

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

Meeting Date: November 18, 2014

Consent Regular
Public Hearing

Department: Water Utilities Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: **A)** Consultant Services Authorization (CSA) #2 from MWH Americas, Inc. (MWH), in the amount of \$1,945,414.60 for Capital Improvement Program (CIP) Management and Implementation Services; **B)** a budget transfer of \$1,945,415 in the Water Utilities Department Revenue fund to reflect the shift in transfers from capital to operating; **C)** a budget amendment of \$1,945,415 in the Water Utilities Department Operations and Maintenance fund to establish budget for part A; and **D)** a budget amendment of \$1,945,415 in the Water Utilities Department fund to reflect the decrease in transfers to the Capital Improvement fund.

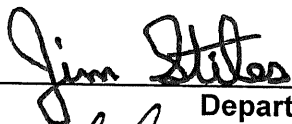
Summary: The Master Contract (R2014-1188) and CSA #1 (R2014-1189) for MWH Americas, Inc. was approved by the Board of County Commissioners on August 19, 2014. Under CSA #1, MWH, as Program Manager is responsible for working with Palm Beach County Water Utilities Department (WUD) staff to create a Project Delivery System, validation of WUD's CIP projects, creation of packages of projects that can be grouped for more efficient procurement and delivery, development of schedules and budgets for the various project packages, development of a CIP delivery plan, and identification of requirements for project and program controls. Under CSA #2, the Program Manager will provide resources and personnel supplemental to WUD capabilities, and begin the process of using the tools developed in CSA #1 to begin accelerated project delivery of the CIP projects. In addition, MWH will also train WUD staff in the project delivery system they have developed for our CIP. WUD's CIP has grown to \$400 Million between FY2015-2020 due to significant need to repair and replace (R & R) older and deteriorating infrastructure and plant facilities. This accelerated R & R initiative is necessary to maintain the integrity of the WUD system as well as uninterrupted quality of services to its customers. MWH Americas, Inc., will provide communication, planning services, oversight of staff and design professionals for projects from design through construction; provide coordination of permitting and approvals; and provide coordination between WUD Engineering and Operations and Maintenance Divisions. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance (R2002-0064) is 15% overall. The contract with MWH Americas Inc., provides for SBE participation of 23.7% overall. This CSA includes 15.20% overall participation. The cumulative SBE participation, including this Authorization, is 14.05% overall reflecting an increase from 11.05% under CSA#1. (WUD Project No. 14-054) Countywide (MJ)

Background and Justification: Historically WUD has been able to sustain a level of CIP implementation of approximately \$30 Million per year, therefore additional resources, tools and procedures are needed in order to implement the five (5) year CIP. In addition, MWH Americas, Inc., will work with WUD not only on Capital projects but on critical Repair and Replacement (R&R) projects that are being identified as part of the utilities asset management program. CSA #2 provides engineering consulting services to accelerate project delivery per the overall CIP schedule and implement the program tools. Specific services to be provided include: integration with WUD staff to form a Program Team focused on delivery of the CIP while simultaneously providing technical and advisory services; MWH staff will be responsible to refine and maintain Program controls and tools and to train WUD staff to use them; and MWH will provide project managers to supplement WUD's staff in managing the critical planning phase of various CIP packages. A document management system will be implemented through a Sharepoint Collaboration Site which will also be used to manage all the CIP projects within this program and after all the Program Management services have been completed.

Attachments:

1. Location Map
2. Two (2) Original Consultant Services Authorization #2
3. Revenue Fund Budget Transfer Form
4. Operations and Maintenance Fund Budget Amendment Form
5. Capital Improvement Fund Budget Amendment Form

Recommended By:

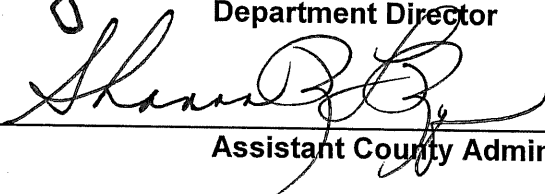


Department Director

10-21-14

Date

Approved By:



Assistant County Administrator

10-29-14

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures	<u>\$1,945,414.60</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>\$1,945,414.60</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Budget Account No.:	Fund <u>4001</u>	Agency <u>720</u>	Org. <u>2323</u>	Object <u>3120</u>	

Is Item Included in Current Budget? Yes No

Reporting Category N/A

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

The Consultant Service Authorization be funded by Water Utility Department user fees.

C. Department Fiscal Review: Delrammit

III. REVIEW COMMENTS

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

[Signature]
10/23/14 OFMB

[Signature] 10/29/14
Contract Development and Control
10-29-14 Bidheeler

B. Legal Sufficiency:

[Signature] 10/30/14
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**

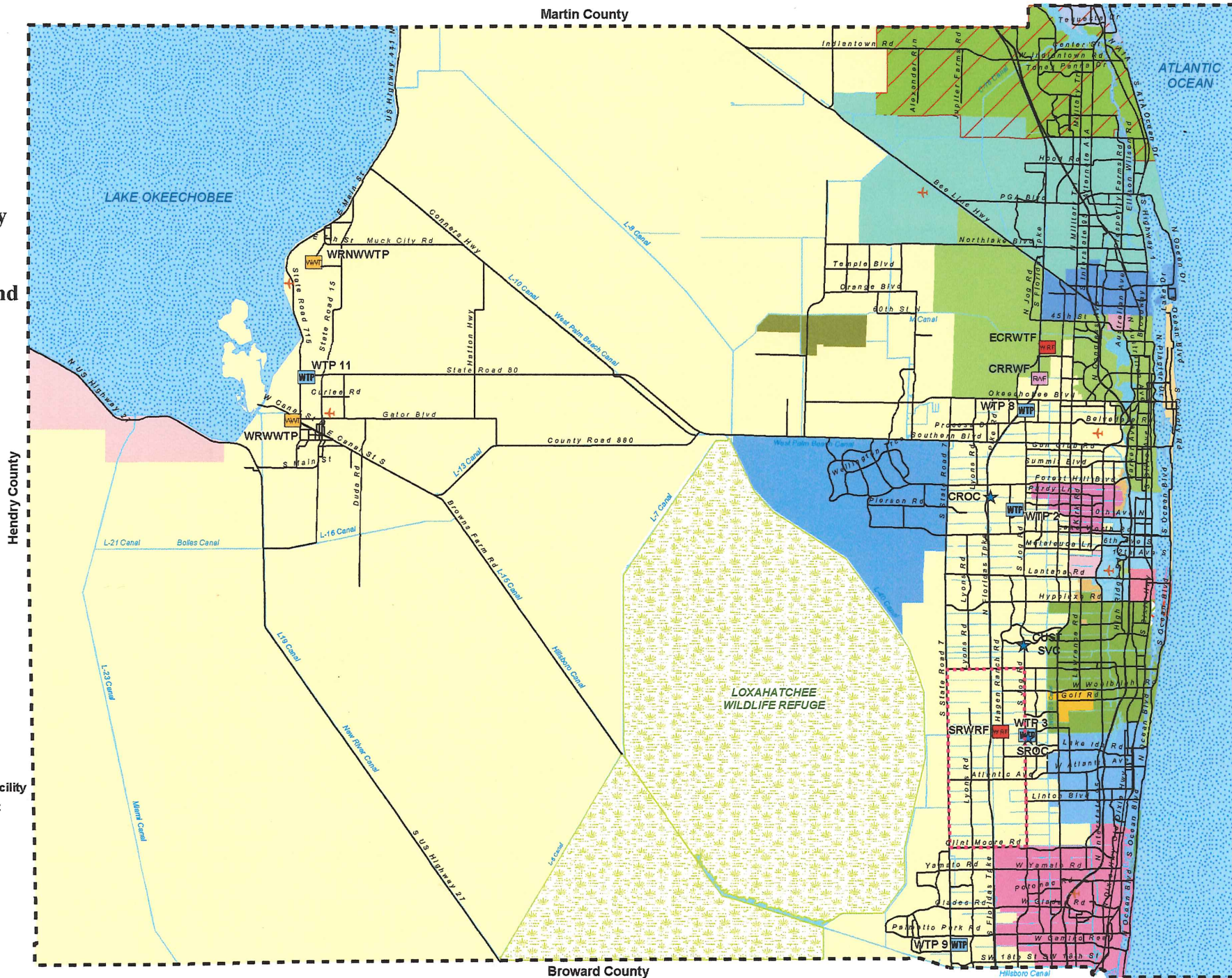
Attachment 1

Legend

- Administration
- Water Treatment Plant
- Reclamation Facility
- Wastewater Reclamation Facility
- Wastewater Treatment Plant
- Mandatory Reclaimed SA
- Palm Beach County Limits
- P.B.C.W.U.D. Service Area



NOT TO SCALE



CONSULTANT SERVICES AUTHORIZATION NO. 002

Project No. WUD 14-054

Budget Line Item No. 4001-720-2323-3120

Project Title: Capital Improvement Program Management and Implementation Services

District No.: All

THIS AUTHORIZATION #002 to the Contract for Consulting/Professional Services dated August 19, 2014 (R2014-1188), 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 23.7% SBE participation overall. This Consultant Services Authorization includes 15.20% overall participation. The cumulative SBE participation, including this authorization is 14.05% overall reflecting an increase from 11.05% under CSA#1. Additional authorizations will be utilized to meet or exceed the stated overall participation goal.

1. CONSULTANT: MWH Americas, Inc.
2. ADDRESS: 100 South Dixie Highway, Suite 300, West Palm Beach, FL 33401
3. Description of Services to be provided by the Consultant:
Provide resources and personnel supplemental to WUD capabilities, and begin accelerated delivery of the CIP projects using tools developed under CSA#1. In addition, begin implementation of these tools on County servers for current and future use, as well as training WUD staff to use the tools to expedite delivery of the CIP. Along with expedited delivery, a primary focus of these services is to help reduce the backlog of R&R (repair or replace) work necessitated by deterioration of plant facilities and infrastructure associated with aging and use.

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 \$ _____
 - B. Fixed price of \$ 1,945,414.60
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 14-054 Consultant Services Authorization No. 002

Project Title Capital Improvement Program Management and Implementation Services

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 August 19, 2014 remain in full force and effect.

Project No. WUD 14-054 Consultant Services Authorization No. 002

Project Title Capital Improvement Program Management and Implementation Services

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: _____
_____, Mayor

Typed Name: _____
Deputy Clerk

_____ Date

Approved as to Form and Legal
Sufficiency

Signed: _____

Typed Name: _____
County Attorney

CONTRACTOR:
MWH Americas, Inc.

ATTEST:

Witness

Julie L. McDonald Program Manager
(Signature)

Julie Labonte, Director of Programs
(Name and Title)

(Name and Title)

(CORPORATE SEAL)

17 Oct 2014
Date

LIST OF ATTACHMENTS

Project No. WUD 14-054 Consultant Services Authorization No. 002

Project Title Capital Improvement Program Management and Implementation Services

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. 002

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 14-054 (CONTRACT) with MWH Americas, Inc. (CONSULTANT) to provide engineering services for various general activities on (R2014-1188 adopted August 19, 2014). This Consultant Service Authorization will be performed under that CONTRACT.

This Consultant Services Authorization encompasses providing services related to the Capital Improvement Program Management and Implementation Services.

BACKGROUND

The 2015-2019 Capital Improvement Plan for PBCWUD consists of over 218 projects with a total value in excess of \$400M (PROGRAM). To assist PBCWUD staff in meeting the schedule for completion of the projects, MWH was selected to provide Program Manager Services, Project No. WUD 14-054. MWH's role as PROGRAM MANAGER is to develop and implement a project delivery system to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, and overall program management and reporting. PBCWUD and PROGRAM MANAGER staff will work together in the Program Management Office ("PMO") to be located at the PBCWUD Central Region Operations Building.

Under CSA #1, PROGRAM MANAGER was responsible for working with PBCWUD staff to create a Project Delivery System (PDS), validate the CIP projects, create "packages" of projects that can be grouped for more efficient procurement and delivery, develop more accurate schedules and budgets for each project and the overall CIP, and develop a plan and templates for project and program controls.

Under CSA#2, PROGRAM MANAGER shall provide supplemental resources to accelerate project delivery per the overall CIP schedule and implement the program tools.

SCOPE OF SERVICES

In close coordination with PBCWUD, PROGRAM MANAGER shall perform the programmatic Scope of Services as described herein, of which there are three major objectives:

1. Overall Program Management of PBCWUD's CIP: The objective of the work

outlined in this CSA is for PROGRAM MANAGER staff to integrate with PBCWUD Engineering staff to form a PROGRAM Team focused on delivery of the CIP while simultaneously providing technical and advisory support. Further, PROGRAM MANAGER staff is responsible to implement and maintain the PROGRAM and train PBCWUD staff in use of the PROGRAM controls and tools.

2. Provide Project Managers to supplement PBCWUD's staff in managing the critical planning phase of various CIP packages; each Project Manager to manage 2 to 3 project packages. Work on these project packages will begin in early FY15 and management efforts will continue through successive project delivery phases under this and future CSAs.
3. Develop the program systems and tools as defined and agreed during performance of CSA #1.

KPIs. In order to measure PROGRAM and PROGRAM MANAGER performance, Key Performance Indicators ("KPIs") for each task within this CSA will be identified prior to the start of work under this CSA. Additional KPIs may be developed and utilized as directed by PBCWUD in writing. Performance measured by the KPIs will be collected and reported by the PROGRAM MANAGER at the Weekly PROGRAM Review Meetings (outlined in Task 1 of this CSA). PBCWUD staff will direct PROGRAM MANAGER on which KPIs to include in the Monthly and Semi-Annual PROGRAM Status Report for external use.

All KPIs shall be included, at a minimum, in the Monthly PROGRAM Status Report for internal use. KPIs exist in a graphical dashboard that shows the PROGRAM and project status, that will be accessible to PBCWUD and PROGRAM MANAGER staff once the systems and tools to be implemented under Task 3 are functional. PBCWUD staff shall review KPIs and provide feedback to PROGRAM MANAGER staff on the PROGRAM and PROGRAM MANAGER's performance.

For PROGRAM issues identified in the KPIs, PBCWUD and PROGRAM MANAGER staff shall develop mitigation measures to be implemented. This review and analysis shall be conducted at the Weekly PROGRAM Review Meetings. For PROGRAM MANAGER issues, PBCWUD staff shall meet with the appropriate PROGRAM MANAGER management staff at a mutually agreed upon time to gain feedback and provide direction on mitigation measures.

PROGRAM MANAGER shall provide the services and deliverables set forth in this CSA to the satisfaction of PBCWUD's Director of Engineering.

Task No. 1: PROGRAM Management and PROGRAM Administration

- A. Services: The PROGRAM will require overarching management and administration to support the total scope of services in this CSA and in support of delivery of the PBCWUD CIP. PROGRAM MANAGER's Program Manager will coordinate with PBCWUD on the overall direction of the PROGRAM and the

integration of PROGRAM MANAGER staff with PBCWUD staff in order to form a fully integrated PROGRAM Team. PROGRAM MANAGER's Senior Administrative Assistant will provide direct administrative support to Program Manager in tracking of tasks and development of deliverables.

Program Manager shall:

1. Establish and Maintain the PMO: The PMO shall include the core PROGRAM Team with assistance as requested by PBCWUD from additional PROGRAM MANAGER resources. PBCWUD shall provide office support infrastructure for PROGRAM MANAGER and Sub-Consultant staff.
2. Assist PBCWUD staff in creating collaborative work teams to ensure that lines of communication and reporting are consistent with current PBCWUD policies.
3. Manage PROGRAM MANAGER and SUB-CONSULTANT staff.
4. Manage delivery of the CIP by the integrated PBCWUD/PROGRAM MANAGER PROGRAM Team.
5. Identify and track PROGRAM related risks and develop and present appropriate mitigation strategies to PBCWUD.
6. Conduct the following progress and coordination meetings with PBCWUD staff:
 - i. Weekly PROGRAM review meetings with PBCWUD's Engineering/PROGRAM Director to review PROGRAM status, potential needs, issues and mitigation measures, and potential changes to projects.
 - ii. Monthly Progress Meetings with PBCWUD's Executive Leadership Team to provide a comprehensive overview of PROGRAM and Project performance.
7. Assist PBCWUD staff in Reporting as requested:
 - i. Provide documentation in support of internal and external PBCWUD meetings
 - ii. Attend meetings as requested by PBCWUD

B. Deliverables:

1. Documents for weekly staff meetings:
 - i. Materials in preparation for the meeting, including, but not limited to, agendas and memos
 - ii. Documentation of meeting results such as meeting minutes, outline of decisions made and follow-up assignments for Program Manager and/or PBCWUD staff

2. Documents for monthly progress meetings:
 - i. Materials in preparation for the meeting, including but not limited to, agenda and memos
 - ii. Information used in facilitating meeting such as PowerPoint presentations
 - iii. Documentation of meeting results such as meeting minutes, outline of decisions made and follow-up assignments for PROGRAM MANAGER and/or PBCWUD staff
3. Miscellaneous reports addressing various facets of the PROGRAM or specific projects as requested.

C. Resources:

1. Program Manager
2. Senior Administrative Assistant

Task No. 2: PROGRAM Project Management

A. Services: The PROGRAM involves successful delivery of the capital projects detailed in the CIP and each project requires management from inception to completion. PROGRAM MANAGER shall provide Project Managers to supplement PBCWUD's project management staff and PROGRAM MANAGER's Project Managers shall be fully responsible for management of assigned projects. Specific services to be performed are:

1. Provide Project Managers to work as part of an integrated team with PBCWUD staff.
2. Manage assigned projects in accordance with the PDS developed under CSA#1 and other PBCWUD requirements.
3. Prepare or provide input to monthly project status reports used to document progress and to inform senior PBCWUD leadership regarding project and PROGRAM status.
4. Prepare correspondence, legislation, and other documents required as part of the PDS for delivery of assigned projects.
5. Assist in mentoring and training PBCWUD project managers in capital project management techniques and best practices.

B. Deliverables:

1. Monthly Project Status Reports (by project)

2. Documentation required for project delivery pursuant to the PDS; e.g. completed checklists, budget requests, CCNA related documents, etc.

C. Resources:

1. Senior Project Manager
2. Project Managers

Task No. 3: PROGRAM Controls Implementation Services:

- A. Services: Efficient delivery of the CIP will require development and implementation of program and project level systems and tools to satisfy the requirements identified as part of CSA#1. These tools will allow the PROGRAM MANAGER and PBCWUD to effectively manage PROGRAM costs, schedule, and budget, perform PROGRAM and financial reporting functions, and provide document control support.

PROGRAM MANAGER will provide systems and tools development staff throughout the duration of this CSA. These individuals will work with PBCWUD IT staff in the development of the systems and tools to be hosted by PBCWUD. PROGRAM MANAGER's systems and tools development staff are based at other locations and will travel to and from those locations to Palm Beach County as required to perform the required development work.

PROGRAM MANAGER will also provide implementation staff working out of PBCWUD facilities to perform the scheduling, document controls, and reporting functions described below.

PROGRAM MANAGER, with input, review and approval by PBCWUD staff, will implement the plan developed under CSA #1 for the development and configuration of the systems and tools for PROGRAM controls, reporting, document management and collaboration to include:

1. Standard Program and Project Work Breakdown Structure (WBS);
2. Standard Project Schedule Template;
3. Financial and cost reporting systems and procedures;
4. Document management systems and procedures;
5. Schedule management systems and procedures;
6. Reporting, dashboard and analytics systems and requirements;
7. Interface with PBCWUD systems and software;
8. Management of potential integration points

Task 3.1 Provide Scheduling Support

As agreed upon under CSA#1, PROGRAM MANAGER will utilize P6 to analyze and implement PBCWUD's PROGRAM cost, schedule, resource and

risk information into a database environment. Access to this environment will be provided to PBCWUD staff by PROGRAM MANAGER through a hosted environment to be accessed by those designated by PBCWUD to have update, reporting or read access. PROGRAM MANAGER will work with designated PBCWUD personnel to provide access and will periodically update the information.

PROGRAM MANAGER shall provide a P6 scheduler to work with PROGRAM MANAGER's and PBCWUD's project managers to develop and maintain more detailed and comprehensive project schedules than those produced during CSA#1 as well as a Master PROGRAM schedule. Information from these schedules will be used for reporting and decision-making purposes.

Task 3.2 Implement Document Management System

PROGRAM MANAGER will implement a Document Management system compatible with the PBCWUD Information Technology standards as agreed and designed under CSA #1.

PROGRAM MANAGER will complete the task per the implementation plan for the Document Management System which will include:

1. System implementation;
2. Schedule testing, configuration, training, and roll-out to end users;
3. Implement new Document Management tools and procedures beginning with FY15 projects;
4. Provide tool to access and view documents via SharePoint for projects initiated prior to FY15. These documents will remain on the PBCWUD server (G-Drive) but will be visible within SharePoint utilizing an off-the-shelf Web Part.

PROGRAM MANAGER shall provide a Document Management Specialist to perform document management functions in support of the PROGRAM.

Task 3.3 SharePoint Collaboration Site Implementation

PROGRAM MANAGER will work with County staff to implement a SharePoint collaboration site to provide a portal to the PBCWUD document management system, project dashboards, CIP Tool, Project Delivery System documentation, and communications.

The SharePoint Collaboration Site will be hosted by PBCWUD, PBCWUD will provide designated MWH staff with VPN or equivalent access as required to remotely manage and support the SharePoint Collaboration Site for the PROGRAM. If VPN access is not possible, PBCWUD will provide an alternative method for PROGRAM MANAGER staff to support PBCWUD IT staff in the administration, configuration, support, and trouble-shooting of the SharePoint Collaboration Site remotely.

PBCWUD shall provide all necessary hardware and software components needed to implement the dashboard and reporting functionality. These requirements include both a TEST environment and a PRODUCTION environment so proper testing of system functionality can be performed prior to roll-out to the PRODUCTION environment.

Task 3.4 Reporting and Dashboards Implementation

PROGRAM MANAGER will finalize performance reporting and executive dashboards as part of CSA #2. These reports will provide PBCWUD with transparency to project and operational performance data, and provide PBCWUD senior staff with access to project, portfolio, and operation-wide business driver Program information, budget charts, and other performance data that has been loaded into the system.

Task 3.4 consists of two activities. At the conclusion of this task, PROGRAM MANAGER will develop and deploy the PROGRAM Performance Reporting System, which will include the PROGRAM Dashboard and Reports definition and layout.

Activity 3.4.1 Implement Performance Dashboard and Reports

PROGRAM MANAGER will implement the performance dashboards developed under CSA#1. Dashboard pages will be implemented at a project level to support progress and performance for individual projects, as well as at a PROGRAM level to support overall PROGRAM progress and KPI performance measurement. A specific set of report templates will also be designed and developed by the PROGRAM MANAGER to support printing or emailing of reports.

PBCWUD shall provide all necessary periodic data exports, in the format needed from the CIP system to support the performance reporting system, from existing enterprise systems (e.g. CIP) to support population of the various dashboards and reports within the SharePoint Collaboration Site.

Activity 3.4.2 Deploy Performance Reporting System

A Business Intelligence (BI) reporting engine and underlying data repository will be configured by PROGRAM MANAGER to work within the PBCWUD SharePoint system. The specific BI engine to be deployed will be determined through collaboration with PBCWUD IT staff. Engines under consideration are Crystal Reports (already in use within PBCWUD), SQL Server Reporting Services (SSRS)(part of the standard Microsoft SQL Server suite), or WebFocus (utilized by PROGRAM MANAGER for its hosted program portal services for other clients).

PROGRAM MANAGER with PBCWUD IT collaboration will deploy a user interface to access the executive dashboards and available performance report templates as defined in the approved performance dashboard and report design documentation.

PROGRAM MANAGER working in conjunction with PBCWUD IT will configure the BI platform to integrate with various data sources available from the PBCWUD, including accessing project schedule and cost information from the

systems established under this task.

B. Deliverables:

1. Master PROGRAM schedule and monthly updates
2. Individual project schedules
3. Various schedule reports as needed to effectively manage the PROGRAM
4. Systems and tools documentation
5. PROGRAM and project report templates and dashboards
6. Monthly PROGRAM and project reports

C. Resources:

1. Program Controls Manager
2. Scheduler
3. Document Control Specialist
4. PROGRAM/Project Controls Implementation Specialists

Task No.4: PROGRAM Technical Support

- A. Services: Throughout the PROGRAM situations will arise when specialized technical expertise or cost estimating support will be needed. The PROGRAM MANAGER shall support PBCWUD in these situations by providing technical and cost estimating resources on an as required basis. Specific services to be performed may include:
1. Alternatives analysis as part of Planning and Design.
 2. Value engineering.
 3. Providing technical expertise not readily available within PBCWUD or through PBCWUD's current consulting engineering contracts on short notice as required during planning, design, construction, or closeout.
 4. Performing technical or cost estimate reviews for special projects, as requested by PBCWUD.
 5. Providing expertise to assist with implementation of PBCWUD's asset management efforts as they relate to PROGRAM execution.

6. Preparation of cost estimates pursuant to AACE guidelines, or review and comment on estimates prepared by others.
7. Other services as required and agreed upon by PROGRAM MANAGER and PBCWUD.

B. Deliverables:

1. Technical memoranda or reports, as warranted, identifying the work performed, alternatives developed, value engineering recommendations, or issues investigated and findings.
2. Cost estimates or check estimates.

C. Resources:

1. Professional Engineer/Scientist
2. Cost Estimator

Task No. 5: PROGRAM Communications

A. Services: PROGRAM MANAGER's Communications Manager shall be responsible for updating and maintaining the Communications Plan developed as part of CSA #1 and for supporting development of monthly Program Reports. In addition, as requested by PBCWUD, Communications Manager shall provide communications support as requested to include:

1. Preparation of documents for presentation to the Board of County Commissioners
2. PBCWUD website announcements
3. Public outreach events such as meetings, mailings, and web-based information sharing (such documents may include photos, and information fliers)

B. Deliverables:

1. Components of Monthly Program Reports
2. Documents in support of PBCWUD presentations to the Board of County Commissioners
3. Public outreach as directed by PBCWUD staff

C. Resources: Communications Specialist

COMPENSATION

Lump Sum as provided in Attachment B.

SCHEDULE

Work to be performed between October 1, 2014 and March 31, 2015 per Attachment C.

ATTACHMENT B

CONSULTANT SERVICES AUTHORIZATION NO. 2 - Year 1 - Capital Improvement Program Management and Implementation Services
COMPENSATION FEE BREAKDOWN

Assumptions:

1. CSA covers the period Oct 1, 2014 through March 31, 2015
2. Multiplier for staff based in PBCWUD facilities 2.86 ; Multiplier for staff traveling to/from PBCWUD to support the Program 3.00
3. Allow 500 hours for Principal Professional technical support to be provided on an as required basis.
4. Allow 500 hours for Cost Estimating support to be provided on an as required basis.
5. Foresight Communications to provide 40 hours of communications support/month for reporting and other communications needs on an as required basis.
6. Provide 2 vehicles for staff use for project site visits.
7. Provide \$5,000.00 for misc. ODCs incurred during the period.
8. All software required for systems and tools implementation to be provided by PBCWUD.
9. One project manager reports for work on/about Jan 1, 2015.
10. MCO to provide an Admin Assistant and Document Control Specialist on/about Oct 1, 2014.
11. MCO to provide a full-time scheduler and part-time program controls manager on/about Dec 1, 2014 upon conclusion of work these individuals will perform under CSA#1.

Task No.	Task Description	Labor Classification								Labor Hours	Labor Subtotal	Subconsultants	Subconsultants w/ 10% Markup	CAD (\$16.75/hr)	ODCs	TOTAL
		Program Manager McDonald, Jack	Program Manager - Controls Larson, Marvin	Principal Professional Hiele, Eric Stevens, Greoory Henderson, Cathy TBD	Supervising Professional Smith, Timothy	Supervising Professional - Controls Boren, Silas Sosa, Andrew	Professional Engineer Ward, Adam	Associate / Engineer Hink, Kristin	Estimator Matt McCrev							
Task 1	Program Management	1000 1000		0	0	0	0	0	0	1000 1000	\$238,009.20 \$238,009.20	\$72,000.00 \$72,000.00	\$79,200.00 \$79,200.00	\$0.00	\$28,000.00 \$18,000.00 \$5,000.00	\$340,209.20 \$335,209.20 \$5,000.00
Task 2	Project Management	0		0	1000 1000	0	500 500	1000 1000	0	2500 2500	\$338,266.60 \$338,266.60	\$30,613.76 \$30,613.76	\$33,675.14 \$33,675.14	\$0.00	\$0.00	\$371,941.64 \$371,941.64
Task 3	Program/Project Controls	0	640 640	1660 520 540 500 460	0	1320 600 720	0	0	0	3820 1760 1260 800 920	\$692,212.66 \$360,535.60 \$26,720.00 \$29,392.00 \$204,345.97 \$80,000.00 \$88,000.00 \$127,331.08 \$50,400.00 \$0.00 \$167,269.10	\$157,120.00 \$26,720.00 \$29,392.00 \$88,000.00 \$55,440.00 \$0.00	\$172,832.00 \$29,392.00 \$88,000.00 \$55,440.00 \$0.00	\$0.00	\$130,000.00 \$130,000.00	\$895,044.66 \$519,927.60 \$292,345.97 \$182,771.08 \$188,619.10 \$198,619.10
Task 4	Technical Support	0		460	0	0	0	0	0	460 460	\$0.00 \$0.00	\$38,000.00 \$38,000.00	\$39,600.00 \$39,600.00	\$0.00	\$0.00	\$39,600.00 \$39,600.00
Task 5	Communications	0		0	0	0	0	0	0	0 0	\$0.00 \$0.00	\$38,000.00 \$38,000.00	\$39,600.00 \$39,600.00	\$0.00	\$0.00	\$39,600.00 \$39,600.00
Labor Subtotal Hours		1000	640	2120	1000	1320	500	1000	460	8040						
Average Raw Salary Rate		\$83.22	\$91.35	\$70.74	\$88.05	\$41.65	\$55.41	\$32.62	\$50.47							
Multiplier		2.86	3.00	3.00	2.86	3.00	2.86	2.86	3.00							
Billing Rate = Average Raw Salary Rate X Multiplier		\$238.01	\$274.05	\$212.22	\$166.02	\$124.65	\$158.47	\$93.01	\$151.41							
TOTAL		\$238,009.20	\$175,392.00	\$449,903.16	\$166,023.00	\$164,538.00	\$79,236.30	\$93,007.20	\$69,648.60	\$1,435,757.46	\$1,435,757.46	\$295,733.76	\$325,307.14	\$0.00	\$184,350.00	\$1,945,414.60
Subconsultants																
Subconsultant	MCO Construction & Services, Inc. (McNeill, Ann, Scheduler, Admin, an	\$259,733.76		13.35%												
Subconsultant	Foresight Communications	\$36,000.00		1.85%												
Subconsultant Subtotal		\$295,733.76		15.20%												

ATTACHMENT - C

PROJECT SCHEDULE

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

<u>Engineering Services</u>	<u>Completion Date</u>
Services Described in Attachment A	March 31, 2015

ATTACHMENT D

SCHEDULE #1

LIST OF PROPOSED SBE-M/WBE PRIME/SUBCONSULTANTS

PROJECT NAME: Capital Improvement Program Management and Implementation Services PROJECT NUMBER: WUD 14-054

NAME OF PRIME BIDDER: MWH Americas, Inc. ADDRESS: 100 S. Dixie Highway, Suite 300, West Palm Beach, FL 33401

CONTACT PERSON: Jack McDonald PHONE NO. 678-428-6328 FAX NO. 561-650-0074

BID OPENING DATE: N/A DEPARTMENT Water Utilities Department

PLEASE IDENTIFY ALL APPLICABLE CATEGORIES

Name, Address and Telephone Number of Minority Consultant	(Check one or both Categories)				Dollar Amount		
	Minority Business	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
MCO Construction & Services, Inc. 900 W. 13th St., Riviera Beach, FL 33404	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 259,733.76	\$			\$
Foresight Communications & Consulting, Inc. 6168 Royal Birkdale Dr., Lake Worth, FL 33463	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$	\$ 36,000.00	\$	\$
	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$
	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$
	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$
PRIME CONSULTANT TO COMPLETE:	TOTAL		\$ 259,733.76	\$ -	\$ 36,000.00	\$ -	\$ -
BID PRICE: \$ 1,945,414.60	Total Value of SBE Participation:		\$ 295,733.76				

- 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. WUD 14-054

PROJECT NAME: Capital Improvement Program Management and Implementation Services

TO: MWH Americas, Inc.

(Name of Prime Bidder)

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

Small Business Enterprise

Minority Business Enterprise

Black Hispanic Women Caucasian Other (Please Specify) _____

Date of Palm Beach County Certification: 12/15/11

The undersigned is prepared to perform the following described work in connection with the above project
(Specify in detail, particular work items or parts thereof to be performed):

Line Item/Lot No.	Item Description	Qty / Units	Unit Price	Total Price
<u>1</u>	<u>Pgm Spt & Proj Controls Svcs</u>	<u>1</u>	<u>\$259,733.76</u>	<u>\$259,733.76</u>

Provide program/project management support by providing an administrative assistant and project manager, and provide project controls support by providing a Program/Project controls manager, a P6 scheduler, and a document control specialist at the following price

\$259,733.76

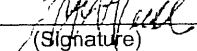
(Subconsultant's Quote)

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

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

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

MCO Construction & Services, Inc.
(Print Name of SBE-M/WBE Subconsultant)

By: 
(Signature)

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

Date: 10/17/14

ATTACHMENT D

SCHEDULE 2

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

PROJECT NO. WUD 14-054

PROJECT NAME: Capital Improvement Program Management and Implementation Services

TO: MWH Americas, Inc.

(Name of Prime Bidder)

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

Small Business Enterprise

Minority Business Enterprise

Black Hispanic Women Caucasian Other (Please Specify) _____

Date of Palm Beach County Certification: 1/23/2014

The undersigned is prepared to perform the following described work in connection with the above project (Specify in detail, particular work items or parts thereof to be performed):

Line Item/Lot No.	Item Description	Qty / Units	Unit Price	Total Price
<u>1</u>	<u>Communications Services</u>	<u>1</u>	<u>\$36,000.00</u>	<u>\$36,000.00</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

at the following price
\$36,000.00

(Subconsultant's Quote)

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

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

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

Foresight Communications & Consulting, Inc.
(Print Name of SBE-M/WBE Subconsultant)

By: Linda M. Culbertson
(Signature)

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

Date: 9/24/14

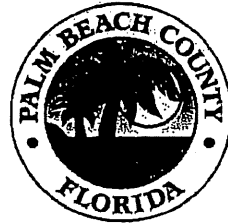
ATTACHMENT - F

AUTHORIZATION STATUS REPORT

SUMMARY OF SBE / MINORITY BUSINESS TRACKING

	Total	SBE
Current Proposal		
Value of Authorization No.	\$1,945,414.60	
Value of SBE - M/WBE Letters of Intent	\$295,733.76	\$295,733.76
Actual Percentage	15.20%	15.20%
Signed Authorizations		
Total Value of Authorizations	\$750,000.00	
Total Value of SBE - M/WBE Signed Subcontracts	\$82,920.00	\$82,920.00
Actual Percentage	11.05%	11.05%
Signed Authorizations Plus Current Proposal		
Total Value of Authorizations	\$2,695,414.60	
Total Value of Subcontracts & Letters of Intent	\$378,653.76	\$378,653.76
Actual Percentage	14.05%	14.05%
GOAL	23.7%	23.7%

ATTACHMENT G

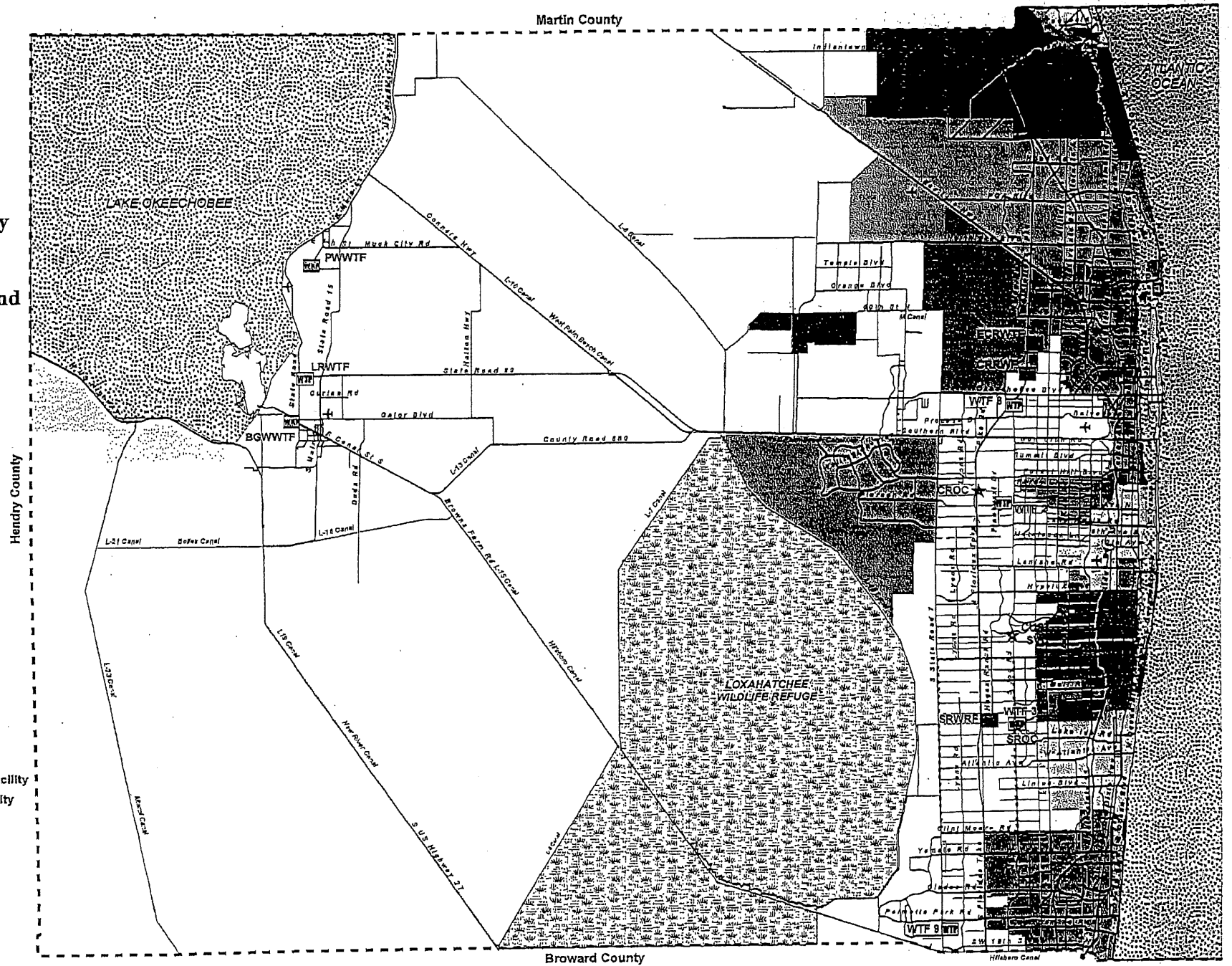


Palm Beach County Water Utilities Department Service Area (SA) and Major Facilities

- Legend**
- ★ Administration
 - WTF Water Treatment Facility
 - RF Reclamation Facility
 - WRF Wastewater Reclamation Facility
 - WTRF Wastewater Treatment Facility
 - Mandatory Reclaimed SA
 - - - Palm Beach County Limits
 - P.B.C.W.U.D. Service Area



NOT TO SCALE



**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET: TRANSFER
FUND 4000: Water Utilities Department Revenue Fund**

Use this form for items not anticipated in the budget

Number	Account Name	Original Budget	Current Budget	Increase	Decrease	Adjusted Budget	Encumbered As of 10/6/15	Remaining Balance
<u>Expenditures and Reserves</u>								
40008209000-9209	Transfer to Fund 4001	138,197,847	138,197,847	1,945,415		140,143,262	0	140,143,262
40008209000-9211	Transfer to Fund 4011	26,847,853	26,847,853		1,945,415	24,902,438	0	24,902,438
Total expenditures and reserves		180,269,000	180,269,000	1,945,415	1,945,415	165,045,700	0	165,045,700

<u>Water Utilities Department</u>	Signatures	Date	By Board of County Commissioners
Initiating Department/Division	<u><i>Debra M West</i></u>	<u>10/20/14</u>	At Meeting of _____
Administration/Budget Department Approval	_____	_____	Deputy Clerk to the
OFMB and Budget Department - Posted	_____	_____	Board of County Commissioners

**BOARD OF COUNTY COMMISSIONERS
 PALM BEACH COUNTY, FLORIDA
 BUDGET: AMENDMENT
 FUND 4001: Water Utilities Operations and Maintenance Fund**

Use this form for items not anticipated in the budget

Account		Original Budget	Current Budget	Increase	Decrease	Adjusted Budget	Encumbered As of 10/6/15	Remaining Balance
Number	Name							
<u>Receipts and Revenues</u>								
40018004200-8208	Transfer from Fund 4000	138,197,847	138,197,847	1,945,415	0	140,143,262		
Total receipts and revenues		<u>141,616,047</u>	<u>141,616,047</u>	<u>1,945,415</u>	<u>0</u>	<u>140,143,262</u>		
<u>Expenditures and Reserves</u>								
40017202323-3120	Engineering Fees	0	0	1,945,415	0	1,945,415	0	1,945,415
Total expenditures and reserves		<u>141,616,047</u>	<u>141,616,047</u>	<u>1,945,415</u>	<u>0</u>	<u>143,561,462</u>	<u>0</u>	<u>1,945,415</u>

<u>Water Utilities Department</u>	Signatures	Date	By Board of County Commissioners
Initiating Department/Division	<u>Delura M. Vest</u>	<u>10/20/14</u>	At Meeting of _____
Administration/Budget Department Approval	_____	_____	_____
OFMB and Budget Department - Posted	_____	_____	Deputy Clerk to the Board of County Commissioners

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET: AMENDMENT
FUND 4011: Water Utilities Capital Improvement Fund**

Use this form for items not anticipated in the budget

	Account	Original Budget	Current Budget	Increase	Decrease	Adjusted Budget	Encumbered As of 10/6/15	Remaining Balance
Number	Name							
<u>Receipts and Revenues</u>								
40118004211-8208	Transfer from Fund 4000	26,847,853	26,847,853		1,945,415	24,902,438		
Total receipts and revenues		245,201,670	238,707,040	0	1,945,415	24,902,438		
<u>Expenditures and Reserves</u>								
40117209900-9909	Reserves for Improvement Program	69,564,731	69,564,731		1,945,415	67,619,316	0	67,619,316
Total expenditures and reserves		245,201,670	238,707,040	0	1,945,415	67,619,316	0	67,619,316

	Signatures	Date	By Board of County Commissioners At Meeting of _____
<u>Water Utilities Department</u>	<u><i>Delora M. Whit</i></u>	<u>10/20/14</u>	_____
Initiating Department/Division	_____	_____	Deputy Clerk to the
Administration/Budget Department Approval	_____	_____	Board of County Commissioners
OFMB and Budget Department - Posted	_____	_____	