

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2007	2008	2009	2010	2011
Expenditures	\$176,920.14	<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>
Program Income (County)	<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>\$176,920.14</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Budget Account No.:	Fund <u>4001</u> Agency <u>720</u> Org. <u>2322</u> Object <u>3120</u>				

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 from user fees and balance brought forward.

C. Department Fiscal Review: Ray Egater

III. REVIEW COMMENTS

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

Jim Orl 3-20-07
OFMB
ack 3-20-07
ack 3/19
LORD 3/20/07

Jim J. Jacobson 3/21/07
Contract Development and Control
6/2/07 3/21/07

B. Legal Sufficiency:

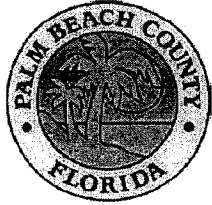
James C. Wye 3/23/07
Assistant County Attorney

This item complies with current County policies.

C. Other Department Review:

Department Director

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

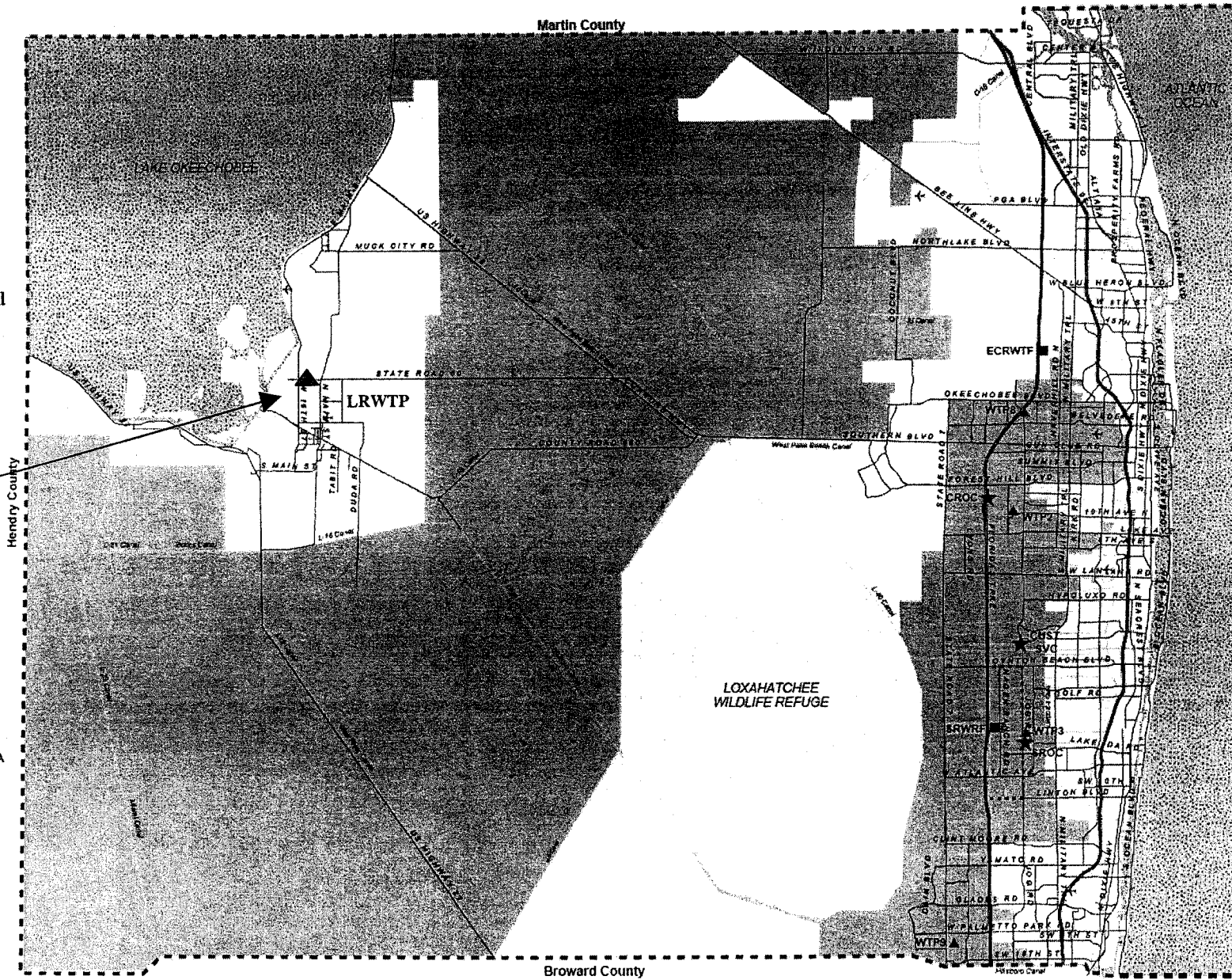


Palm Beach County
Water Utilities
Department
Service Area (SA) and
Major Facilities

Project
Location

Legend

- P.B.C.W.U.D. SA
- MANDATORY RECLAIMED SA
- COUNTY LIMITS
- Administration
- Water Reclamation Plant
- Water Treatment Plant
- Wetlands



Project Name WUD #

CONSULTANT SERVICES AUTHORIZATION NO. 3

Project No. WUD 06-049

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

Project Title Asset Management and MAXIMO Coordination Scope of Work and Schedule

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

THIS AUTHORIZATION # 3 to the Contract for Consulting/Professional Services dated 11/21/06 with an effective date of 11/21/2006 (Resolution/Document R2006-2471), 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 15% SBE participation overall. This Consultant Services Authorization includes 17.06% overall participation. The cumulative SBE participation, including this authorization is 15.64% overall. Additional authorization will be utilized to meet or exceed the stated overall participation goal.

1. CONSULTANT: CH2M HILL
2. ADDRESS: 800 Fairway Drive, Suite 350; Deerfield Beach, FL 33441
3. Description of Services to be provided by the Consultant:
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. Computation of time charges plus expenses, not to exceed \$ 176,920.14
 - B. Fixed price of \$ N/A
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.

PROJECT NO. 06-049 AUTHORIZATION NO. 3

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

8. EXCEPT AS HEREBY AMENDED, CHANGED OR MODIFIED, all other terms, conditions and obligations of the Contract dated 11/21/06 with an effective date of 11/21/06 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: CH2M HILL

Signed: Wendy Nero

Typed Name: Wendy Nero

Title: Vice President

Date: 1/26/07

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

Signed: _____ *BAG*

Typed Name: ADDIE L. GREENE, CHAIRPERSON

ATTEST:

Sharon R. Bock, Clerk & Comptroller

(Deputy Clerk)

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

James C. Mayo Jr.
(County Attorney)

BAG 3/7/07

EXHIBIT A

CONSULTANT SERVICE AUTHORIZATION NO. 3

IMPLEMENTATION OF STRATEGY, ASSETS, PEOPLE AND BUSINESS PROCESS ELEMENTS

INTRODUCTION

Palm Beach County Water Utilities Department (PBCWUD) has retained CH2M HILL (PRIME CONSULTANT), EMA Inc. (SUB-CONSULTANT) and Indigo (SUB-CONSULTANT) to provide assistance for implementation of their Asset Management Program. PBCWUD has requested assistance from the PRIME CONSULTANT and SUB-CONSULTANTS to provide project management and assistance with the following scope of services:

SCOPE OF SERVICES

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

1.0 Project Management Track

Provide overall project management needed to deliver Consultant Service Authorization No. 3 of the project within time, scope, budget and with managed impact on current operations including issues management, communications support and benefits tracking for the project. For budgeting, it has been assumed that this phase will span 6 months.

1.1 Project Management and Administration

Deliverables:

1. Status reports, updated schedule and budget
2. Invoices, updated budget (monthly updates, coordination meetings, appointments)

Milestones:

1. Monthly reports submitted and approved by PBC
2. Invoices submitted and approved, schedules/appointments arranged and met

Resources:

1. CH2M HILL - Eric Rothstein, Rick Morales, Roop Lutchman, Admin Support
2. EMA Inc. - Karen Buck
3. Indigo - Jaime Miazoa

1.2 Project Coordination, Communications and Benefits Tracking

Deliverables:

1. Meeting agendas, minutes, updated issues log
2. Draft and Final Communications Plan related to AMP

3. Communications Plan related to AMP activities and schedule, Quarterly News Letters, Tool Box sessions.
4. Benefits Tracking quarterly updates
5. Attendance at the monthly Strategy Team meeting.

Milestones:

1. Communication plan completed and approved
2. Communication items completed after each major task and accomplishment, major communication item completed at end of CSA Number 3
3. Tracking issues updates approved by Strategy Team.

Resources:

1. CH2M HILL - Eric Rothstein, Rick Morales, Roop Lutchman
2. EMA Inc. – Karen Buck
3. Indigo – Jaime Miazoa

2.0 Strategy Development Track

Provide assistance to the Strategy Development Team in the development and update of the scorecard Template based on input from AMP Core Teams. The various tasks associated with this track are listed below:

2.1 Conduct Workshops with the Divisions' Managers, Supervisors to develop scorecards (selected areas) and with selected Division's Staff to develop Tactical Plans

Deliverables:

1. Meeting Agendas, Minutes, Updated Scorecards
2. Workshops documentation, and updated Divisional Scorecards and Draft Tactical Plans
3. Workshops documentation, and final Divisional Scorecards and Tactical Plans. Maximo Deliverable: Performance Dashboard (KPIs and Targets)

Milestones:

1. Updated Scorecards completed and Draft Tactical Plans
2. Final Scorecards and Tactical Plans for implementation

Resources:

1. CH2M HILL - Eric Rothstein
2. EMA Inc. – Mike Sweeney

3.0 Infrastructure Asset Management Track

Provide assistance to the Infrastructure Asset Core Team in establishing Asset Management Standards, development of a risk model, and capital projects evaluation and prioritization. The various tasks associated with this track are listed below:

3.1 Risk Prioritization – Review risk prioritization deliverables and conduct workshop on CIP prioritization for new assets or expansions. Conduct market survey on potential Asset Management Systems.

Deliverables:

1. Meeting preparation materials
2. Workshop/meeting minutes
3. Presentation on risk model, strategic level further developed to include new assets or expansions. Risk based ranking of all CIP projects.
4. AMS functional requirements
5. AMS Market Survey Tech Memo

Milestones:

1. Risk prioritization deliverables received and reviewed
2. Strategic level approach completed for selected areas including new assets and expansion, staff trained in methodology.
3. AMS functional Requirements developed and Market survey on potential AMS completed

Resources:

1. CH2M HILL – Roop Lutchman, Eric Rothstein, Ed Wagner
2. EMA Inc. – John Crumpton

3.2 Business Case Evaluation Process – Develop business case process for CIP projects and conduct workshop and training on business case evaluation process.

Deliverables:

1. Business case process and template
2. Workshop documentation and business case presentation interactive session.

Milestones:

1. Business case process and template
2. Workshop documentation and interactive business case presentation session on using the tool.

Resources:

1. CH2M HILL – Eric Rothstein
- EMA Inc. – Frank Godin

4.0 Technology Asset Management Track

Provide assistance to the MAXIMO Implementation Team to ensure that appropriate practices input is considered in the configuration of MAXIMO, data collection, development of reports. The various tasks associated with this track are as follows

4.1 Ongoing coordination Meetings to Support MAXIMO Implementation (input based on Business Process Tract Deliverables) and Oversight for Field Data Collection (QA/QC of data collected, asset profile fundamentals) – Practice Perspective

Deliverables:

1. Workshop/meeting preparations materials
2. Meeting minutes
3. Required data of high quality collected on the assets and loaded into MAXIMO

Milestones:

1. Bi-weekly coordination meetings
2. Data Collection tasks proceed as planned - Major milestone is the production data based is completed for all assets

Resources:

1. CH2M HILL – Roop Lutchman, Eric Rothstein
2. EMA Inc. - Karen Buck, John Crumpton
3. Indigo – Jaime Miazoa

5.0 Business Process Track – provide assistance to the Business Process Team to develop revised work processes and updated job plans for selected areas of the operations. The following activities associated with this track are as follows.

5.1 CMMS Workflow Review – Review and finalize workflows for Maximo Implementation Team, provide ongoing support on workflow related questions

Deliverables:

1. Updated workflows and ongoing responses to queries from the Maximo Team on workflows

Milestones:

1. Workflows finalized and used for Maximo Configuration

Resources:

1. CH2M HILL – Roop Lutchman
2. EMA Inc. – Frank Godin
3. Indigo – Jalme Miazoa

5.2 Implementation Support for To Be Work Processes and Job Plans – Provide implementation support to County Staff for "To Be" processes and job plans (provide examples from other utilities).

Deliverables:

1. Workshop documentation, updated job plans

Milestones:

1. Updated job plans approved by senior management.

Resources:

1. CH2M HILL – Roop Lutchman
2. Indigo – Jaime Miazoa

6.0 People Effectiveness Track – This track consists of a meeting with the People Track Team to update work plan and schedule. The various tasks associated with this track are as follows.

6.1 Meeting with the People Team to review and update the work plan and schedule

Deliverables:

1. Meeting preparations materials
2. Meeting minutes
3. Updated work plan and expectations from consulting support defined

Milestones:

1. Work plan alignment with consulting tasks

Resources:

1. CH2M HILL – Rick Morales

6.2 Training – This task will consist of developing a training curriculum for work management and conduct training sessions. Provide support for selecting planner/scheduler and integration of selected candidate and review and update of other roles related to work and asset management.

Deliverables:

1. Completed evaluation forms and overall summary of results
2. Ongoing advice and support for selection and integration of planner/scheduler
3. Ongoing advice to develop, implement and support revised roles and responsibilities

Milestones:

1. Training review/evaluation completed
2. Planner/scheduler selected and using MAXIMO on a daily basis to plan and schedule work in selected area

3. Revised roles defined, approved and implemented in line with MAXIMO rollout.

Resources:

1. CH2M HILL – Roop Lutchman, Ed Wagner, Bob Munro
2. Indigo – Jaime Mlazona

ASSUMPTIONS

The following are the assumptions in the development of this scope of services:

1. PRIME CONSULTANT will be responsible for communication directly with PBCWUD and setting up meetings, workshops, submitting deliverables and providing timely review of SUB-CONSULTANT's deliverables.
2. SUB-CONSULTANT, as part of its portion of the work, shall provide internal project management services, but shall also support the PRIME CONSULTANT and provide input on progress reports, schedule updates, etc. prepared by the PRIME CONSULTANT for submission to PBCWUD.
3. Accommodations for all meetings and workshops will be at the PBCWUD facilities and will be coordinated by the PRIME CONSULTANT.

COMPENSATION

Compensation for Consultant Service Authorization No. 3 of will not exceed amount of \$176,920.14. Invoice payments shall be made monthly on the basis of labor hours by category of employee as shown on the attached fee estimate, plus reimbursable expenses.

SBE PARTICIPATION

As prescribed under Section 7.5 of the CONTRACT, SBE participation is included in Attachment B under this Authorization. The attached Schedule 1 defines the SBE participation.

ATTACHMENT – A

Budget Summary

ATTACHMENT – B

Project Schedule

ATTACHMENT – C

SBE Schedules 1&2

ATTACHMENT – D

Location Map

Attachment A
 Consultant Service Authorization No. 3

Track/Task	Resource	Hours	Bill Rate	Fee
1. Project Management Track				
1.1 Project Administration	Admin	40	\$75.00	\$ 3,000.00
	Eric	4	\$235.44	\$ 941.76
	Rick	32	\$158.82	\$ 5,082.24
	Roop	2	\$239.10	\$ 478.20
	Karen/EMA	2	\$225.00	\$ 450.00
	Jaime/Indigo	2	\$150.00	\$ 300.00
1.2 Project Coordination / Meetings	Eric	8	\$235.44	\$ 1,883.52
	Rick	24	\$158.82	\$ 3,811.68
	Roop	8	\$239.10	\$ 1,912.80
	Karen/EMA	8	\$225.00	\$ 1,800.00
	Jaime/Indigo	8	\$150.00	\$ 1,200.00
1.3 Communications	Eric	11	\$235.44	\$ 2,589.84
	Rick	48	\$158.82	\$ 7,623.36
	Roop	17	\$239.10	\$ 4,064.70
	Karen/EMA	2	\$225.00	\$ 450.00
1.4 Benefits Tracking	Rick	24	\$158.82	\$ 3,811.68
1. Subtotal Labor				\$ 39,399.78
2. Strategy Development Track				
2.1 Scorecards	Eric	16	\$235.44	\$ 3,767.04
	Mike/EMA	8	\$195.00	\$ 1,560.00
2.2 Workshops	Eric	32	\$235.44	\$ 7,534.08
	Mike/EMA	24	\$195.00	\$ 4,680.00
2. Subtotal Labor				\$ 17,541.12
3. Infrastructure Asset Management Track				
3.1 CIP Process	Roop	40	\$239.10	\$ 9,564.00
	John/EMA	28	\$195.00	\$ 5,460.00
	Ed	8	\$215.55	\$ 1,724.40
3.2 Business Case Evaluation Process	Eric	20	\$235.44	\$ 4,708.80
	Frank/EMA	12	\$195.00	\$ 2,340.00
3. Subtotal Labor				\$ 23,797.20
4. Technology Asset Management Track				
4.1 Maximo Implementation support	Eric	8	\$235.44	\$ 1,883.52
	Roop	8	\$239.10	\$ 1,912.80
	John/EMA	16	\$195.00	\$ 3,120.00
	Karen/EMA	8	\$225.00	\$ 1,800.00
4.2 Field Data Collection support	John/EMA	16	\$195.00	\$ 3,120.00
	Jaime/Indigo	8	\$150.00	\$ 1,200.00
4. Subtotal Labor				\$ 13,036.32
5. People Effectiveness Track				
5.1 People Track Core Team Meeting	Roop	2	\$239.10	\$ 478.20
	Rick	16	\$158.82	\$ 2,541.12
5.2 Training	Roop	8	\$239.10	\$ 1,912.80
	Ed	8	\$215.55	\$ 1,724.40
	Bob	72	\$200.00	\$ 14,400.00
	Jaime/Indigo	32	\$150.00	\$ 4,800.00
5. Subtotal Labor				\$ 25,856.52
6. Business Process Track				
6.1 CMMS Workflow Review	Jaime/Indigo	16	\$150.00	\$ 2,400.00
	Roop	4	\$239.10	\$ 956.40
	Frank/EMA	16	\$195.00	\$ 3,120.00
6.2 "To Be" Implementation Support	Roop	8	\$239.10	\$ 1,912.80
	Jaime/Indigo	120	\$150.00	\$ 18,000.00
6. Subtotal Labor				\$ 26,389.20
Total Labor				\$ 146,020.14
Total Expenses				\$ 23,600.00
10% Subcontractor Markup				\$ 7,300.00
CSA 3 Total				\$ 176,920.14

ATTACHMENT - B

PROJECT SCHEDULE

SCHEDULE

The completion dates for this work will be as follows (starting from CONSULTANT'S receipt of Notice-to-Proceed).
Activities associated with this authorization will take place during a 3 month period as outlined in Exhibit A.

ATTACHMENT C

SCHEDULE #1

LIST OF PROPOSED SBE-M/WBE PRIME/SUBCONTRACTORS

PROJECT NAME: maximo coordination PROJECT NUMBER: WUD 06-049
 NAME OF PRIME BIDDER: CHAM HILL ADDRESS: 800 FAIRWAY DR, Suite 350, Deerfield Bch, FL 3344
 CONTACT PERSON: RICK MORALES PHONE NO. 954.426.4008 FAX NO. 954.698.6010
 BID OPENING DATE: N/A DEPARTMENT: _____

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)
Indigo Consulting corporation 2950 SW 189 Terr, Miramar, FL 33029 (954) 441-5761	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$ 30,200	\$	\$	\$
	<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: N/A Total Value of SBE Participation: \$30,200

- 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

LETTER OF INTENT TO PERFORM AS AN SBE OR MWBE SUBCONTRACTOR

PROJECT NO. 06-049 PROJECT NAME: MAXIMO Coordination

TO: CH2M HILL
(Name of Prime Bidder)

The undersigned is certified by Palm Beach County as a(n) – (check one or more, as applicable):

Small Business Enterprise Minority Business Enterprise _____

Black _____ Hispanic Women _____ Caucasian _____ Other (Please Specify) _____

Date of Palm Beach County Certification: 10/11/06

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):

Line Item/Lot No.	Item Description	Qty / Units	Unit Price	Total Price
<u>1</u>	<u>Labor</u>	<u>186</u>	<u>\$150/hr</u>	<u>\$27,900</u>
<u>2</u>	<u>Expenses</u>	<u></u>	<u></u>	<u>\$2,300</u>

at the following price
\$ _____
(Subcontractor's quote)

And will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

If undersigned intends to sub-subcontract any portion of this subcontract to a non-certified SBE subcontractor, the amount of any such subcontract must be stated: \$ 0

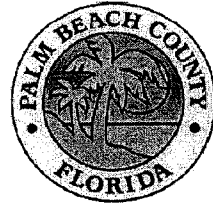
The undersigned subcontractor understands that the provision of this form to prime bidder does not prevent subcontractor from providing quotations to other bidders

Indigo Consulting Corporation
(Print Name of SBE-MWBE Subcontractor)

By: _____
(Signature)

Jaime Miazoa/Principal
(Print name/title of person executing on behalf of SBE-MWBE Subcontractor)

Date: January 26, 2007

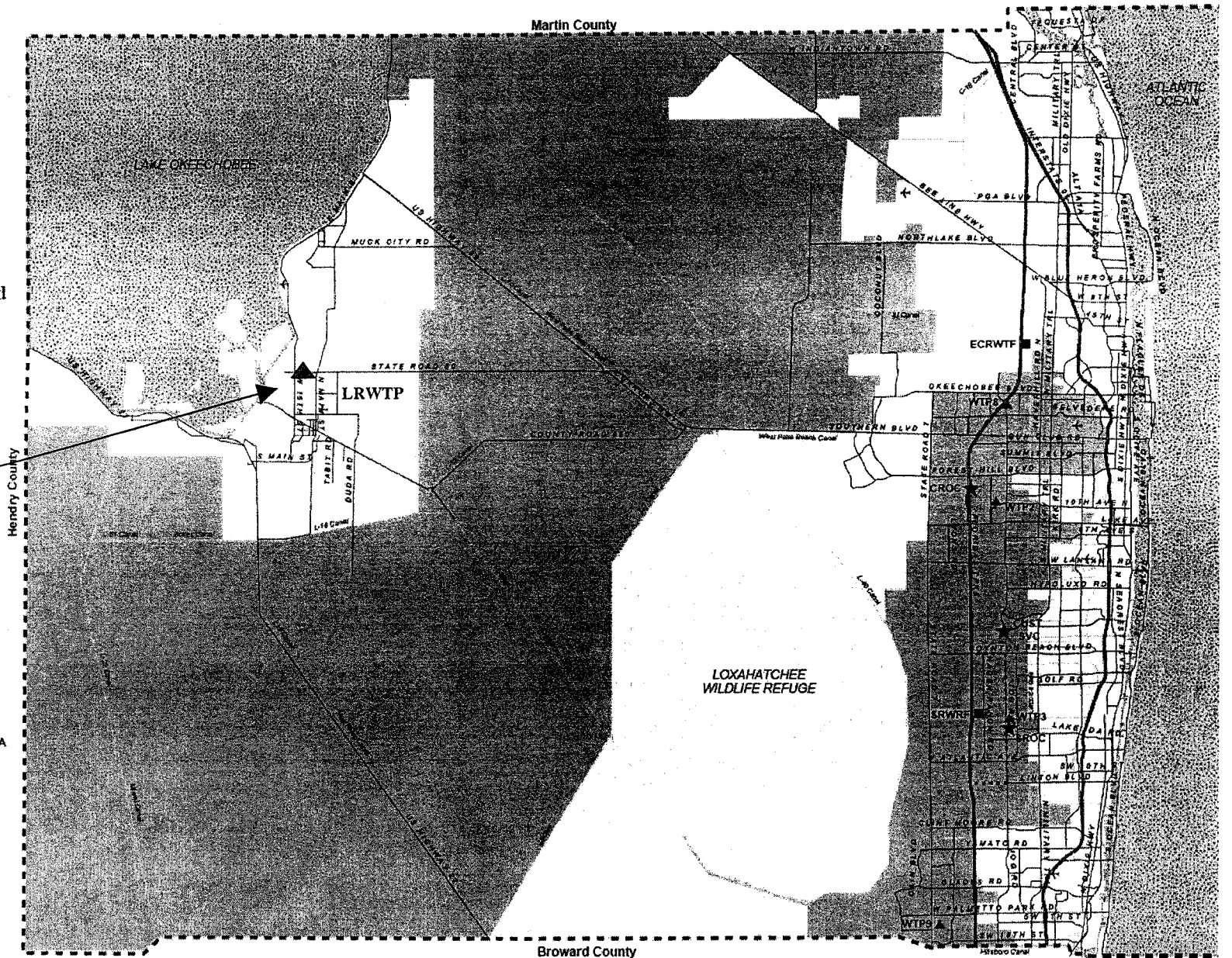


Palm Beach County
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- MANDATORY RECLAIMED SA
- COUNTY LIMITS
- Administration
- Water Reclamation Plant
- Water Treatment Plant
- Wetlands



Project Name WUD #

EXHIBIT - C

AUTHORIZATION STATUS REPORT Asset Management and MAXIMO Coordination

SUMMARY OF SBE / MINORITY TRACKING SYSTEM

	Total	SBE
Current Proposal		
Value of Authorization 3	\$176,920.14	
Value of SBE Letters of Intent	\$30,200.00	\$30,200.00
Actual Percentage	17.06%	17.06%
Signed Authorizations		
Total Value of Authorizations	\$184,381.48	
Total Value of SBE Signed Subcontracts	\$26,330.00	\$26,330.00
Actual Percentage	14.28%	14.28%
Signed Authorizations Plus Current Proposal		
Total Value of Authorizations	\$361,301.62	
Total Value of Subcontracts & Letters of Intent	\$56,530.00	\$56,530.00
Actual Percentage	15.64%	15.64%
GOAL	15.64%	15.00%