

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

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| | | |
|---------------------------------------|--|--------------------------------------|
| Meeting Date: September 12, 2006 | Consent <input checked="" type="checkbox"/> [X] Public Hearing <input type="checkbox"/> [] | Regular <input type="checkbox"/> [] |
|---------------------------------------|--|--------------------------------------|

Submitted For: Water Utilities Department

=====

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Supplement No. 2 to Consultant Services Authorization No. 6 to the contract with Brown and Caldwell (R2005-0776) for Asset Management Program assistance in the amount of \$98,875.

Summary: Supplement No. 2 to Consultant Services Authorization No. 6 with Brown and Caldwell provides for technical assistance with the Water Utility Department's Asset Management Program. The contract includes the Small Business Enterprises (SBE) participation goal of 26%, which exceeds the 15% goal established by Palm Beach County Ordinance (No. 2002-064). This Consultant Services Authorization includes zero participation. The consultant's cumulative SBE participation, including this Authorization is 27.55% overall.

(WUD Project No. 06-049)

Countywide

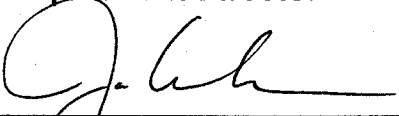
(MJ)

Background and Justification: On April 19, 2005, the Board approved a contract for professional consulting engineering services with Brown & Caldwell (R2005-0776). This Authorization provides for consultant services associated with advancing and implementing the Department's Asset Management Program. The Water Utilities Department initiated its Asset Management Program with the goal of better integrating advance technologies, improving maintenance practices, and reducing life-cycle costs throughout the Utility. The Consultant will assist the Department in documenting the condition of its infrastructure and assessment of long term rehabilitation and replacement needs.

Attachments:

1. Location Map
2. Two (2) Originals Supplement No. 2 to Authorization No. 6

| | | | |
|-----------------|---|---------|------|
| Recommended By: |  | 8/10/06 | Date |
| | Department Director | | |

| | | | |
|--------------|---|---------|------|
| Approved By: |  | 8/24/06 | Date |
| | Assistant County Administrator | | |

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years | 2006 | 2007 | 2008 | 2009 | 2010 |
|---|---------------------|----------|----------|----------|----------|
| Capital Expenditures | <u>\$ 98,875.00</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| External Revenues | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Operating Expenses | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| In-Kind Match County | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| NET FISCAL IMPACT | <u>\$ 98,875.00</u> | | | | |
| # ADDITIONAL FTE POSITIONS (Cumulative) | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |

Budget Account No.: Fund 4001 Dept 720 Unit 2322 Object 3120

Is Item Included in Current Budget? Yes X No Reporting Category N/A

B. Recommended Sources of Funds/Summary of Fiscal Impact:

One time expenditure in the Operations and Maintenance Fund (4001) from user fees and balance brought forward.

C. Department Fiscal Review: Guy Eggen

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

Elizabeth Bleese 8/15/06
OFMB
any 8-15-06
DM 8-11-06

Jim J. Jacoby 8/16/06
Contract Development and Control
E. Jones 8/16/06
This item complies with current County policies.

B. Legal sufficiency:

James C. Meyer 8/24/06
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.



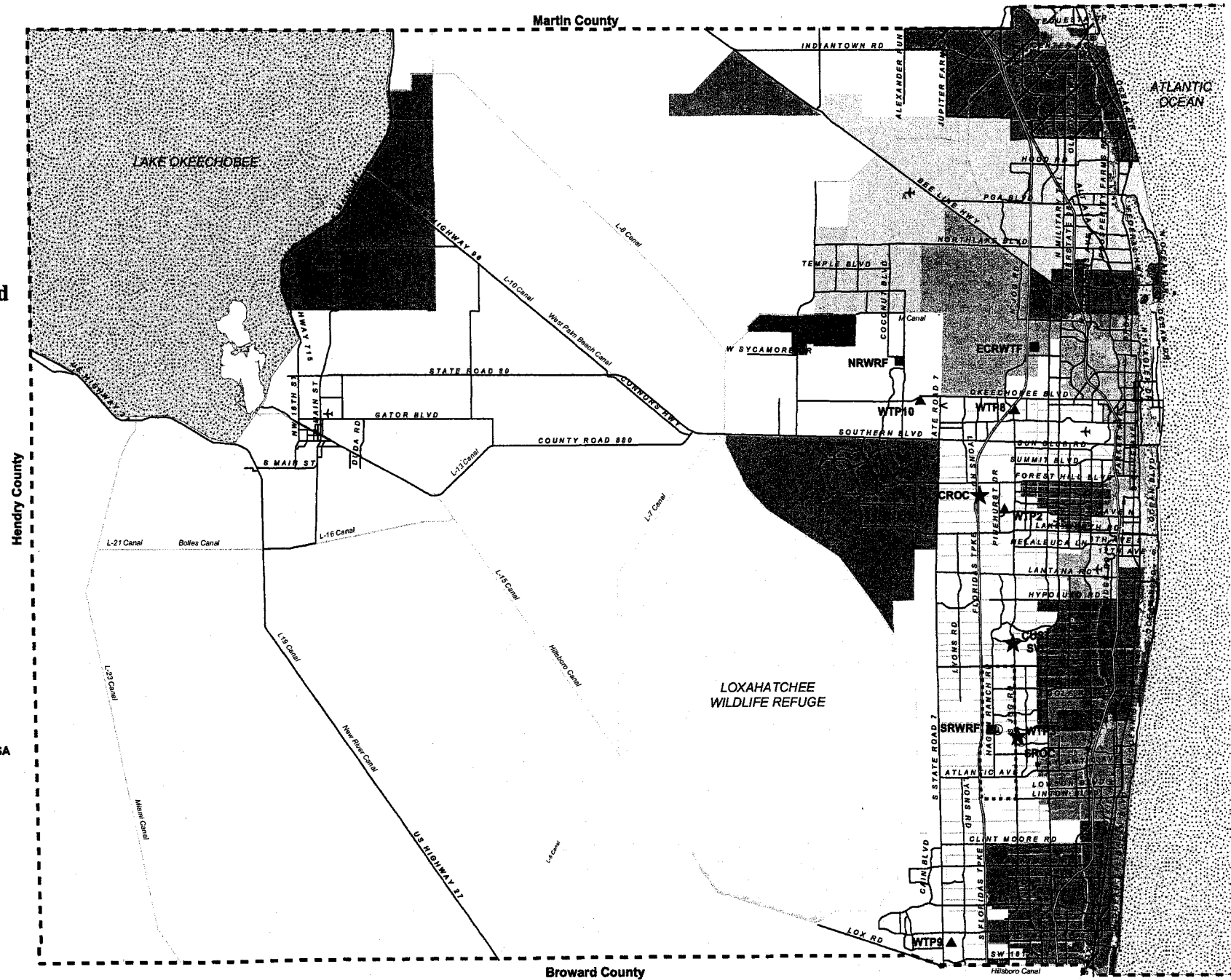
**Palm Beach County
Water Utilities
Department
Service Area (SA) and
Major Facilities**

Asset Management Plan
Phase -1B

Attachment 1

Legend

- P.B.C.W.U.D. SA
- MANDATORY RECLAIMED SA
- - - Palm Beach County Limits
- ★ Administration
- Water Reclamation Facility
- ▲ Water Treatment Facility
- ⊙ Wetlands



SUPPLEMENT NO. 2 TO CONSULTANT SERVICES AUTHORIZATION NO. 06

Project No. WUD #06-049

WUD Budget Line Item No. #4001-720-2322-3120

Project Title: Asset Management Program Assistance – Phase IB

District No.: 1,2,3,5,6

THIS SUPPLEMENT 2 TO AUTHORIZATION # 06 to the Contract for Consulting/Professional Services dated April 19, 2005 with an effective date of June 1, 2005 (Resolution/Document R2005 0776), by and between Palm Beach County and the Consultant identified herein, is for the Consultant Services described in Item 3 of this Authorization. The Contract provides for 26% SBE participation. This Consultant Services Authorization includes 0 %. The cumulative SBE participation, including this authorization is 27.55% overall. Additional authorization will be utilized to meet or exceed the stated overall participation goal.

1. CONSULTANT: Brown and Caldwell
2. ADDRESS: 1800 South Australian Avenue, West Palm Beach, Florida 33409
3. Description of Services to be provided by the Consultant:

Facilitation and specialist services to initiate implementation of an Asset Management Program

See EXHIBIT "A".

4. Services completed by the Consultant to date:

See EXHIBIT "B" and "C".

5. Consultant shall begin work promptly on the requested services.
6. The compensation to be paid to the Consultant for providing the requested services shall be:

A. Fixed price of \$98,875.

7. This Authorization may be terminated by the County without cause or prior notice. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed through the date of termination, together with reimbursable expenses (if applicable) then due.

July 12, 2006

EXHIBIT A

Project No. WUD #06-049

WUD Budget Line Item No. #4001-720-2322-3120

EXCEPT AS HEREBY AMENDED, CHANGED OR MODIFIED, all other terms, conditions and obligations of the Contract dated April 19, 2005, with an effective date of June 1, 2005, remain in full force and effect.

IN WITNESS WHEREOF, this Authorization is accepted, subject to the terms, conditions and obligations of the aforementioned Contract.

CONSULTANT:

FIRM: Brown And Caldwell

Signed: *Stuart Oppenheim*

Typed Name: Stuart Oppenheim P.E.

Title: Vice President

Date: 7/14/06

ATTEST:

LEGAL
(Signed)

PALM BEACH COUNTY
A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
BOARD OF COUNTY
COMMISSIONERS OF PALM
BEACH COUNTY, FLORIDA

Tony Masilotti, Chairman

ATTEST:

Sharon Bock

(Clerk & Comptroller)

APPROVED AS TO FORM AND

SUFFICIENCY:

(County Attorney)

BAJ 7/19/06

July 12, 2006

EXHIBIT A

SUPPLEMENT NO. 2 TO CONSULTANT SERVICES AUTHORIZATION NO. 06

PALM BEACH COUNTY WATER UTILITIES DEPARTMENT ENGINEERING/PROFESSIONAL SERVICES

SCOPE OF WORK FOR ASSET MANAGEMENT PROGRAM ASSISTANCE – PHASE IB

EXHIBIT A

INTRODUCTION

Palm Beach County (COUNTY) entered into an agreement entitled Contract for Engineering/Professional Services - Palm Beach County Utilities Department Project No. WUD 05-003 (CONTRACT) with Brown and Caldwell (CONSULTANT) to provide engineering services for various general activities on (Resolution/Document R2005 0776). This Consultant Service Authorization will be performed under that CONTRACT.

This Consultant Services Authorization encompasses providing services related to the facilitation and specialist services to initiate implementation of an Asset Management Program.

BACKGROUND

The CONSULTANT completed an assessment of current asset management practices within Utilities Department and based on the results prepared a Workplan to develop enhanced asset management business practices within the Department. This current scope of work provides for facilitation and specialist assistance to initiate implementation of the program per the scope below.

SCOPE OF SERVICES

CONSULTANT shall perform the engineering Scope of Services as described herein.

1.0 Strategy Development

- 1.1 *Workshop Series # 1 - Select and Charter Asset Management Core Implementation Teams.* The Consultant will facilitate the AM core teams (Assets, People, Technology and Processes) in the development of their team charters and high-level workplans. Teams will determine how they will communicate throughout the project with all levels of the organization. Workgroups to finalize AM Phase 1 Core Team Implementation Plans and reconcile any differences. A total of 5 half day workshops (one for each team plus one to share the results between groups) are assumed for budgeting.

July 12, 2006

Deliverables: Team charters , Work Plans including Communication Plans.

Milestones: Core Teams chartered and prepared for implementation tasks.

2.0 Business Processes

2.1 Work Order Management. The Consultant will facilitate the development of job plans, work order templates and data input forms for regular O&M line crew functions. Support will be provided through revised business processes mapping such that O&M line crews will be able to effectively employ automated work order management systems. Work processes will be mapped with the Infrastructure Asset Core Team and Business Process Core Team. These efforts will be coordinated with the Maximo implementation effort. For budgeting purposes, a total of 4 key business processes are assumed to be included to be developed at one workshop.

Deliverables: WO and data entry templates, business process maps.

Milestones: Delivery of WO and data entry templates and process maps.

COMPENSATION

Compensation for Phase IB will be a lump sum amount of \$98,875. Payments shall be made monthly on the basis of actual progress of the work.

July 12, 2006

SBE PARTICIPATION

As prescribed under Section 7.5 of the CONTRACT, SBE participation is included in Attachment B under the Authorization. The attached Schedule I defines this SBE participation.

| | |
|--------------|-------------------|
| ATTACHMENT A | Budget Summary |
| ATTACHMENT B | Project Schedule |
| ATTACHMENT C | SBE Schedules 1,2 |
| ATTACHMENT D | Location Map |

July 12, 2006

Attachment A
Supplement 2 to Authorization No. 06
Asset Management - Phase IB
Project Budget - 07/12/2006

| LABOR CATEGORY | RAW HOURLY RATE | | | | | TOTAL HOURS | LABOR @ 3.0 MULT |
|---|-----------------|------------|------------|--|--|-------------|--------------------|
| | | 1 | 2 | | | | |
| Officer | 69.00 | 40 | 32 | | | 72 | \$14,904.00 |
| Principal/Associate | 62.00 | 60 | 72 | | | 132 | \$24,552.00 |
| Senior Professional | 42.00 | 0 | 12 | | | 12 | \$1,512.00 |
| Professional II | 30.00 | 24 | 48 | | | 72 | \$6,480.00 |
| Professional I | 25.00 | 0 | 0 | | | 0 | \$0.00 |
| Project Administration | 25.00 | 0 | | | | 0 | \$0.00 |
| Clerk/Typist | 17.00 | 24 | 44 | | | 68 | \$3,468.00 |
| Technician/Drafter | 19.00 | 0 | 0 | | | 0 | \$0.00 |
| TOTAL LABOR HOURS | | 148 | 208 | | | 356 | |
| TOTAL LABOR DOLLARS | | | | | | | \$50,916.00 |
| SUBCONTRACTORS | | | | | | | |
| CH2M Hill | | \$22,961 | \$17,411 | | | | \$40,372 |
| SBE | | | | | | | \$0 |
| | | | | | | | \$0 |
| | | | | | | | \$0 |
| | | | | | | | \$0 |
| | | | | | | | \$0 |
| SUBTOTAL SUBCONTRACTORS | | | | | | | \$40,372 |
| SUBCONTRACTOR MARKUP (10%) | | | | | | | \$4,037 |
| TOTAL SUBCONTRACTORS | | | | | | | \$44,409 |
| EXPENSES | | | | | | | |
| Travel | | \$1,000.00 | \$2,000.00 | | | | \$3,000 |
| Copies, Production, Postage | | \$200.00 | \$350.00 | | | | \$550 |
| TOTAL EXPENSES | | | | | | | \$3,550 |
| TOTAL FEE FOR DUPLLEMENT 2 TO AUTHORIZATION NO. 06 | | | | | | | \$98,875 |

Fee Estimate for CH2M HILL
Phase 1A Asset Management Workplan Implementation

Date

14-Jul-06

| Labor Category | Labor Rate | 2.1 | 5.1 | Totals |
|---------------------------------|-------------------|------------------|------------------|------------------|
| Vice President (Roop Lutchman) | \$ 79 | 24 | 24 | 48 |
| Vice President (Eric Rothstein) | \$ 75 | 60 | 40 | 100 |
| Chief Professional (Tim Sharp) | \$ 58 | 8 | 8 | 16 |
| Office Support Services | \$ 19 | 8 | 8 | 16 |
| Total Labor Hours | | 100 | 80 | 180 |
| Total Raw Labor | | \$ 7,012 | \$ 5,512 | \$ 12,524 |
| Labor at 3.0 Multiplier | | \$ 21,036 | \$ 16,536 | \$ 37,572 |
| | | | | |
| Expenses | | \$ 425 | \$ 375 | \$ 800 |
| Travel | | \$ 1,500 | \$ 500 | \$ 2,000 |
| Totals | | \$ 22,961 | \$ 17,411 | \$ 40,372 |

ATTACHMENT - B

PROJECT SCHEDULE

SCHEDULE – Phase 1B

The completion dates for this work will be as follows (starting from CONSULTANT'S receipt of Notice-To-Proceed):

**Engineering
Services**

**Completion Date
From Notice-to-Proceed**

Task 1 Strategy Development
Task 2 Business Processes

September 15, 2006
October 15, 2006

Assumes notice to proceed August 1, 2006

ATTACHMENT C

SCHEDULE #1

LIST OF PROPOSED SBE-M/WBE PRIME/SUBCONTRACTORS

| | | | |
|-----------------------|---|-----------------|--|
| PROJECT NAME: | <u>Asset Management Program Assistance - Phase 1B</u> | PROJECT NUMBER: | <u>WUD 06-049</u> |
| NAME OF PRIME BIDDER: | <u>Brown and Caldwell</u> | ADDRESS: | <u>1800 S Australian Avenue, Suite 202</u> |
| CONTACT PERSON: | <u>Helen V. Madeksho-Hickman</u> | PHONE NO. | <u>561-684-3456</u> |
| BID OPENING DATE: | <u></u> | FAX NO. | <u>561-684-9902</u> |
| | | DEPARTMENT | <u>Utilities</u> |

| PLEASE IDENTIFY ALL APPLICABLE CATEGORIES | | | | | | | |
|--|-----------------------------------|--------------------------|---------------|----------|-------|-----------|------------------------|
| Name, Address and Telephone Number of Minority Contractor | (Check one or both Categories) | | Dollar Amount | | | | |
| | Minority Business | Small Business | Black | Hispanic | Women | Caucasian | Other (Please Specify) |
| | <input type="checkbox"/> | <input type="checkbox"/> | \$ | | \$ | \$ | \$ |
| | <input type="checkbox"/> | <input type="checkbox"/> | \$ | \$ | \$ | \$ | \$ |
| | <input type="checkbox"/> | <input type="checkbox"/> | \$ | \$ | \$ | \$ | \$ |
| | <input type="checkbox"/> | <input type="checkbox"/> | \$ | \$ | \$ | \$ | \$ |
| | <input type="checkbox"/> | <input type="checkbox"/> | \$ | \$ | \$ | \$ | \$ |
| PRIME CONTRACTOR TO COMPLETE: | TOTAL | | \$ | - | \$ | - | \$ |
| BID PRICE: <u>\$ 98,875.00</u> | Total Value of SBE Participation: | | <u>\$0</u> | | | | |

NOTE:

- 1. The amount listed on this form for a Subcontractor must be supported by price or percentage included on Schedule 2 or a proposal from each Subcontractor listed in order to be counted toward goal attainment.
- 2. Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and M/WBE, please indicate the dollar amount under the appropriate category.
- 3. M/WBE information is being collected for tracking purposes only.

ATTACHMENT C

SCHEDULE #2

PROJECT NO. WUD #06-049

LIAISON: _____

LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS SUBCONSULTANT

TO: _____
(Name of Prime or General Bidder)

The undersigned intends to perform work in connection with the above project as (check one):

_____ an individual

_____ a corporation

_____ a partnership

_____ a joint venture

_____ The undersigned is certified by Palm Beach County as a SBE.

Certification date _____

Attach proof of SBE certification, either letter or certificate from certifying agency if SBE firm is not listed in current Palm Beach County Directory

OR

_____ The undersigned agrees to apply to Palm Beach County for certification as an SBE within seven days of bid opening.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed): _____

at the following price: \$ _____
(Amount must match subcontractor's quote)

You have projected the following described work, and the undersigned is projecting completion of such work as follows:

| <u>Items</u> | <u>Projected Commencement Date</u> | <u>Projected Completion Date</u> |
|--------------|--|--------------------------------------|
|--------------|--|--------------------------------------|

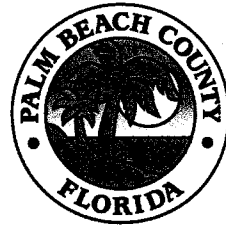
0%, of the dollar value of the subcontract will be sublet and/or awarded to non-small business contractors and/or non-small business suppliers. The undersigned will enter into a formal agreement for the work with you conditioned upon your execution of a contract with Palm Beach County.

(Name of SBE Consultant)

Date: _____

By: _____
Signature of Small Business Contractor

No SBE on this project

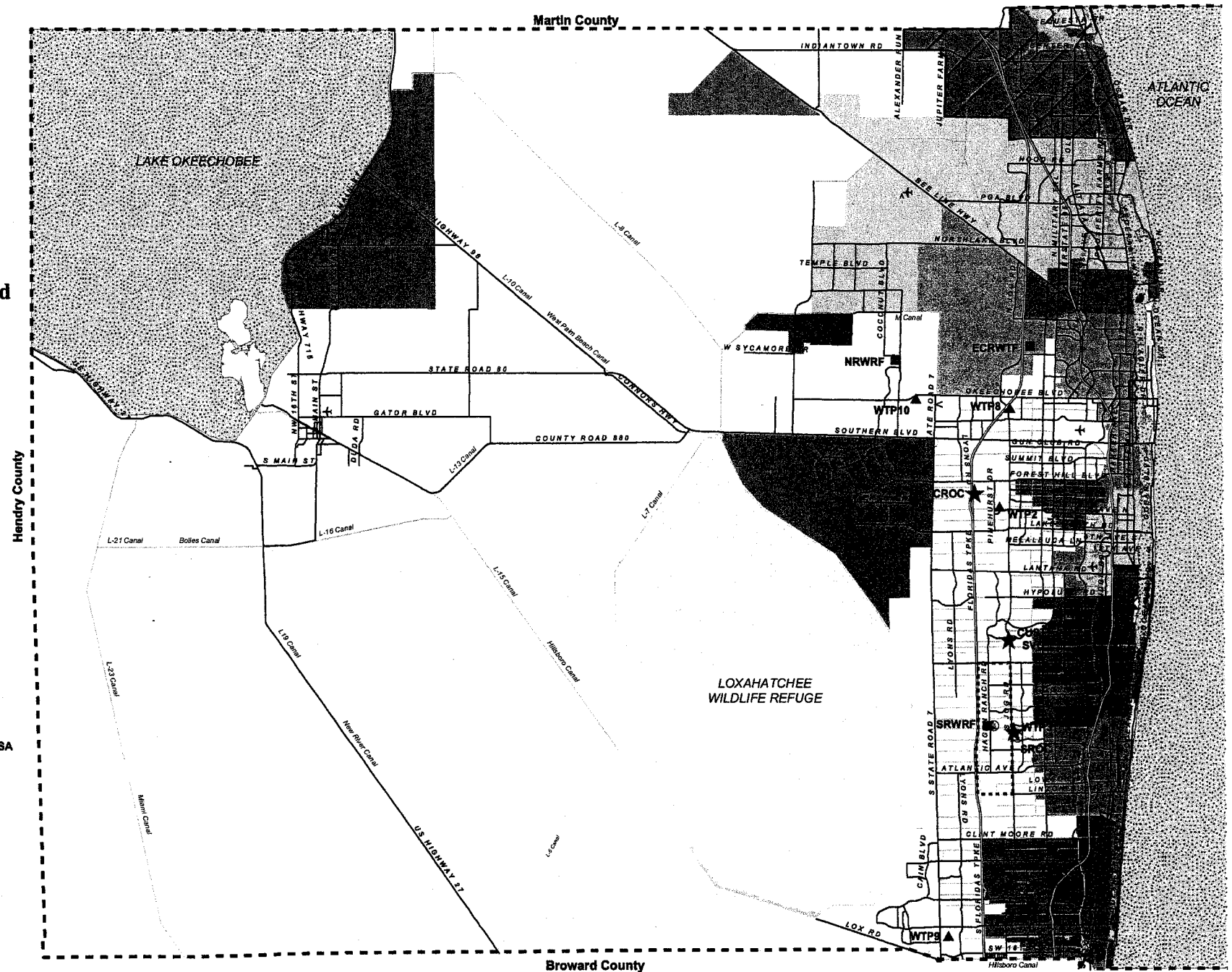


**Palm Beach County
Water Utilities
Department
Service Area (SA) and
Major Facilities**

Asset Management Plan
Phase -1B

Legend

- P.B.C.W.U.D. SA
- MANDATORY RECLAIMED SA
- - - - - Palm Beach County Limits
- ★ Administration
- Water Reclamation Facility
- ▲ Water Treatment Facility
- ① Wetlands



[illegible]

EXHIBIT - C

AUTHORIZATION STATUS REPORT

**SUMMARY OF
SMALL BUSINESS TRACKING SYSTEM**

| | Total | SBE |
|---|---------------|---------------|
| Current Proposal | | |
| Value of Supplement 2 to Authorization No. 6 | \$98,875 | |
| Value of SBE Letters of Intent | \$0 | \$0 |
| Actual Percentage | 0.00% | |
| Signed Authorizations | | |
| Total Value of Authorizations | \$871,562 | |
| Total Value of SBE Signed Subcontracts | \$267,409 | \$267,409 |
| Actual Percentage | 30.68% | 30.68% |
| Signed Authorizations Plus Current Proposal | | |
| Total Value of Authorizations | \$ 970,437.00 | |
| Total Value of Subcontracts & Letters of Intent | \$267,409 | \$ 267,409.00 |
| Actual Percentage | 27.55% | 27.55% |
| Goal | 26.00% | |