

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: September 12, 2006 Consent [X] Regular [ ]  
Public Hearing [ ]

Submitted For: Water Utilities Department  
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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

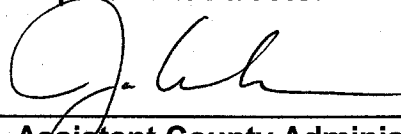
(MJ)

**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  
Department Director Date

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

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

<b>Fiscal Years</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
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>
<b>NET FISCAL IMPACT</b>	<b><u>\$ 98,875.00</u></b>				
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	<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  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 Egerton

**III. REVIEW COMMENTS**

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

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

Jim J. Jacoby 8/16/06  
Contract Development and Control  
E. Jones 8/16/06

**B. Legal sufficiency:**

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

This item complies with current County policies.

**C. Other Department Review:**

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Department Director

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



**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.

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## 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.

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*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.

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## **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

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