

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: November 20, 2012 Consent Regular
 Workshop Public Hearing

Department:

Submitted By: Engineering & Public Works Department

Submitted For: Roadway Production Division

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: A work task order to the Annual Agreement R2010-0592 in the amount of \$128,116.38 with Last Devenport, Inc. (LDI), for professional services.

SUMMARY: On November 21, 2011, the United States Department of Housing and Urban Development (HUD) announced that Palm Beach County (County), through its Department of Economic Sustainability, was selected to receive \$1.98 million from the Sustainable Competitive Regional Planning and Communities Challenge Competitive Grant (Grant) for the creation of a Glades Region Master Plan (Project). One of the deliverables required by HUD under the approved Grant includes the drainage system inventory and evaluation for the entire Glades Region consisting of 25,671 acres of which 74% is located in unincorporated Palm Beach County and 26% within Tri-Cities. Approval of this work task order will provide the professional services necessary to assist with completing the Project. LDI is a County company and is a certified Small Business Enterprise (SBE). The SBE goal for the Project is 15%. The SBE participation committed for this Project by LDI is 21.38%.

District 6 (MRE)

Background and Justification: On April 3, 2012, the Board of County Commissioners (Board) renewed an Annual Agreement R2012-0474 with LDI to provide professional services required for Countywide Civil Engineering projects. On March 20, 2012, the Board approved a Receive and File for a Cooperative Agreement with HUD for the Grant and approved a Budget Amendment of \$1,980,504. The drainage system inventory and evaluation for the Project will be funded by the Grant. The Grant requires a 23 percent match which will be met through in-kind service by the Engineering & Public Works Department. The County now desires LDI to assist in the drainage system master planning process for the Project as detailed in Exhibit "A" of the attached work task order. The fee, as detailed in Exhibit "B" of the attached work task order, has been negotiated as just and reasonable compensation as follows:

Basic Services (Lump Sum)Total: \$128,116.38 (Drainage System Inventory and Evaluation).

After reviewing the attached work task order and finding it in proper order, staff recommends Board approval.

Attachments:

1. Location Map
2. Work Task Order with Exhibits "A", "B", and "C" and Certificate of Insurance (2)
3. Project Work Schedule
4. Budget Availability Statement = --.

Recommended by: *Ornelis A. Fernandez* 10/03/12
KFS Division Director Date

Approved By: *S. J. Webb* 10/19/12
 County Engineer Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures	\$128,117	-0-	-0-	-0-	-0-
Operating Costs	-0-	-0-	-0-	-0-	-0-
External Revenues	-0-	-0-	-0-	-0-	-0-
Program Income (County)	-0-	-0-	-0-	-0-	-0-
In-Kind Match (County)	\$25,625	-0-	-0-	-0-	-0-
NET FISCAL IMPACT	\$153,742	-0-	-0-	-0-	-0-
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes X No

Budget Account No:

Fund 1542 Dept 363 Unit R046 Object 6505

Recommended Sources of Funds/Summary of Fiscal Impact:

HUD Community Challenge Planning Grant
 Challenge Grant
 Drainage System Inventory and Evaluation

Task Authorization	
Basic Services	\$128,116.38
Total Authorization	\$128,116.38
Staff Costs (Grant Match - will not be charged)	
Roadway Production	\$ 25,625.00
Total Cost	\$153,741.38

C. Departmental Fiscal Review: Abwillhite

III. REVIEW COMMENTS

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

<p><u>Susan Neary</u> 10/25/12 OFMB</p>	<p><u>Dr. J. Jacobson</u> 10/25/12 Contract Dev. and Control</p>
-----------------------------------------------------------------	------------------------------------------------------------------------------------------

10/24/12
10/25/12
2/12/12

B. Approved as to Form and Legal Sufficiency:

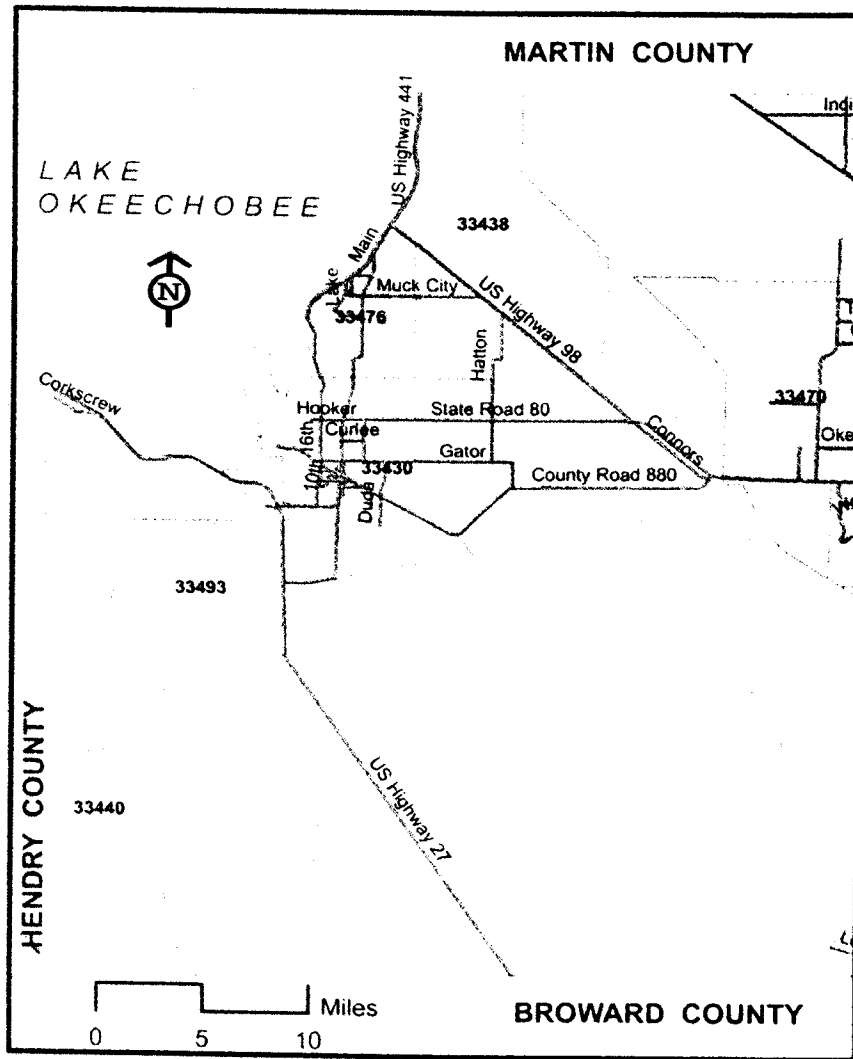
 Marilyn Stett
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

Glades Region Master Plan
Drainage System
Palm Beach County Project No. 2012057



**GLADES AND LAKE AREA
WESTERN COUNTY**

LOCATION MAP

ATTACHMENT 2

WORK TASK ORDER TO ANNUAL AGREEMENT BETWEEN

**PALM BEACH COUNTY
AND
LAST DEVENPORT, INC.**

**FOR PROFESSIONAL ENGINEERING SERVICES ON
GLADES REGION MASTER PLAN – DRAINAGE SYSTEM**

**PROJECT NO.: 2012057
PALM BEACH COUNTY, FLORIDA**

THIS WORK TASK ORDER TO THE ANNUAL AGREEMENT, made and entered into this day of _____ 2012 by and between Palm Beach County, hereinafter called the **COUNTY**, and Last Devenport, Inc., a Florida Corporation with an address of 1860 Old Okeechobee Road, Suite 504, West Palm Beach, FL 33409, hereinafter called the **CONSULTANT**.

WITNESSETH

WHEREAS, the **COUNTY** and **CONSULTANT** entered into an Annual Agreement for civil engineering on a task order basis on April 20, 2010 (R2010-0592).

WHEREAS, the **COUNTY** desires the **CONSULTANT** to perform civil engineering services for Glades Region Master Plan – Drainage System, Palm Beach County, Florida (hereinafter called the **PROJECT**); and,

WHEREAS, the **CONSULTANT** agrees to perform the civil engineering services required to assist in the drainage system inventory and evaluation, including related documents for the **PROJECT**; and,

Re: GLADES REGION MASTER PLAN – DRAINAGE SYSTEM
Project No.: 2012057

WHEREAS, the following fee has been negotiated and found to be reasonable compensation for these professional services to be performed by the **CONSULTANT**:

Basic Services in a lump sum fee of \$128,116.38;

Reimbursable Expenses capped at \$0.00;

Totaling \$128,116.38

NOW, THEREFORE, THIS INDENTURE WITNESSETH: That for and in consideration of the mutual benefits to flow from each to the other, the parties hereto agree as follows:

1. The **CONSULTANT** agrees to provide professional services as described in Exhibit "A" of the Work Task Order known as "SCOPE OF WORK & FEE".
2. The **CONSULTANT** agrees to "CERTIFICATION" statements as described in Exhibit "B" of the Work Task Order.
3. The **CONSULTANT** agrees to Small Business Enterprise (SBE) Participation, described in Exhibit "C" of the Work Task Order.
4. The **CONSULTANT** will comply with all applicable certifications, reporting and other requirements of the HUD Cooperative Agreement, a copy of which has been provided to the **CONSULTANT**, is in the files of both parties, and incorporated herein by reference.
5. The **COUNTY** agrees to pay the **CONSULTANT** a fee of One Hundred Twenty-Eight Thousand One Hundred Sixteen Dollars and Thirty-Eight Cents (\$128,116.38).

Except as hereby amended, changed or modified, all other terms, conditions and obligations of the Agreement dated **April 20, 2010 (R2010-0592)**, shall remain in full force and effect.

Re: GLADES REGION MASTER PLAN – DRAINAGE SYSTEM
Project No.: 2012057

IN WITNESS WHEREOF, the parties hereto have made and executed this Work Task Order as of the day and year first above written.

OWNER:

Palm Beach County, Florida, a
Political Subdivision of the
State of Florida

BOARD OF COUNTY COMMISSIONERS

BY: _____, Chair

ATTEST:
Sharon R. Bock, Clerk & Comptroller
Circuit Court

BY: _____
Deputy Clerk

SEAL

APPROVED AS TO TERMS
AND CONDITIONS:

BY: *Donna A. Ferman*

APPROVED AS TO FORM & LEGAL
SUFFICIENCY:

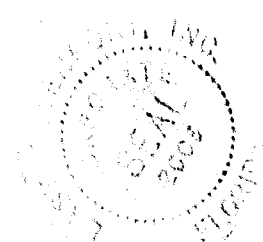
COUNTY ATTORNEY

CONSULTANT:

Last Devenport, Inc.
a Florida Corporation

BY: *Ronald W. Last*
Ronald W. Last, P.E.
President

CORPORATE SEAL



WITNESS:

BY: *Lisa Martin*

Lisa Martin
(Printed Name)

BY: *Molly Brown*

Molly Brown
(Printed Name)

EXHIBIT "A"

OK
KFS

Consulting Services by Last Devenport, Inc.
for
Palm Beach County Department of Engineering & Public Works
for
PALM BEACH COUNTY GLADES REGION MASTER PLAN
Drainage System Inventory and Evaluation
PBC Project # 2012057

PURPOSE:

PBC EPW has entered into a Memorandum of Understanding with Palm Beach County Department of Economic Sustainability (MOU) to provide services related to the "Drainage System Inventory and Evaluation" component of a wider-ranging master plan for the Glades Region. The CONSULTANT will comply with all applicable certifications, reporting and other requirements of the HUD Cooperative Agreement, a copy of which has been provided to Last Devenport, Inc. is in the files of both parties and incorporated herein by reference. PBC EPW has requested that CONSULTANT provide a proposal to assist with completing the tasks related to the Drainage System Inventory and Evaluation outlined in the MOU. CONSULTANT therefore proposes the Scope of Services detailed below, with associated fees.

SCOPE OF SERVICES:

(For consistency, the task numbers used here correlate to the MOU tasks)

Task 5.3 – Data Collection

CONSULTANT will coordinate with each municipality, drainage district within the Glades Region (see **Exhibit A**), and PBC EPW to identify the extents of the stormwater system for each.

CONSULTANT will develop maps for each municipality that depict the stormwater system (collection, conveyance, control), along with the contributing drainage areas. For each special district, the primary canals and control structures will be mapped.

CONSULTANT will quantify and summarize each system component (length of pipe, number of inlets, etc.) so as to establish an inventory of each municipality's system.

CONSULTANT will develop an inventory of stormwater system problem areas as reported by each stormwater systems' staff.

Task 5.4 – System Analysis

CONSULTANT will conduct a preliminary assessment of the reported problem areas, including field observations, in order to prioritize and make recommendations on up to

five (5) problem areas to be addressed further in the drainage system master planning process. The remaining problem areas (if any) will be documented for future consideration and planning.

CONSULTANT will meet with PBC EPW staff to review and discuss the problem areas to obtain concurrence on the prioritization and recommendations.

CONSULTANT will review and analyze the prioritized problem areas. Analysis may include additional field inspections, calculations, computer simulations, modeling, etc., to determine the existing system limitations.

CONSULTANT will prepare and submit a letter report describing the capacity and reported conditions of each system analyzed. The report will include all field inspections, calculations, etc. that support the written report.

Task 5.5 – Charrette Participation

CONSULTANT will participate in the charrette process as needed and requested by PBC EPW. CONSULTANT will prepare and provide relevant maps and materials for the charrettes and be available to discuss stormwater-related questions.

CONSULTANT will consider additional information on the stormwater systems gathered during the charrette process. If the additional information impacts the prioritization of the previously reviewed problem areas, the impact will be reviewed with PBC EPW. A revised letter report will be prepared and submitted to document any significant change to the previously submitted letter report.

Task 5.6 – Alternative Solutions

CONSULTANT will develop up to two (2) alternative solutions for each analyzed problem area.

CONSULTANT will prepare and submit a draft report describing the alternative solutions under consideration. The draft report will include relevant maps, tables, conceptual designs, etc., as needed to represent the possible solutions.

CONSULTANT will meet with PBC EPW to discuss and receive comments on the alternative solutions.

Task 5.7 – Final Recommendations

CONSULTANT will develop refined recommendations for improvements to the analyzed problem areas.

CONSULTANT will prepare and submit a final written report detailing the final recommendations for improvements.

Task 5.8 – Plans and Cost Estimates

CONSULTANT will prepare final conceptual design drawings and associated conceptual-level construction cost estimates for the final recommended improvements. Conceptual design drawings will not include a survey base map, but rather will use aerial photography and available geographic information system data for reference. No details will be specified in the drawings, except as need to clarify a particular stormwater improvement.

Task 5.9 – Final Presentation Participation

CONSULTANT will participate in the presentation of the final Glades Region Master Plan by attending the presentation and preparing all necessary graphics, materials, and visual aides to explain the planned stormwater system improvements.

SUMMARY OF PROPOSED FEES:

The compensation for the work set forth in this Proposal is the lump sum amount of **\$128,116.38.**

A detail (hours and rates) for the above fees is provided in **Exhibit B.**

Monthly payments made for lump sum tasks shall be based upon a percentage of completion of the applicable tasks.

PROJECT SCHEDULE:

Below is the completion schedule for the identified Tasks, based on facts known by CONSULTANT at this time. The number of weeks to complete the task is from CONSULTANT'S receipt of a written Notice to Proceed ("NTP") from the PBC EPW.

Task 5.3 – Data Collection	16 weeks from NTP
Task 5.4 – System Analysis	18 weeks from NTP
Task 5.5 – Charrette Participation	as specified by PBC
Task 5.6 – Alternative Solutions	12 weeks from CP or completion of Task 5.4

Task 5.7 – Final Recommendations	20 weeks from CP or completion of Task 5.4
Task 5.8 – Plans & Cost Estimates	30 weeks from CP or completion of Task 5.4
Task 5.9 – Final Presentation Participation	as specified by PBC

DELIVERABLES:

- One (1) PDF and five (5) 11' x 17" hard copy maps of the drainage systems, contributing areas for each identified system.
- One (1) PDF and five (5) hard copies of the each system inventory.
- One (1) PDF and five (5) hard copies of the letter report describing the capacity and reported conditions of each system analyzed.
- One (1) PDF and five (5) hard copies of the draft report describing the alternative solutions.
- One (1) PDF and five (5) hard copies of the final written report detailing the final recommendations for improvements.
- Two (2) PDF files, one (1) 22" x 34" hard copies, and three (3) 11" x 17" hard copies of the final conceptual design drawings and associated conceptual-level construction cost estimates.
- PDF's will be provided on CD's. Two (2) CD's per submittal.

Each PDF file will be provided on an individual CD.

Exhibit B

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT						
Name of Project	Glades Area Drainage Study			Consultant Name	Last Devenport, Inc.	
County	Palm Beach			Consultant No.	12-016	
PBC Proj No.				Date	8/30/2012	
Staff Classification	Project Manager	Project Engineer	CADD Technician	SH By Activity	Salary Cost By Activity	Average Rate Per Task
	✓ \$46.20	✓ \$34.65	✓ \$23.50			
5.3. Data Collection	68			68	\$3,141.60	\$ 46.20
5.4. System Analysis	42			42	\$1,940.40	\$ 46.20
5.5. Charrette Participation	16			16	\$739.20	\$ 46.20
5.6. Alternative Solutions	24			24	\$1,108.80	\$ 46.20
5.7. Final Recommendation	20			20	\$924.00	\$ 46.20
5.8. Plans & Cost Estimates	21			21	\$970.20	\$ 46.20
5.9. Final Participation	8			8	\$369.60	\$ 46.20
Total Staff Hours	✓ 199			✓ 199		
Total Staff Cost	✓ \$9,193.80	\$0.00	\$0.00		✓ \$9,193.80	\$ 46.20

SALARY RELATED COSTS:		\$9,193.80
OVERHEAD:	✓ 166.00%	✓ \$15,261.71
SUBTOTAL:		✓ \$24,455.51
OPERATING MARGIN:	✓ 12.00%	✓ \$2,934.66
TOTA LAST DEVENPORT FEE		✓ \$27,390.17

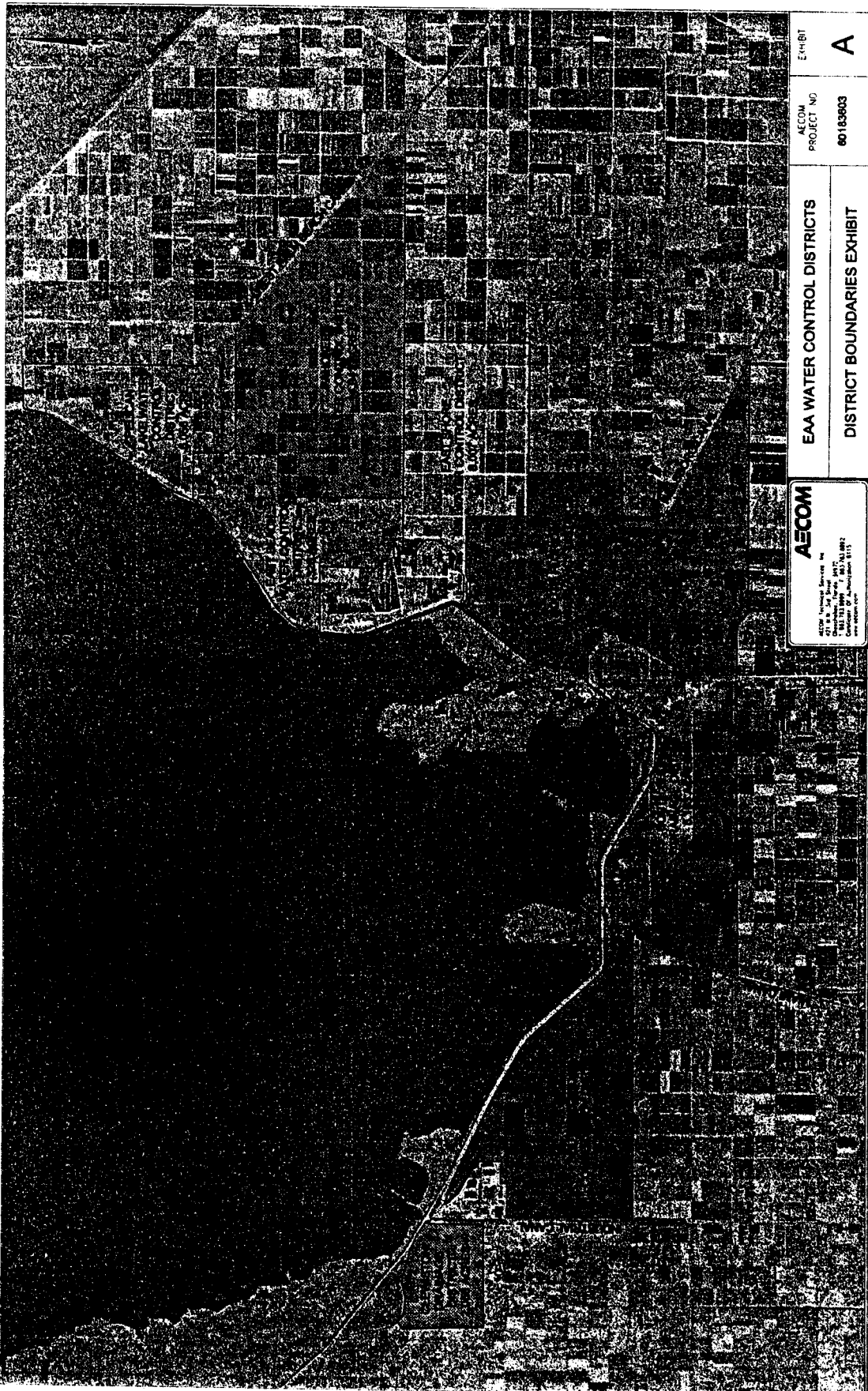
BASIC SERVICES

LDI ✓ \$27,390.17
 Mock Roos ✓ \$100,726.21

GRAND TOTAL

✓ \$128,116.38

~ 2.98 multiplier



AECOM
AECOM Technical Services, Inc.
201 W. 10th Street
Des Moines, IA 50319
515.281.6000
www.aecom.com

EAA WATER CONTROL DISTRICTS

DISTRICT BOUNDARIES EXHIBIT

AECOM
PROJECT NO

60183603

EXHIBIT

A

**Consulting Services by MOCK•ROOS
for
Last-Devenport, Inc.
for
PALM BEACH COUNTY GLADES REGION MASTER PLAN
Drainage System Inventory and Evaluation**

PURPOSE:

Palm Beach County Engineering & Public Works Department (PBC EPW) has entered into a Memorandum of Understanding (MOU) with Palm Beach County Department of Economic Sustainability to provide services related to the "Drainage System Inventory and Evaluation" component of a wider-ranging master plan for the Glades Region. PBC EPW has requested that Last-Devenport, Inc. (LDi) provide a proposal to assist with completing the tasks related to the Drainage System Inventory and Evaluation outlined in the MOU. LDi has requested that MOCK•ROOS provide a proposal to assist with completing tasks related to those services. Mock Roos, therefore, proposes the Scope of Services detailed below, with associated fees.

SCOPE OF SERVICES:

(For consistency, the task numbers used here correlate to the MOU tasks)

Task 5.3 – Data Collection

MOCK•ROOS will coordinate with the municipalities of Pahokee and South Bay to identify the extents of the stormwater system for each.

(It is understood that LDi will coordinate with the municipality of Belle Glade, the relevant drainage districts within the Glades Region, and PBC EPW to identify the extents of the stormwater system for each.)

MOCK•ROOS will develop maps for each municipality that depict the stormwater system (collection, conveyance, control), along with the contributing drainage areas. For the special districts, the primary canals and control structures will be mapped, based on the information gathered from the system owners by both Mock•Roos and LDi.

MOCK•ROOS will quantify and summarize each system component (length of pipe, number of inlets, etc.) so as to establish an inventory of each municipality's system. No such inventory will be done for the special districts.

MOCK•ROOS will develop an inventory of stormwater system problem areas as reported by each stormwater systems' staff.

Task 5.4 – System Analysis

MOCK•ROOS, in conjunction with LDi, will conduct a preliminary assessment of the reported problem areas, including field observations, in order to prioritize and make recommendations on up to five (5) problem areas to be addressed further in the drainage system master planning process. The remaining problem areas (if any) will be documented for future consideration and planning.

MOCK•ROOS will accompany LDi to a meeting with PBC EPW staff to review and discuss the problem areas and to obtain concurrence on the prioritization and recommendations.

MOCK•ROOS will review and analyze the prioritized problem areas. Analysis may include additional field inspections, calculations, computer simulations, modeling, etc., to determine the existing system limitations.

MOCK•ROOS will prepare and submit a letter report describing the capacity and reported conditions of each system analyzed. The report will include all field inspections, calculations, etc. that support the written report.

Task 5.5 – Charrette Participation

MOCK•ROOS will participate in the charrette process as needed and requested by LDi. MOCK•ROOS will prepare and provide relevant maps and materials for the charrettes and be available to discuss stormwater-related questions.

MOCK•ROOS will consider additional information on the stormwater systems gathered during the charrette process. If the additional information impacts the prioritization of the previously reviewed problem areas, the impact will be reviewed with LDi and possibly PBC EPW. If necessary, a revised letter report will be prepared and submitted to document any significant change to the previously submitted letter report.

Task 5.6 – Alternative Solutions

MOCK•ROOS will develop up to two (2) alternative solutions for each analyzed problem area.

MOCK•ROOS will prepare and submit a draft report describing the alternative solutions under consideration. The draft report will include relevant maps, tables, conceptual designs, etc., as needed to represent the possible solutions.

MOCK•ROOS will accompany LDi at a meeting with PBC EPW to discuss and receive comments on the alternative solutions.

Task 5.7 – Final Recommendations

MOCK•ROOS will develop refined recommendations for improvements to the analyzed problem areas.

MOCK•ROOS will prepare and submit a final written report detailing the final recommendations for improvements.

Task 5.8 – Plans and Cost Estimates

MOCK•ROOS will prepare final conceptual design drawings for the final recommended improvements. Conceptual design drawings will not include a survey base map, but rather will use aerial photography and available geographic information system data for reference. No details will be specified in the drawings, except as needed to clarify a particular stormwater improvement. MOCK•ROOS will assist LDi with the development of associated conceptual-level construction cost estimates for the recommended improvements.

Task 5.9 – Final Presentation Participation

MOCK•ROOS will assist, as requested in the presentation of the final Glades Region Master Plan by attending the presentation and preparing necessary graphics, materials, and visual aides to explain the planned stormwater system improvements.

SUMMARY OF PROPOSED FEES:

<u>Task</u>	<u>Labor Cost</u>
Task 5.3 – Data Collection	\$\ 42,467.10
Task 5.4 – System Analysis	\$\ 17,587.18
Task 5.5 – Charrette Participation	\$\ 5,710.97
Task 5.6 – Alternative Solutions	\$\ 15,350.53
Task 5.7 – Final Recommendations	\$\ 7,967.75
Task 5.8 – Plans & Cost Estimates	\$\ 9,635.00
Task 5.9 – Final Presentation Participation	\$\ 2,007.68
Total	\$100,726.21

The compensation for the work set forth in this Proposal is the lump sum amount of \$100,726.21.

A detail (hours and rates) for the above fees is attached.

Monthly payments made for lump sum tasks shall be based upon a percentage of completion of the applicable tasks.

PROJECT SCHEDULE:

Below is the completion schedule for the identified Tasks, based on facts known by MOCK•ROOS at this time. The number of weeks to complete the task is from MOCK•ROOS' receipt of a written Notice to Proceed ("NTP") from LDi.

Task 5.3 – Data Collection	16 weeks from NTP
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Task 5.9 – Final Presentation Participation	as specified by PBC

DELIVERABLES:

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- Two (2) PDF files and five (5) hard copies of the draft report describing the alternative solutions.
- Two (2) PDF files and five (5) hard copies of the final written report detailing the final recommendations for improvements.
- Two (2) PDF files, one (1) 22" x 34" hard copy, and three (3) 11" x 17" hard copies of the final conceptual design drawings and associated conceptual-level construction cost estimates.

Each PDF file will be provided on an individual CD.

Glades Region Master Plan
Drainage System Inventory and Evaluation

Task	70.01	103.23	137.64	MR Labor Totals
	Eng-EI	Sr Eng	Sr Prj Mg	
5.3 Data Collection				
System Owner Coordination		36	24	
Map Development	120	60	32	
System Inventory Development		50	24	
Problem Areas Inventory Development		32	16	
Coordination w/ County Staff		8	12	
Hours Sub-Total	120	186	108	
Dollars Sub-Total	\$401,200	\$1,200,792	\$1,865,136	\$ 42,467.10
5.4 System Analysis				
Field Observations		24	24	
Problem Areas Prioritization		4	4	
Meeting with County Staff		4	4	
Prioritized Areas Analysis	32	24	4	
Letter Report		30	6	
Coordination with County Staff		4	2	
Hours Sub-Total	32	90	44	
Dollars Sub-Total	\$240,320	\$939,072	\$605,616	\$ 17,587.18
5.5 Charrette Participation				
Meeting Materials Preparation	24	8		
Meetings Participation		7	4	
Revised Letter Report	4	12		
Coordination with County Staff		4		
Hours Sub-Total	28	31	4	
Dollars Sub-Total	\$160,288	\$3,200,136	\$550,560	\$ 5,710.97
5.6 Alternative Solutions				
Alternative Solutions Development	24	30	24	
Draft Report of Alternatives	8	32	12	
Meeting with County Staff		5	2	
Coordination with County Staff		4	4	
Hours Sub-Total	32	71	42	
Dollars Sub-Total	\$240,320	\$1,329,336	\$5,780,880	\$ 15,350.53
5.7 Final Recommendations				
Refined Solutions Development	8	16	8	
Final Report of Recommended Solutions	8	20	6	
Coordination with County Staff		9	2	
Hours Sub-Total	16	45	16	
Dollars Sub-Total	\$120,160	\$4,453,352	\$2,202,240	\$ 7,967.75
5.8 Plans & Cost Estimates				
Conceptual Design Drawings	40	24	8	
Conceptual Level Construction Cost Estimates	18	8		
Coordination with County Staff		6	4	
Hours Sub-Total	58	38	12	
Dollars Sub-Total	\$400,560	\$3,922,704	\$1,651,680	\$ 9,635.00
5.9 Final Presentation Participation				
Meeting Materials Preparation	10	8		
Meeting Participation		2	2	
Hours Sub-Total	10	10	2	
Dollars Sub-Total	\$700,100	\$1,032,300	\$275,280	\$ 2,007.68
				\$26,722,960 \$48,621,332 \$31,391,920
				\$ 100,726.21

MEMORANDUM OF UNDERSTANDING

DEVELOPMENT OF A GLADES REGION MASTER PLAN

This Memorandum of Understanding is entered into this 24th day of JULY, 2012, by and between Palm Beach County Department of Economic Sustainability (DES), and Palm Beach County Department of Engineering & Public Works (ENG) for participation in the development of the Glades Region Master Plan.

WHEREAS, on August 17, 2010, the Palm Beach County Board of County Commissioners gave permission to the Department of Economic Sustainability to apply to the U.S. Department of Housing and Urban Development (HUD) for funding under the Community Challenge Planning Grant (CCPG) for a Glades Region Master Plan; and

WHEREAS, DES secured a total \$1,980,504 under a Cooperative Agreement (Instrument No. CCPFL0049-11) with HUD on February 15, 2012 which was received and filed by the Palm Beach County Board of County Commissioners on March 20, 2012 (R2012-0441); and

WHEREAS, DES has made \$241,151 of these CCPG funds available to ENG for the the Multimodal Transportation System Plan and for a new Drainage System Inventory and Evaluation, components of the Glades Region Master Plan, which funds will be used to cover the costs of staff time, the hiring of consultants and other direct costs; and

WHEREAS, the Glades Region Master Plan will be a guiding document identifying the types and mix of land uses and attendant infrastructure needed to serve planned development/redevelopment incorporating the six (6) "Livability Principles" of HUD, Dept. of Transportation (DOT) and Environmental Protection Agency (EPA) Partnership; and

WHEREAS, a total of eight (8) partners comprised of County Departments, Economic Sustainability (DES), Engineering & Public Works (ENG), Palm Tran, Planning Zoning & Building (PZB), Water Utilities (ENG) and as well as the Treasure Coast Regional Planning Council, Workforce Alliance and Florida Crystals will seek to develop the Glades Region Master Plan in coordination with the Glades Region communities, stakeholders and citizens within the region; and

WHEREAS, the Partners collectively have the capacity and experience to carry out the proposed activities within the work program executed under the Cooperative Agreement with HUD for development of the Glades Region Master Plan; and

WHEREAS, HUD requires that an agreement, provided as this Memorandum Of Understanding (MOU), be executed between DES and ENG, as ENG is implementing the engineering services portion of the federally-funded project to develop the Glades Region Master Plan; and

WHEREAS, the DES and ENG desire to enter into this MOU in order to establish the terms and conditions for undertaking the Glades Region Master Plan. **NOW, THEREFORE**, in consideration of the mutual promises and covenants herein contained, it is hereby agreed as follows:

Exhibit "A" - Page 13 of 25

DES shall:

1. Act in a representative capacity with HUD on behalf of all Partners, and shall assume administrative responsibility for ensuring that the Glades Region Master Plan is carried out in compliance with all applicable HUD requirements.
2. Provide ENG with a copy of the Cooperative Agreement and its attachments.
3. In accordance with 24 CFR 85.30 or 84.25, as applicable, obtain prior approval from HUD in the event any programmatic or budgetary revision is requested, and which may include but is not limited to, the following:
 - a. Proposed revisions of the scope or objectives of the project (regardless of whether there is an associated budget revision requiring prior approval);
 - b. Proposed budget revision exceeding 10% of the total grant award; and
 - c. The contracting out, sub-granting (if authorized by law), or otherwise obtaining the services of a third-party to perform activities, which are determined by DES to be central to the purposes of the award.
4. Provide project management, including fulfilling reporting requirements to HUD; providing progress and final reports; reviewing invoices; requesting reimbursements, and drawing down of grant funds. Additionally, DES shall ensure that grant funds which are received for reimbursement are posted to DES's accounting line through the Clerk & Comptroller Finance Office.
5. Coordinate periodic meetings with Partners and stakeholders.
6. Provide outreach materials, single website education, and access for public input.
7. Coordinate planning components with Partners through the duration of this MOU including preparation of final documents.
8. Participate in the charrette and gather input. This will include, but not be limited to, the study and recommendations for improving mobility, quality of life, and economic sustainability of the Glades Region. The Master Plan will be created with an extensive community involvement process known as a "Charrette". The charrette is an intensive, collaborative weeklong session in which an interdisciplinary group of professionals, including designers, architects, economists, and transportation planners generate solutions that integrate the concerns and interests of various stakeholders in a community and also propose economic development strategies that address the Glades Region's economic challenges of high unemployment and poverty, disinvestment, lack of jobs and declining tax revenues. There will be one charrette in the Belle Glade/South Bay area and one in Pahokee/Canal Point area.
9. Collect preliminary plans for inclusion in final Master Plan Report.
10. Draft a final Master Plan Report with input from Partners, stakeholders, and a charrette process.
11. Complete Master Plan review.

Exhibit "A" - Page 14 of 25

12. Each Party acknowledges that DES will be ultimately responsible to HUD for ensuring requirements are met and for all costs associated with any updated requirements, as defined and approved by DES & HUD.

ENG shall:

1. Create the Multimodal Transportation System Plan and conduct a Drainage System Inventory and Evaluation for the entire Glades Region, as specified in the attached matrix and hereinafter referenced as Exhibits "A" and "A-1" and Exhibit "C". Exhibits "A", "A-1", and "C" contain, among other things, a description of the tasks to be completed, deliverables, and the respective time frames.
2. Ensure that all tiers of subgrantees (includes consultants and subs) obtain a Dun and Bradstreet Number (DUNS) number (or update their existing DUNS record), and register with the Central Contractor Registration (CCR: www.ccr.gov) no later than 120 days after execution of the Cooperative Agreement.
3. Inform DES in writing of any proposed revisions to the scope of work or objectives for the project in order to obtain approval by HUD.

Submit any proposed budget revision requests of less than 10% of the total grant award to DES for review. If DES and HUD approve this written request, DES shall immediately notify ENG of this approval. Additionally, ENG agrees to comply with the total project budget and the specific budgetary allocations, attached as Exhibit "B" and hereinafter incorporated by reference.
4. Complete the ENG's Multimodal Transportation System Plan and a new Drainage System Inventory and Evaluation no later than June 30, 2014, unless otherwise approved by DES.
5. Provide quarterly progress reports no later than the 15th day of the next calendar month, beginning on July 15, 2012, each progress report shall reference ENG's compliance with applicable project milestones and performance benchmarks from execution of this MOU to completion of the project.
6. Participate in periodic meetings with Partners and stakeholders.
7. Ensure that grant funds are used exclusively for the Glade Region Master Plan.
8. Ensure that all ENG employees who are paid with grant funds are performing activities consistent with the planning activity and as required pursuant to applicable federal regulations.
9. Maintain written records of work performed by its staff, and all expenditures incurred in connection with this MOU, which records shall be maintained for five (5) years after expiration of this MOU.
10. Provide DES with reimbursement requests with all necessary supporting documentation, including timesheets, invoices, evidence of expenditures, and other backup documentation as requested by DES. These reimbursement requests shall specifically describe the costs which are

being requested for reimbursement, and alternatively, which costs are designated as in-kind contributions. An ENG reimbursement request shall be submitted no more than one time per month, and a minimum reimbursement request of one time per each quarter throughout the term of this MOU. The reimbursement requests are provided to DES in order for DES to request reimbursement from HUD. ENG will use DES accounts for all payments to the contractors.

11. Provide all interim reports/studies including final reports/studies upon completion.
12. Work within the budgeted categories, as previously identified as Exhibit "B", and as approved by HUD for the implementation of the Multimodal Transportation System Plan and a Drainage System Inventory and Evaluation for the Glades Region Master Plan. ENG agrees that any further budgetary changes within the designated grant amount must be approved in writing by DES and HUD, and may be permitted up to ten percent (10%) on a cumulative basis of the total amount during the grant period. Such requests for changes shall be submitted in writing to DES. Alternatively, any category and budget changes in excess of ten percent (10%) of the grant amount must be made in writing to DES, and will require the approval of the DES Director, Palm Beach County Administration, and HUD. All increases to the in-kind contributions must be documented to the satisfaction of DES and HUD.
13. Prior to the expiration of this MOU, ENG shall complete the following:
 - (i) Submit all master plan reports with all costs, schedules and recommendations;
 - (ii) Participate in the presentation of the final Glades Region Master Plan; and
 - (iii) Submit all necessary documentation for project completion no later than June 30, 2014, unless otherwise extended and approved by DES.

Any funds not expended and remaining after project completion shall be recaptured by DES.

AGREED AS TO TERMS AND CONDITIONS:

DEPARTMENT OF ECONOMIC
SUSTAINABILITY

BY:


Edward W. Lowery, Director

DEPARTMENT OF ENGINEERING & PUBLIC WORKS

BY:



George Webb, County Engineer

EXHIBIT "A"

Glades Region Master Plan

Palm Beach County Engineering & Public Works

Livability Principles Addressed: Economic Competitiveness

Long Term Outcomes: Development of a Transportation Multimodal System

TASK	DESCRIPTION	DELIVERABLES	RESPONSIBILITY	DUE	MEASURES	EVALUATION
Task 4.1	Periodic Project Coordination Meeting(s) with Partners and/or Stakeholders		Traffic Division	2012 Q2 -2014 Q2	Attendance	
Task 4.2	Develop future land use and convert into MPO model socio-economic data	future land use by traffic analysis zones (TAZ); conversion of TAZ land use to socio-economic inputs for MPO 2035 year model	County Planning/Zoning, TCRPC Charrette; MPO and Consultant to break down future land use by TAZ	2012 Q3 - Q4	adoption of amendment to County Comprehensive Plan Land Use Element	determine that future land use will accommodate future population and employment allocations to Glades Area
Task 4.3	Define Subarea for Model analysis purposes. Identify inconsistencies between County Thoroughfare Map, 2020 Number of Lanes Map, and MPO Model Network within the Subarea. Define a base highway network for the Subarea.	base highway network to be used in Subarea calibration of model for base year 2009; re-evaluate TAZ structure within Subarea	Traffic Division with input from MPO and Planning Division, Consultant to code network	2012 Q3 - Q4	N/A	N/A
Task 4.4	Inventory conditions on existing Glades Area Roadway Network	traffic volumes, accident data, bridge and pavement conditions, geometric constraints to large truck movements;	Traffic Division with input from Road and Bridge Division as well as FDOT	2012 Q3 - Q4	applicable FDOT and County standards/specifications, Green Book	determine safety and capacity limitations, particularly for truck movements associated with proposed Wind Farm, Cogeneration facilities, and Inland Logistics Center
Task 4.5	Subarea Calibration of Model	Calibrated Subarea model	MPO Consultant	2013 Q1 - Q2	base year model calibration to meet USDOT/FDOT calibration standards for screenlines and cutlines	determine if base year travel conditions can be replicated within Subarea boundary without unreasonable manipulation of Model parameters
Task 4.6	Inventory conditions on existing Glades Area Rail Network	track condition, safety of highway/rail crossings, availability of passing opportunities on single tracks;	Traffic Division with input from South Florida Express Railroad and FDOT, supplemented by Engineering Dept field surveys if necessary	2013 Q1 - Q2	applicable FDOT and Rail industry standards/specifications	determine limitations on freight movement and access to proposed new employment centers

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Exhibit "A" - Page 16 of 25

EXHIBIT "A"

Glades Region Master Plan

Palm Beach County Engineering & Public Works

Livability Principles Addressed: Economic Competitiveness

Long Term Outcomes: Development of a Transportation Multimodal System

TASK	DESCRIPTION	DELIVERABLES	RESPONSIBILITY	DUE	MEASURES	EVALUATION
Task 4.7	Run Calibrated MPO Model with base highway network and future year socio-economic data	Model results which identify roadway capacity deficiencies and excessive travel times on base network; summary analysis of existing and projected Truck/Rail network deficiencies (including results of SERPM Model truck movement study)	MPO Consultant MPO Staff Traffic Division	2013 Q3 - Q4	adopted or acceptable levels-of-service for passenger and freight movement	Determine what multimodal improvements can resolve capacity deficiencies and excessive travel times for passenger and freight movement
Task 4.8	Identify and compare impacts of alternative networks of multimodal improvements to meet travel demand and access requirements for Glades Area	Model results which compare capacity deficiencies and travel times for alternative networks; general comparison of costs, performance, and environmental impacts for all alternatives (including No Build)	MPO Consultant; MPO Staff; Traffic Division; Roadway Division; PalmTran	2014 Q1 - Q2	determine compliance with adopted standards for level-of-service and environmental impacts; determine financial feasibility in light of projected 2035 year revenues.	present results to TCRPC Charrette, MPO, and BCC for selection of preferred alternative
Task 4.8	Adoption of Transportation Component of Glades Region Master Plan	Prepare required Amendments to MPO Long-Range Transportation Plan (LRTP), Thoroughfare ROW Identification Map (TIM), Number of Lanes Map, and Functional Classification Map.	MPO Staff Traffic Division Planning Division	2014 Q2	N/A	MPO adopts LRTP Amendments; BCC adopts County Comprehensive Plan Amendments to TIM, Number of Lanes Map, and Functional Classification Map
Task 4.9	Select Consultant for Alignment Study for Access Routes to Inland Logistics Center	Prepare Request for Proposal, Advertise for Proposals, Complete County-mandated Selection Process, Finalize Scope of Work and Fee, Prepare Contract Documents for BCC Approval, Issue Notice to Proceed	Roadway Division	2012 Q3 - 2013 Q2	compliance with all County- and Federally-mandated requirements	N/A
Task 4.10	Data Collection	Prepare Design Traffic Estimates; Collect Survey, Property, Utility, and Environmental Data	Roadway Division Traffic Division	2013 Q3	N/A	N/A

EXHIBIT "A"

Glades Region Master Plan

Palm Beach County Engineering & Public Works

Livability Principles Addressed: Economic Competitiveness

Long Term Outcomes: Development of a Transportation Multimodal System

TASK	DESCRIPTION	DELIVERABLES	RESPONSIBILITY	DUE	MEASURES	EVALUATION
Task 4.11	Conduct Utility and Environmental Investigations to Determine Possible Constraints on Alignments	Analyze utility and environmental data for possible constraints; hold permitting pre-application meetings with agencies to identify possible constraints in area	Consultant; Roadway Division	2013 Q3	N/A	Use Identified Constraints in Evaluating Feasibility of Alternative Alignments in Next Task
Task 4.12	Develop Alignment Alternatives	Develop Typical Design Sections; Prepare Alternative Alignment Conceptual Designs; Prepare Intersection Details; Prepare Cost Estimates for Alternatives; Prepare Summary Report	Consultant; Roadway Division	2013 Q4 - 2014 Q1	N/A	Summary Report to be used for evaluation of alternative alignments and selection of preferred alternative
Task 4.13	Review and Adoption of Final Alignment Study	PBC In-House Review and Comment on Summary Report; Preparation of Final Alignment Study; Advertisement/Notices for Public Hearing;	Consultant; Roadway Division; Traffic Division	2014 Q1 - Q2	N/A	Acceptance
Task 4.14	Participation in Presentation of Final GR Master Plan	Participation/Presentation	Consultant; Engineering Staff	2014 Q2-Q3	Attendance	Acceptance

EXHIBIT "A-1"

Glades Region Master Plan

Palm Beach County Engineering & Public Works

Livability Principles Addressed: Support Existing Communities

Long Term Outcomes: Develop Drainage System to help insure flood protection & stormwater management

TASK	DESCRIPTION	DELIVERABLE	RESPONSIBILITY	DATE DUE	MEASURES	EVALUATION
Task 5.1	Periodic Project Coordination Meeting(s) with Partners & Stakeholders	Attend Meetings	Engineering Staff	2012 Q2 -2014 Q2	Attendance	
Task 5.2	Contract with 1 Drainage Consultant	Approve Consultant Services Authorization	Engineering Staff	2012 Q3	BCC approval of CSA	
Task 5.3	Data Collection in coordination with Drainage District Engineer	Summary of Existing Drainage Systems	Consultant	2012 Q4 - 2013 Q1	Stormwater discharge direction and amounts.	Collect data from Districts and Municipalities
Task 5.4	System Analysis	Determine potential Municipal areas susceptible to flooding	Consultant	2013 Q1 -Q2	Develop Hydraulic Models in coordination with District Engineer	Review by Engineering
Task 5.5	Participate in Charrette Process	Attend all meetings and provide feedback on drainage.	Consultant/ Engineering Staff	2013 Q1	Attendance	
Task 5.6	Develop Alternative Plans/Scenarios	Establish various possible Improvements	Consultant	2013 Q2 - Q3	Minimum of two Scenarios	Review by Engineering
Task 5.7	Develop/Present Final Recommendations Report	Refine potential possible improvement Scenarios	Consultant	2013 Q4	Details of selected Scenarios based on Drainage District review	Collect and analysis comments from Charrette
Task 5.8	Develop Plans & Cost Estimates from Final Recommendations	Final Master Plans and Reports	Consultant	2013 Q4	Final Presentation	Collect Final Comments
Task 5.9	Participation in Presentation of Final GR Master Plan	Participation/ Presentation	Consultant; Engineering Staff	2014 Q2-Q3	Attendance	Acceptance

EXHIBIT "B"

Detailed Description of Budget

Engineering & Public Works

Grant Application Detailed Budget Worksheet			
Detailed Description of Budget			
	Analysis of Total Estimated Cost	Estimated Cost	Percent of Total
1	Personnel (Direct Labor)	42,584.35	14%
2	Fringe Benefits	12,516.65	4%
3	Travel	403.00	1%
4	Equipment	-	0%
5	Supplies and Materials	-	0%
6	Consultants	241,151.00	81%
7	Contracts and Sub-Grantees	-	0%
8	Construction	-	0%
9	Other Direct Costs	-	0%
10	Indirect Costs	-	0%
	Total:	\$296,655.00	100%
	HUD Share:	\$241,151.00	
	Match: (as percentage of HUD Share)	\$55,504.00	23%

**EXHIBIT C
EXPANDED SCOPE OF SERVICES**

Transportation Multimodal System Plan

Tasks 4.1 through 4.8

Re-evaluation of Glades Area Highway Network as shown in the County Comprehensive Plan (on Thoroughfare Right-of-Way Identification Map and on Future 2020 Roadway System Number of Lanes Map)

Since both the Thoroughfare Map and Number of Lanes Map were prepared about 30 years ago, they do not account for the travel demands of more recent development approvals (including the ILC) and have several inconsistencies between them. Re-evaluation of the network will be done based upon new development information collected from the County's TPS and Project Approval Databases. This information will be converted into updated socio-economic data in the format required for running the Metropolitan Planning Organization (MPO) model. The MPO model will be calibrated for the Glades Sub-Area and run with the updated data to produce a highway network adequate to accommodate projected future demands.

1) Attend periodic Project Coordination Meetings with Partners and Stakeholders. This includes participation in the Charrette Process with appropriate maps and materials.

2) Identify existing and proposed major employment locations and attractions

Coordinate with Planning, Zoning, and Economic Development staff so that all land use amendments and development approvals are included.

Deliverable: Review of data provided by PBC

3) Convert future land use information from Planning/Zoning/TCRPC charrettes into socio-economic inputs for Model.

Deliverable: Review of SE data to be used in model

4) Identify inconsistencies between Thoroughfare Map, 2020 Number of Lanes Map, and MPO Model Network. Define a base highway network.

Deliverable: Review of network differences provided by PBC

**EXHIBIT C
EXPANDED SCOPE OF SERVICES**

5) Inventory conditions on existing Glades Area Roadway Network

Deliverable: Short report summarizing traffic volumes, accident data, bridge and pavement conditions, and geometric constraints to large truck movements.

6) Define subarea and do calibration of model for this area with base year socio-economic data.

Deliverable: Short Technical Memorandum on calibration results

7) Inventory conditions on existing Glades Area Rail Network

Deliverable: Short Report summarizing track conditions, safety of highway/rail crossings, and availability of passing opportunities on single tracks.

8) Run calibrated Model with base highway network and future year socio-economic data.

Deliverable: Plots with 2035 volumes

9) Identify alternative highway networks to handle travel demand and maximize access. Evaluate impacts of each. Present alternatives and impacts at TCRPC charrette.

Deliverable: One-page summary

10) Select preferred network after charrette and staff analysis, including evaluation of possible multi-modal solutions

Deliverable: Review of preferred network

11) Adoption of Transportation Component of Glades Region Master Plan

Deliverable: Required amendments to MPO Long-Range Transportation Plan (LRTP), Thoroughfare ROW Identification Map (TIM), Number of Lanes Map, and Functional Classification Map

**EXHIBIT C
EXPANDED SCOPE OF SERVICES**

Tasks 4.9 through 4.14

<u>Work Description</u>	<u>Deliverable</u>
Determine road design parameters	Design Memo
Data Collection	N/A
Conduct Utility and Environmental Investigations	N/A
Develop Avenue E alignment alternatives from Hooker Highway to existing terminus west of SR 715	Alignment Report
Develop Hooker Hwy alignment alternatives from US 27 to existing terminus west of SR 715	Alignment Report
Prepare BCC item for alignment adoption	Board Item

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Drainage System Inventory and Evaluation

<u>Work Description</u>	<u>Deliverable</u>
<u>Task 5.1</u>	
Periodic Project Coordination Meeting(s) with Partners & Stakeholders	
<u>Task 5.2</u>	
Contract with 1 Drainage Consultant	

Exhibit "A" - Page 23 of 25

**EXHIBIT C
EXPANDED SCOPE OF SERVICES**

<u>Work Description</u>	<u>Deliverable</u>
<u>Task 5.3</u> Data Collection in coordination with Drainage District Engineer <ul style="list-style-type: none">❖ Inventory existing drainage of 3 Municipalities (Belle Glade, Pahokee, South Bay)❖ Incorporate existing inventories from Drainage Districts❖ Incorporate existing inventory from Palm Beach County	Maps depicting the system for each entity as well as the approximate contributing area; Description identifying quantity of each system component (pipes, swales, canals/ditches, etc.)
<u>Task 5.4</u> System Analysis <ul style="list-style-type: none">❖ Review and analyze the reported problem areas.❖ Analysis may include field inspections, calculations, computer simulations, modeling, etc. to determine existing system limitations. Maximum of 5 specific problem locations.	Letter report describing the capacity and reported condition of each system. Report will include all analyses, calculations, etc. that support the written report
<u>Task 5.5</u> Participate in Charrette Process <ul style="list-style-type: none">❖ Participate in charrette process, as needed & requested	Attend meetings with appropriate maps and materials

**EXHIBIT C
EXPANDED SCOPE OF SERVICES**

Work Description

Deliverable

Task 5.6

Develop Alternative Plans/Scenarios

Draft letter report describing the alternative solutions for the reported problem areas. Report will include maps, tables, conceptual plans, etc., as needed to adequately represent the proposed solutions.

- ❖ Develop and coordinate on possible solutions for reported problem areas. **Maximum of 5 specific locations.**

Task 5.7

Develop/Present Final Recommendation Report

Report, Written Plan, Conceptual Design Plans

- ❖ Develop and present refined recommendations for improvements to reported problem areas. **Maximum of 5 specific locations.**

Task 5.8

Develop Plans & Cost Estimates from Final Recommendations

Final Conceptual Plan(s), preliminary construction cost estimates, reports, memorandums, etc., as needed to address the problem areas.

- ❖ Develop final recommendations, including any conceptual plans, reports, memorandums, etc. **Maximum of 5 specific locations.**

Task 5.9

Participation in Presentation of Final GR Master Plan

Required materials for Presentation

- ❖ Create required visual aides and materials and attend

EXHIBIT "B"

CERTIFICATION STATEMENTS

Exhibit "B" - Page 1 of 2

Project: Glades Region Master Plan – Drainage System
Project No.: 2012057

Consultant/Annual Consultant: Last Devenport, Inc.

TRUTH-IN-NEGOTIATION STATEMENT

By entering into this Agreement, the **CONSULTANT/ANNUAL CONSULTANT** certifies that the wage rates and costs used to determine the lump sum fees contained in herein are accurate, complete and current as of the date of this Agreement.

The said lump sum fees shall be adjusted to exclude any significant sums should the **COUNTY** determine that the lump sum fees were increased due to inaccurate, incomplete or non-current wage rates or due to inaccurate representations of fees paid to outside consultants.

The **COUNTY** shall exercise its right under this "Certificate" within one year following final payment.

PROHIBITION AGAINST CONTINGENT FEES STATEMENT

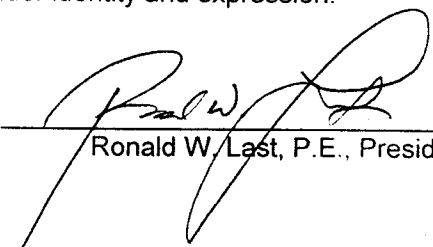
By entering into this Agreement the **CONSULTANT/ANNUAL CONSULTANT** warrants that they have not employed or retained any company or person other than a bonafide employee working solely for the **CONSULTANT/ANNUAL CONSULTANT** to solicit or secure this Agreement and that they have not paid or agreed to pay any person, company, corporation, individual or firm other than a bonafide employee working solely for the **CONSULTANT/ANNUAL CONSULTANT**, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award of making of this agreement.

PUBLIC ENTITY CRIMES STATEMENT

As provided in F.S. 287.132-133, by entering this Agreement or performing any work in furtherance hereof, the **CONSULTANT/ANNUAL CONSULTANT** certifies that it, its affiliates, suppliers, sub-contractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133 (3) (a).

NON-DISCRIMINATION STATEMENT

The **CONSULTANT/ANNUAL CONSULTANT** warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status sexual orientation, gender identity and expression.



Ronald W. Last, P.E., President

CONFLICT OF INTEREST DISCLOSURE FORM

Exhibit "B" - Page 2 of 2

Project: Glades Region Master Plan – Drainage System

Project No.: 2012057

CONSULTANT/ANNUAL CONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

N/A

(Attach additional sheets as needed.)

CONSULTANT/ANNUAL CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT/ANNUAL CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S/ANNUAL CONSULTANT'S judgment or quality of services being provided to the County.

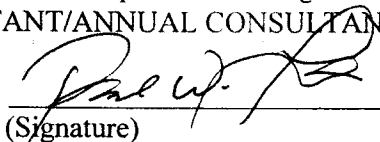
CONSULTANT/ANNUAL CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT'S/ANNUAL CONSULTANT'S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT/ANNUAL CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT/ANNUAL CONSULTANT.

If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT/ANNUAL CONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT/ANNUAL CONSULTANT shall not enter into said association, interest or circumstance.

THIS DISCLOSURE is submitted by Ronald W. Last, P.E., as
(Name of Individual)

President, of Last Devenport, Inc.
(Title/Position) (Firm Name of CONSULTANT/ANNUAL CONSULTANT)

who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the CONSULTANT/ANNUAL CONSULTANT on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the CONSULTANT/ANNUAL CONSULTANT.


(Signature)

9/18/12
(Date)

EXHIBIT "C"

Palm Beach County
Engineering & Public Works Roadway Production

Exhibit "C" - Page 1 of 2

PARTICIPATION FOR MWBE/SBE CONSULTANTS
Contract

Project Name: Glades Region Master Plan - Drainage System **Project Number:** 2012057
Prime Vendor: Last Devenport, Inc. **Resolution Number:**
Telephone: (561) 615-6567 **Resolution Date:** 9/17/2012
Contact: Ronald Last **Department:** Engineering & Public Works

MINORITY SUBCONTRACTORS

Minority Sub-Consultant	Type of Work Performed	Contract Dollar Amount for Sub-Consultant				
		Black	Hispanic	Women	Other	White Male
Last Devenport, Inc. 1860 Old Okeechobee Road, Suite 50 WEST PALM BEACH, FL 33409 (561) 615-6567	MWBE	0.00	0.00	0.00	0.00	
	SBE	0.00	0.00	0.00	0.00	27,390.17
Total Contract Authorizaton \$128,116.38	Total MWBE	0.00	0.00	0.00	0.00	
	Percentage	0.00%	0.00%	0.00%	0.00%	
	Total SBE	0.00	0.00	0.00	0.00	27,390.17
	Percentage	0.00%	0.00%	0.00%	0.00%	21.38%

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE PRIME AND/OR SUBCONTRACTOR PARTICIPATION

PROJECT NAME OR BID NAME: Glades Region Master Plan – Drainage System PROJECT NO. OR BID NO.: 2012057
 NAME OF PRIME BIDDER: Last Devenport, Inc. ADDRESS: 1860 Old Okeechobee Road, Suite 504 West Palm Beach, FL 33409
 CONTACT PERSON: Ronald W. Last PHONE NO.: 561-615-6567 FAX NO.: 561-683-0872
 BID OPENING DATE: _____ USER DEPARTMENT: Engineering & Public Works

THIS DOCUMENT IS TO BE COMPLETED BY THE PRIME CONTRACTOR AND SUBMITTED WITH BID PACKET. PLEASE LIST THE NAME, CONTACT INFORMATION AND DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SBE -M/WBE SUBCONTRACTORS ON THIS PROJECT. IF THE PRIME IS AN SBE-M/WBE, PLEASE ALSO LIST THE NAME, CONTACT INFORMATION AND DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME ON THIS PROJECT.

Name, Address and Phone Number	(Check one or both Categories)		DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	M/WBE Minority Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
Last Devenport, Inc. 1860 Old Okeechobee Road, Suite 504 1. West Palm Beach, FL 33409 (561) 615-6567	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	X	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
(Please use additional sheets if necessary)							
	Total		_____	_____	_____	21.38%	_____
Total Bid Price \$ <u>128,116.38</u>	Total SBE-M/WBE Participation Dollar Amount or Percentage of Work		<u>\$27,390.17</u>				

Exhibit "C" - Page 2 of 2

Note:

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

Revised 03/15/2011

Client#: 10237

LASTDEV3

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/18/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Suncoast Insurance, a div. of USI P.O. Box 22668 Tampa, FL 33622-2668 813 289-5200	CONTACT NAME: PHONE (A/C, No., Ext): 813 289-5200 FAX (A/C, No.): 813 289-4561 E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Last Devenport, Inc. 1860 Old Okeechobee Road Suite 504 West Palm Beach, FL 33409	INSURER A: Phoenix Insurance Company 25623	
	INSURER B: Travelers Casualty & Surety Co 31194	
	INSURER C: XL Specialty Insurance Company 37885	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	6806691L178	12/01/2011	12/01/2012	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	6806691L178	12/01/2011	12/01/2012	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	UB7872Y561	12/10/2011	12/10/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional Liability		DPR9698008	12/01/2011	12/01/2012	\$1,000,000 per claim \$1,000,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
RE: FOR ALL PROJECTS WITH PALM BEACH COUNTY. Palm Beach County Board of County Commissioners, a political subdivision of the state of Florida, its officers, employees and agents are listed as additional insureds (See Attached Descriptions)

CERTIFICATE HOLDER Palm Beach County Board of County Commissioners c/o Engineering & Public Works Operations 2300 North Jog Road West Palm Beach, FL 33411	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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DESCRIPTIONS (Continued from Page 1)

with respects to the General Liability and Auto Liability policy. Professional Liability Retroactive Date is 12/01/2003. Professional Liability coverage is written on a claims-made and reported basis.

LDi Last Devenport, Inc.
PROFESSIONAL CONSULTING SERVICES

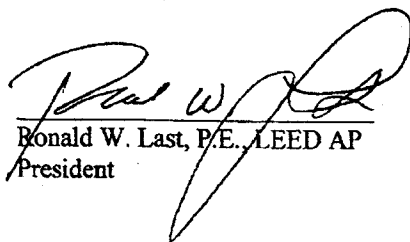
July 12, 2012

Palm Beach County
Roadway Production Division
2300 N. Jog Road, Suite 3W-33
West Palm Beach, FL 33411-2745

To Whom It May Concern:

Last Devenport, Inc. (LDi) does not have any corporate vehicles.

Sincerely


Ronald W. Last, P.E., LEED AP
President

**GLADES REGION MASTER PLAN
DRAINAGE STUDY
PBC PROJ. NO. 2012057**

ACTIVITY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	
NTP																																																							
5.3 Data Collection																																																							
5.4 System Analysis																																																							
5.5 Charrette Participation																																																							
5.6 Alternative Solutions																																																							
5.7 Final Recommendations																																																							
5.8 Plans & Cost Estimates																																																							
5.9 Final Presentation Participation																																																							

Note: Schedule to begin upon Notice to Proceed from Palm Beach County Roadway Production Division and anticipated to last 49 weeks until completion.

Tasks 5.5 and 5.9 completion dates are assumed. Task dates may vary based upon PBC direction.



BUDGET AVAILABILITY STATEMENT

REQUEST DATE: October 23, 2012

REQUESTED BY: Alexis Willhite

PHONE: 684-4110

PROJECT TITLE: Glades Water Master Plan-Drainage System Inventory & Evaluation

PROJECT NO.: N/A

LOCATION: Glades Area

LOCATION DESCRIPTION: Glades Region

BUILDING NUMBER: N/A

CONTRACTOR/CONSULTANT NAME:

PROVIDE A BRIEF STATEMENT OF THE SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT/CONTRACTOR: DES has provided funding through the HUD Community Challenge Grant for engineering services for Drainage System Inventory and Evaluation which is a component of the Glades Region Master Plan.

WILL THIS AMENDMENT CHANGE THE ESTIMATED COST OF THE PROJECT? IF YES, PROVIDE ESTIMATES OF THE NEW COSTS:

CONSTRUCTION	
ARCHITECT/ENGINEER/CONSULTANT	<u>\$128,116.38</u>
STAFF COSTS*	_____
EQUIPMENT/ OTHER	_____
CONTINGENCY	_____
TOTAL	<u>\$128,116.38</u>

*By signing this BAS your department agrees to these staff costs and your account will be charged upon receipt of this BAS by WUD. Unless there is a change in the scope of work, no additional staff charges will be billed.

BUDGET ACCOUNT NUMBERS (IDENTIFY ALL SOURCES) FUNDING SOURCE (CHECK ALL THAT APPLY)

FUND:	DEPT:	UNIT:	OBJ:	SUBOBJ:
1542	363	R046	6505	

AD VALOREM OTHER / GRANT(S) FEDERAL/DAVIS BACON

If Grant(s), specify name of Grant(s): HUD Community Challenge Planning Grant

SUBJECT TO INSPECTOR GENERAL FEE YES NO

BAS APPROVED BY [Signature] DATE: 10-23-12

ENCUMBRANCE NUMBER: _____