

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

Meeting Date:	December 17, 2013	Consent [X]	Regular []
		Public Hearing []	
Department:	Water Utilities Department		

I. EXECUTIVE BRIEF

Motion and Title: **Staff recommends motion to approve:** Consultant Services Authorization (CSA) No. 49 with Mathews Consulting, Inc. (R2011-0633) for construction services related to the Northern Region Operations Center (NROC) Initial Operations & Maintenance (O&M) Building in the amount of \$136,084.05.

Summary: On May 3, 2011, the Palm Beach County Board of County Commissioners (BCC) approved the Contract for Utility, Architectural and Value Engineering Services with Mathews Consulting, Inc. (R2011-0633) to obtain engineering/professional service for utility related projects. This Consultant Services Authorization will provide for construction services related to the NROC Initial O&M Building. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance (R2002-0064) is 15% overall. The contract with Mathews Consulting, Inc. provides for SBE participation of 55% overall. This Authorization includes 100% overall participation. The cumulative SBE participation, including this CSA is 56.09% overall. Mathews Consulting, Inc. is a local company. (WUD Project No. 11-012) District 6 (JM)

Background and Justification: In order to improve operations and better serve the northwestern service area, an Operation & Maintenance Complex facility is required at the NROC Plant Site. Temporary office, storage and shop facilities have been provided at the current site but they are limited on space and do not provide adequate protection from hurricanes. The Northern Region lines and lift station crews and customer service staff are to be based at this location. The County desires to build an O&M building with warehouse, office and shop facilities to meet current and future expansion needs.

Attachments:

1. Location Map
2. Two (2) Original Consultant Services Authorization No. 49

Recommended By:		11/25/13
	Department Director	Date
Approved By:		12/13/13
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures	<u>\$136,084.0</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>
NET FISCAL IMPACT	<u>\$136,084.0</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 W000 Object 6502

Is Item Included in Current Budget? Yes X No

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: Delma m vest

III. REVIEW COMMENTS

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

 Susan Neary 11/25/13
 OFMB *HN* *23* *11/25*

 Jan S. Jacobson 12/4/13
 Contract Development and Control *12-4-13* *B Wheeler*

B. Legal Sufficiency:

 James C. Murphy 12/5/13
 Assistant County Attorney

C. Other Department Review:

 Department Director

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



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

Legend

- PBC WUD UTILITY SA
- Palm Beach County Limits
- Mandatory Reclaimed SA
- Administration
- Water Reclamation Facility
- Water Treatment Facility
- Wetlands

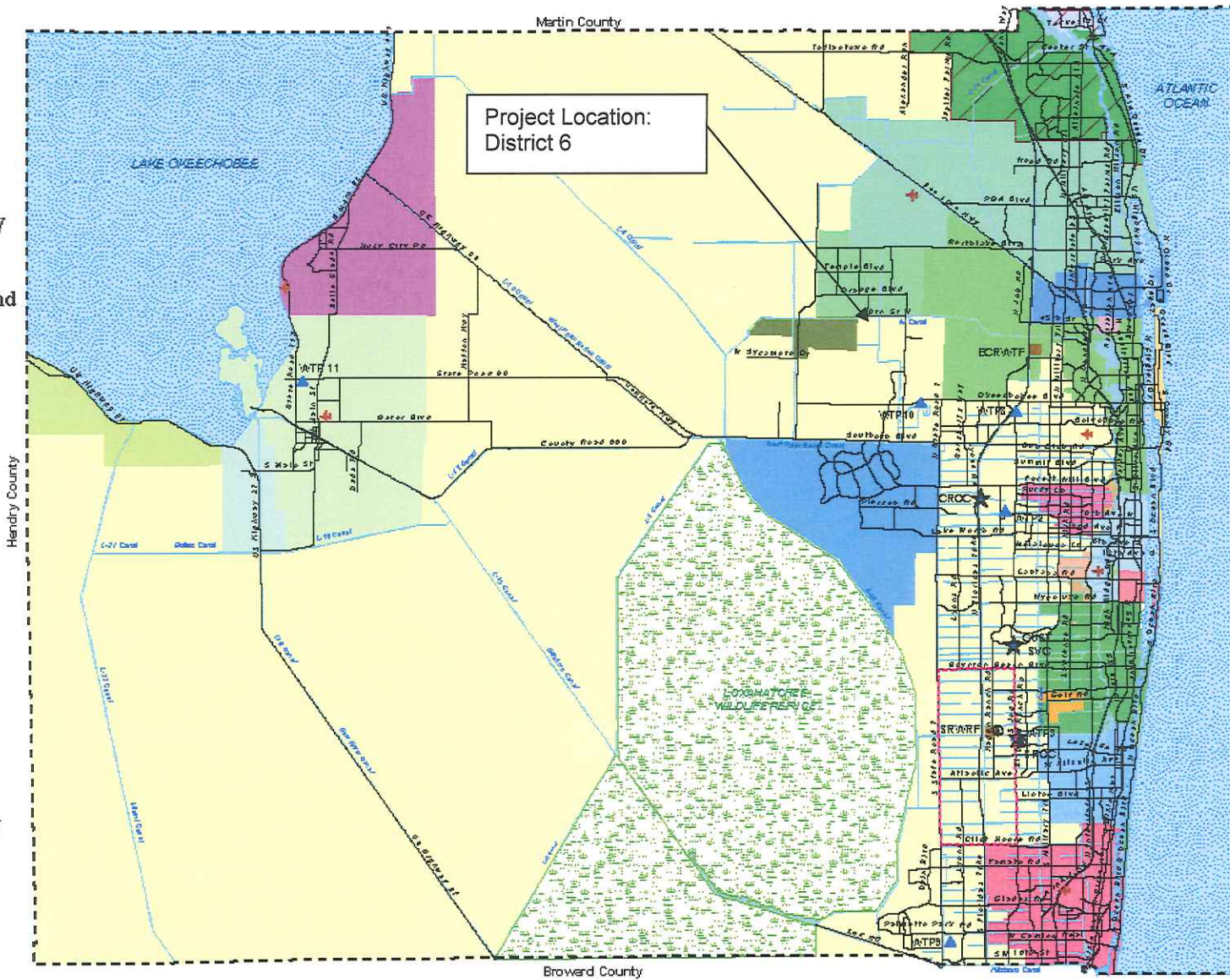


Figure 2-1

CONSULTANT SERVICES AUTHORIZATION NO. 49

Project No. WUD 11-012
Budget Line Item No. 4011-721-W000-6502

Project Title Northern Region Operations Center (NROC) Construction Management Services (CMS) for the Initial O&M Building Construction

District No.: 6

THIS AUTHORIZATION # 49 to the Contract for Consulting/Professional Services dated May 3, 2011 with an effective date of June 3, 2011 (Resolution/Document R-2011-0633), 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 55 % SBE participation overall. This Consultant Services Authorization includes 100% overall participation. The cumulative SBE participation, including this authorization 56.09% overall. Additional authorizations will be utilized to meet or exceed the stated overall participation goal.

1. CONSULTANT: Mathews Consulting, Inc.
2. ADDRESS: 477 S. Rosemary Ave., Suite 330, West Palm Beach, Florida 33401
3. Description of Services to be provided by the Consultant:
Provide Construction Management Services (CMS) for the construction of the NROC Initial O&M Building.

See ATTACHMENT A.

4. Services completed by the Consultant to date:

See ATTACHMENT E.

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 including expenses, not to exceed \$136,084.05
 - B. Fixed price of \$ XXX
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. WUD 11-012 Consultant Services Authorization No. 49

Project Title Northern Region Operations Center (NROC) Construction Management Services (CMS) for the Initial O&M Building Construction

- 8. As described in Section 7.5 of the CONTRACT, SBE participation is included in Attachment D under this Authorization. The attached Schedule 1 defines the SBE applied to this Authorization and Schedule 2 establishes the SBE contribution from each subconsultant (Letter of Intent to perform as an SBE).
- 9. EXCEPT AS HEREBY AMENDED, CHANGED OR MODIFIED, all other terms, conditions and obligations of the Contract dated May 3, 2011 with an effective date of June 3, 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.

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

Sharon R. Bock, Clerk & Comptroller,
Palm Beach County

Palm Beach County,
Board of County Commissioners

ATTEST:

Signed: _____

Signed: _____

Priscilla A. Taylor, Mayor



Typed Name: _____
Deputy Clerk

Date

Approved as to Form and Legal Sufficiency

Signed: _____

Typed Name: _____
County Attorney

CONTRACTOR:
MATHEWS CONSULTING, INC.

ATTEST:


Witness

(Signature)

Rebecca Travis, Principal
(Name and Title)

Rene L. Mathews, P.E., President
(Name and Title)

(CORPORATE SEAL)

10-10-13
Date

LIST OF ATTACHMENTS

Project No. WUD 11-012 Consultant Services Authorization No. 49

Project Title Northern Region Operations Center (NROC) Construction Management Services (CMS) for the Initial O&M Building Construction

ATTACHMENT – A	Scope of Work
ATTACHMENT – B	Budget Summary
ATTACHMENT – C	Project Schedule
ATTACHMENT – D	SBE Schedule 1 and Schedule 2
ATTACHMENT – E	Authorization Status Report – Summary and Status of Authorizations
ATTACHMENT – F	Authorization Status Report – Summary of SBE/WBE Tracking
ATTACHMENT – G	Location Map

ATTACHMENT A

CONSULTANT SERVICE AUTHORIZATION NO. 49 PALM BEACH COUNTY WATER UTILITIES DEPARTMENT ENGINEERING/PROFESSIONAL SERVICES

SCOPE OF WORK FOR

Northern Region Operations Center (NROC) Construction Management Services (CMS) for the Initial O&M Building Construction

INTRODUCTION

Palm Beach County (COUNTY) entered into an agreement entitled Contract for Engineering/ Professional Services - Palm Beach County Water Utilities Department Project No. WUD 11-004 (CONTRACT) with Mathews Consulting, Inc. (MC or CONSULTANT) to provide engineering services for various general activities on May 3, 2011 with an effective date of June 3, 2011 (Reference Document R-2011-0633). This Consultant Service Authorization will be performed under that CONTRACT.

BACKGROUND

Under the previous CSA #18 (R201~~2-1107~~), MC was authorized to proceed with design and preparation of the 60%, 90% and 100% bid plans, specifications and construction cost estimates for the NROC Initial O&M Building. Construction is nearing completion of the Site Civil and Landscape Improvements, and the construction of the Initial O&M Building is currently in the bidding and award phase.

Under this Consultant Services Authorization (CSA), CONSULTANT shall provide construction management services for the NROC Initial O&M Building project.

SCOPE OF SERVICES

The following is a description of the Scope of Services to be provided under this CSA #49. CONSULTANT's services shall providing construction administration and inspection services for the project as detailed below.

Task 1 – Construction Administration Services

CONSULTANT shall serve as the COUNTY's engineering representative during the course of the estimated nine (9) month construction period (270 calendar days). The general services during construction shall include the following tasks:

- 1.1 CONSULTANT shall sign and seal two (2) sets of conformed drawings (conformed plans as prepared by the COUNTY) for the Contractor's submittal to the Village of Royal Palm Beach Building Department for Building Permit Application. The application shall include a signed and sealed construction cost estimate for the purposes of calculating the review fees.

CONSULTANT shall address comments received on the Building Permit application and submit revised plans as necessary to address the comments.

- 1.2 CONSULTANT shall provide internal project management services to coordinate between the COUNTY and within the CONSULTANT's engineering team including scheduling and conducting meetings between COUNTY staff and the design team, team coordination for receipt of comments, addressing comments, shop drawings, etc.
- 1.3 CONSULTANT shall attend a preconstruction meeting and monthly construction progress meetings for the project. CONSULTANT shall prepare and distribute meeting agendas and meeting minutes. One (1) preconstruction meeting and nine (9) monthly construction progress meetings are anticipated.
- 1.4 CONSULTANT shall review shop drawings, results of laboratory tests, samples, certifications, O&M manuals and any other data which the construction contractor is required to submit for review and approval during construction. Review will be for conformance with the design concept and compliance with the construction contract documents. CONSULTANT shall maintain a shop drawing log indicating the dates of contractor submittals, rejections, and approvals.
- 1.5 CONSULTANT shall provide interpretation of plans and specifications. CONSULTANT shall consider the Contractor's suggestions and recommendations, evaluate them, and submit them with recommendations to the City for a final decision. CONSULTANT shall answer RFI's providing clarification of the design.
- 1.6 CONSULTANT shall monitor the construction schedule and report to the COUNTY conditions which may cause delay in completion.
- 1.7 Resident Project Representation: CONSULTANT shall provide a Resident Project Representative (RPR) through substantial completion of the construction project (270 calendar days). For this project, it is assumed that part-time inspection on a daily basis (3.5 hrs/day on average) will be provided. CONSULTANT's RPR responsibilities shall include:
 - a. Field observation and inspection of the progress and quality of construction work to determine whether it is proceeding in accordance with the Contract Documents. CONSULTANT shall notify the City immediately if work does not conform to the Contract Documents.
 - b. CONSULTANT shall serve as the COUNTY's liaison with the Contractor. Assist the Contractor's Superintendent in understanding the intent of the Contract Documents.
 - c. Verify to the best of CONSULTANT's knowledge that tests, equipment and system startup are conducted in the presence of appropriate personnel, and that the Contractor maintains adequate records thereof. Observe, verify accuracy, record, and report details of the test and/or procedures to the COUNTY.
 - d. Record results of observations and inspections. The following shall be documented: 1) CONSULTANT's time and activities related to the project, 2) weather conditions, 3) time, nature and specific location, and quantity of work being performed by the contractor, 4) equipment on-site, equipment in use, contractor's manpower on-site and contractor's supervision on-site, and 5) verbal interpretations given to the contractor, if any and specific observations, inspections or tests performed. Record

any occurrence or work that might result in a claim for a change in contract sum or contract time. Maintain a list of visitors, their titles, and time and purpose of their visit.

- e. Review the Contractor's record drawings monthly to confirm proper updates are being made. CONSULTANT will maintain a separate set of record drawing mark-ups in addition to the Contractor's efforts. CONSULTANT shall coordinate with surveyor regarding obtaining required as-built information.
- f. Maintain all construction records in an orderly manner. Include correspondence, Contract Documents, Change Orders, Construction Change Authorizations, Supplemental Instructions, reports of site conferences, shop drawings, product data, samples, supplementary drawings, color schedules, requests for payment, and names and addresses of Contractors, subcontractors and principal material suppliers.
- g. Review applications for payment submitted by the Contractor and material vendors and forward them to the COUNTY with recommendations for disposition.
- h. Prepare RFPs, review contractor proposals, review contractor change orders, recommend proposals to the COUNTY for change order processing, and assist the COUNTY with negotiating price for change orders.
- i. CONSULTANT shall confirm that the Contractor is coordinating the scheduling of inspections with the Village of Royal Palm Beach's engineering inspection department and the Village's Building Department at the appropriate intervals and times. Follow-up as necessary to confirm the Contractor is resolving any Village initiated problems associated with the project.
- j. **County Resident Project Representative responsibilities:** PBCWUD staff shall be responsible for the inspection of the installation of all landscape and irrigation improvements, and the wastewater lift station, the forcemain and associated improvements including the lift station startup. COUNTY shall provide site utility testing services for the project, including witnessing pipeline pressure testing and lift station startup needed to demonstrate successful operation of the system. The MOPS manufacturer's representative will be required to be in attendance and to direct the lift station startup procedures.

1.8 **Architectural/Engineering Inspections:** CONSULTANT's architect/engineers shall visit the project site during pertinent stages of construction to observe as an experienced and qualified design professional the progress and quality of the executed civil, structural, architectural, mechanical, electrical and instrumentation work of the Contractor and to determine if such work is proceeding in accordance with the Contract Documents. CONSULTANT's efforts will be directed toward providing a greater degree of confidence to the COUNTY that the completed work of the Contractor conforms to the Contract Documents. During such visits, the CONSULTANT shall 1) keep the COUNTY informed of the progress of the work, 2) endeavor to guard the COUNTY against defects and deficiencies in such work, and 3) disapprove or reject work as failing to conform to the Contract Documents.

1.9 CONSULTANT shall perform Substantial Completion and Final Completion inspections for the project. For the purpose of this provision, Substantial Completion shall be deemed to be the stage in construction of the project where the project can be utilized for the purposes for which it was intended, and where minor items need not be fully

completed, but all items that affect the operational integrity and function of the project are capable of continuous use.

- 1.10 CONSULTANT shall provide final project certification of completions necessary to close out regulatory permitting for the project and to obtain acceptance for operation of the system(s) and the building certificate of occupancy.

CONSULTANT shall submit the required electronic files to the Village of Royal Palm Beach for implementation into the Village's GIS system and final acceptance of construction. COUNTY will pay all fees associated with the data conversion to GIS.

COUNTY shall coordinate the fireline and backflow preventor testing and certification with Palm Beach County Fire Rescue Department.

COUNTY shall provide final project certification of completions for the wastewater lift station and transmission system necessary to close out regulatory permitting for the project and to obtain acceptance for operation of the system(s).

- 1.11 CONSULTANT shall provide professional surveying services to prepare electronic Record Drawings. MC shall prepare electronic AutoCad Record Drawings of the project based on red-lined drawings provided by the contractor and surveyed data provided by MC's surveyor. MC shall provide two (2) full size paper copies of the record drawings to PBCWUD for review and approval prior to submittal to the regulatory agencies. Record Drawings are required to be submitted to the regulatory agencies before receiving final acceptance for operation of the system(s). A minimum of two (2) hard copy and one (1) electronic version (Autocad and .pdf) of approved Record Drawings will be submitted to the COUNTY upon completion of the project. In addition, the record drawing information in electronic format showing only the utility locations and property lines shall be provided plus the listing of forcemain valves in State Plan Coordinates on the required Excel forms on CD.

ADDITIONAL SERVICES

Task A1 – Architectural Construction Management Services

CONSULTANT shall furnish the services of a professional licensed architect to provide architectural services during construction of the O&M Building. The architect will sign and seal building permit application drawing sets and respond to architectural related building permit review comments. The architect shall provide attendance at pre-construction meeting, review and approval of architectural shop drawings, attendance at designated construction meetings (maximum of 8 meetings), clarification or interpretation of the Contract Documents, periodic site inspections, attendance at substantial and final completion inspections and preparation of punchlists, final project certifications and preparation of record drawings based on Contractor's as-built markups.

Task A2 – Structural Construction Management Services

CONSULTANT shall furnish the services of a professional licensed structural engineer to provide structural services during construction of the O&M Building. The structural engineer will

sign and seal building permit application drawing sets and response to structural related building permit review comments. The structural engineer shall provide attendance at pre-construction meeting, review and approval of structural shop drawings, attendance at designated construction meetings (maximum of 4 meetings), clarification or interpretation of the Contract Documents, periodic site inspections, attendance at substantial and final completion inspections and preparation of punchlists, final project certifications and preparation of record drawings based on Contractor's as-built markups. No Special Inspector or Threshold Inspector services are required nor included in this scope of work.

Task A3– Mechanical/Electrical/Plumbing/Fire Protection Construction Management Services

CONSULTANT shall furnish the services of a professional licensed electrical and mechanical engineer to provide electrical, HVAC, plumbing, security system and fire protection system services during construction of the O&M Building. The electrical engineer shall provide attendance at pre-construction meeting, review and approval of electrical, HVAC, plumbing, security system and fire protection system shop drawings, attendance at designated construction meetings (maximum of 5 meetings), clarification or interpretation of the Contract Documents, periodic site inspections, review of startup and testing results, attendance at substantial and final completion inspections and preparation of punchlists, final project certifications and preparation of record drawings based on Contractor's as-built markups.

Task A4– Record Drawing Preparation Services

During the design phase, CONSULTANT furnished the services of a professional surveying company to provide record drawing information for the wastewater lift station and forcemain improvements, miscellaneous utility improvements at the building exterior and the building footprint (including finished floor elevation). The work consists of measuring and recording the approximate horizontal, vertical, width and depth data of affected utilities within the project limits, along the forcemain and at the wastewater lift station. Survey data shall be provided on the 88 NAVD Datum and be provided in Autocad format, version 2012.

ASSUMPTIONS

1. Scope of work does not include preparation of contract conformed documents. The COUNTY shall prepare "as-bid" construction documents, incorporating changes made during the bid process through addenda, and provide copies for use by the COUNTY, the Contractor, and the CONSULTANT's engineering team.
2. COUNTY shall provide all construction management and inspection services related to landscape and irrigation.
3. The COUNTY shall pay all fees associated with permit applications.

COMPENSATION

COUNTY agrees to pay CONSULTANT a fee of \$ 136,084.05 for the scope of services to be invoiced under the payment terms and conditions of the CONTRACT on a Not-To-Exceed basis. An approximate breakdown of the fee is shown in Attachment B.

ATTACHMENT B
CSA #49 - NROC Initial O&M Building Construction Management Services
Budget Summary

Task No.	Task Description	Labor Classification and Hourly Rates							Total Labor	Sub-Consultant Services
		Principal 1 \$52.00	Principal 2 \$52.00	Sr Engineer \$46.00	Senior Eng Tech \$37.00	Inspector \$28.00	Resident Engineer \$38.00	Technical Typist \$23.00		
1	Construction Management Services									
1.1	Prepare plans for Bldg Permit application	8			3				\$527.00	
1.2	Internal Project Management	36							\$1,872.00	
1.3	Attend pre-construction and monthly meetings (10 mtgs)	4					30		\$1,348.00	
1.4	Receive shop drawings, samples & submittals	4					20	40	\$1,888.00	
1.5	Intpretation/clarifications of documents	16					6		\$1,060.00	
1.6	Review monthly schedule & pay application (9 submittals)						18		\$684.00	
1.7	Resident project representation (9 months)					683			\$19,124.00	
1.8	Periodic architectural/engineering site inspections	6							\$312.00	
1.9	Substantial/Final completion inspections	10					16		\$1,128.00	
1.10	Final project certifications & closeout	20			6		6		\$1,490.00	
1.11	Record Drawings	10			6		6		\$970.00	
	<i>Architectural Services - Subconsultant - Colome & Assoc</i>									\$11,975.00
	<i>Structural Engineering Services - Subconsultant - BDA</i>									\$15,087.00
	<i>MEP & Fire Prot Engineering Services - Subconsultant - JLRD</i>									\$6,670.00
	<i>Record Drawing Survey - Subconsultant - DJ Leavy</i>									\$3,900.00
	Subtotal Task 1	114	0	0	15	683	102	40	\$30,403.00	\$37,632.00
	Labor Subtotal Hours	114	0	0	15	683	102	40		\$37,632.00
	Labor Raw Costs	\$5,928.00	\$0.00	\$0.00	\$555.00	\$19,124.00	\$3,876.00	\$920.00	\$30,403.00	
	Labor Multiplier	2.95	2.95	2.95	2.95	2.95	2.95	2.95		
	Labor Subtotal	\$17,487.60	\$0.00	\$0.00	\$1,637.25	\$56,415.80	\$11,434.20	\$2,714.00	\$89,688.85	
	Labor Total Costs	\$89,688.85								
	Subconsultant Costs Total	\$37,632.00								
	Subconsultant Multiplier	1.1								
	Subconsultant Total	\$41,395.20								
	Reimbursable Expenses	\$5,000.00								
	Project Total	\$136,084.05								

ATTACHMENT - C

PROJECT SCHEDULE

SCHEDULE

The schedule for conducting the services starting from CONSULTANT'S receipt of Notice-to-Proceed shall be as follows:

<u>Services</u>	<u>Time from NTP</u>
Task 1 – S&S Plans for Bldg Permit Application Construction Administration Services	14 Days 270 Days**

* Upon provision of the Conformed Documents

**From Contractor NTP

ATTACHMENT D

SCHEDULE #1

LIST OF PROPOSED SBE-M/WBE PRIME/SUBCONTRACTORS

PROJECT NAME: NROC O&M Building CMS
 NAME OF PRIME BIDDER: Mathews Consulting, Inc.
 CONTACT PERSON: Rene L. Mathews
 BID OPENING DATE: N/A

PROJECT NUMBER: WUD 11-012
 ADDRESS: 477 S. Rosemary Ave, Suite 330, West Palm Beach, FL 33401
 PHONE NO. 561-655-6175 FAX NO. 561-655-6179
 DEPARTMENT Water Utilities

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)		
Mathews Consulting, Inc. 477 S. Rosemary Ave., Ste. 330 West Palm Beach, FL 33401	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$	\$ 98,452.05	\$	\$		
Johnson, Levinson, Ragan, Davila, Inc. 1450 Centrepark Blvd., Suite 350 West Palm Beach, FL 33401	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	-	\$	-	\$ 6,670.00		
Dennis J. Leavy & Assoc. 460 Business Park Way, Suite B Royal Palm Beach, FL 33411	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$	-	\$ 3,900.00	\$		
Colome' & Assoc. (w/ JLRD) 530 24th Street West Palm Beach, FL 33407	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$	\$ 11,975.00	\$	\$		
Bridge Design Associates 1402 Royal Palm Beach Blvd. #200 Royal Palm Beach, FL 33411	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	-	\$	\$ 15,087.00	\$		
	<input type="checkbox"/>	<input type="checkbox"/>	\$	-	\$	\$	\$		
PRIME CONTRACTOR TO COMPLETE:		TOTAL	\$	-	\$	-	\$ 110,427.05	\$ 25,657.00	\$
BID PRICE: <u>\$ 136,084.05</u>		Total Value of SBE Participation:	\$	136,084.05					

- 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.

***PALM BEACH COUNTY
OFFICE OF SMALL BUSINESS ASSISTANCE***

CERTIFIES THAT

**MATHEWS CONSULTING, INC.
VENDOR # MATH0012**

is a Small/Women Business Enterprise as prescribed by section 2-80.21 – 2-80.35 of the Palm Beach County Code for a three year period from August 9, 2010 to August 8, 2013.

The following Services and/or Products are covered under this certification:

**CIVIL ENGINEERING SERVICES
ENGINEER SERVICES, PROFESSIONAL
ENVIRONMENTAL ENGINEERING
ENVIRONMENTAL PERMITTING SERVICES
WASTE WATER TREATMENT ENGINEERING**

Palm Beach County Board of County Commissioners

Burt Aaronson, Chair
Karen T. Marcus, Vice Chair
Shelley Vana
Steven L. Abrams
Jess R. Santamaria
Priscilla A. Taylor

County Administrator
Robert Weisman
Deputy County Administrator
Verdenia C. Baker



Hazel Oxendine, Director



8/9/2010

ATTACHMENT D

SCHEDULE # 2

LETTER OF INTENT TO PERFORM AS AN SBE OR M/WBE SUBCONSULTANT

PROJECT NO. N/A

PROJECT NAME: PBCWUD – NROC O&M Complex

TO: Colome' & Associates, Inc.

(Name of Prime Consultant)

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: January 31, 2007

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):

Subconsultant – Professional Architectural Services for Construction Administration Phase as defined with in the professional services fee proposal dated July 17, 2013.

at the following price \$ \$11,975.00

(Subconsultant's fee)

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 subconsultant, the amount of any such subcontract must be stated: \$ N/A

The undersigned subconsultant understands that the provision of this form to prime consultant does not prevent subconsultant from providing services to other consultants.

Colome' & Associates, Inc.

(Print name of SBE-M/WBE Subconsultant)

By: 

(Signature)

Elizabeth A. G. Colome', President

(Print name/title of person executing on behalf of SBE-M/WBE Subconsultant)

Date: July 17, 2013

ATTACHMENT D



SCHEDULE # 2

LETTER OF INTENT TO PERFORM AS AN SBE OR M/WBE SUBCONSULTANT

PROJECT NO. _____ PROJECT NAME: NROC O & M BUILDING

TO: Palm Beach County Water Utilities Department
(Name of Prime Consultant)

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: 10/23/10

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):

Construction Phase Services

at the following price (\$) \$15,087.00
(Sub-consultant's fee)

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 project as a non-certified SBE sub-consultant, the amount of any such subcontract must be stated: (\$) _____

The undersigned sub-consultant understands that the provision of this form to prime consultant does not prevent sub-consultant from providing services to other consultants.

By: Clifford Design Associates, Inc.
Clifford Design Associates, Inc.
State of FLORIDA Sub-consultant
No 38797
[Signature]
Agent
(Print name of (if not) executing on behalf of SBE-M/WBE Sub-consultant)

Aug 1 2013 10:54 AM
Date: 8/1/13

ATTACHMENT D

SCHEDULE # 2

LETTER OF INTENT TO PERFORM AS AN SBE OR M/WBE SUBCONSULTANT

PROJECT NO. N/A PROJECT NAME: PBC WUD – NROC O&M Building

TO: Mathews Consulting
(Name of Prime Consultant)

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: 6-26-2012

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):

Mechanical, Electrical, Plumbing, and Fire Protection Construction administration services.

at the following price \$ \$6,670.00
(Subconsultant's fee)

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 subconsultant, the amount of any such subcontract must be stated: \$ N/A

The undersigned subconsultant understands that the provision of this form to prime consultant does not prevent subconsultant from providing services to other consultants.

Johnson, Levinson, Davila Ragan, Inc.
(Print name of SBE-M/WBE Subconsultant)

By: Charles Gableman
(Signature)

Charles Gableman / Vice President
(Print name/title of person executing on behalf of SBE-M/WBE Subconsultant)

Date: 08-01-2103

ATTACHMENT D

OSBA SCHEDULE 2 LETTER OF INTENT TO PERFORM AS AN SBE-M/WBE SUBCONTRACTOR

This document must be completed by the SBE-M/WBE Subcontractor and submitted with bid packet. Specify in detail, the particular work items to be performed and the dollar amount and/or percentage for each work item. SBE credit will only be given for items which the SBE-M/WBE Subcontractor is SBE certified to perform. Failure to properly complete Schedule 2 may result in your SBE participation not being counted.

NROC Initial O&M Building

PROJECT NUMBER: _____ PROJECT NAME: Construction Management Services.

TO: Mathews Consulting, Inc.
(Name of Prime Bidder)

The undersigned is certified by Palm Beach County as a - (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: 02/25/13 to 02/24/16

The undersigned is prepared to perform the following described work in connection with the above project. Additional Sheets May Be Used As Necessary

Line Item/ Lot No. Item Description	Qty/Units	Unit Price	Total Price/ Percentage
<u>Land Surveying</u>		<u>\$3,900.00</u>	<u>\$3,900.00</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

at the following price or percentage
\$3,900.00
(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 subcontract any portion of this job to a certified SBE or a non-SBE subcontractor, please list the name of the subcontractor and the amount below.

Price and/or Percentage N/A / N/A
(Name of Subcontractor)

The Prime affirms that it will monitor the SBE's listed to ensure the SBE's perform the work with its own forces. The undersigned subcontractor affirms that it has the resources necessary to perform the work listed without subcontracting to non-certified SBE or any other certified SBE subcontractors except as noted above.

The undersigned subcontractor understands that the provision of this form to Prime Bidder does not prevent Subcontractor from providing quotations to other bidders.

Print name of Prime Contractor

By: _____
Signature

Print name/title of person executing on behalf
Prime Contractor

Dennis J. Leavy and Associates, Inc.
Print name of SBE-M/WBE Subcontractor

By: David A. Bower
Signature

David A. Bower, Vice President
Print name/title of person executing on behalf
of SBE-M/WBE Subcontractor

Revised 10/11/2011

Date: August 1, 2013

SBE-6

ATTACHMENT - E

**AUTHORIZATION STATUS REPORT
GENERAL UTILITY, ARCHITECTURAL AND VALUE ENGINEERING SERVICES**

SUMMARY AND STATUS OF REQUESTS FOR AUTHORIZATIONS

Auth. No.	Description	Status	Project Total Amount	Date Approved	WUD No. Assigned	MC Project No.
1	Watergate Mobile Home Park Phase II - Cad Services	Approved	\$ 43,680.00	6/22/2011	11-110	1600
2	Water Treatment Plant No. 9 Hydrogeologic Services	Approved	\$ 14,830.00	8/9/2011	11-121	1604
2.1	Water Treatment Plant No. 9 Hydrogeologic Services - Additional Services	Approved	\$ 58,512.30	3/20/2013	11-121	1604
3	Water Treatment Plant No. 8 Hydrogeologic Services	Approved	\$ 47,179.00	8/9/2011	11-122	1605
4	Guaranteed Revenues and SDA Policy Analysis	Approved	\$ 38,610.00	8/9/2011	11-129	1608
5	GUA Absorption Study	Approved	\$ 48,950.00	8/9/2011	11-130	1609
6	2012 Miscellaneous Financial Services	Approved	\$ 43,450.00	9/12/2011	11-145	1611
6.1	2012 Miscellaneous Financial Services	Approved	\$ 46,750.00	2/29/2012	11-145	1611
7	R&R Funding and Financial Strategy Study	Approved	\$ 94,325.00	10/19/2011	11-151	1619
7.1	R&R Funding and Financial Strategy Study	Approved	\$ 42,900.00	5/22/2012	11-151	1619
8	New Production Wells at WTP 3 & WTP 8 - Cad Services	Approved	\$ 42,952.00	10/25/2011	12-006	1620
8.1	WTP No. 8 Proposed Wells- CADD Support Services	Approved	\$ 21,145.60	1/27/2012	12-006	1620
9	Subsurface Utility Eng- Haverhill Rd & Okeechobee Blvd	Approved	\$ 20,775.70	11/15/2011	12-025	1624
10	Subsurface Utility Eng- 4th St, from Ave E to Ave H	Approved	\$ 1,375.00	12/19/2011	11-119	1626
11	Hydrologic Modeling- WTP 8	Approved	\$ 41,646.00	1/17/2012	12-043	1628
12	CROC Site Plan Modifications Assistance	Approved	\$ 12,808.00	1/27/2012	12-044	1629
13	Subsurface Utility Engineering- WTP 3	Approved	\$ 22,000.00	2/29/2012	05-127	1636
14	WW Lift Station Rehab Project- Phase II- CAD Services	Approved	\$ 35,683.20	2/29/2012	11-139	1637
14.1	WW Lift Station Rehab Project- Phase II- CAD Services	Approved	\$ 35,683.20	6/18/2012	11-139	1637
15	Covered Bridge Blvd, 10" WM Ext: SUE Services	Approved	\$ 18,711.00	3/14/2012	12-017	1638
16	2012 Glades Utility Authority Bond Report	Approved	\$ 14,954.25	3/14/2012	12-050	1635
17	Business Case Evaluation Process	Approved	\$ 5,500.00	4/4/2012	12-051	1641
18	NROC O&M Building Design Services	Approved	\$ 122,763.80	8/14/2012	11-012	1645
18.1	NROC O&M Building - Additional Services	Approved	\$ 17,249.30	1/9/2013	11-012	1645
18.2	NROC O&M Building - Additional Services	Approved	\$ 5,998.10	4/4/2013	11-012	1645
19	Belle Glade Marina - Torry Island Rd: SUE Services	Approved	\$ 2,805.00	4/30/2012	12-047	1644
19.1	Belle Glade Marina - Torry Island Rd: SUE Services Credit	Approved	\$ (1,402.50)	5/7/2013	12-047	1644
20	2013 Bond Feasibility	Approved	\$ 47,850.00	5/22/2012	12-060	1648
21	NROC Final Design Plans	Approved	\$ 10,136.75	6/14/2012	11-012	1579a
22	Master Record Drawings for WUD Facilities	Approved	\$ 48,010.47	6/22/2012	12-058	1654
23	Review of City of WPB Water Use Permit	Approved	\$ 27,500.00	5/24/2012	12-065	1650
24	NROC Site CMS	Approved	\$ 97,589.60	10/24/2012	11-012	1679
25	BC Reclaimed Water Project Financial Analyses	Approved	\$ 14,850.00	7/5/2012	12-070	1657
25.1	BC Reclaimed Water Project Financial Analyses	Approved	\$ 34,210.00	7/26/2012	12-070	1657
26	2012-2013 Miscellaneous Financial Services	Approved	\$ 47,740.00	7/26/2012	12-075	1661
27	Mecca Repump Station Site Modifications	Approved	\$ 49,696.65	9/12/2012	12-076	1670
28	PBC-FPL Reclaimed Water Pipeline Wetland Compliance Monitoring Years 2-5	Approved	\$ 13,987.20	10/19/2012	08-031	1664
29	Belle Glade Abidjan Tract 3 Utilities Assessment	Deleted			12-081	
30	WTP 2 Wells Electrical Relocation	Approved	\$ 7,755.00	8/23/2012	12-080	1665
30.1	WTP 2 Wells Electrical Relocation	Approved	\$ 14,124.00	10/9/2012	12-080	1665
31	Lake Region WTP PW-9 and PW-10	Approved	\$ 80,492.15	10/3/2012	11-101	1673
31.1	Lake Region WTP PW-9 and PW-10	Approved	\$ 23,011.90	1/29/2013	11-101	1673
32	Fiscal Year 2012 Engineer's Bond and Insurance Report	Approved	\$ 16,527.35	10/18/2012	12-086	1678
33	Western 30-inch FM By-pass Cadd Services	Approved	\$ 46,256.00	10/19/2012	13-002	1677
33.1	Western 30-inch FM By-pass Cadd Services	Approved	\$ 46,256.00	3/18/2013	13-002	1677
33.2	Western 30-inch FM By-pass Cadd Services	Approved	\$ 46,256.00	7/3/2013	13-002	1677
34	Due Diligence Study for the Glades Utility Authority	Approved	\$ 93,475.00	11/7/2012	13-004	1675
35	2013 Regulatory and Legislative Assistance	Approved	\$ 33,000.00	11/14/2012	13-006	1676
36	Florida Mango Utility Easement Appraisal	Approved	\$ 4,133.60	1/9/2013	13-025	1687

ATTACHMENT - F

AUTHORIZATION STATUS REPORT GENERAL UTILITY, ARCHITECTURAL AND VALUE ENGINEERING SERVICES

SUMMARY OF SMALL BUSINESS TRACKING SYSTEM

	Total
Current Proposal	
Value of this Authorization	\$136,084.05
Value of SBE Letters of Intent	\$136,084.05
Actual Percentage	100.00%
Signed Authorizations	
Total Value of Authorizations	\$2,082,995.67
Total Value of SBE Signed Subcontracts	\$1,108,705.97
Actual Percentage	53.22%
Signed Authorizations Plus Current Proposal	
Total Value of Authorizations	\$2,219,079.72
Total Value of Subcontracts & Letters of Intent	\$1,244,790.02
Actual Percentage	56.09%
Goal	55%



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

Legend

- PBC WUD UTILITY SA
- - - Palm Beach County Limits
- Mandatory Reclaimed SA
- ★ Administration
- Water Reclamation Facility
- ▲ Water Treatment Facility
- ⊙ Wetlands

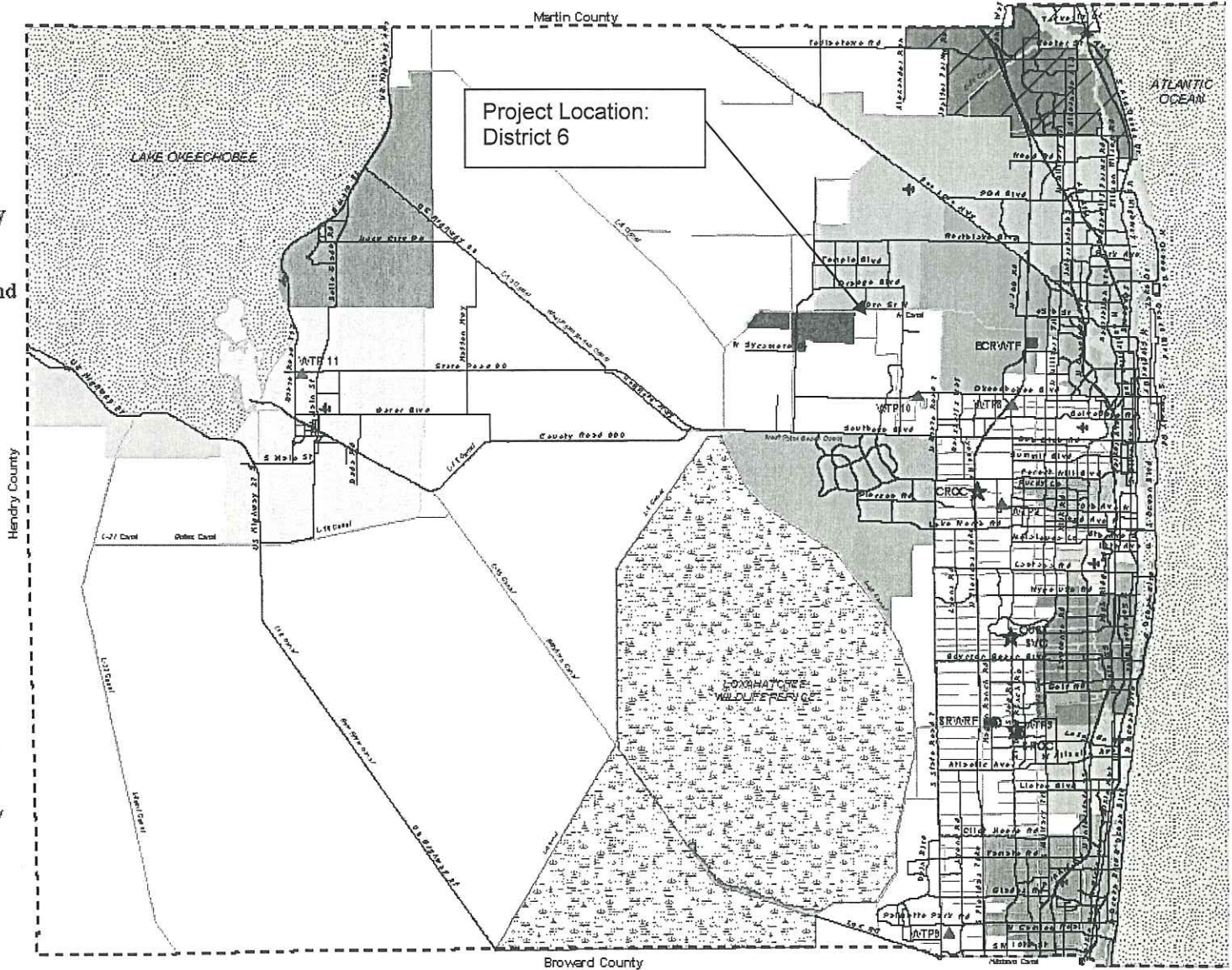


Figure 2-1