

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: July 19, 2011

Consent [X]

Regular []

Public Hearing []

Submitted By: Water Utilities Department

Submitted For: Water Utilities Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consultant Services Authorization No. 1 to the contract for Engineering/Professional Services with Keshavarz & Associates, Inc. (R2011-0636) for the survey and engineering design of the South County Water Services Replacement Project – Phase II in the amount of \$196,410.

Summary: On May 3, 2011, the Board of County Commissioners approved the Water Utilities Department Engineering/Professional Services Contract with Keshavarz & Associates, Inc. (R2011-0636). This Consultant Services Authorization No.1 provides for the survey and engineering design for the replacement of potable water services and asbestos concrete water mains in three (3) areas within South County as follows: Area 1 – Palmetto Pines: located in southwest Boca Raton (west of State Road 7 and just south of Palmetto Park Road); Area 2 – Tudorwoods: located in southwest Boca Raton (west of Keystone Street and just south of Judge Winikoff Road); and Area 3 – Sandalfoot: located in southwest Boca Raton (east of Lyons Road and south of Palmetto Park Road). The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance (R2002-0064) is 15% overall. The contract with Keshavarz & Associates, Inc. provides for SBE participation of 100 % overall. This Authorization includes 100% overall participation. The cumulative SBE participation, including this Authorization, is 100% overall. Keshavarz & Associates, Inc. is a local Palm Beach County Company. (WUD Project No. 11-097) District 5 (MJ)

Background and Justification: The Palm Beach County Water Utilities Department serves potable water to the Palmetto Pines, Tudorwoods and Sandalfoot areas located in southwest Boca Raton. The existing water service lines to the individual residences are over 30 years old and are composed of old polyethylene (PE) pipe which is currently failing or leaking, thus causing interruption of service to customers. The scope of this project is to replace these old PE water service lines with new Polyvinyl Chloride (PVC) service lines and replace the existing direct read water meters with radio read meters, therefore greatly improving the reliability of water service to customers and providing a more efficient means of meter reading for the Department's operation staff. In addition, there are sections of existing asbestos concrete pipe (substandard pipe) that will require replacement, with new ductile iron pipe, as part of the project scope.

Attachments:

1. Location Map
2. Two (2) Original Consultant Services Authorization No. 1

Recommended By: _____

Department Director

6/15/11
Date

Approved By: _____

Assistant County Administrator

6/29/11
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2011	2012	2013	2014	2015
Capital Expenditures	<u>\$196,410.00</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>
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>
CCRT Funds	<u>0</u>				
NET FISCAL IMPACT	<u>\$196,410.00</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 4011 Dept 721 Unit W006 Object 6543

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

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

One (1) time operating expenditure from the user fees and balance brought forward.

C. Department Fiscal Review: Delia M. West


III. REVIEW COMMENTS

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

OFMB

J. S. Jacobson 6/23/11
Contract Development and Control
6-22-11 B. Wheeler

B. Legal Sufficiency:

 6/28/11
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.

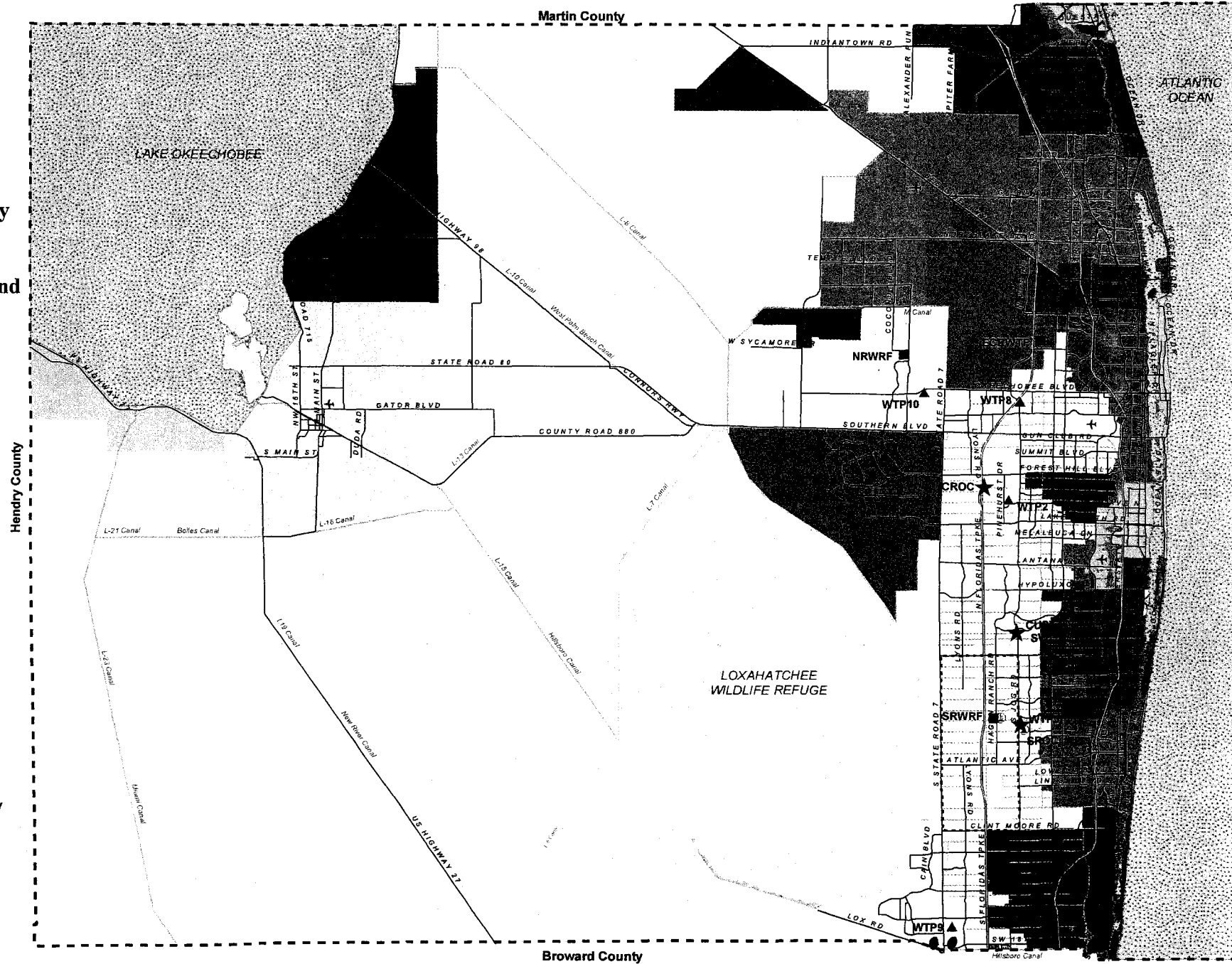


**Palm Beach County
Water Utilities
Department
Service Area (SA) and
Major Facilities**

- Legend**
- P.B.C.W.U.D. SA
 - Mandatory Reclaimed SA
 - - - Palm Beach County Limits
 - ★ Administration
 - Water Reclamation Facility
 - ▲ Water Treatment Facility
 - ⊙ Wetlands



NOT TO SCALE



● PROJECT LOCATION

CONSULTANT SERVICES AUTHORIZATION NO.

Project No. WUD 11-097

Budget Line Item No. 4011-721-W006-6543

Project Title South County Water Services Replacement Project, Phase II

District No.: 5

THIS AUTHORIZATION #1 to the Contract for Consulting/Professional Services dated May 3rd, 2011 with an effective date of June 3rd, 2011 (Resolution/Document R2011-0636), 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 11.1% SBE participation overall. This Consultant Services Authorization includes 100% overall participation. The cumulative SBE participation, including this authorization is 100% overall. Additional authorization will be utilized to meet or exceed the stated overall participation goal.

1. CONSULTANT: **Keshavarz & Associates, Inc.**
2. ADDRESS: **711 N Dixie Highway, Suite 201, West Palm Beach, FL 33401**
3. Description of Services to be provided by the Consultant:
Design and surveying services in connection with Residential Water Services Replacement and AC Water Main Removal and Replacement in the South County areas designated as Phase II
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 \$ N/A
 - B. Fixed price of \$ 196,410.00
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.

Budget Line Item No. 4011-721-W006-6543

8. EXCEPT AS HEREBY AMENDED, CHANGED OR MODIFIED, all other terms, conditions and obligations of the Contract dated May 3rd, 2011 with an effective date of June 3rd, 2011 remain in full force and effect.

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

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY**

Signed: _____

Signed: _____

Typed Name: Karen T. Marcus

Title: Chair

Date: 6/13/11

Date: _____

ATTEST:

(Signed)

EXHIBIT A

CONSULTANT SERVICE AUTHORIZATION NO.

PALM BEACH COUNTY WATER UTILITIES DEPARTMENT ENGINEERING/PROFESSIONAL SERVICES

SCOPE OF WORK FOR SOUTH COUNTY WATER SERVICES REPLACEMENT PROJECT, PHASE II WUD 11-097

INTRODUCTION

Palm Beach County (COUNTY) entered into an agreement entitled Contract for Engineering/ Professional Services - Palm Beach County Utilities Department Project No. WUD 11-005 (CONTRACT) with Keshavarz & Associates, Inc (CONSULTANT) to provide engineering services for various general activities on (Reference Document R2011-0636). This Consultant Service Authorization will be performed under that CONTRACT.

This Consultant Services Authorization encompasses providing services related to the design of residential water services replacement and AC water main removal and replacement in the South County areas designated as Phase II.

BACKGROUND

This scope of work is for water services replacement and AC water main removal and replacement to enhance the system reliability and improve water quality. Three (3) subject areas encompass the project limits and they are as follows: Palmetto Pines, Tudorwoods and Sandalfoot areas located in southwest Boca Raton. The general vicinity is described as the South County Area, Phase II.

SCOPE OF SERVICES

CONSULTANT shall proceed with the surveying, right of way mapping, drafting and design engineering services necessary to prepare detailed drawings for the project in accordance with the Palm Beach County Water Utilities Department Minimum Engineering and Construction Standards and applicable permitting agencies.

PALM BEACH COUNTY WATER UTILITIES DEPARTMENT WILL BE RESPONSIBLE FOR THE FOLLOWING ITEMS:

1. The County will provide the Consultant record drawings on the existing potable water, reclaim water and sanitary water mains
2. The County will pothole existing water and sewer facilities when necessary
3. The County will provide the Consultant preliminary water main plan with water main sizing and perform all required hydraulic modeling (if necessary)
4. The County will provide the Consultant consolidated review comments on the 30%, 60% and 90% design drawings within two (2) weeks of receipt from Consultant.
5. Palm Beach County Water Utilities Department will be responsible for all construction and final certification services required for the project.

Task 1 SURVEYING AND MAPPING

General Services for Survey Phase:

Prepare and furnish a Survey with horizontal baseline and vertical control in plan view to prepare design plans on 24" x 36" drawings at 1:30 scale. Base map survey shall be in state plane coordinate system.

Establish Horizontal Control:

1. Road right-of-way lines and the edge of pavement and the full right-of-way at the intersecting streets.
2. Baseline of survey information with plan sheet stationing.
3. Limits of paved and unpaved roadways and locations of all existing driveways (concrete, asphalt, shellrock, paver brick, etc.), turn-outs and turn lanes on each of the above described sheets with 30' from centerline of the right-of-way.
4. Identify the limits and lines of all platted projects in the subject areas by plat number with lot and block.
5. Identify the lines and limits of all known easements of record and rights-of way of record from the property appraiser information provided by the County and plats.
6. Establish plan locations of all property lines according to recorded plats and/or legal descriptions provided by the County (descriptions shall be provided in the form of name, address and legal descriptions {PAPA} printouts from the County Property Appraisers Office).
7. Location of all above ground physical objects within the road rights-of-way described above, including but not limited to: Trees and other landscaping, mailboxes, fences, power poles, guy wires, street light poles and fixtures, etc.
8. Locations of visible above-ground improvements that relate to underground utilities within the right-of-way, pipe conduits and utilities within the right-of-way which include but are not limited to: FPL, BellSouth, Cable TV, Natural Gas, Potable Water, Sanitary Sewer, Storm Drainage (canals, swales, ditches, catch basin and all storm piping), etc. Available information on existing reclaim water, potable water and sanitary sewer mains will be provided by the County in the form of project record drawings.

Establish Vertical Control:

1. Elevations described below shall be referenced to an existing established County benchmark. Establish a benchmark for construction purposes within the project area and indicate the location on the plan drawing.
2. Establish grade at 100' intervals. Elevations shall be taken at the center of the roadway, edge of pavement, 5' off the edge of the roadway, bottom of the swale and at the right-of-way line.
3. Invert of all storm drainage and tops of all catch basin rims within the right-of-way.
4. Top of existing reclaim water main, potable water main and sanitary sewer main when potholed by the County.
5. Elevations of all driveways the following locations:
 - a) Intersections of edge of driveway and roadway
 - b) Edges of driveway at swale flow line
 - c) Edges of driveway at 30' from the centerline of the right-of-way

**Task 2 WATER SERVICES REPLACEMENT AND AC WATER MAIN
REMOVAL AND REPLACEMENT DESIGN**

The Consultant will prepare and furnish the plans and details on 24" x 36" drawings. The Consultant shall submit 30%, 60% and 90% complete design drawings. The Consultant will complete 100% design drawings after receipt of 90% review comments. Consultant service shall include the following:

1. Request utility (electric, gas, phone, CATV, etc.) locations within the project area and indicate locations on the drawings
2. Determine number, size and location of water services based on field observation and WUD instructions. Provide service addresses based on field observation of mailboxes and structures.
3. Provide design in the plan view. Provide detailed notes for installation of water main at storm sewer and sanitary sewer conflicts, and canal crossings. The Consultant shall submit three (3) sets of black line drawings at each stage of completion of design.
4. Provide the final design in plan view, including cover sheets and detail sheets for project. The Consultant shall submit one set of the 100% design black line drawings. The Consultant will also provide the AutoCAD Release 2007 computer-drawing files on CD-Rom or through the Internet.

Task 3 PERMITTING

At the outset of the Design Phase, the Consultant shall consult with the appropriate permitting agencies to determine potential permitting requirements. Agencies anticipated to have jurisdiction of the project include: Palm Beach County Water Utilities Department (PBCWUD), Palm Beach County Land Development and Lake Worth Drainage District (LWDD).

Permit applications shall be completed as required for the above agencies. Associated permit application fees shall be determined by Consultant and paid by PBCWUD.

In addition to preparing the permit applications for appropriate regulatory agencies, Consultant shall assist the PBCWUD in consultations with the appropriate authorities. Consultant services shall include the following:

1. Attend pre-application meetings with the staff of each regulatory agency required.
2. Attend meetings with each of the regulatory agencies during review of the final permit applications as required.
3. Respond to request(s) for additional information from each regulatory agency.
4. Provide County with one (1) set of approved plans from permitting agencies as may be applicable.
5. Prepare Permit Applications (PBCWUD to provide hydraulic calculations/data as may be required by Health Department).

COMPENSATION

Task 1	Surveying and Mapping	\$	99,890.00
Task 2	Engineering Design	\$	96,520.00
Task 3	Permitting	\$	included above

SBE PARTICIPATION

As prescribed under Section 7.5 of the CONTRACT, SBE participation is included in Attachment C 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

KESHAVARZ & ASSOCIATES, INC.
Palm Beach County Water Utilities Department

29,075 LF

May 31, 2011

South County Water Services Replacement Project, Phase II

WORK ELEMENT	Senior Project Manager \$/hr	Project Engineer \$/hr	Engr/ Surv CAD Tech \$/hr	Const Project Manager \$/hr	Senior PSM \$/HR	Survey Crew \$/hr	
	\$160.00	\$105.00	\$80.00	\$92.00	\$120.00	\$135.00	
1. Project orientation, research and "kickoff" with WUD forces	8.0	12.0					\$2,540.00
2. Field visit and photo survey route	2.0	4.0					\$740.00
3. Field audit water meters (eliminates the need for survey crew searching for them)	1.0	2.0		40.0			\$4,050.00
4. Prepare Right-of-Way Calculations and Survey Base Map based on existing plats, rights of way deeds, etc, that depicts centerline and right-of-way limits, baseline of Survey that establishes a survey control point at 700' maximum intervals to be referenced by station & offset to the centerline of construction baseline			24.0		56.0	56.0	\$16,200.00
5. Perform 3rd Order Level Circuit (NGVD 29) to establish benchmark elevations on Survey Baseline Control Points referenced to PBC Vertical Control Network, and depict on drawings					5.0	48.0	\$7,080.00
6. Locate and obtain topographic elevations (NGVD 29) on all above ground visible improvements and utilities within rights-of-way to ten feet (10') outside rights-of-way including water meters, valves, fire hydrants, storm or sanitary structures on or adjacent to the site up to the first structure outside of project limits, driveways, pavement, walkways, fences, signs, ground spot elevations at 100' stations, etc., and trees larger than 4" in diameter at breast height or larger; depict findings on drawings			260.0		32.0	260.0	\$59,740.00
7. Field acquisition of AC Mains and associated pothole areas (by WUD O&M, estimated at 100), and coordinate with WUD O&M; depict findings on survey	1.0	2.0	12.0		6.0	40.0	\$7,450.00
8. Incorporate K&A survey and WUD provided As Builts and details into project plan set	2.0	6.0	40.0		4.0		\$4,630.00
9. 30% Design - Depict existing improvements, preliminary service locations in plan, preliminary AC main removal and replacement in plan and profile, preliminary WUD details (39 Plan Sheets)	20.0	100.0	140.0				\$24,900.00
10. Preliminary "other" utilities contacts/coordination	8.0	40.0	20.0				\$7,080.00
11. 60% Design - all of 30% Design as modified by WUD comments plus conflicts/crossings/deflections identified, WUD details finalized	30.0	100.0	140.0				\$26,500.00
12. 90% Design - All of 60% Design as modified by WUD comments, plus potholdng completed, conflicts resolved, crossings and deflections detailed	20.0	100.0	140.0				\$24,900.00
13. 100% Design - All of 90% Design as modified by WUD comments	10.0	40.0	60.0				\$10,600.00
14. All permits in hand (by others)							\$0.00
TOTAL Hours	102.0	406.0	836.0	40.0	103.0	404.0	\$196,410.00
FEE Estimate	\$16,320.00	\$42,630.00	\$66,880.00	\$3,680.00	\$12,360.00	\$54,540.00	
TOTAL SERVICES	\$196,410.00						

ATTACHMENT - B

PROJECT SCHEDULE

SCHEDULE

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	Surveying and Mapping	60 days
Task 2	Engineering Design	120 days
Task 3	Permitting (by County with Consultant assistance)	165 days

ATTACHMENT C

SCHEDULE #1

LIST OF PROPOSED SBE-M/WBE PRIME/SUBCONTRACTORS

PROJECT NAME: South County Water Services Replacement Project, Phase II

PROJECT NUMBER: WUD 11-097

NAME OF PRIME BIDDER Keshavarz & Associates, Inc.

CONTACT PERSON: Maziar Keshavarz, P.E.

BID OPENING DATE: _____

ADDRESS: 711 N. Dixie Hwy, Suite 201, West Palm Beach, FL 33401

PHONE NO. 561-689-8600 FAX NO. 561-689-7476

DEPARTMENT WUD

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)					
Keshavarz & Associates, Inc. 711 N. Dixie Hwy, #201, WPB, FL 33401 561-689-8600	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$		196,410.00					
	<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		\$	-	\$	-	\$	-	\$	-	\$	196,410.00

BID PRICE: _____

Total Value of SBE Participation: \$196,410.00

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 th eappropriate 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 M/WBE SUBCONTRACTOR

PROJECT NO. WUD 11-097 PROJECT NAME: South County Water Services Replacement Project, Phase II

TO: Keshavarz & Associates, Inc.
(Name of Prime Bidder)

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

Small Business Enterprise X Minority Business Enterprise X

Black Hispanic Women Caucasian Other (Please Specify) X

Date of Palm Beach County Certification: March 25, 2010

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> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

at the following price

\$ 196,410.00
(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: \$

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

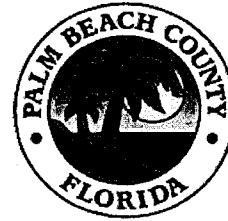
Keshavarz & Associates, Inc.
(Print Name of SBE-M/WBE Subcontractor)

By: [Signature]
(Signature)

Maziar Keshavarz, P.E., President
(Print name/title of person executing on
behalf of SBE-M/WBE Subcontractor)

Date: 6/13/11

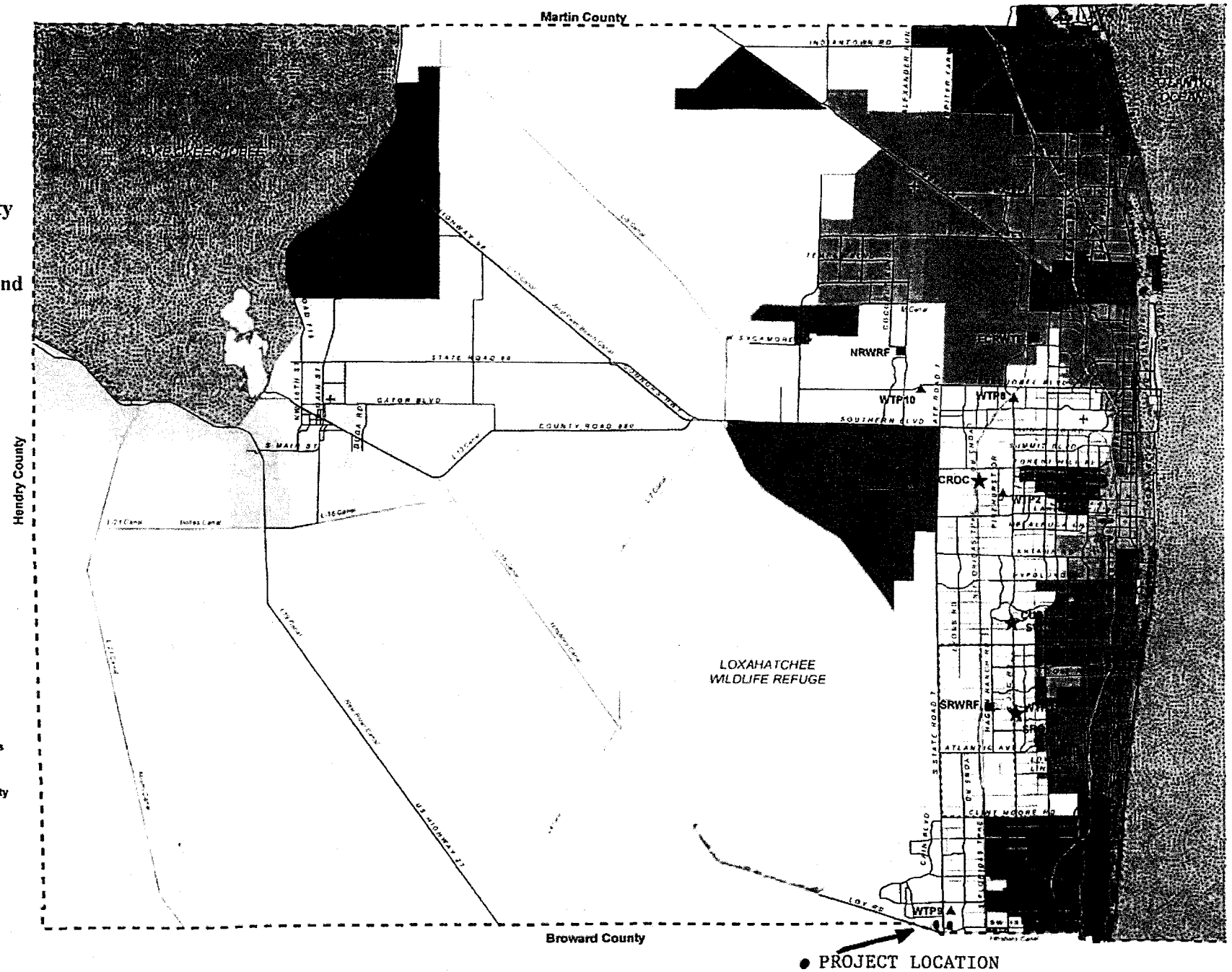
EXHIBIT "D"



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

Legend

- P.B.C.W.U.D. SA
- Mandatory Reclaimed SA
- - - - - Palm Beach County Limits
- ★ Administration
- Water Reclamation Facility
- ▲ Water Treatment Facility
- Wellands



● PROJECT LOCATION

EXHIBIT - B

AUTHORIZATION STATUS REPORT

(CONTINUED)

SUMMARY AND STATUS OF REQUESTS FOR AUTHORIZATIONS

[illegible]

EXHIBIT - C

AUTHORIZATION STATUS REPORT TELEMETRY, RECLAIMED WATER AND WASTEWATER TREATMENT

SUMMARY OF SBE / MINORITY BUSINESS TRACKING SYSTEM

	Total	SBE
Current Proposal		
Value of Authorization No.	\$196,410	
Value of M/WBE Letters of Intent	\$196,410	\$196,410
Actual Percentage	100%	100%
Signed Authorizations		
Total Value of Authorizations	\$0	
Total Value of M/WBE Signed Subcontracts	\$0	\$0
Actual Percentage	0	0
Signed Authorizations Plus Current Proposal		
Total Value of Authorizations	\$196,410	
Total Value of Subcontracts & Letters of Intent	\$196,410	\$196,410
Actual Percentage	100%	100%
GOAL	100%	100%