research and shall be responsible for regulatory agency coordination to assure that design efforts are properly directed toward permit requirements. The research shall include but should not be limited to a review of the project's PD&E documents including the Environmental Document, Natural Resources Evaluation Report, and Cultural Resources Assessment Survey Report.

The CONSULTANT shall research any existing easements or other restrictions that may exist both within or adjacent to the proposed project boundary. Project research may include but should not be limited to review of available: FDOT Right of Way files and databases; federal, state, and local permit files and databases; and local government information including county and property appraiser data. The CONSULTANT shall determine if any Sovereign Submerged Lands easements need to be modified or acquired. Any applicable information will be shown on the plans as appropriate.

8.2 Field Work

8.2.1 Pond Site Alternatives:

N/A.

8.2.2 Establish Wetland Jurisdictional Lines and Assessments:

The CONSULTANT shall be responsible for, but not limited to, the following activities:

- Determine landward extent of wetlands and other surface waters as detailed in Rule Chapter 62-340, F.A.C., as ratified in Section 373.4211, F.S.; United States Army Corps of Engineers (USACE) Wetland Delineation Manual (Technical Report Y-87- 1); Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (ERD/EL TR-10-20).
- Collect all data and information necessary to determine the jurisdictional boundaries of wetlands and other surface waters as defined by the rules or regulations of each permitting agency processing a DEPARTMENT permit application for the project.
- Prepare a written assessment of the current condition and functional value of the wetlands and other surface waters. Prepare data in tabular form which includes the ID number for each wetland (and other surface water, if necessary) impacted, size of wetland to be impacted, type of impact, and identify any wetland (by ID number and size) within the project limits that will not be impacted by the project.
- Prepare appropriate agency forms to obtain required permits. Forms may include but are not limited to the USACE "Wetland Determination Data Form – Atlantic and Gulf Coastal Plain Region"; the USACE "Request for Corps Jurisdictional Determination"; Uniform Mitigation Assessment Method forms and/or project specific data forms.

8.2.3 Species Surveys:

The CONSULTANT shall conduct wildlife surveys as defined by rules or regulations of any permitting agency or commenting agency that is processing a DEPARTMENT permit. Preliminary species surveys and habitat assessments will be conducted concurrently with Task 8.2.2.

8.3 Agency Verification of Wetland Data

The CONSULTANT shall be responsible for verification of wetland and other surface water data identified in Section 8.2 and coordinating regulatory agency field reviews, including finalization of assessments and jurisdictional determinations with applicable agencies

8.4 Complete and Submit All Required Permit Applications

The CONSULTANT shall collect the data and information necessary to prepare the Exemption Verification Package and obtain the Exemption Verification and authorizations required to construct the project as identified in the Project Description and as described in 8.4.1, 8.4.2, and 8.15 (Other Environmental Permits). The CONSULTANT shall prepare each application in accordance with the rules and/or regulations of the regulatory agency responsible for issuing a specific permit and/or authorization to perform work. The application packages must be approved by the CITY prior to submittal to regulatory agencies.

The CONSULTANT will submit all permit applications, as directed by the CITY, and be responsible for payment of all permit and public noticing fees, unless directed otherwise by the CITY.

8.4.1 Complete and Submit all Required Wetland Permit Applications:

N/A

8.4.2 Complete and Submit all Required Species Permit Applications:

N/A

8.5 Coordinate and Review Dredge and Fill Sketches

N/A

8.6 Complete and Submit Documentation for Coordination and/or USCG Bridge Permit Application

N/A

8.7 Prepare Water Management District or Local Water Control District Right of Way Occupancy Permit Application

The CONSULTANT shall be responsible for the preparation of the ROW Occupancy permit application in accordance with the regulatory agency requirements. The CONSULTANT shall respond to agency RAIs, including necessary revisions to the application package. All responses and completed applications must be approved by the District Permit Coordinator prior to submittal to the regulatory agency. The CONSULTANT shall be responsible for acquiring the ROW Occupancy permit.

8.8 Prepare Coastal Construction Control Line (CCCL) Permit Application

N/A

8.9 Prepare USACE Section 408 Application to Alter a Civil Works Project

N/A

8.10 Compensatory Mitigation Plan

N/A

8.11 Mitigation Coordination and Meetings

N/A

8.12 Regulatory Agency Support

N/A

8.13 Other Environmental Permits

8.14 Technical Support to the CITY for Environmental Clearances and Re-evaluations (use when CONSULTANT provides technical support only)

N/A

8.14.1 NEPA or SEIR Re-evaluation

N/A

8.14.2 Archaeological and Historical Resources

N/A

8.14.3 Section 4(f), 6(f), and Acquisition and Restoration Council Resources (ARC)

N/A

8.14.4 Wetland Impact Analysis

N/A

8.14.5 Essential Fish Habitat Impact Analysis

N/A

8.14.6 Protected Species and Habitat Impact Analysis

N/A

8.15 Preparation of Environmental Clearances and Re-evaluations (use when CONSULTANT prepares all documents associated with a re-evaluation)

N/A

8.15.1 NEPA or SEIR Re-evaluation

N/A

8.15.2 Archaeological and Historical Resources

N/A

8.15.3 Section 4(f), 6(f), and ARC Resources

FDOT shall prepare all 4(f) documentation necessary to obtain Section 4(f) approval.

8.15.4 Wetland Impact Analysis

N/A

8.15.5 Essential Fish Habitat Impact Analysis

N/A

8.15.6 Protected Species and Habitat Impact Analysis

N/A

8.16 Contamination Impact Analysis

The FDOT shall provide a Contamination Screening Evaluation for the project limits including stormwater ponds and floodplain compensation sites as described in Part 2, Chapter 20, of the PD&E Manual. The appropriate level of analysis and deliverable type will be

approved by the CITY's Project Manager and District Contamination Impact Coordinator. The draft Level 1 Contamination Screening Evaluation document shall be submitted to the CITY's Project Manager and District Contamination Impact Coordinator for review and final approval. The CONSULTANT shall include an evaluation of any new contamination impacts due to changes to the project from the PD&E design concept, if applicable, and any new discharges or new potential contamination impacts not evaluated in any previously completed Contamination Screening Evaluation. The project impacts, conclusions and recommendations, figures, tables and appendices will be provided in a Level I Contamination Screening Evaluation Report.

FDOT will provide Level II assessment services. If contamination is identified within the limits of construction, the CONSULTANT shall coordinate with the District Contamination Impact Coordinator to properly mark identified contamination areas in the plans and develop specifications as appropriate.

8.17 Asbestos Survey

FDOT will provide asbestos and metal-based coatings survey services.

If asbestos or metal-based coatings above threshold levels are found on the bridge(s), the CONSULTANT shall coordinate with the District Contamination Impact Coordinator to obtain plan notes, general notes, specifications, pay item notes, and Operation and Maintenance (O&M) plans for any asbestos to remain in place.

8.18 Technical Meetings

8.19 Quality Assurance/Quality Control

8.20 Supervision

8.21 Coordination

9 STRUCTURES - SUMMARY AND MISCELLANEOUS TASKS AND DRAWINGS

The CONSULTANT shall analyze, design, and develop contract documents for all structures in accordance with applicable provisions as defined in Section 2.19, Provisions for Work. Individual tasks identified in Sections 9 through 18 are defined in the Staff Hour Estimation Handbook and within the provision defined in Section 2. 20, Provisions for Work. Contract documents shall display economical solutions for the given conditions.

The CONSULTANT shall provide Design Documentation to the CITY with each submittal consisting of structural design calculations and other supporting documentation developed during the development of the plans. The design calculations submitted shall adequately address the complete design of all structural elements. These calculations shall be neatly and

logically presented on digital media or, at the CITY's or FDOT's request, on 8 ½"x11" paper and all sheets shall be numbered. The final design calculations shall be signed and sealed by a Florida-licensed professional engineer. A cover sheet indexing the contents of the calculations shall be included and the engineer shall sign and seal that sheet. All computer programs and parameters used in the design calculations shall include sufficient backup information to facilitate the review task.

9.1 Key Sheet and Index of Drawings

9.2 Project Layout

9.3 General Notes and Bid Item Notes

9.4 Miscellaneous Common Details

9.5 Incorporate Report of Core Borings

9.6 Standard Plans- Bridges

9.7 Existing Bridge Plans

9.8 Structures Quantities for EQ Report

9.9 Cost Estimate

9.10 Technical Special Provisions and Modified Special Provisions

9.11 Field Reviews

9.12 Technical Meetings

9.13 Quality Assurance/Quality Control

9.14 Independent Peer Review

9.15 Supervision

9.16 Coordination

10 STRUCTURES - BRIDGE DEVELOPMENT REPORT

N/A

11 STRUCTURES - TEMPORARY BRIDGE

N/A

12 STRUCTURES - SHORT SPAN CONCRETE BRIDGE

N/A

13 STRUCTURES - MEDIUM SPAN CONCRETE BRIDGE

N/A

14 STRUCTURES - STRUCTURAL STEEL BRIDGE

N/A

15 STRUCTURES - SEGMENTAL CONCRETE BRIDGE

N/A

16 STRUCTURES - MOVABLE SPAN

N/A

17 STRUCTURES - RETAINING WALLS

N/A

18 STRUCTURES - MISCELLANEOUS

The CONSULTANT shall prepare plans for Miscellaneous Structure(s) as specified in Section 2.5.

18.1 Concrete Box Culverts

18.2 Concrete Box Culverts Extensions

18.3 Concrete Box Culvert Data Table Plan Sheets

18.4 Concrete Cox Culvert Special Details Plan Sheets

18.5 Steel Strain Poles

18.6 Concrete Strain Poles

18.7 Strain Pole Data Table Plan Sheets

18.8 Strain Pole Special Detail Mast Arms

18.9 Mast Arms

18.10 Mast Arms Data Table Plan Sheets

18.11 Mast Arms Special Details Plan Sheets

18.12 Cantilever Sign Structures

18.13 Overhead Span Sign Structures

18.14 Special (Long Span) Overhead Sign Structures

18.15 Monotube Overhead Sign Structure

18.16 Bridge Mounted Signs (Attached to Superstructure)

18.17 Overhead/Cantilever Sign Structures Data Table Plan Sheets

18.18 Overhead/Cantilever Sign Structures Special Details Plan Sheets

18.19 Non-Standard High Mast Lighting Structures

- 18.20 High Mast Lighting Special Detail Plan Sheets**
- 18.21 Horizontal Wall Geometry**
- 18.22 Vertical Wall Geometry**
- 18.23 Summary of Quantities-Aesthetic Requirements**
- 18.24 Control Drawings**
- 18.25 Design of Noise Barrier Walls Covered by Standards**
- 18.26 Design of Noise Barrier Walls Not Covered by Standards**
- 18.27 Aesthetic Details**
- 18.28 Fender System**
- 18.29 Fender System Access**
- 18.30 Special Structures**
- 18.31 Other Structures**

18.32 Condition Evaluation of Signal and Sign Structures, and High Mast Light Poles

**18.33 Condition Evaluation of Signal and Sign Structures, and High Mast Light Poles
(No As built or Design Plans Available)**

18.34 Analytical Evaluation of Signal and Sign Structures, and High Mast Light Poles

18.35 Ancillary Structures Report

19 SIGNING AND PAVEMENT MARKING ANALYSIS

The CONSULTANT shall analyze and document Signing and Pavement Markings Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

19.1 Traffic Data Analysis

The CONSULTANT shall review the approved preliminary engineering report, typical section package, traffic technical memorandum and proposed geometric design alignment to identify proposed sign placements and roadway markings. Perform queue analysis.

19.2 No Passing Zone Study

N/A

19.3 Signing and Pavement Marking Master Design File

The CONSULTANT shall prepare the Signing & Marking Design file to include all necessary design elements and all associated reference files.

19.4 Multi-Post Sign Support Calculations

N/A

19.5 Sign Panel Design Analysis

Establish sign layout, letter size and series for non-standard signs.

19.6 Sign Lighting/Electrical Calculations N/A

N/A

19.7 S&PM Quantities for EQ Report

The CONSULTANT shall determine signing and pavement marking pay items and quantities and the supporting documentation.

19.8 Cost Estimate (N/A)

19.9 Technical Special Provisions and Modified Special Provisions (N/A)

19.10 Other Signing and Pavement Marking Analysis

The CONSULTANT shall prepare the Signing & Marking Design file for 9 midblock pedestrian crosswalks within the project limits.

19.11 Field Reviews

19.12 Technical Meetings

19.13 Quality Assurance/Quality Control

19.14 Independent Peer Review (N/A)

19.15 Supervision

19.16 Coordination

20 SIGNING AND PAVEMENT MARKING PLANS

The CONSULTANT shall prepare a set of Signing and Pavement Marking Plans in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums that includes the following.

20.1 Key Sheet & Signature Sheet

20.2 General Notes/Pay Item Notes

20.3 Project Layout (N/A)

20.4 Plan Sheet

20.5 Special Details (N/A)

20.6 Service Point Details (N/A)

20.7 Guide Sign Data

20.8 Cross Sections (Sign Installations) (N/A)

20.9 Quality Assurance/Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications and other services prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

20.10 Supervision

21 SIGNALIZATION ANALYSIS

The CONSULTANT shall analyze and document Signalization Analysis Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

21.1 Traffic Data Collection

N/A

21.2 Traffic Data Analysis

The CONSULTANT shall determine signal operation plan, intersection geometry, local signal timings, pre-emption phasing & timings, forecasting traffic, and intersection analysis run.

21.3 Signal Warrant Study

N/A

21.4 Systems Timings

The CONSULTANT shall determine proper coordination timing plans including splits, force offs, offsets, and preparation of Time Space Diagram.

21.5 Reference and Master Signalization Design File

The CONSULTANT shall prepare the Signalization Design file to include all necessary design elements and all associated reference files.

21.6 Reference and Master Interconnect Communication Design File

The CONSULTANT shall prepare the Interconnect Communication Design file to include all necessary design elements and all associated reference files.

21.7 Overhead Street Name Sign Design

The CONSULTANT shall design Signal Mounted Overhead Street Name signs.

21.8 Pole Elevation Analysis

21.9 Traffic Signal Operation Report

N/A

21.10 Signalization Quantities for EQ Report

The CONSULTANT shall determine signalization pay items and quantities and the supporting documentation.

21.11 Cost Estimate (N/A)

21.12 Technical Special Provisions and Modified Special Provisions (N/A)

21.13 Other Signalization Analysis (N/A)

21.14 Field Reviews

The CONSULTANT shall collect information from the maintaining agencies and conduct a field review. The review should include, but is not limited to, the following:

- Existing Signal and Pedestrian Phasing
- Controller Make, Model, Capabilities and Condition/Age
- Condition of Signal Structure(s)
- Type of Detection as Compared with Current District Standards
- Interconnect Media
- Controller Timing Data

21.15 Technical Meetings

21.16 Quality Assurance/Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications and other services prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

21.17 Independent Peer Review (N/A)

21.18 Supervision

21.19 Coordination

22 SIGNALIZATION PLANS

The CONSULTANT shall prepare a set of Signalization Plans in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums, which includes the following:

22.1 Key Sheet & Signature Sheet

22.2 General Notes/Pay Item Notes

22.3 Signalization Plan Sheets

22.4 Interconnect Plans

22.5 Traffic Monitoring Site

N/A

22.6 Guide Sign Data

22.7 Special Details

Pedestrian pole detail sheets and splicing diagrams

22.8 Service Point Details (N/A)

22.9 Mast Arm/Monotube Tabulation Sheet

22.10 Strain Pole Schedule N/A

22.11 TTCP Signal

22.12 Temporary Detection Sheet

22.13 Quality Assurance/Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications and other services prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

22.14 Supervision

23 LIGHTING ANALYSIS

The CONSULTANT shall analyze and document Lighting Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

23.1 Lighting Justification Report (N/A)

23.2 Existing roadway lighting is already present. LJR not needed. Lighting Design Analysis Report (LDAR)

The CONSULTANT shall prepare a Preliminary Lighting Design Analysis Report in accordance with the requirements of the FDOT Design Manual. The report shall be submitted under a separate cover with the Phase II plans submittal. After approval of the preliminary report, the CONSULTANT shall submit a revised report for each submittal.

23.3 Voltage Drop Calculations

The CONSULTANT shall submit voltage drop calculations showing the equation or equations used along with the number of luminaires per circuit, the length of each circuit, the size conductor or conductors used and their ohm resistance values. The voltage drop incurred on each circuit (total volts and percentage of drop) shall be calculated, and all work necessary to calculate the voltage drop values for each circuit should be presented in such a manner as to be duplicated by the District.

The Voltage Drop Calculations shall be submitted as part of the Lighting Design Analysis Report.

23.4 FDEP Coordination and Report (N/A)

23.5 Reference and Master Design Files

The CONSULTANT shall prepare the Lighting Design file to include all necessary design elements and all associated reference files.

23.6 Temporary Highway Lighting (N/A)

Not required per FDM 240.2.2.15: "Temporary highway lighting is not required where it is necessary to remove existing lighting before new lighting is placed in service."

23.7 Design Documentation

The CONSULTANT shall submit a design documentation with each plans submittal under a separate cover and not part of the roadway documentation book. At a minimum, the design documentation shall include:

- Phase submittal checklist.
- Structural calculations for special conventional pole concrete foundations.
- Correspondence with the power company concerning new electrical service.

23.8 Lighting Quantities for EQ Report

The CONSULTANT shall determine lighting pay items and quantities and the supporting documentation.

23.9 Cost Estimate (N/A)

23.10 Technical Special Provisions and Modified Special Provisions (N/A)

23.11 Other Lighting Analysis (N/A)

23.12 Field Reviews

The CONSULTANT shall collect information from the maintaining agencies and conduct a field review. The review should include but is not limited to the following:

- Existing Lighting Equipment
- Load Center, Capabilities and Condition/Age
- Condition of Lighting Structure(s)
- Verification of horizontal clearances
- Verification of breakaway requirements

23.13 Technical Meetings

23.14 Quality Assurance/Quality Control

23.15 Independent Peer Review (N/A)

23.16 Supervision

23.17 Coordination

24 LIGHTING PLANS

The CONSULTANT shall prepare a set of Lighting Plans in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

24.1 Key Sheet & Signature Sheet

24.2 General Notes/Pay Item Notes

24.3 Pole Data, Legend & Criteria

24.4 Project Layout (N/A)

24.5 Plan Sheets

24.6 Special Details

24.7 Service Point Details

24.8 Temporary Highway Lighting (N/A)

24.9 Quality Assurance/Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications and other services prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

24.10 Supervision

25 LANDSCAPE ANALYSIS

N/A

26 LANDSCAPE PLANS

N/A

27 SURVEY

Survey is being supplied by the Florida Department of Transportation, District One. Additional survey needs on side streets and outfalls will be provided by the City.

27.1 Horizontal Project Control (HPC)

N/A

27.2 Vertical Project Control (VPC)

N/A

27.3 Alignment and/or Existing Right of Way (R/W) Lines

N/A

27.4 Aerial Targets

N/A

27.5 Reference Points

N/A

27.6 Topography/Digital Terrain Model (DTM) (3D)

N/A

27.7 Planimetric (2D)

N/A

27.8 Roadway Cross Sections/Profiles

N/A

27.9 Side Street Surveys

N/A

27.10 Underground Utilities

Designation includes 2-dimensional collection of existing utilities and selected 3-dimensional verification as needed for designation. Location includes non-destructive excavation to determine size, type and location of existing utility, as necessary for final 3-dimensional verification. Survey includes collection of data on points as needed for designates and locates. Includes analysis and processing of all field collected data, and delivery of all appropriate electronic files.

27.11 Outfall Survey

N/A

27.12 Drainage Survey

N/A

27.13 Bridge Survey (Minor/Major)

N/A

27.14 Channel Survey

N/A

27.15 Pond Site Survey

N/A

27.16 Mitigation Survey

N/A

27.17 Jurisdiction Line Survey

N/A

27.18 Geotechnical Support

Perform 3-dimensional (X,Y,Z) field location, or stakeout, of boring sites established by geotechnical engineer. Includes field edits, analysis and processing of all field collected data and/or reports.

27.19 Sectional/Grant Survey

N/A

27.20 Subdivision Location

N/A

27.21 Maintained R/W

N/A

27.22 Boundary Survey

N/A

27.23 Water Boundary Survey

N/A

27.24 Right of Way Staking, Parcel / Right of Way Line

N/A

27.25 Right of Way Monumentation

N/A

27.26 Line Cutting

N/A

27.27 Work Zone Safety

N/A

27.28 Vegetation Survey

N/A

27.29 Tree Survey

N/A

27.30 Miscellaneous Surveys

N/A

27.31 Supplemental Surveys

N/A

27.32 Document Research

N/A

27.33 Field Review

N/A.

27.34 Technical Meetings

N/A

27.35 Quality Assurance/Quality Control (QA/QC)

Establish and implement a QA/QC plan. Also includes subconsultant review, response to comments and any resolution meetings if required, preparation of submittals for review, etc.

27.36 Supervision

Perform all activities required to supervise and coordinate project. These activities must be performed by the project supervisor, a Florida P.S.M. or their delegate as approved by the District Surveying Office.

27.37 Coordination

Coordinate survey activities with other disciplines. These activities must be performed by the project supervisor, a Florida P.S.M. or their delegate as approved by the City Project Manager.

28 PHOTOGRAMMETRY

N/A

29 MAPPING

N/A

30 TERRESTRIAL MOBILE LiDAR

N/A

31 ARCHITECTURE DEVELOPMENT

N/A

32 NOISE BARRIERS IMPACT DESIGN ASSESSMENT IN THE DESIGN PHASE

N/A

33 INTELLIGENT TRANSPORTATION SYSTEMS ANALYSIS

The CONSULTANT shall analyze and document Intelligent Transportations System (ITS) Analysis Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, existing ITS standard operating procedures, ITS master and strategic plans, Florida's SEMP guidelines, National, statewide and/or regional ITS architectures, and current design bulletins.

29.1 ITS Analysis

The CONSULTANT shall review the previously prepared and approved preliminary engineering report(s), typical section package, traffic technical memorandum, adjacent projects programmed by the CITY and other local highway agencies, and proposed geometric design alignment to identify impacts to existing ITS components (if applicable) and proposed ITS field device placements. The CONSULTANT shall review the project intelligence files

provided by the City's asset maintenance agent(s) related to all previously constructed ITS projects and maintenance documentation for the project corridor to ensure all cited ITS elements are included in this project for replacement and/or restoration.

Systems Engineering Analysis

The CONSULTANT shall perform a systems engineering analysis including a Concept of Operations (ConOps), Project Systems Engineering Management Plan (PSEMP), Requirements Traceability Verification Matrix (RTVM), and other documents as necessary based on project complexity and risk as required by Florida Department of Transportation Systems Engineering and Intelligent Transportation Systems (ITS) Architecture Procedure (Procedure Number 750-040-003).

Design Guidelines

The CONSULTANT shall use applicable CITY requirements and guidelines, including, but not limited to, the FDM, Standard Plans, and Standard Specifications for Road and Bridge Construction in the design of ITS. The CONSULTANT design is expected to include the following attributes, facilities, infrastructure, ITS devices, systems, and associated work: [Associated Work]

The CONSULTANT shall review the existing TMC Operations and develop additional incident management service requirements as necessary to support during the Construction Phase of the Project. The CONSULTANT shall coordinate with District's TSM&O Office for additional information regarding existing Incident Management and TMC Operational Procedures (If desired by the City).

All ITS devices shall be compatible with the latest version of the National Transportation Communications for ITS Protocol (NTCIP) and compatible with SunGuide software platform.

The CONSULTANT shall design the project such that all ITS field devices and ancillary components comply with FDOT's Approved Product List (APL) or, when applicable and approved by the DEPARTMENT, FDOT's Innovative Product List (IPL) and are supported within the SunGuide software or other software approved by the DEPARTMENT.

Closed Circuit Television (CCTV) Subsystem

CCTV devices shall be spaced and located as required to meet the Project requirements, Standard Specifications, FDM Section 233.10, District-specific requirements, guidance from the ConOps, and as approved by the CITY. The CONSULTANT shall be responsible for the design and exact field locations for the camera assemblies. The camera subsystem shall provide overlapping coverage to overcome visual blockage and to monitor DMS messages, and toll-amount DMS, as directed by the CITY.

The CONSULTANT shall select CCTV technologies to meet the Project needs, ConOps

requirements, and as approved by the CITY. CCTV assemblies may include a camera lowering device (CLD), as directed by the CITY.

Per FDM 233.6 and FDM 233.10, the position, height, and design of each camera pole shall be finalized during the design phase of the project. The maximum distance of this type of camera from the DMS sign is specified in FDM. The minimum distance from the DMS sign shall be determined by the CONSULTANT to provide full viewing of the DMS legends based on the analysis performed and approved by the District ITS office. Such analysis includes viewing angle, horizontal and vertical control determination based on the CCTV camera manufacturers that are on APL.

If required by the CITY, the CONSULTANT shall determine the camera location by performing a videography study at each proposed camera site. The study shall include video at the proposed camera location and elevation with respect to the roadway elevation. The CONSULTANT shall identify the final number and locations of the camera assemblies based on the videography study.

The camera system design shall ensure that the video quality is not degraded due to wind or vibration. The CONSULTANT shall be responsible for the design of the poles and foundations to minimize the potential for vibration. The CONSULTANT shall prepare cross section plan sheets showing details of horizontal and vertical clearances of the proposed equipment with identified utilities.

Vehicle Detection Subsystem

Vehicle detection devices shall be spaced as required to meet the Project requirements (speed, volume, and occupancy detection), Standard Specifications, FDM Section 233.9, District-specific requirements, guidance from the ConOps, and as approved by the CITY.

The CONSULTANT shall select vehicle detection technology to meet the Project needs, ConOps requirements, and as approved by the CITY. Detection technologies include induction loops, video imaging, microwave, thermal imaging, wireless magnetometer, and vehicle probe detection systems. In the case of the arterial management systems with a systemwide signal controlled intersections, the CONSULTANT shall select vehicle detection technology type that is currently being used by the local maintaining agencies, if applicable.

The CONSULTANT shall be responsible for the design of a non-intrusive vehicle detection subsystem for the limited access roadway facilities, arterials and sub-arterials with signalized intersections as required by the CITY and by local maintaining agencies and specified in the scope of services. The detectors shall be positioned near other ITS field device infrastructure including the fiber-optic splice vaults when feasible to reduce cost. Final detection station locations shall be based on the number of location variables identified during the design phase.

Automatic Vehicle Identification (AVI) Subsystem

N/A

Dynamic Message Sign (DMS) Subsystem

The CONSULTANT shall be responsible for the design of the DMS subsystem for the roadway facilities. Both expressway and arterial dynamic message signs (DMS) shall be located to meet the Project requirements, Standard Specifications, FDM 233.11, City-specific requirements, guidance from the ConOps, and as approved by the CITY. All FDOT FDM requirements shall be met for DMS locations. DMS locations shall be designed in conjunction with the Project's master signing design. The position of each DMS shall be finalized during the design phase of the project.

The CONSULTANT shall select DMS technology, type, and display to meet the Project requirements and ConOps requirements.

The CONSULTANT shall locate the DMS to satisfy the required sign functionality and to provide the required visibility of the signs. The project communications system shall enable full control of the DMS from the TMC facilities. All DMS hardware, software and related infrastructure components shall be fully compatible with SunGuide software. All DMS shall include a dedicated confirmation CCTV camera that allows for visual verification of the messages posted on the DMS by a TMC Operator (if desired by the City).

The CONSULTANT shall design support structures to accommodate the specified DMS to meet the design functional, operational, and maintenance requirements.

Arterial Dynamic Message Sign (ADMS) Subsystems (Front Access)

ADMS shall be spaced as required to meet the Project requirements, Standard Specifications, FDM Section 233.11, District-specific requirements, guidance from the ConOps, and as approved by the CITY.

The CONSULTANT shall select ADMS technologies to meet the Project needs, ConOps requirements, and as approved by the CITY.

The ADMS shall be placed for the purpose of Traffic Incident Management (TIM), Integrated Corridor Management (ICM), Active Arterial Management (AAM), and other applications as directed by the DEPARTMENT. ADMS on arterial roadways are to be placed at a distance from the on-ramps of the limited access facilities determined by traffic analysis of the arterial back of queue and to allow time for the motorists to read the sign messages. Communication with ADMS shall be designed so that they can be managed and maintained by the District TMC. All FDOT FDM requirements shall be met for ADMS locations. ADMS locations shall be designed in conjunction with the Project's master signing design on major widening projects. All ADMS shall include a dedicated confirmation CCTV camera that allows for visual verification of the messages posted on the DMS by a TMC Operator (if desired by the District).

Embedded Dynamic Message Signs

Embedded DMS shall be spaced as required to meet the Project requirements, Standard

Specifications, FDM Section 233.11, District-specific requirements, express lanes requirements, guidance from the ConOps, and as approved by the CITY.

The CONSULTANT shall select Embedded DMS technologies to meet the Project needs, ConOps requirements, and as approved by the CITY.

The CONSULTANT design shall include Embedded DMS signs when the project is part of a toll facility, part of an express lanes facility, part of a truck parking availability system, or other usage described in the ConOps, as required by the CITY. The Embedded DMS signs are comprised of DMS panels embedded in a static sign panel. The Embedded DMS may have one or more line of text depending upon the application. Embedded DMS are to be located on the main line, express lanes, ramps, and on the crossroads as required to meet the project needs.

All Embedded DMS shall include a dedicated confirmation CCTV camera that allows for visual verification of the messages posted on the Embedded DMS by a TMC Operator (if desired by the City).

Dynamic Trailblazing Sign Subsystems (DTBS)

DTBS shall be spaced as required to meet the Project requirements, Standard Specifications, FDM, District-specific requirements, guidance from the ConOps, and as approved by the CITY to support evacuation, incident management, detour management, special event traffic management, active arterial management and/or integrated corridor. If directed by the CITY, the CONSULTANT shall develop the well-defined active traffic management detour plan.

The CONSULTANT shall select DTBS technologies to meet the Project needs, ConOps requirements, and as approved by the CITY.

The CONSULTANT shall design the DTBS to recommend directions of travel to motorists. The active DTBS Embedded DMS and/or blank-out signs shall be sized based on the proposed legends or cardinal directions used for the active traffic management detour plans. The DTBS shall be connected to the fiber optic network to be operated and managed at the TMC. The DTBS will be mounted on new support structure or if mounted on existing structure, the required structural analysis shall be performed for the existing structure. The size and types of dynamic and active portion of the signs shall be coordinated with the District ITS office prior to design.

Roadway Weather Information Systems (RWIS)

N/A

Traffic Signal Data Subsystem

The Traffic Signal Data Subsystem shall be provided at locations as required to meet the Project requirements, Standard Specifications, FDM, District-specific requirements, guidance from the ConOps, and as approved by the CITY.

The CONSULTANT shall select Traffic Signal Data Subsystem technologies to meet the

Project needs, ConOps requirements, and as approved by the CITY.

The CONSULTANT shall design the Traffic Signal Data Subsystem to include, as a minimum, Advance Transportation/Traffic Controllers (ATC) provided at the signalized intersections. The ATC shall include an open architecture hardware and software platform to interface with the latest network-wide supervisory Advanced Traffic Management System (ATMS) software currently being used by the local highway agencies supporting a wide variety of Intelligent Transportation Systems (ITS) applications. This includes traffic management, safety, and security.

The CONSULTANT shall design other data-related applications for the Traffic Signal Data Subsystem, as directed by the CITY, such as for basic Connected and Automated Vehicles (CAV) elements, ramp signaling, reliable data collection and analytics using Automated Traffic Signal Performance Measures (ATSPM), and edge computing capabilities.

Connected and Automated Vehicles (CAV) Subsystems

N/A

Wrong-way Vehicle Detection Systems (WWVDS)

N/A

Structural Health Monitoring System (SHMS) Connectivity Subsystem

N/A

Ramp Signaling Subsystem (RSS)

N/A

Truck Parking Availability System (TPAS)

N/A

ITS Software Subsystem

The ITS Software Subsystem shall be provided as required to meet the Project requirements, Standard Specifications, FDM, District-specific requirements, guidance from the ConOps, and as approved by the CITY.

The CONSULTANT shall develop ITS Software Subsystem requirements to meet Project needs, the ConOps, and as approved by the CITY.

29.2 Communications Subsystem Analysis

See FDM 233.4, 233.5, and 233.8 for communication systems design requirements. The CONSULTANT shall review the existing communication files in GIS or PDF format provided by the CITY and or the local highway agencies and create an overall communication map to

summarize mapping data associated with the fiber optic conduits and cables connectivity. This provides a communication location-based intelligence for the project and will be used in the communication design. In addition, the CONSULTANT shall include high level overview of how the project corridor(s) are connected to the TMC communication network including the existing and proposed master communication hubs.

The CONSULTANT shall develop a communications plan to determine the optimal communications medium for the project corridor. The plan shall be developed prior to submittal of Phase I plans. The plan shall identify communications media alternatives and provide a cost estimate that includes initial, operations and maintenance cost for the life cycle of the communications network. The plan shall ensure that video, voice, and data will be communicated in real-time between center to-field and center-to-center (C2C) nodes as applicable. The communications system design must utilize non-proprietary, open-architecture, standards-based, robust, scalable, and proven technology. The communication plan analysis shall address communication and connections between field devices, communications and connections between field devices and the TMC, center-to-center communications between TMCs, and any other communication links or connections required to meet project goals and ConOps guidance. The plan must include bandwidth analysis and recommendations, needs assessment, and provide recommendations regarding minimum requirements, media, network devices, protocols, network topology, communication redundancy, future needs, spare capacity, and any communications or data sharing with other agencies.

The plan must include loss budget analysis and calculations for the optical cable lengths and bandwidth. The CONSULTANT shall provide the calculations confirming the loss budgets are in conformance with allowable values established in the standard specifications. The CONSULTANT shall calculate the loss budgets based on distance, anticipated fusion splices, and connectors to ensure the cabling will work with the links intended to be used. After installation, the loss budget for the cabling is compared to the actual test results during final acceptance to ensure the cable plant is installed properly.

For major widening projects where the existing underground fiber optic communication cables and ITS sites are impacted, the CONSULTANT shall review the roadway, drainage, and TTCP plans to analyze and identify the magnitude of impact to the existing ITS infrastructure. The CONSULTANT shall prepare the Maintenance of Communication (MOC) concept that supports the final design in efforts to maintain and sustain center-to-field device connectivity and operability to the existing ITS field devices previously deployed along the project corridor. The MOC analysis shall consider and mitigate the impacts of the project's various construction phases so as to sustain center-to-field devices connectivity and operability in order to maintain operational quality as a minimum at the level provided prior to construction start and minimizing down time of the critical devices.

After approval of the plan, the CONSULTANT shall submit a revised plan including a detailed design analysis for each submittal. The CONSULTANT's communications design shall include multiple redundant paths for each location, which allows for automatic switching of

communications path onto a secondary path, if the primary path is impacted (if desired by the District).

29.3 Grounding, Surge Suppression, and Lightning Protection Analysis

The CONSULTANT shall be responsible for a complete and reliable grounding, surge suppression, and lightning protection design to provide personnel and equipment protection against faults, surge currents and lightning transients. When Standards Plans depicting air terminal device heights above poles or equipment are not available, the height of the air terminal above poles or equipment shall be determined using applicable standards. See FDM 233.3.8 for additional design requirements.

33.4 Power Subsystem

See FDM Section 233.3 for ITS Power Design Requirements. The CONSULTANT shall be responsible for an electrical design in accordance with all NEC requirements. No solar power should be utilized as a power solution for the Project unless otherwise approved by the CITY. To enhance power reliability, the CONSULTANT shall design a power distribution and backup system consisting of, at a minimum, underground power conduits and conductors, transformers, diesel fuel generators, automatic transfer switches (ATS), uninterruptable power supply (UPS), electrical distribution panel, equipment framing, reinforced concrete pad for the generator, site drainage, site security fencing and security camera (as directed by the DEPARTMENT), power command and control, Ethernet-based Modbus, and ITS Cabinet with Remote Power Management Unit (RPMU), and all associated equipment. The power backup system shall supply electrical power in event of commercial power supply failure for all system components. Power equipment shall be installed in areas to avoid wet locations. All connections and equipment shall be protected from moisture and water intrusion. The CONSULTANT shall ensure that vandal resistant mechanisms for all electrical infrastructure shall be included as part of the Design.

The CONSULTANT shall submit the power system design and voltage drop calculations for the power distribution system as part of phase II, III, and IV design submittals. The CONSULTANT shall conduct a short circuit and protection coordination study for the designed power system and document the study as part of the power system design report.

33.5 Voltage Drop Calculations

See FDM Section 233.3.6 for voltage drop design requirements. The electrical design shall address allowable voltage drops per the NEC. The CONSULTANT shall submit voltage drop calculations for any electrical circuit providing power to the ITS field devices beyond the electric utility service point. The calculations shall document the length of each circuit, its load, the size of the conductor or conductors and their ohm resistance values and the required voltages from the service point to the respective ITS devices to maintain voltage drops within allowable limits. The voltage drop incurred on each circuit (total volts and percentage of drop) shall be calculated, and all work necessary to calculate the voltage drop values for each circuit should be presented in such a manner as to be duplicated by the City. Load analysis calculations

shall be submitted covering electrical path from all power sources to each ITS site connected to each power source. All voltage drop calculations shall allow for future expansion of ITS infrastructure, if identified in the Project ConOps.

33.6 Design Documentation

The CONSULTANT shall submit a Design Documentation Book with each plan submittal under separate cover and not part of the roadway documentation book. At a minimum, the design documentation book shall include:

- Quantities and engineers estimate for all applicable items on plans.
- Phase submittal checklist.
- Three-way quantity check list
- Structural calculations for all structures
- Power Design Analysis, voltage drop calculations, and load analysis calculations
- Correspondences including utility design meeting and conflict resolutions
- Electrical Power Service Letter of Confirmation
- Subsurface Utility Exploration tables for each ITS support structure

33.7 Existing ITS

The CONSULTANT shall research any required legacy system or system components that may be impacted by new work, such as: existing communications; existing types, numbers, locations, models, manufacturers, and age of ITS devices; as-built plans; existing operating software; existing center-to-field devices; and C2C communications and capabilities.

The project intelligence files provided by the CITY and researched by the CONSULTANT may include the following documents:

- Existing ITS field devices compared to the latest FDOT Standards and District requirements: device type, model, manufacturer, capabilities, condition, date installed, and historical maintenance logs. The DEPARTMENT will provide the ITS FM data, when available, to the CONSULTANT upon request.
- Condition of support structure(s), and associated mechanical brackets, and vertical hangers.
- Electrical power related to the existing demand loads, sizes of the main and branch circuit breakers for the service disconnect, underground or overhead service feeder sizes from the power company transformer to the meter base.
- Existing fiber optic allocation as a graphical display of the existing buffer tube for the ITS devices at the Managed Field Ethernet Switch points, the buffer allocated for the existing local communication hubs, given number of connections within a corridor while maintaining the maximum number of physical connection on a specific Local Area Network (LAN), and local hubs to existing master communication hubs.
- A KMZ file of the existing fiber optic pull and splice boxes, ITS devices, local hubs, power service poles with latitudes and longitudes data.

- Underground infrastructure.
- Proximity to utilities.
- Other field reconnaissance as necessary to develop a complete ITS design package.

33.8 Queue Analysis

The CONSULTANT shall perform a queue analysis at high volume interchanges and high frequency conflict / crash locations to determine optimal placement of DMS using project forecasted traffic volumes. This analysis shall be performed prior to submittal of the Phase I plans. The CONSULTANT shall perform other traffic engineering analysis as necessary to ensure that the DMS locations are selected based on optimum message delivery to the motorists.

The CONSULTANT shall perform field observation of the existing traffic patterns during the normal peak hours to determine the optimal placement of DMS, ADMS, CCTV cameras, and detection sites.

The CONSULTANT shall perform lane closure analysis and determine the time periods where construction activities can be performed. The lane closure analysis shall be performed using the available traffic data.

In cases when traffic technical memorandums have been performed by others and are available through the CITY, or available from TMC CCTV camera surveillance sites, the CONSULTANT shall use these reports and information in lieu of performing traffic engineering and safety analysis.

The CONSULTANT shall coordinate with City's Traffic Operations Office for additional information regarding existing Incident Management and TMC Operational Procedures to address maintenance of ITS and post construction requirements.

33.9 Reference and Master ITS Design File

The CONSULTANT shall prepare the ITS design file to include all necessary design elements and the reference files for topo, R/W roadway, utilities files, etc. This effort includes the design and layout of all proposed ITS devices and electrical service points, conduits, pull boxes, conductor sizing, generators, and transformers. All existing ITS infrastructure shall be referenced to the new ITS plan sheets (if applicable).

33.10 Reference and Master Communications Design File

The CONSULTANT shall prepare the communication design file to include all necessary design elements and all associated reference files as well as reference files of topo, R/W, roadway, utilities files, existing ITS communications infrastructure, etc. This effort includes design and layout of proposed communications conduit, cabinet, pull boxes, splice boxes, standard route markers, communications plan overview, fiber optic sizing, fiber optic splicing, connections, communications hubs, etc.

33.11 ITS Poles and Overhead Structures Elevation Analysis

See FDM Section 233.6 for ITS Poles and Structures design requirements. The CONSULTANT shall evaluate pole elevation requirements and design pole heights to meet the Project requirements including field of view; elimination of occlusion; site access for maintenance vehicles and personnel; access to pole mounted equipment, such as CCTV cameras, traffic detectors, and cabinets; and probability of lightning strike.

The CONSULTANT shall coordinate with roadway, structures, and drainage disciplines to confirm that the elevations are updated during various design phases, and the ITS poles and overhead structure details are revised and designed with the correct heights, lengths, foundation depths and sizes.

33.12 DMS Sign Panel Design Analysis

The CONSULTANT shall design all ITS signing in conjunction with the Roadway Master Signing. This includes any static sign panel that includes changeable message elements. Expressway and arterial full size DMS shall not be co-located with other static signs. [If desired by the District].

The DMS sign panel analysis applies to walk-in DMS, front access ADMS, and embedded Toll Amount and Status DMS and Dynamic Trail Blazing Signs. The CONSULTANT shall provide the following design information for the DMS sign design basis and fabrication:

- Pixel Pitch
- Number of display messages
- Character height
- Number of characters per line
- Character spacing
- Mechanical properties of the sign such as weight, height, width, depth, and not including the vertical hanger size and weight.

33.13 ITS Quantities for EQ Report

The CONSULTANT shall determine ITS pay items and quantities and the supporting documentation.

33.14 Cost Estimate

The CONSULTANT shall prepare an engineer's cost estimate for the project using historical data from the FDOT or from other Industry sources. The CONSULTANT shall also load the category information, pay items, and quantities into AASHTOWare Project Preconstruction.

33.15 Technical Special Provisions and Modified Special Provisions

The CONSULTANT shall develop Technical Special Provisions (TSP) and Modified Special Provisions (MSP) for the specific items or conditions of the project that are not addressed in

the FDOT's Standard Specifications, Supplemental Specifications and Special Provisions.

33.16 Other ITS Analyses

[Add detailed project needs for any other ITS-related analyses]

33.17 Field Reviews

The CONSULTANT shall conduct a field review for the required phase submittals. The review shall identify necessary data for all elements of the project including, but not limited to, the following:

- Existing ITS Field Devices as compared with the latest FDOT standards and District requirements
- Device Make, Model, Capabilities, Condition / Age, Existence of SunGuide Software Driver
- Condition of Structure(s), cabinets, and other above-ground infrastructure and devices
- Type of Detection as Compared with Current District Standards and preferences.
- Underground Infrastructure
- Proximity of other utilities
-
- Any other field reconnaissance as necessary to develop a complete ITS design package

33.18 Technical Meetings

The CONSULTANT shall attend meetings as necessary to support the project.

33.19 Quality Assurance / Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of designs, drawings, specifications, and other services and work furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications, and other documentation prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or may be one specifically designed for this project. The CONSULTANT shall utilize the District's quality control checklist. The responsible Professional Engineer that performed the Quality Control review shall sign a statement certifying that the review was conducted.

The CONSULTANT shall, without additional compensation, correct all errors or deficiencies in their works.

33.20 Supervision

The CONSULTANT shall provide all efforts required to supervise all technical design activities.

33.21 Coordination

The CONSULTANT shall coordinate with Survey, Geotech, Drainage, Structures, Lighting, Roadway Design, Utilities, municipalities, maintaining agencies and Traffic Operations to produce a final set of construction contract documents and to ensure that a high degree of accuracy for the design plans is achieved. The CONSULTANT shall coordinate with the roadway Utility Adjustment Plan to incorporate all ITS support structural foundations symbols drawn to scale in the Utility Adjustment Plans and attend the utility design meetings conveying the information to all utility owners to preserve the location of the proposed foundations and avoid any conflicts.

34 INTELLIGENT TRANSPORTATION SYSTEMS PLANS

The CONSULTANT shall prepare a set of ITS Plans in accordance with the FDOT Design Manual that includes the following:

34.1 Key Sheet and Signature Sheet

The CONSULTANT shall prepare the key sheet and signature sheet, if required, in accordance with the latest format depicted in the FDM.

MUTCD

Standard Specifications, Developmental Specifications

Standard Plans

34.2 General Notes / Pay Item Notes

The CONSULTANT shall include all pertinent general notes and pay item notes as deemed fit and as established by the District.

34.3 Project Layout

The CONSULTANT shall prepare plan sheet(s) with an overview of the entire project that include stations and offsets, project limits, intersection locations, ramps, railroad crossings, devices, device identification using SunGuide nomenclature, and plan sheet numbering and coverage.

34.4 Communication Overview Sheet

34.5 Typical and Special Details

The CONSULTANT shall prepare typical and / or special details for conditions in the project not addressed by the DEPARTMENT's Standard Plans for Design, Construction, Maintenance.

and Utility Operations on the State Highway System. The CONSULTANT shall prepare special details not addressed by FDOT Standard Plans, including block diagrams, hub cabinets, wiring diagrams, solar power service, and special mounting details, horizontal directional drilling at critical crossings, wireless ethernet equipment for local and broadband communication, Ethernet based Blue Toad, Ramp Signaling System, RSU block diagrams, Power station site plan, Field Equipment Shelters for master hubs, electrical and communication conduit, equipment inside box girders.

34.6 ITS and Communication Plan Sheet

The CONSULTANT shall prepare the ITS and communication plan sheets utilizing the Design file to include all necessary information related to the project design elements and all associated reference files. The plan sheets shall include general and pay item notes and pay items. The plans shall depict the location of ITS devices and cabinets, pull boxes, splice boxes, conduit runs, electrical service points, conduit, pull boxes, and conductors, and underground and overhead utilities, if applicable. Devices shall be located by station and offset as well as setback from the travel way. The CONSULTANT shall ensure the ITS sites and ground mounted cabinets locations are not in wetlands or wet drainage channels, do not interfere with protected species, meet the OSHA circle of safety from the overhead energized lines, and do not conflict with underground utilities.

The CONSULTANT shall prepare plans for the communications network. These plans shall consist of block diagrams, splicing diagrams, port assignments, wiring diagrams, and all other information necessary to convey the design concept to the contractor. These plans shall be included in the ITS plan set and be prepared in a manner consistent with immediately adjacent ITS project installations (planned or installed). Communication plans shall include conduit, fiber, pull and splice boxes, ITS devices, communication lateral drops, fiber connection hardware, pay items etc.

The communication system shall be an open-architecture, non-proprietary, real-time, multimedia communications network. The communication system design must be compatible and completely interoperable with the existing systems.

34.7 Maintenance of Communications Plans

[Discuss any needs or allowance for temporary communication connectivity options]

The CONSULTANT's design shall include protecting and maintaining the existing ITS infrastructure. For locations where existing ITS infrastructure is impacted, the CONSULTANT's design shall include mitigation to minimize the downtime of existing system as per the District's requirements and prepare the Maintenance of Communication (MOC) plans. The CONSULTANT shall develop the MOC sheets for the project, providing temporary communications as necessary, notes, details, and direction applicable to the ITS elements and associated communications for inclusion in the MOC plans. The MOC plans shall include the notes, plan sheets, cross sections showing existing and proposed grades with the tables defining the stations limits for the conduit depths below existing and proposed grades for various

construction phases.

If applicable, the CONSULTANT shall review the roadway TTCP, drainage, structures, and landscaping plans and prepare the MOC plans for each construction phase. The MOC plans shall include construction phasing notes, half cross sections depicting existing and proposed grades, roadway templates, drainage ponds, flood mitigation zones, provide tables depicting the station range, location and depth of the proposed fiber optic trunk line below existing and proposed grades. The MOC plans shall optimize the reliable field-to-center (F2C) connectivity and operability of the ITS field devices previously deployed along the project corridor. The MOC design effort shall mitigate the impacts of the project's various construction phases so as to sustain center-to-field devices connectivity and operability, maintaining operational quality as a minimum at the level provided prior to construction start and minimizing down time as much as possible.

In cases, where major alteration to the existing roadway begins in the areas where the existing ITS devices and underground communication will be impacted at the initial construction phase, the CONSULTANT shall include the permanent ITS and communication and electrical power work to be constructed in the early phase and stage of the construction to activate the devices. The notes referencing the MOC plan details shall be included in the TTCP plans alerting the CONTRACTOR and emphasizing the importance of keeping the ITS devices operational. Subsequently, the CONSULTANT shall attend the utility design and pre-construction meeting conveying the importance of the MOC and operability of the overall system. The CONSULTANT shall include the MOC plan sheets in the beginning of the ITS plans.

The CONSULTANT is responsible for the design of the communication infrastructure and its integration with the DEPARTMENT's communication system. Additionally, the CONSULTANT shall determine the most cost effective, best performing, communication connectivity option. The communication system must allow command and control as well as data and video transmission between the field devices and the TMC(s) at [Location] and when applicable master communication hub(s) at [Location].

Conduit paths shall be selected to provide a continuous duct system on one side of the road unless otherwise requested by the DEPARTMENT. The various components of ITS sites will be located on both sides of the freeway and therefore under pavement bore and lateral conduits will be necessary to access equipment locations. The CONSULTANT is responsible to locate the ITS sites so they are accessible by maintenance vans.

34.8 Fiber Optic Splice Diagrams

The CONSULTANT shall produce fiber optic cable splicing diagrams to show the connectivity of the fiber optic cable from its termini at field devices to the TMC. The diagrams shall denote new and existing fiber routes, splices, and terminations involved in the work. The diagrams shall identify cables by size, tube color / number and stand colors / numbers. All cables shall be identified either by numbering system identified either by numbering system identified on the plans or by bounding devices. The diagrams shall denote the types of connectors in the patch panels.

The CONSULTANT shall determine physical connection points and methods between the existing project limits to make the desired physical connection. The CONSULTANT shall determine and identify the Buffer Tube/Fiber and Ring allocation to maintain acceptable maximum number of the local intersection per ring before redundant ringing to a master communication hub and manage the transmission bandwidth. The CONSULTANT shall analyze existing and proposed fiber optic communication infrastructure for physical and logical connectivity into existing infrastructure.

34.9 Grounding and Lightning Protection Plans

The CONSULTANT shall include efforts to design a complete and reliable lightning protection design for each pole and associated devices, ITS device installation, as well as device cabinets and communications hubs, etc. if not already addressed in the FDOT's Standard Plans for Design, Construction, Maintenance and Utility Operations on the State Highway System. Where the ITS site is located on viaducts and bridges, the CONSULTANT shall provide the grounding and lightning protection details in the plans and show the work that is integral to the elevated superstructure and substructure.

34.10 Cross Sections

The CONSULTANT shall prepare cross sections for all ITS devices and support structures including the ground mounted cabinets or local hubs. The cross section shall include the underground and overhead utilities with utility relocation provisions.

34.11 Hybrid and DMS Guide Sign Data

The CONSULTANT shall prepare the guide sign data sheets to include all necessary information related to the design of the static and DMS, Embedded DMS, and DTBS in the project corridor.

34.12 Service Point Details

The CONSULTANT shall design any service point and electrical distribution system beyond the electric utility company's service point. The plan shall depict with pay items, general and plan notes the locations of transformers, switches, disconnects, conduits, pull boxes and power conductors. The plans shall identify the location of underground and overhead service points with identifying pole and transformer numbers. The CONSULTANT shall prepare the plan sheets depicting the electrical riser diagram and the line diagram for each location.

34.13 Strain Pole Schedule

The CONSULTANT shall incorporate the schedule detail chart for concrete or steel strain poles in the plan set. The strain pole schedule details shall include stations, offsets, the ground elevations, proposed elevations, top of foundation elevation, all attachment tie-in heights, pole length, and embedment length.

34.14 Temporary Traffic Control Plans

The CONSULTANT shall prepare Temporary Traffic Control Plans (TTCP) to minimize impact to traffic during the construction of ITS field devices and associated communications infrastructure that will be deployed along the project corridor.

The TTCP shall strive to maintain and sustain center-to-field device connectivity and operability to the ITS field devices previously deployed along the project corridor. The TTCP effort shall consider and mitigate the impacts of the project's various construction phases so as to sustain center-to-field devices connectivity and operability, maintaining operational quality as a minimum at the level provided prior to construction start and minimizing down time as much as possible. The CONSULTANT shall develop the TTCP sheets for the project, providing temporary communications as necessary, notes, details, and direction applicable to the ITS elements and associated communications for inclusion in the TTCP.

The CONSULTANT shall review the existing TMC Operations and develop additional incident management service requirements as necessary to support during the Construction Phase of the Project. The CONSULTANT shall coordinate with District's Traffic Operations ITS Office for additional information regarding existing Incident Management and TMC Operational Procedures.

34.15 Quality Assurance / Quality Control

The CONSULTANT shall utilize the District's quality control checklist for traffic design drawings in addition to the QC effort described in section three.

34.16 Supervision

The CONSULTANT shall supervise all technical design activities.

35 GEOTECHNICAL

The CONSULTANT shall, for each project, be responsible for a complete geotechnical investigation. All work performed by the CONSULTANT shall be in accordance with CITY and FDOT standards.

Before beginning each phase of investigation and after the Notice to Proceed is given, the CONSULTANT shall submit an investigation plan for approval and meet with the CITY's Project Manager or representative to review the project scope and requirements. The investigation plan shall include, but not be limited to, the proposed boring locations and depths, and all existing geotechnical information from available sources to generally describe the surface and subsurface conditions of the project site. Additional meetings may be required to plan any additional field efforts, review plans, resolve plans/report comments, resolve responses to comments, and/or any other meetings necessary to facilitate the project.

The CONSULTANT shall notify the CITY in adequate time to schedule a representative to attend all related meetings and field activities.

35.1 Document Collection and Review

CONSULTANT will review printed literature including topographic maps, county agricultural maps, aerial photography (including historic photos), ground water resources, geology bulletins, potentiometric maps, pile driving records, historic construction records and other geotechnical related resources. Prior to field reconnaissance, CONSULTANT shall review U.S.G.S., S.C.S. and potentiometric maps, and identify areas with problematic soil and groundwater conditions.

Roadway

The CONSULTANT shall be responsible for coordination of all geotechnical related field work activities. The CONSULTANT shall retain all samples until acceptance of Phase IV plans.

Obtain pavement cores as directed in writing by the CITY Project Manager.

If required by the FDOT District Geotechnical Engineer, a preliminary roadway exploration shall be performed before the Phase I plans submittal. The preliminary roadway exploration will be performed and results provided to the Engineer of Record to assist in setting roadway grades and locating potential problem areas. The preliminary roadway exploration shall be performed as directed in writing by the District Geotechnical Engineer.

CONSULTANT shall perform specialized field-testing as required by project needs and as directed in writing by the District Geotechnical Engineer.

All laboratory testing and classification will be performed in accordance with applicable CITY standards, ASTM Standards or AASHTO Standards, unless otherwise specified in the Contract Documents.

35.2 Develop Detailed Boring Location Plan

Develop a detailed boring location plan. Meet with CITY Project Manager for boring plan approval. If the drilling program expects to encounter artesian conditions, the CONSULTANT shall submit a methodology(s) for plugging the borehole to the CITY for approval prior to commencing with the boring program.

35.3 Stake Borings/Utility Clearance

Stake borings and obtain utility clearance.

35.4 Muck Probing

N/A

35.5 Coordinate and Develop TTCP for Field Investigation

Coordinate and develop Temporary Traffic Control Plan (TTCP). All work zone traffic control will be performed in accordance with the FDOT's Standard Plans Index 102 series.

35.6 Drilling Access Permits

N/A

35.7 Property Clearances

N/A

35.8 Groundwater Monitoring

N/A

35.9 LBR / Resilient Modulus Sampling

N/A

35.10 Coordination of Field Work

Coordinate all field work required to provide geotechnical data for the project.

35.11 Soil and Rock Classification - Roadway

Refine soil profiles recorded in the field, based on results of laboratory testing.

35.12 Design LBR

N/A

35.13 Laboratory Data

Tabulate laboratory test results for inclusion in the geotechnical report, the report of tests sheet (Roadway Soil Survey Sheet), and for any necessary calculations and analyses.

35.14 Seasonal High Water Table

Review the encountered ground water levels and estimate seasonal high ground water levels. Estimate seasonal low ground water levels, if requested.

35.15 Parameters for Water Retention Areas

N/A

35.16 Delineate Limits of Unsuitable Material

Delineate limits of unsuitable material(s) in both horizontal and vertical directions. Assist the Engineer of Record with detailing these limits on the cross-sections. If requested, prepare a plan view of the limits of unsuitable material.

35.17 Electronic Files for Cross-Sections

Create electronic files of boring data for cross-sections.

35.18 Embankment Settlement and Stability

Estimate the total magnitude and time rate of embankment settlements. Calculate the factor of safety against slope stability failure.

35.19 Monitor Existing Structures

Provide Roadway EOR guidance on the radius to review existing structures for monitoring.

Optional services (may be negotiated at a later date if needed): Identify existing structures in need of settlement, vibration and/or groundwater monitoring by the contractor during construction and coordinate with the EOR and structural engineer (when applicable) to develop mitigation strategies. When there is risk of damage to the structure or facility, provide recommendations in the geotechnical report addressing project specific needs and coordinate those locations with the EOR. See FDM Chapter 117 and Chapter 9 of the Soils and Foundations Handbook.

35.20 Stormwater Volume Recovery and/or Background Seepage Analysis

N/A

35.21 Geotechnical Recommendations

Provide geotechnical recommendations regarding the proposed roadway construction project including the following: description of the site/alignment, design recommendations and discussion of any special considerations (e.g. removal of unsuitable material, consolidation of weak soils, estimated settlement time/amount, groundwater control, high groundwater conditions relative to pavement base, etc.) Evaluate and recommend types of geosynthetics and properties for various applications, as required.

35.22 Pavement Condition Survey and Pavement Evaluation Report

N/A

35.23 Preliminary Roadway Report

If a preliminary roadway investigation is performed, submit a preliminary roadway report before the Phase I plans submittal. The purpose of the preliminary roadway report will be to assist in setting road grades and locating potential problems.

- Copies of U.S.G.S. and S.C.S. maps with project limits shown.
- A report of tests sheet that summarizes the laboratory test results, the soil stratification (i.e. soils grouped into layers of similar materials) and construction recommendations relative to Standard Plans Indices 120-001 and 120-002.
- The results of all tasks discussed in all previous sections regarding data interpretation and

analysis.

- An appendix that contains stratified soil boring profiles, laboratory test data sheets, sample embankment settlement and stability calculations, design LBR calculation/graphs, and other pertinent calculations.
- The CONSULTANT will respond in writing to any changes and/or comments from the CITY or FDOT and submit any responses and revised reports.

35.24 Final Report

The Final Roadway Report shall include the following:

- Copies of U.S.G.S. and S.C.S. maps with project limits shown.
- A report of tests sheet that summarizes the laboratory test results, the soil stratification (i.e. soils grouped into layers of similar materials) and construction recommendations relative to Standard Plans Indices 120-001 and 120-002.
- The results of all tasks discussed in all previous sections regarding data interpretation and analysis.
- An appendix that contains stratified soil boring profiles, laboratory test data sheets, sample embankment settlement and stability calculations, design LBR calculation/graphs, and other pertinent calculations.
- The CONSULTANT will respond in writing to any changes and/or comments from the CITY or FDOT and submit any responses and revised reports.

35.25 Auger Boring Drafting

Draft auger borings as directed by the CITY or FDOT.

35.26 SPT Boring Drafting

Draft SPT borings as directed by the CITY or FDOT.

Structures

The CONSULTANT shall be responsible for coordination of all geotechnical related fieldwork activities. The CONSULTANT shall retain all samples until acceptance of Phase IV plans. Rock cores shall be retained as directed in writing by the District Geotechnical Engineer.

CONSULTANT shall perform specialized field-testing as required by needs of project and as directed in writing by the District Geotechnical Engineer.

All laboratory testing and classification will be performed in accordance with applicable CITY standards, ASTM Standards or AASHTO Standards, unless otherwise specified in the Contract Documents.

The staff hour tasks for high embankment fills and structural foundations for bridges, box culverts, walls, high-mast lighting, overhead signs, mast arm signals, strain poles, buildings, and other structures include the following (35.27 through 35.48):

35.27 Develop Detailed Boring Location Plan

Develop a detailed boring location plan. Meet with CITY Geotechnical Project Manager for boring plan approval. If the drilling program expects to encounter artesian conditions, the CONSULTANT shall submit a methodology(s) for plugging the borehole to the CITY for approval prior to commencing with the boring program.

35.28 Stake Borings/Utility Clearance

Stake borings and obtain utility clearance.

35.29 Coordinate and Develop TTCP for Field Investigation

Coordinate and develop TTCP plan. All work zone traffic control will be performed in accordance with the CITY's Standard Plans Index 102 series.

35.30 Drilling Access Permits

N/A

35.31 Property Clearances

N/A

35.32 Collection of Corrosion Samples

Collect corrosion samples for determination of environmental classifications.

35.33 Coordination of Field Work

Coordinate all field work required to provide geotechnical data for the project.

35.34 Soil and Rock Classification - Structures

Soil profiles recorded in the field should be refined based on the results of laboratory testing.

35.35 Tabulation of Laboratory Data

Laboratory test results should be tabulated for inclusion in the geotechnical report and for the necessary calculations and analyses.

35.36 Estimate Design Groundwater Level for Structures

N/A

35.37 Selection of Foundation Alternatives (BDR)

N/A

35.38 Detailed Analysis of Selected Foundation Alternate(s)

N/A

35.39 Bridge Construction and Testing Recommendations

N/A

35.40 Lateral Load Analysis (Optional)

N/A

35.41 Walls

N/A

35.42 Sheet Pile Wall Analysis (Optional)

N/A

35.43 Design Soil Parameters for Signs, Signals, High Mast Lights, and Strain Poles and Geotechnical Recommendations

- Provide the design soil profile(s) that include the soil model/type of each layer and all soil properties required by the Engineer of Record for foundation design. Review design for geotechnical compatibility and constructability.

35.44 Box Culvert Analysis

N/A

35.45 Preliminary Report - BDR

N/A

35.46 Final Report - Bridge and Associated Walls

N/A

35.47 Final Reports - Signs, Signals, Box Culvert, Walls, and High Mast Lights

The final reports shall include the following:

- Copies of U.S.G.S. and S.C.S. maps with project limits shown.
- Summary of structure background data, S.C.S., U.S.G.S., geologic and potentiometric data.
- The results of all tasks discussed in all previous sections regarding data interpretation and analysis).
- Recommendations for foundation installation, or other site preparation soils-related construction considerations with plan sheets as necessary.
- Any special provisions required for construction that are not addressed in the FDOT's Standard specification.
- An Appendix which includes SPT and CPT boring/sounding profiles, data from any specialized field tests, engineering analysis, notes/sample calculations, sheets showing ultimate bearing capacity curves versus elevation for piles and drilled shafts, a complete FHWA check list, pile driving records (if available), and any other pertinent information.

Final reports will incorporate comments from the CITY and/or FDOT and contain any additional field or laboratory test results, recommended foundation alternatives along with design parameters and special provisions for the contract plans. These reports will be submitted to the CITY Project Manager for review prior to project completion. After review, the reports will be submitted in final form and will include the following:

- All original plan sheets (11" x 17")
- One set of all plan and specification documents, in electronic format, according to CITY requirements
- Two sets of record prints
- Six sets of any special provisions
- All reference and support documentation used in preparation of contract plans package

Additional final reports (up to four), aside from stated above, may be needed and requested for

the CITY's Project Manager and other disciplines.

The final reports, special provisions, as well as record prints, will be signed and sealed by a Professional Engineer licensed in the State of Florida.

Draft the detailed boring/sounding standard sheet, including environmental classification, results of laboratory testing, and specialized construction requirements, for inclusion in final plans.

35.48 SPT Boring Drafting

Prepare a complete set of drawings to include all SPT borings, auger borings and other pertinent soils information in the plans. Include these drawings in the Final Geotechnical Report. Draft borings, location map, S.C.S. map and U.S.D.A. map as directed by the CITY. Soil symbols must be consistent with those presented in the latest Florida CITY of Transportation Soils and Foundations Handbook.

35.49 Other Geotechnical

N/A

35.50 Technical Special Provisions and Modified Special Provisions

35.51 Field Reviews

Identify and note surface soil and rock conditions, surface water conditions and locations, and preliminary utility conflicts. Observe and note nearby structures and foundation types.

35.52 Technical Meetings

35.53 Quality Assurance/Quality Control

35.54 Supervision

35.55 Coordination

36 PROJECT REQUIREMENTS

36.1 Liaison Office

The CITY and the CONSULTANT will designate a Liaison Office and a Project Manager who shall be the representative of their respective organizations for the Project. While it is expected the CONSULTANT shall seek and receive advice from various state, regional, and local agencies, the final direction on all matters of this project remain with the CITY Project Manager.

36.2 Key Personnel

The CONSULTANT's work shall be performed and directed by the key personnel identified in the proposal presentations by the CONSULTANT. Any changes in the indicated personnel shall be subject to review and approval by CITY.

36.3 Progress Reporting

The CONSULTANT shall meet with the CITY as required and shall provide a written monthly progress report with approved schedule, schedule status, and payout curve or by using the earned value method that describe the work performed on each task. The report will include assessing project risk through monthly documentation of identifying and updating

the risk category and approach for monitoring those tasks. Invoices shall be submitted after the CITY approves the monthly progress report and the payout curve or with earned value analysis. The Project Manager will make judgment on whether work of sufficient quality and quantity has been accomplished by comparing the reported percent complete against actual work accomplished.

36.4 Correspondence

Copies of all written correspondence between the CONSULTANT and any party pertaining specifically to this contract shall be provided to the CITY for their records within one (1) week of the receipt or mailing of said correspondence.

36.5 Professional Endorsement

The CONSULTANT shall have a Licensed Professional Engineer in the State of Florida sign and seal all reports, documents, Technical Special Provisions and Modified Special Provisions, and plans as required by CITY and/or FDOT standards.

36.6 Computer Automation

The project will be developed utilizing Computer Aided Drafting and Design (CADD) systems. The CITY makes available software to help assure quality and conformance with policy and procedures regarding CADD. It is the responsibility of the CONSULTANT to meet the requirements in the FDOT CADD Manual. The CONSULTANT shall submit final documents and files as described therein.

36.7 Coordination with Other Consultants

The CONSULTANT is to coordinate his work with any and all adjacent and integral consultants so as to effect complete and homogenous plans and specifications for the project(s) described herein.

36.8 Optional Services

At the CITY's option, the CONSULTANT may be requested to provide optional services. The fee for these services shall be negotiated, for a fair, competitive and reasonable cost, considering the scope and complexity of the project(s). Additional services may be authorized by Letter of Authorization or supplemental amendment.

37 INVOICING LIMITS

Payment for the work accomplished shall be in accordance with Method of Compensation of this contract. Invoices shall be submitted to the CITY, in a format prescribed by the CITY. The CITY Project Manager and the CONSULTANT shall monitor the cumulative invoiced billings to ensure the reasonableness of the billings compared to the project schedule and the work accomplished and accepted by the CITY.

The CONSULTANT shall provide a list of key events and the associated total percentage of work considered to be complete at each event. This list shall be used to control invoicing. Payments will not be made that exceed the percentage of work for any event until those events have actually occurred and the results are acceptable to the CITY.

Appendix A
Scope of Services - Roadway Engineering and Design

Appendix B Consultant Selection Information

FIRM NAME: _____

Contact Person: _____

Title: _____

Telephone Number: _____

Mailing Address: _____

IF SUBCONSULTANTS WILL BE USED, GIVE NAME AND ADDRESS OF FIRM(S):

Total Number of Personnel: _____

PREVIOUS WORK FOR CITY OF LAKELAND IN THE PAST 5 YEARS. LIST PROJECTS AND DATES. DO NOT USE ATTACHMENTS OR REFERENCES:

OTHER PREVIOUS RELATED EXPERIENCE. LIST PROJECTS, DATES AND LOCATIONS. DO NOT USE ATTACHMENTS OR REFERENCES: _____

Appendix C

SOQ DBE Bid Package Information

DBE/AA Plans FDOT Form#275-030-11B – Contractors bidding on FDOT contracts are to have an approved DBE Affirmative Action Plan on file with the FDOT Equal Opportunity Office **before execution of a contract. DBE/AA Plans must be received with the contractors bid or received by the EOC Office prior to the award of the contract.** Email the completed and signed DBE AA Plan to: eeoforms@dot.state.fl.us

_____ hereafter referred to as “the Company” or “this Company” has adopted this policy and plan.

Date: _____ By: _____ Signature
Corporate FEID No.: _____ Printed name & title

DISADVANTAGED BUSINESS ENTERPRISE ('DBE') AFFIRMATIVE ACTION PLAN

POLICY STATEMENT

It is the policy of this Company that disadvantaged businesses, as defined by 49 CFR Part 26, Subpart D and implemented under Rule Chapter 14-78, F.A.C., shall have the opportunity to participate as subcontractors and suppliers on all contracts awarded by the Florida Department of Transportation (FDOT).

The requirements of Rule Chapter 14-78, F.A.C., shall apply to all contracts entered into between FDOT and the Company. Subcontractors and/or suppliers to the Company will also be bound by the requirements of Rule Chapter 14-78 F.A.C. and its subcontractors shall take all necessary and reasonable steps in accordance with Chapter 14-78, F.A.C., to ensure that disadvantaged businesses have the opportunity to compete and perform work contracted with FDOT. The Company and its subcontractors shall not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts with FDOT. The Company has designated and appointed a Liaison Officer to develop, maintain, and monitor the DBE Affirmative Action Plan implementation. The Liaison Officer will be responsible for disseminating this policy statement throughout the Company and to disadvantaged controlled businesses. This statement is posted on notice boards of the Company.

I. DESIGNATION OF LIAISON OFFICER

The Company will aggressively recruit disadvantaged businesses as subcontractors and suppliers for all contracts with FDOT. The Company has appointed a Liaison Officer to develop and maintain this Affirmative Action Plan in accordance with the requirements of Rule Chapter 14-78, F.A.C. The Liaison Officer will have primary responsibility for developing, maintaining, and monitoring the Company's utilization of disadvantaged subcontractors in addition to the following specific duties:

- (1) The Liaison Officer shall aggressively solicit bids from disadvantaged business subcontractors for all FDOT contracts;
- (2) The Liaison Officer will submit all records, reports, and documents required by FDOT, and shall maintain such records for a period of not less than three years, or as directed by any specific contractual requirements of FDOT.

The following individual has been designated Liaison Officer with responsibility for implementing the Company's affirmative action program in accordance with the requirements of FDOT.

DBE LIAISON OFFICER:

NAME:
TITLE:
EMAIL:
ADDRESS:

II. AFFIRMATIVE ACTION METHODS

In order to formulate a realistic Affirmative Action Plan, the Company has identified the following known barriers to participation by disadvantaged subcontractors, before describing its proposed affirmative action methods:

1. Lack of qualified disadvantaged subcontractors in our specific geographical areas of work;
2. Lack of certified disadvantaged subcontractors who seek to perform FDOT work;
3. Lack of interest in performing on FDOT contracts;
4. Lack of response when requested to bid;
5. Limited knowledge of FDOT plans and specifications to prepare a responsible bid.

In view of the barriers to disadvantaged businesses stated above, it shall be the policy of the Company to provide opportunity by utilizing the following affirmative action methods to ensure participation on the contracts with FDOT will:

1. Provide written notice to all certified DBE subcontractors in the geographical area where the work is to be subcontracted by the Company;
2. Advertise in minority focused media concerning subcontract opportunities with the Company;
3. Select portions of work to be performed by DBEs in order to increase the likelihood of meeting the state's goals (including, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation);
4. Provide adequate information about the plans, specifications, and requirements of the contract, not rejecting subcontractors without sound reasons based on a thorough investigation of their capabilities;
5. Waive requirements of performance bonds where it is practical to do so;
6. Attend pre-bid meetings held by FDOT to apprise disadvantaged subcontractors of opportunities with the Company;
7. Follow up on initial solicitations of interest to DBE subcontractors to determine with certainty whether the DBE company is interested in the subcontract opportunity.
8. Utilize FDOT's DBE Supportive Services providers for assistance in identifying and notifying DBE's of contracting opportunities.

The Company understands that this list of affirmative action methods is not exhaustive and will include additional approaches after having established familiarity with the disadvantaged subcontracting community and/or determined the stated approaches to be ineffective.

III. IMPLEMENTATION

The Company will make every effort to

1. Meet state goals by utilizing its affirmative action methods.
2. Express good faith by seeking to utilize DBE subcontractors where work is to be subcontracted.
3. Ensuring that contracted DBE's perform a commercially useful function as evidenced by their execution of a distinct element of work with its own workforce and the carrying out responsibilities by actually performing, managing and supervising the work involved.

IV. REPORTING

The Company shall keep and maintain such records as are necessary to determine the Company's compliance with its DBE Affirmative Action Plan. The Company will design its record keeping system to indicate:

1. The number of DBE subcontractors and suppliers used by the Company, identifying the items of work, materials and services provided;
2. The efforts and progress being made in obtaining DBE subcontractors through local and community sources;
3. Documentation of all contracts, to include correspondence, telephone calls, newspaper advertisements, etc., to obtain DBE participation on all FDOT projects;
4. The Company shall comply with FDOT's requirements regarding payments to subcontractors including DBEs for each month (estimate period) in which the companies have worked.

V. DBE DIRECTORY

The Company will utilize the DBE Directory published by the FDOT.

Appendix D

EXAMPLE AGREEMENT

BASE PROFESSIONAL SERVICES AGREEMENT SETTING FORTH THE MINIMUM REQUIREMENTS

The City reserves the right to add or modify the terms and conditions at any time prior to the final execution of an agreement.



CITY OF LAKELAND, FLORIDA

PROFESSIONAL SERVICES AGREEMENT

With

(NAME OF CONSULTING FIRM)

For

PROFESSIONAL SERVICES

For

ROADWAY ENGINEERING AND DESIGN

FOR FPID: 444627-2-32-01

STATE ROAD 37 from Ariana Street to Lime Street City

of Lakeland R.F.Q. Number: R.F.Q. 2024-RFQ-277

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) made and entered into this _____ day of ___, 2024 (“Execution Date”), by and between the **CITY OF LAKELAND, FLORIDA**, a Florida municipal corporation, hereinafter referred to as the “City” located at 228 S. Massachusetts Avenue, Lakeland, Florida 33801-5050, and **XXXXXX with offices located at (ADDRESS)**, hereinafter referred to as the “Consultant.”

NOW THEREFORE in consideration of the promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Consultant agree as follows:

SECTION 1.0 – DEFINITIONS

- 1.1 “Consultant” shall mean **XXXXXX**. The Consulting firm under contract with the City for Professional Municipal Engineering Services.
- 1.2 “Consultant Representative” shall mean any employee, agent, subcontractor, sub-consultant, consultant, or other representative of the CEI Consultant firm.
- 1.3 “City” shall mean **CITY OF LAKELAND, FLORIDA**.
- 1.4 “Engineer of Record”: The Engineer noted on the Construction Plans as the responsible person for the design and preparation of plans.
- 1.5 “City’s Project Manager” (PM) shall mean the City employee, or their designee, assigned to manage assigned construction projects, construction engineering inspection and testing services. The PM is responsible for project specific Task Authorizations related to those services; the direction, review, and approval of all work, invoices, pay applications, as well as the interpretation of scope, schedule and budget related to those services. The City’s PM will utilize the various departments and personnel of the City and, coordinate with other governmental agencies as required to ensure a successful project.
- 1.6 “Day(s)” or “day(s)” shall means calendar days, unless otherwise set forth in this Agreement.
- 1.7 “Deliverables” shall mean all data, reports, compliance documents, correspondence, the construction documents, and all other materials produced and developed by the Consultant pursuant to this Agreement.
- 1.8 “Force Majeure Event” shall mean an act of God, act of governmental body or military authority, fire, explosion, power failure, flood, storm, epidemic, riot or civil disturbance, war or terrorism, sabotage, insurrection, blockade, or embargo.
- 1.9 “Funding Agency” shall mean any State or Federal Agency that provides funding to the City for any Project.
- 1.10 “Parties” shall mean the City and the Consultant.
- 1.11 “Project” shall mean the State Road 37 from Ariana Street to Lime Street.
- 1.12 “Scope of Services” means those services set forth in Section 4.0 and that are required to be performed by the Consultant in accordance with the terms and conditions of this Agreement.

- 1.13 “Work” shall mean all the work to construct the Project that is required to be performed by a contractor pursuant to a construction agreement between the City and contractor.

SECTION 2.0 – TERM OF AGREEMENT

- 2.1 The term of this Agreement shall commence upon execution by both parties and remain in effect for two (2) years or until completion of the Project, unless sooner terminated, as provided herein.
- 2.2 Notwithstanding Section 2.1 above, this Agreement shall remain in effect for the period necessary for Consultant to complete Project services.
- 2.3 Terms and conditions of this Agreement remain in effect and unchanged unless there is a Contract Adjustment (as defined herein) in accordance with Section 22.0.
- 2.4 Nothing in this section shall limit or affect the City’s right to terminate this Agreement in accordance with the termination section set forth in this Agreement.

SECTION 3.0 – REPRESENTATIONS, WARRANTIES AND ACKNOWLEDGMENTS

- 3.1 The Consultant is professionally qualified to provide the Scope of Services and is licensed to practice engineering in the State of Florida by all public entities having jurisdiction over the Consultant and the Project.
- 3.2 The Consultant shall be responsible for construction engineering and inspection services required by this Agreement.
- 3.3 The Consultant shall maintain all necessary licenses, permits or other authorizations necessary to act as the Consultant and which are required to provide the Scope of Services during the Term of this Agreement.
- 3.4 The Consultant shall exercise that degree of care and skill ordinarily exercised by members of the same profession and shall perform the Scope of Services using reasonable skill and judgment in accordance with sound business, ethical and professional standards.
- 3.5 The Consultant represents that it has or will secure, at its own expense, all personnel required to perform the Scope of Services required by this Agreement.
- 3.6 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 Consultant has not paid or agreed to pay any person, company corporation, individual, or firm, other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.
- 3.7 The Consultant acknowledges that the Consultant is responsible for the acts and omissions (including negligent, reckless or intentionally wrongful acts and omissions) of any Consultant Representative in the performance of the Scope of Services required by this Agreement.
- 3.8 The Consultant accepts the relationship of trust and confidence established between it and the City by this Agreement. The Consultant covenants with the City to cooperate to furnish professional efforts during the

Term of this Agreement that are consistent with reasonable professional practices and the best interest of the City.

- 3.9 The Consultant shall be responsible for the professional quality, technical accuracy and the coordination of all Deliverables furnished, produced and developed by the Consultant under this Agreement.
- 3.10 The Consultant acknowledges that the City reserves the right to enter into agreements with other firms or entities to assist the City with its review of the Deliverables, any Project component(s), and the Work.
- 3.11 The Consultant represents and warrants that it has the right to access and use all equipment, services, software, computer models, data, routines, technology, other intellectual property incident to providing the Scope of Services required by this Agreement (collectively, the "Intellectual Property"). The Consultant is responsible for any infringement or claim of infringement of any patent, trademark, copyright, trade secret, or other proprietary interest arising out of the Consultant's use of the Intellectual Property. Notwithstanding the foregoing, the Consultant may elect to provide non-infringing services.

SECTION 4.0 – SCOPE OF SERVICES

- 4.1 The detailed or project specific services that the Consultant shall perform for the City shall be set forth in **Appendix A**, which shall be incorporated and made a part of this Agreement.

SECTION 5.0 – CONTRACT DOCUMENTS

- 5.1 This Agreement (fully executed) is inclusive of the RFQ documents, all Appendices and all Addendums.

- 5.2 Contract Documents consisting of:

- Notice to Bidders, pages 3-7, inclusive
- Request for Qualifications Statement Form, page 8
- Insurance Requirements, pages 9-11
- Consultant Hold Harmless/Indemnification, pages 12-13
- Instructions, pages 14-17, inclusive
- Description of the Project, page 18
- Submittal Requirements and Selection Process, pages 19-22, inclusive
- Compliance with CCNA, page 23
- Appendices, page 24
- Appendix A – Scope of Services – Roadway Engineering and Design
- Appendix B – Consultant Selection Information
- Appendix C – SOQ Summary Sheet
- Appendix D – Example Professional Services Agreement
- Appendix E – Required Forms
- Appendix F – Local Agency Program Federal-Aid Terms for Professional Services Contracts
- Appendix G – Optional Forms

- 5.3 Addendums, if applicable.

- 5.4 Insurance Certificates, which shall be provided by the Contractor, along with the return of this executed Agreement.

SECTION 7.0 – SCHEDULE

- 7.1 Time is of the essence with regard to this Agreement. The Consultant shall perform its services in conformance with the mutually agreed upon schedule set forth in the negotiated **Addendum "E"**. The Consultant shall complete all of said services in a timely manner and will keep the City apprised of the status of work on at least a bi-weekly basis. Should the Consultant fall behind the agreed upon schedule, it shall employ such resources so as to comply with the agreed upon schedule.
- 7.2 No extension for completion of services shall be granted to the Consultant without the City's prior written consent, except as provided in Sections 2.0 and 22.0 herein.
- 7.3 In the event of a delay attributable to the acts or inaction of the Consultant, Consultant shall reimburse the City for its direct cost as caused by the Consultant's delay.

SECTION 8.0 – CITY'S RESPONSIBILITIES

- 8.1 The City shall provide all available information regarding the Project to the Consultant, and shall provide direction to the Consultant consistent with the terms and conditions of this Agreement.
- 8.2 The City shall evaluate the Consultant's performance upon completion of the Project.

SECTION 9.0 – COMPENSATION; INVOICE

- 9.1 Provided that the Consultant faithfully performs its obligations and, subject to other terms and conditions of this Agreement, the City hereby agrees to pay the Consultant the not to exceed amount set forth in this agreement, which amount shall be calculated pursuant to the fees and costs as set forth in the Consultant's Professional Services Fee Schedule as set forth in **Addendum "E"**. Such fees and costs shall be inclusive of all wages, salaries, taxes, insurance, profit and out-of-pocket expenses including, but not limited to, transportation, lodging, meals, materials, and documents required by this Agreement.
- 9.2 The Consultant shall invoice the City on a monthly basis that includes monthly time sheets or labor-cost statements for services rendered during the preceding month, if applicable. Each time sheet shall state the names and classifications of all personnel who performed services during said month under this agreement and the number of hours worked by each. The City shall pay the Consultant within thirty (30) days of receipt of such invoice (provided the Consultant is in compliance with the terms and conditions of this Agreement).
- 9.3 The not to exceed amount set forth in this agreement may be increased only in strict accordance with this Agreement. Nothing in this Agreement shall be construed as placing any obligation on the City to pay any fees and costs to the Consultant incurred beyond the not to exceed amount set forth in this agreement or any amendment thereto without the Parties following the Contract Adjustments (as defined herein) procedure set forth in Section 22.0 of this Agreement.

SECTION 10.0 - NON-COMPENSATED SERVICES

- 10.1 The Consultant shall not be compensated for any services required to correct errors, omissions, or deficiencies in the Deliverables furnished, produced and/or developed by the Consultant or any Consultant Representative.
- 10.2 The Consultant shall not be compensated for any services required to bring any Deliverable(s) in compliance with applicable Laws (e.g., Americans with Disabilities Act and Florida Building Code) in effect at the time such Deliverable(s) was provided to the City in accordance with this Agreement.

SECTION 11.0 – COMPLIANCE WITH LAWS AND REGULATIONS

- 11.1 Consultant shall comply with all requirements of federal, state, and local laws, rules, regulations, standards, and/or ordinances applicable to the performance of this Agreement.

SECTION 12.0 – INSURANCE

- 12.1 The Consultant shall maintain in force during the Term of this Agreement, at its own expense, insurance as set forth in **Addendum “B”**, which is hereby made a part of this Agreement.
- 12.2 The City reserves the right to change or alter the above insurance requirements as it deems necessary.

SECTION 13.0 – INDEMNIFICATION

- 13.1 The Consultant shall enter into the indemnification set forth in **Addendum “C”**, which is hereby made a part of this Agreement.
- 13.2 The provisions of this section are independent of, and will not be limited by, any insurance required to be obtained by the Consultant pursuant to this Agreement or otherwise obtained by the Consultant.

SECTION 14.0 – OWNERSHIP OF DELIVERABLES

- 14.1 The City shall solely own all Deliverables, including the copyright and all other associated intellectual property rights, produced and developed by the Consultant pursuant to the terms and conditions set forth in this Agreement. All Deliverables shall be submitted to the City prior to the City issuing final payment to the Consultant.

SECTION 15.0 – SUBCONTRACTS

- 15.1 The Consultant may hire or use subcontractors or sub-consultants in connection with the performance of the Consultant’s obligations under this Agreement. Unless context clearly indicates otherwise, the terms “subcontractor” and “sub-consultant” shall be interchangeable in this Agreement, and the terms “subcontract agreement” and “sub-consulting agreement” shall likewise be interchangeable in this Agreement.
- 15.2 The Consultant shall give advance notification to the City’s Project Manager of any proposed subcontract agreement or any change to any existing subcontract agreement. Such advance notice shall include the following:
- A description of the supplies or services called for by the subcontract or change to an existing subcontract.
 - Identification of the proposed subcontractor and an explanation of why and how the proposed subcontractor was selected.
 - The proposed subcontractor price.
- 15.3 The Consultant shall be responsible for negotiating the terms and conditions of each subcontract agreement.

The Consultant is also solely responsible for ensuring that each subcontractor acts in a manner consistent with and in accordance with the terms and conditions of this Agreement. The Consultant shall require each subcontractor to (i) obtain the same types and amount of insurance and comply with all insurance provisions that are required of the Consultant pursuant to this Agreement (unless otherwise approved by the City in writing) and (ii) indemnify and hold harmless the Indemnified Parties to the same extent as the Consultant under this Agreement. The Consultant's retention of a subcontractor does not relieve the Consultant of any of its duties, obligations, or representations under this Agreement.

- 15.4 The Consultant shall not change a subcontract agreement without the prior written consent of the City's Project Manager. Any consent of the City's Project Manager does not relieve the Consultant from any obligations under this Agreement and does not constitute a waiver of any of the City's rights under this Agreement. The City's Project Manager may, at its discretion, ratify in writing any such subcontract which shall constitute the consent of the City's Project Manager as required by this Section 15.4.

SECTION 16.0 – DISPUTES

- 16.1 Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement, which is not disposed of by a supplemental agreement, shall be decided by the City's Project Manager, who shall provide a written decision to the Consultant. The decision of the City's Project Manager shall be final and conclusive, unless within fifteen (15) days from the date of receipt of such copy, the Consultant mails or otherwise furnishes to the City's Project Manager a written notice of dispute.
- 16.2 In the event a decision of the City's Project Manager is the subject of a dispute, such dispute may be settled by appropriate legal proceeding or, if the Parties mutually agree in writing, through arbitration or administrative process. Pending any binding arbitative or administrative decision, appeal, or judgment referred to in this Section or the settlement of any dispute arising under this Agreement, the Parties shall proceed diligently with the performance of this Agreement.
- 16.3 Each party shall be responsible for its own costs and expenses, including legal fees, of any arbitration, administrative proceedings, appeal or suit prosecuted by either party.

SECTION 17.0 – SUSPENSION OF SERVICES

- 17.1 The City's Project Manager may, at any time, by written order to the Consultant, require the Consultant to suspend, delay, or interrupt all or any part of the Scope of Services required by this Agreement. Any such order shall be specifically identified as a suspension of services order ("Suspension of Services Order"). Upon receipt of a Suspension of Services Order, the Consultant shall forthwith comply with its terms and immediately cease incurrence of further costs and fees allocable to the services covered by the Suspension of Services Order during the period of stoppage of services. This shall include the involvement of any and all sub-contractual relationships.
- 17.2 If a Suspension of Services Order issued under this Section is canceled, the Consultant shall resume the Scope of Services within fifteen (15) days after a Suspension of Services Order is canceled. If an adjustment to the Scope of Services or any other term and condition of this Agreement is required due to a suspension of services pursuant to this Section, the Parties shall follow the Contract Adjustments (as defined herein) procedure as described in Section 22.0 of this Agreement. Failure to agree

to any Contract Adjustments shall be a dispute concerning a question of fact pursuant to Section 16.0.

- 17.3 If a Suspension of Services Order is not canceled and this Agreement is terminated by the City for convenience, the City shall pay the Consultant costs and fees for services performed up to the effective date of termination, provided such costs and fees are owed to the Consultant pursuant to this Agreement. The Consultant shall provide the City all completed or partially completed Deliverables prior to the receipt of payment for services performed up to the effective date of termination. The foregoing payment shall constitute the Consultant's sole compensation in the event of termination of this Agreement and the City shall have no other liability to the Consultant related to termination of this Agreement. Without limiting the generality of the foregoing, the City shall have no liability to the Consultant for lost profits or lost opportunity costs in the event of termination of this Agreement.

SECTION 18.0 – TERMINATION

18.1 TERMINATION FOR CONVENIENCE

- 18.1.1 The performance of the Scope of Services under this Agreement may be terminated, in whole or in part, by the City for any reason whenever the City's Project Manager shall determine that such termination is in the best interest of the City. Termination shall be effective fifteen (15) days after delivery to the Consultant of a notice of termination specifying the extent to which performance of Scope of Services under this Agreement is terminated.
- 18.1.2 Upon receipt of the notice of termination, the Consultant shall, unless the notice of termination directs otherwise, immediately discontinue performance of the Scope of Services required by this Agreement and shall proceed to promptly cancel all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement.
- 18.1.3 The City shall pay the Consultant costs and fees for services performed up to the effective date of termination, provided such costs and fees are owed to the Consultant pursuant to this Agreement. The Consultant shall provide the City all completed or partially completed Deliverables prior to the receipt of payment for services performed up to the effective date of termination. The foregoing payment shall constitute the Consultant's sole compensation in the event of termination of this Agreement by the City for convenience and the City shall have no other liability to the Consultant related to termination of this Agreement by the City for convenience. Without limiting the generality of the foregoing, the City shall have no liability to the Consultant for lost profits or lost opportunity costs in the event of termination of this Agreement by the City for convenience.

18.2 TERMINATION FOR DEFAULT

- 18.2.1 The City may terminate this Agreement upon written notice to the Consultant in the event the Consultant defaults on any of the terms and conditions of this Agreement and such failure continues for a period of thirty (30) days following notice from the City specifying the default; provided, however, that the City may immediately terminate this Agreement, without providing the Consultant with notice of default or an opportunity to cure, if the City determines that the Consultant has failed to comply with any of the terms and conditions of this Agreement related to insurance coverage.
- 18.2.2 In the event of termination of this Agreement pursuant to Section 18.2, the City shall not be obligated to make any further payment to the Consultant hereunder until such time as the City has determined all costs, expenses, losses and damages which the City may have incurred as a

result of such default by the Consultant, whereupon the City shall be entitled to set off all costs (including the cost to cover if the City procures similar services from another architect/ engineer), expenses, losses and damages so incurred by the City against any amount due Consultant under this Agreement.

- 18.3 Nothing contained in this Section 18.0 shall be construed as limiting the City's rights and remedies in the event of termination of this Agreement.

SECTION 19.0 – PROHIBITED INTEREST

- 19.1 No appointed or elected official or employee of the City shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

SECTION 20.0 – FINDINGS CONFIDENTIAL

- 20.1 Subject to the requirement of Florida laws regarding public records and Section 27.0 of this Agreement, all Deliverables produced or developed by the Consultant or any City data available to the Consultant pursuant to this Agreement shall not be made available to any individual or organization, other than any Consultant's Representative by the Consultant without prior written consent from the City.

SECTION 21.0 – GENERAL PROVISIONS

- 21.1 Should any section or portion of any section of this Agreement be rendered void, invalid or unenforceable by any court of law for any reason, such determination shall not render void, invalid or unenforceable any other paragraph or portion of this Agreement.
- 21.2 Each party to this Agreement that is not an individual represents and warrants to the other party that (i) it is a duly organized, qualified and existing entity authorized to do business under the laws of the State of Florida, and (ii) all appropriate authority exists so as to duly authorize the person executing this Agreement to so execute the same and fully bind the party on whose behalf he or she is executing.
- 21.3 The Consultant shall make no assignment of any of its rights, duties, or obligations under this Agreement without the City's prior written consent, which consent may be withheld by the City Commission in its sole and absolute discretion.
- 21.4 This Agreement shall be interpreted and construed in accordance with the laws of the State of Florida and shall inure to and be binding upon the Parties, their successors and assigns. Venue for any action brought in state court shall be in Polk County, Florida. Venue for any action brought in federal court shall be in the Middle District of Florida, Tampa Division. The Parties consent to the personal jurisdiction of the aforementioned courts and irrevocably waive any objections to said jurisdiction.
- 21.5 The Consultant shall comply with all applicable federal, state, and local laws, ordinances, rules and regulations, the federal and state constitutions, and orders and decrees of any lawful authorities having jurisdiction over the matter at issue (collectively, "Laws"), including all Laws related to licensing and permitting, the Americans with Disabilities Act, the Florida Building Code, Equal Employment Opportunity Provisions of Title VII of the Civil Rights Act of 1964 (78 Stat. 252), the Regulations of the Department of Commerce (15 CFR, Part 8) and Florida laws regarding public records. The Consultant shall also comply

with the City's policies and procedures, executive orders and any technical standards provided to the Consultant by the City.

- 21.6 This Agreement has been prepared by the City and reviewed by the Consultant and its professional advisors. The City, Consultant and Consultant's professional advisors believe that this Agreement expresses their agreement and that it should not be interpreted in favor of either the City or the Consultant or against the City or the Consultant merely because of their efforts in preparing it.
- 21.7 The headings are for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Agreement.
- 21.8 The Consultant shall keep accurate books, records and documentation related to this Agreement at the address for delivery of notices set forth in this Agreement. All such books, records and documentation shall be kept by the Consultant and shall be open to examination, audit and copying by the City during the Term of this Agreement and for a period of five (5) years following termination or expiration of this Agreement. The Consultant shall bear the costs associated with the retention of books, records and documentation. Nothing herein shall be construed to allow destruction of records that may be required to be retained longer by the statutes of the State of Florida.
- 21.9 All obligations and rights of any party arising during or attributable to the period prior to expiration or earlier termination of this Agreement, including but not limited to those obligations and rights related to indemnification, shall survive such expiration or earlier termination.
- 21.10 This Agreement may be amended only in writing executed by the Parties.
- 21.11 This Agreement constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous agreements, whether oral or written, between them.
- 21.12 Each Appendix to this Agreement, including attachments to an Appendix and materials referenced in an appendix, is an essential part hereof and is incorporated herein by reference.
- 21.13 No term or condition of this Agreement shall be deemed waived, and no breach of this Agreement excused, unless the waiver or consent is in writing signed by the party granting such waiver or consent.
- 21.14 In the event that either party is delayed in the performance of any act or obligation pursuant to or required by this Agreement by reason of a Force Majeure Event, the time for required completion of such act or obligation shall be extended by the number of days equal to the total number of days, if any, that such party is actually delayed by such Force Majeure Event. The party seeking delay in performance shall give notice to the other party specifying the anticipated duration of the delay, and if such delay shall extend beyond the duration specified in such notice, additional notice shall be repeated no less than monthly so long as such delay due to a Force Majeure Event continues. Any party seeking delay in performance due to a Force Majeure Event shall use best efforts to rectify any condition causing such delay and shall cooperate with the other party to overcome any delay that has resulted.
- 21.15 The Consultant shall not take any action that will result in a lien being placed against the City or to any services or Deliverables being provided to the City. In the event the City is placed on notice of intent to lien or placed on notice of a lien by the Consultant or any Consultant Representative, the Consultant will take immediate action at the Consultant's expense to respectively prevent or remove and discharge the lien.
- 21.16 Subject to the requirements of Florida public records Laws, neither party shall use the other party's name in

conjunction with any endorsement, sponsorship, or advertisement without the prior written consent of the named party.

- 21.17 The obligations of the City as to any funding required pursuant to this Agreement shall be limited to an obligation in any given year to budget, appropriate and pay from legally available funds, after monies for essential City services have been budgeted and appropriated, sufficient monies for the funding that is required during that year. Notwithstanding the foregoing, the City shall not be prohibited from pledging any legally available non-ad valorem revenues for any obligations heretofore or hereafter incurred, which pledge shall be prior and superior to any obligation of the City pursuant to this Agreement.
- 21.18 All Deliverables shall be made available to the City upon request and shall be considered public records in accordance with Chapter 119, Florida Statutes, unless exempt there from.
- 21.19 Time is of the essence of this Agreement and each of its provisions.
- 21.20 In the event of an inconsistency or conflict, the following order of precedence shall govern: (i) this Agreement, exclusive of the appendices and the attachments to and materials referenced in an appendix, (ii) the appendices to this Agreement, exclusive of the attachments to and materials referenced in an appendix.
- 21.21 For purposes of this Agreement, any required written permission, consent, acceptance, approval, or agreement by the City means the approval of the Mayor or his authorized designee, unless otherwise set forth in this Agreement or unless otherwise required to be exercised by the City Commission pursuant to the City Charter or applicable Laws.
- 21.22 The Consultant shall maintain a drug free work place as set forth in **Appendix "E"**.
- 21.23 The Consultant shall not discriminate because of race, color, religion, gender, national origin, marital status, age, disability, sexual orientation, genetic information or other protected category.
- 21.24 In accordance with *Rulemaking Authority 287.032(2), 287.042(12) FS. Law Implemented 287.042(3), 287.042(6) FS. History–New 11-3-88, Formerly 13A-1.01*. Contracts which include services that provide for a Vendor to purchase commodities for subsequent transfer to the State, may be entered into by an agency (the City) only under the following circumstances:
- a. The City has determined that there is a demonstrated need to acquire the commodity through the Vendor, as opposed to direct acquisition by the City.
 - b. The City has provided a means to identify the commodity, including line-item costs, acquired by the Vendor for subsequent transfer to the control by the City; and
 - c. The City has specified the quality of the commodity to be acquired and made provisions for warranty, service, and transfer of ownership.
- 21.25 The only governmental application prohibition against contracting with scrutinized companies are the ones that are in accordance with the economic sanctions by the US Department of State and the US Department of Treasury. The General Economic Sanctions websites may be found at: <http://www.state.gov/e/eb/tfs/spi/index.htm> and <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>.
- 21.26 The Consultant shall comply with the Local Agency Program Federal-Aid terms for Professional Services Contacts set forth in **Addendum "F"**.
- 21.27 If required by applicable Laws (e.g., Florida Executive Order 11-02), the Consultant shall utilize the U.S.

Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant during the Term of this Agreement and shall expressly require any subcontractors performing work or providing services pursuant to this Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Term of this Agreement.

- 21.28 Immigration and Nationality Act: The City shall consider the employment by any consultant/contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the consultant/contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancelation of this Agreement.

SECTION 22.0 – CONTRACT ADJUSTMENTS OR CHANGES IN THE SCOPE OF WORK

- 22.1 Either party may propose additions, deletions or modifications to the Scope of Services or the other terms and conditions of this Agreement (e.g., Consultant's project manager or key personnel required pursuant to Section 24.0 of this Agreement), ("Contract Adjustments") in whatever manner such party determines to be reasonably necessary for the proper completion of the services. Proposals for Contract Adjustments shall be submitted to the non-requesting party on a form provided by the City. Contract Adjustments shall be effected through written amendments to this Agreement signed by authorized representatives of the Parties.
- 22.2 There shall be no modification of the not-to-exceed amount set forth in this agreement on account of any Contract Adjustment made necessary or appropriate as a result of the mismanagement, improper act, or other failure of the Consultant or any Consultant Representative to properly perform their obligations and functions under this Agreement.
- 22.3 Notwithstanding anything to the contrary contained in this Agreement, there shall be no change in the fees and costs set forth in **Addendum "E"** except through a written amendment to this Agreement signed by authorized representatives of the Parties.

SECTION 23.0 – NOTICE

- 23.1 Unless and to the extent otherwise provided in this Agreement, all notices, demands, requests for approvals and other communications which are required to be given by either party to the other shall be in writing and shall be deemed given and delivered on the date delivered in person, upon the expiration of five (5) days following the date mailed by registered or certified mail, postage prepaid, return receipt requested to the address provided below, or upon the date delivered by overnight courier (signature required) to the address provided below.

CITY:

Public Works Department, Engineering Division
228 S. Massachusetts Avenue
Lakeland, FL 33801
Attention: Manager of Engineering
Phone: (863) 834-6041
Fax: (863) 834-6188
Email: ryan.lazenby@lakelandgov.net

Consultant:

Address

Attention: _____

Phone: _____

Fax: _____

Email: _____

- 23.2 Either party may change its authorized representative or address for receipt of notices by providing the other with written notice of such change. The change shall become effective five (5) days after receipt by the non-changing party of the written notice of change. Unless otherwise agreed to by the Parties in writing, electronic submission of notices does not relieve either party of the requirement to provide notice in writing as required in Section 23.1 above.

SECTION 24.0 – PERSONNEL

- 24.1 The Consultant shall assign the key personnel identified to perform the Scope of Services in accordance with this Agreement. The Consultant shall not, without the City's prior written consent, transfer, reassign, redeploy or otherwise remove any key personnel; provided, however, that removal of any key personnel due to their incapacity or termination shall not constitute a violation of this Section. If any of the key personnel are incapacitated or are terminated, the Consultant shall, within ten (10) days, replace such person with another person approved by the City and that is at least as well qualified as the person who initially performed that person's role. The Consultant shall provide for a transition period of at least one (1) week (or such shorter period of time approved by the City) during which time any key personnel being replaced shall familiarize their replacement(s) with the work required to be performed by the replacement(s). The Consultant shall be solely responsible for all costs associated with replacement of key personnel. Without limiting the generality of the foregoing, if any change in key personnel causes a delay, the Consultant shall be solely responsible for any and all of its increased costs associated with such delay.
- 24.2 The City may require the Consultant to replace any persons performing the Scope of Services, including but not limited to any Consultant Representative, whom the City determines is not performing the Scope of Service to the City's satisfaction. Before a written request is issued, authorized representatives of the City and the Consultant will discuss the circumstance. Upon receipt of a written request from an authorized representative of the City, the Consultant shall be required to proceed with the replacement. The replacement request will include the required replacement date and the reason for the replacement. The Consultant shall use its best efforts to effect the replacement in a manner that does not degrade service quality. This Section will not be deemed to give the City the right to require the Consultant to terminate a person's employment. Rather, this Section is intended to give the City only the right to require that the Consultant discontinue using persons in the performance of the Scope of Services under this Agreement.

SECTION 25.0 – SAFETY

- 25.1 The Consultant agrees to comply with the City's published safety standards while on the property of the City. A copy of these standards is provided in **Addendum "D"**, attached hereto.

SECTION 26.0 – CONSULTANT PERFORMANCE EVALUATION

- 26.1 At the end of the Project, the City will evaluate the Consultant in accordance with the requirements set forth in the Agreement. An example of the Consultant Evaluation Form is attached hereto as **Addendum "G"**.

SECTION 27.0 – PUBLIC RECORDS

- 27.1 The Consultant shall (i) keep and maintain public records (as defined in Chapter 119, Florida Statutes) required by the City to perform the services pursuant to this Agreement; (ii) Upon request from the City Clerk's Office, provide the City (at no cost to the City) 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 under Florida laws regarding public records or other applicable Laws; (iii) ensure that public records in the Consultant's possession that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable Laws for the Term and after the expiration or earlier termination of this Agreement; and (iv) after the expiration or earlier termination of this Agreement, at the City's request, either transfer, at no cost, to the City all public records in the Consultant's possession within ten (10) days following the City's request and/or keep and maintain any public records required by the City to perform the services pursuant to this Agreement. If the Consultant transfers all public records to the City upon the expiration or earlier termination 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 the expiration or earlier termination of this Agreement, the Consultant shall meet all applicable requirements for retaining public records in accordance with this Agreement and all applicable Laws. At the City's request, all public records stored electronically by the Consultant shall be provided to the City in a format approved by the City.

- 27.2 IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, AS TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS: KEVIN COOK – DIRECTOR OF COMMUNICATIONS AT: PHONE: (863) 834-6264, EMAIL: KEVIN.COOK@LAKELANDGOV.NET, ADDRESS: ATTN: COMMUNICATIONS DEPARTMENT, 228 S. MASSACHUSETTS AVE., LAKELAND, FLORIDA 33801.**

- 27.3 Nothing contained herein shall be construed to affect or limit the Consultant's obligations including but not limited to Consultant's obligations to comply with all other applicable Laws and to maintain books and records pursuant to this Agreement.

SECTION 28.0 – FLORIDA PROMPT PAYMENT ACT

- 28.1 The City shall abide by the Florida Prompt Payment Act as stated in Florida Statutes, Chapter 218.70.

Section 29.0 RECORDS RETENTION

- 29.1 Records Retention: The City shall retain sufficient records demonstrating its compliance with the terms of the LAP Agreement for a period of five (5) years from the date the audit report is issued and shall allow the Department, or its designee, the CFO, or State of Florida Auditor General access to such records upon request. The City shall ensure that the audit working papers are made available to the Department, or its

designee, the CFO, or State of Florida Auditor General upon request for a period of five (5) years from the date the audit report is issued unless extended in writing by the Department.

SECTION 30.0 – DETERMINATION OF ALLOWABLE COSTS IN ACCORDANCE WITH FEDERAL COST PRINCIPLES

30.1 The City shall abide by the determination of allowable cost in accordance with Federal Cost Principle as follows: Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 C.F.R and 49 C.F.R. and policies and procedures prescribed by the Division Administrator of FHWA. Federal funds shall not be paid on account of any cost incurred prior to authorization by FHWA to the Department to proceed with the Project or part thereof involving such cost (23 C.F.R.1.9(a)). If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the Agency (City) in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists. Federal funds may deny participation in parcel or Project cost in part or in total. For any amounts determined to be ineligible for federal reimbursement for which the Department has advanced payment, the Agency shall promptly reimburse the Department for all such amounts within 90 days of written notice.

SECTION 31.0 – CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION

31.0 The City of Lakeland as the contracting agency, follows requirements to conflict of interest specified in 23 CFR 1.33 and 23 CFR 172.7(b)(4). Consultant Executed FDOT Form 375-030-50 shall be attached hereto as Addendum "E" and made a part hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date of the first written above.

CITY:

CITY OF LAKELAND

BY: _____

ATTEST: _____

Kelly S. Koos, City Clerk

CONSULTANT:

(Firm Name)

BY: _____

ITS: _____

ATTEST: _____

ITS: _____

APPROVED AS TO FORM AND CORRECTNESS:

Palmer Davis, City Attorney

REMAINING PORTION INTENTIONALLY LEFT BLANK

ADDENDUM "A"
SCOPE OF SERVICES, RFP XXXX - PROFESSIONAL SERVICES FOR ROADWAY ENGINEERING AND DESIGN

ADDENDUM "B"
INSURANCE CERTIFICATE(S)

ADDENDUM "C"
INDEMNIFICATION – CONSULTANT (Executed)

ADDENDUM “D”
SPECIFICATION SAFETY REQUIREMENTS
(Revised September 2014)

ADDENDUM "E"
CONSULTANT PROFESSIONAL SERVICES PROPOSAL AND FEE SCHEDULE

(To be inserted by Consultant)

ADDENDUM "F"
LOCAL AGENCY PROGRAM FEDERAL AID TERMS FOR PROFESSIONAL SERVICES CONTRACTS

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS

TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):

The following terms apply to all contracts in which it is indicated that the services involve the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Local Agency relating to inspection, review, approval, patents, copyrights, and audit of the work, tracings, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. All tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and will become the property of the Agency upon completion or termination without restriction or limitation on their use and will be made available, upon request, to the Agency at any time during the performance of such services and/or completion or termination of this Agreement. Upon delivery to the Agency of said document(s), the Agency will become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Consultant will not copyright any material and products or patent any invention developed under this agreement. The Agency will have the right to visit the site for inspection of the work and the products of the Consultant at any time.
- C. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding.
- D. The consultant shall provide access by the Florida Department of Transportation (recipient), the Agency (subrecipient), the Federal Highway Administration, the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the consultant which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- E. Compliance with Regulations: The Consultant shall comply with the Regulations: relative to nondiscrimination 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, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- F. Nondiscrimination: The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- G. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- H. Information and Reports: The Consultant will 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 Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- I. Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Local Agency shall impose such contract sanctions as it or the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to,
 - 1. withholding of payments to the Consultant under the contract until the Consultant complies and/or
 - 2. cancellation, termination or suspension of the contract, in whole or in part.
- J. Incorporation or Provisions: The Consultant will include the provisions of Paragraph C through K in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
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issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the Local Agency to enter into such litigation to protect the interests of the Local Agency, and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

- K. Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
- L. Interest of Members of Congress: No member of or delegate to the Congress of the United States will be admitted to any share or part of this contract or to any benefit arising therefrom.
- M. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.
- N. Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the following statement from 49 CFR 26.13(b). This statement shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.

"The Consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in termination of this contract or other such remedy as the recipient deems appropriate."

Pursuant to 49 CFR 26.11(c), the Consultant shall submit the bid opportunity list at the time of contract execution, and shall enter DBE commitment and payment information in the Florida Department of Transportation Equal Opportunity Compliance (EOC) system. The Consultant shall request access to the EOC system using Form No. 275-021-30.

- O. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- P. It is understood and agreed that if the Consultant at any time learns that the certification it provided the Local Agency in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the Local Agency. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
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Q. The Local Agency hereby certifies that neither the consultant nor the consultant's representative has been required by the Local Agency, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to

1. employ or retain, or agree to employ or retain, any firm or person, or
2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

The Local Agency further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

R. The Consultant hereby certifies that it has not:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The consultant further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

S. The Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor 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, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit*

Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

ADDENDUM "G"
CONSULTANT EVALUATION FORM

CONSULTANT QUALITY EVALUATION

City Project No.:	_____
FDOT Project Number:	444627-2-32-01
Project Name:	State Road 37 from Ariana Street to Lime Street
Consultant Name:	_____
Consultant Project Manager:	_____
Reviewer:	_____

PERFORMANCE RATING SCALE

- 5 Outstanding Performance**
- 4 Above Satisfactory Performance**
- 3 Satisfactory Performance**
- 2 Below Satisfactory Performance**
- 1 Unacceptable Performance**

Instructions:

For each numbered item below, please select a numerical score from 1 to 5 in accordance with the performance rating scale. Select N/A if the item is not applicable. Comments must be entered for ratings of 1 or 5.

Quality Criteria for Roadway and Drainage Design		Score
1	Compliance with project scope	
2	Adherence to project schedule	
3	Prompt response to comments and questions	
4	Effective coordination with City staff	
5	Design complies with applicable criteria	
6	Clarity/Completeness of plans and specifications	
6	All state and federal permits obtained in a timely manner	
7	Accurate cost estimates and quantities	
8	Effectiveness of Post-design services	
9	Design Errors and Omissions	
Average Score (Total Score / Number of sub-criteria rated):		
<u>Comments:</u> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

Reviewer

Date

Public Works Engineering Manager

Date

ADDENDUM "H"
CONSULTANT RFQ PROPOSAL PACKAGE

END OF APPENDIX “D” – EXAMPLE AGREEMENT & ADDENDUMS

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Appendix E

REQUIRED FORMS

Type of Form	FDOT Form No.	Location of Form	Name of Form
City Form		Appendix E	Drug-Free Workplace Program Certification Form
FDOT Form	375-030-30	Appendix E	Truth in Negotiations Certification
FDOT From	375-030-32	Appendix E	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
FDOT Form	375-030-33	Appendix E	Certification for Disclosure of Lobbying Activities on Federal-Aid Contracts
FDOT From	375-030-34	Appendix E	Disclosure of Lobbying Activities
FDOT From	375-030-50	Appendix E	Conflict of Interest/Confidentiality Certification
FDOT From	375-030-83	Appendix C	Professional Services DBE or Small Business Commitment Form (If applicable)
FDOT Form	275-030-11B	Appendix C	Disadvantaged Business Enterprise (DBE) Affirmative Action Plan

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

All organizations covered by the Drug-Free Workplace Act of 1988 are required to provide a drug-free workplace by taking the following steps:

1. Publish and give a policy statement to all covered employees informing them that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace and specifying the actions that will be taken against employees who violate the policy.
2. Establish a drug-free awareness program to make employees aware of a) the dangers of drug abuse in the workplace; b) the policy of maintaining a drug-free workplace; c) any available drug counseling, rehabilitation, and employee assistance programs; and d) the penalties that may be imposed upon employees for drug abuse violations.
3. Notify employees that as a condition of employment on a Federal contract or grant, the employee must a) abide by the terms of the policy statement; and b) notify the employer, within five (5) calendar days, if he or she is convicted of a criminal drug violation in the workplace.
4. Notify the contracting or granting agency within ten (10) days after receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace.
5. Impose a penalty on, or require satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available, in the employee's community by, any employee who is convicted of a reportable workplace drug conviction.
6. Make an ongoing, good faith effort to maintain a drug-free workplace by meeting the requirements of the Act.

Note: A contractor or grantee who fails to comply with these requirements is subject to certain penalties.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the Drug-Free Workplace Act of 1988, as stated above?

_____ **YES**

_____ **NO**

NAME OF CONTRACTOR FIRM/BUSINESS: _____

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.

Name of Consultant

By: _____

Date

**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: _____

By: _____

Date: _____

Title: _____

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
10/01

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 any federal 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 federal 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. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

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: _____

By: _____ Date: _____

Authorized Signature: _____

Title: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DISCLOSURE OF LOBBYING ACTIVITIES

375-030-34
 PROCUREMENT
 02/16

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: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> : _____ _____ _____ Congressional District, <i>if known</i> : 4c _____	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: _____ _____ _____ Congressional District, <i>if known</i> : _____	
6. Federal Department/Agency: _____ _____	7. Federal Program Name/Description: _____ _____ CFDA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> _____ _____ _____	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> _____ _____ _____	
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: _____ Title: _____ Telephone No.: _____ Date (mm/dd/yyyy): _____	
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.

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)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____


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.

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Technical Review Committee Members:

Printed Names	Signatures	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.

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, and Section 838.22, Florida Statutes, and could result in disciplinary action by the Department.

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Selection Committee Members:

Date: _____

Printed Names

Signatures

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION PUBLIC OFFICERS/EMPLOYEES

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.

State of Florida public officers or employees of an agency 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. Public officers or employees of an agency 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.

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.
(continued on next page)

Printed Names	Signatures	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Appendix F

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS FOR PROFESSIONAL SERVICES CONTRACTS (FDOT FORM 375-040-84)

See attached FDOT Form #375-040-84

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS

TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):

The following terms apply to all contracts in which it is indicated that the services involve the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Local Agency relating to inspection, review, approval, patents, copyrights, and audit of the work, tracings, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. All tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and will become the property of the Agency upon completion or termination without restriction or limitation on their use and will be made available, upon request, to the Agency at any time during the performance of such services and/or completion or termination of this Agreement. Upon delivery to the Agency of said document(s), the Agency will become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Consultant will not copyright any material and products or patent any invention developed under this agreement. The Agency will have the right to visit the site for inspection of the work and the products of the Consultant at any time.
- C. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding.
- D. The consultant shall provide access by the Florida Department of Transportation (recipient), the Agency (subrecipient), the Federal Highway Administration, the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the consultant which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- E. Compliance with Regulations: The Consultant shall comply with the Regulations: relative to nondiscrimination 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, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- F. Nondiscrimination: The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- G. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- H. Information and Reports: The Consultant will 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 Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- I. Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Local Agency shall impose such contract sanctions as it or the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to,
 - 1. withholding of payments to the Consultant under the contract until the Consultant complies and/or
 - 2. cancellation, termination or suspension of the contract, in whole or in part.
- J. Incorporation or Provisions: The Consultant will include the provisions of Paragraph C through K in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS

issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the Local Agency to enter into such litigation to protect the interests of the Local Agency, and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

- K. Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
- L. Interest of Members of Congress: No member of or delegate to the Congress of the United States will be admitted to any share or part of this contract or to any benefit arising therefrom.
- M. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.
- N. Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the following statement from 49 CFR 26.13(b). This statement shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.

"The Consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in termination of this contract or other such remedy as the recipient deems appropriate."

Pursuant to 49 CFR 26.11(c), the Consultant shall submit the bid opportunity list at the time of contract execution, and shall enter DBE commitment and payment information in the Florida Department of Transportation Equal Opportunity Compliance (EOC) system. The Consultant shall request access to the EOC system using Form No. 275-021-30.

- O. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- P. It is understood and agreed that if the Consultant at any time learns that the certification it provided the Local Agency in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the Local Agency. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS

Q. The Local Agency hereby certifies that neither the consultant nor the consultant's representative has been required by the Local Agency, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to

1. employ or retain, or agree to employ or retain, any firm or person, or
2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

The Local Agency further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

R. The Consultant hereby certifies that it has not:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The consultant further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

S. The Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor 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, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit*

Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Appendix G

OPTIONAL FORMS

ADDENDUM "B"
INSURANCE CERTIFICATE(S)

Appendix B Consultant Selection Information

FIRM NAME: Patel, Greene and Associates, LLC

Contact Person: Joseph Lauk, PE

Title: Principal

Telephone Number: (863) 604-0316

Mailing Address: 215 E Main St

Bartow, FL 33830

IF SUBCONSULTANTS WILL BE USED, GIVE NAME AND ADDRESS OF FIRM(S):

CivilSurv Design Group, Inc. 2525 Drane Field Rd, Suite 7, Lakeland, FL 33811

ELEMENT Engineering Group, LLC 1713 E 9th Ave, Tampa, FL 33605

Test Lab, Inc. 4112 W Osborne Ave, Tampa, FL 33614

Total Number of Personnel: (breakdown by Discipline in Section 8 of SF 254)

PREVIOUS WORK FOR CITY OF LAKE LAND IN THE PAST 5 YEARS. LIST PROJECTS AND DATES. DO NOT USE ATTACHMENTS OR REFERENCES:

Five-Points Roundabout | 2020-2023

Sr 562 (Drane Field Rd) at Don Emerson Dr Roundabout | 2021

OTHER PREVIOUS RELATED EXPERIENCE. LIST PROJECTS, DATES AND LOCATIONS. DO NOT USE

ATTACHMENTS OR REFERENCES: Legacy Trail Pedestrian Overpass at Laurel Rd, Sarasota County, FL | 2014 - 2019

Withlacoochee-Dunnellon Trail Connector from N End Withlacoochee State Trail to S End Dunnellon Trail, Citrus County, FL |

2016 - 2019 US 92 Sidewalk from Galloway Rd to Wabash Ave, Polk County, FL | 2016 - 2019

ADDENDUM "C"
INDEMNIFICATION – CONSULTANT (Executed)

Hold Harmless / Indemnification - Consultant

To the fullest extent permitted by laws and regulations, and in consideration of the amount stated on any Purchase Order, the Contractor shall defend, indemnify, and hold harmless the City, its officers, directors, agents, guests, invitees, and employees from and against all liabilities, damages, losses, and costs, direct, indirect, or consequential (including but not limited to reasonable fees and charges of engineers, architects, attorneys, and other professionals and court and arbitration costs) arising out of or resulting from any acts of negligence, gross negligence or intentional wrongful misconduct in the performance of the work by the Contractor, any Subcontractor, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable.

“To the extent provided by law, the Consultant shall indemnify, defend, and hold harmless the City of Lakeland and the State of Florida, Department of Transportation, including the Department’s officers, agents, and employees, against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of the Consultant, or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by the Consultant.

The foregoing indemnification shall not constitute a waiver of the Department’s or City of Lakeland’s sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28. Nor shall the same be construed to constitute agreement by the Consultant to indemnify the City of Lakeland for the negligent acts or omissions of the City of Lakeland, its officers, agents, or employees, or third parties. Nor shall the same be construed to constitute agreement by the Consultant to indemnify the Department for the negligent acts or omissions of the Department, its officers, agents, or employees, or third parties. This indemnification shall survive the termination of this Agreement.”

In any and all claims against the City, or any of its officers, directors, agents, or employees by any employee of the Contractor, any Subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, this indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any such Subcontractor or other person or organization under workers’ or workmen’s compensation acts, disability benefit acts, or other employee benefit acts, nor shall this indemnification obligation be limited in any way by any limitation on the amount or type of insurance coverage provided by the City, the Contractor, or any of his Subcontractors. To the extent this Indemnification conflicts with any provision of Florida Law or Statute, this indemnification shall be deemed to be amended in such a manner as to be consistent with such Law or Statute.

Applicability: It is the express intent of the Contractor that this agreement shall apply for the project(s) or time period indicated below. (Check and complete one):

_____ Agreement is applicable to all contracts, purchase orders and other work performed for the City of Lakeland for the time period of not more than five (5) years.

_____ to _____
(Date) (Date)
(OR)

_____ Agreement is limited to Bid #, Purchase Order #, Requisition # _____, or Contract dated _____.

Subrogation: The Contractor and his Subcontractors agree by entering into this contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Contractor or Subcontractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Contractor or Subcontractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which

includes a condition specifically prohibiting such an endorsement, or voids coverage should Contractor or Subcontractor enter into such an agreement on a pre-loss basis.

Release of Liability: Acceptance by the Contractor of the last payment shall be a release to the City and every officer and agent thereof, from all claims and liability hereunder for anything done or furnished for, or relating to the work, or for any act or neglect of the City or of any person relating to or affecting the work of which Contractor has knowledge at the time.

Savings Clause: The parties agree that to the extent the written terms of this Indemnification conflict with any provisions of Florida laws or statutes, in particular Sections 725.06 and 725.08 of the Florida Statutes, the written terms of this indemnification shall be deemed by any court of competent jurisdiction to be modified in such a manner as to be in full and complete compliance with all such laws or statutes and to contain such limiting conditions, or limitations of liability, or to not contain any unenforceable, or prohibited term or terms, such that this Indemnification shall be enforceable in accordance with and to the greatest extent permitted by Florida Law.

Patel, Greene And Associates, LLC

Name of Organization
BY: [Signature]

Signature of Owner or Officer
863-533-7317

Organization Phone Number

STATE OF: Florida
COUNTY OF: Polk

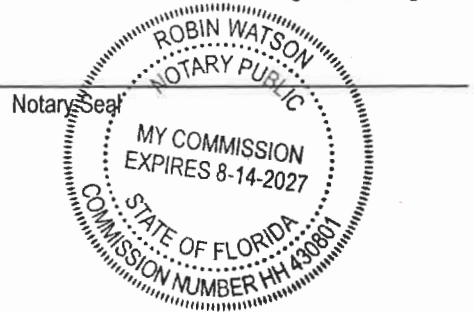
The foregoing instrument was acknowledged before me this 19th day of August, 2024 by
Gordon M. Greene, PE, of Patel, Greene And Associates, LLC.
Printed Name of Owner / Officer Corporate or Company Name

He/She is personally known to me or has produced _____ as identification, and did _____
State Driver's License Number

/ did not X take an oath.

[Signature]
Signature of Person Taking Acknowledgment

Robin Watson
Printed Name of Person Taking Acknowledgment



CITY OF LAKELAND
BY: _____
Joyce Dias, Director of Risk Management

DATE _____

ADDENDUM “D”
SPECIFICATION SAFETY REQUIREMENTS
(Revised September 2014)

1. SPECIFICATION OF SAFETY AND OCCUPATIONAL HEALTH

City of Lakeland project representatives who assume responsibility for contract management will be responsible for ensuring compliance with these safety requirements by all Contractors and Subcontractors.

1.1. General

- A. All contractors are responsible for providing their employees with a safe and healthful working environment as required the Occupational Health and Safety (OSH) Act of 1970 and the Occupational Safety and Health Administration (OSHA) standards. Therefore, the contractor and their employees are responsible for following OSHA standards, applicable state regulations, and the City of Lakeland Safety Practices and Policies.
- B. The City of Lakeland's Safety Team and City management reserve the right to STOP work for any condition found to be Immediately Dangerous to Life and Health (IDLH). The contractor is solely and exclusively responsible for compliance with all safety requirements and the safety of all their employees and property on the project site. Note: Nothing in this requirement is to be construed to as removing or shifting responsibility from the contractor.
- C. The parties hereto expressly agree that the obligation to comply with applicable safety provisions is a material provision of this Contract and a duty of the Contractor. The City reserves the right to require demonstration of compliance with the safety provisions of this Contract. The parties agree that such failure is deemed to be a material breach of this Agreement. The Contractor agrees upon such breach, all work under the Contract shall terminate until compliance with the provision of this Agreement is demonstrated. In no event shall action or failure to act on the part of the City be construed as a duty to enforce the safety provisions of this Agreement, nor shall it be construed to create liability for the City for any act or failure to act in respect to the safety provisions of this Agreement.

1.2. Personal Protective Equipment (PPE) (OSHA 29CFR§1910 Subpart I)

It is the contractor's sole responsibility to provide adequate PPE for their employees. Additionally, the contractor is responsible for training their employees in the proper selection, maintenance, use of PPE. Minimal PPE requirements on City of Lakeland worksites:

- A. Foot protection must meet ANSI Z41.1-1999 standards and worn on all City properties.
- B. Head protection must meet ANSI Z89.1-1986 standards and worn in all areas except office buildings and office trailers.
- C. Eye and face protection must meet ANSI Z87.1-1989 standards and worn in all areas except office buildings and office trailers.
- D. Hand and Arm Protection must meet OSHA 29CFR§1910.138 requirements for proper selection, inspection, and care.

- E. Hearing Protection must meet ANSI S3.19-74, OSHA 29CFR§1910.95(j) and 29CFR§1910.95 Appendix: B requirements. Hearing protection must be worn in areas where the noise level is over 85 dB

1.3. [Housekeeping](#)

It is the contractor's sole responsibility to keep the project work site clean during and after working hours. Contractor shall supply waste receptacles for each site location. They shall be emptied not less frequently than once each working day, unless unused, and shall be maintained in a clean and sanitary condition. At the completion of the contract the contractor will ensure that all excess materials are removed from the work site and that the worksite is left clean and safe. If the contractor leaves a project work site unkept and in a hazardous condition; the City will have the area cleaned and forward the bill to the contractor.

1.4. [Smoking](#)

Smoking is permitted only in designated areas. Receptacle's must be used or waste removed in contractors' waste disposal container.

1.5. [Safety Kick-offs and Safety Stand-Downs](#)

A safety kick-off to disseminate safety expectations will be conducted before the project commences. Safety sand-downs will be conducted when major safety concerns, accidents, or near misses occur.

1.6. [Training Documentation](#)

OSHA requires documentation of all safety training provided to employees by their employers. Documentation of all required safety training required for work proposed for this contract must be submitted within thirty days of contract award or before commencement of contracted work. Please reference the Safety Requirements Report for details.

1.7. [Written Safety Programs or Plans](#)

Contactors awarded contracts with the City of Lakeland must, thirty days of contract award or before commencement of contracted work, provide the Risk Management Office written safety programs or plans. Please reference the requirements set forth in the Safety Requirements Report. The Risk Management Office will approve the submitted safety programs or plans as adequate to reduce risk of the work being performed.

1.8. [Supplemental #3: Road Work Safety](#)

Work Zone Safety

Work zones are any areas where work is being performed by a contractor. Work zones can present hazards to citizens, City employees, and contractors; it is the contractors responsibility to take the proper precautions to reduce these risks. Work zone protection is the adequate safe-guarding or protecting of pedestrians, motorists, employees, and equipment using PPE, suitable barriers, warning signs, lights, flags, traffic cones, high-level standards, barricade rope, flaggers, etc., as the job requires on approaches to work areas, excavations, open manholes, parked equipment, etc. Proper work area

protection shall be planned to ensure the safety and protection of the employee, the public and the equipment.

A. PPE

All employees working on or within 15 feet of a road way for longer than 15 minutes all employees must wear FDOT approved Class 3 reflective clothing or vests. Flaggers shall wear a red/orange or green-warning vest that is at least ANSI/SEA Class 2 Apparel compliant. Warning garment worn during periods of limited visibility shall be of a reflective material meeting those specifications -outlined in the ANSI/SEA Class 3 Apparel.

B. Maintenance of Traffic (MOT) or Temporary Traffic Control (TTC)

The contractor will perform contractual duties in a manner that reduces interference with public traffic as much as possible. Such times as the contractor must perform work that impedes public traffic; for example, when crossing, obstructing, or closing roads, driveways, and walkways (private or public). The contractor is solely responsible for establishing and maintaining safe detours and lane closures per FDOT MOT/TTC requirements. The contractor is responsible for informing property owners when private drives will be closed or redirected. The City of Lakeland's Safety Team reserves the right to inspect all worksites and advise the contractor or their representatives on adjusting the work zone, if needed.

MOT/TTC can be performed by a FDOT MOT/TTC intermediate certified employee or supervised by a FDOT MOT advanced certified employee.

1. Signs-Work zone warning signs must be placed in accordance with FDOT requirements in a manner that establishes the best protection for citizens, employees, and contractors. Signs must be removed or covered when work is not underway and the hazard is not present.
2. Barricades- Only FDOT approved barricades and cones must be utilized for MOT/TTC. The contractor is responsible for ensuring that any barricades have warning illumination, such as beacon lights, from sunset to sunrise.
3. Flaggers- Flaggers or other appropriate traffic control shall be used wherever there is a doubt that signs, signals, and barricades can achieve effective protection.
4. Vehicles, Equipment, and Materials- The contractor is responsible for placing vehicles, equipment, and materials so that these items pose the least impedance and hazards to traffic (vehicle or pedestrian). Vehicles or equipment working on or within ten feet of the roadway must be equipped with a minimum of one amber 360-degree Class I warning device. The warning device must be in operation all the time the vehicle or equipment is on or within ten feet of the roadway.

ADDENDUM "E"
CONSULTANT PROFESSIONAL SERVICES PROPOSAL AND FEE SCHEDULE

(To be inserted by Consultant)

FDOT STAFF HOUR ESTIMATION WORKSHEET PACKAGE

September 2023

File Version: 2023.01.9

Project Information Sheet

Financial Project Identification Number: <u>444627-2-52-01</u>		Federal Aid Project Identification Number: _____	
Name of Prime / Subconsultant: <u>Patel Greene and Associates (PGA)</u>		County: <u>Polk</u>	
Project Description: <u>SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)</u>			
Begin Milepost: _____	End Milepost: _____	Project Length: _____	Miles
Number of Lanes: _____	Typical Section: _____	Lane Configuration: _____ (Divided / Undivided)	
Project Type: _____ (Minor / Major)	Access Management Classification: _____	Roadway Classification: _____ (NHS/FIHS/Off Sys.)	
CAP Level: _____	TTCP Level: _____	Survey Level: _____	
Design Variations:		Design Exceptions:	
1. _____		1. _____	
2. _____		2. _____	
3. _____		3. _____	
4. _____		4. _____	
5. _____		5. _____	
Proposed Design Contract Time: _____ months/days		Date of Negotiation: _____	Context Classification: _____

Project Activity:	Estimated By:		Negotiated By: (name - firm)	
	Consultant	COL	Consultant	COL
3. Project Common & Project General Tasks	PGA	COL	PGA	COL
4. Roadway Analysis	PGA	COL	PGA	COL
5. Roadway Plans	PGA	COL	PGA	COL
6a. Drainage Analysis	PGA	COL	PGA	COL
6b. Drainage Plans	PGA	COL	PGA	COL
6c. Selective C&G				
7. Utilities (CivilSurv)	CivilSurv	COL	CivilSurv	COL
7. Utilities (Element)	Element	COL	Element	COL
8. Environmental Permits and Env. Clearances	PGA	COL	PGA	COL
9. Structures Summary	PGA	COL	PGA	COL
10. Structures - Bridge Development Report				
11. Structures - Temporary Bridge				
12. Structures - Short Span Concrete				
13. Structures - Medium Span Concrete				
14. Structures - Structural Steel				
15. Structures - Segmental Concrete				
16. Structures - Movable Span				
17. Structures - Retaining Walls				
18. Structures - Miscellaneous	PGA	COL	PGA	COL
19. Signing and Pavement Marking Analysis	PGA	COL	PGA	COL
20. Signing and Pavement Marking Plans	PGA	COL	PGA	COL
21. Signalization Analysis	PGA	COL	PGA	COL
22. Signalization Plans	PGA	COL	PGA	COL
23. Lighting Analysis	PGA	COL	PGA	COL
24. Lighting Plans	PGA	COL	PGA	COL
25. Landscape Analysis				
26. Landscape Plans				
27. Survey	Element	COL	Element	COL
28. Photogrammetry				
29. Mapping				
30. Terrestrial Mobile LiDAR				
31. Architecture Development				
32. Noise Barriers Impact Design Assessment				
33. Intelligent Transportation Systems Analysis				
34. Intelligent Transportation Systems Plans				
35. Geotechnical	TestLab	COL	TestLab	COL

Project Staff Hour Summary

Name of Consultant:

Patel Greene and Associates (PGA)

SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)
444627-2-52-01

Activity No.	Activity	Project Staff Hours												Total Hours	
		PGA	CivilSurv	Element	TestLab	Sub 4	Sub 5	Sub 6	Sub 7	Sub 8	Sub 9	Sub 10	Sub 11		Sub 12
3	Project Common and General Tasks	357													357
4	Roadway Analysis	1792													1792
5	Roadway Plans	515													515
6a	Drainage Analysis	680													680
6b	Drainage Plans	174													174
6c	Selective C&G	0													0
7	Utilities (CivilSurv)		2024												2024
7	Utilities (Element)			261											261
8	Env. Permits and Env. Clearances	107													107
9	Structures - Summary, Misc. Tasks, Dwgs.	77													77
10	BDR	0													0
11	Temporary Bridge	0													0
12	Short Span Concrete Bridge	0													0
13	Medium Span Concrete Bridge	0													0
14	Structural Steel Bridge	0													0
15	Segmental Concrete Bridge	0													0
16	Movable Span	0													0
17	Retaining Walls	0													0
18	Miscellaneous Structures	240													240
19	Signing & Pavement Marking Analysis	331.4													331.4
20	Signing & Pavement Marking Plans	93													93
21	Signalization Analysis	546													546
22	Signalization Plans	327													327
23	Lighting Analysis	626													626
24	Lighting Plans	136													136
25	Landscape Analysis	0													0
26	Landscape Plans	0													0
27	Survey - Field and Office Support			502											502
28	Photogrammetry	0													0
29	Mapping	0													0
30	Terrestrial Mobile LIDAR	0													0
31	Architecture Development	0													0
32	Noise Barriers Impact Design Assessment	0													0
33	ITS Analysis	0													0
34	ITS Plans	0													0
35	Geotechnical				309										309
Project Total		6,001	2,024	763	309	0	0	0	0	0	0	0	0	0	9,097
27	SUE Designating Crew Days			16.9											17
27	Survey Locate Crew Days			77.3											77
27	Survey Field Crew Days			30.7											31

- Notes: 1. Staff hours for prime consultant come directly from each discipline's worksheet.
 2. Staff hours for subconsultants are to be entered manually into columns D through O.
 3. For workbooks prepared by subconsultants, their project hours will be totaled in column C.

ESTIMATE OF WORK EFFORT FOR TECHNICAL PROPOSALS - FIRM TOTAL

Financial Project Number: 444627-2-52-01

Project Name: SR 37 (South Florida Ave.) From Ariana S

FAP Number: 0

Date: 11/1/2024

Name of Consultant: Patel Greene and Associates (PGA)

WORK ACTIVITY	Hours from "Summary" sheet		EMPLOYEE CLASSIFICATION											TOTAL STAFF HOURS		ON CADD PERCENT	
	Firm	Total	Project Manager	Secretary/Clerical	Chief Engineer 1	Chief Scientist	Senior Engineer 1	Engineer 1	Engineer 2	Engineer Intern	Senior Engineer Technician	Engineer Technician	Chief Designer	CEI-Senior Project Engineer	RANGE		
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
3. Project Common and Project General Tasks	357	267	18	36	0	18	0	18	0	0	0	0	0	0	357	393	
4. Roadway Analysis	1792	90	0	90	0	448	358	448	358	0	0	0	0	1792	1971		
5. Roadway Plans	515	26	0	0	0	0	77	52	103	77	52	103	25	515	567		
6a. Drainage Analysis	680	34	0	34	0	170	136	170	136	0	0	0	0	680	748		
6b. Drainage Plans	174	9	0	0	0	0	26	17	35	26	17	35	9	174	191		
6c. Selective C&G	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
7. Utilities (CivilSurv)														0	0		
7. Utilities (Element)														0	0		
8. Environmental Permits, and Env. Clearances	107	0	0	11	69	0	0	0	27	0	0	0	0	107	118		
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	77	4	0	4	0	12	15	19	15	8	0	0	0	77	85		
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
12. Structures - Short Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
18. Structures - Miscellaneous	240	12	0	12	0	24	60	36	36	24	12	24	0	240	264		
19. Signing & Pavement Marking Analysis	331.4	17	0	17	0	83	66	82	66	0	0	0	0	331	364		
20. Signing & Pavement Marking Plans	93	5	0	0	0	0	14	9	18	14	9	19	5	93	102		
21. Signalization Analysis	546	27	0	27	0	136	110	136	110	0	0	0	0	546	601		
22. Signalization Plans	327	16	0	0	0	0	50	33	65	49	33	65	16	327	360		
23. Lighting Analysis	626	31	0	31	0	157	125	157	125	0	0	0	0	626	689		
24. Lighting Plans	136	7	0	0	0	0	20	14	27	20	14	27	7	136	150		
25. Landscape Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
26. Landscape Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
27. Survey (Field & Office Support)														0	0		
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
30. Terrestrial Mobile LiDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
35. Geotechnical														0	0		
TOTALS	6,001	545	18	262	69	1,048	1,057	1,191	1,121	218	137	273	62	6,001	6,603		

Notes:

1. This worksheet provides the distribution of a firm's total staff hours for a project.
2. Percentages for staff hour distribution by classification are entered below in rows 64 to 98 of this sheet.
3. Total Staff Hours (column O) may not match staff hours from Summary worksheet (column B) due to rounding. Staff hours calculated for employee classifications are to be adjusted so totals in columns B and O match.
4. Formulas under "Total Staff Hours Range" (columns O & P) may be adjusted to provide desired range.

Field Survey Estimate:

0 4-person crew days

FIRM TOTAL	6,001	6,603
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ESTIMATE OF WORK EFFORT FOR TECHNICAL PROPOSALS - FIRM TOTAL

Financial Project Number: 444627-2-52-01

Project Name SR 37 (South Florida Ave.) From Ariana S

FAP Number: 0

Date: 11/1/2024

Name of Consultant: Patel Greene and Associates (PGA)

Staff Hour Distribution Percentages - Firm Total

	Hours from "Summary" sheet Firm Total	Project Manager	Secretary/Clerical	Chief Engineer 1	Chief Scientist	Senior Engineer 1	Engineer 1	Engineer 2	Engineer Intern	Senior Engineer Technician	Engineer Technician	Chief Designer	CEI-Senior Project Engineer	Total
3. Project Common and Project General Tasks	357	75.0%	5.0%	10.0%	0.0%	5.0%	0.0%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%
4. Roadway Analysis	1792	5.0%	0.0%	5.0%	0.0%	25.0%	20.0%	25.0%	20.0%	0.0%	0.0%	0.0%	0.0%	100.00%
5. Roadway Plans	515	5.0%	0.0%	0.0%	0.0%	0.0%	15.0%	10.0%	20.0%	15.0%	10.0%	20.0%	5.0%	100.00%
6a. Drainage Analysis	680	5.0%	0.0%	5.0%	0.0%	25.0%	20.0%	25.0%	20.0%	0.0%	0.0%	0.0%	0.0%	100.00%
6b. Drainage Plans	174	5.0%	0.0%	0.0%	0.0%	0.0%	15.0%	10.0%	20.0%	15.0%	10.0%	20.0%	5.0%	100.00%
6c. Selective C&G	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
7. Utilities (CivilSurv)		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
7. Utilities (Element)		0.0%	0.0%	20.0%	65.0%	0.0%	0.0%	0.0%	15.0%	0.0%	0.0%	0.0%	0.0%	100.00%
8. Environmental Permits, and Env. Clearances	107	0.0%	0.0%	10.0%	65.0%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	100.00%
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	77	5.0%	0.0%	5.0%	0.0%	15.0%	20.0%	25.0%	20.0%	10.0%	0.0%	0.0%	0.0%	100.00%
10. Structures - Bridge Development Report	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
11. Structures - Temporary Bridge	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
12. Structures - Short Span Concrete Bridge	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
13. Structures - Medium Span Concrete Bridge	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
14. Structures - Structural Steel Bridge	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
15. Structures - Segmental Concrete Bridge	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
16. Structures - Movable Span	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
17. Structures - Retaining Walls	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
18. Structures - Miscellaneous	240	5.0%	0.0%	5.0%	0.0%	10.0%	25.0%	15.0%	15.0%	10.0%	5.0%	10.0%	0.0%	100.00%
19. Signing & Pavement Marking Analysis	331.4	5.0%	0.0%	5.0%	0.0%	25.0%	20.0%	25.0%	20.0%	0.0%	0.0%	0.0%	0.0%	100.00%
20. Signing & Pavement Marking Plans	93	5.0%	0.0%	0.0%	0.0%	0.0%	15.0%	10.0%	20.0%	15.0%	10.0%	20.0%	5.0%	100.00%
21. Signalization Analysis	546	5.0%	0.0%	5.0%	0.0%	25.0%	20.0%	25.0%	20.0%	0.0%	0.0%	0.0%	0.0%	100.00%
22. Signalization Plans	327	5.0%	0.0%	0.0%	0.0%	0.0%	15.0%	10.0%	20.0%	15.0%	10.0%	20.0%	5.0%	100.00%
23. Lighting Analysis	626	5.0%	0.0%	5.0%	0.0%	25.0%	20.0%	25.0%	20.0%	0.0%	0.0%	0.0%	0.0%	100.00%
24. Lighting Plans	136	5.0%	0.0%	0.0%	0.0%	0.0%	15.0%	10.0%	20.0%	15.0%	10.0%	20.0%	5.0%	100.00%
25. Landscape Analysis	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
26. Landscape Plans	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
27. Survey (Field & Office Support)		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
28. Photogrammetry	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
29. Mapping	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
30. Terrestrial Mobile LiDAR	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
31. Architecture Development	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
32. Noise Barriers Impact Design Assessment	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
33. Intelligent Transportation Systems Analysis	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
34. Intelligent Transportation Systems Plans	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
35. Geotechnical		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%

ESTIMATE OF WORK EFFORT FOR TECHNICAL PROPOSALS - FIRM TOTAL

Financial Project Number: 444627-2-52-01

Project Name: SR 37 (South Florida Ave.) From Ariana S

FAP Number: 0

Date: 11/1/2024

Name of Consultant: CivilSurv

WORK ACTIVITY	Hours from "Summary" sheet		EMPLOYEE CLASSIFICATION											TOTAL STAFF HOURS		ON CADD PERCENT	
	Firm	Total	Project Manager 3	Project Manager 2	Engineering Technician	Engineering Intern	Chief Designer	Staff Classification 6	Staff Classification 7	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	RANGE		
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
3. Project Common and Project General Tasks															0	0	
4. Roadway Analysis															0	0	
5. Roadway Plans															0	0	
6a. Drainage Analysis															0	0	
6b. Drainage Plans															0	0	
6c. Selective C&G															0	0	
7. Utilities (CivilSurv)	2024		405	202	405	405	607	0	0	0	0	0	0	0	2024	2226	
7. Utilities (Element)															0	0	
8. Environmental Permits, and Env. Clearances															0	0	
9. Structures - Misc. Tasks, Dwgs, Non-Tech.															0	0	
10. Structures - Bridge Development Report															0	0	
11. Structures - Temporary Bridge															0	0	
12. Structures - Short Span Concrete Bridge															0	0	
13. Structures - Medium Span Concrete Bridge															0	0	
14. Structures - Structural Steel Bridge															0	0	
15. Structures - Segmental Concrete Bridge															0	0	
16. Structures - Movable Span															0	0	
17. Structures - Retaining Walls															0	0	
18. Structures - Miscellaneous															0	0	
19. Signing & Pavement Marking Analysis															0	0	
20. Signing & Pavement Marking Plans															0	0	
21. Signalization Analysis															0	0	
22. Signalization Plans															0	0	
23. Lighting Analysis															0	0	
24. Lighting Plans															0	0	
25. Landscape Analysis															0	0	
26. Landscape Plans															0	0	
27. Survey (Field & Office Support)															0	0	
28. Photogrammetry															0	0	
29. Mapping															0	0	
30. Terrestrial Mobile LiDAR															0	0	
31. Architecture Development															0	0	
32. Noise Barriers Impact Design Assessment															0	0	
33. Intelligent Transportation Systems Analysis															0	0	
34. Intelligent Transportation Systems Plans															0	0	
35. Geotechnical															0	0	
TOTALS	2,024		405	202	405	405	607	0	0	0	0	0	0	0	2,024	2,226	

Notes:

1. This worksheet provides the distribution of a firm's total staff hours for a project.
2. Percentages for staff hour distribution by classification are entered below in rows 64 to 98 of this sheet.
3. Total Staff Hours (column O) may not match staff hours from Summary worksheet (column B) due to rounding. Staff hours calculated for employee classifications are to be adjusted so totals in columns B and O match.
4. Formulas under "Total Staff Hours Range" (columns O & P) may be adjusted to provide desired range.

Field Survey Estimate:

0 4-person crew days

FIRM TOTAL

2,024

2,226

ESTIMATE OF WORK EFFORT FOR TECHNICAL PROPOSALS - FIRM TOTAL

Financial Project Number: 444627-2-52-01

Project Name SR 37 (South Florida Ave.) From Ariana S

FAP Number: 0

Date: 11/1/2024

Name of Consultant: CivilSurv

Staff Hour Distribution Percentages - Firm Total

	Hours from "Summary" sheet Firm Total	Project Manager 3	Project Manager 2	Engineering Technician	Engineering Intern	Chief Designer	Staff Classification 6	Staff Classification 7	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	Total
3. Project Common and Project General Tasks		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
4. Roadway Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
5. Roadway Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
6a. Drainage Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
6b. Drainage Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
6c. Selective C&G		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
7. Utilities (CivilSurv)	2024	20.0%	10.0%	20.0%	20.0%	30.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%
7. Utilities (Element)		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
8. Environmental Permits, and Env. Clearances		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
9. Structures - Misc. Tasks, Dwgs, Non-Tech.		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
10. Structures - Bridge Development Report		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
11. Structures - Temporary Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
12. Structures - Short Span Concrete Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
13. Structures - Medium Span Concrete Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
14. Structures - Structural Steel Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
15. Structures - Segmental Concrete Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
16. Structures - Movable Span		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
17. Structures - Retaining Walls		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
18. Structures - Miscellaneous		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
19. Signing & Pavement Marking Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
20. Signing & Pavement Marking Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
21. Signalization Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
22. Signalization Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
23. Lighting Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
24. Lighting Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
25. Landscape Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
26. Landscape Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
27. Survey (Field & Office Support)		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
28. Photogrammetry		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
29. Mapping		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
30. Terrestrial Mobile LiDAR		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
31. Architecture Development		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
32. Noise Barriers Impact Design Assessment		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
33. Intelligent Transportation Systems Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
34. Intelligent Transportation Systems Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
35. Geotechnical		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%

ESTIMATE OF WORK EFFORT FOR TECHNICAL PROPOSALS - FIRM TOTAL

Financial Project Number: 444627-2-52-01

Project Name: SR 37 (South Florida Ave.) From Ariana S

FAP Number: 0

Date: 11/1/2024

Name of Consultant: Element

WORK ACTIVITY	Hours from "Summary" sheet		EMPLOYEE CLASSIFICATION											TOTAL STAFF HOURS		ON CADD	
	Firm	Total	SUR Survey Project Manager 3	SUR Survey Project Manager 1	SUR SVY/GIS/SUE Analyst	Clerical	Utility Coordinator	Senior Utility Coordinator	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	Staff Classification 13	RANGE		
															Hours		Hours
3. Project Common and Project General Tasks															0	0	
4. Roadway Analysis															0	0	
5. Roadway Plans															0	0	
6a. Drainage Analysis															0	0	
6b. Drainage Plans															0	0	
6c. Selective C&G															0	0	
7. Utilities (CivilSurv)															0	0	
7. Utilities (Element)	261		0	0	0	26	183	52	0	0	0	0	0	0	261	287	
8. Environmental Permits, and Env. Clearances															0	0	
9. Structures - Misc. Tasks, Dwg, Non-Tech.															0	0	
10. Structures - Bridge Development Report															0	0	
11. Structures - Temporary Bridge															0	0	
12. Structures - Short Span Concrete Bridge															0	0	
13. Structures - Medium Span Concrete Bridge															0	0	
14. Structures - Structural Steel Bridge															0	0	
15. Structures - Segmental Concrete Bridge															0	0	
16. Structures - Movable Span															0	0	
17. Structures - Retaining Walls															0	0	
18. Structures - Miscellaneous															0	0	
19. Signing & Pavement Marking Analysis															0	0	
20. Signing & Pavement Marking Plans															0	0	
21. Signalization Analysis															0	0	
22. Signalization Plans															0	0	
23. Lighting Analysis															0	0	
24. Lighting Plans															0	0	
25. Landscape Analysis															0	0	
26. Landscape Plans															0	0	
27. Survey (Field & Office Support)	502		75	126	301	0	0	0	0	0	0	0	0	0	502	552	
28. Photogrammetry															0	0	
29. Mapping															0	0	
30. Terrestrial Mobile LiDAR															0	0	
31. Architecture Development															0	0	
32. Noise Barriers Impact Design Assessment															0	0	
33. Intelligent Transportation Systems Analysis															0	0	
34. Intelligent Transportation Systems Plans															0	0	
35. Geotechnical															0	0	
TOTALS	763		75	126	301	26	183	52	0	0	0	0	0	0	763	839	

Notes:

1. This worksheet provides the distribution of a firm's total staff hours for a project.
2. Percentages for staff hour distribution by classification are entered below in rows 64 to 98 of this sheet.
3. Total Staff Hours (column O) may not match staff hours from Summary worksheet (column B) due to rounding. Staff hours calculated for employee classifications are to be adjusted so totals in columns B and O match.
4. Formulas under "Total Staff Hours Range" (columns O & P) may be adjusted to provide desired range.

Field Survey Estimate:

31 4-person crew days

FIRM TOTAL

763

839

ESTIMATE OF WORK EFFORT FOR TECHNICAL PROPOSALS - FIRM TOTAL

Financial Project Number: 444627-2-52-01

Project Name SR 37 (South Florida Ave.) From Ariana S

FAP Number: 0

Date: 11/1/2024

Name of Consultant: Element

Staff Hour Distribution Percentages - Firm Total

	Hours from "Summary" sheet Firm Total	SUR Survey Project Manager 3	SUR Survey Project Manager 1	SUR SVY/GIS/SU E Analyst	Clerical	Utility Coordinator	Senior Utility Coordinator	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	Staff Classification 13	Total
3. Project Common and Project General Tasks		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
4. Roadway Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
5. Roadway Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
6a. Drainage Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
6b. Drainage Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
6c. Selective C&G		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
7. Utilities (CivilSurv)		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
7. Utilities (Element)	261	0.0%	0.0%	0.0%	10.0%	70.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%
8. Environmental Permits, and Env. Clearances		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
9. Structures - Misc. Tasks, Dwgs, Non-Tech.		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
10. Structures - Bridge Development Report		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
11. Structures - Temporary Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
12. Structures - Short Span Concrete Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
13. Structures - Medium Span Concrete Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
14. Structures - Structural Steel Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
15. Structures - Segmental Concrete Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
16. Structures - Movable Span		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
17. Structures - Retaining Walls		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
18. Structures - Miscellaneous		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
19. Signing & Pavement Marking Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
20. Signing & Pavement Marking Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
21. Signalization Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
22. Signalization Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
23. Lighting Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
24. Lighting Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
25. Landscape Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
26. Landscape Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
27. Survey (Field & Office Support)	502	15.0%	25.0%	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%
28. Photogrammetry		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
29. Mapping		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
30. Terrestrial Mobile LiDAR		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
31. Architecture Development		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
32. Noise Barriers Impact Design Assessment		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
33. Intelligent Transportation Systems Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
34. Intelligent Transportation Systems Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
35. Geotechnical		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%

ESTIMATE OF WORK EFFORT FOR TECHNICAL PROPOSALS - FIRM TOTAL

Financial Project Number: 444627-2-52-01

Project Name: SR 37 (South Florida Ave.) From Ariana S

FAP Number: 0

Date: 11/1/2024

Name of Consultant: TestLab

WORK ACTIVITY	EMPLOYEE CLASSIFICATION														TOTAL STAFF HOURS		ON CADD PERCENT
	Hours from "Summary" sheet		MAT Engineer	MAT Engineer	MAT GIS Specialist	MAT Project Manager	MAT Secretary/CI	MAT Senior Engineer	MAT Senior Engineering	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	RANGE		
	Firm	Total	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
3. Project Common and Project General Tasks															0	0	
4. Roadway Analysis															0	0	
5. Roadway Plans															0	0	
6a. Drainage Analysis															0	0	
6b. Drainage Plans															0	0	
6c. Selective C&G															0	0	
7. Utilities (CivilSurv)															0	0	
7. Utilities (Element)															0	0	
8. Environmental Permits, and Env. Clearances															0	0	
9. Structures - Misc. Tasks, Dwgs. Non-Tech.															0	0	
10. Structures - Bridge Development Report															0	0	
11. Structures - Temporary Bridge															0	0	
12. Structures - Short Span Concrete Bridge															0	0	
13. Structures - Medium Span Concrete Bridge															0	0	
14. Structures - Structural Steel Bridge															0	0	
15. Structures - Segmental Concrete Bridge															0	0	
16. Structures - Movable Span															0	0	
17. Structures - Retaining Walls															0	0	
18. Structures - Miscellaneous															0	0	
19. Signing & Pavement Marking Analysis															0	0	
20. Signing & Pavement Marking Plans															0	0	
21. Signalization Analysis															0	0	
22. Signalization Plans															0	0	
23. Lighting Analysis															0	0	
24. Lighting Plans															0	0	
25. Landscape Analysis															0	0	
26. Landscape Plans															0	0	
27. Survey (Field & Office Support)															0	0	
28. Photogrammetry															0	0	
29. Mapping															0	0	
30. Terrestrial Mobile LiDAR															0	0	
31. Architecture Development															0	0	
32. Noise Barriers Impact Design Assessment															0	0	
33. Intelligent Transportation Systems Analysis															0	0	
34. Intelligent Transportation Systems Plans															0	0	
35. Geotechnical		309	46	46	46	62	7	46	56	0	0	0	0	0	309	340	
TOTALS		309	46	46	46	62	7	46	56	0	0	0	0	0	309	340	

Notes:

1. This worksheet provides the distribution of a firm's total staff hours for a project.
2. Percentages for staff hour distribution by classification are entered below in rows 64 to 98 of this sheet.
3. Total Staff Hours (column O) may not match staff hours from Summary worksheet (column B) due to rounding. Staff hours calculated for employee classifications are to be adjusted so totals in columns B and O match.
4. Formulas under "Total Staff Hours Range" (columns O & P) may be adjusted to provide desired range.

Field Survey Estimate:

0 4-person crew days

FIRM TOTAL

309

340

ESTIMATE OF WORK EFFORT FOR TECHNICAL PROPOSALS - FIRM TOTAL

Financial Project Number: 444627-2-52-01

Project Name SR 37 (South Florida Ave.) From Ariana S

FAP Number: 0

Date: 11/1/2024

Name of Consultant: TestLab

Staff Hour Distribution Percentages - Firm Total

	Hours from "Summary" sheet Firm Total	MAT Engineer Intern	MAT Engineer Technician	MAT GIS Specialist	MAT Project Manager	MAT Secretary/Clerical	MAT Senior Engineer	MAT Senior Engineering Technician	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	Total
3. Project Common and Project General Tasks		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
4. Roadway Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
5. Roadway Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
6a. Drainage Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
6b. Drainage Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
6c. Selective C&G		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
7. Utilities (CivilSurv)		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
7. Utilities (Element)		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
8. Environmental Permits, and Env. Clearances		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
9. Structures - Misc. Tasks, Dwgs, Non-Tech.		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
10. Structures - Bridge Development Report		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
11. Structures - Temporary Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
12. Structures - Short Span Concrete Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
13. Structures - Medium Span Concrete Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
14. Structures - Structural Steel Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
15. Structures - Segmental Concrete Bridge		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
16. Structures - Movable Span		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
17. Structures - Retaining Walls		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
18. Structures - Miscellaneous		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
19. Signing & Pavement Marking Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
20. Signing & Pavement Marking Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
21. Signalization Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
22. Signalization Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
23. Lighting Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
24. Lighting Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
25. Landscape Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
26. Landscape Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
27. Survey (Field & Office Support)		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
28. Photogrammetry		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
29. Mapping		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
30. Terrestrial Mobile LiDAR		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
31. Architecture Development		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
32. Noise Barriers Impact Design Assessment		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
33. Intelligent Transportation Systems Analysis		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
34. Intelligent Transportation Systems Plans		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
35. Geotechnical	309	15.0%	15.0%	15.0%	20.0%	2.0%	15.0%	18.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)
 County: Polk
 FPN: 444627-2-52-01
 FAP No.: 1/0/1900

Consultant Name: Patel Greene and Associates (PGA)
 Consultant No.: enter consultants proj. number
 Date: 11/1/2024
 Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Secretary/Clerical	Chief Engineer 1	Chief Scientist	Senior Engineer 1	Engineer 1	Engineer 2	Engineer Intern	Senior Engineer Technician	Engineer Technician	Chief Designer	CE/Senior Project Engineer	SH By	Salary Cost By	Average Rate Per
		\$59.85	\$30.00	\$89.85	\$64.00	\$83.13	\$51.80	\$63.23	\$40.56	\$40.00	\$34.00	\$56.70	\$76.50	Activity	Activity	Task
3. Project Common and Project General Tasks	357	267	18	36	0	18	0	18	0	0	0	0	0	357	\$22,389	\$62.71
4. Roadway Analysis	1,792	90	0	90	0	448	358	448	358	0	0	0	0	1,792	\$112,107	\$62.56
5. Roadway Plans	515	26	0	0	0	0	77	52	103	77	52	103	25	515	\$25,611	\$49.73
6a. Drainage Analysis	680	34	0	34	0	170	136	170	136	0	0	0	0	680	\$42,532	\$62.55
6b. Drainage Plans	174	9	0	0	0	0	26	17	35	26	17	35	9	174	\$8,671	\$49.83
6c. Selective C&G	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
7. Utilities (CivilSurv)														0	\$0	#DIV/0!
7. Utilities (Element)														0	\$0	#DIV/0!
8. Environmental Permits, and Env. Clearances	107	0	0	11	69	0	0	0	27	0	0	0	0	107	\$6,499	\$60.74
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	77	4	0	4	0	12	15	19	15	8	0	0	0	77	\$4,503	\$58.48
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
12. Structures - Short Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
18. Structures - Miscellaneous	240	12	0	12	0	24	60	36	36	24	12	24	0	240	\$13,365	\$55.69
19. Signing & Pavement Marking Analysis	331	17	0	17	0	83	66	82	66	0	0	0	0	331	\$20,725	\$62.61
20. Signing & Pavement Marking Plans	93	5	0	0	0	0	14	9	18	14	9	19	5	93	\$4,649	\$49.99
21. Signalization Analysis	546	27	0	27	0	136	110	136	110	0	0	0	0	546	\$34,106	\$62.47
22. Signalization Plans	327	16	0	0	0	50	33	65	65	49	33	65	16	327	\$16,262	\$49.73
23. Lighting Analysis	626	31	0	31	0	157	125	157	125	0	0	0	0	626	\$39,164	\$62.56
24. Lighting Plans	136	7	0	0	0	0	20	14	27	20	14	27	7	136	\$6,778	\$49.84
25. Landscape Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
26. Landscape Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
27. Survey (Field & Office Support)														0	\$0	#DIV/0!
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
30. Terrestrial Mobile LIDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
35. Geotechnical														0	\$0	#DIV/0!
Total Staff Hours	6,001	545	18	262	69	1,048	1,057	1,191	1,121	218	137	273	62	6,001		
Total Staff Cost		\$32,618.25	\$540.00	\$23,540.70	\$4,416.00	\$87,120.24	\$54,752.60	\$75,306.93	\$45,467.76	\$8,720.00	\$4,658.00	\$15,479.10	\$4,743.00		\$357,362.58	\$59.55

Check = \$357,362.58

Survey Field Days by Subconsultant
 4 - Person Crew:

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

SALARY RELATED COSTS:			\$357,362.58
OVERHEAD:		163.040%	\$582,643.95
OPERATING MARGIN:		39.000%	\$139,371.41
FCCM (Facilities Capital Cost Money):		1.086%	\$3,880.96
EXPENSES:		0.630%	\$2,251.38
Survey (Field - if by Prime)	4-person crew days @	\$ - / day	\$0.00
SUBTOTAL ESTIMATED FEE:			\$1,085,510.28
Subconsultant: CivilSurv			\$308,315.62
Subconsultant: Element			\$375,605.94
Subconsultant: TestLab			\$81,289.22
Subconsultant: Sub 4			\$0.00
Subconsultant: Sub 5			\$0.00
Subconsultant: Sub 6			\$0.00
Subconsultant: Sub 7			\$0.00
Subconsultant: Sub 8			\$0.00
Subconsultant: Sub 9			\$0.00
Subconsultant: Sub 10			\$0.00
Subconsultant: Sub 11			\$0.00
Subconsultant: Sub 12			\$0.00
SUBTOTAL ESTIMATED FEE:			\$1,850,721.06
Geotechnical Field and Lab Testing			\$0.00
SUBTOTAL ESTIMATED FEE:			\$1,850,721.06
Optional Services			\$0.00
GRAND TOTAL ESTIMATED FEE:			\$1,850,721.06

ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT

Name of Project: SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)
 County: Polk
 FPN: 444627-2-52-01
 FAP No.: 1/0/1900

Consultant Name: CivilSurv
 Consultant No.: enter consultants proj. number
 Date: 11/1/2024
 Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager 3	Project Manager 2	Engineering Technician	Engineering Intern	Chief Designer	Staff Classification 6	Staff Classification 7	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
3. Project Common and Project General Tasks														0	\$0	#DIV/0!
4. Roadway Analysis														0	\$0	#DIV/0!
5. Roadway Plans														0	\$0	#DIV/0!
6a. Drainage Analysis														0	\$0	#DIV/0!
6b. Drainage Plans														0	\$0	#DIV/0!
6c. Selective C&G														0	\$0	#DIV/0!
7. Utilities (CivilSurv)	2,024	405	202	405	405	607	0	0	0	0	0	0	0	2,024	\$119,528	\$59.06
7. Utilities (Element)														0	\$0	#DIV/0!
8. Environmental Permits, and Env. Clearances														0	\$0	#DIV/0!
9. Structures - Misc. Tasks, Dwgs, Non-Tech.														0	\$0	#DIV/0!
10. Structures - Bridge Development Report														0	\$0	#DIV/0!
11. Structures - Temporary Bridge														0	\$0	#DIV/0!
12. Structures - Short Span Concrete Bridge														0	\$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge														0	\$0	#DIV/0!
14. Structures - Structural Steel Bridge														0	\$0	#DIV/0!
15. Structures - Segmental Concrete Bridge														0	\$0	#DIV/0!
16. Structures - Movable Span														0	\$0	#DIV/0!
17. Structures - Retaining Walls														0	\$0	#DIV/0!
18. Structures - Miscellaneous														0	\$0	#DIV/0!
19. Signing & Pavement Marking Analysis														0	\$0	#DIV/0!
20. Signing & Pavement Marking Plans														0	\$0	#DIV/0!
21. Signalization Analysis														0	\$0	#DIV/0!
22. Signalization Plans														0	\$0	#DIV/0!
23. Lighting Analysis														0	\$0	#DIV/0!
24. Lighting Plans														0	\$0	#DIV/0!
25. Landscape Analysis														0	\$0	#DIV/0!
26. Landscape Plans														0	\$0	#DIV/0!
27. Survey (Field & Office Support)														0	\$0	#DIV/0!
28. Photogrammetry														0	\$0	#DIV/0!
29. Mapping														0	\$0	#DIV/0!
30. Terrestrial Mobile LiDAR														0	\$0	#DIV/0!
31. Architecture Development														0	\$0	#DIV/0!
32. Noise Barriers Impact Design Assessment														0	\$0	#DIV/0!
33. Intelligent Transportation Systems Analysis														0	\$0	#DIV/0!
34. Intelligent Transportation Systems Plans														0	\$0	#DIV/0!
35. Geotechnical														0	\$0	#DIV/0!
Total Staff Hours	2,024	405	202	405	405	607	0	0	0	0	0	0	0	2,024		
Total Staff Cost		\$45,189.90	\$17,184.14	\$16,548.30	\$16,046.10	\$24,559.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$119,527.66	\$59.06

Check = \$119,527.66

Notes:
 1. This sheet to be used by Subconsultant to calculate its fee.

SALARY RELATED COSTS:			\$119,527.66
OVERHEAD:	110.350%		\$131,898.77
OPERATING MARGIN:	35.000%		\$41,834.68
FCCM (Facilities Capital Cost Money):	0.925%		\$1,105.63
EXPENSES:	11.670%		\$13,948.88
SUBTOTAL ESTIMATED FEE			\$308,315.62
Survey (Field)	4-person crew	\$ - / day	\$0.00
Geotechnical Field and Lab Testing			\$0.00
SUBTOTAL ESTIMATED FEE			\$308,315.62
Optional Services			\$0.00
GRAND TOTAL ESTIMATED FEE:			\$308,315.62

ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT

Name of Project: SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)
 County: Polk
 FPN: 444627-2-52-01
 FAP No.: 1/0/1900

Consultant Name: Element
 Consultant No.: enter consultants proj. number
 Date: 11/1/2024
 Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	SUR Survey Project Manager 3	SUR Survey Project Manager 1	SUR SVY/GIS/SUE Analyst	Clerical	Utility Coordinator	Senior Utility Coordinator	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	Staff Classification 13	SH	Salary	Average
		\$79.92	\$54.13	\$47.28	\$34.54	\$44.00	\$64.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	By Activity	Cost By Activity	Rate Per Task
3. Project Common and Project General Tasks														0	\$0	#DIV/0!
4. Roadway Analysis														0	\$0	#DIV/0!
5. Roadway Plans														0	\$0	#DIV/0!
6a. Drainage Analysis														0	\$0	#DIV/0!
6b. Drainage Plans														0	\$0	#DIV/0!
6c. Selective C&G														0	\$0	#DIV/0!
7. Utilities (Civil/Surv)														0	\$0	#DIV/0!
7. Utilities (Element)	261	0	0	0	26	183	52	0	0	0	0	0	0	261	\$12,302	\$47.14
8. Environmental Permits, and Env. Clearances														0	\$0	#DIV/0!
9. Structures - Misc. Tasks, Dwgs, Non-Tech.														0	\$0	#DIV/0!
10. Structures - Bridge Development Report														0	\$0	#DIV/0!
11. Structures - Temporary Bridge														0	\$0	#DIV/0!
12. Structures - Short Span Concrete Bridge														0	\$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge														0	\$0	#DIV/0!
14. Structures - Structural Steel Bridge														0	\$0	#DIV/0!
15. Structures - Segmental Concrete Bridge														0	\$0	#DIV/0!
16. Structures - Movable Span														0	\$0	#DIV/0!
17. Structures - Retaining Walls														0	\$0	#DIV/0!
18. Structures - Miscellaneous														0	\$0	#DIV/0!
19. Signing & Pavement Marking Analysis														0	\$0	#DIV/0!
20. Signing & Pavement Marking Plans														0	\$0	#DIV/0!
21. Signalization Analysis														0	\$0	#DIV/0!
22. Signalization Plans														0	\$0	#DIV/0!
23. Lighting Analysis														0	\$0	#DIV/0!
24. Lighting Plans														0	\$0	#DIV/0!
25. Landscape Analysis														0	\$0	#DIV/0!
26. Landscape Plans														0	\$0	#DIV/0!
27. Survey (Field & Office Support)	502	75	126	301	0	0	0	0	0	0	0	0	0	502	\$27,046	\$53.88
28. Photogrammetry														0	\$0	#DIV/0!
29. Mapping														0	\$0	#DIV/0!
30. Terrestrial Mobile LiDAR														0	\$0	#DIV/0!
31. Architecture Development														0	\$0	#DIV/0!
32. Noise Barriers Impact Design Assessment														0	\$0	#DIV/0!
33. Intelligent Transportation Systems Analysis														0	\$0	#DIV/0!
34. Intelligent Transportation Systems Plans														0	\$0	#DIV/0!
35. Geotechnical														0	\$0	#DIV/0!
Total Staff Hours	763	75	126	301	26	183	52	0	0	0	0	0	0	763		
Total Staff Cost		\$5,994.00	\$6,820.38	\$14,231.28	\$898.04	\$8,052.00	\$3,352.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$39,348.14	\$51.57

Check = \$39,348.14

Notes:
 1. This sheet to be used by Subconsultant to calculate its fee.

SALARY RELATED COSTS:				\$39,348.14
OVERHEAD:		146.720%		\$57,731.59
OPERATING MARGIN:		40.000%		\$15,739.26
FCCM (Facilities Capital Cost Money):		0.876%		\$344.69
EXPENSES:		15.720%		\$6,185.53
SUBTOTAL ESTIMATED FEE:				\$119,349.21
SUE Designate crew	16.9	days @	2084.16 / day	\$35,222.30
SUE Locate crew	77.3	days @	2084.16 / day	\$161,105.57
Survey (Field)	30.7	days @	\$ 1,952.08 / day	\$59,928.86
Geotechnical Field and Lab Testing				\$0.00
SUBTOTAL ESTIMATED FEE:				\$375,605.94

ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT

Name of Project: SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)
 County: Polk
 FPN: 444627-2-52-01
 FAP No.: 1/0/1900

Consultant Name: Testlab
 Consultant No.: enter consultants proj. number
 Date: 11/1/2024
 Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	MAT Engineer Intern	MAT Engineer Technician	MAT GIS Specialist	MAT Project Manager	MAT Secretary/Clerical	MAT Senior Engineer	MAT Senior Engineering Technician	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$31.25	\$30.00	\$30.27	\$43.27	\$21.00	\$63.10	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
3. Project Common and Project General Tasks														0	\$0	#DIV/0!
4. Roadway Analysis														0	\$0	#DIV/0!
5. Roadway Plans														0	\$0	#DIV/0!
6a. Drainage Analysis														0	\$0	#DIV/0!
6b. Drainage Plans														0	\$0	#DIV/0!
6c. Selective C&G														0	\$0	#DIV/0!
7. Utilities (CivilSurv)														0	\$0	#DIV/0!
7. Utilities (Element)														0	\$0	#DIV/0!
8. Environmental Permits, and Env. Clearances														0	\$0	#DIV/0!
9. Structures - Misc. Tasks, Dwgs, Non-Tech.														0	\$0	#DIV/0!
10. Structures - Bridge Development Report														0	\$0	#DIV/0!
11. Structures - Temporary Bridge														0	\$0	#DIV/0!
12. Structures - Short Span Concrete Bridge														0	\$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge														0	\$0	#DIV/0!
14. Structures - Structural Steel Bridge														0	\$0	#DIV/0!
15. Structures - Segmental Concrete Bridge														0	\$0	#DIV/0!
16. Structures - Movable Span														0	\$0	#DIV/0!
17. Structures - Retaining Walls														0	\$0	#DIV/0!
18. Structures - Miscellaneous														0	\$0	#DIV/0!
19. Signing & Pavement Marking Analysis														0	\$0	#DIV/0!
20. Signing & Pavement Marking Plans														0	\$0	#DIV/0!
21. Signalization Analysis														0	\$0	#DIV/0!
22. Signalization Plans														0	\$0	#DIV/0!
23. Lighting Analysis														0	\$0	#DIV/0!
24. Lighting Plans														0	\$0	#DIV/0!
25. Landscape Analysis														0	\$0	#DIV/0!
26. Landscape Plans														0	\$0	#DIV/0!
27. Survey (Field & Office Support)														0	\$0	#DIV/0!
28. Photogrammetry														0	\$0	#DIV/0!
29. Mapping														0	\$0	#DIV/0!
30. Terrestrial Mobile LIDAR														0	\$0	#DIV/0!
31. Architecture Development														0	\$0	#DIV/0!
32. Noise Barriers Impact Design Assessment														0	\$0	#DIV/0!
33. Intelligent Transportation Systems Analysis														0	\$0	#DIV/0!
34. Intelligent Transportation Systems Plans														0	\$0	#DIV/0!
35. Geotechnical	309	46	46	46	62	7	46	56	0	0	0	0	0	309	\$11,622	\$37.61
Total Staff Hours	309	46	46	46	62	7	46	56	0	0	0	0	0	309		
Total Staff Cost		\$1,437.50	\$1,380.00	\$1,392.42	\$2,682.74	\$147.00	\$2,902.60	\$1,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$11,622.26	\$37.61

Check = \$11,622.26

SALARY RELATED COSTS:			\$11,622.26
OVERHEAD:		157.490%	\$18,303.90
OPERATING MARGIN:		33.000%	\$3,835.35
FCCM (Facilities Capital Cost Money):		2.404%	\$279.40
EXPENSES:		4.750%	\$552.06
SUBTOTAL ESTIMATED FEE:			\$34,592.97
Survey (Field)	4-person crew	\$ - / day	\$0.00
Geotechnical Field and Lab Testing			\$46,696.25
SUBTOTAL ESTIMATED FEE:			\$81,289.22
Optional Services			\$0.00
GRAND TOTAL ESTIMATED FEE:			\$81,289.22

Notes:
 1. This sheet to be used by Subconsultant to calculate its fee.

Project Activity 3: General Tasks

Estimator:	SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland) 444627-2-52-01
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Representing	Print Name	Signature / Date
COL		
PGA		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.1	Public Involvement					
3.1.1	Community Awareness Plan	LS	1	0	0	N/A
3.1.2	Notifications	LS	1	0	0	N/A
3.1.3	Preparing Mailing Lists	LS	0	0	0	
3.1.4	Median Modification Letters	LS	1	0	0	N/A
3.1.5	Driveway Modification Letters	LS	9	2	18	Sketches only FDOT to provide Access Management Coordination
3.1.6	Newsletters	LS	1	0	0	N/A
3.1.7	Renderings and Fly Throughs	LS	1	30	30	Preparation of Renderings and Roll Plot for City of Lakeland Use
3.1.8	PowerPoint Presentation	LS	1	0	0	N/A
3.1.9	Public Meeting Preparations	LS	1	20	20	Preparation of Public Meeting Documents and Exhibits Only
3.1.10	Public Meeting Attendance/Followup	LS	1	6	6	Attendance Only (Project Manager)
3.1.11	Other Agency Meetings	LS	1	0	0	N/A
3.1.12	Web Site	LS	1	0	0	N/A
3.1 Public Involvement Subtotal					74	
3.2	Joint Project Agreements	EA	0	0	0	N/A
3.3	Specifications & Estimates					
3.3.1	Specifications Package Preparation	LS	1	18	18	
3.3.2	Estimated Quantities Report Preparation	Report	1	Calculated Hours	26	
		Components	5	26		
3.4	Contract Maintenance and Project Documentation	LS	1	48	48	2 hours x contract time (24 months)
3.5	Value Engineering (Multi-Discipline Team) Review	LS	1	0	0	N/A

Project Activity 3: General Tasks

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.6	Prime Consultant Project Manager Meetings	LS	1	96	96	See listing below
3.7	Plans Update	LS	1	0	0	N/A

Project Activity 3: General Tasks

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.8	Post Design Services	LS	1	80	80	
3.9	Digital Delivery	LS	1	15	15	
3.10	Risk Assessment Workshop	LS	1	0	0	N/A
3.11	Railroad, Transit, and/or Airport Coordination	LS	1	0	0	N/A
3.11.1	Aeronautical Evaluation	LS	1	0	0	N/A
3.12	Landscape and Existing Vegetation Coordination	LS	1	0	0	N/A
3.13	Other Project General Tasks	LS	1	0	0	N/A
3. Project Common and Project General Tasks Total					357	
3.6 - List of Project Manager Meetings						
		Units	No of Units	Hours/ Unit	Total Hours	Comments
	Roadway Analysis	EA	11	2	22	
	Drainage	EA	4	2	8	
	Selective C&G	EA	0	0	0	
	Utilities	EA	3	3	9	
	Environmental	EA	1	1	1	
	Structures	EA	1	2	2	
	Signing & Pavement Marking	EA	4	1	4	
	Signalization	EA	4	1	4	
	Lighting	EA	4	1	4	
	Landscape Architecture	EA	0	0	0	
	Survey	EA	0	0	0	
	Photogrammetry	EA	0	0	0	
	ROW & Mapping	EA	2	1	2	
	Terrestrial Mobile LIDAR	EA	0	0	0	
	Architecture	EA	0	0	0	
	Noise Barriers	EA	0	0	0	
	ITS Analysis	EA	2	1	2	
	Geotechnical	EA	2	1	2	
	Progress Meetings	EA	18	1	18	monthly virtual
	Phase Reviews	EA	0	0	0	

Project Activity 3: General Tasks

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
	Field Reviews	EA	3	6	18	
Total Project Manager Meetings			59		96	Total PM Meeting Hours carries to Task 3.6 above

Notes:

1. If the hours per meeting vary in length (hours) enter the average in the hour/unit column.
2. Do not double count agency meetings between permitting agencies.
3. Project manager meetings are calculated in each discipline sheet and brought forward to Column D.

Representing	Print Name	Signature / Date	Video Tutorials - Short Webinars for each Staff Hour Form
COL			
PGA			

NOTE: Signature Block is optional, per District preference

Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.

What is the overall project complexity? (See Roadway Guidelines) Mid

4.1	Typical Section Package	Cover	1	Mid	6	0	6	0	
		Typical	0	Mid	0	0	0	0	
		Typical	1	Mid	8	0	8	0	
		Typical	0	Mid	0	0	0	0	
4.2	Pavement Type Selection Report	Report	0	Simple	0	0	0	0	
4.3	Pavement Design Package	Report & Assembly	1	Mid	32	0	32	0	
		Pavt Designs	2	Mid	16	0	16	0	Resurfacing and Reconstruction
		Pavt Designs	0	Mid	0	0	0	0	
4.4	Cross Slope Analysis (lanes and shoulders)	X-Slope Assessment	1.36	Mid	3	0	3	0	
		X-Slope Assessment	0.00	Mid	0	0	0	0	
		Concepts for Corrections	1	Mid	6	0	6	0	
4.5	Safety Analysis	HSM Assessment	0	Mid	0	0	0	0	
		Crash Analysis	1	Standard	24	0	24	0	review of crashes
4.6	Design Analysis	Monitor Exist. Structures	1	Mid	8	0	8	0	anticipate in historic district and businesses
		Access Management	1.36	Mid	11	0	11	0	driveways, median
4.7	Operational Analysis	Roundabout	0	Mid	0	0	0	0	
		Roundabout	0	Mid	0	0	0	0	
		Roundabout	0	Mid	0	0	0	0	
4.8	Design Reports	RRR	0	Mid	0	0	0	0	
		Other Reports		Mid	40	0	40	0	Design Documentation Report
4.9	Design Variations and Exceptions	Variation Memo	5	Mid	18	0	18	0	intersection sight distance, bike lanes, median width, Traffic Sep, width, and harden center lines
		Formal Variation	1	Mid	24	0	24	0	cross slope
		Design Exception	0	Mid	0	0	0	0	
4.10	Master Design File Setup & Maintenance, Model Management Plan	LS	1	Mid	40	0	40	0	
4.11	Horizontal /Vertical Master Design Files	Mainline	1.36	Mid	293	0	293	0	Project limits (1.02) + construction limits (.34)
		Side Road & Ramps	0.60	Mid	129	0	129	0	
		Frontage Road	0.00	Mid	0	0	0	0	
	3D Modeling Development	Mainline	2.04	Mid	220	0	370	0	40 hours for existing feature modeling + Project Limits Length Multiplied X2 to reflect complexity of end conditions (sidewalk and curb ramps), + 110 hrs (55 DWx 2 hr per DW)
		Side Road & Ramps	0.84	Mid	91	0	91	0	Side Street Length Multiplied X2 to reflect complexity of end conditions
		Frontage Road	0.00	Mid	0	0	0	0	
		AMG Files	0	Mid	0	0	0	0	
4.12	TTCP Analysis	LS	1	Mid	40	0	40	0	
		Length (Phase-Miles)	5.44	Mid	175	0	175	0	Project limits (1.02) + construction limits (.34) plus 4 phases
	TTCP Master Design Files	Pedestrian	1	Standard	32	0	32	0	special pedestrian detours
	TTCP 3D Modeling (Isolated Locations)	Locations	2	Mid	16	0	16	0	temp pavement locations
4.13	Utility Data Collection & Analysis	LS	1	Mid	12	0	12	0	

Calculated hours represent the expected effort to complete each task based on project parameters and should be considered a starting point for staff hour negotiations. The Consultant and Department staff must jointly determine the appropriate staff hours to fully cover the effort.

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- All cells designed not to be edited by the user have been locked for the users convenience to avoid accidental edits of formulas, text, etc. If you recognize any errors in the locked cells, please contact the Staff Hour Forms Manager listed below.

4.14	Roadway Quantities for EQ Report	Length (Miles)	1.36	Mid	14	0	14	0	
		Interchanges	0		0	0	0	0	
		Rest Areas	1	Mid	40	0	40	0	
TTCP Quantities for EQ Report	Major Phases	3	Standard	27	0	27	0		
	Engineer Estimate	2	Mid	24	0	24	0		
4.15	Cost Estimate	LRE Updates	1	Mid	6	0	6	0	
4.16	Technical or Modified Special Provisions	TSPs & MSPs	0		0	0	0	0	
4.17	Other Roadway Tasks	Other Analysis			0	0	0	0	
Roadway Analysis Technical Subtotal					1355	0	1505	0	
4.18	Quality Assurance/Quality Control	LS	1	5%	68	0	76	0	Please contact the Staff Hour Forms Manager below for further assistance. Ryan Buck, P.E. Project Management Support Engineer Ryan.Buck@dot.state.fl.us (850)414-4343
4.19	Supervision	LS	1	5%	68	0	76	0	
4.20	Roadway Meetings (listed below)	Meetings	15		30	0	30	0	
		Travel Time			4	0	4	0	
4.21	Field Reviews (listed below)	LS			48	0	48	0	
Roadway Analysis Non-Technical Subtotal					218	0	234	0	
4.22	Coordination	LS	1	3%	48	0	53	0	
4. Roadway Analysis Total					1621	0	1792	0	

Carries to Summary Tab

Technical Meetings	# Meetings Designer	Travel Time (Hours)	# Meetings PM	Documentation
Typical Section	0	0	0	
Pavement Design	0	0	0	
Access Management / Driveways	2	1	2	
15% Line and Grade	1	1	1	
RRR / ECAR Resolution	0	0	0	
Local Governments (cities, counties, MPO)	0	0	0	
Work Zone Traffic Control	1	1	1	
30/60/90/100% Comment Review Meetings	4	0	4	
Utility Coordination	3	1	3	
Other Meetings	0	0	0	
Subtotal Technical Meetings	11	4	11	
Progress Meetings (if required by FDOT)	2	0		
Phase Review Meetings	2	0		
Total Roadway Meetings	15	4		

Field Reviews	# of Staff	Site Time (per staff)	Travel Time (per staff)	Total Hours
Field Review #1	3	6	2	24
Field Review #2	3	6	2	24
Field Review #3	0	0	0	0
Field Review #4	0	0	0	0
Plans-in-hand Field Review	0	0	0	0
Total Field Review Hours				48

Estimator:		5. Roadway Plans Staff Hours				SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland) 444627-2-52-01				How to Use This Form	
Representing		Print Name				Signature / Date				Video Tutorials - Short Webinars for each Staff Hour Form	
COL											
PGA											
NOTE: Signature Block is optional, per District preference										Calculated hours represent the expected effort to complete each task based on project parameters and should be considered a starting point for staff hour negotiations. The Consultant and Department staff must jointly determine the appropriate staff hours to fully cover the effort.	
Task No.	Task	Project Parameter			Staff Hours				Documentation		
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.		
What is the overall project complexity? (See Roadway Guidelines)			Upper								
5.1	Key Sheet		1		4	0	4	0			
	Signature Sheet		1		2	0	2	0			
5.2	Typical Section Sheets	Typical Sections w/ CADD	1		4	0	4	0			
		Typical Sections w/o CADD	0		0	0	0	0			
		Partial Sections	4		12	0	12	0	anticipate median detail, sidewalk detail, traffic seperator detail, sidewalk detail		
5.3	Cross Slope Correction Details	Pavement Segments	3		24	0	34	0	Anticipate details for cross slope to be extensive.		
5.4	General Notes/Pay Item Notes		1	Standard	9	0	9	0			
5.5	Project Layout/Model Management		1		6	0	6	0			
5.6	Plan View (Plan Sheets)	Length (Miles)	1.36	Upper	44	0	44	0	project limits and construction limits		
		Interchange	0		0	0	0	0			
		Roundabout	0		0	0	0	0			
5.7	Profile View (Plan/Profile Sheets)	Length (Miles)	0.00	Flush Shoulder	0	0	0	0			
		Length (Miles)	1.02	Curbed	22	0	22	0	project limits only		
5.8	Special Profiles	Driveway Curb Return	0		0	0	0	0			
		Intersection RR Xing	0		0	0	0	0			
5.9	Sidewalk Profiles	Length (Miles)	0.00		0	0	0	0	anticipate holding existing back of sidewalk		
5.10	Interchange Layout Sheet	Interchange	0	Standard 2 Levels	0	0	0	0			
			0	Complex 3+ Levels	0	0	0	0			
5.11	Details	Ramp Terminal	0		0	0	0	0			
		Intersection Layout	6		72	0	72	0	six intersection lay out details		
		Special	56		560	0	114	0	55 DW/ 2 per sheet = 27.5 + 65 curb ramps/ 4 per sheet= 16.25 + 25 side streets/ 2 per sheet +12.5= 56.25 round to 57 sheets = 2 hr per sheet		
5.12	Soil Survey Sheets		0		0	0	0	0			
5.13	Cross Sections	Alignments	1		4	0	4	0			
5.14	Temporary Traffic Control Plan	TTC Notes	1		4	0	4	0			
		Length (Miles)	1.36	Upper	39	0	39	0	project limits and construction limits		
		Critical Cross Sections	0		0	0	0	0			
		TTC Details	6		48	0	48	0	sidewalk detours, lane closure detours, barrier wall		
5.15	Utility Adjustment Sheets	Length (Miles)	1.36	Complex	41	0	41	0	project limits and construction limits		
5.16	Project Control Sheets		1		4	0	4	0			
5.17	Utility Verification Data (SUE)		1		4	0	4	0			
		Roadway Plans Technical Hours Subtotal			903	0	467	0			
5.18	Quality Assurance/Quality Control	%	1	5%	46	0	24	0			
5.19	Supervision	%	1	5%	46	0	24	0			
		Roadway Plans Total			995	0	515	0			

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Please contact the Staff Hour Forms Manager below for further assistance.
Ryan Buck, P.E.
Project Management Support Engineer
Ryan.Buck@dot.state.fl.us
(850)414-4343

Representing	Print Name	Signature / Date	How to Use This Form
COL			Video Tutorials - Short Webinars for each Staff Hour Form
PGA			

NOTE: Signature Block is optional, per District preference

Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.

6a.1	Base Clearance Analysis	Locations	15	Simple	60	0	60	0	Analyze seasonal high groundwater borings, spaced 500 feet apart through the project limits.
		Report	1	Simple	8	0	8	0	Document groundwater/seasonal high water elevations for setting roadway profile.
6a.2	Hydroplaning Analysis	LS	0		0	0	0	0	N/A
6a.3	Existing Permit Analysis	LS	1	Standard	12	0	12	0	Analyze existing permits.
6a.4	Utility Conflict Matrix (for drainage structures)	LS	1	Complex	16	0	16	0	Analyze existing utilities and potential conflicts.
6a.5	Noise Barrier Drainage Analysis	Wall Length (Miles)	0.00		0	0	0	0	N/A
6a.6	Temporary Drainage Analysis	LS	1	Complex	40	0	40	0	Analyze drainage patterns throughout construction phasing and provide temporary drainage design.
6a.7	Pond Siting Analysis and Report	Basins	0		0	0	0	0	N/A
		Report	0		0	0	0	0	N/A
6a.8	Analysis of Pipe Video Inspection Report	LS	1	Standard	16	0	16	0	Analyze pipe video inspections/reports provided by FDOT.
6a.9	Bridge Hydraulic Report (Canal Crossing or Ped Bridge)	Canal King or Ped Bridge w/o Relief Bridges	0		0	0	0	0	N/A
		With Relief Bridges	0		0	0	0	0	N/A
		No-Rise	0		0	0	0	0	N/A
	Bridge Hydraulic Report (Main Bridge, Tidal)	w/o Relief Bridges	0		0	0	0	0	N/A
		With Relief Bridges	0		0	0	0	0	N/A
		No-Rise	0		0	0	0	0	N/A
Wave Modeling	Wave Modeling	0		0	0	0	0	N/A	
6a.10	Design of Minor Cross Drains		0	Simple	0	0	0	0	N/A
			0	Standard	0	0	0	0	N/A
			0	Complex	0	0	0	0	N/A
	Design of Major Cross Drains		0	Simple	0	0	0	0	N/A
			0	Standard	0	0	0	0	N/A
			0	Complex	0	0	0	0	N/A
6a.11	Design of Ditches and Side Drains	Ditches (Miles)	0.00	Simple	0	0	0	0	N/A
			0.00	Standard	0	0	0	0	N/A
			0.00	Complex	0	0	0	0	N/A
	Side Drains	0		0	0	0	0	N/A	
	Ponds		0	Simple	0	0	0	0	N/A
			0	Standard	0	0	0	0	N/A
		0	Complex	0	0	0	0	N/A	
6a.12	Design of Stormwater Management Facility	Cells	0		0	0	0	0	N/A
6a.13	Design of Floodplain Compensation	Basins	0		0	0	0	0	N/A
6a.14	Design of Storm Drains	Drainage Structures	76	Standard	266	0	266	0	Design of closed storm drain system. 63 existing structures with a 20% increase to address ponding issues.
		Non-Standard Structures	10		30	0	30	0	Design of conflict structures and incorporating 1 BMP for Lake Morton (Stormceptor or similar) into system.
6a.15	Optional Culvert Material	Drainage Pipes	76	Simple	14	0	14	0	Perform Optional Materials Analysis using Geotech corrosion data for pipe materials.
6a.16	Design of Trench Drains	Each	0		0	0	0	0	N/A

1. All items in **RED** font are for the user to edit cell.
2. All cells that are shaded in **RED** contain a drop down list for the user to make a selection.
3. Most "Project Parameter" cells will have a brief explanation of what should be inserted in the cell, this information is displayed by selecting a cell and hovering over that cell with your cursor.
4. All cells designed not to be edited by the user have been locked for the users convenience to avoid accidental edits of formulas, text, etc. If you recognize any errors in the locked cells, please contact the Staff Hour Forms Manager listed below.

6a.17	Design of French Drain Systems	Cell	0		0	0	0	0	N/A
	Evaluation of Existing French Drain Systems	Cell	0		0	0	0	0	N/A
6a.18	Design of Drainage Wells	Wells	0		0	0	0	0	N/A
6a.19	Stormwater Runoff Control Concept	Length (Miles)	1.00	Standard	4	0	4	0	Analyze sediment and erosion control methods and provide stormwater runoff control concept design.
6a.20	Other Drainage Tasks	LS			0	0	0	0	N/A
6a.21	Drainage Design Documentation Report	Report	1	Standard	40	0	40	0	Document drainage design, meetings, reviews, and design decisions in report format.
		Exhibits	3		24	0	24	0	Provide Project Location Map, WBID Map and FEMA Floodplain Map.
6a.22	Drainage Quantities for EQ Report	LS	1	Simple	20	0	20	0	Provide pay items and quantities for drainage components.
6a.23	Cost Estimate	Engineer Estimate	0		0	0	0	0	N/A
		LRE Updates	2	Simple	4	0	4	0	Provide LRE updates at Phase I and Phase II.
6a.24	Technical or Modified Special Provisions	TSPs & MSPs	1		6	0	6	0	Generate TSP for BMPs (Stormceptor or similar).
Drainage Analysis Technical Subtotal					560	0	560	0	
6a.25	Quality Assurance/Quality Control	LS	1	5%	28	0	28	0	
6a.26	Supervision	LS	1	5%	28	0	28	0	
6a.27	Drainage Meetings (listed below)	Meetings	5		10	0	10	0	See descriptions below
		Travel Time			2	0	2	0	See descriptions below
6a.28	Field Reviews (listed below)	LS			32	0	32	0	Perform two field reviews. One of the reviews to be a wet weather review.
Drainage Analysis Non-Technical Subtotal					100	0	100	0	
6a.29	Coordination	%	1	3%	20	0	20	0	
Drainage Analysis Total					680	0	680	0	

Please contact the Staff Hour Forms Manager below for further assistance.
 Ryan Buck, P.E.
 Project Management Support Engineer
 Ryan.Buck@dot.state.il.us
 (850)414-4343

Comes to Summary Tab

Technical Meetings	# Meetings Designer	Travel Time (Hours)	# Meetings PM	Documentation
Base Clearance Water Elevation	1	0	1	Virtual meeting to discuss base clearance
Pond Siting	0	0	0	N/A
Agency	1	0	1	Virtual pre-application meeting with WMD
Local Governments (cities, counties)	1	1	1	In-person meeting to discuss proposed design with the City
FDOT Drainage	1	1	1	In-person meeting to discuss proposed drainage design
Utility Coordination	1	0	1	Virtual meeting to discuss utility impacts
Other Meetings	0	0	0	
Subtotal Technical Meetings	5	2	5	
Progress Meetings (if required by FDOT)	0	0		
Phase Review Meetings	0	0		
Total Drainage Meetings	5	2		

Field Reviews	# of Staff	Site Time (per staff)	Travel Time (per staff)	Total Hours
Field Review #1	2	6	2	16
Field Review #2	2	6	2	16
Field Review #3	0	0	0	0
Field Review #4	0	0	0	0
Plans-in-hand Field Review	0	0	0	0
Total Field Review Hours				32

6b. Drainage Plans

1									
6b. Drainage Plans Staff Hours									
SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland) 444627-2-52-01									
Representing		Print Name						Signature / Date	
COL									
PGA									
NOTE: Signature Block is optional, per District preference									
Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.
6b.1	Drainage Map (Including Interchanges)	Length (Miles)	1.00	Complex	40	0	40	0	Provide drainage map for designed system.
6b.2	Bridge Hydraulics Recommendation Sheets	Bridges	0		0	0	0	0	N/A
6b.3	Drainage Structures	Drainage Structures	76		88	0	88	0	63 existing structures with a 20% increase to address ponding issues.
		Details	10		30	0	30	0	Conflict structures and incorporating 1 BMP for Lake Morton (Stormceptor or similar) into system.
6b.4	Lateral Ditches	Ditches	0	Standard	0	0	0	0	N/A
			0	Complex	0	0	0	0	N/A
		Cross Section Alignments	0		0	0	0	0	N/A
6b.5	Retention/Detention/Floodplain Compensation Ponds	Ponds	0	Standard	0	0	0	0	N/A
			0	Complex	0	0	0	0	N/A
		Cross Section Alignments	0		0	0	0	0	N/A
Drainage Plans Technical Subtotal					158	0	158	0	
6b.6	Quality Assurance/Quality Control	%	1	5%	8	0	8	0	
6b.7	Supervision	%	1	5%	8	0	8	0	
Drainage Plans Total					174	0	174	0	

Project Activity 7: Utilities

Estimator:

SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)
444627-2-52-01

Representing	Print Name	Signature / Date
COL-WATER		
CivilSurv		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
7.1	Utility Kickoff Meeting	LS	1	0	0	Meeting is listed below
7.2	Identify Existing Utility Agency Owner(s)	LS	1	0	0	
7.3	Make Utility Contacts	LS	1	0	0	
7.4	Exception Processing	LS	1	0	0	
7.5	Preliminary Utility Meeting	LS	1	0	0	Meeting is listed below
7.6	Individual/Field Meetings	LS	1	0	0	Meetings are listed below
7.7	Collect and Review Plans and Data from UAO(s)	LS	1	0	0	
7.8	Subordination of Easements Coordination	LS	1	0	0	
7.9	Utility Design Meeting	LS	1	0	0	Meeting is listed below
7.10	Review Utility Markups & Work Schedules, and Processing of Schedules & Agreements	LS	1	0	0	
7.11	Utility Coordination/Followup	LS	1	0	0	
7.12	Utility Constructability Review	LS	1	0	0	
7.13	Additional Utility Services	LS	1	0	0	
7.14	Processing Utility Work by Highway Contractor (UWHC)	LS	1	0	0	Assumed Water Utility UWHC
7.15	Contract Plans to UAO(s)	LS	1	0	0	
7.16	Certification/Close-Out	LS	1	0	0	

Project Activity 7: Utilities

7.17	Other Utilities	LS	1	0	2024	RGB, Design, Permitting, TSP, EOPCC, UWS's.
7. Utilities Total					2024	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Kickoff (see 7.1)	EA	1	4	4			0
Preliminary Meeting (see 7.5)	EA	1	4	4			0
Individual UAO Meetings (see 7.6)	EA	7	2	14			0
Field Meetings (see 7.6)	EA	8	4	32			0
Design Meeting (see 7.9)	EA	1	8	8		Yes	1
Other Meetings (this is automatically added into Utilities Total (cell F27))	EA	0	0	0			0
Total Meetings				62	Total Project Manager Meetings (carries to Tab 3)		1

Carries to Tab 3

Project Activity 7: Utilities

Estimator:

SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)
444627-2-52-01

Representing	Print Name	Signature / Date
COL		
Element		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
7.1	Utility Kickoff Meeting	LS	1	1	1	Meeting with PM, EOR and UC
7.2	Identify Existing Utility Agency Owner(s)	LS	1	0	8	identification, permit review, field review, UAO research x 12 UAO's - City of Lakeland Electric, Fiber & Sanitary/Water, Frontier Communications, Lumen L3, MCI, Spectrum, Summit Broadband, TECO Peoples Gas, Uniti Fiber, Wanrack & Zayo Group
7.3	Make Utility Contacts	LS	12	0	48	30%, 60% 90%, 100% contacts @ 1 hour each x 12 UAO's
7.4	Exception Processing	LS	1	0	0	N/A
7.5	Preliminary Utility Meeting	LS	1	0	0	N/A
7.6	Individual/Field Meetings	LS	1	8	8	Field meeting to review all Uao features, meet with UAO's as needed during field review with Phase II plans in hand.
7.7	Collect and Review Plans and Data from UAO(s)	LS	12	0	36	30%, 60% 90% 3 contacts @ 1 hour each x 12 UAO's
7.8	Subordination of Easements Coordination	LS	0	0	0	N/A
7.9	Utility Design Meeting	LS	2	18	16	phase 2R design conference, phase 3R - meeting invite, documents submittal preparation (agenda, sign in sheet), follow up for attendance of meeting, attendance of meeting, prepare meeting minutes, distribute meeting minutes, UAO follow up from meeting action items, coordination with SUE provider and Department Utility Coordinator.
7.10	Review Utility Markups & Work Schedules, and Processing of Schedules & Agreements	LS	12	0	36	12 UAO's x 1.5 hours each x 2 documents per utility
7.11	Utility Coordination/Followup	LS	12	0	24	12 UAO's x 2 complexity x 1 hour each
7.12	Utility Constructability Review	LS	12	0	24	12 UAO's x 2 complexity x 1 hour each - EOR to develop conflict matrix, UC to review and coordinate with project UAO's
7.13	Additional Utility Services	LS	12	0	0	N/A

Project Activity 7: Utilities

7.14	Processing Utility Work by Highway Contractor (UWHC)	LS	1	0	20	UWHC Assistance
7.15	Contract Plans to UAO(s)	LS	0	0	0	N/A
7.16	Certification/Close-Out	LS	12	0	12	12 UAO's x 1 hour each
7.17	Other Utilities	LS	1	0	28	22 month schedule x 1 = UAO permit review support + 6 hours = 28
7. Utilities Total					261	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Kickoff (see 7.1)	EA	1	1	1		Yes	1
Preliminary Meeting (see 7.5)	EA	0	0	0			0
Individual UAO Meetings (see 7.6)	EA	0	0	0			0
Field Meetings (see 7.6)	EA	1	8	8			0
Design Meeting (see 7.9)	EA	3	6	18		Yes	3
Other Meetings (this is automatically added into Utilities Total (cell F27))	EA	0	0	0			0
Total Meetings				27	Total Project Manager Meetings (carries to Tab 3)		4

Carries to Tab 3

Project Activity 8: Environmental Permits

Estimator:

SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)

444627-2-52-01

Representing	Print Name	Signature / Date
COL		
PGA		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
	Environmental Permits and Environmental Clearances					
8.1	Preliminary Project Research	LS	1	6	6	Review existing permits, easements, concepts, and other available date. Prepare for field review.
	Permits					
8.2	Field Work					
8.2.1	Pond Site Alternatives	per pond site	0	0	0	
8.2.2	Establish Wetland Jurisdictional Lines and Assessments	LS	1	16	16	One day field review x 2 staff, includes travel. Delineate wetlands and surface waters in the project area or verify absence.
8.2.3	Species Surveys	LS	1	0	0	Preliminary species assessments to be completed with 8.2.2.
8.3	Agency Verification of Wetland Data	LS	1	6	6	Meet with SWFWMD to verify field conditions, 1 staff x 6 hrs.
8.4	Complete And Submit All Required Permit Applications					
8.4.1	Complete and Submit All Required Wetland Permit Applications	LS	1	40	40	Develop and submit appropriate application and supporting documentation needed for an Exemption Verification Package from SWFWMD. Includes revisions to application from CITY, and all RAI responses.
8.4.2	Complete and Submit All Required Species Permit Applications	LS	1	0	0	
8.5	Coordinate and Review Dredge and Fill Sketches	LS	1	12	12	Engineer development and ES review of dredge and fill sketches for the exemption verification package.
8.6	Complete and Submit Documentation for Coordination and/or USCG Bridge Permit Application					
8.6.1	Prepare and submit required documents for USCG coordination	LS	1	0	0	
8.6.2	Complete and submit USCG Bridge Application	LS	1	0	0	
8.7	Prepare Water Management District or Local Water Control District Right of Way Occupancy Permit Application	LS	1	0	0	

Project Activity 8: Environmental Permits

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
8.8	Prepare Coastal Construction Control Line (CCCL) Permit Application	LS	1	0	0	
8.9	Prepare USACE Section 408 Application to Alter a Civil Works Project	LS	1	0	0	
8.10	Compensatory Mitigation Plan	LS	1	0	0	
8.11	Mitigation Coordination and Meetings	LS	1	0	0	
8.12	Regulatory Agency Support	LS	1	0	0	
8.13	Other Environmental Permits	LS	1	0	0	
Environmental Clearances, Reevaluations, and Technical Support						
8.14	Technical support to the Department for Environmental Clearances and Reevaluations (use when consultant provides technical support only)					
8.14.1	NEPA or SEIR Reevaluation	LS	1	4	4	
8.14.2	Archaeological and Historical Resources	LS	1	4	4	
8.14.3	Section 4(f), 6(f), and ARC	LS	1	0	0	
8.14.4	Wetland Impact Analysis	LS	1	0	0	
8.14.5	Essential Fish Habitat Impact Analysis	LS	1	0	0	
8.14.6	Protected Species and Habitat Impact Analysis	LS	1	0	0	
8.15	Preparation of Environmental Clearances and Reevaluations (use when consultant prepares all documents associated with reevaluation)					
8.15.1	NEPA or SEIR Reevaluation	LS	1	0	0	
8.15.2	Archaeological and Historical Resources	LS	1	0	0	
8.15.3	Section 4(f), 6(f), and ARC	LS	1	0	0	
8.15.4	Wetland Impact Analysis	LS	1	0	0	
8.15.5	Essential Fish Habitat Impact Analysis	LS	1	0	0	
8.15.6	Protected Species and Habitat Impact Analysis	LS	1	0	0	
Contamination Analysis						
8.16	Contamination Impact Analysis	LS	1	0	0	

Project Activity 8: Environmental Permits

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
8.17	Asbestos Survey	LS	1	0	0	
Environmental Permits and Environmental Clearances/Reevaluations Technical Subtotal					88	
8.18	Technical Meetings	LS	1	8	8	Meetings are listed below
8.19	Quality Assurance/Quality Control	LS	%	5%	4	
8.20	Supervision	LS	%	5%	4	
Environmental Permits and Environmental Clearances Nontechnical Subtotal					16	
8.21	Coordination	LS	%	3%	3	
8. Environmental Permits and Environmental Clearances Total					107	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
WMD	EA	1	4	4	pre-application meeting	yes	1
NMFS	EA	0	0	0			0
USACE	EA	0	0	0			0
USCG	EA	0	0	0			0
USFWS	EA	0	0	0			0
FFWCC	EA	0	0	0			0
FDOT	EA	1	4	4			0
Other Meetings	EA	0	0	0			0
Subtotal Technical Meetings				8			
						Subtotal Project Manager Meetings	1
Progress Meetings (if required by FDOT)	EA	0	0	0	<i>PM attendance at Progress Meetings is manually entered on General Task 3</i>		--
Phase Review Meetings	EA	0	0	0	<i>PM attendance at Phase Review Meetings is manually entered on General Task 3</i>		--
Total Meetings				8		Total Project Manager Meetings (carries to Tab 3)	1

Carries to 8.18

Carries to Tab 3

Project Activity 9: Structures Summary and Miscellaneous Tasks and Drawings

Estimator:

SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)

444627-2-52-01

Representing	Print Name	Signature / Date
COL		
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NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	Design and Production Staffhours				Comments						
			No. of Units	Hours per Unit	No. of Sheets	Total							
General Drawings													
9.1	Key Sheet and Index of Drawings	Sheet	0	0	0	0							
9.2	Project Layout	Sheet	0	0	0	0							
9.3	General Notes and Bid Item Notes	Sheet	0	0	0	0							
9.4	Miscellaneous Common Details	Sheet	0	0	0	0							
9.5	Incorporate Report of Core Borings	Sheet	0	0	0	0							
9.6	Standard Plans- Bridges	LS	1	0		0							
9.7	Existing Bridge Plans	LS	1	0		0							
9.8	Structures Quantities for EQ Report	Bridges	0	Calculated Hours 0		0							
		Walls	0										
		Box Culverts	0										
9.9	Cost Estimate	LS	1	0		0							
9.10	Technical Special Provisions and Modified Special Provisions	LS	1	0		0							
Structures - Summary and Miscellaneous Tasks and Drawings							0	0					
Task No.	Task	Total	Task 10	Task 11	Task 12	Task 13	Task 14	Task 15	Task 16	Task 17	Task 18		
10-16	Bridge 1	0	0	0	0	0	0	0	0				
10-16	Bridge 2	0											
10-16	Bridge 3	0											

Project Activity 9: Structures Summary and Miscellaneous Tasks and Drawings

10-16	Bridge 4	0									
10-16	Bridge 5	0									
10-16	Bridge 6	0									
10-16	Bridge 7	0									
10-16	Bridge 8	0									
10-16	Bridge 9	0									
10-16	Bridge 10	0									
17	Retaining Walls	0								0	
18	Miscellaneous Structures	240									240
Structures Technical Subtotal		240	0	0	0	0	0	0	0	0	240
Task No.	Task	Units	No. of Units	Hours per Unit	Total	Comments					
9.11	Field Reviews	LS	1	12	12	2 people x 6 hours x 1 trip					
9.12	Technical Meetings	LS	1	0	0	Meetings are listed below					
9.13	Quality Assurance/Quality Control	LS	%	5%	29						
9.14	Independent Peer Review	LS	1	0	0						
9.15	Supervision	LS	%	5%	20						
Structures Nontechnical Subtotal					61						
9.16	Coordination	LS	1	16	16						
9. Structures - Summary and Miscellaneous Tasks and Drawings					77						

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
BDR Coordination/Review	EA	0	0	0			0
90/100% Comment Review	EA	0	0	0			0
Aesthetics Coordination	EA	0	0	0			0
Regulatory Agency	EA	0	0	0			0

Project Activity 9: Structures Summary and Miscellaneous Tasks and Drawings

Local Governments (cities, counties)	EA	0	0	0					0
Utility Companies	EA	0	0	0					0
Other Meetings	EA	0	0	0					0
Subtotal Technical Meetings				0					0
Progress Meetings (if required by FDOT)	EA	0	0	0	<i>PM attendance at Progress Meetings is manually entered on General Task 3</i>				--
Phase Review Meetings	EA	0	0	0	<i>PM attendance at Phase Review Meetings is manually entered on General Task 3</i>				--
Total Meetings				0	Total Project Manager Meetings (carries to Tab 3)				0

Carries to 9.12

Carries to Tab 3

Project Activity 18: Miscellaneous Structures

Estimator:

SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)

444627-2-52-01

Representing	Print Name	Signature / Date
COL		
PGA		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Unit	No. of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
Concrete Box Culvert							
18.1	Concrete Box Culverts	EA	0	0		0	
18.2	Concrete Box Culverts Extensions	EA Extension	0	0		0	
18.3	Concrete Box Culvert Data Table Plan Sheets	Sheet	0	0	0	0	
18.4	Concrete Box Culvert Special Details Plan Sheets	Sheet	0	0	0	0	
Strain Poles							
18.5	Steel Strain Poles	Initial Config	0	0		0	
		EA Add'l Config	0	0		0	
18.6	Concrete Strain Poles	Initial Config	0	0		0	
		EA Add'l Config	0	0		0	
18.7	Strain Pole Data Table Plan Sheets	Sheet	0	0	0	0	
18.8	Strain Pole Special Details Plan Sheets	Sheet	0	0	0	0	
Mast Arms							
18.9	Mast Arms	EA Design	13	16		208	
18.10	Mast Arms Data Table Plan Sheets	Sheet	4	8	4	32	
18.11	Mast Arm Special Details Plan Sheets	Sheet	0	0	0	0	
Overhead/Cantilever Sign Structures							
18.12	Cantilever Sign Structures	EA Design	0	0		0	
18.13	Overhead Span Sign Structures	EA Design	0	0		0	
18.14	Special (Long Span) Overhead Span Sign Structures	EA Design	0	0		0	
18.15	Monotube Overhead Sign Structure	EA Design	0	0		0	
18.16	Bridge Mounted Signs (Attached to Superstr.)	EA Design	0	0		0	
18.17	Overhead and Cantilever Sign Structures Data Table Plan Sheets	Sheet	0	0	0	0	
18.18	Overhead and Cantilever Sign Structures Special Details Plan Sheets	Sheet	0	0	0	0	
High Mast Lighting							
18.19	Non-Standard High Mast Lighting Structures	EA Design	0	0		0	
18.20	High Mast Lighting Special Details Plan Sheets	Sheet	0	0	0	0	
Noise Barrier Walls (Ground Mount)							
18.21	Horizontal Wall Geometry	EA Wall	0	0		0	
18.22	Vertical Wall Geometry	EA Wall	0	0		0	
18.23	Summary of Quantities - Aesthetic Requirements	Sheet	0	0	0	0	
18.24	Control Drawings	Sheet	0	0	0	0	
18.25	Design of Noise Barrier Walls Covered by Standards	EA Design	0	0		0	
18.26	Design of Noise Barrier Walls Not Covered by Standards	EA Design	0	0		0	
18.27	Aesthetic Details	LS	1	0		0	
Special Structures							

Project Activity 18: Miscellaneous Structures

18.28	Fender System	LS	1	0		0	
18.29	Fender System Access	LS	1	0		0	
18.30	Special Structures	LS	1	0		0	
18.31	Other Structures	LS	1	0		0	
Ancillary Structures Report							
18.32	Condition Evaluation of Signal and Sign Structures, and High Mast Light Poles	EA structure	0	0	0	0	
18.33	Condition Evaluation of Signal and Sign Structures, and High Mast Light Poles (No As built or Design Plans Available)	EA structure	0	0	0	0	
18.34	Analytical Evaluation of Signal and Sign Structures, and High Mast Light Poles	EA structure	0	0	0	0	
18.35	Ancillary Structures Report	LS	1	0		0	
18. Structures - Miscellaneous Total					4	240	

Project Activity 19: Signing and Pavement Marking Analysis

Estimator:

SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)

444627-2-52-01

Representing	Print Name	Signature / Date
COL		
PGA		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
19.1	Traffic Data Analysis	LS	1	4	4	Review traffic data
19.2	No Passing Zone Study	LS	0	0	0	N/A
19.3	Signing and Pavement Marking Master Design File	LS	1	215.4	215.4	Middle Range: 45 hours for setup + 90 hours per mile *1.36 miles (w/ construction limits) + 8 hours per signal * 6 signals
19.4	Multi-Post Sign Support Calculations	EA	1	0	0	No existing multipost signs observed. Assuming no new multipost signs. No advance "Street Name" signs.
19.5	Sign Panel Design Analysis	EA	0	0	0	
19.6	Sign Lighting/Electrical Calculations	EA	0	0	0	N/A
19.7	S&PM Quantities for EQ Report	Length (Miles)	1.36	Calculated Hours	33	1.36 miles (includes extra length to remove pavement markings). 1 mile @ 20 hrs + 0.36 @ 4 hours + 6 intersections @ 2.
		Complexity	Mid Range			
		Interchanges Rest Areas	0			
19.8	Cost Estimate	LS	0	0	0	N/A - Design Qtys. Only
19.9	Technical Special Provisions and Modified Special Provisions	LS	0	0	0	N/A. Pay item notes only.
19.10	Other Signing and Pavement Marking	LS	1	10	10	2 hours per proposed midblock ped xwalk (5 total)
Signing and Pavement Marking Analysis Technical Subtotal					262.4	
19.11	Field Reviews	LS	1	20	20	(4 hour travel + 6 hr field review) * 2 persons
19.12	Technical Meetings	LS	1	7	7	coordinate with state for mid block crossings (RRFB)
19.13	Quality Assurance/Quality Control	LS	%	5%	13	
19.14	Independent Peer Review	LS	%	0%	0	
19.15	Supervision	LS	%	5%	13	
Signing and Pavement Marking Analysis Nontechnical Subtotal					53	
19.16	Coordination	LS	%	5%	16	

Project Activity 19: Signing and Pavement Marking Analysis

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
19. Signing and Pavement Marking Analysis Total					331.4	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Sign Panel Design	EA	0	0	0			0
Queue Length Analysis	EA	0	0	0			0
Local Governments (cities, counties)	EA	0	0	0			0
Other Meetings	EA	2	1	2	coordination with traffic operations during design	Yes	1
Subtotal Technical Meetings				2		Subtotal Project Manager Meetings	1
Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings	EA	5	1	5	PM attendance at Phase Review Meetings is manually entered on General Task 3		5
Total Meetings				7		Total Project Manager Meetings (carries to Tab 3)	1

Carries to 19.12

Carries to Tab 3

Estimator:		20. Signing and Pavement Marking Plans Staff Hours						SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland) 444627-2-52-01		How to Use This Form	
Representing		Print Name						Signature / Date		Video Tutorials - Short Webinars for each Staff Hour Form	
COL											
PGA											
NOTE: Signature Block is optional, per District preference											
Task No.	Task	Project Parameter			Staff Hours				Documentation		
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.		
20.1	Key Sheet		1		4	0	4	0			
	Signature Sheet		0		0	0	0	0			
20.2	General Notes/Pay Item Notes		1	Standard	9	0	9	0			
20.3	Project Layout		0		0	0	0	0			
20.4	Plan Sheet	Length (Miles)	1.36	Mid	29	0	40	0	midrange - corridor is a multi-lane arterial		
		Sig Intersection Mid-Block Xing	15		30	0	30	0	6 signals + 9 midblock xwalks		
		Interchange Roundabout	0		0	0	0	0			
		Rest Area Toll Facility	0		0	0	0	0			
20.5	Special Details	Details	0	Simple	0	0	0	0			
			0	Standard	0	0	0	0			
			0	Complex	0	0	0	0			
20.6	Service Point Details	Service Point	0	Simple	0	0	0	0			
			0	Standard	0	0	0	0			
20.7	Guide Sign Data	Sign Panel			0	0	0	0			
20.8	Cross Sections (Sign Installations)	Multi-post signs	0		0	0	0	0			
		Overhead Sign Structures	0	Standard	0	0	0	0	Client does not want overhead sign structures.		
			0	Complex	0	0	0	0			
S&PM Plans Technical Hours Subtotal					72	0	83	0			
20.9	Quality Assurance/Quality Control	%	1	5%	4	0	5	0			
20.10	Supervision	%	1	5%	4	0	5	0			
S&PM Plans Total					80	0	93	0			

Calculated hours represent the expected effort to complete each task based on project parameters and should be considered a starting point for staff hour negotiations. The Consultant and Department staff must jointly determine the appropriate staff hours to fully cover the effort.

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Please contact the Staff Hour Forms Manager below for further assistance.
 Ryan Buck, P.E.
 Project Management Support Engineer
 Ryan.Buck@dot.state.fl.us
 (850)414-4343

Project Activity 21: Signalization Analysis

Estimator:

SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)
444627-2-52-01

Representing	Print Name	Signature / Date
COL		
PGA		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
21.1	Traffic Data Collection	LS	1	0	0	Provided by FDOT
21.2	Traffic Data Analysis	PI	6	10	60	6 signals * 10 hours
21.3	Signal Warrant Study	LS	0	0	0	N/A
21.4	System Timings	LS	1	18	18	5 hours for 1st 2 intersections then 2 hours for each intersection after
21.5	Reference and Master Signalization Design File	PI	6	40	240	6 intersection @ 40 hours (range is 22 to 54)
21.6	Reference and Master Interconnect Communication Design File	LS	1	18	18	Assuming existing interconnect fiber will remain. We will add fiber drops from cabinet to backbone.
21.7	Overhead Street Name Sign Design	EA	21	3	63	3 hours each * 21 overhead street name signs
21.8	Pole Elevation Analysis	LS	1	7	7	2 hours for the first intersection and 1 hour for each additional intersection
21.9	Traffic Signal Operation Report	LS	0	0	0	N/A
21.10	Signalization Quantities for EQ Report	Signalized Intersections	6	Calculated Hours 40	40	Based on 20 hours for the first signalized intersection, plus 4 hours for each additional signalized intersection.
21.11	Cost Estimate	LS	0	5	0	Design Qtys. Only
21.12	Technical Special Provisions and Modified Special Provisions	LS	0	0	0	N/A
21.13	Other Signalization Analysis	LS	0	0	0	N/A
Signalization Analysis Technical Subtotal					446	
21.14	Field Reviews	LS	1	20	20	(4 hour travel + 6 hr field review) * 2 persons
21.15	Technical Meetings	LS	1	10	10	Meetings are listed below
21.16	Quality Assurance/Quality Control	LS	%	5%	22	
21.17	Independent Peer Review	LS	%	0%	0	
21.18	Supervision	LS	%	5%	22	

Project Activity 21: Signalization Analysis

Signalization Analysis Nontechnical Subtotal	74	
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Project Activity 21: Signalization Analysis

21.19	Coordination	LS	%	5%	26	
21. Signalization Analysis Total					546	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
FDOT Traffic Operations	EA	0	0	0			0
FDOT Traffic Design	EA	0	0	0			0
Power Company (service point coordination)	EA	1	2	2	coordintaion with power company	yes	1
Maintaining Agency (cities, counties)	EA	2	1.5	3		yes	1
Railroads	EA	0	0	0			0
Other Meetings	EA	0	0	0			0
Subtotal Technical Meetings				5		Subtotal Project Manager Meetings	2
Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings	EA	5	1	5	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
Total Meetings				10		Total Project Manager Meetings (carries to Tab 3)	2

Carries to 21.15

Carries to Tab 3

Estimator:		22. Signalization Plans Staff Hours				SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland) 444627-2-52-01			How to Use This Form	
Representing		Print Name				Signature / Date			Video Tutorials - Short Webinars for each Staff Hour Form	
COL										
PGA										
NOTE: Signature Block is optional, per District preference										
Task No.	Task	Project Parameter			Staff Hours				Documentation	
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.	
What is the overall project complexity? (See Signalization Guidelines)										
Mid										
22.1	Key Sheet		1		4	0	4	0		<p>1. All items in RED font are for the user to edit cell.</p> <p>2. All cells that are shaded in RED contain a drop down list for the user to make a selection.</p> <p>3. Most "Project Parameter" cells will have a brief explanation of what should be inserted in the cell, this information is displayed by selecting a cell and hovering over that cell with your cursor.</p> <p>4. All cells designed not to be edited by the user have been locked for the users convenience to avoid accidental edits of formulas, text, etc. If you recognize any errors in the locked cells, please contact the Staff Hour Forms Manager listed below.</p>
	Signature Sheet		1		2	0	2	0		
22.2	General Notes/Pay Item Notes		1	Standard	9	0	9	0		
22.3	Signalization Plan Sheets	Signalized Intersections	6	Mid	24	0	24	0		
22.4	Interconnect Plan Sheets	Length (Miles)	0.12	Mid	3	0	3	0	0.02 miles * 6 signals (fiber backbone is not expected to be impacted with sidewalk construction. Only propose 6 fiber drops to interconnect signals). In case an additional sheet is needed.	
22.5	Traffic Monitoring Site	Sites (Loop Detect.)	0		0	0	0	0		
		Sites (Other Detect.)	0		0	0	0	0		
22.6	Guide Sign Data	Sign Panel	21		42	0	42	0	21 overhead street name signs	
22.7	Special Details	Details	0	Simple	0	0	0	0		
			12	Standard	24	0	24	0	6 ped pole inset pages for 6 signals(2 hours per page) and 6 for splicing diagrams @ 2 hours. Assuming the railroad beacon illuminated signs will not be affected. If they need to be relocated assume 4 hours @ 3 beacon signs.	
			0	Complex	0	0	0	0		
22.8	Service Point Details	Service Point	0	Simple	0	0	0	0	N/A Follow standard.	
			0	Standard	0	0	0	0		
22.9	Mast Arm / Monotube Data	Signal Arm	5	Single Mast Arm	5	0	5	0	6 signalized intersections	
			8	Double Mast Arm	16	0	16	0	6 signalized intersections	
22.10	Strain Pole Schedule	Span	0		0	0	0	0	N/A	
22.11	TTCP Signal	Intersections w/o ped signal	0	Mid	0	0	0	0		
		Intersections with ped signal	6	Mid	144	0	144	0		
22.12	Temporary Detection Sheet	Intersections	6		24	0	24	0	Anticipate 2-TTCP phases each for each existing signal and would require temporary detection	
Signalization Plans Technical Hours Subtotal					297	0	297	0		
20.13	Quality Assurance/Quality Control	%	1	5%	15	0	15	0		
20.14	Supervision	%	1	5%	15	0	15	0		
Signalization Plans Total					327	0	327	0		

Carries to Summary Tab

Please contact the Staff Hour Forms Manager below for further assistance.
 Ryan Buck, P.E.
 Project Management Support Engineer
 Ryan.Buck@dot.state.fl.us
 (850)414-4343

Project Activity 23: Lighting Analysis

Estimator:

SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)
444627-2-52-01

Representing	Print Name	Signature / Date
COL		
PGA		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
23.1	Lighting Justification Report	LS	0	0	0	LJR not needed. Existing lighting present.
23.2	Lighting Design Analysis Report (LDAR)	LS	1	128	128	80 Hours for Corridor +8 hours * 6 signalized intersection
23.3	Voltage Drop Calculations	EA	8	6	48	Assuming 8 circuits.
23.4	FDEP Coordination and Report	LS	0	0	0	N/A
23.5	Reference and Master Design Files	LS	1	200.8	201	25 hrs set up + 1.02 miles*90 hrs/mile + 14 hrs* 6 signalized intersections
23.6	Temporary Highway Lighting	LS	0	0	0	Not required per FDM 240.2.2.15 "Temporary highway lighting is not required where it is necessary to remove existing lighting before new lighting is placed in service."
23.7	Design Documentation	LS	1	16	16	Project Documentation
23.8	Lighting Quantities for EQ Report	Light Poles	252	Calculated Hours 142	126	Project length 1.02 miles X 5280' = 5385.6' 5385.6' divided by 50' spacing for decorative light pole = 107.7 107.7*2 for both sides of the road = 216 decorative light poles Also assume 6 tall light poles for the 6 signals = 36 light poles Total number of light poles (decorative + roadway light poles) = 216+36= 252 light poles.
23.9	Cost Estimate	LS	1	0	0	Design Qty. Only
23.10	Technical Special Provisions and Modified Special Provisions	LS	1	0	0	N/A
23.11	Other Lighting Analysis	LS	1	0	0	N/A
Lighting Analysis Technical Subtotal					519	
23.12	Field Reviews	LS	1	14	14	2 hour travel one way * 2 ways + 3 hr field review * 2 persons
23.13	Technical Meetings	LS	1	11	11	
23.14	Quality Assurance/Quality Control	LS	%	5%	26	
23.15	Independent Peer Review	LS	%	0%	0	
23.16	Supervision	LS	%	5%	26	
Lighting Analysis Nontechnical Subtotal					77	

Project Activity 23: Lighting Analysis

23.17	Coordination	LS	%	5%	30	
23. Lighting Analysis Total					626	

Project Activity 23: Lighting Analysis

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
FDOT Lighting Design	EA	0	0	0			0
FDOT Traffic Design	EA	0	0	0			0
Power Company (service point coordination)	EA	3	2	6	Power Company & Maintaining Agency are same entity	Yes	1
Maintaining Agency (cities, counties)	EA	0	0	0			0
Airport authority	EA	0	0	0			0
FDEP Lighting (coast areas)	EA	0	0	0			0
Other Meetings	EA	0	0	0			0
Subtotal Technical Meetings				6	Subtotal Project Manager Meetings		1
Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings	EA	5	1	5	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
Total Meetings				11	Total Project Manager Meetings (carries to Tab 3)		1

Carries to 23.13

Carries to Tab 3

Estimator:		24. Lighting Plans Staff Hours						SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland) 444627-2-52-01		How to Use This Form	
Representing		Print Name						Signature / Date		Video Tutorials - Short Webinars for each Staff Hour Form	
COL											
PGA											
NOTE: Signature Block is optional, per District preference											
Task No.	Task	Project Parameter			Staff Hours				Documentation		
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.		
24.1	Key Sheet		1		4	0	4	0			
	Signature Sheet		0		0	0	0	0			
24.2	General Notes/Pay Item Notes		1	Standard	9	0	9	0			
24.3	Pole Data, Legend and Criteria	Poles	252		56	0	56	0			
24.4	Project Layout		0		0	0	0	0			
24.5	Plan Sheets (Corridor Projects)	Length (Miles)	1.02		13	0	13	0			
	Plan Sheets (Isolated Locations)	Intersections or Mid-Blocks	0		0	0	0	0			
		Interchanges or Rest Areas	0		0	0	0	0			
24.6	Special Details	Details	1	Simple	4	0	4	0	Decorative lighting detail		
			0	Standard	0	0	0	0			
			0	Complex	0	0	0	0			
24.7	Service Point Details	Service Point	0	Simple	0	0	0	0			
			3	Standard	36	0	36	0	Assume 3 service points		
			0	Complex	0	0	0	0			
24.8	Temporary Highway Lighting		0		0	0	0	0	Not required per FDM 240.2.2.15		
Lighting Plans Technical Hours Subtotal					122	0	122	0			
24.9	Quality Assurance/Quality Control	%	1	5%	7	0	7	0			
24.10	Supervision	%	1	5%	7	0	7	0			
Lighting Plans Total					136	0	136	0			

Calculated hours represent the expected effort to complete each task based on project parameters and should be considered a starting point for staff hour negotiations. The Consultant and Department staff must jointly determine the appropriate staff hours to fully cover the effort.

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 Ryan Buck, P.E.
 Project Management Support Engineer
 Ryan.Buck@dot.state.fl.us
 (850)414-4343

Carries to Summary Tab

27. Survey

Estimator:

SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)

444627-2-52-01

Representing	Print Name	Signature / Date
COL		
Element		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Field Crew Days/Unit	Crew Days	Field Support Hours / Crew Days	Field Support Hours	Office Support Hours / Crew Days	Office Support Hours	Comments
27.1	Horizontal Project Control (HPC)									
	2-Lane Roadway	Mile			0.00		0.00		0.00	
	Multi-lane Roadway	Mile			0.00		0.00		0.00	
	Interstate	Mile			0.00		0.00		0.00	
27.2	Vertical PC / Bench Line									
	2-Lane Roadway	Mile			0.00		0.00		0.00	
	Multi-lane Roadway	Mile			0.00		0.00		0.00	
	Interstate	Mile			0.00		0.00		0.00	
27.3	Alignment and Existing R/W Lines									
		Mile			0.00		0.00		0.00	
27.4	Aerial Targets			Units/Day						
	2-Lane Roadway	EA			0.00		0.00		0.00	
	Multi-lane Roadway	EA			0.00		0.00		0.00	
	Interstate	EA			0.00		0.00		0.00	
27.5	Reference Points	"A"		Units/Day						
	2-Lane Roadway	EA			0.00		0.00		0.00	
	Multi-lane Roadway	EA			0.00		0.00		0.00	
	Interstate	EA			0.00		0.00		0.00	
	Reference Points	"B"		Units/Day						
	Non Alignment Points/Approximate	EA			0.00		0.00		0.00	
27.6	Topography/DTM (3D)									

27. Survey

Task No.	Task	Units	No of Units	Field Crew Days/Unit	Crew Days	Field Support Hours / Crew Days	Field Support Hours	Office Support Hours / Crew Days	Office Support Hours	Comments
		Mile			0.00		0.00		0.00	
27.7	Planimetric (2D)									
		Mile			0.00		0.00		0.00	
27.8	Roadway Cross-Sections/Profiles									
		Mile			0.00		0.00		0.00	
27.9	Side Street Surveys									
		Mile			0.00		0.00		0.00	
27.10	Underground Utilities									
	Designates	Mile/Site	10.00	1.50	15.00	1.00	15.00	3.00	45.00	Designating (SUE QLB): the project limits, along South Florida Ave (SR 37) from Ariana Street to West Lime Street (5280 ft) TOTAL = 5,280 ft or 1.00 miles with 10 underground facilities or 52,800 utility feet or 10.0 miles at 4000 LF per day Locating (SUE QLA): 86 drainage structures @ 1-2 per = 129 76 drainage pipes @ 0.5 = 38 252 light poles @ .5 = 126 34 pedestrian signals @ 1 per = 34 13 signal mast arms @ 5 per = 65 5% contingency = 20 Total = 412 Surveying: Survey of SUE, prepare SURVRD02_SUE file, designating of utilities will be shown at ground elevation with electronic depths (± 2' accuracy), collection of locates and update CADD, preparation of UTV Sheets
	Locates	Point	412	0.16667	68.67	1.00	68.67	3.00	206.00	
	Survey		25%	83.67	20.92	1.00	20.92	3.00	62.75	
27.11	Outfall Survey									
		Mile			0.00		0.00		0.00	
27.12	Drainage Survey			Units/Day						
		EA			0.00		0.00		0.00	
27.13	Bridge Survey									
	Minor / Major	EA			0.00		0.00		0.00	
27.14	Channel Survey									
		EA			0.00		0.00		0.00	
27.15	Pond Site Survey									
		EA			0.00		0.00		0.00	
27.16	Mitigation Survey									

27. Survey

Task No.	Task	Units	No of Units	Field Crew Days/Unit	Crew Days	Field Support Hours / Crew Days	Field Support Hours	Office Support Hours / Crew Days	Office Support Hours	Comments
		Mile			0.00		0.00		0.00	
27.17	Jurisdiction Line Survey									
		Mile			0.00		0.00		0.00	
27.18	Geotechnical Support			Units/Day						Collect XYZ for Geotech completed by others
		EA	64	10	6.40	1.00	6.40	3.00	19.20	
27.19	Sectional / Grant Survey									
		Corner			0.00		0.00		0.00	
		Mile			0.00		0.00		0.00	
27.20	Subdivision Location									
		Block			0.00		0.00		0.00	
27.21	Maintained R/W									
		Mile			0.00		0.00		0.00	
27.22	Boundary Survey									
		EA			0.00		0.00		0.00	
27.23	Water Boundary Survey									
		EA			0.00		0.00		0.00	
27.24	R/W Staking / R/W Line									
		EA			0.00		0.00		0.00	
		Mile			0.00		0.00		0.00	
27.25	R/W Monumentation									
		Point			0.00		0.00		0.00	
27.26	Line Cutting									
		Mile			0.00					
27.27	Work Zone Safety									
			111	0.125	13.87					
27.28	Vegetation Survey									
		LS							0	
27.29	Tree Survey									
		LS							0	
27.30	Miscellaneous Surveys									
					0.00		0.00		0.00	

27. Survey

Task No.	Task	Units	No of Units	Field Crew Days/Unit	Crew Days	Field Support Hours / Crew Days	Field Support Hours	Office Support Hours / Crew Days	Office Support Hours	Comments
Survey Subtotal					125		111		333	
27.31	Supplemental Surveys			35	0		0		0	THE % FOR SUPPLEMENTAL WILL BE DETERMINED AT NEGOTIATIONS. THIS ITEM CAN ONLY BE USED IF AUTHORIZED IN WRITING BY THE DISTRICT SURVEYOR
27.32	Document Research	Units	4.00						4	
27.33	Field Reviews	Units	4.00						4	
27.34	Technical Meetings	LS	1.00						1	
27.35	Quality Assurance / Quality Control	LS						5%	17	
27.36	Supervision	LS						5%	23	
27.37	Coordination	LS						3%	10	
27. Survey Total					125		111		391	

SPLS =
 PLS =
 Office Support =
 Total Hours = 502

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	PM Attendance at Meeting Required?	Number	Comments
Kickoff Meeting with FDOT	EA	0	0	0		0	
Baseline Approval Review	EA	0	0	0		0	
Network Control Review	EA	0	0	0		0	
Vertical Control Review	EA	0	0	0		0	
Local Governments (cities, counties)	EA	0	0	0		0	
Final Submittal Review	EA	0	0	0		0	
Other Meetings	EA	1	1	1		0	
Subtotal Technical Meetings				1	Subtotal PM Meetings	0	
Progress Meetings (if required by FDOT)	EA	0	0	0	**	--	
Phase Review Meetings	EA	0	0	0	**	--	
Total Meetings				1	Total PM Mtgs (carries to Tab 3)	0	

Carries to 27.34

Carries to Tab 3

**** Project Manager attendance at progress, phase and field review meetings are manually entered on General Task 3**

35. Geotechnical

Estimator:

SR 37 (South Florida Ave.) From Ariana St to Lime St (Dixieland)

444627-2-52-01

Representing	Print Name	Signature / Date
COL		
TestLab		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
	Roadway					
35.1	Document Collection and Review	LS	1	3	3	
35.2	Develop Detailed Boring Location Plan	LS	1	4	4	
35.3	Stake Borings/Utility Clearance	Boring	64	0.2	13	
35.4	Muck Probing	Crew Day	1	10	10	
35.5	Coordinate and Develop MOT Plans for Field Investigation	EA	1	4	4	
35.6	Drilling Access Permits	Location	0	0	0	
35.7	Property Clearances	EA	0	0	0	
35.8	Groundwater Monitoring	EA	0	0	0	
35.9	LBR/Resilient Modulus Sampling	EA	0	0	0	
35.10	Coordination of Field Work	100 lf of boring	4.85	2	10	
35.11	Soil and Rock Classification - Roadway	100 lf of boring	4.85	2	10	
35.12	Design LBR	LS	0	0	0	Only if LBR tests are required
35.13	Laboratory Data	100 lf of boring	4.85	1	5	
35.14	Seasonal High Water Table	Boring	11	0.25	3	
35.15	Parameters for Water Retention Areas	EA	0	0	0	
35.16	Delineate Limits of Unsuitable Material	Cross-section	1	4.5	5	
35.17	Electronic Files for Cross-Sections	100 lf of boring	4.85	1.5	7	Duplication of Roadway Effort?
35.18	Embankment Settlement and Stability	Embankment Boring	1	1.5	2	
35.19	Monitor Existing Structures	LS	1	5	5	

35. Geotechnical

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
35.20	Stormwater Volume Recovery and/or Background Seepage Analysis	EA	0	0	0	Duplication of Drainage Effort?
35.21	Geotechnical Recommendations	LS	1	8	8	
35.22	Pavement Condition Survey and Pavement Evaluation Report	LS	0	0	0	
35.23	Preliminary Roadway Report	LS	1	24	24	
35.24	Final Report	EA	1	12	12	
35.25	Auger Boring Drafting	100 lf boring	2.65	5	13	
35.26	SPT Boring Drafting	100 lf boring	2.2	5	11	
Roadway Geotechnical Subtotal					149	
	Structures					
35.27	Develop Detailed Boring Location Plan	LS	1	3	3	
35.28	Stake Borings/Utility Clearance	Boring	24	0.25	6	
35.29	Coordinate and Develop MOT Plans for Field Investigation	EA	1	2	2	
35.30	Drilling Access Permits	Location	0	0	0	
35.31	Property Clearances	EA	0	0	0	
35.32	Collection of Corrosion Samples	EA	4	1.5	6	
35.33	Coordination of Field Work	100 lf of boring	7.2	0.7	5	
35.34	Soil and Rock Classification - Structures	100 lf of boring	7.2	0.7	5	
35.35	Tabulation of Laboratory Data	100 lf of boring	7.2	0.4	3	
35.36	Estimate Design Groundwater Level for Structures	EA	0	0	0	
35.37	Selection of Foundation Alternatives (BDR)	Bridge boring	0	0	0	
35.38	Detailed Analysis of Selected Foundation Alternate(s)	Bridge boring	0	0	0	See Basis for reducing by 35.35
35.39	Bridge Construction and Testing Recommendations	Bridge boring	0	0	0	
35.40	Lateral Load Analysis (Optional)	Bridge boring	0	0	0	Duplication of Structural Effort?
35.41	Walls	Wall Boring	0	0	0	
35.42	Sheet Pile Wall Analysis (Optional)	Wall Boring	0	0	0	Duplication of Structural Effort?

35. Geotechnical

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
35.43	Design Soil Parameters for Signs, Signals, High Mast Lights, and Strain Poles and Geotechnical Recommendations	Boring	24	1	24	
35.44	Box Culvert Analysis	EA	0	0	0	
35.45	Preliminary Report - BDR	EA	0	0	0	
35.46	Final Report - Bridge and Associated Walls	EA	0	0	0	
35.47	Final Reports - Signs, Signals, Box Culvert, Walls and High Mast Lights	EA	1	20	20	
35.48	SPT Boring Drafting	100 lf of boring	7.2	4	29	
35.49	Other Geotechnical	LS	0	0	0	
Structural Geotechnical Subtotal					103	
Geotechnical Technical Subtotal					252	
35.50	Technical Special Provisions and Modified Special Provisions	EA	0	0	0	
35.51	Field Reviews	LS	1	8	8	
35.52	Technical Meetings	LS	1	8	8	Meetings listed below
35.53	Quality Assurance/Quality Control	LS	%	5%	13	
35.54	Supervision	LS	%	5%	13	
Geotechnical Nontechnical Subtotal					42	
35.55	Coordination	LS	%	5%	15	
35. Geotechnical Total					309	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Kickoff Meeting with FDOT	EA	0	0	0			0
Boring Layout Approval	EA	1	1	0		yes	1
Attend in BDR Review Meeting	EA	0	0	0			0
30/60/90% Submittal Review	EA	6	0	0		yes	6
Other Meetings	EA	0	0	0			0
Subtotal Technical Meetings				0			7
Subtotal Project Manager Meetings							7
Progress Meetings (if required by FDOT)	EA	8	1	8	PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings	EA	0	0	0	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
Total Meetings				8	Total Project Manager Meetings (carries to Tab 3)		7

Carries to 35.52

Carries to Tab 3

ADDENDUM "F"
LOCAL AGENCY PROGRAM FEDERAL AID TERMS FOR PROFESSIONAL SERVICES CONTRACTS

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS

TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):

The following terms apply to all contracts in which it is indicated that the services involve the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Local Agency relating to inspection, review, approval, patents, copyrights, and audit of the work, tracings, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. All tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and will become the property of the Agency upon completion or termination without restriction or limitation on their use and will be made available, upon request, to the Agency at any time during the performance of such services and/or completion or termination of this Agreement. Upon delivery to the Agency of said document(s), the Agency will become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Consultant will not copyright any material and products or patent any invention developed under this agreement. The Agency will have the right to visit the site for inspection of the work and the products of the Consultant at any time.
- C. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding.
- D. The consultant shall provide access by the Florida Department of Transportation (recipient), the Agency (subrecipient), the Federal Highway Administration, the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the consultant which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- E. Compliance with Regulations: The Consultant shall comply with the Regulations: relative to nondiscrimination 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, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- F. Nondiscrimination: The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- G. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- H. Information and Reports: The Consultant will 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 Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- I. Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Local Agency shall impose such contract sanctions as it or the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to,
 - 1. withholding of payments to the Consultant under the contract until the Consultant complies and/or
 - 2. cancellation, termination or suspension of the contract, in whole or in part.
- J. Incorporation or Provisions: The Consultant will include the provisions of Paragraph C through K in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS

issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the Local Agency to enter into such litigation to protect the interests of the Local Agency, and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

- K. Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
- L. Interest of Members of Congress: No member of or delegate to the Congress of the United States will be admitted to any share or part of this contract or to any benefit arising therefrom.
- M. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.
- N. Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the following statement from 49 CFR 26.13(b). This statement shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.

"The Consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in termination of this contract or other such remedy as the recipient deems appropriate."

Pursuant to 49 CFR 26.11(c), the Consultant shall submit the bid opportunity list at the time of contract execution, and shall enter DBE commitment and payment information in the Florida Department of Transportation Equal Opportunity Compliance (EOC) system. The Consultant shall request access to the EOC system using Form No. 275-021-30.

- O. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- P. It is understood and agreed that if the Consultant at any time learns that the certification it provided the Local Agency in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the Local Agency. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS

Q. The Local Agency hereby certifies that neither the consultant nor the consultant's representative has been required by the Local Agency, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to

1. employ or retain, or agree to employ or retain, any firm or person, or
2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

The Local Agency further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

R. The Consultant hereby certifies that it has not:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The consultant further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

S. The Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor 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, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit*

Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

ADDENDUM "G"
CONSULTANT EVALUATION FORM

CONSULTANT QUALITY EVALUATION

City Project No.:	_____
FDOT Project Number:	444627-1-32-01
Project Name:	State Road 37 from Ariana Street to Lime Street
Consultant Name:	_____
Consultant Project Manager:	_____
Reviewer:	_____

PERFORMANCE RATING SCALE

- 5 Outstanding Performance
- 4 Above Satisfactory Performance
- 3 Satisfactory Performance
- 2 Below Satisfactory Performance
- 1 Unacceptable Performance

Instructions:

For each numbered item below, please select a numerical score from 1 to 5 in accordance with the performance rating scale. Select N/A if the item is not applicable. Comments must be entered for ratings of 1 or 5.

Quality Criteria for Roadway and Drainage Design		Score
1	Compliance with project scope	
2	Adherence to project schedule	
3	Prompt response to comments and questions	
4	Effective coordination with City staff	
5	Design complies with applicable criteria	
6	Clarity/Completeness of plans and specifications	
6	All state and federal permits obtained in a timely manner	
7	Accurate cost estimates and quantities	
8	Effectiveness of Post-design services	
9	Design Errors and Omissions	
Average Score (Total Score / Number of sub-criteria rated):		
<p><u>Comments:</u></p> 		

Reviewer

Date

Public Works Engineering Manager

Date

ADDENDUM "H"
CONSULTANT RFQ PROPOSAL PACKAGE

City of **Lakeland**

RFQ 2024-RFQ-277

Professional Municipal Engineering Services for SR 37 from Ariana St to Lime St (FPID 444627-2-32-01)



August 22, 2024





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Cover Letter of Interest

August 22, 2024

Mark D. Raiford, CPPB, Purchasing Manager
City of Lakeland
Purchasing Department
1140 E Parker St
Lakeland, Florida 33801

RE: 2024-RFQ-277 | Professional Municipal Engineering Services (CCNA) SR 37 from Ariana St to Lime St

Dear Evaluation/Selection Committee:

Patel, Greene and Associates, LLC (PGA) is pleased to submit this letter to the City of Lakeland in response to the Request for Qualifications 2024-RFQ-277 for Professional Municipal Engineering Services. **PGA's** responsible office is conveniently located in Bartow, just a quick ride up Bartow Hwy/US 98. In addition, we have multiple staff that live within the limits of the City of Lakeland and are active members in the community, myself included. We are excited for this opportunity to present our experience and qualifications for this important contract and hope to continue our partnership with the City. Serving our local communities is a priority for **PGA**, and we look forward to continuing to contribute professionally to Lakeland's future.

PGA provides expertise in roadway, drainage, structures, traffic, planning, PD&E, environmental, program management, civil site, landscape architecture, and construction services. With our continued success, we have grown to over 150 staff across central Florida, giving us the depth of expertise and availability to address the needs of this project.

PGA has assembled a strong team that can boast an 82% local MBE utilization. **PGA** is an efficient and dedicated team that will provide support for roadway, drainage, structures, and permitting assistance. Our subconsultants and their areas of support are as follows.

- **CivilSurv Design Group, Inc.** will provide utility design and survey support (as needed).
- **Element Engineering Group, Inc.** will provide support for SUE and utility coordination.
- **Environmental Consulting & Technology, Inc.** will provide contamination and level II screening services.
- **Quest Corporation of America** will provide public engagement services.
- **SEARCH, Inc.** will provide cultural resources assessment.
- **Test Lab, Inc.** will provide geotechnical support.

As the proposed Project Manager, I will be the first point of contact throughout this project. I, along with Jonathan Jones, PE; Manny Monreal, PE; Terry Cartwright; Johnny Fung, PE; and Joe Lauk, PE, have considerable experience providing excellent engineering services to the City of Lakeland through past contracts.

This SOQ is valid for 120 days.

Thank you again for this opportunity and if you have any questions or need further information, please contact me at **863.533.7317** or by email at **amber.lewis@patelgreene.com**.

Sincerely,



Amber Lewis
Project Manager
863.533.7317 | amber.lewis@patelgreene.com
215 E Main St, Bartow, FL 33830
www.patelgreene.com



Understanding and Approach to Scope of Services

UNDERSTANDING AND APPROACH TO SCOPE OF SERVICES

GENERAL UNDERSTANDING OF PROJECT REQUIREMENTS

PGA understands that the Dixieland neighborhood in the City of Lakeland (City) embodies a rich, historic culture that residents value. The redevelopment within the community continues, and this project will build on the successes of private business investments along the corridor. We aim to ensure that the values, visions, and goals of organizations like the Dixieland Community Redevelopment Agency (CRA) and the historic Dixieland Neighborhood Association will be paramount during the design process and that the organizations are partners in making this project successful.

PGA staff have followed this project since the early study efforts over a decade ago. We understand the project's history from early planning, three-lane project implementation, and to the City Commission's resolution on the future of the South Florida Ave corridor based on the alternatives provided through the Florida Department of Transportation (FDOT). PGA has unmatched relationships with the City of Lakeland and FDOT District One. We have worked on similar projects within the city limits with state-owned facilities, like the successful Drane Field Rd (SR 572) at Don Emerson Roundabout and the Lakeland Hills Blvd (SR 33) reconstruction in front of the hospital, which is about to begin construction.



Fig. 1 - Corridor Art - Culture



Fig. 2 - Corridor Art - Culture

The Dixieland area, from Ariana St to Lime St, is filled with multiple local businesses and unique neighborhoods listed in the National Registry of Historic Places. This walkable community is in the heart of Lakeland, with South Florida Ave being one of three major highway systems that run north to south, connecting the surrounding communities. Our local staff frequent many Dixieland businesses like: Cob and Pen, Born and Bread, and Concord Coffee (to name a few). We are excited about this project and the continued area investments.

The Dixieland Commercial Corridor Redevelopment (CCR) Plan mimics the concerns for a safer environment: ***“Existing conditions along the corridor have also created an unfavorable pedestrian environment. The sidewalks in many locations are substandard and are near the road, which carries a large volume of traffic at a high rate of speed. Plans must consider access management techniques to relieve traffic pressure and improve the pedestrian environment.”***

The FDOT Traffic Operations Office conducted a lane repurposing study in 2021 to compare before and after the implementation of the temporary lane reduction along this corridor. The study indicates a dramatic drop in collision crashes and the severity of crashes. FDOT updated the study in 2022 due to COVID-19 impacts on traffic volumes taken in 2021. The update to the study continued to show a reduction in the speed and severity of crashes. PGA agrees with the City of Lakeland’s concept plans to implement the lane reduction into a permanent condition, consistent with the City Commission resolution.

Wider sidewalks along this corridor will improve pedestrian safety, provide a designated space for bicyclists, and enhance the overall context of the corridor. Keeping paver treatments, along with the broader sidewalks, will create an aesthetic appeal and provide a traffic-calming effect to reduce vehicle



Fig. 3 - Traditional Lakeland Hardscape

speeds. With the decision to move forward with the permanent conditions as depicted in the concept plans, public involvement will continue to be key ahead of implementation. Having already named some of the major stakeholders — Dixieland CRA and Dixieland Neighborhood Association — we also anticipate coordination with City of Lakeland staff, utility agency owners (UAOs), and FDOT, as well as business owners, property owners, and residential neighborhood organizations through the public involvement process.

The constrained right-of-way along South Florida Ave creates a challenge when developing a safe and constructible approach for an effective transportation system. PGA has reviewed the concept plans provided by the City of Lakeland and has developed crucial enhancement considerations to address this challenge. We have analyzed intersections, driveways, crosswalks, and merging locations and discussed how we can accommodate these updates within the available footprint below. These enhancements will improve the functionality and reduce conflict points to ensure the safety and mobility of all that use this corridor through Dixieland.



Fig. 4 - Existing conditions at SR 37



Fig. 5 - Existing drainage structures on SR 37

The City recently decreased signal timings by half, effectively reducing side street congestion and slightly slowing traffic down along the mainline. With the positive effect of these changes, it will permit the ultimate improvements to implement protected left turns, alleviating angle crashes and reducing congestion along the mainline. Storm drain and utility reconstruction will be significant considerations in meeting the project’s budget and schedule. PGA has reviewed the current drainage system and identified that the existing drainage system will be replaced within the project limits, but we will maintain existing outfall locations and drainage functionality. We anticipate an exemption from the USACE for a Section 404 Permit, but we will need a general permit to cover the new drainage system.

APPROACH TO PROJECT ADMINISTRATION

PGA is excited to lead this important project’s roadway, drainage, traffic, structures, and temporary traffic control (TTC) efforts. TTC will be a significant challenge. PGA has developed a few viable options, discussed below. Our experience with similar projects like West Pipkin Rd, SR 33 Lakeland Hills Blvd, and US 41 Green Bridge (which included special paver treatments) demonstrates that we can handle intricate maintenance of traffic and intense schedule demands. PGA has teamed up with **CivilSurv** and **ELEMENT** to assist with survey needs, utility design, and utility coordination. We have partnered with **Test Lab, Environmental Consulting & Technology (ECT), SEARCH**, and **Quest** for geotechnical engineering, contamination services, cultural resources, and public involvement, respectively. It is understood that creating an aesthetic, inviting atmosphere is essential, and if needed, PGA is prepared to assist with a supplemental landscape/hardscape design or coordination with the City.

This project has been coming for a long time, and the public may continue to push to get the project finished as quickly as possible. PGA has put together a schedule that meets the City’s June 2026 production date. We acknowledge that District One will require and handle right-of-way acquisition. PGA will work with the District through the right-of-way process, however, the traditional 2-year acquisition process could cause a third or fourth quarter letting of Fiscal Year 2027. **We can work with the State and the City to quickly meet all the promises for a safer, vibrant, welcoming environment for the Dixieland**

community. PGA has put together a schedule that we feel confident can be executed, provided there is latitude in the right-of-way schedule (please see pg. 22).

Upon completion of the scope development, PGA will finalize a schedule defining major milestones with delivery dates. A Critical Path Method (CPM) schedule will be developed using Microsoft Project scheduling software and will include significant tasks occurring during major design phases. PGA submits monthly updates of completed/upcoming activities.

A Project Implementation Plan (PIP) (also known as a Project Control, Project Work, or Project Management Plan) will be developed for the project, defining essential scope items as well as documenting project commitments, schedule of key milestone activities, contact information of key staff, established lines of communication, teaming assignments, work breakdown structure with negotiated staff-hours, costs and budgets, and management plan outlining coordination of communications, files, and finances, as well as a project-specific QA/QC Plan. This PIP will be stored in a dedicated Microsoft Teams channel to ensure the entire project team has access. PGA PM **Amber Lewis** will develop the staffing plan, and personnel with the required experience for each task and subconsultant staff identification will be assigned to ensure the most cost-effective personnel. A project kick-off meeting will ensure all team members (internal and external to PGA) know the project commitments and bi-weekly internal progress meeting and monthly external progress meetings. By using these techniques and consistent and frequent communication with the client, Amber will keep the project on schedule.

PGA uses Microsoft Teams internally and externally with clients, teaming partners, and stakeholders. We will communicate with the City's Project Manager, Jobin Abraham, bi-weekly through Teams or phone to ensure they are aware of project issues and resolutions. Monthly progress reports and production meeting minutes will also document these issues and resolutions. We can also meet in



Fig. 6 - Historic Dixieland Street Signs

person to discuss project-specific questions or meet in the field to review any concerns from residents, agencies, businesses, or other stakeholders. Our coordination and communication will be fluid to meet your needs and desires.

Our practice is to respond to client communications within one business day, providing an acknowledgment and an expected timeframe if an immediate answer is not feasible. Amber will be the primary point of contact, making herself available for in-person meetings with one business day's notice and same-day for virtual meetings. **Jonathan Jones, PE**, will be the secondary point of contact and will be up to date on all project statuses and decisions as he will serve as the Roadway Engineer of Record.

We recommend using cloud-sharing systems in coordination with the City to update meeting minutes and keep shared ProjectWise or OneDrive folders to organize submittals, invoices, and schedules. PGA uses these strategies on many projects to ensure consistent communication and improve efficiency. Using these protocols and techniques, such as eliminating a phase submittal, reducing comment/response times, and proactively coordinating with utility agencies, permitting agencies, and adjacent projects, PGA has proven our ability to advance schedules per a client's request.

One of the most significant risks to a project like this is constructability with the proposed improvements, often based on unforeseen conditions. PGA's project implementation plan will clearly define the project approach to administration, QA/QC and constructability reviews, as well as identify the responsible professionals and define the chain of command. Following this framework, PGA will mitigate these risks using the following processes/techniques.

A well-defined QA/QC Plan will require all client deliverables follow our 5-step review process before submittal. Every deliverable will be certified by the QA manager affirming the process was carried out appropriately. The QC reviews are facilitated using Bluebeam Revu, a cloud-based plans review collaboration software. Subconsultants must implement a comparable QA/QC process or adopt PGA's plan.

The constructability review of Phase II plans by our in-house Construction Services Group Manager, **Michael Jordan, PE**, will ensure that the proposed improvements can be safely constructed given site constraints.

One additional risk for transportation design/construction projects is the risk of limited funds. To ensure that proposed improvements are appropriate and will avoid potential delays or cost increases, the team will consider restrictions of maintenance, utilities, environmental impacts, R/W constraints, and constructability throughout the process. Our team will address these issues early in the project through:

- Extensive coordination to ensure the project remains focused on the ultimate goal(s)
- Implementation of quality control/assurance reviews of every deliverable at every phase submittal
- Constructability reviews beginning at Phase II and again before the final design
- Engineer’s estimates and review against available construction funding to ensure the project is not jeopardized by unexpected increases in unit prices

PUBLIC INVOLVEMENT

QUEST Marketing and Communications Quest Corporation of America, Inc., will lead public involvement efforts. The firm provides full-service communications and public engagement services, including an award-winning



Fig. 7 - Local Business



Fig. 8 - Belmar St

creative design and innovative technologies team. Quest has spearheaded public involvement for road and bridge projects throughout Florida, including numerous communications and community outreach, multimodal and corridor planning, design, and construction projects in Southwest Florida including Polk County.

Quest understands the diverse communities within Lakeland and the surrounding area and respects the importance of this project. Quest will develop a public participation and community awareness plan to help inform residents, community groups, and stakeholders, including elected officials and the media, to engage in the decision-making process. Through our comprehensive outreach – including to traditionally underserved populations - Quest will use traditional, grassroots, and innovative strategies to garner crucial community and awareness about project impacts.



Fig. 9 - The King's Church along SR 37

Community and stakeholder engagement will reinforce the city's goals for this corridor to improve safety for drivers, pedestrians and bicyclists while improving accessibility, and to create an environment that will spur economic development. The engagement approach would invite input about aesthetics such as street furniture and landscaping, location of mid-block crossings, driveway impacts, and lighting. Methods for engaging the community include:

- Encourage continued engagement with businesses along the corridor, downtown workforce, the Dixieland Community Redevelopment Agency, the historic Dixieland Neighborhood Association, Citrus Connection, and residents to inform this phase of the project
- Open house, roundtable discussions by topic would be facilitated and documented to inform the final design, aesthetics, and construction during the decision-making process
- Throughout the process, the team will be committed to transparency by posting summary notes, presentations and photographs from engagement activities, with content updates scheduled for the project website - throughout the life of the project
- Targeted outreach will include geofencing along the corridor and a QR Code to streamline access to project FAQ's and schedule, and to encourage submittal of recommendations or concerns
- Pop-up information booths will be scheduled in community spaces and events to complement the structured open house events, making it convenient for community to lend their input.
- The development of accurate renderings for visual storytelling exhibit boards and presentation slides would enhance understanding of the project plans by depicting before and after imagery
- All outreach materials will reflect the diverse community and be multi-cultural, multi-lingual, and multi-generational



Fig. 10 - Corridor Art - Culture

For this project, Quest will serve as an extension of City staff, coordinating all public involvement activities. Quest recognizes the vital role of public involvement and will ensure all requirements are met. All public involvement documents will be provided to key project staff within the agreed-upon timeframe for quality control and review. All efforts will include complying with Title VI requirements and documentation.

APPROACH TO ROADWAY DESIGN

SR 37 is an urban minor arterial with a C4 (Urban General) context classification on the state highway system and an essential route to Downtown Lakeland. The corridor, from Ariana St to Lime St, within the historic district of Dixieland, connects all users to the local shops, restaurants, and businesses. The unique and historic culture encourages pedestrian traffic while connecting motorists to other major state highway systems in Lakeland. PGA understands that the goals of the project are to ensure safety for pedestrians/bicyclists, improve vehicular mobility, maintain access to existing businesses, and promote the walkable redevelopment efforts within the Dixieland CRA.

Before the initial lane reduction project (pilot project), the typical section consisted of four 8.5- to 9-ft travel lanes and a 9-ft two-way left turn lane, which created a stressful driving situation. In most cases, vehicles traveled staggered due to the narrow lane widths. High vehicular speeds on these narrow lanes on off-peak hours led to a high crash rate.

The pilot project, completed in 2020, eliminated one travel lane in each direction by constructing traffic separators in the outside travel lanes. The typical section consists of two 11-ft travel lanes (one in each direction) and an 11-ft two-way left turn lane. Drainage slots were provided in the traffic separator to keep the existing curb lines and drainage in place. This proposed project aims to make the three-lane typical section permanent for the corridor. The current three-lane

configuration will remain, and wider sidewalks will be provided to promote increased foot traffic, improved pedestrian access for businesses, and increased safety for all users.

The concept plans show several driveway closures that adhere to Access Management standards. PGA has reviewed all the driveways and recommends some modifications. For example, the driveway at 360 Unlimited storefront, south of Cresap St, remain open due to limited parking spaces and access for this business. The following concept shows two asphalt driveways that create a safer space for pedestrians, allowing this driveway to remain and reducing conflict points. PGA acknowledges that coordination with the property owners would need to occur and that variation would be required for the 1-ft traffic separator.

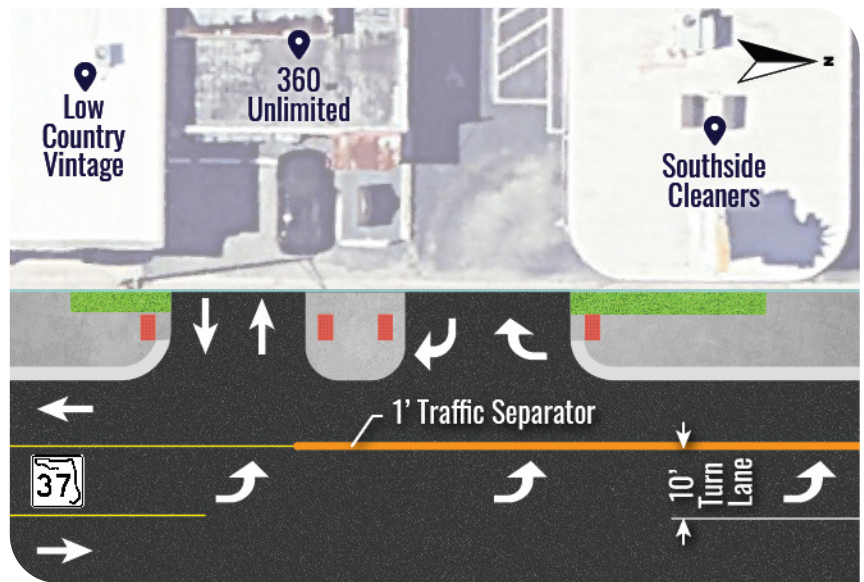


Fig. 11 - DW concept at 360 Unlimited

In a review of the recent crash data from 2020 to the current date, PGA noted a significant drop in left run/angle crashes, and we agree with leaving the two-way turn lane in place as illustrated in the concept plans. As shown below, PGA will utilize the City's proposed typical section of the City. The typical consists of two 11-ft travel lanes (one in each direction) and an 11-ft two-way left turn lane. Type F curb & gutter are to be utilized, and 11.5-ft sidewalks are to be provided along both sides of the roadway to accommodate pedestrians and bicyclists. The PGA Team will coordinate with the city to ensure any above ground intrusions, i.e., benches, bike parking, trees are designed to meet an 8-ft sidewalk width. PGA acknowledges that a bicycle lane width variation will still be needed for this corridor but this option allows us to better align with the goals of the FDOT's Safe Mobility for Life Program. SR 37 currently utilizes a posted speed of 30 mph and a design speed of 40 mph. The PGA Team proposes reducing the design speed to 30 mph to match the posted speed and target speed of the corridor.



Fig. 12 - SR 37 Typical Section

FDOT District One (D1) will supply the pavement evaluation survey with the core data, which we will use to create a Pavement Design Report. Our preliminary assessment recommendations are to utilize two pavement designs. The project limits will consist of full reconstruction using asphalt base Type B-12.5, 2" SP (Traffic C), and 1.5" FC 12.5 (Traffic C) (PG 76-22). Parts of the roadway will require milling and resurfacing to tie pavement markings into existing conditions. We recommend milling 1.5" and resurfacing with 1.5" FC 12.5 (Traffic C) (PG 76-22). On Lakeland Hills Blvd (SR 33), an asphalt base was utilized during construction to save construction time and aid in constructability with all of the drainage laterals. Side streets will also be constructed using Type B-12.5 and 1.5" of

FC 12.5 (Traffic C) (PG 76-22). PGA will prioritize maintaining and salvaging brick side streets and parking lots along the corridor for residents and business owners. Early identification of asphalt overlaid pavers will be important to avoid unforeseen issues in construction.

Additional improvements to the corridor will include new crosswalks, traffic signals at the current signalized intersections, decorative hardscape, and decorative lighting to improve the corridor aesthetics. Variations for cross slope, median width, and intersection sight distance may be required.

Upon review, PGA discovered variations could also be needed for hardened center lines, bicycle lanes, and return radii. PGA will coordinate with the City of Lakeland Project Manager and District One Design staff for any variations that may be needed. PGA will also utilize AutoTURN analysis at the intersections to ensure the new curb line maintains a turning radius that meets FDM criteria. Given the unique context, design vehicles may differ along the corridor, so we will provide recommendations for each location.



Fig. 13 - Transit Boarding and Alighting alternative

Eight Gold Line bus stops were removed within the project limits during the pilot project to eliminate transit delays. The Peach Line was created to use smaller buses to provide boarding locations along a loop of parallel streets. The PGA Team proposes coordinating with the City of Lakeland regarding their proposed transit plans. PGA would develop additional concepts to include bus bays and shelters, as shown in **Figure 13** just north of Palmetto St, for further discussion with the City. This would require additional right of way, but if this is an ultimate need of the corridor, it would be a lot easier to accommodate now rather than retrofitting in the future.

The PGA Team has also developed enhancements to increase safety and mobility throughout the corridor. Per the current concept plans that the City developed, the second northbound travel lane is to become a right turn only (lane drop) at E Belmar St. During the design phase of the pilot project, residents opposed a similar lane drop concept at Hibriten Way, concerned about increased traffic along residential side streets. Due to the opposition, the concept was revised to incorporate a striped merge condition. The current merge is long and that signage is difficult to see due to existing vegetation. The PGA Team recommends using overhead signs prior to E Belvedere St and merging the NB outside travel lane between E Belvedere St and Patten Heights St, where the current striped merge condition is located. The proposed lane taper would be accomplished by moving the curb line into 150-ft taper length needed just south of Patten Heights St (see **Figure 14**). The current use of striping has resulted in traffic speeding through the gore area to pass. The hardened edge will require a full merge and eliminate an unsafe condition.

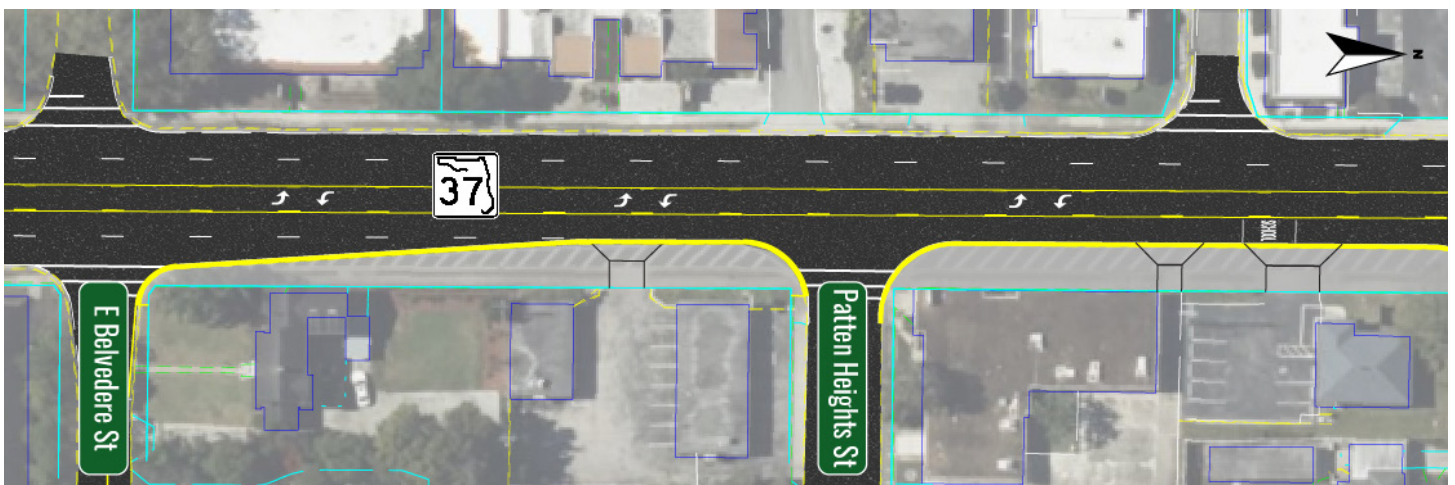


Fig. 14 - Northbound merge

A similar design is proposed in the concept plans for the southbound travel lanes at Lime St. The PGA Team has discussed the existing condition with the FDOT District 1 Traffic group. Drivers utilize this “drop lane” to get in front of the drivers in the thru lane and will typically merge within the intersection. There have been instances of drivers hitting the existing traffic separator. The PGA Team has developed alternatives for this southbound merge, which are discussed in the **Safety Enhancement/Value Added** section below.

Another potential improvement is the SR 37 and Walnut St intersections. Currently, the concept plans show three crosswalks at this location due to the offset of the two side streets. We recommend eliminating

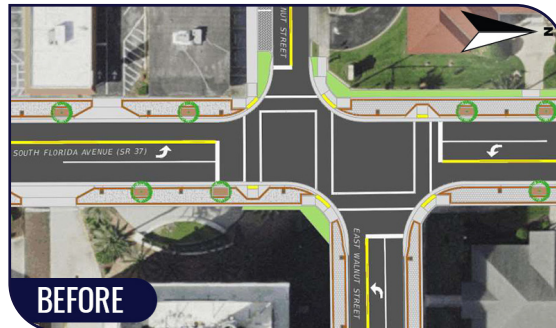


Fig. 15 - City of Lakeland Concept Plans

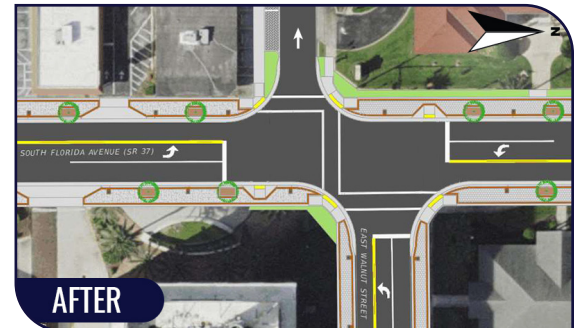


Fig. 16 - Recommended consolidation of crosswalks

the two outside crosswalks and providing a single crosswalk at this location. This will allow the single crosswalk across SR 37 to run simultaneously with the SR 37 left turning movements. Providing the two outside crosswalks would require an additional phase to the signal timing and create additional delay through the corridor.

Based on our initial review of the proposed parcel lines, as-builts, and concept plans, there are locations where right-of-way acquisition will be required. Most of these locations will be due to corner clips at the side street returns for the proposed sidewalks and curb ramps. Another location right-of-way acquisition will be required is for the parcels north and south of Belmar St. The existing right-of-way narrows in at this location, as shown in **Figure 17**, taken from the as-builts.

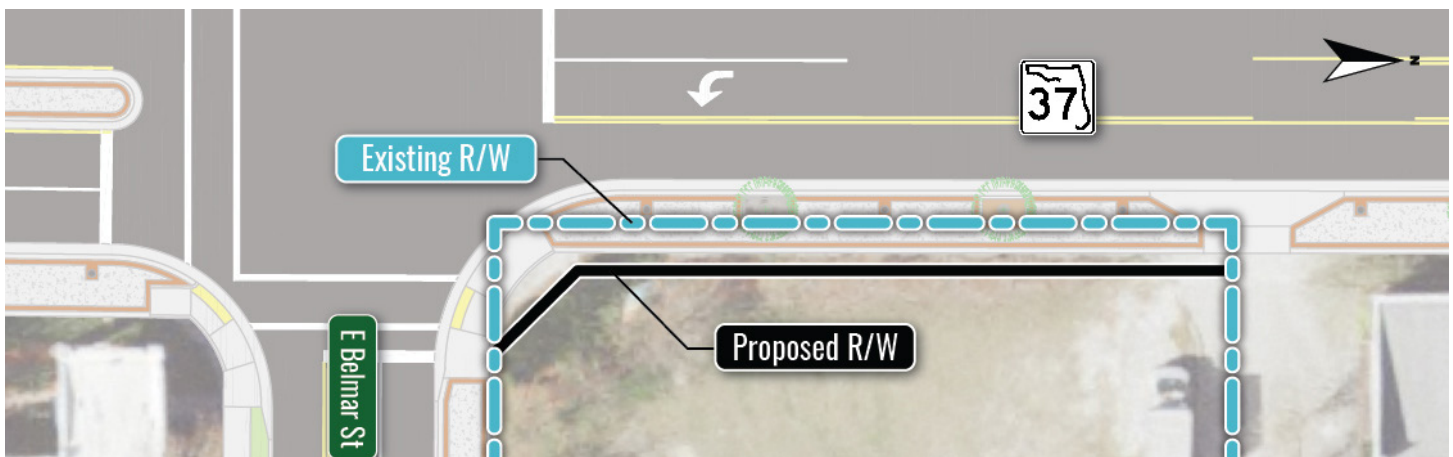


Fig. 17 - Right-of-way acquisition for parcels north and south of Belmar St

SAFETY ENHANCEMENTS/VALUE ADDED

The context classification and target speed for the roadway qualify the facility to employ any of the strategies outlined in Table 202.3.1 of Chapter 202 in the FDOT Design Manual (FDM). PGA performed a preliminary desktop review of the corridor to identify potential ways to enhance safety and speed management. As part of our review, we referenced previous studies at intersections along the corridor, including Lime St and Ariana St; the Lane Repurposing Before/After Data Summary study prepared for FDOT; and crash data for the after period from January 2021 through May 2024, obtained from the Signal Four Analytics database.

MID-BLOCK CROSSINGS/SHORT BLOCKS

A standard tool that can be used to manage speeds is short blocks. Short blocks create a greater sense of engagement between drivers and the environment and often support pedestrian multimodal contexts. The existing corridor currently includes regularly spaced side streets that support an environment of short blocks; however, there are no visual cues to communicate the shorter blocks to

drivers. There is approximately 1,200 ft between the traffic signal at Patterson Street and the following signal to the north at Cresap Street/Frank Lloyd Wright Way. There are at least three side street intersections along the segment between the two signalized intersections, but each intersection is controlled by a side street stop. Drivers can easily miss the side street intersections, and the lack of visual cues gives the impression that there is a long, straight stretch of roadway, which in turn encourages drivers to travel at higher-than-desired speeds, as illustrated in **Figure 18**.



Fig. 18 - View of SR 37 looking north from Patterson St

We see an opportunity to break up the line of sight and create shorter blocks while enhancing pedestrian safety and connectivity along the corridor. We identified potential locations for installing pedestrian crossings based on the reviewed data. Each area would need to be evaluated further during the design process. Crossings could be implemented with high-visibility pavement markings and RRFB installations. In other locations, we recommend installing a pedestrian refuge island in the median. Preliminary design decisions were made based on crash histories, pedestrian activity, and the need for left turn access to driveways near potential crossing locations. Further analysis can be performed during the design process.

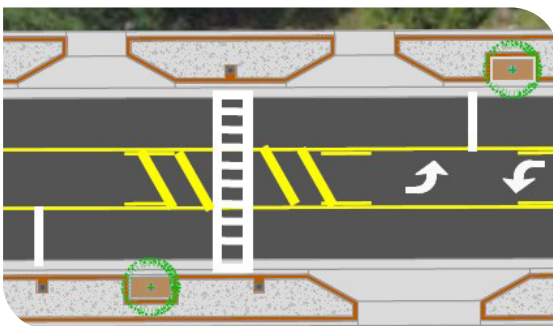


Fig. 19 - Mid-block crossing without refuge island

These are potential locations where marked pedestrian crossings could be considered:

- North of W Belmar St – pedestrian crossing with pedestrian refuge island and RRFBs
- North of Hunter St – high visibility crosswalk with RRFBs
- North of W Highland St – high visibility crosswalk with RRFBs
- North of Cannon St – high visibility crosswalk with RRFBs
- North of W Ridgewood St – pedestrian crossing with pedestrian refuge island and RRFBs
- South of Hillcrest St – high visibility crosswalk with RRFBs
- North of Mosswood Rd – high visibility crosswalk with RRFBs
- North of W Palmetto St – high visibility crosswalk with RRFBs
- North of W Hickory St – high visibility crosswalk with RRFBs

RAISED INTERSECTIONS

Raised intersections are a form of vertical deflection used to manage speeds. This technique can only be applied on facilities with target speeds of 30 mph or less, like this segment of SR 37. Raised intersections could be considered at both unsignalized and signalized intersections along the corridor. This measure could be used at Lime St and Ariana St to help slow traffic entering the project corridor. Raised intersections could also be installed instead of, or in combination with, pedestrian crossings at unsignalized intersections. This would provide an alternative method for creating shorter blocks and would help to discourage speeding during off-peak travel times.

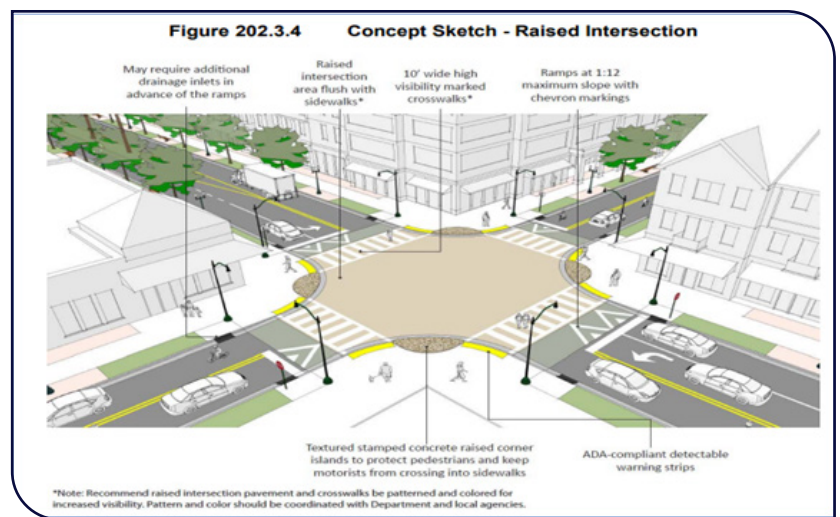


Fig. 20 - Concept sketch of Raised Intersection (Source: FDOT Design Manual, Chapter 202)

SOUTHBOUND LANE DROP AT LIME ST

Crashes reported between 2021 and May 31, 2024, were reviewed for the intersection of SR 37 and Lime St. Fifteen crashes related to the southbound (SB) right turn only lane were identified. The crashes did not result in any injuries or fatalities. All but one of the crashes were reported during the daytime. The crash types were a mix of rear ends and sideswipe collisions, with one off-road crash reported. Each of the crashes identified involved a driver in the SB right turn lane who did not wish to turn right. The drivers made sudden lane changes near the intersection. In the case of the off-road crash, which occurred on April 1, 2022, at 7:18 am, more than a year after the temporary improvements had been implemented, the driver failed to realize that he was in the right turn-only lane. After traveling through the intersection, the driver claimed he did not see the concrete curb due to the darkness.

One option for addressing the concerns about the SB lane drop at Lime St is to install overhead signs just south of Orange St indicating that drivers should use the inside through lane to stay on SR 37 SB and that the outside lane is a right turn-only lane.

Figure 21 presents a view along SR 37 SB from Orange St. Although the outside lane has Right Turn Only markings, it is easy to lose the Right Turn Only signs posted by the sidewalk. Overhead signs could be placed before this location, which might be more visible to drivers.



Fig. 21 - View southbound on SR 37 at Orange St

Additionally, pavement markings to the north and south of Lime St could be modified to merge all southbound traffic into a single lane and provide a

southbound right turn lane at the intersection. The required taper to merge the lanes would be 150 ft long. This could be accommodated just south of Orange St, and a right turn lane could still be provided at the Lime Street intersection, as shown in Figure 22.

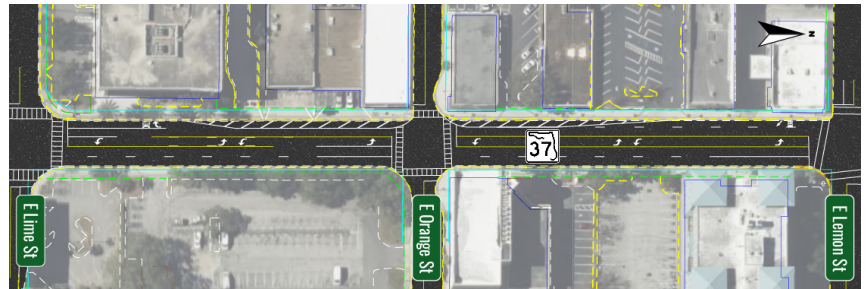


Fig. 22 - Southbound merge

This option should be investigated further as part of the design process. PGA acknowledges that special attention should be given to the existing parking and signage at businesses on the west side of SR 37, just south of Orange St.

PGA will discuss with D1 staff to verify if this is an encroachment or if an existing permit exists will take place. We will work with the owner to relocate this sign and facilitate an ADA path.

GEOTECHNICAL INVESTIGATION SERVICES

TESTLAB Test Lab will complete a subsurface exploration along the alignment to provide soils information for the planned roadway improvements. Based on a review of the USDA NRCS Soil Survey of Polk County, the soil profile along the alignment primarily consists of urban land, a man-altered soil material, and fine sand to sand with silt (A-3/A-2-4) to a depth of about 6.5 ft. The seasonal high groundwater table is reportedly more significant than 6 ft below natural grade within the A-3/A-2-4 areas. Due to the disturbed nature of the urban land soil, the seasonal high groundwater table is not reported. Based on a Polk County Sinkhole map review, several sinkholes are close to the alignment range in size from less than 10 ft in diameter to 80 ft in diameter. These sinkholes are less than 1.5 miles away from the subject corridor.



Fig. 23 - View SB on SR 37 at Orange St

The geotechnical approach will include a comprehensive review of published geotechnical data to evaluate the project limits for shallow seasonal high groundwater table conditions and shallow deleterious soils such as A-4, A-6, A-7-6, and A-8. The comprehensive review will be followed by the fieldwork

portion of our geotechnical exploration, which will include obtaining pavement cores along the referenced corridor, followed by performing hand auger borings in areas of improvement to identify the existing soil profile, estimate the seasonal high groundwater table and collect Limerock Bearing Ratio (LBR) samples for purposes of providing a Design LBR to the design team. In addition, Test Lab also plans to perform Standard Penetration Test (SPT) borings on signs, signals, high mast lights, and strain poles and provide geotechnical soil parameters to the design team. Test Lab will also collect corrosion samples to determine environmental classification. If sinkhole conditions are encountered during our SPT borings, the onsite staff will contact the geotechnical EOR, and the EOR will recommend a remediation plan with the appropriate recommendations for repair.


CONTAMINATION SERVICES

ECT Environmental Consulting & Technology, Inc. (ECT) will lead contamination services.

Site Assessment: The requirements for site assessment vary in nature, depending upon regulatory program protocols, site conditions, nature of the release(s), and related factors. The ECT project team has experience in various regulatory programs and assessing sites containing petroleum products, metals, chlorinated solvents, pesticides, and herbicides under Chapter 62-780 of the Florida Administrative Code (FAC). The ECT project team is active in the petroleum cleanup and brownfield redevelopment programs. Within each of these areas, the project requirements are unique and can be varied in scope, requiring the judgment of an experienced professional to properly scope the work. As with Phase II ESAs, cost savings opportunities to the City during site assessment include obtaining competing bids from laboratory and drilling subcontractors to get the best price for a specific scope of services.

Furthermore, ECT's staff experience can provide additional savings by planning work sequences that minimize mobilizations and reduce the need for field personnel.

Phase II ESA investigations are conducted in general accordance with ASTM practice E1903-19. Each Phase II investigation addresses specific site conditions and RECs identified in Phase I. Under most Phase II ESA projects, ECT provides services in the areas of soil sampling, surface water sampling, drinking water sampling, monitoring well installation (usually using either conventional drilling or direct push technology), groundwater sampling, asbestos and lead-based paint sampling, data validation, QA/QC and project management. Analytical services are subcontracted to a NELAP laboratory certified by the Florida Department of Environmental Protection (FDEP), and when applicable, samples are analyzed by a state-certified drinking water laboratory. Should the Phase II ESA require other types of technical assessments, ECT's extensive in-house capabilities allow for numerous types of ecological surveys (threatened and endangered species, wetlands, habitat assessment), industrial hygiene services, air quality assessment and modeling (ambient and indoor air); asbestos and lead-based paint surveys, design, and abatement; and brownfields area designations, assessments, and grant writing. Cost savings opportunities for the County during Phase II ESAs include obtaining competing bids from laboratory and drilling subcontractors to get the lowest cost for a specific scope of services.

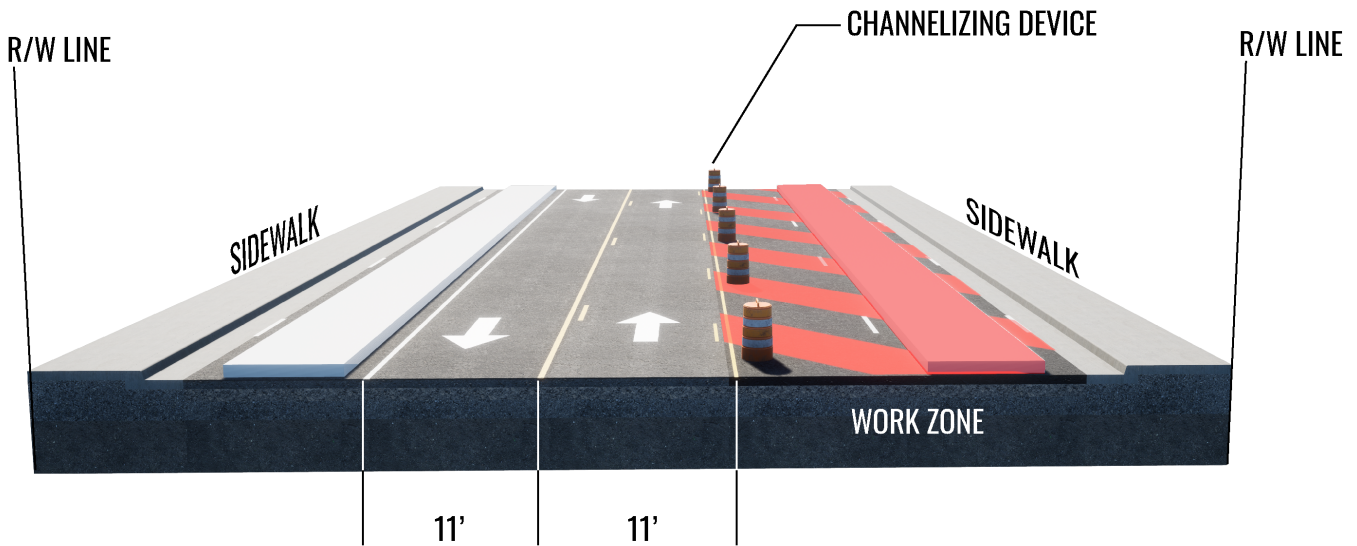
 **SEARCH, Inc.**, is available to provide supplemental support for the completion of the cultural resources assessment and documentation.

APPROACH TO TEMPORARY TRAFFIC CONTROL

Choosing an appropriate TTCP approach will be critical on this highly traveled corridor. The TTC approach must consider and accommodate all corridor users and minimize vehicular delays as much as possible.

The PGA Team recommends a TTCP approach that utilizes phases that allow one 10-ft travel lane in each direction and eliminates the two-way left turn lane (TWLTL) due to limited right-of-way width. The closure of the TWLTL will require all left turning movements to occur at the signalized intersections, and temporary lane separators are to be utilized to prevent left turns outside of the signalized intersection limits. The signalized left turn lanes will remain open except during adjacent pavement construction, which requires closure. During the closure of the TWLTL and signalized left turn lanes, detours will be utilized using the local roadway network.

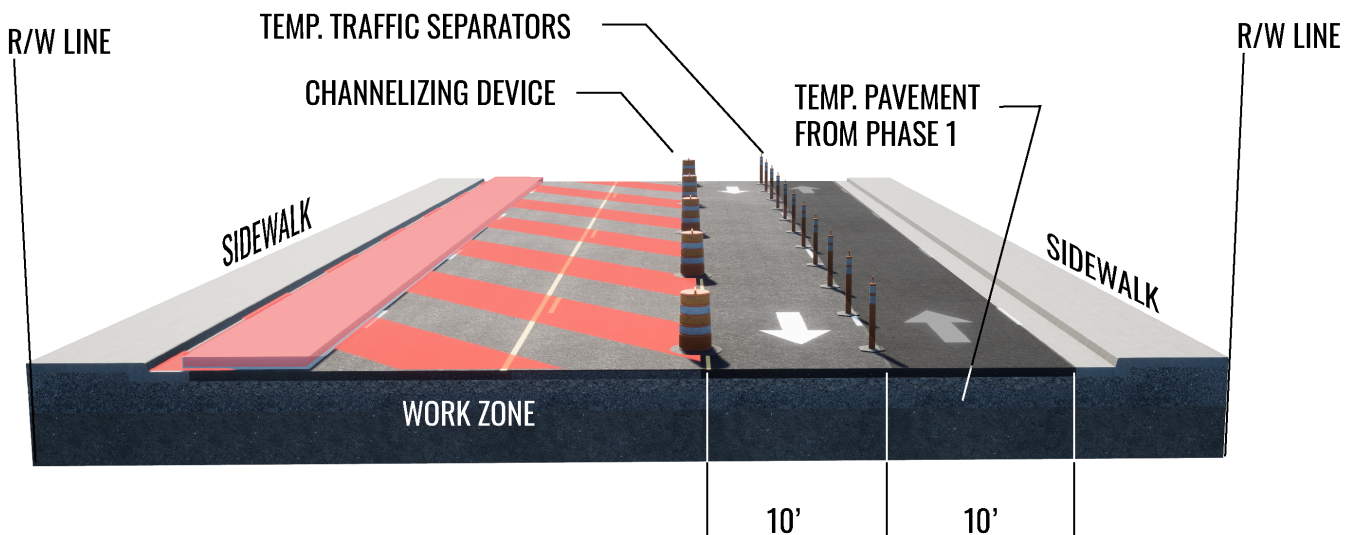
Phase I: The existing traffic separator adjacent to the NB travel lane will be removed. Temporary pavement will be utilized as necessary to provide a smooth riding surface. Standard Plans Index 102-613 is to be utilized to divert NB traffic to TWLTL, as shown in **Figure 24** below.



PHASE 1

Fig. 24 - Phase I TTCP

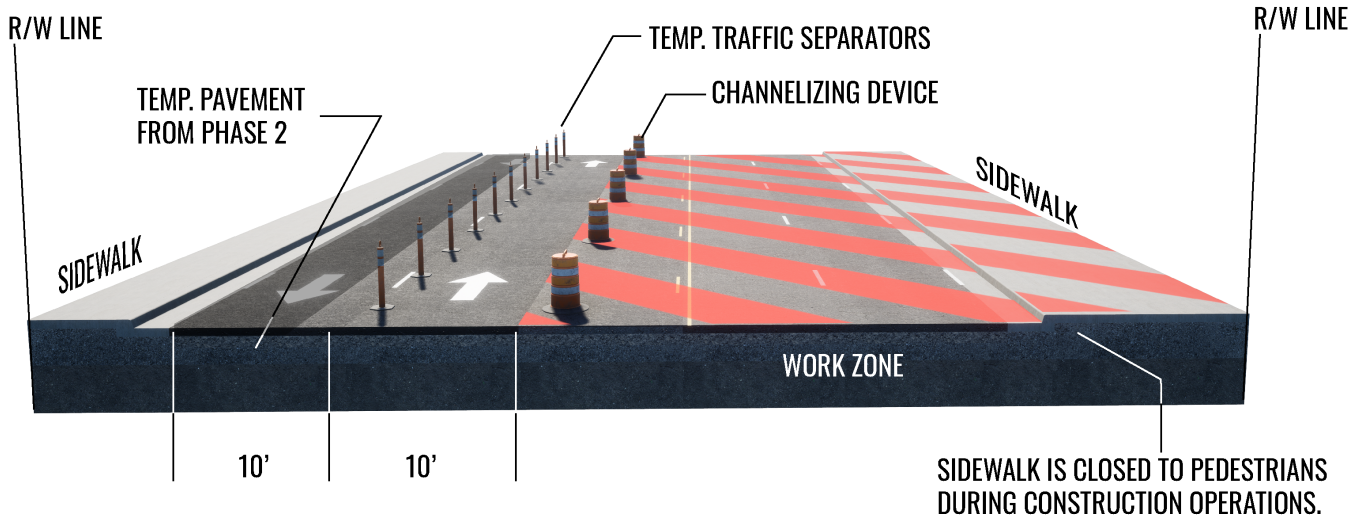
Phase II: The intent is to construct a large portion of the left half of the proposed typical section, excluding the curb and gutter (to be constructed in a later phase). The proposed work includes the SB travel lane, half of the TWLTL, drainage trunk line, and drainage structures. The existing traffic separator will be removed and temporary pavement will be used to provide a smooth riding surface for the next phase. To perform this work, the two travel lanes will be shifted to the east side of the existing roadway, as shown below. The existing sidewalks along both sides of the roadway will remain open.



PHASE 2

Fig. 25 - Phase I TTCP

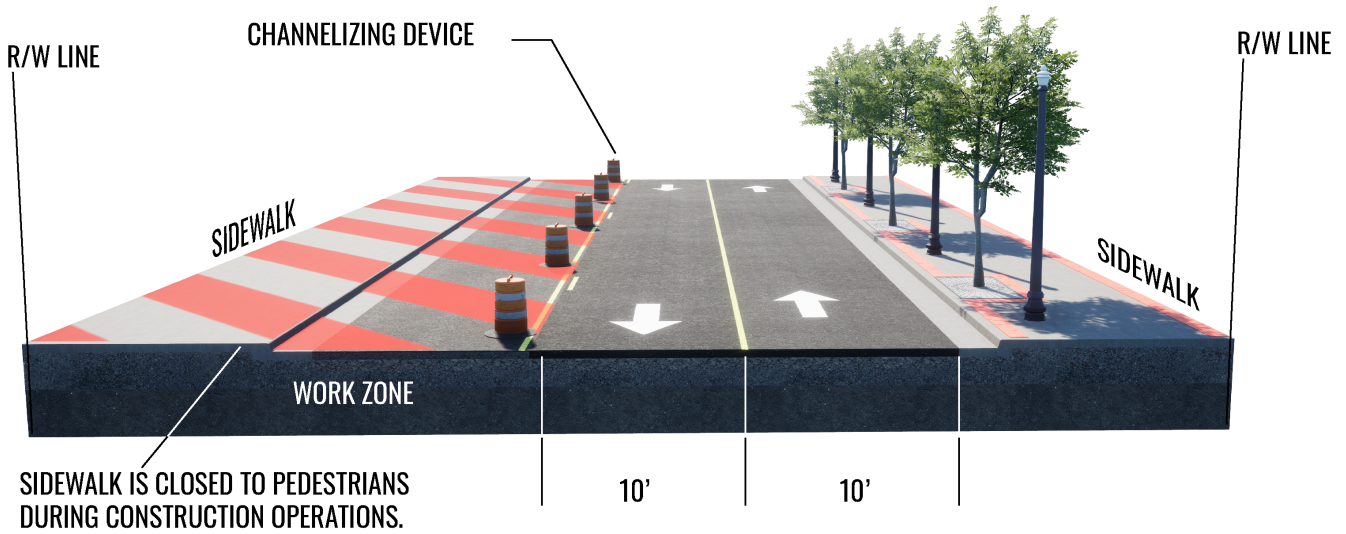
Phase III: The intent is to construct the entire right half of the proposed typical section. The proposed work includes the NB travel lane, half of the TWLTL, drainage structures, curb & gutter, and sidewalk. To perform this work, the two travel lanes will be shifted to the west side of the roadway, as shown below. Due to the sidewalk closure along the east side of the roadway, pedestrian detours will be utilized to cross pedestrians at the signalized intersections to provide sidewalk access along the west side of the roadway.



PHASE 3

Fig. 26 - Phase III TTCP

Phase IV: The intent is to construct the remaining curb & gutter, and sidewalk along the west side of the roadway. Standard Plans Index 102-613 will be utilized to close the TWLTL and to use it as the SB travel lane, as shown below. Due to the sidewalk closure along the west side of the roadway, pedestrian detours will be utilized to cross pedestrians at the signalized intersections to provide sidewalk access along the east side of the roadway.



PHASE 4

Fig. 27 - Phase IV TTCP

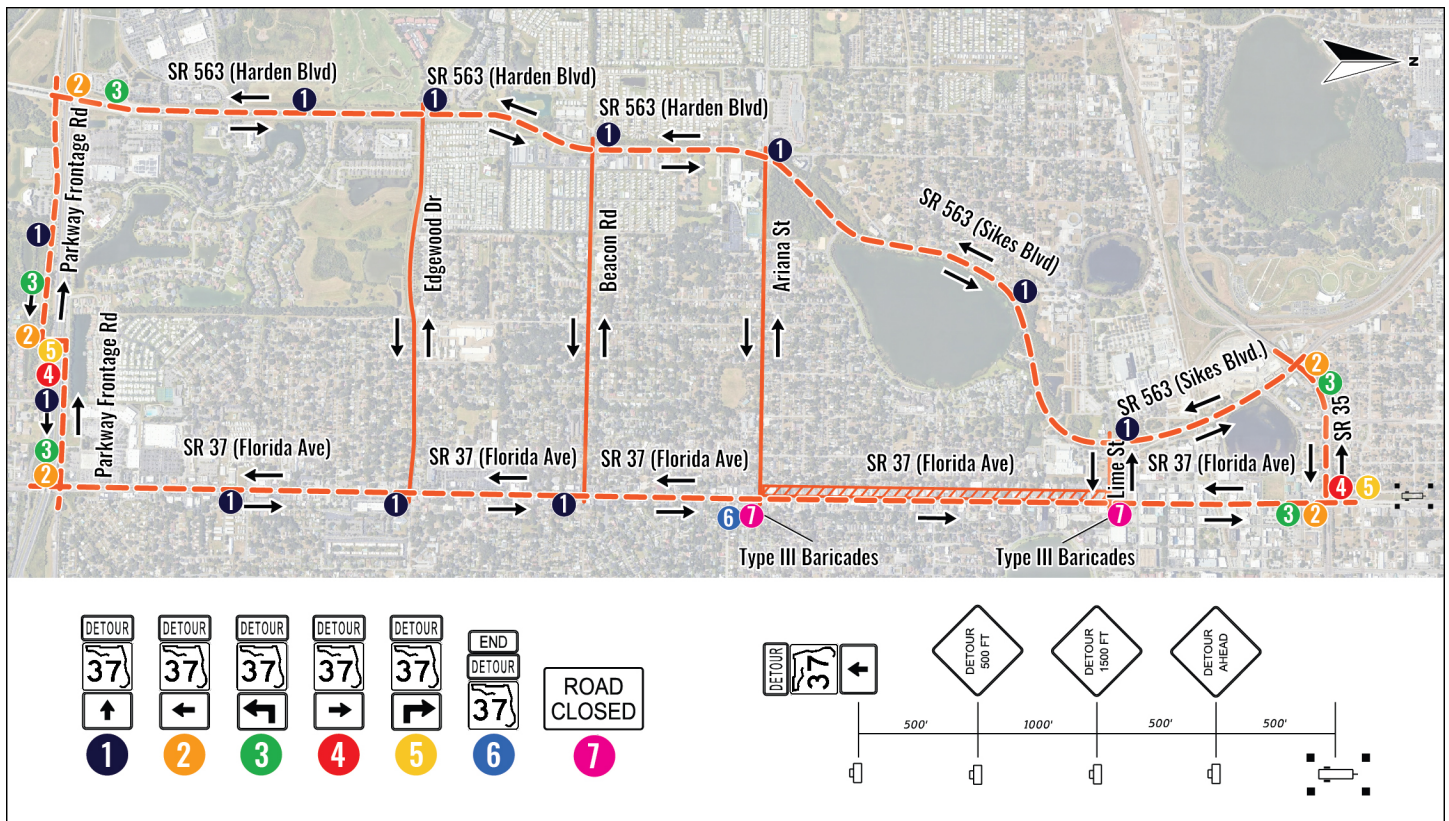


Fig. 28 - Partial detour TTCP option

Phase V: Phase V will place the final friction course using standard plans Index 102-613. Pedestrian access will be provided along both sides of the roadway for this phase. As mentioned in the TTCP phases, pedestrian detours will be required during sidewalk closures. Signalized intersections will be utilized for the crossing locations.

There is always the potential that as we obtain more information, the TTCP is likely to change. We will be sure to explore all contributing constraints like utility relocations, off site drainage connections and adjacent property owner access. In some cases this may mean low profile barrier, left turn lane closures, and/or short duration detours. All of these will be explored in coordination with the City and FDOT to arrive at a constructible solution.

Another potential option to discuss further with the City is the implementation of a partial detour. This would allow one to two travel lanes to be provided in the same direction. One potential detour route option is to utilize Parkway Frontage Rd, SR 563, and SR 35, as shown in **Figure 28**.

PGA understands that the TTCP will be crucial to the success of this project. Implementation of Smart Work Zone technology is another way to enhance the TTCP approach and can be provided with any option. Smart Work Zone technology allows drivers to make informed decisions on which route to take based on current travel time data. PGA staff worked with D1 on a similar application on US 41 in Fort Myers for extended lane closures over the Caloosahatchee River Bridge. Travel times were provided for alternative routes in each direction, allowing motorists to make an informed decision on which route to travel. Coordination with FDOT will be crucial as lane closure analysis and detour options are explored further. Amber has great relationships with D1 Construction and Traffic Operations, like Marshall Douberly and Steven Davis, PE, and will schedule reviews to discuss TTCP design and constructability. PGA also knows that informing the public will be another crucial aspect of the TTCP. All proposed detours, route options, and closures will be made available for public input, and PGA is prepared to provide post design services to keep the public informed during construction.

APPROACH TO DRAINAGE DESIGN AND PERMITTING SERVICES

SR 37's storm water system comprises a closed conveyance system throughout the project limits, utilizing curb inlets and pipes to capture and convey runoff, ultimately discharging to Lake Hollingsworth, Lake Hunter, and Lake Morton. For at least two decades, there have been known flooding issues for businesses and stakeholders along the roadway during high-intensity storms. This project proposes a complete replacement of the drainage system, allowing

PGA to appropriately size pipes and locate inlets to avoid ponding or spread issues while maintaining the existing drainage patterns. A review of the outfall pipes' hydraulics indicates that at least two of the three outfall pipes should be considered for up sizing to function more efficiently. Relocating the trunk line to one side of SR 37 and closer to the new curb line will allow for ease of maintenance on the new drainage system and provide a wider utility corridor by removing the existing storm water trunk line. The new storm water collection system and typical section will alleviate drainage complaints from splashing or undersized pipes. The project corridor is entirely located within FEMA Flood Zone X, and it crosses WBIDs 1543A1 (Lake Hunter Outlet) and 1549A (Banana Lake Canal), which are impaired for nutrients and organics. However, in keeping with the City's environmental stewardship, some form of cost-feasible best management practice (BMP) may provide a reasonable, value-added aspect to the project. A cost-effective system for debris collection before entering the outfalls is just one viable BMP that could be considered to remove floatables collected by the storm drain.

The project will not affect jurisdictional wetlands, surface waters, or state- or federally-protected species. The proposed drainage improvements should qualify for a General Permit from SWFWMD for stormwater retrofit activities under 62-330.451, FAC. A 404 federal dredge and fill permit is not required for this activity. Once a preliminary drainage design has been developed and reviewed by the City, our team will schedule and attend a pre-application meeting with SWFWMD. The meeting will answer early questions from SWFWMD regulatory staff and verify the type of permit required for this project. Meeting minutes will be developed and included in the project file.

APPROACH FOR SIGNALIZATION AND LIGHTING DESIGN SERVICES

The PGA Traffic signal design strategy aims to minimize the intersection footprint by reducing the number of mast arms required to accommodate all traffic movements, where feasible. In formulating the signal mast arm layout, considerations included:

- The positioning of underground and overhead utilities
- The impact on neighboring businesses
- The locations of existing mast arms to enable ongoing construction without disrupting current signal operations
- The new structures will mirror those at the South Florida Ave/Beacon Rd junction

Accessible Pedestrian Signals (APS) are expected to be required when Public Rights of Way Access Guidelines (PROWAG) are adopted and become enforceable. Currently, the Traffic Engineering Manual (TEM) Section 3.7 requires that an engineering study be performed to determine whether an APS installation is appropriate for a given location; however, the FDM Section 232.6.1 notes that provisions for future installations of APS (such as conduit, conductors, signal cables) should be installed at all new and reconstructed signalized intersections and signalized mid-block crossing locations. The benefit of installing these provisions is that APS equipment can be added to the signal installation at a future date without requiring a complete signal retrofit. This means signals can be brought up to accessible standards or improved based on a future request for only a few thousand dollars and within months versus the cost of an entire signal upgrade.

ARIANA ST

- Signal Structure: We propose two mast arms: one dual-arm for the NB/EB movements and a single-arm structure for the SB. They will be located on the east side of SR 37 to avoid the underground utilities and the existing overhead power lines on the west side of the road.
- Existing devices include pedestrian signals, a CCTV, a Travel Time (TT) device, and video detection (EB movement only).
- We recommend new mast arms, pedestrian signals, and a signal cabinet. We also recommend relocating the existing CCTV and TT device, adding video detection, and adding a blackout sign to replace the static school sign, as recommended in the safety study.

EAST BELMAR ST

- Signal Structure: We propose two mast arms. One dual-arm for the SB/WB movements and a single-arm structure for the NB on the same corners as existing structures. Existing utilities do not seem to be an issue; the water line will not be in conflict.
- Existing devices: Pedestrian signals and video detection (WB movement only).
- We recommend new mast arms, pedestrian signals and signal cabinet, as well as adding video detection.

PATTERSON ST

- **Signal Structure:** We propose two dual mast arms. One for the NB/WB movements and one for the SB/EB movements. The structures will be placed on the opposite corners from the existing structures. This will facilitate constructability. The SE corner is cleared of utilities, the NW corner has a water line that needs to be located early on to establish the ultimate location of the proposed mast arm.
- **Existing devices:** Pedestrian signals, a CCTV, signal priority device, video detection (EB movement only).
- **Recommendations:** New mast arms, pedestrian signals and signal cabinet. Relocate existing CCTV and priority device. Add video detection to both minor movements.

CRESAP ST

- **Signal Structure:** We propose three mast arms. A dual mast arm for the NB/WB movements and a single mast arm for the SB and EB movements. The returns are getting larger, allowing us to place the new structures on the same corners as the existing ones and allow the construction of the latest with minimum impact on the existing structure, facilitating constructability. The NW and NE corners are cleared of utilities, and the SW corner has a water line that needs to be located early on to establish the ultimate location of the proposed mast arm on that corner.
- **Existing devices** include pedestrian signals, a CCTV, a BOS for alternate routes, and a signal priority device. There is no vehicle detection system.

- We recommend installing new mast arms, pedestrian signals, and a signal cabinet. Relocate the existing CCTV, BOS, and priority device. Add video detection to both minor movements.

WALNUT ST

- **Signal Structure:** We propose one dual mast arm on the NW corner to cover all movements. One arm will have signal heads on both sides for the NB and SB movements. This design meets the minimum distance from the stop bar to the signal heads. A single structure will minimize construction time and allow for the continued operation of the existing signal. The NW corner is cleared of utilities.



Fig. 29 - Walnut St

- **Existing devices:** Pedestrian signals and a BOS for alternate routes. No vehicle detection system.
- We recommend new mast arms, pedestrian signals, and signal cabinets. Relocate BOS. Add video detection to minor movements. **The concept plans show the west leg of the intersection, W Walnut St, as a two-way street. Having this as a two-way street would require another signal mast arm and a split phase configuration to allow the east-west movement to be an exclusive phase due to the offset nature of the roads and add unnecessary delays. We recommend keeping W Walnut St as a one-way street.** This simplifies signal phasing, reduces delays, and minimizes overall signal cost. We also recommend a single crosswalk across SR 37 with its own pedestrian phase. With a single crosswalk, the stop bars can be closer together, reducing the all-red time and the overall intersection delay.

LIME ST

- **Signal Structure:** We propose two dual mast arms: one on the NW corner for the NB/EB movements and another on the SW corner for the SB/WB movements. The structures will be placed on opposite corners from the existing structures, which will facilitate constructability and allow for the continued operation of the existing signal. These corners have minimum utilities present, and we don't anticipate major issues.
- **Existing devices:** pedestrian signals, a CCTV, a BOS, a signal priority device, and a vehicle detection system for the main movements.
- We recommend installing new mast arms, pedestrian signals, and a signal cabinet; relocating the existing CCTV, BOS, and priority device; and adding video detection to both minor movements. This intersection has implemented the protected left turn for SR 37, as recommended in the safety study.

Connectivity to the City's Traffic Management Center (TMC):

The project encompasses integrating all traffic signals within the project limits with the City's TMC through a fiber optic network.



Fig. 30 - Lime St

Our plan includes pinpointing the main fiber optic routes and installing new fiber drop cables to each signal cabinet, ensuring continuous connectivity with the TMC. Recognizing the significance of uninterrupted signal operation during construction, we will implement temporary solutions and maintain communication plans to uphold this connection.

Traffic Signal Equipment: In line with the City's established preferences, our specifications will include type 333 signal cabinets equipped with Econolite NEMA 170 controllers. Network connections will be facilitated through RuggedCom RS900 series devices. Consistent with existing infrastructure, video technology will be the vehicle detection method at select intersections.

Railroad Beacon Signs: Within the project's scope, three railroad beacon signs are positioned NB to aid in traffic control during railway crossings. These signs, situated behind the current sidewalks, will remain unaffected by our design, allowing for their preservation and resulting in a cost saving of approximately \$45,000.

Signal Timings: As part of the design process, we will recalculate clearance intervals for each intersection per Traffic Engineering Manual (TEM) Section 3.6. The corridor's traffic signal timings will also be retimed based on recent traffic volumes.



Fig. 31 - Railroad beacon sign

Leading Pedestrian Intervals (LPIs) will be evaluated for each signalized intersection to determine if this treatment would be appropriate. Evaluations will follow the guidance set forth in TEM Section 3.11.5. For any intersection where LPIs are considered desirable, Accessible Pedestrian Signals (APS) will also be incorporated into the design.

We have performed a preliminary assessment to determine if protected left turn phases are needed for safety per the TEM. While the data does not fully support the application for that purpose, PGA recommends implementing the protected left turn phases for all signals to improve operations along SR 37, with the added safety benefits contemplated by TEM. With the high capacity three-lane segment of SR 37, the protected left turns will provide better opportunities for left turn movements and avoid significant stacking in the left turn lane between signals.

LIGHTING

The current lighting infrastructure includes a variety of short decorative posts and poles made from materials such as wood, concrete, and aluminum. The installed LED luminaires are strategically placed on alternating sides of South Florida Ave, with standard mounting heights ranging from 30 to 40 ft. The maintaining agency is Lakeland Electric, with whom we have a great working relationship.

The corridor will be enhanced by decorative lighting as outlined in the scope. We will begin by coordinating with stakeholders like the City of Lakeland and Lakeland Electric to determine the preferred specifications for the lighting system, including luminaire types, input voltage, and pole/post material. Drawing from our recent experience with a similar project on Lakeland Hills Blvd, we understand the importance of a well-defined strategy for managing utility conflicts and delineating construction and maintenance responsibilities. Our strong partnership with Lakeland Electric will be a cornerstone of this project's success.

We plan to create an optimized design using AGi32 software, adhering to FDM criteria to ensure maximum coverage while minimizing the number of luminaires required. Given the business-dense nature of this corridor, the strategic positioning of light poles is crucial. Coordination with Lakeland Electric will be key in identifying potential load centers for the proposed lighting. Although the project scope includes a lighting justification report, the existing illumination of the corridor negates the need for such a report.

Recommendations: We propose to investigate the feasibility of situating the lighting system on one side of the road, leveraging the ideal conditions of the typical section to minimize disruptions to utilities and local businesses.

MISCELLANEOUS STRUCTURES

The proposed mast arms will be designed based on the FDOT Structures Manual's 150 mph wind speed. Standard mast arms are expected using Standard Plans Indices 649-030 and 649-031. We will work with the geotechnical engineer to appropriately design the signal foundations.

APPROACH FOR UTILITY COORDINATION

ELEMENT ENGINEERING GROUP **ELEMENT Engineering Group**
(ELEMENT) will lead this project's utility coordination efforts and has extensive experience and knowledge with the UAOs in Polk County through FDOT Local Agency Program projects. During the design phase, coordination will be completed with all UAOs along the three

alignment corridors. The engineer of record (EOR) will develop a utility conflict matrix that depicts the potential conflicts with each UAO and will be updated at the submittal of each phase. The matrix will also serve as a guide for each UAO when developing their respective utility relocation schedules.

ELEMENT provides accurate underground utility information based on real-world expertise and a thorough understanding of the utility industry's needs. Using SUE early in the design phase can eliminate or mitigate utility relocations affecting the project schedule, significantly reduce relocation costs, prevent unexpected delays, and enhance safety. They will use skilled SUE personnel working with experienced utility coordinators throughout the project. The EOR allows crucial decisions in the field to accomplish the project's overall goal without remobilization. Understanding the "Big Picture" is not only efficient but cost-effective as well.

Coordination will take place with Lee Potter and Dalton Knowles from the City of Lakeland for the adjustment of their 14 manholes and approximately 18 valves that are located within asphalt areas. We will also review the City's 2-in, 6-in, 10-in, and 12-in water mains for potential conflicts. Static compaction will be utilized because the area is within a Historic District, but because the City has 8-in, 12-in, and 15-in Vitrified Clay Pipe sanitary facilities. OSHA clearances will be reviewed and accommodated near Lakeland Electric's 12 k.v. overhead lines on the southern end of the project for any signal and lighting improvements. Lakeland Electric also has utility easements throughout the project limits. Still, specific corner clips are noted at the intersection of SR 37 & SW corner of E Belmar T, SW & NE corner of MacDonald St, and the SW corner of Ridgewood St Frontier Communications will also have six manholes to adjust for their copper/fiber underground conduit system.

During the design phase, coordination will be completed with all UAOs within the project limits. A conflict matrix will be developed by the EOR that depicts the potential conflicts with each UAO and will be updated at each phase submittal. This matrix will also guide each UAO when developing their respective UWS as a check and balance to ensure all conflicts are addressed. During the design, it is also understood that the Utility Coordinator will review and comment on any utility permits associated with this project. ELEMENT is also very experienced in providing coordination to address UWHC project needs. They will confirm the need early, collect estimates, assist with the preparation of agreements, and perform follow-up for draft and final UWHC plans that include all TSPs to ensure that the utility certification date does not slip. Any lighting improvements will be reviewed for OSHA clearances and verification of service point needs. SUE will be utilized to obtain information allowing the EOR to eliminate or mitigate UAO relocation if drainage structures need to be added or adjusted.


SUE designation will occur once survey control is established to ensure the designation files are included in the Phase II plans. The SUE provider will be included in all design meetings. SUE locates will be performed to confirm the location of underground utilities.

12 UAOs have been identified within the project corridor:

SR 37 UAOs	
• City of Lakeland Electric	• Spectrum
• City of Lakeland Fiber	• Summit Broadband
• City of Lakeland Sanitary and Water	• TECO Peoples Gas
• Frontier Communications	• Uniti Fiber
• Lumen – Level 3	• Wanrack
• MCI Verizon Business	• Zayo Group

Table 1 - SR 37 UAOs

SURVEY/UTILITY DESIGN

 **CivilSurv Design Group** will lead utility design and complete survey as needed. With its headquarters in Lakeland, it is in tune with the City's needs and preferences.

After a Phase II design of the roads and drainage is complete, the team will further define the conflicts with the existing water and sewer utilities. At that time, the green lines and SUE will determine the conflicts and resolutions needed in three dimensions. If required, the Phase III design period and design package for the utilities will parallel the Phase III design of the roads and drainage design plans.

CivilSurv understands, based on a review of the earlier design approaches, that the City has a water main within the SB travel lane and another near the centerline of the roadway that may be impacted. This appears to be the case from Patterson St to Hunter St, at a minimum.

The northern sections of the project, from Cresap St to Lime St, have both water and sanitary sewer throughout the roadway. Depending on the main's materials, which could be asbestos cement (water) or vitrified clay with brick manholes (sewer), advanced remediation or planning for replacement may be required for removal.

This may be the opportunity to upsize the main or replace two water mains with one that is beneficial to the City. Experience with the City, and knowing the FDOT's requirements for specific materials, we can define the particular project with Lakeland tying in the water, the proposed contractor tying in the sewer and providing bypass, with the construction of all significant portions performed by one general contractor.

Throughout Phase IIIs and culminating in Phase IV designs, the utilities (56-01 and 56-02) package are further refined through the work with the Utilities Coordinators (ELEMENT) just as we did throughout Lakeland Hills. While the City may not need the service, knowing it is available from the PGA Team will hopefully provide some assurance that it can be completed in the required periods without stressing the City of Lakeland's internal staff.

CONCEPT REFINEMENT AND COST SAVINGS APPROACH

PGA recommends that this project begins with an alternatives analysis study to evaluate the transitions at the NB and SB approaches, and mid-block crossing alternatives. This evaluation can be initiated with early work efforts (survey and geotech). PGA recently completed a similar approach for a CDBG (Community Development Block Grant) project for the City of Plant City, where existing ROW and other roadside obstacles complicated the proposed sidewalk improvements. This initial effort would consist of a minor report documenting field review findings, anticipated uses and users, and providing cost estimates for each alternative. A final recommendation would be confirmed with the final survey and noted in the report for City approval before moving into the final design. Most of these efforts are part of a design analysis anyway, so additional effort is limited. However, getting early buy-in from project stakeholders on the best path forward could save significant time and avoid redesign.

As noted in our Roadway Design Approach section, we have already started evaluating alternatives based on our early efforts. We will continue to refine our analysis upon NTP and work with our survey and geotechnical partners to ensure that recommended alternatives have no fatal flaws. As a part of our design approach, we know the importance of a solid construction estimate. Construction cost estimates continue to escalate, particularly on smaller quantity projects. The project corridor is not conducive to roadway construction due to the proximity of residential uses, restrictions in construction times, and vibration considerations, which could drive costs higher than traditional road construction. PGA will keep this in mind when establishing our initial construction estimates to avoid surprises at bid.

This project may be a good candidate for USDOT federal grant opportunities such as RAISE, Safe Streets and Roads for All (SS4A), and the Surface Transportation Block Grant (STBG). For example, the Reconnecting Communities Pilot program currently has a Notice of Funding Opportunity where over \$600 million will be awarded through 2026. Some of the key attributes that make this project competitive include:

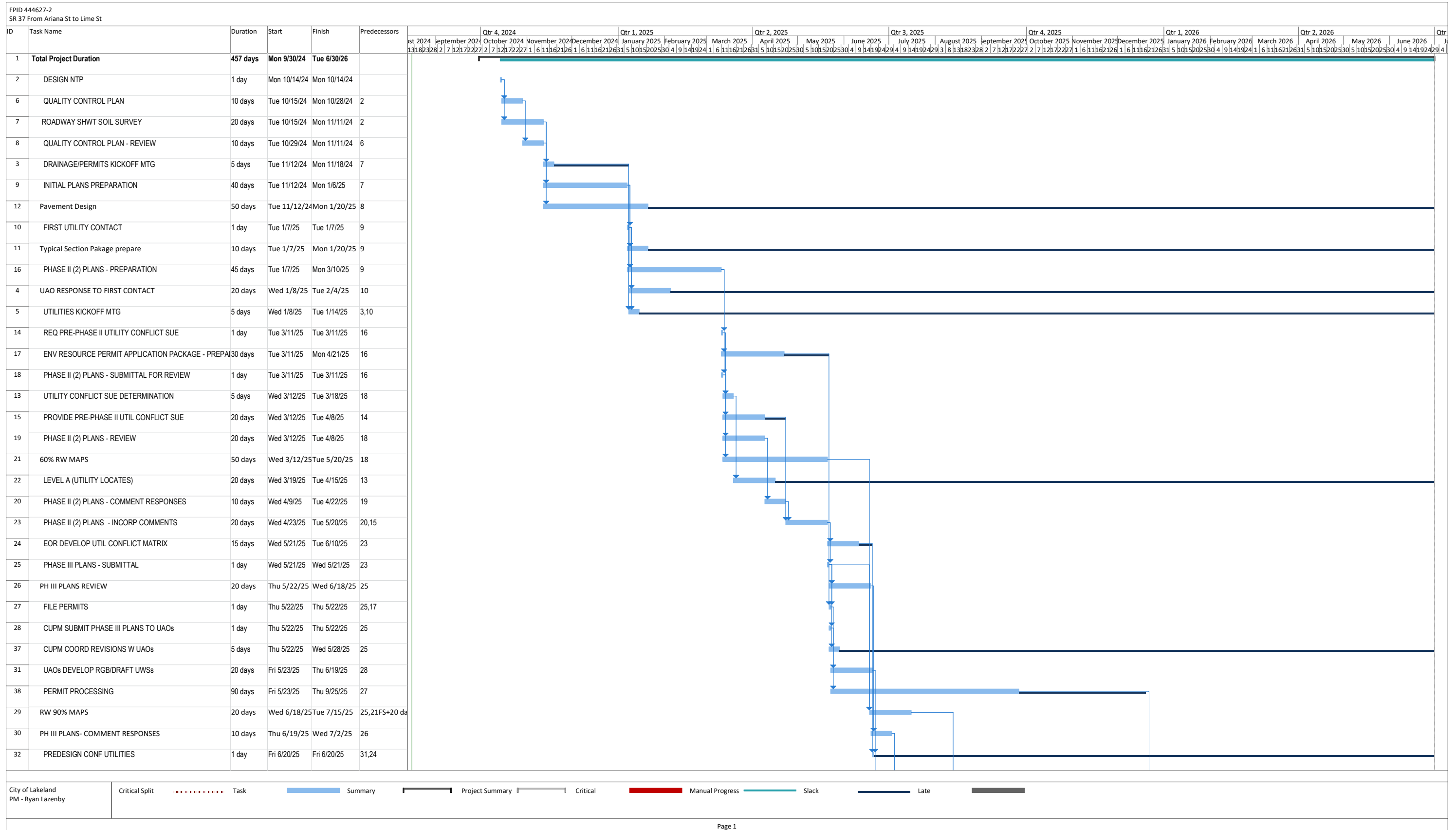
- The project area is classified as “Disadvantaged” and will support the USDOT’s Justice40 Initiative
- Significant stakeholder support for project and outcomes
- A project scope focused on improved access to community resources
- A high local funding contribution percentage
- The project is part of a larger overall plan (Downtown West) aimed at improving access

These grants are highly competitive and often oversubscribed. PGA has staff who have worked for the USDOT and participated in grant selection and administration processes. We have helped support D1 with grant applications since establishing the Bipartisan Infrastructure Law (BIL) and could help coordinate this effort on this project. While not a guarantee, these grant opportunities are another possibility of providing a significant source (80%) of the construction funds for the project.

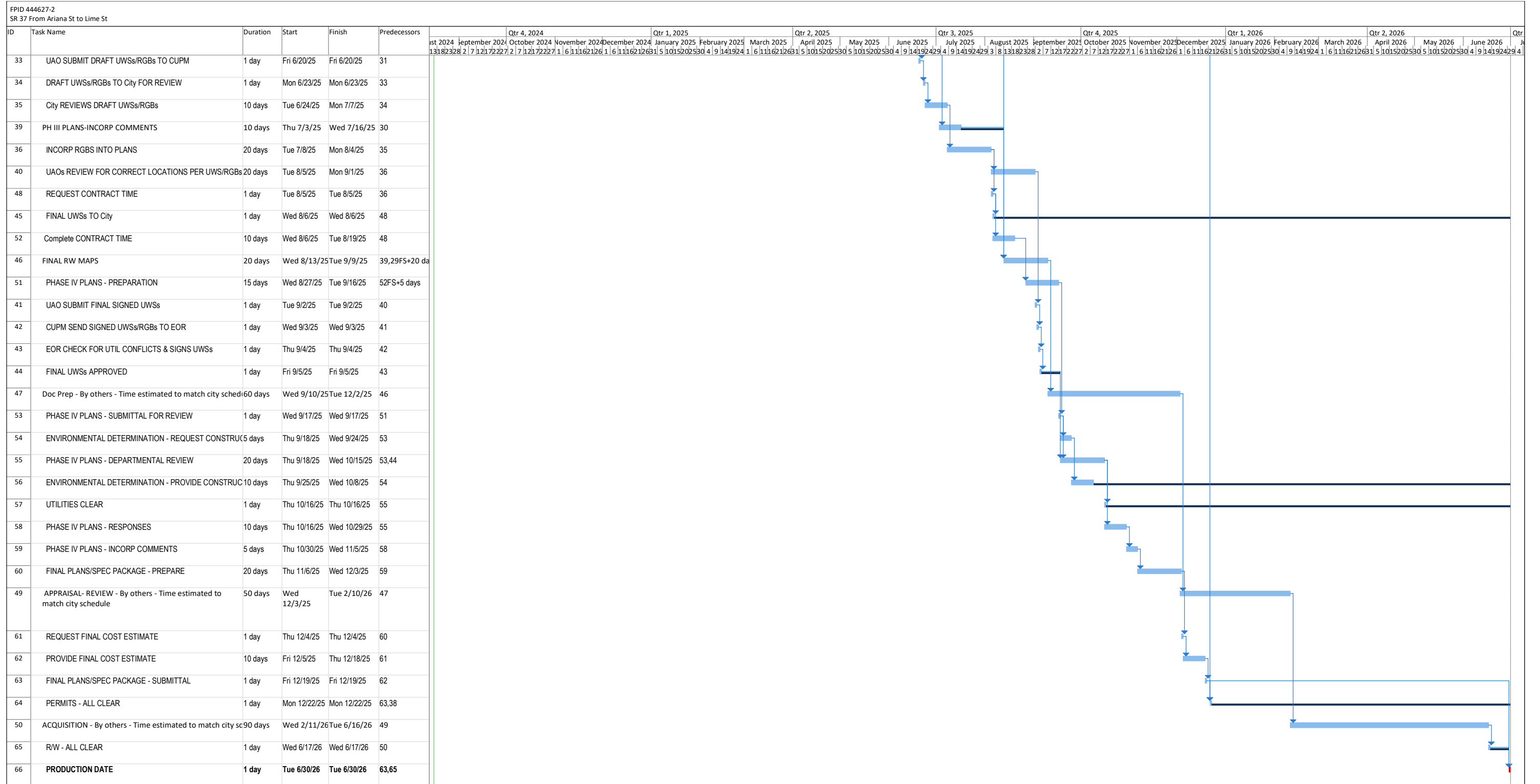


Fig. 32 - SR 37 at Walnut St

SCHEDULE (CONT.)



SCHEDULE (CONT.)



City of Lakeland
PM - Ryan Lazenby

..... Critical Split
 Task
 Summary
 Project Summary
 Critical
 Manual Progress
 Slack
 Late



Consultant Technical Qualifications and Experience

CONSULTANT TECHNICAL QUALIFICATIONS AND RELEVANT EXPERIENCE

SR 33 from Parkview Pl to N of Granada St

Lakeland, FL

Organization/Owner Name: FDOT District One
Address: 801 N Broadway Ave, Bartow, FL 33830
Contact: Phillip Menke, PE | phillip.menke@dot.state.fl.us | 863.535.2239
Original Schedule: 2018 - 2020 **Actual Schedule:** 2021 - 2024
Proposer's Role: Prime
Design Budget: \$2.1M **Design Cost:** \$2.1M

Scope of Work:

This project is an approximately 1.1-mile complete streets project in Downtown Lakeland providing design for 8-ft sidewalks, signing and pavement markings, lighting, and signalization. A median was implemented throughout the project limits to address safety concerns. A Rectangular Rapid Flashing Beacon (RRFB) and a Pedestrian Hybrid Beacon (PHB) were installed to further increase pedestrian and cyclist mobility. PGA is the prime consultant leading the roadway, drainage, signing and pavement markings, lighting, and signalization design.



63rd Ave East from US 301 to Tuttle Ave

Bradenton, FL

Organization/Owner Name: Manatee County
Address: 1112 Manatee Ave W, Bradenton, FL 34205
Contact: Tony Russo | anthony.russo@mymanatee.org | 941.708.7450
Original Schedule: Ongoing **Actual Schedule:** Ongoing
Proposer's Role: Prime
Design Budget: \$2.2M **Design Cost:** \$2.2M

Scope of Work:

Manatee County is proposing improvements to a 1.12 mile segment of 63rd Ave E from US 301 to Tuttle Ave in Bradenton. The project includes the widening of 63rd Ave from a two-lane undivided roadway to four lanes. The project also includes bicycle lanes and sidewalks to provide enhanced mobility. The improvements will enhance safety, improve traffic operations, provide multimodal access, and meet future transportation demand. The project also includes improvements at the 63rd Ave E intersections with 33rd St and Tuttle Ave that include replacing the stop sign traffic control with traffic signals, left turn lanes, and pedestrian crosswalks.



SR 572 (Drane Field Rd) at Don Emerson Dr RAB

Lakeland, FL

Organization/Owner Name: City of Lakeland

Address: 228 S Massachusetts Ave, Lakeland, FL 33801

Contact: Ryan Lazenby | ryan.lazenby@lakelandgov.net | 863.834.6031

Original Schedule: 2021

Actual Schedule: 2021

Proposer's Role: Prime

Design Budget: \$587,000

Design Cost: \$453,192

Scope of Work:

The City of Lakeland, in coordination with the Florida Department of Transportation and Publix Headquarters, initiated a modern roundabout design as an improvement to address additional traffic through the intersection of SR 572 and Don Emerson Dr.

Publix Headquarters expanded its facility to hold an additional 700 associates. In addition, the City of Lakeland is seeing increased development along SR 572 surrounding the Lakeland International Airport. The RAB addressed the additional traffic demand at the intersection while also providing some speed control along the facility as the posted speed has increased over time due to the distance between existing signals on either side of this intersection. Significant coordination was needed on this project as each stakeholder was responsible for different portions of the project including right-of-way (R/W), permitting, design and CEI funding, and construction funding. PGA has successfully delivered final plans to the City and construction has been completed.



Five-Points Roundabout

Lakeland, FL

Organization/Owner Name: City of Lakeland

Address: 228 S Massachusetts Ave, Lakeland, FL 33801

Contact: Ryan Lazenby | ryan.lazenby@lakelandgov.net | 863.834.6031

Original Schedule: 2020 - 2022

Actual Schedule: 2020 - 2023

Proposer's Role: Prime

Design Budget: \$225,000

Design Cost: \$225,000

Scope of Work:

PGA designed this roundabout south of Bonnet Springs Park Rd (previously Sloan Ave) under the CSX rail bridge. This project constructed a modern single lane roundabout at the intersection of W Main St, Bonnet Springs Blvd and Lemon St. The intersection improvement project reduced intersection delays, improve safety, and serve as a gateway feature to the Downtown West area. PGA also completed the initial bike and pedestrian crossing study to accommodate access from the south side of the CSX rail line to Bonnet Springs Park. PGA has successfully delivered final plans to the City and construction has been completed.



West Pipkin Rd from Medulla Rd to Dossey Rd and from Dorman Rd to S Florida Ave (SR 37)

Lakeland, FL

Organization/Owner Name: Polk County
Address: 3000 Sheffield Rd, Winter Haven, FL 33880
Contact: Jay Jarvis, PE | JayJarvis@polk-county.net | 863.535.2239
Original Schedule: 2018 - 2021 **Actual Schedule:** 2018 - 2021
Proposer's Role: Prime
Design Budget: \$993, 506 **Design Cost:** \$2,700,899

Scope of Work:

The scope included establishing a trail connection between the Withlacoochee and Dunnellon Trails in Citrus County, design of a pedestrian overpass at US 41 and CR 39, as well as the reconstruction of a local roadway, W Delmane Dr, to accommodate the trail within the existing right-of-way. PGA handled the roadway, drainage, and structures design for the project. This project was initiated by the county; however, the initial alignment was not viable due to right-of-way impacts and the proposed schedule. PGA produced an alternatives alignment report with multiple concepts for the Department's consideration. This report included cost estimates, environmental considerations and concept development. Once the preferred alternative was selected PGA completed the final design in an expedited time frame. Some unique issues that were addressed on the project were an interlocal agreement, reimbursable utility coordination (Overhead Electric Transmission), and constrained right-of-way.



PGA handled the roadway, drainage, environmental, and structures design for the project.

Change Orders and Time Extensions:

There were six amendments to the design contract. These amendments were necessary to accommodate significant changes in the design scope and most recently for post-design services. No time extensions were required.



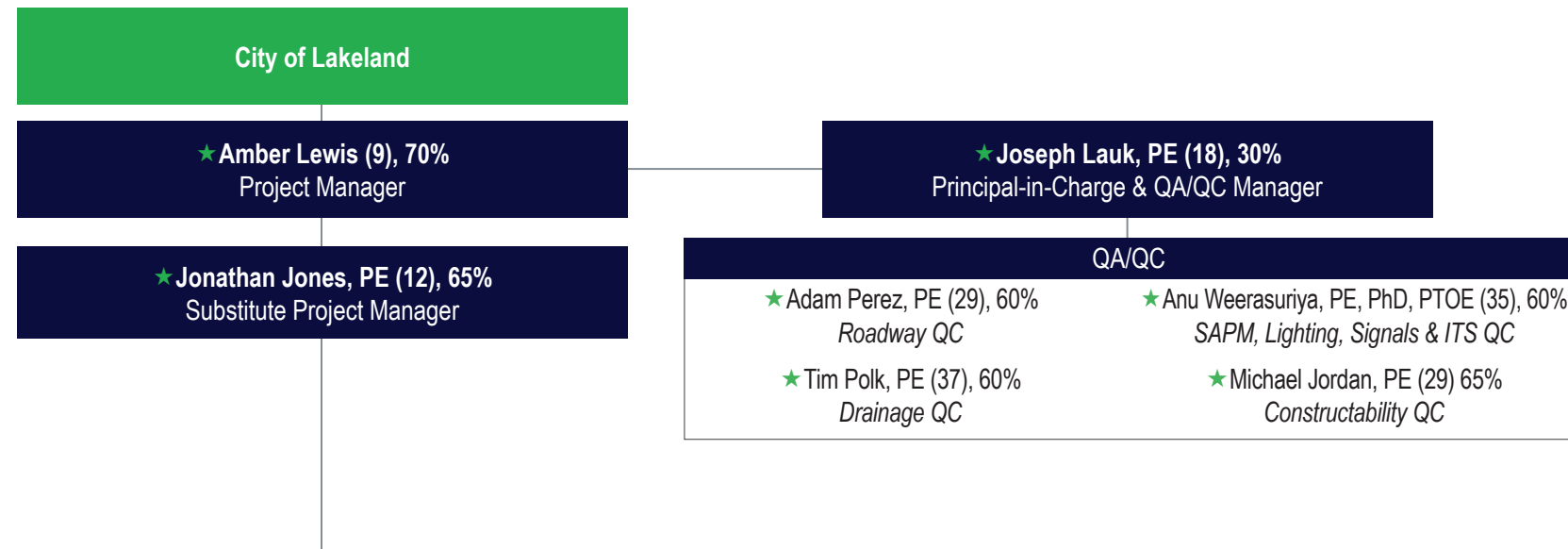


Project Staffing Plan

PROJECT STAFFING PLAN

- CDG⁺** - CivilSurv Design Group
- EEG^{*~}** - Element Engineering Group, LLC
- ECT** - Environmental Consulting & Technology, Inc.
- QCA[^]** - Quest Corporation of America
- SEA** - SEARCH, Inc.
- TLI^{*^~}** - Test Lab, Inc.

- *** - Certified Disadvantaged Business Enterprise (DBE)
- +** - Certified Small Business Enterprise (SBE)
- ^** - Certified Women Owned Business Enterprise (WBE)
- ~** - Certified Minority Owned Business Enterprise (MBE)
- ★** - Key Staff (Resumes Included)
- XX%** - Percent Available
- (XX)** - Years of Experience



ROADWAY/TEMPORARY TRAFFIC CONTROL

- ★ Amber Lewis (9), 70%
Roadway and Temporary Traffic Control Design Lead
- ★ Jonathan Jones, PE (12), 65%
Roadway and Temporary Traffic Control EOR
- Megan Miller, PE (5), 75%
Roadway Support

DRAINAGE

- ★ Manny Monreal, PE (16), 60%
Drainage EOR
- Sean Siwiecki, PE (9), 65%
Drainage Support
- Zak Kazakos (4), 60%
Drainage Support

SAPM, LIGHTING, SIGNALS & ITS

- ★ Geraldo Sanchez, PE (18), 70%
SAPM, Lighting, Signals & ITS EOR
- Kyle Southwell (38), 70%
SAPM, Lighting, Signals & ITS Support
- Craig Gregory (23), 80%
SAPM, Lighting, Signals & ITS Support

STRUCTURES

- ★ Johnny Fung, PE (22), 60%
Structures EOR
- Spencer Baker, PE (8), 65%
Structures Support

ENVIRONMENTAL

- ★ Terry Cartwright (26), 60%
Environmental Lead
- Andrew Harris (5), 65%
Environmental Support

UTILITY DESIGN

- ★ Morgan Thomas, PE (25), 60% - **CDG**
Utility Design EOR
- Craig Fuller, PE (22), 40% - **CDG**
Utility Design Support

UTILITY COORDINATION

- ★ Brent Postma (15), 60% - **EEG**
Utility Coordination Lead
- Mike Hammer (11), 65% - **EEG**
Utility Coordination Support

GEOTECHINCAL & CONTAMINATION

- ★ Connie Johnson-Gearhart, PE (24), 70% - **TLI**
Geotechnical EOR
- Igon Kratser, PE (20), 70% - **TLI**
Geotechnical Support
- ★ Mark Culbreath, PG (32), 40% - **ECT**
Contamination Lead

LANDSCAPE ARCHITECTURE

- ★ Emilyvette DeGaetano, PLA, ISA (19), 60%
Landscape Architecture Lead
- Abdias Dalisma, PLA, ISA (8), 65%
Landscape Architecture Support

PUBLIC ENGAGEMENT

- ★ Jill Cappadoro (25), 80% - **QCA**
Public Engagement Lead
- Gabriel Gonzalez, Jr., EI (7), 65%
Public Engagement Support

SUE & SURVEY

- ★ Ned Connolly, PSM (17), 60% - **EEG**
SUE Lead
- Kenneth Glass, PSM (41), 35% - **CDG**
Survey Lead (As-Needed)

CULTURAL RESOURCES

- ★ Kate Willis, MPS (15), 60% - **SEA**
Cultural Resources Lead
- Matt Nowak, RPA (7), 60% - **SEA**
Cultural Resources Support



Resumes



AMBER LEWIS

Project Manager & Roadway/Temporary Traffic Control

Amber is a Project Manager at Patel, Greene and Associates (PGA). She has over nine years of combined experience in managing multiple levels of staff, working in Bentley's OpenRoads Designer and other FDOT programs such as Connection Client, Crash Analysis Reporting, Long Range Estimate System, Electronic Review Comments, and the FM system. She is skilled at planning, organizing, and managing multiple work assignments while maintaining a positive attitude, work atmosphere, and employee morale.

Experience

SR 37 from Imperial Blvd to Glendale St, Polk County, FL, FDOT District One, Project Manager: This project provided plans to mill and resurface SR 37, install raised medians, complete curb ramp upgrades, and complete drainage improvements.

SR 66 from SR 35 (US 17) to Charlie Creek, Hardee County, FL, FDOT District One, Project Manager: Amber prepared the RFP, sixty percent plans, and assisted with modeling for this 7.814-mile, two-lane undivided project. Improvements included a mainline with new curb and gutter profile, sidewalk, driveway, and side street reconstruction with resurfacing and cross slope correction.

SR 72 from Big Slough Canal to Desoto County Line, Sarasota County, FL, FDOT District One, Project Manager: Amber is the lead designer and 3D modeler for this resurfacing project with cross slope correction, shoulder, and ditch reconstruction on both sides for the length of the project.

SR 25 (US 27) from Cloverleaf Rd to SR 66, Highlands County, FL, FDOT District One, Project Manager: This project is a 5.946-mile, four-lane divided, minor reconstruction and resurfacing project, including driveway, median, cross over, ditch, mainline, and shoulder reconstruction. Improvements included guardrail replacement and cross slope correction. Other component sets include signing and pavement marking, signalization, and lighting.

SR 43 from Moccasin Wallow to Hillsboro County Line, Manatee County, FL, FDOT District One, Project Manager: This project is a 4.370-mile long, two-lane undivided resurfacing project to include superelevation correction, cross slope correction, and shoulder reconstruction.

SR 570B (Central Polk Pkwy) from SR 35 (US 17) to SR 60, Polk County, FL, Roadway Designer: 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 included completing the design of the interchange at US 17, 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.

Venice Ave and Pinebrook Rd Intersection, Sarasota County, FL, Sarasota County Board of Commissioners, Roadway Designer: This contract includes pedestrian and transit facilities, intersection lighting, landscaping, and drainage infrastructure improvements at the Venice Ave and Pinebrook Rd Intersection. The design considers future expansion of the roadway. PGA is the prime consultant leading the roadway, drainage, structures, SAPM, lighting, environmental, structures, and landscape architecture efforts.

Education

A.S., Liberal Arts, Polk State College,
2017

Work Experience

Patel, Greene and Associates
2024 - Present

FDOT D1
2015 - 2023

Contact

215 E Main St
Bartow, FL 33830
863.533.7317
amber.lewis@patelgreene.com



JONATHAN JONES, PE

Substitute Project Manager & Roadway/Temporary Traffic Control EOR

Jonathan is a Project Roadway Engineer with Patel, Greene and Associates (PGA). He has 12 years of experience and has successfully provided transportation engineering services for the Florida Department of Transportation (FDOT), as well as municipal government clients throughout Florida. Jonathan has experience in both roadway design and structural and bridge engineering. His specific expertise includes developing vertical and horizontal alignments, roadway pavement design type selection studies, signing and pavement marking plans, developing traffic control plans, and general plans production.

Experience

SR 572 at Don Emerson Dr Roundabout, Polk County, FL, City of Lakeland, Roadway Engineer: This project involved the design of a roundabout at the entrance of Lakeland Linder International Airport to improve safety and mobility on the corridor. Additional scope items included drainage improvements, utility coordination, and right-of-way acquisition. PGA was the prime consultant leading the roadway, drainage, environmental, and structures efforts.

US 17/92 S of Ronald Regan Pkwy, Polk County, FL, FDOT District One, Project Manager & Roadway EOR: This project completed the design for full-depth repairs to the existing pavement of approximately 150 ft on US 17/92. The repair will include the use of a geoweb material under the pavement to strengthen the overall pavement and extend the life of this section of roadway that has previously suffered from poor subsoil conditions.

SR 33 from Parkview Pl to N of Granada St (Complete Streets), Polk County, FL, FDOT District One, Roadway Engineer: This project is an approximately 1.1-mile complete streets project in Downtown Lakeland which involves milling and resurfacing, signing and pavement markings, lighting, and signalization. PGA is the prime consultant leading the roadway, drainage, signing and pavement markings, lighting, and signalization design.

SR 60 from Tiger Lake Rd to E of CR 630, Polk County, FL, FDOT District One, Roadway Engineer: The purpose of this RRR project was to extend the service life of the existing roadway by milling and resurfacing travel lanes, auxiliary lanes, shoulders, and crossovers within the project limits. The project also included widening at various locations for additional turn/keyhole lanes, reconstruction of existing concrete driveways, relocation of an existing median opening, and concrete overbuild due to segregation and potholes in the westbound lanes.

W Pipkin Rd Widening from Dorman Rd to SR 37, Polk County, FL, Roadway Engineer: PGA designed the widening of W Pipkin Rd from a two-lane to a four-lane facility for approximately three miles. The project completely reconstructed the roadway and proposes a regional pond approach that all eight basins of the project in three ponds, including an innovative "smart" box.

Spirit Lake Rd at Sheffield Rd and Old Bartow Eagle Lake Rd, Polk County, FL, Polk County Board of Commissioners,, Project Manager: This project involved the design of a single-lane roundabout with bypass lanes at the intersection of Spirit Lake Rd, Sheffield Rd, and Old Bartow Eagle Lake Rd. PGA is the prime consultant leading the roadway, drainage, signing and pavement marking, lighting, and environmental efforts.

Education

B.S., Civil Engineering, University of Central Florida, 2011

Registrations/Licenses

Professional Engineer,
Florida, 82243, 01/11/2017

Work Experience

Patel, Greene and Associates
2018 - Present

Inwood Consulting Engineers
2016 - 2018

Dewberry
2012 - 2016

Florida Power & Light
2012

Middlesex Corporation
2011 - 2012

Contact

215 E Main St
Bartow, FL 33830
863.533.7317
jonathan.jones@patelgreene.com



JOSEPH LAUK, PE

Principal-in-Charge & QA/QC Manager

Joe is a Vice President and the Roadway Group Manager for Patel, Greene and Associates (PGA). He has 18 years of experience, including seven years with FDOT District One managing high-profile projects. Joe's experience working on both the client and consultant side of transportation design has not only granted him a deep understanding of FDOT policies and procedures, but has also enabled him to develop strong relationships with stakeholders across the state.

Experience

SR 572 at Don Emerson Dr Roundabout, Polk County, FL, City of Lakeland, **Project Manager:**

This project involved the design of a roundabout at the entrance of Lakeland Linder International Airport to improve safety and mobility on the corridor. Additional scope items included drainage improvements, utility coordination, and right-of-way acquisition. PGA was the prime consultant leading the roadway, drainage, environmental, and structures efforts.

SR 64 at Rye Rd Roundabout, Manatee County, FL, FDOT District One, **Project Manager & Roadway EOR:**

PGA was the prime consultant and designed a multi-lane roundabout to accommodate a new leg of the intersection while improving safety along SR 64. The project included major reconstruction of the intersection, drainage improvements, utility coordination and right-of-way coordination. Joe was responsible for roadway design and documentation, coordination between key stakeholders, and overall project management.

SR 60 from Tiger Lake Rd to E of CR 630, Polk County, FL, FDOT District One, **Project Manager & Roadway EOR:**

This RRR project is to extend the service life of the existing roadway by milling and resurfacing travel lanes, auxiliary lanes, shoulders, and crossovers. The project also includes widening at various locations for additional turn/keyhole lanes, reconstruction of existing concrete driveways, relocation of an existing median opening, and concrete overbuild due to segregation and potholes in the westbound lanes.

SR 64 at Greyhawk Blvd Roundabout, Manatee County, FL, FDOT District One, **Project Manager & Roadway EOR:**

PGA was the prime consultant on this project designing a multi-lane roundabout to improve safety and accessibility along SR 64. The scope included major reconstruction of the intersection, drainage improvements, and utility coordination. Joe was responsible for roadway design and documentation, stakeholder coordination, and overall project management.

US 92 (SR 600) from W of N Mobley St to N Howard St, Hillsborough County, FL, FDOT District Seven, **Project Manager & Roadway EOR:**

This milling and resurfacing project included the addition of sidewalks, operational improvements, ADA accommodations, and incorporating other safety improvements along an urban stretch of US 92 in Plant City. This 0.9-mile project presented several challenges including utility coordination anomalies, tight right-of-way and drainage improvements.

SR 64 at Lorraine Rd Roundabout, Manatee County, FL, FDOT District One, **Project Manager & Roadway EOR:**

PGA is the prime consultant on this project designing a multi-lane roundabout to improve safety and accessibility along SR 64. The scope includes major reconstruction of the intersection, right-of-way acquisition, drainage improvements, and utility coordination. Joe was responsible for roadway design and documentation, stakeholder coordination, and overall project management.

Education

B.S., Civil Engineering, University of South Florida, 2007

Registrations/Licenses

Professional Engineer, Florida, 74639, 06/08/2012

Certifications

Advanced MOT
FDOT Specifications

Work Experience

Patel, Greene and Associates
2015 - Present

Florida Department of Transportation
2008 - 2015

Jacobs Engineering Group
2006 - 2008

Contact

215 E Main St
Bartow, FL 33830
863.533.7317
joseph.lauk@patelgreene.com



ADAM PEREZ, PE

Roadway QC

Adam is a Chief Roadway Engineer with Patel, Greene and Associates (PGA). He has over 29 years of experience specializing in highway design and project management. His transportation experience includes highway design projects ranging from local streets to principal arterials, reconstruction, RRR improvements, intersection improvements, safety improvements, median modifications, design of new rural and urban facilities, corridor studies, and project development and environment (PD&E) studies.

Experience

Central Polk Pkwy from US 17 (SR 35) to SR 60, Polk County, FL, Florida's Turnpike Enterprise, Roadway QC: The scope includes survey, design, right-of-way mapping, and utility relocation for approximately 3 miles of the new alignment for Central Polk Pkwy. The corridor is typically a 4-lane divided, rural, limited-access toll facility with an Interchange at US 17 (SR 35) and intersection connection to SR 60. This project also includes a multi-use trail adjacent to and outside of the limited-access right-of-way. Milling, resurfacing, widening, and operational improvements to US 17 (SR 35), SR 60, and local roads within the influence of the interchange and intersections are to be included.

SR 33 from Parkview Pl to N of Granada St (Complete Streets), Polk County, FL, FDOT District One, Roadway Engineer: This project is an approximately 1.1-mile complete streets project in Downtown Lakeland which involves milling and resurfacing, signing and pavement markings, lighting, and signalization. PGA is the prime consultant leading the roadway, drainage, signing and pavement markings, lighting, and signalization design.

Venice Ave and Pinebrook Rd Intersection, Sarasota County, FL, Sarasota County Board of Commissioners, Roadway QC: This contract provides design of improvements that include pedestrian and transit facilities, intersection lighting, landscaping, and drainage infrastructure to improve the Venice Ave and Pinebrook Rd Intersection. The design considers future expansion of the roadway. PGA is the prime consultant leading the roadway, drainage, structures, SAPM, lighting, environmental, structures, and landscape architecture efforts.

SR 43 (US 301) from N of Lake St Charles Blvd to N of Progress Blvd and I-75 Ramp from NB US 301 to I-75 NB Design-Build, Hillsborough County, FL, FDOT District Seven, Roadway Engineer: PGA was the prime design consultant for this project that included milling and resurfacing travel lanes and shoulders, sidewalk additions to increase connectivity, widening of the northbound ramp of I-75, rebuilding the intersection, and other safety improvements. PGA led roadway, drainage, structures, traffic, and environmental efforts.

63rd Ave E from US 301 to Tuttle Ave, Manatee County, FL, Manatee County Board of Commissioners, Deputy Project Manager & Roadway EOR: This project involves the reconstruction and widening of the previous two-lane, undivided roadway to a four-lane divided roadway. The project also includes multimodal accommodations, lighting, utility design, and stormwater management facilities. PGA is the prime consultant leading the roadway, drainage, structures, traffic, environmental, and landscape architecture efforts.

SR 55 (US 221) at Two Pines Creek Bridge PD&E, Taylor County, FL, FDOT District Two, Roadway Engineer: This project analyzes several alternatives to rehabilitate the structurally deficient SR 55 at Two Pines Creek Bridge (Bridge No. 380011). Alternatives considered impacts on natural, social, and cultural resources.

Education

B.S., Civil Engineering,
University of South Florida, 1995

Registrations/Licenses

Professional Engineer,
Florida, 56066, 07/25/2000

Certifications

Advanced MOT

FDOT Specifications

Work Experience

Patel, Greene and Associates
2021 - Present

American Consulting Professionals
2013 - 2021

FDOT District Seven
1995 - 2013

Test Lab
1993 - 1995

Contact

12570 Telecom Dr
Temple Terrace, FL 33637
813.978.3100
adam.perez@patelgreene.com



TIMOTHY POLK, PE

Drainage QC

Tim is a Chief Drainage Engineer with Patel, Greene and Associate (PGA). His professional experience encompasses more than 37 years in transportation, focused on drainage design and permitting. He is a former District Drainage Engineer for District One and District Three. He exemplifies the FDOT/FHWA drainage culture of minimizing costs in drainage design and pond design using risk assessment with design alternatives and innovative drainage concepts. Tim has assisted in developing FDOT drainage criteria and has given FDOT Design Conference presentations on 14-86 drainage connection permits, hurricane drainage design, RRR drainage issues, bridge hydraulic report (BHR) guidelines, pond siting reports, and the statewide stormwater treatment rule.

Education

B.S., Engineering (Structures, Materials, Fluids), University of South Florida, 1977

Registrations/Licenses

Professional Engineer,
Florida, 38784, 08/10/1987

Certifications

Advanced MOT
AASHTO Roadside Design
Traffic Control Plan Design

Work Experience

Patel, Greene and Associates
2015 - Present

Atkins North America
1998 - 2015

FDOT District Three
1994 - 1998

FDOT District One
1986 - 1994

Westinghouse Electric Corporation
1977 - 1985

Contact

215 E Main St
Bartow, FL 33830
863.533.7317
tim.polk@patelgreene.com

Experience

SR 572 at Don Emerson Dr Roundabout, Polk County, FL, City of Lakeland, Drainage QC: This project involved the design of a roundabout at the entrance of Lakeland Linder International Airport to improve safety and mobility on the corridor. Additional scope items included drainage improvements, utility coordination, and right-of-way acquisition. PGA was the prime consultant leading the roadway, drainage, environmental, and structures efforts.

W Pipkin Rd Widening from Dorman Rd to SR 37, Polk County, FL, Drainage QC: PGA designed the widening of W Pipkin Rd from a two-lane to a four-lane facility for approximately three miles. The project completely reconstructed the roadway and proposes a regional pond approach that all eight basins of the project in three ponds, including an innovative "smart" box.

63rd Ave E from US 301 to Tuttle Ave, Manatee County, FL, Manatee County Board of Commissioners, Drainage QC: This project involves the reconstruction and widening of the previous two-lane, undivided roadway to a four-lane divided roadway. The project also includes multimodal accommodations, lighting, utility design, and stormwater management facilities. PGA is the prime consultant leading the roadway, drainage, structures, traffic, environmental, and landscape architecture efforts.

US 92 (SR 600) from West of North Mobley St to North Howard St, Hillsborough County, FL, FDOT District Seven, Drainage QC: This milling and resurfacing project included the addition of sidewalks, operational improvements, ADA accommodations, and incorporating other safety improvements along an urban stretch of US 92 in Plant City. This 0.9-mile project presented several challenges including utility coordination anomalies, tight right-of-way and drainage improvements.

US 41/SR 45 from N of 15th Ave to S of Bullfrog Creek, Hillsborough County, FL, FDOT District Seven, Drainage QC: This RRR project extends the pavement service life of the existing roadway through milling and resurfacing. Safety improvements on the project include aligning the corridor with current ADA standards, increasing connectivity through sidewalk construction, and replacing or repairing deficient drainage structures. PGA is a subconsultant responsible for the drainage and structures design.



Education

Ph.D., Civil Engineering, University of South Florida, 1998

M.C., Civil Engineering, Clarkson University, 1993

B.S., Civil Engineering, University of Moratuwa, 1990

Registrations/Licenses

Professional Engineer,
Florida, 57629, 07/19/2001

Professional Traffic Operations
Engineer, 809, 2001

Professional Engineer,
Minnesota, 55090, 2017

Work Experience

Patel, Greene and Associates
2021 - Present

RS&H
2014 - 2021

HDR
2003 - 2014

H.W. Lochner
1999 - 2003

Contact

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813.946.8955
anu.weerasuriya@patelgreene.com

SUJEEVA (ANU) WEERASURIYA, PHD, PE, PTOE

SAPM, Lighting, Signals & ITS QC

Anu is the Traffic and ITS Group Manager of Patel, Greene and Associates (PGA). He has over 35 years of combined experience in design, traffic studies, and planning in projects statewide. His design expertise includes signing and pavement markings (SAPM), signalization, lighting, and intelligent transportation systems (ITS). His design experience includes both traditional design-bid-build projects and design-build-finance projects.

Experience

SR 33 from Parkview Pl to N of Granada St (Complete Streets), Polk County, FL, FDOT District One, SAPM/Signals/Lighting QC: This project is an approximately 1.1-mile complete streets project in Downtown Lakeland which involves milling and resurfacing, signing and pavement markings, lighting, and signalization. PGA is the prime consultant leading the roadway, drainage, signing and pavement markings, lighting, and signalization design.

Five Points Roundabout, Polk County, FL, City of Lakeland, SAPM/Lighting QC: PGA recently completed the designs for this roundabout south of Bonnet Springs Park Rd (previously Sloan Ave) under the CSX rail bridge. This project constructed a modern single lane roundabout at the intersection of W Main St, Bonnet Springs Blvd and Lemon St. The intersection improvement project reduced intersection delays, improve safety, and serve as a gateway feature to the Downtown West area.

SR 572 at Don Emerson Dr Roundabout, Polk County, FL, City of Lakeland, SAPM QC: This project involved the design of a roundabout at the entrance of Lakeland Linder International Airport to improve safety and mobility on the corridor. PGA was the prime consultant leading the roadway, drainage, environmental, and structures efforts.

SR 30 (US 98) Gulf Breeze Pkwy from E of Ortega St to the Okaloosa County Line, Santa Rosa County, FL, FDOT District Three, SAPM/Signals/ITS EOR: PGA is the prime consultant leading the design for this 3.4-mile reconstruction project the alleviate traffic congestion and accommodate for future growth on SR 30. The roadway will be widened from four to six lanes and will include a shared use path. Scope items include traffic signal replacements and 3D corridor modeling. PGA leads roadway, traffic, structures, drainage, and environmental efforts.

SR 25 (US 27) S of SR 66/700 to N of SR 66/700 (US 98) Intersection Improvements, Highlands County, FL, FDOT District One, Lighting/SAPM/Signals QC: This project is providing design to convert the pavement at the intersection of US 27 and US 98 from flexible asphalt to rigid pavement in the City of Sebring. PGA is the prime consultant leading the roadway, drainage, and structures efforts.

SR 64 at Lorraine Rd Roundabout, Manatee County, FL, FDOT District One, SAPM QC: PGA is the prime consultant on this project designing a multi-lane roundabout to improve safety and accessibility along SR 64. The scope includes major reconstruction of the intersection, right-of-way acquisition, drainage improvements, and utility coordination.



MICHAEL JORDAN, PE

Constructability QC

Michael is the Construction Services Group Manager of Patel, Greene and Associates (PGA). He has over 29 years of diversified experience in the construction and engineering industry, specializing in project and construction management (PM/CM), construction engineering and inspection (CEI), construction consulting, geotechnical engineering studies, and materials testing projects. His experience includes planning, coordination, and management of infrastructure projects including major roadway and bridge projects, deep excavations, deep foundations, light rail, and port facilities, large diameter water transmission pipelines, wastewater force mains and lift stations, water/wastewater treatment plants and associated yard piping, solid waste facilities, power distribution facilities, site development, miscellaneous structures, and other heavy construction.

Education

B.S., Civil Engineering, University of South Florida, 1995

Registrations/Licenses

Professional Engineer,
Florida, 56102, 07/25/2000

Certified General Contractor,
CGC1504371

Certifications

Advanced MOT
Final Estimates I Quality Control
Manager FDEP Stormwater Inspector

Work Experience

Patel, Greene and Associates
2021 - Present

Self Employed
2020 - 2021

Tierra Engineering
2013 - 2020

Atkins North America
2000 - 2013

Professional Service Industries
1995 - 2000

Contact

7020 Professional Pkwy E,
Suite 104
Sarasota, FL 34240
813.978.3100
michael.jordan@patelgreene.com

*Experience prior to joining PGA

Experience

CEI Services for Bridge Painting, Polk County, FL, Florida's Turnpike Enterprise, Senior Project Engineer: The improvements under this contract consist of coating the steel bridge elements, cleaning and coating the concrete bridge elements, and other minor bridge repairs to seven bridges on SR 570/Polk Pkwy. Four bridges are located at Wilkinson Rd/Beaker Rd, two bridges are located at Harden Blvd, and one bridge is located at Ramp A/MP 13.6. PGA is the prime consultant responsible for leading the construction, engineering, and inspection services.

***I-4 Ultimate, Orange & Seminole Counties, FL, FDOT District Five, Deputy Project Manager (Geotechnical & Materials Testing):** This project was the reconstruction and widening of 21 miles of I-4 from west of Kirkman Rd through Downtown Orlando to east of SR 434. The project fully reconstructed the existing general-purpose lanes, add four express toll lanes in the median, reconstruct 15 major interchanges, construct over 20 miles of Mechanically Stabilized Earth (MSE) walls, and reconstruct, construct, or widen over 140 bridges.

***Immokalee Rd Six-Lane Improvements from US 41 to I-75, Collier County, FL, Project Manager:** Michael was responsible for the construction management services provided on the project. This included monitoring construction costs and scheduling, supervising office and field inspection staff, reporting on construction status, performing constructability and biddability reviews. The \$27.4 million, four to six-lane widening project involved expanding the existing bridge at the Airport-Pulling intersection to accommodate the expansion of Immokalee Rd, the addition of 6-ft sidewalks on both sides of the roadway, extensive utility relocations and upgrades, and lighting and traffic signalization upgrades.

***Venice Jacaranda Roundabout, Sarasota County, FL, City of Venice, Senior Project Engineer:** Michael was responsible for the construction management services provided on this project. This included monitoring construction costs and scheduling, supervising office and field inspection staff, reporting on construction status, and performing constructability and biddability reviews. The work consisted of demolition of the existing intersection and construction of a roundabout with associated intersection approaches. The project also included traffic lane shift and detours, stormwater improvements, construction of a right-turn lane adjacent to the project, utility adjustments of water mains and force mains, irrigation, sidewalks, street and landscape lighting, and landscape coordination.



Education

B.S., Civil Engineering, Florida International University, 2006

Registrations/Licenses

Professional Engineer,
Florida, 75553, 01/12/2013

Work Experience

Patel, Greene and Associates
2017 - Present

Atkins North America
2007 - 2017

Contact

215 E Main St
Bartow, FL 33830
863.533.7317
manny.monreal@patelgreene.com

MANUEL MONREAL JR., PE

Drainage Lead

Manny is a Senior Drainage Engineer with Patel, Greene and Associates (PGA). His 16 years of engineering experience includes stormwater management facility and stormdrain design, hydraulic modeling, CADD and GIS support, site inspections, site data collection, and event coordination. Previously, Manny has provided staff augmentation to FDOT District One through the General Engineering Contract (GEC). His responsibilities include planning, design, production of engineering drawings, preparing technical specifications, preparing documentation for reports and permit applications, and performing construction field observation.

Experience

Five Points Roundabout, Polk County, FL, City of Lakeland, Drainage EOR: PGA recently completed the designs for this roundabout south of Bonnet Springs Park Rd (previously Sloan Ave) under the CSX rail bridge. This project constructed a modern single lane roundabout at the intersection of W Main St, Bonnet Springs Blvd and Lemon St. The intersection improvement project reduced intersection delays, improve safety, and serve as a gateway feature to the Downtown West area.

SR 30 (US 98) Gulf Breeze Pkwy from E of Ortega St to the Okaloosa County Line, Santa Rosa County, FL, FDOT District Three, Drainage Engineer: PGA is leading the design for this 3.4-mile reconstruction project the alleviate traffic congestion and accommodate for future growth on SR 30. The roadway will be widened from four to six lanes and will include a shared use path. Additional scope items include access management studies, traffic signal replacements, and 3D corridor modeling. PGA is the prime consultant leading the roadway, traffic, structures, drainage, and environmental efforts.

General Engineering Consultant (GEC), FDOT District One, Drainage Engineer: This contract served as an extension of FDOT District One through various services. Manny provided in-house support for drainage and stormwater design and project management. Manny provided this dedicated client service for more than three years. Tasks include management of in-house projects, designing stormdrain systems, ditch designs, stormwater management facility design, temporary drainage analysis, and review of flooding complaints.

SR 570B (Central Polk Pkwy) from SR 35 (US 17) to SR 60, Polk County, FL, Florida's Turnpike Enterprise, Drainage Engineer: PGA is 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 the design of the interchange at US 17, design of toll gantries, and the design of the new at grade intersection at SR 60. PGA is leading the roadway, drainage, structures, and environmental efforts.

SR 60 from E of Clarence Gordon Jr Rd to Polk County Line, Hillsborough County, FL, FDOT District Seven, Drainage Engineer: PGA was the prime consultant for this RRR project providing resurfacing and safety improvements on this SIS facility. Additional scope items include upgrading existing traffic signals to replace loop assemblies, signing and pavement markings, ADA upgrades, transit route coordination, and drainage improvements. PGA led the roadway, drainage, SAPM, and signalization efforts.



GERALDO SANCHEZ, PE

SAPM, Lighting, Signals & ITS

Geraldo is a Senior Traffic Engineer with Patel, Greene and Associates (PGA). He has over 18 years of experience in transportation engineering with his background focusing on traffic and tolling design. Geraldo's specific experience includes ITS and signing and pavement markings design, project management, scope development, AET studies and conversions, plans reviews, and ERC updates.

Experience

SR 33 from Parkview Pl to N of Granada St (Complete Streets), Polk County, FL, FDOT District One, Project Traffic Engineer: This project is an approximately 1.1-mile complete streets project in Downtown Lakeland which involves milling and resurfacing, signing and pavement markings, lighting, and signalization. PGA is the prime consultant leading the roadway, drainage, signing and pavement markings, lighting, and signalization design.

Five Points Roundabout, Polk County, FL, City of Lakeland, Project Traffic Engineer: PGA recently completed the designs for this roundabout south of Bonnet Springs Park Rd (previously Sloan Ave) under the CSX rail bridge. This project constructed a modern single lane roundabout at the intersection of W Main St, Bonnet Springs Blvd and Lemon St. The intersection improvement project reduced intersection delays, improve safety, and serve as a gateway feature to the Downtown West area.

63rd Ave E from US 301 to Tuttle Ave, Manatee County, FL, Manatee County Board of Commissioners, Project Traffic Engineer: This project involves the reconstruction and widening of the previous two-lane, undivided roadway to a four-lane divided roadway. The project also includes multimodal accommodations, lighting, utility design, and stormwater management facilities. PGA is the prime consultant leading the roadway, drainage, structures, traffic, environmental, and landscape architecture efforts.

Continuing Services – Resurfacing Design, FDOT District One, Traffic Lead: This task work order-based contract provides miscellaneous design services such as resurfacing, widening, rigid pavement rehabilitation, and minor design. Specific responsibilities on task work orders include field surveys, roadway analysis and design, drainage analysis and design, utility relocation, utility coordination, and temporary traffic control plan analysis.

SR 25 (US 27) S of SR 66/700 to N of SR 66/700 (US 98) Intersection Improvements, Highlands County, FL, FDOT District One, Project Traffic Engineer: This project is providing design to convert the pavement at the intersection of US 27 and US 98 from flexible asphalt to rigid pavement in the City of Sebring. PGA is the prime consultant leading the roadway, drainage, and structures efforts.

***General Engineering Consultant, Florida's Turnpike Enterprise, Tolls Project Manager:** Geraldo was responsible for coordinating all toll related activities for assigned Turnpike projects including concept development, AET conversions, TEC installation, testing, commissioning, and go-live tolling systems. He also reviewed conceptual tolling schemes, coordinated all tolling related activities with multiple internal FTE departments, and provided support on plan reviews, tolling scope development, RFP development, negotiations, and toll siting reports.

Education

B.S., Civil Engineering, University of Central Florida, 2005

Registrations/Licenses

Professional Engineer, Florida, 74538, 06/08/2012

Certifications

Advanced MOT

FDOT NEPA Training

Work Experience

Patel, Greene and Associates
2022 - Present

HNTB
2015 - 2022

Jacobs Engineering Group
2008 - 2015

Kelly Collins and Gentry
2006 - 2008

Contact

122 W Pine St, Suite 201
Orlando, FL 32801
407.720.7420
gerald.sanchez@patelgreene.com

*Experience prior to joining PGA



JOHNNY FUNG, PE

Structures Lead

Johnny is a Vice President and Chief Structures Engineer with Patel, Greene and Associates (PGA). He has over 22 years of experience in structural design. He has been involved in managing structural components of transportation projects, assisted with plans production, schedules, and coordination of conventional and complex structures, such as cast-in-place concrete slab, steel plate girders, prestressed concrete, post-tensioned segmental concrete, tied-arch steel truss, miscellaneous structures, and moveable bridge projects. His responsibilities include design interpretation of drawings and specifications, management of design and plans production, performance of engineering design and finite element analysis, occasional on-site inspections, and quantity computation.

Education

M.E., Civil Engineering, University of Florida, 2002

B.S., Civil Engineering, University of Florida, 2000

Registrations/Licenses

Professional Engineer, Florida, 64669, 2006

Work Experience

Patel, Greene and Associates
2014 - Present

Atkins North America
2011 - 2013

HNTB
2009 - 2011

PBS&J
2003 - 2008

FDOT State Material Office
2000 - 2000

Contact

12570 Telecom Dr
Temple Terrace, FL 33637
813.978.3100 ext. 303
johnny.fung@patelgreene.com

Experience

W Pipkin Rd Widening from Medulla Rd to Dossey Rd, Polk County, FL, Structures EOR: PGA is designing the widening of W Pipkin Rd from a two-lane to a four-lane facility for approximately three miles. The project completely reconstructs the roadway and proposes a regional pond approach that outflows all eight basins of the project into three ponds, including an innovative "smart" box.

Five Points Roundabout, Polk County, FL, City of Lakeland, Structures EOR: PGA recently completed the designs for this roundabout south of Bonnet Springs Park Rd (previously Sloan Ave) under the CSX rail bridge. This project constructed a modern single lane roundabout at the intersection of W Main St, Bonnet Springs Blvd and Lemon St. The intersection improvement project reduced intersection delays, improve safety, and serve as a gateway feature to the Downtown West area.

Legacy Trail Pedestrian Overpass from N of Laurel Rd to S of Laurel Rd, Sarasota County, FL, FDOT District One, Project Manager & Structures EOR: PGA was the prime design consultant for this project, converting the at-grade crossing of Legacy Trail at Laurel Rd to a trail bridge overpass. The unique design removed the skew at the crossing of Laurel Rd, preserved historical monuments, provided ramp approaches that met ADA requirements, and allowed for trail access to be maintained at all times during construction.

US 92/SR 600/Dale Mabry Hwy from S of W McKay Ave to S of W Cleveland St, Hillsborough County, FL, FDOT District Seven, Structures Engineer: The project consists of milling and resurfacing, intersection improvements, bike lanes, and sidewalk accommodations within the limits of this four-lane undivided. PGA has responsible charge of the drainage and structures efforts. Johnny was responsible for the design and documentation of miscellaneous structures.

Gateway Expressway and I-275 from S of Gandy Blvd to N of 4th St N Design-Build, Pinellas County, FL, FDOT District Seven, Structures EOR: This project provided limited and controlled-access connections in the gateway area to enhance safety, add capacity, and improve mobility. Two four-lane elevated tolled roadways were designed to provide direct connections to the existing network. Johnny was the EOR for the 28th St Bridge.

US 19/SR 55 from S of Harn Blvd to N of Harn Blvd, Pinellas County, FL, FDOT District Seven, Project Manager & Structures EOR: PGA was the prime design consultant handling the alternatives study and design phases for roadway, drainage, and structures on this pedestrian bridge crossing. The design included a single-span, prefabricated steel truss bridge, milling and resurfacing of the northbound and southbound frontage roads, and the construction of a right turn lane.



JOHN (TERRY) CARTWRIGHT

Environmental Lead

Terry is the Environmental Group Manager with Patel, Greene and Associates (PGA). He has more than 26 years of experience and a diverse background in environmental permitting, wetlands ecology, biology, and natural resources planning. His specific expertise includes airport wildlife hazard assessments, environmental permitting, listed species assessments, wetland assessments, wetland jurisdiction determinations, and wetland mitigation design. Prior to working as an environmental consultant, he was employed by the Florida Department of Environmental Protection (FDEP) for six years, performing a variety of wetland permitting activities including wetland delineations, seagrass surveys, habitat assessments, mitigation proposals, and processing Environmental Resource Permit applications.

Experience

SR 572 at Don Emerson Dr Roundabout, Polk County, FL, City of Lakeland, Environmental Lead: This project involved the design of a roundabout at the entrance of Lakeland Linder International Airport to improve safety and mobility on the corridor. Additional scope items included drainage improvements, utility coordination, and right-of-way acquisition. PGA is the prime consultant leading the roadway, drainage, environmental, and structures efforts.

W Pipkin Rd Widening from Dorman Rd to SR 37, Polk County, FL, Polk County Board of Commissioners, Environmental Lead: PGA worked closely with Polk County on W Pipkin Rd, a constrained corridor, to provide increase capacity while accommodating all users for this half-mile long segment. The proposed design included the widening of W Pipkin Rd from a two-lane to a three-lane facility, improvements for access management and the construction of sidewalks. PGA was responsible for setting wetland lines, gopher tortoise surveys and relocation, environmental permitting, and coordination with agencies.

SR 64 at Lorraine Rd Roundabout, Manatee County, FL, FDOT District One, Environmental Lead: PGA is the prime consultant on this project designing a multi-lane roundabout to improve safety and accessibility along SR 64. The scope includes major reconstruction of the intersection, right-of-way acquisition, drainage improvements, and utility coordination.

SR 29 From CR 846 E to N of New Market Rd, Collier County, FL, FDOT District One, Environmental Lead: This project involves the design of a new 3.35-mile, four-lane bypass road to improve the mobility and connectivity within the regional transportation network. Terry is leading the environmental assessments and permitting of the project. He is tasked with delineating wetlands and surface waters, identifying potential impacts to protected species, evaluating mitigation alternatives for wetland and protected species impacts, and completing the contamination screening. These tasks will include completion of species-specific surveys and consultation with state and federal wildlife agencies.

Continuing Services – Resurfacing Design, FDOT District One, Environmental Lead: This task work order-based contract provides miscellaneous design services such as resurfacing, widening, rigid pavement rehabilitation, and minor design. Specific responsibilities on task work orders include field surveys, wetland delineations, protected species surveys, plans review, and environmental permitting.

Education

B.S., Forest Resources and Conservation, University of Florida, 1997

Work Experience

Patel, Greene and Associates
2017 - Present

AECOM
2006 - 2017

Florida Department of Environmental Protection
2000 - 2006

Florida Department of Transportation
1997 - 2000

Contact

12570 Telecom Dr
Temple Terrace, FL 33637
813.978.3100
terry.cartwright@patelgreene.com



EMILYVETTE DEGAETANO, PLA, ISA

Landscape Architecture Lead

Emily is the Director of Landscape Architecture for Patel, Greene and Associates (PGA). She has been active in landscape architecture, master planning, landscape design, arboricultural assessments, and post-design services during construction for more than 19 years. Her expertise includes project management, client coordination, public involvement, technical writing, and technical plans review. Specializing in the transportation sector, she is accomplished in interstate, highway and interchange beautification, landscape design for speed management, low-volume drip and traditional overhead irrigation systems, and urban streetscape design. Emily is also experienced at trail planning and design, parks and recreation design, and private retail/commercial development.

Education

B.L.A., Landscape Architecture,
University of Georgia, 2004

Registrations/Licenses

Professional Landscape Architect,
Florida, LA6667080, 12/23/2010

Certifications

Certified Arborist/International Society
of Arboriculture/#FL 5660A (2007)

FDOT Temporary Traffic Control –
Advanced #604057 (2022)

FDEP Qualified Stormwater
Management Inspector #41955 (2019)

OSHA 10-Hour Construction Safety
and Health Certification Council of
Landscape Architectural Registration
Boards/Certificate #20273 (2019)

Work Experience

Patel, Greene and Associates
2020 - Present

AECOM
2004 - 2020

Contact

12570 Telecom Dr
Temple Terrace, FL 33637
813.978.3100
emilyvette.degaetano
@patelgreene.com

Experience

SR 64 at Greyhawk Blvd Roundabout, Manatee County, FL, FDOT District One, Landscape Architect of Record: PGA was the prime consultant on this project designing a multi-lane roundabout to improve safety and accessibility along SR 64. The scope included major reconstruction of the intersection, drainage improvements, and utility coordination. Landscaping consisting of native, drought-tolerant plant materials, was also provided to enhance the roundabout. Emily was responsible for coordinating the final landscape design with the District Landscape Architect.

General Engineering Consultant (GEC), FDOT District One, Landscape Architect: PGA is the prime consultant for this contract serving as an extension of FDOT District One by providing a variety of services that include design, program management, project management, RFP development, staff augmentation, and plans reviews. Emily is currently providing Landscape Architecture support by assisting the District Landscape Architect with design, landscape plans, and construction documents reviews, internal peer reviews, field reviews, project coordination, work program assistance, Florida Scenic Highways Program support, and coordination of meetings with staff, consultants, and local agencies.

General Engineering Consultant (GEC), FDOT District Seven, Interim District Landscape Architect: PGA is the prime consultant for this contract serving as an extension of FDOT District Seven by providing a variety of services including transportation design, scoping and RFP development, staff augmentation, and plans reviews. Emily is currently serving as the Interim District Landscape Architect and assists with landscape plans reviews for landscape grant programs, Highway Landscape Reimbursable and Maintenance Memorandum of Agreements (HLRMOA), and FDOT standalone landscape projects, peer reviews, landscape inspections, post-design/construction phase services, project coordination, and coordination of meetings with staff, consultants, and local agencies.

SR 91 Bridge Replacement at MP 138, Martin County, FL, Florida's Turnpike Enterprise, Senior Landscape Architect: The purpose of this project is to replace the existing bridge over the C-23 Canal to accommodate the same lane configuration as existing bridge (two 12-ft southbound through lanes, one 12-ft southbound on-ramp auxiliary lane, and two 12-ft northbound lanes), but will also allow for future widening to an eight lane section. Emily will be responsible for coordinating the disposition of existing vegetation and landscape enhancements at the SR 91/SE Becker Rd interchange and future landscape opportunity areas throughout the project corridor.



Morgan L. Thomas

Utility Design EOR

25 Total Years of Experience | 8 Years with CivilSurV

Mr. Morgan Thomas functions as a Project Engineer with CivilSurV. He is experienced in the use of AutoCAD Civil3D, EPANet, and the Microsoft Office suite. Mr. Thomas performs a variety of engineering and design tasks associated with water utilities, roads and drainage, and site development projects. He is familiar with various permitting review agencies and their requirements, including the Southwest Florida Water Management District, the South Florida Water Management District, the Florida Department of Environmental Protection, and several local governments. Additionally, Mr. Thomas has completed training courses for several field inspection categories through the Florida Department of Transportation's Construction Training & Qualification Program (CTQP). He applies this field experience to design projects that consider various aspects of constructability.

Project Experience

Project Engineer | Webster Turn Drive Reconstruction & Rehabilitation | Sebring Airport Authority | Sebring, Florida | 2021 to Present | \$132,546: This project involved the design for reconstruction and, in certain areas, repair of existing pavement along the 0.7-mile 2-lane rural roadway section within the airport district. Existing stormwater pipes crossing under Webster Turn Drive were evaluated for rehabilitation or replacement needs. Services included utility coordination, SFWMD Environmental Resource Permit modification, and bid phase assistance.

Project Engineer | Gibson Oaks Water Plant Site Design | Polk County Utilities Division | Lakeland, Florida | 2019 to 2020 | \$45,000 (site portion): Responsible for site design layout including drainage, break lines, and roadway elements. Project included approximately 3,500 feet of roadway and drainage components, including considerable amounts of conflict resolution due to seasonal high water table issues (within swamp) and proposed pressure piping routes.

Project Engineer | West Pipkin Road Water Main Improvements | City of Lakeland | Lakeland, Florida | 2019 to 2024 | \$552,000: Responsible for leading the design team through the replacement of approximately 17,000 linear feet of water mains and force main, from 4-inch to 16-inch in diameter. The project included design reviews at 60%, 90%, and 100%. The project also includes significant utility coordination, subsurface utility engineering, redesign of mains due to stormwater conflict issues, and the implementation of numerous construction techniques including: wet tapping, temporary service mains, and numerous clearance packages.

Project Engineer | Old Highway 37 Water Main Improvements | Polk County Utilities Division | Lakeland, Florida | 2018 to 2019 | \$135,000: Performed the design of approximately 11,000 linear feet of water mains from 8 inches to 12 inches in diameter. The project included design reviews at 30%, 60%, and 90% and easement acquisition. The project also included significant utility coordination, subsurface utility engineering, redesign of mains due to property conflict issues, and the implementation of numerous construction techniques including: HDD, J&B, wet tapping, pipe bursting, temporary service mains, and numerous clearance packages.

Project Engineer | Memorial Drive Multi-Use Trail | Highlands County BOCC | Sebring, Florida | 2020 to Present | \$150,000: This project involved the design of 1.4 miles of a new 8-foot-wide multi-use trail within the existing Memorial Drive right of way. The multi-use trail connects with an existing multi-use trail at Pompano Drive and existing sidewalk at Sebring Parkway. The project was performed under a Local Agency Program (LAP) project agreement between FDOT and Highlands County. Responsibilities included engineering design and construction document preparation.

Project Engineer | F-19 Raw Water Main | City of Port St. Lucie | Port St. Lucie, Florida | 2020 to 2023 | \$165,000: Responsible for leading the design and construction through the installation of approximately 2,000 linear feet of 18-inch brackish raw water mains. The project included design reviews at 30%, 60%, 90%, and 100%, significant utility coordination, a large easement definition, drilling under power and I-95, subsurface utility engineering, redesign of mains due to wetland conflict issues, and the implementation of numerous construction techniques including wet tapping, fusible PVC



Expertise

- Utility System Design & Analysis
- Transportation Infrastructure Design
- Site Development
- CADD

Education

- BS / Civil Engineering / Florida Institute of Technology

Training

- FDEP Qualified Stormwater Management Inspector #38093
- FDOT Concrete Field Inspector
- FDOT Concrete Lab Technician
- FDOT Earthwork Construction Inspection Level 1
- FDOT Quality Control Manager
- FDOT Equal Opportunity Compliance
- FDOT Tier 1 Illicit Discharge Detection and Elimination

> Mark A. Culbreth, P.G.

Contamination Lead

Mr. Culbreth has more than 32 years' experience as a hydrogeologist and project manager. He has bachelor's and master's degrees in geology. Mr. Culbreth specializes in the application of sound scientific principles and regulatory requirements in solving unique challenges faced by his clients. He specializes in hydrogeology, the fate and transport of contaminants in the subsurface, analysis of risk-based corrective actions, and brownfields redevelopment.



EXPERIENCE

Three Florida Department of Environmental Protection (FDEP) Petroleum Restoration Program Contracts | Florida

Duties include making sure scope offers are distributed to the appropriate task assignment managers and that they respond to requests for information from FDEP in a timely manner. Work with staff to develop procedures for reviewing scope offers to screen whether the work scope offered is correct and evaluate whether the work can be done profitably before accepting the scope offer.

Supported staff evaluating bid opportunities and a go/no go decision process for evaluating bid opportunities. Reviews contract amendments and distributes amendments as well as updates from FDEP to staff. Also serves as one of the technical reviewers for reports and other deliverables prior to submittal to FDEP.

Resource Conservation and Recovery Act (RCRA) Permitting and Remedial Action | DRH7425 Land Trust | Largo, FL

DRH7425, formerly known as the General Components site in Largo, Florida, is a RCRA hazardous waste site. Following a long period of inactivity, ECT was retained to conduct groundwater monitoring to evaluate the stability of the chlorinated solvent and metals contaminant plumes. Prepared RCRA Part B permit application. The property changed ownership twice, and ECT prepared permit transfer packages for each change of ownership. ECT prepared a remedial action plan (RAP) to replace active remediation with natural attenuation monitoring. Currently conducting natural attenuation monitoring evaluation.

Project Advisor; Depot Park Redevelopment | City of Gainesville | Gainesville, FL

Depot Park was constructed on top of formerly contaminated property in Gainesville, Florida. ECT completed the assessment, documented the extent of contamination, conducted a human health and ecological risk assessment, prepared a remedial action feasibility study and RAP, and implemented the remedial actions. ECT also designed the stormwater ponds constructed following remedial actions and is assisting in documenting the property into a park. ECT is conducting post-remediation monitoring, participating in public outreach events, and documenting that site conditions are safe for use as a park.

EDUCATION

M.S., Geology
University of South Florida

B.S., Geology
University of South Florida

CREDENTIALS

Professional Geologist, Florida, No. 1217

AREAS OF EXPERTISE

Geologic & Hydrogeologic Investigations
Contamination Assessments
Brownfields Program Management
Regulatory Compliance Assistance
Permitting, Development & Analysis of Risk-Based Corrective Actions
Phase I/II Environmental Site Assessments
Data Analysis & Interpretation



J. Brent Postma

Senior Utility Coordinator



<p>Role</p> <ul style="list-style-type: none"> Utility Coordination Lead 	<p>Using knowledge gained during his 25-year tenure within the utility field, Brent has spent the past 15 years focused on all facets of utility coordination (UC) within infrastructure projects ranging from simple to extremely complex, and has served as a FDOT liaison for in-house UC. As a Vice President of ELEMENT and the UC group manager, he oversees all components of the firm's UC projects by providing utility relocation plans, negotiating utility work schedules, and reviewing permits in accordance with the standard policies and practices of the FDOT. He also manages 8 utility coordinators. His experience includes design-build, major and minor roadway, project development and environment (PD&E), and construction projects. He is proficient in standard UC policies and procedures such as utility work highway contractor agreements (UWHCA), permit review and submittal, utility adjustment and relocation agreements, subordination of easements, conflict analysis, constructability reviews, managing advance utility relocation activities, and processing interstate reimbursements.</p> <p>Brent's relevant project experience includes:</p> <p>FDOT District One, Districtwide (DW) Continuous Service Utility Coordination Contract, FL. Utility Project Manager. On a Task Work Order (TWO) basis, UC services are currently being provided for the District. Responsibilities include identifying existing utility facilities, then securing agreements, work schedules, and plans from the existing utility agencies/owners (UAO) to ensure all utility conflicts are addressed and resolved. Other tasks involve conducting phase meetings, certifying all utility negotiations, reviewing roadway plans for constructability with existing and proposed utility facilities, developing utility work schedules, monitoring utility relocation work to ensure schedules are met, and reviewing new utility permit requests along the project corridor.</p> <p>FDOT District One, SR 25/US 27 from Presidents Drive (MP 13.638) to SR 60 (MP 18.397) Boulevard, Polk County, FL. Utility Project Manager. Providing UC services for widening SR 25 from a four-lane rural roadway to a six-lane rural section from MP 13.638 to MP 15.166. Responsibilities include identifying existing utility facilities, securing agreements, work schedules, and plans from existing UAOs to ensure all utility conflicts are addressed and resolved, conducting phase meetings and certifying all utility negotiations, reviewing roadway plans for constructability with existing and proposed utility facilities, developing utility work schedules, monitoring utility relocation work to ensure schedules are met and reviewing new utility permit requests along the project corridor.</p> <p>FDOT District One, SR 64 WB (Manatee Avenue) from SR 684 (US 41/301) to SR 45 (US 41 Bus) MP 0.953 – 1.455, Manatee County, FL. Utility Project Manager. Providing UC services for this project consisting of traffic operational enhancements needed to improve capacity and reduce congestion in downtown Bradenton, Manatee County. Restriping or modification of lane assignments, as well as minor median modifications, urbanization of several intersections, new signals, and modifications to existing signals will also be implemented. There is also existing drainage (consisting of curb and gutter and closed stormwater facilities) being evaluated and maintained as needed. Coordination with UAOs along this corridor involving phase meetings, securing agreements, reviewing roadway plans for constructability, and creating and implementing plans for utility conflicts to be addressed and relocated are being performed when necessary.</p>
<p>Years of Experience</p> <ul style="list-style-type: none"> 15 	
<p>Education</p> <ul style="list-style-type: none"> Hudson High School Diploma, 1984 	
<p>Professional Affiliations</p> <ul style="list-style-type: none"> Florida Utilities Coordination Committee 	
<p>Certifications</p> <ul style="list-style-type: none"> FUCC, Utility Coordination Certification, Module #2 Cost Estimating/Billing Process, Module #5 	

Edward “Ned” Connolly, PSM

SUR Senior Project Surveyor



<p>Role</p> <ul style="list-style-type: none"> SUE Lead 	<p>Possessing more than 17 years of experience, Ned is a Vice President with ELEMENT and oversees the firm’s Subsurface Utility Engineering (SUE) services. He is responsible for the daily coordination and management of the field and office operations, as well as the final quality assurance/quality control (QA/QC) of all deliverables before client submission. He is proficient in the latest industry technology in addition to developing and implementing successful management strategies. He has been involved with all aspects of SUE practices, from processing the survey and utility data to the QC of the final product. He is experienced in a variety of SUE surveying services such as subsurface utility surveys, site excavation, right-of-way (R/W) mapping, and utility location and marking. His skills also include a vast knowledge of surveys including geodetic control, design/topographic, and boundary.</p>
<p>Years of Experience</p> <ul style="list-style-type: none"> 17 	
<p>Education</p> <ul style="list-style-type: none"> B.S., Land Surveying Engineering, Pennsylvania State University, 2007 	
<p>Registration</p> <ul style="list-style-type: none"> Professional Land Surveyor and Mapper (PSM), Florida, LS6911, 05/29/2012 	<p>Ned’s relevant project experience includes:</p>
<p>Certifications</p> <ul style="list-style-type: none"> FDOT Maintenance of Traffic (MOT) #14081, Refresher #59159 	<p>FDOT District One, US 98 (SR 700) Resurfacing, Restoration, and Rehabilitation Project, Highlands County, FL. SUE Project Manager. This project consisted of milling and resurfacing 10 miles of asphalt pavement, turn lane widening, cross slope correction, railroad improvements and safety enhancements, including pavement markings, and signs. The design included modifications to the corridor and additional pavement depth and resurfacing of an asphalt overlaid bridge. Other safety enhancements included the addition of no passing zones, advance intersection signing updates, implementation of railroad dynamic envelopes at the rail crossing, the replacement of guardrails at the four bridges within the project limits, and the addition of bicyclist keyholes. A detour was designed to allow CSX to replace tracks during the project. SUE activities included designating all existing facilities and completing locates to confirm depth, size, and material of existing utilities in the area of the proposed design and safety improvements. The project included survey, subsurface utility engineering, and utility coordination.</p>
<p>Professional Affiliations</p> <ul style="list-style-type: none"> Florida Surveying & Mapping Society (FSMS) West Coast Land Surveyors Association (WCLSA) 	<p>FDOT District One, SR 683 at Fruitville Road (SR 780), Sarasota County, FL. SUE/Survey Project Manager. Providing SUE services for this project. Responsibilities include oversight of the field SUE and survey crew; maintaining accurate notes, records, and field sketches; attending project meetings; providing input, evaluating, and managing the required field SUE and survey work; and QA/QC plan management and execution.</p>
	<p>FDOT District One, I-75 at Fruitville Road (SR 780), Sarasota County, FL. SUE/Survey Project Manager. Providing survey/SUE services for this project. Responsibilities include oversight of the field SUE and survey crew, maintaining accurate notes, records, and field sketches; attending project meetings, providing input, evaluating, and managing the required field SUE and survey work; and QA/QC plan management and execution.</p>
	<p>FDOT District One, SR 45 (US 41) from Blackburn Point Road (MP 6.123) to SR 72 (Stickney Point Road/MP 12.468), Sarasota County, FL. SUE/Survey Project Manager. Provided survey/SUE services. Included oversight of the field SUE and survey crew, maintaining accurate notes, records, and field sketches; provided input, evaluated, and managed the required field SUE/survey work; and QA/QC plan management and execution.</p>
	<p>FDOT District One, from Southern Limits on Copeland Avenue to NE Broadway Avenue E and Copeland Avenue, Collier County, FL. SUE/Survey Project Manager. Survey, mapping, and SUE services are being provided for the construction of a 6’-wide concrete sidewalk from the southern limits of Everglades City to the northeast corner of the Broadway Avenue E and Copeland Avenue traffic circle. Horizontal and vertical control will be established using state-of-the-art equipment.</p>

Jill Cappadoro

Public Engagement Lead



Experience – 25 Years

Jill Cappadoro's public sector experience spans 25 years. Ms. Cappadoro has conducted market research studies to better understand public perception on community issues and has used the findings to develop marketing programs as well as implement media campaigns to educate the community. She has extensive experience in organizing public meetings, excellent communication skills, and has served as spokesperson representing these public sector agencies with media, county commission and city council leadership. With the benefit of such an extensive career in public transportation, Ms. Cappadoro is focused on developing project branding, marketing, and communications programs for her clients. She has a strong background in writing, developing public information materials that position complex messages for community understanding and managing projects from conception through completion. Her expertise includes public involvement initiatives that engage citizens, interested stakeholders, policy makers, funders, and transportation advocacy groups.

RELEVANT PROJECT EXPERIENCE

City of Sarasota, Main Street Complete Street Visioning and Design

City of Sarasota/Sarasota County, FL (2023 – Present)

Ms. Cappadoro manages the public and stakeholder engagement services supporting the prime consultant and City planning staff for Sarasota's Main Street Visioning Study. This project is a series of phases enabling businesses, community leaders, institutions, and residents to provide input and identify potential improvements the Main Street Complete Streets could achieve. Quest's community and stakeholder involvement includes door-to-door visits with businesses along the corridor, participation in community events and weekend markets, social media support, graphic design and Spanish translation services. Visioning workshops, open house events, and advisory meetings ensure two-way dialogue and a transparent engagement process. Ms. Cappadoro directs graphic design services and provides quality control/quality assurance of deliverables for this contract.

City of Safety Harbor, Main Street Design Study

Pinellas County, FL (2023 – Present)

In support of the prime consultant and Safety Harbor, Ms. Cappadoro facilitates stakeholder engagement, public outreach and input, and survey implementation to ensure community input informs the Main Street design study. As part of a multi-disciplined team, this project began with walking the corridor to experience Main Street from a micro-mobility perspective. Study elements include evaluating opportunities for wayfinding signage, public parking, transit stops, landscaping and streetscaping, and ADA compliance. A roundtable approach is planned to provide a cross-section of experience and to build consensus among businesses, residents, and visitors to Safety Harbor.

City of Tampa Parking Master Plan Update

City of Tampa, FL (2024 – Present)

Quest currently serves the City of Tampa Parking Division as it engages business stakeholders and the community to inform the update of the Tampa Parking Master Plan Study. In this role, Quest creates community outreach contact lists; organizes stakeholder meetings and community engagement pop-up events; conducts content review and data analysis for an online survey; and facilitates creative services that include a web page, graphic art, written content, and necessary updates. Ms. Cappadoro is the Client Relationship Manager ensuring client satisfaction and appropriate resources are allocated to the contract. She also supports the Project Manager with QC of deliverables and public outreach as needed.

Florida Department of Transportation District Seven, Inverness Transportation Talks

City of Inverness/Citrus County, FL (2023 – Present)

In support of FDOT's West Central Florida commitment to ensuring public and stakeholder involvement in access changes, Quest participates in planning, implementing, and summarizing Community Conversations roundtable workshops for proposed improvements that include public engagement, concept development, impacts analysis, and recommendations for two corridors: State Road (S.R.) 200 and S.R. 44. The project also includes coordination efforts for a third corridor, U.S. 44 currently in the design phase to be reconstructed. Ms. Cappadoro, in support of the prime consultant, is leading development of the public meeting layout, maintenance of traffic plan, documentation of community input, and synthesizing comments collected.



Kate Willis, MPS
Cultural Resources Lead
Sidney, Maine Office

Kate Willis, MPS, has 15 years of experience in the field of cultural resource management and joined SEARCH in 2023 as a Lead Architectural History Specialist. She has worked on numerous transportation, federal, energy, and private sector projects in the United States and has completed over 300 architectural history projects. Ms. Willis is experienced with Sections 106 and 110 of the NHPA and Section 4(f) and the integration of those regulations into the National Environmental Policy Act (NEPA). Her undergraduate degree in History and Studio Art was completed at the University of Vermont in 2003, followed by a master's degree in Preservation Studies with an emphasis on American architectural styles in at Tulane University in 2009. Part of her graduate studies included a practicum through US/ICOMOS (now World Heritage USA) International Exchange Program at the Stockholm City Museum in Stockholm, Sweden. There she focused on an assessment of integrity and authenticity of the World Heritage Site *Skogskyrkogarden*, where a new crematorium was proposed as well as a partial building documentation using HABS standards.

EDUCATION

MPS	2009	Preservation Studies. Tulane University.
BA	2003	History & Studio Art. University of Vermont.

PROFESSIONAL EXPERIENCE

2023–present	Lead Architectural Historian, SEARCH
2011–2023	Project Manager & Architectural Historian, Kleinfelder, Inc.
2009–2010	Consulting Executive Director, Friends of the Morrill Homestead.

SPECIAL TRAINING

National Preservation Institute, Section 4(f) Training, October 2011
Northwest Environmental Training Center, Writing the Perfect EA/FONSI or EIS, October 2013

SELECT PROJECT EXPERIENCE

2024

Co-Principal Investigator, Hickory Tree Widening, Osceola County, Florida. Ms. Willis is the principal investigator for architectural history resources within an 11-mile corridor proposed for widening from two lanes to four lanes, divided.

Principal Investigator, SMART St. Augustine, Duval County, Florida. Ms. Willis is overseeing the survey of resources within multiple historic districts throughout city limits, including one National Historic Landmark. The project proposes to install integrated signage throughout the city to alleviate congestion in one of the United States' oldest established cities.

Connie A. Johnson-Gearhart, P.E.**Geotechnical Lead**

Mrs. Johnson-Gearhart has been with Test Lab for over 4 years. She has 24 years of project management experience in the forensic engineering, geotechnical engineering and construction materials testing industries. Her forensic engineering experience includes conducting ground subsidence investigations for both commercial and residential properties. She has geotechnical engineering experience providing recommendations for pavement design, shallow and deep foundations including pile capacity and settlement analysis and stormwater design including infiltration rates and suitable fill. Mrs. Johnson-Gearhart's forensic and geotechnical field experience includes conducting site inspections to ascertain existing conditions and issues, monitoring grout injection for sinkhole remediation projects, Standard Penetration Test (SPT) borings and driven pile installation. Her construction materials testing experience includes ensuring quality assurance on various construction projects by reviewing concrete compression and field compaction reports and performing threshold inspections under a Structural Engineer. Lastly, she has experience analyzing various laboratory testing results such as 200 Wash, sieve analysis, asphaltic concrete properties, organic content and Atterberg Limits.

FDOT Relevant Project Experience**District 7****Pinellas County**SR 595/ALT 19A/Seminole Boulevard from CR 296 to HWY 686 **(In Progress)****Hillsborough County**SR 60 from Brandon Town Center to Gornto Lake **(In Progress)****Pasco County**US 98 from Polk County Line to US 301 **(In Progress)**US 98 from US 301 to Hernando County Line **(In Progress)****Hernando County**US 98 from Pasco County Line to SR 50 **(In Progress)****District 1****Manatee County**SR 64 at Greyhawk Boulevard **(In Progress)**SR 64 at Lorraine Road **(In Progress)**SR 29 from CR 846 to New Market Road **(In Progress)****District 5****Lake County**CR 42 from Marion County Line (MP 0.000) to SR 44 (MP19.290) **(In Progress)**SR 44 Resurfacing from Bottle Brush Court to US 27 **(In Progress)****Corporate Title**

MAT Project Manager

Education

Master of Civil Engineering.,
University of South Florida, 2012
B.S., Civil Engineering, University of
South Florida, 2000

Professional Registration

Florida Professional Engineer, No.
69013 - Date Issued 2009

Years of Experience 24**Professional Affiliations**

USF Engineering Alumni Society,
Past Chair, 2018-2020
Chair, 2016-2018
Treasurer, 2014-2016
Secretary, 2012-2014
ASCE Geo-Institute, Webmaster,
2012-2014
American Society of Civil Engineers,
Member
Florida Engineering Society, Member
Society of Women Engineers,
Member



DBE/SBE Certifications

SUBCONSULTANT SBE STATUS



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

December 16, 2021

REGISTERED VENDOR NO.: 117512

Mr. Graig R Fuller, President
CivilSurv Design Group, Inc.
2525 Drane Field Road, Suite 7
Lakeland, FL 33811

CERTIFICATION EFFECTIVE DATE:
January 8, 2022

CERTIFICATION EXPIRATION DATE:
January 8, 2025

Dear Mr. Fuller:

Congratulations, the South Florida Water Management District (District) has recertified your firm as a Small Business Enterprise (SBE). This certification is valid for three (3) years and may **only** be applied when business is conducted in the following area(s):

Professional Engineering, Surveying & Mapping Services

Your submittal of bids or proposals to supply other products or services outside of the specialty area(s) noted above will not count toward SBE participation. If you require certification in other specialty areas, please contact the Procurement Bureau, SBE Section, for additional information.

Renewal is required every three (3) years and should be requested a minimum of 45 days prior to the above expiration date.

If any changes occur within your company during the certification period such as ownership, affiliate company status, address, telephone number, licensing status, gross revenue, or any information that relates to your SBE Certification status, you must notify this office in writing immediately. It is imperative that we maintain current information on your company at all times.

Certification is not a guarantee that your firm will receive work, nor an assurance that your firm will remain in the District's vendor database.

We look forward to a mutually beneficial working relationship.

Sincerely,

Jennifer Dollar
SBE Program Specialist
Procurement Bureau

JD



MBE Certifications

PRIME MBE/DBE STATUS



Robin Watson

From: Hiren Patel
Sent: Monday, August 7, 2023 11:29 AM
To: Gordon Greene; Robin Watson
Cc: Joe Lauk; Joseph Losaria
Subject: FW: No Change Declaration Acknowledgement

FYI

From: DBECert.Help@dot.state.fl.us <DBECert.Help@dot.state.fl.us>
Sent: Monday, August 7, 2023 10:56 AM
To: Hiren@patelgreene.com <Hiren@patelgreene.com>
Subject: No Change Declaration Acknowledgement


Email From: DBECert.Help@dot.state.fl.us (DBECert.Help@dot.state.fl.us)

We have processed your No Change Declaration (NCD), as applicable. Your Anniversary Date is 9/20/2024

Sincerely,
 Equal Opportunity Office
 DBE Certification

SUBCONSULTANT WBE/MBE/DBE STATUS




Florida Department of Transportation

JEB BUSH GOVERNOR 605 Suwannee Street Tallahassee, FL 32399-0450 DENVER J. STUTLER, JR. SECRETARY

November 29, 2006

Certified Mail – Return Receipt Requested

Element Engineering Group, LLC
 Mr. Derek M. Gil
 1814 N 15th Street
 Tampa, FL 33605

ANNIVERSARY DATE – Annually on November 29

Dear Mr. Gil:

The Florida Department of Transportation [FDOT] is pleased to announce that your firm is certified under the Florida Unified Certification Program [UCP] as a **Disadvantaged Business Enterprise [DBE]** in accordance with Part 49 Section 26, Code of Federal Regulations.

DBE certification is continuing, but is contingent upon the firm maintaining its eligibility annually through this office. You will be notified of your annual responsibilities in advance of the Anniversary Date. You must submit the annual **AFFIDAVIT FOR CONTINUING ELIGIBILITY** no later than the Anniversary Date. Failure to do so will result in immediate action to decertify the firm.

Only those firms listed in the UCP DBE Directory, are certified by Florida UCP Members. Prime contractors and consultants are urged to verify your firm's current certification status of the firm through this Directory.

Your firm will be listed in Florida's UCP DBE Directory which can be accessed via the internet, at <http://www.bipincwebapps.com/biznet/florida/> or through The Department website at www.dot.state.fl.us/equalopportunityoffice, then select "DBE Directory."

DBE certification is **NOT** a guarantee of work, but enables the firm to compete for, and perform, contract work on all USDOT Federal Aid (FAA, FTA and FHWA) projects in Florida as a DBE contractor, sub-contractor, consultant, sub-consultant or material supplier.

www.dot.state.fl.us RECYCLED PAPER

SUBCONSULTANT WBE/MBE/DBE STATUS (CONT.)





Additional Required Forms

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

All organizations covered by the Drug-Free Workplace Act of 1988 are required to provide a drug-free workplace by taking the following steps:

1. Publish and give a policy statement to all covered employees informing them that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace and specifying the actions that will be taken against employees who violate the policy.
2. Establish a drug-free awareness program to make employees aware of a) the dangers of drug abuse in the workplace; b) the policy of maintaining a drug-free workplace; c) any available drug counseling, rehabilitation, and employee assistance programs; and d) the penalties that may be imposed upon employees for drug abuse violations.
3. Notify employees that as a condition of employment on a Federal contract or grant, the employee must a) abide by the terms of the policy statement; and b) notify the employer, within five (5) calendar days, if he or she is convicted of a criminal drug violation in the workplace.
4. Notify the contracting or granting agency within ten (10) days after receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace.
5. Impose a penalty on, or require satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available, in the employee's community by, any employee who is convicted of a reportable workplace drug conviction.
6. Make an ongoing, good faith effort to maintain a drug-free workplace by meeting the requirements of the Act.

Note: A contractor or grantee who fails to comply with these requirements is subject to certain penalties.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the Drug-Free Workplace Act of 1988, as stated above?

 X **YES**

 NO

NAME OF CONTRACTOR FIRM/BUSINESS: Patel, Greene and Associates, LLC

DBE BID PACKAGE INFORMATION

PGA has previously submitted the DBE Bid Package Information prior to this submittal.

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.

Patel, Greene and Associates, LLC

Name of Consultant

By: Joseph Lauk, PE, Principal



08/09/2024

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
 INELIGIBILITY AND VOLUNTARY EXCLUSION-
 LOWER TIER COVERED TRANSACTIONS FOR FEDERAL AID CONTRACTS**
 (Compliance with 2 CFR Parts 180 and 1200)

375-030-32
 PROCUREMENT
 11/15

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: Patel, Greene and Associates, LLC

By: Joseph Lauk, PE 

Date: 8/9/2024

Title: Principal

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
 10/01

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 any federal 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.

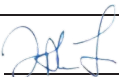
(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with 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. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

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: Patel, Greene and Associates, LLC

By: Joseph Lauk, PE Date: 08/09/2024

Authorized Signature: 

Title: Principal

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DISCLOSURE OF LOBBYING ACTIVITIES

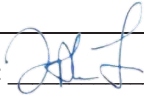
375-030-34
PROCUREMENT
02/16

N/A

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: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: 215 E Main St Bartow, FL 33830 _____ _____ 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 <i>(if individual, last name, first name, MI):</i> _____ _____ _____	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> _____ _____ _____	
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: <u>Joseph Lauk, PE</u> Title: <u>Principal</u> Telephone No.: <u>863.533.7317</u> Date (mm/dd/yyyy): <u>08/09/2024</u>	

Federal Use Only:

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

375-030-50
PROCUREMENT
OGC -1/20

**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
FOR CONSULTANT/CONTRACTOR
SERVING IN THE ROLE OF PROJECT MANAGER FOR FDOT**

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)
<u>2024-RFQ-277</u>	<u>Professional Municipal Engineering Services (CCNA) for FPID 444627-2-32-01 SR 37 fr Ariana St to Lime St</u>	<u>444627-2-32-01</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Printed Names	Signatures	Date
<u>Joseph Lauk, PE</u>	<u></u>	<u>08/09/2024</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS**

375-040-84
PROGRAM MANAGEMENT
5/22
Page 1 of 3

TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):

The following terms apply to all contracts in which it is indicated that the services involve the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Local Agency relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. All tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and will become the property of the Agency upon completion or termination without restriction or limitation on their use and will be made available, upon request, to the Agency at any time during the performance of such services and/or completion or termination of this Agreement. Upon delivery to the Agency of said document(s), the Agency will become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Consultant will not copyright any material and products or patent any invention developed under this agreement. The Agency will have the right to visit the site for inspection of the work and the products of the Consultant at any time.
- C. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding.
- D. The consultant shall provide access by the Florida Department of Transportation (recipient), the Agency (subrecipient), the Federal Highway Administration, the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the consultant which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- E. Compliance with Regulations: The Consultant shall comply with the Regulations: relative to nondiscrimination 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, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- F. Nondiscrimination: The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- G. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- H. Information and Reports: The Consultant will 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 Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- I. Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Local Agency shall impose such contract sanctions as it or the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to,
 - 1. withholding of payments to the Consultant under the contract until the Consultant complies and/or
 - 2. cancellation, termination or suspension of the contract, in whole or in part.
- J. Incorporation or Provisions: The Consultant will include the provisions of Paragraph C through K in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions

**LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS**

375-040-84
PROGRAM MANAGEMENT
5/22
Page 2 of 3

issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the Local Agency to enter into such litigation to protect the interests of the Local Agency, and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

- K. Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
- L. Interest of Members of Congress: No member of or delegate to the Congress of the United States will be admitted to any share or part of this contract or to any benefit arising therefrom.
- M. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.
- N. Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the following statement from 49 CFR 26.13(b). This statement shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.

"The Consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in termination of this contract or other such remedy as the recipient deems appropriate."

Pursuant to 49 CFR 26.11(c), the Consultant shall submit the bid opportunity list at the time of contract execution, and shall enter DBE commitment and payment information in the Florida Department of Transportation Equal Opportunity Compliance (EOC) system. The Consultant shall request access to the EOC system using Form No. 275-021-30.

- O. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- P. It is understood and agreed that if the Consultant at any time learns that the certification it provided the Local Agency in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the Local Agency. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.

**LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS**

375-040-84
PROGRAM MANAGEMENT
5/22
Page 3 of 3

Q. The Local Agency hereby certifies that neither the consultant nor the consultant's representative has been required by the Local Agency, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to

1. employ or retain, or agree to employ or retain, any firm or person, or
2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

The Local Agency further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

R. The Consultant hereby certifies that it has not:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The consultant further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

S. The Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
E-VERIFY

375-031-06
PROCUREMENT
OGC - 10/21

Contract No: 2024-RFQ-277

Financial Project No(s): 444627-2-32-01

Project Description: SR 37 from Ariana St to Lime St

In accordance with the contract, the Vendor/Consultant/Contractor hereby acknowledges and certifies compliance with Section 448.095, Florida Statutes. The Vendor/Consultant/Contractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. The Vendor/Consultant/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system. The Vendor/Consultant/Contractor shall comply with Section 448.095, Florida Statutes, for the duration of the contract term, including any extensions or renewal periods.

Company/Firm: Patel, Greene and Associates, LLC

Authorized Signature: 

Title: Principal

Date: 08/09/2024

Appendix B Consultant Selection Information

FIRM NAME: Patel, Greene and Associates, LLC

Contact Person: Joseph Lauk, PE

Title: Principal

Telephone Number: (863) 604-0316

Mailing Address: 215 E Main St

Bartow, FL 33830

IF SUBCONSULTANTS WILL BE USED, GIVE NAME AND ADDRESS OF FIRM(S):

CivilSurv Design Group, Inc. 2525 Drane Field Rd, Suite 7, Lakeland, FL 33811

ELEMENT Engineering Group, LLC 1713 E 9th Ave, Tampa, FL 33605

Test Lab, Inc. 4112 W Osborne Ave, Tampa, FL 33614

Total Number of Personnel: (breakdown by Discipline in Section 8 of SF 254)

PREVIOUS WORK FOR CITY OF LAKELAND IN THE PAST 5 YEARS. LIST PROJECTS AND DATES. DO NOT USE ATTACHMENTS OR REFERENCES:

Five-Points Roundabout | 2020-2023

Sr 562 (Drane Field Rd) at Don Emerson Dr Roundabout | 2021

OTHER PREVIOUS RELATED EXPERIENCE. LIST PROJECTS, DATES AND LOCATIONS. DO NOT USE ATTACHMENTS OR REFERENCES: Legacy Trail Pedestrian Overpass at Laurel Rd, Sarasota County, FL | 2014 - 2019

Withlacoochee-Dunnellon Trail Connector from N End Withlacoochee State Trail to S End Dunnellon Trail, Citrus County, FL |

2016 - 2019 US 92 Sidewalk from Galloway Rd to Wabash Ave, Polk County, FL | 2016 - 2019

Hold Harmless / Indemnification - Consultant

To the fullest extent permitted by laws and regulations, and in consideration of the amount stated on any Purchase Order, the Contractor shall defend, indemnify, and hold harmless the City, its officers, directors, agents, guests, invitees, and employees from and against all liabilities, damages, losses, and costs, direct, indirect, or consequential (including but not limited to reasonable fees and charges of engineers, architects, attorneys, and other professionals and court and arbitration costs) arising out of or resulting from any acts of negligence, gross negligence or intentional wrongful misconduct in the performance of the work by the Contractor, any Subcontractor, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable.

“To the extent provided by law, the Consultant shall indemnify, defend, and hold harmless the City of Lakeland and the State of Florida, Department of Transportation, including the Department’s officers, agents, and employees, against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of the Consultant, or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by the Consultant.

The foregoing indemnification shall not constitute a waiver of the Department’s or City of Lakeland’s sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28. Nor shall the same be construed to constitute agreement by the Consultant to indemnify the City of Lakeland for the negligent acts or omissions of the City of Lakeland, its officers, agents, or employees, or third parties. Nor shall the same be construed to constitute agreement by the Consultant to indemnify the Department for the negligent acts or omissions of the Department, its officers, agents, or employees, or third parties. This indemnification shall survive the termination of this Agreement.”

In any and all claims against the City, or any of its officers, directors, agents, or employees by any employee of the Contractor, any Subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, this indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any such Subcontractor or other person or organization under workers’ or workmen’s compensation acts, disability benefit acts, or other employee benefit acts, nor shall this indemnification obligation be limited in any way by any limitation on the amount or type of insurance coverage provided by the City, the Contractor, or any of his Subcontractors. To the extent this Indemnification conflicts with any provision of Florida Law or Statute, this indemnification shall be deemed to be amended in such a manner as to be consistent with such Law or Statute.

Applicability: It is the express intent of the Contractor that this agreement shall apply for the project(s) or time period indicated below. (Check and complete one):

_____ Agreement is applicable to all contracts, purchase orders and other work performed for the City of Lakeland for the time period of not more than five (5) years.

_____ to _____
(Date) (Date)

(OR)

_____ Agreement is limited to Bid #, Purchase Order #, Requisition # _____ or Contract dated _____.

Subrogation: The Contractor and his Subcontractors agree by entering into this contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Contractor or Subcontractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Contractor or Subcontractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which

includes a condition specifically prohibiting such an endorsement, or voids coverage should Contractor or Subcontractor enter into such an agreement on a pre-loss basis.

Release of Liability: Acceptance by the Contractor of the last payment shall be a release to the City and every officer and agent thereof, from all claims and liability hereunder for anything done or furnished for, or relating to the work, or for any act or neglect of the City or of any person relating to or affecting the work of which Contractor has knowledge at the time.

Savings Clause: The parties agree that to the extent the written terms of this Indemnification conflict with any provisions of Florida laws or statutes, in particular Sections 725.06 and 725.08 of the Florida Statutes, the written terms of this indemnification shall be deemed by any court of competent jurisdiction to be modified in such a manner as to be in full and complete compliance with all such laws or statutes and to contain such limiting conditions, or limitations of liability, or to not contain any unenforceable, or prohibited term or terms, such that this Indemnification shall be enforceable in accordance with and to the greatest extent permitted by Florida Law.

Patel, Greene And Associates, LLC
Name of Organization
BY: [Signature]
Signature of Owner or Officer
863-533-7317
Organization Phone Number

STATE OF: Florida

COUNTY OF: Polk

The foregoing instrument was acknowledged before me this 19th day of August, 2024 by

Gordon M. Greene, PE, of Patel, Greene And Associates, LLC.
Printed Name of Owner / Officer Corporate or Company Name

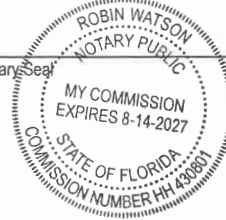
He/She is personally known to me or has produced _____ as identification, and did _____
State Driver's License Number

/ did not take an oath.

[Signature]
Signature of Person Taking Acknowledgment

Robin Watson
Printed Name of Person Taking Acknowledgment

Notary Seal



CITY OF LAKELAND

BY: _____
Joyce Dias, Director of Risk Management

DATE _____

FDOT CERTIFICATE OF QUALIFICATION



Florida Department of Transportation

605 Suwannee Street
Tallahassee, FL 32399-0450

RON DESANTIS
GOVERNOR

JARED W. PERDUE, P.E.
SECRETARY

July 16, 2024

Hiren Patel, President
PATEL, GREENE AND ASSOCIATES, LLC
12570 Telecom Drive
Temple Terrace, Florida 33637

Dear Mr. Patel:

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 and 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
 - 4.2.1 Major Bridge Design - Concrete
 - 4.2.2 Major Bridge Design - Steel
- 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
- 7.1 Signing, Pavement Marking and Channelization
 - 7.2 Lighting
 - 7.3 Signalization
- 10.1 Roadway Construction Engineering Inspection
 - 10.3 Construction Materials 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

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, 2025, for contracting purposes.

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 carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,

Carliayn Kell
Professional Services Qualification Administrator



Consultant's Current Florida License

State of Florida Department of State

I certify from the records of this office that PATEL, GREENE, AND ASSOCIATES, LLC is a limited liability company organized under the laws of the State of Florida, filed on May 11, 2011.

The document number of this limited liability company is L11000055519.

I further certify that said limited liability company has paid all fees due this office through December 31, 2024, that its most recent annual report was filed on January 28, 2024, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-eighth day of January,
2024*



A handwritten signature in black ink, appearing to be "C. J. Scott", written over a horizontal line.

Secretary of State

Tracking Number: 0222546444CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



Exceptions to Professional Services Agreement

EXCEPTIONS TO PROFESSIONAL SERVICES AGREEMENT

PGA does not have any exceptions to the professional services agreement.

END OF APPENDIX "D" – EXAMPLE AGREEMENT & ADDENDUMS

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Appendix E

REQUIRED FORMS

Type of Form	FDOT Form No.	Location of Form	Name of Form
City Form		Appendix E	Drug-Free Workplace Program Certification Form
FDOT Form	375-030-30	Appendix E	Truth in Negotiations Certification
FDOT From	375-030-32	Appendix E	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
FDOT Form	375-030-33	Appendix E	Certification for Disclosure of Lobbying Activities on Federal-Aid Contracts
FDOT From	375-030-34	Appendix E	Disclosure of Lobbying Activities
FDOT From	375-030-50	Appendix E	Conflict of Interest/Confidentiality Certification
FDOT From	375-030-83	Appendix C	Professional Services DBE or Small Business Commitment Form (If applicable)
FDOT From	375-040-62	Appendix E	Bid Opportunity List for Commodities & Contractual Services

Appendix F

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS FOR PROFESSIONAL SERVICES CONTRACTS (FDOT FORM 375-040-84)

See attached FDOT Form #375-040-84

Appendix G

OPTIONAL FORMS



QUESTION & ANSWER REPORT

RFQ No. 2024-RFQ-277

Professional Municipal Engineering Services (CCNA) for State Road 37 from
Ariana Street to Lime Street

RESPONSE DEADLINE: August 22, 2024 at 3:30 pm

Wednesday, January 8, 2025

Approved, Unanswered Questions

Approved, Answers Provided

1. No subject

Jul 23, 2024 5:06 PM

Question: Please confirm if this project is being procured through FDOT for construction. (i.e. LAP funds)

Jul 23, 2024 5:06 PM

Answered by Jobin Abraham: Please note that this project will be procured through the City of Lakeland, utilizing local funds.

Aug 1, 2024 3:24 PM

2. No subject

Jul 23, 2024 5:07 PM

Question: Please confirm if this project is federally funded.

Jul 23, 2024 5:07 PM

Answered by Jobin Abraham: This project will be procured through the City of Lakeland utilizing local funds. However, state and federal requirements have been incorporated to allow for the potential use of federal funds in the future

Aug 1, 2024 3:24 PM

3. No subject

Jul 23, 2024 5:07 PM

Question: Please confirm if this project will follow FDOT guidelines for utilities during construction (UWHCA).

Jul 23, 2024 5:07 PM

Answered by Jobin Abraham: Yes, this project is on a state road facility and must comply with all FDOT requirements.

Aug 1, 2024 3:25 PM

4. No subject

Jul 23, 2024 5:07 PM

Question: The attachments section provided two separate RFPs. Please advise which document proposers should follow for the proposal.

Jul 23, 2024 5:07 PM

Answered by Linda Alspaugh: The attachment dated 7/17/24 is the updated document. As you are aware submit your proposal through opengov

Jul 26, 2024 12:43 PM

5. No subject

Jul 29, 2024 1:41 PM

Question: Please advise if the City or the State is purchasing the right-of-way for this project.

Jul 29, 2024 1:41 PM

Answered by Jobin Abraham: FDOT has a separate right-of-way phase programmed.

Aug 1, 2024 3:25 PM

6. No subject

Jul 29, 2024 1:41 PM

Question: Landscape architecture is listed as N/A in the scope, but it appears to be required on pg. A-19 of the RFP. Please advise if Landscape architecture is required.

Jul 29, 2024 1:41 PM

Answered by Jobin Abraham: A Landscape Architect may be incidental to the final hardscape design. However, no landscape architecture plans will be required.

Aug 15, 2024 4:40 PM

7. No subject

Jul 29, 2024 1:40 PM

Question: Can the City provide the CADD files created for this project?

Jul 29, 2024 1:40 PM

Answered by Jobin Abraham: Currently, there are no design level CADD drawings available for this project.

Aug 1, 2024 3:25 PM

8. No subject

Jul 23, 2024 5:07 PM

Question: Please advise who will be serving as the project manager and on the selection committee

Jul 23, 2024 5:07 PM

Answered by Jobin Abraham: Jobin Abraham will be serving as the project manager for this project. At this time, the selection committee has not yet been appointed.

Aug 1, 2024 3:25 PM

9. No subject

Jul 29, 2024 1:39 PM

Question: Please confirm if the City is providing the survey for this project.

Jul 29, 2024 1:39 PM

Answered by Jobin Abraham: FDOT is producing the design survey for this project. Any additional survey needs will be provided by the design consultant.

Aug 1, 2024 3:25 PM

10. Submittal instructions

Jul 29, 2024 6:32 PM

Question: Please confirm if the proposal is to be submitted only through the OpenGov portal, as specified in RFQ on page 3 and within your answer to question 4, OR as printed copies as mentioned on page 19 of the RFQ ("An unbound original, four (4) copies (collated in sets) and one (1) electronic copy (USB flash drive or CD)")

Jul 29, 2024 6:32 PM

QUESTION & ANSWER REPORT

RFQ No. 2024-RFQ-277

Professional Municipal Engineering Services (CCNA) for State Road 37 from Ariana Street to Lime Street

Answered by Jobin Abraham: The proposal should be submitted through the OpenGov portal, as specified on page 3 of the RFQ. The printed copies mentioned on page 19 of the RFQ are not required.

Aug 1, 2024 3:25 PM

11. size of paper

Aug 2, 2024 12:29 PM

Question: Hello, can we use 11x17 for any pages or must they all be standard 8.5x11? Thank you!

Aug 2, 2024 12:29 PM

Answered by Linda Alspaugh: As a reminder the bids need to be uploaded in Opengov, no paper bids submitted

Aug 9, 2024 10:48 AM

12. No subject

Aug 6, 2024 9:50 AM

Question: Can as-built plans for signals, ITS, and lighting be provided?

Aug 6, 2024 9:50 AM

Answered by Jobin Abraham: South Florida Avenue (SR 37) is a state road system, you may contact the Florida Department of Transportation (FDOT) directly to obtain as-built plans for signals, ITS, and lighting.

Aug 15, 2024 4:41 PM

13. No subject

Aug 6, 2024 9:53 AM

Question: Please advise when the traffic signal support structures were installed at the SR 37 and Lime St intersection.

Aug 6, 2024 9:53 AM

Answered by Jobin Abraham: SR 37 is a state road system, you may contact the Florida Department of Transportation (FDOT) directly to obtain this information.

Aug 15, 2024 4:41 PM

14. No subject

Aug 8, 2024 1:45 PM

QUESTION & ANSWER REPORT

RFQ No. 2024-RFQ-277

Professional Municipal Engineering Services (CCNA) for State Road 37 from Ariana Street to Lime Street

Question: Is the Department acquiring the right of way based on the concept plans provided by the City or will they be using final design plans?

Aug 8, 2024 1:45 PM

Answered by Jobin Abraham: The design consultant will be responsible for defining the right of way requirements in the final design plans.

Aug 15, 2024 4:41 PM

15. No subject

Aug 12, 2024 4:53 PM

Question: Please clarify the requirements of tab III- Consultant Technical Qualifications and Relevant Experience. Does the comparison of prior project budgets vs. final cost to the client include only the consultant's efforts or also the comprehensive project construction cost budget vs. final cost?

Aug 12, 2024 4:53 PM

Answered by Jobin Abraham: Requirement for this section should focus on the cost related to the design effort.

Aug 15, 2024 4:41 PM