Agenda Item #3K-5

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date:

September 9, 2014

Consent [X]
Public Hearing []

Regular []

Department:

Water Utilities Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Supplement No. 2 to Consultant Services Authorization (CSA) No. 11 (R2014-0151) with Carollo Engineers, Inc. (R2011-0630) for Water Treatment Plant No. 2 Filter Replacement engineering services during construction in the amount of \$121,157.

Summary: On May 3, 2011, the Palm Beach County Board of County Commissioners (BCC) approved the Contract for Water Plant and Water Resources Engineering Services with Carollo Engineers, Inc. (R2011-0630) to obtain engineering/professional service for utility related projects. On February 4, 2014, the BCC approved CSA No. 11 with Carollo Engineers, Inc. (R2014-0151) for the Water Treatment Plant No. 2 Filter Replacement Engineering Services During Construction. This request is to expand the design consultant's scope of construction services for the WTP 2 Filter Replacement project. Due to an unforeseen condition, the Water Utility Department's (WUD) full time construction coordinator on this project will be on an extended medical leave for a period of approximately two (2) months. At this time WUD does not have the in house resources to adequately provide a replacement construction coordinator. Accordingly, Staff is recommending the services of our design consultant to provide the necessary inspections. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance is 15% overall. The contract with Carollo Engineers, Inc. provides for SBE participation of 26% overall. This Supplement has 0% of SBE participation. The cumulative SBE participation, including this Supplement is 28.32 % overall. Carollo Engineers, Inc. is a Palm Beach County company. This project is included in the FY14-15 Capital Improvement plan adopted by the Board of County Commissioners. (WUD Project No. 12-066) <u>District 2</u> (JM)

Background and Justification: On February 4, 2014, the BCC approved CSA No. 11 with Carollo Engineers, Inc for the Water Treatment Plant No. 2 Filter Replacement Engineering Services During Construction. This Supplement No. 2 will authorize Carollo Engineers, Inc. additional compensation to increase their construction phase services.

Attachments:

1. Location Map

2. Two (2) Original Supplement No. 7

Recommended By:	Department Director	8/26/14
	Department Director	Date
Approved By:	delle	9/1/14
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

2014	2015	2016	2017	2018	
\$121,157. 0 0 0 0	<u>0</u> <u>0</u> <u>0</u>	<u>0</u> <u>0</u> <u>0</u> <u>0</u>	<u>0</u> 0 0	<u>0</u> <u>0</u> <u>0</u> <u>0</u>	
\$121,157	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
nd 4011 Dept	721	Unit W002	Object	6541	
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 capital expenditure from user fees and balance brought forward. C. Department Fiscal Review:					
III. <u>REVIE</u>	W COMM	<u>ENTS</u>			
Contract Devel	<i>[</i> /	Contract Deve	Journal	Goul 9)4154	
	\$121,157. \[\frac{0}{0}{0} \] \$121,157 \[\text{0}{0} \] and 4011 Dept Reparres of Funds/Sexpenditure from Review: \[\text{UII. REVIEW: } \text{REVIEW: } \]	\$121,157. 0 0 0 0 0 0 0 0 0 \$121,157 0 and 4011 Dept 721 Budget? Yes X Reporting Cate reces of Funds/Summary expenditure from user fees Review:	\$121,157. 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	\$121,157.	

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

Attachment 1



Administration

Water Treatment Plant

Reclamation Facility

Wastewater Reclamation Facility
Wastewater Treatment Plant

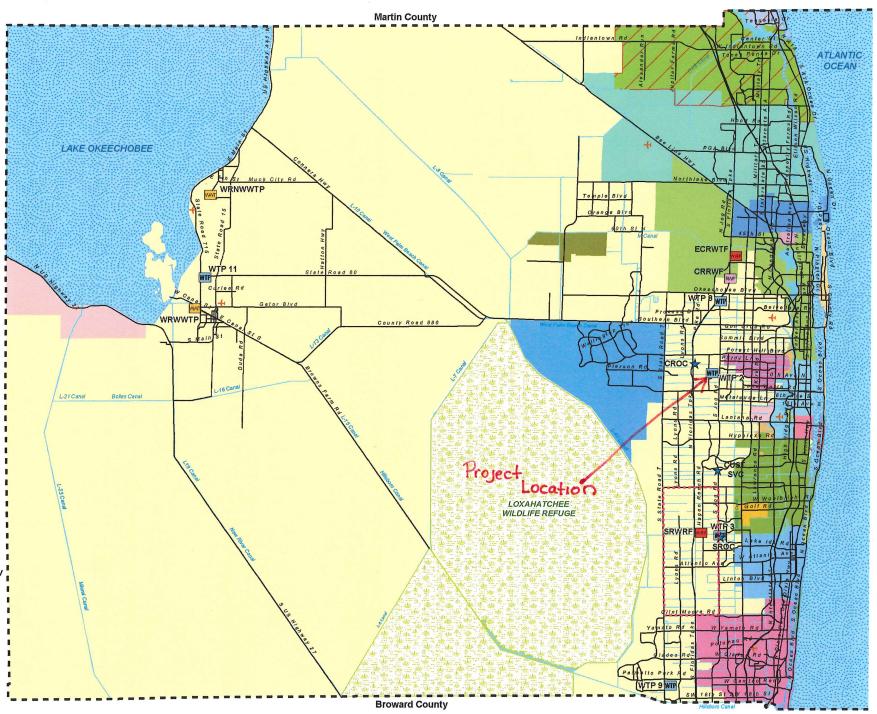
Mandatory Reclaimed SA

mandatory recolumned or

Palm Beach County Limits

P.B.C.W.U.D. Service Area





CONSULTANT SERVICES AUTHORIZATION NO. 11 SUPPLEMENT NO. 2

Project No. WUD <u>12-066</u> Budget Line Item No. <u>4011-721-W002-6541</u>

Project Title Water Treatment Plant No. 2 – Filter Replacement; Engineering Services <u>During Construction – Supplement No. 2</u>

District No.: 2

THIS SUPPLEMENT #2 to AUTHORIZATION #11 to the Contract for Consulting/Professional Services dated 05/03/2011 with an effective date of 06/03/2011 (R2011-0630), by and between Palm Beach County and the Consultant identified herein, is for the Consultant Services described in Item 3 of this Authorization. The Contract provides for 26% SBE participation overall. This Consultant Services Authorization includes 0% overall participation. The cumulative SBE participation, including this authorization is 28.32% overall. Additional authorization will be utilized to meet or exceed the stated overall participation goal.

- 1. CONSULTANT: Carollo Engineers, Inc.
- 2. ADDRESS: 9897 Lake Worth Road, Suite 302, Lake Worth, FL, 33467
- 3. Description of Services to be provided by the Consultant:

 <u>As an amendment to the on-going Water Treatment Plant No. 2 Filter Replacement, additional supervisory, inspection, and construction phase services shall be provided.</u>

See ATTACHMENT A.

4. Services completed by the Consultant to date (Summary and Status of Authorizations):

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 plus expenses, not to exceed \$ N/A
 - B. Fixed price of \$121,157.00
- 7. This Authorization may be terminated by the County without cause or prior notice. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed through the date of termination, together with reimbursable expenses (if applicable) then due.

Project No. WUD 12-066 Consultant Services Authorization No. 11 Supplement 2

Project Title Water Treatment Plant No. 2 – Filter Replacement; Engineering Services

<u>During Construction – Supplement No. 2</u>

- 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).
- EXCEPT AS HEREBY AMENDED, CHANGED OR MODIFIED, all other terms, conditions and obligations of the Contract dated 05/03/2011, effective 06/03/11 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 ATTEST:	Palm Beach County, Board of County Commissioners
Signed:	Signed: Priscilla A. Taylor, Mayor
Typed Name: Deputy Clerk	Date
Approved as to Form and Legal Sufficiency	
Signed:	
Typed Name:	
County Attorney	CONSULTANT:
ATTEST:	Al Mine
Witness Att (1)	Lyle Munce, P.E Vice President
Christopher Reinbold, P.E. – Associate	
Carollo Engineers Inc. is a Delaware	Thomas Gillogly, P.E. – Vice President

09/02/14

Carollo Engineers Inc. is a Delaware
Corporation qualified to do business in
the State of Florida. By corporate
resolution, all shareholders, including
Lyle Munce and Thomas Gillogly, are
authorized to execute contracts relating to
the firm's usual and customary
engineering business on behalf of Carollo
Engineers, Inc.

LIST OF ATTACHMENTS

Project No. WUD 12-066 Consultant Services Authorization No. 11 Supplement 2

Project Title Water Treatment Plant No. 2 – Filter Replacement; Engineering Services During Construction – Supplement No. 2

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/MWBE Tracking
ATTACHMENT - G	Location Map

ATTACHMENT A

CONSULTANT SERVICES AUTHORIZATION NO. 11

SUPPLEMENT NO. 2

PALM BEACH COUNTY WATER UTILITIES DEPARTMENT ENGINEERING/PROFESSIONAL SERVICES

SCOPE OF WORK FOR

INTRODUCTION

Palm Beach County (COUNTY) entered into an agreement entitled Contract for Engineering/ Professional Services - Palm Beach County Utilities Department Project No. WUD <u>11-001</u> (CONTRACT) with. <u>Carollo Engineers, Inc.</u> (CONSULTANT) to provide engineering services for various general activities on (Reference Document <u>R2011-0630</u>). This Consultant Service Authorization will be performed under that CONTRACT.

This Consultant Services Authorization encompasses providing services related to the engineering services during construction of the Water Treatment Plant No. 2 Filter Replacement.

BACKGROUND

CONSULTANT has designed, permitted, and bid a water treatment filter addition at WTP 2. These new dual media filters with reinforced concrete construction will replace the existing train 1 and 2 steel constructed filters (the filters associated with Precipitator Nos. 1 and 2). The filter addition will include backwash and transfer pumps, a filter air scour system, a washwater recovery basin and pump station, associated electrical and instrumentation, site and drainage improvements. The existing filters, ozone contact basin, and 1 MG water storage tank will be demolished. This CSA supplement will include additional supervisory, inspection, and construction phase services to support the County during construction.

SCOPE OF SERVICES

CONSULTANT shall perform the engineering Scope of Services as described herein. The following construction engineering and inspection support services have been based upon the direction provided by PBCWUD staff.

Task 1 – Resident Project Representative, Engineering Site Coordination, and Inspection Services. The primary objective is to provide personnel full time during the Contractor's normal working hours (7:00am – 3:30pm, Monday through Friday) to represent the Owner and Engineer in a conscientious and professional manner.

Responsibilities include:

 Provide inspections of the work as it progresses for compliance to the Contract Documents and accepted submittals.

- Notification to Contractor if any material portion of the work does not conform to the requirements of the Contract Documents and record in daily log.
- A daily report will be prepared that includes a recording of the day's happenings, the Contractor's activities, activities of subcontractors, and record number of employees and major equipment onsite, and any direction given or project decisions made regarding the work.
- Coordinate and schedule activities of materials testing firm and surveying crews.
- Maintain a log of all inspections by outside agencies (i.e. Building Department).
- Report to the County any specific tolerance governing the Contractor's work found to be unrealistic.
- When work is to be corrected by the Contractor, follow it up daily.
- If a dangerous condition is observed, Contractor will be promptly notified and record of discussion will be recorded in daily report.
- Report to County any situation that may delay the completion of the project.

Task 2 – Construction Manager Services. Responsibilities include:

- Representation of the County: Includes day to day management associated with oversight of Contractor's activities. All contractor communication will be processed through Consultant. Consultant shall act on behalf of County as described in General Conditions.
- Construction Meetings: Prepare agenda, Consultant to preside over meeting, prepare and distribute detailed minutes of all meetings held.
- Interpretations and Clarifications: Consultant shall review requests from Contractor with respect to quality, operations, schedule, or cost, and prepare and issue necessary interpretations to Contract Documents. (i.e. requests for time associated with weather, request for change orders due to circumstances beyond Contractor's control, etc.). Consultant shall issue work change directives, in consultation with County, that do not affect cost, schedule, quality or utility operations. Consultant shall prepare Change Orders for County execution.
- Examination of Schedule of Values: Consultant shall review schedule of values with updated percent completes and inspect stored materials monthly.
- Examination of Construction Schedule: Consultant shall review construction schedule no less frequently than monthly. This includes a review of any changes to schedule logic, Contractor's remediation plan for schedule recovery, and evaluation of how much float was consumed during the month either for Owner or Contractor consumed float, or weather. Consultant shall indicate in writing to the County the adequacy and accuracy of any such schedule and/or logic updates.
- Review of Request for Payment: Consultant shall review Contractor pay requests
 and recommend amounts due to Contractor per Contract. This includes
 inspection of the work and/or stored materials to confirm percent complete,
 evaluation of the Contractor's rate of progress, review of quality of work
 completed to date, and provide certification to County as to payment amount
 recommended by Consultant to Contractor.
- Contract Interpretations: Consultant shall be the initial interpreter of the requirements of drawings, specifications, contract for construction, and performance thereunder of Contractor. Consultant shall provide written or graphical interpretations for the proper execution or progress of the work. Consultant shall determine all matters relating to aesthetic effect and function of the items being constructed by Contractor.
- Change Order Preparation: Consultant shall prepare change order documentation for execution by County. This includes preparation of figures,

- drawings, or references that may be necessary for full execution of Change Orders. Technical review of change orders is provided in original CSA.
- Submittal coordination services: Consultant shall provide submittal coordination services for submittals that require review by Palm Beach County Building Dept., Palm Beach County Health Dept., LWDD, SFWMD, or FDEP. Any changes to the work, whether proposed by Contractor or based on differing field conditions, are anticipated to require submittal to these departments for review. Contractor shall be responsible for submitting the required applications and Consultant shall prepare the review packages. Consultant shall provide Engineer-of-Record services such as technical review of each package prior to submission.

Task 3 — Construction Manager Transitional Support Services. It is anticipated that the County will provide a Construction Manager that will resume the construction management services described in Task 2 following completion of the identified service period by Consultant. This individual may or may not already be employed by the County. It is anticipated to take this individual a period of time to transition to fully fill this role as the project has already commenced and the individual will not have a familiarity with the project specific documents. Consultant will support the Construction Manager during this transitional period while the County's Construction Manager will take on progressively more of the construction management responsibilities until familiar enough with the project specifics, County's standard contract and general conditions, contract documents (technical specifications and drawings), and day to day operations and activities of the Contractor to resume full Construction Manager responsibilities.

Services Not Included In Scope of Services

- > Patent related dispute services.
- Geotechnical materials testing
- > Litigation services.
- Permitting application fees.
- Warranty services
- > Additional services not otherwise provided for in this Scope of Services.

COMPENSATION

Fixed price as identified in Attachment B.

ATTACHMENT B

BUDGET SUMMARY

						fication and H	ourly Rate			
Task		Partner in	Senior Project	Project	Senior	Civil/Process		Senior	Total	Sub
Number	Task Description	Charge	Manager	Engineer	Specialist	Engineer	Technician	Clerical	Labor	Consultant
										Services
1	Resident Project Representative									
	Period of Two Months (44 working days)			212		140			352	
2	Construction Manager Services							***************************************		
	Period of Three Months (3 working days per week)									
	Representation of County		6	84	12	36			138	
	Construction Meetings			12				12	24	
	Interpretations and Clarifications		9	24		12			45	
	Examination of Schedule of Values			12					12	
	Examination of Construction Schedule			12	6				18	
	Review of Request for Payment			12	****				12	
	Contract Interpretations			12					12	
	Change Order Preparation			12		12		3	27	<u> </u>
	Submittal Coordination Services					12	12		24	
3	Construction Manager Transition Services									
	Period of Two Months (1 working day per week)		4	40	2	20		2	68	
	Labor Subtotal hours Labor Raw costs	0	19 \$75.00	432 \$60.00	20 \$70,00	232	12	17	732	
	labor Multiplier	\$80.00	\$75.00	3	3	\$46.00 3	\$30.00 3	\$26.00 3		
	Labor Subtotal	\$0	\$4,275	\$77,760	\$4,200	\$32,016	\$1,080	\$1,326		
	Labor Total			****					\$ 120,657	
	SBA Subconsultant Labor Total									\$0
	SBA Subconsultant Mulitplier									1.1
	SBA Subcontract Total									\$0
	Other Direct Costs (Reproduction, Mileage, Shipping)								\$ 500	
	Project Total									\$121,157

ATTACHMENT - C

PROJECT SCHEDULE

The completion dates for this work will be as follows (starting from CONSULTANT'S receipt of Notice-to-Proceed).

Engineering Services	<u>Completion Date</u>
	<u>Number of Days</u> <u>From Notice to</u> <u>Proceed</u>
Task 1	60
Task 2	90
Task 3	150

ATTACHMENT D

SCHEDULE #1

LIST OF PROPOSED SBE-M/WBE PRIME/SUBCONSULTANTS

PROJECT NAME:	WTP No.	2 Filter Replacement	 Engineering Servi 	ces During (<u>Co</u> PROJE	ECT NUMBER	R: <u>WUD 12-06</u> 6	3
NAME OF PRIME BIDDEI CONTACT PERSON: BID OPENING DATE:		ngineers, Inc. ce, P.E Vice Preside	ent	- - -		561-868-840		e 302, Lake Worth, FL 33467 0. <u>561-868-6401</u> es
		PL	EASE IDENTIFY AI	LL APPLICA	BLE CATEG	ORIES		
Name, Address and Telep	hone	(Check one or b	oth Categories)				Dollar Am	ount
Number of Minority Consu	ltant	Minority Business	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
				\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$
				\$	\$	\$	\$	
				\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$
PRIME CONSULTANT TO	COMPLE	TE:	TOTAL	\$ -	\$	\$ -	\$ -	\$ -
BID PRICE: \$121,157		Total Value o	f SBE Participation:	No Addition	al SBE Partici	pation in this	Supplement	

NOTE:

- 1. The amount listed on this form for a Subconsultant must be supported by price or percentage included on Schedule 2 or a proposal from each
- Subconsultant listed in order to be counted toward goal attainment.

 2. Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and M/WBE, please indicate the dollar amount under the appropriate category.

 3. M/WBE information is being collected for tracking purposes only.

ATTACHMENT D

SCHEDULE 2

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

PROJECT NO. Replacement	. WUE	12-066	PR	OJECT	NAME:	WTP	No.	2	Filter
TO: No additio	nal SBE/l		icipation in this (Name of Prime		ent				
The undersigne	ed is certi	fied by Palm	Beach County	as a(n) –	(check on	e or mo	re, as a	pplic	able):
Small E	Business	Enterprise		Mino	ority Busin	ess Ente	erprise _		
Black His	spanic	Women _	Caucasiar	nOt	her (Pleas	se Speci	fy)		
Date of Palm B	each Cou	ınty Certificat	tion:				-		
The undersigned (Specify in deta	l is prepare il, particul	ed to perform t ar work items	he following dese	cribed worl	k in connec erformed):	tion with	the abov	e pro	ject
Line Item/Lot No.	Item Des	cription	Qty	/ / Units	Unit P	rice	Total	Price	
					h				
at the following p	rice								
,		(Subconsultan	t's Quote)						
And will enter int Palm Beach Cou certified SBE \$	nty. If ur subcons	ndersigned into ultant, the	ends to sub-sub	contract a	ny portion	of this su	bcontra	ct to	ct with a non- stated:
The undersigned subcontractor fro	subcontra m providin	ictor understar g quotations to	nds that the provo	vision of thi	s form to p	rime bidd	ler does	not p	revent
				(Prin	t Name of S	BE-M/W	BE Sub	consu	Itant)
				Ву: _		(Signat	ure)		
					t name/title alf of SBE-				
				Date					

ATTACHMENT - E

AUTHORIZATION STATUS REPORT

SUMMARY AND STATUS OF REQUESTS FOR AUTHORIZATIONS

Auth.			Project	Date	WUD No.	Consultant's
No.	Description	Status	Total Amount	Approved	Assigned	Project No.
1	WTP 8 High Service Pump Evaluation	Approved	\$29,280	06/10/11	11-075	8684B.00
2	Distribution System Security Enhancement Program Pilot Test of Distribution System Security Monitoring Technologies	Approved	\$98,900	06/08/11	10-072	8645A.00
3	Water Masterplan Update	Approved	\$254,708	08/16/11	11-118	8558C.00
3.1	Water Masterplan Update – Supplement No. 1	Approved	\$15,001	03/14/12	11-118	8558C.00
4	Distribution System Blending Water Quality and Organoleptic Evaluation	Approved	\$36,029	08/29/11	11-142	8558D.00
5	WTP 3 Permeate Pipeline Replacement Engineering During Construction	Approved	\$85,270	04/27/12	11-074	8685A.20
6	WTP 2 Filter Replacement Conceptual Plan	Approved	\$96,657	06/27/12	12-066	8241B.00
6.1	WTP 2 Filter Replacement Conceptual Plan	Approved	\$0.00	12/14/12	12-066	8241B.00
7	Glades Region Water Master Plan	Approved	\$186,000	08/14/12	12-068	8558E.00
8	WTP 2 Filter Replacement Design	Approved	\$926,373	12/14/12	12-066	8241B.10
9	WTP 3 Clean-in-Place Piping Assessment and Repl.	Approved	\$33,090	12/14/12	11-074	8685B.10
10	WTP 8 Ozone Replacement Conceptual Plan	Approved	\$99,642	01/24/13	13-022	8684C.00
11	WTP 2 Filter Replacement – Engineering Services During Construction	Approved	\$675,933	02/21/14	12-066	8241B.20
11.1	WTP 2 Filter Replacement – Engineering Services During Construction – Supplement 1	Approved	\$14,044	03/13/14	12-066	8241B.20
11.2	WTP 2 Filter Replacement – Engineering Services During Construction – Supplement 2	Pending	\$121,157	Pending	12-066	8241B.20
					-	
		NA .				
	Total		\$2,672,084			1

ATTACHMENT - F

AUTHORIZATION STATUS REPORT

SUMMARY OF SBE / MINORITY BUSINESS TRACKING

		Total	SBE
Current F	Proposal		
	Value of Authorization No. 11 – Supp. 2	\$121,157	
	Value of SBE - M/WBE Letters of Intent	\$0	\$0
	Actual Percentage	0.00	0.00
Signed A	uthorizations		
	Total Value of Authorizations	\$2,550,927	
	Total Value of SBE - M/WBE Signed Subcontracts	\$756,846	\$756,846
	Actual Percentage	29.66	29.66
Signed A	uthorizations Plus Current Proposal		
	Total Value of Authorizations	\$2,672,084	\$2,672,084
	Total Value of Subcontracts & Letters of Intent	\$756,846	\$756,846
	Actual Percentage	28.32	28.32
GOAL		26%	26%

ATTACHMENT G

