

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

**Meeting Date:** July 7, 2015

**Consent** [X]  
**Public Hearing** [ ]

**Regular** [ ]

**Department:** Water Utilities Department

**I. EXECUTIVE BRIEF**

**Motion and Title:** **Staff recommends motion to approve:** Consultant Services Authorization (CSA) No. 12 for the East Central Regional (ECR) Reclaimed Office & Storage Facility Project with Mathews Consulting, Inc. in the amount of \$132,514.74.

**Summary:** On June 3, 2014, the Board of County Commissioners (BCC) approved the Water Utilities Department (WUD) Contract for General Utility, Architectural & Value Engineering Services with Mathews Consulting, Inc. (R2014-0823). CSA No. 12 will provide for construction management services related to the construction of the ECR Reclaimed Office & Storage Facility Project (ECR Project). 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 80% overall. This CSA includes 100% overall participation. The cumulative SBE participation, including this CSA is 65.26% overall. Mathews Consulting, Inc. is a Palm Beach County company. (WUD Project No. 13-061) District 7 (MRE)

**Background and Justification:** WUD supplies customers with reclaimed water produced by the ECRWRF. In order to improve the operations of the reclaimed facility, the County is upgrading the ECRWRF onsite reclaimed water facilities through the construction of an additional building within the footprint of the onsite water reclamation facility for the purpose of storing necessary inventory, chemicals, parts and equipment. CSA No. 12 provides for construction management services during the construction of the ECR Project.

**Attachments:**

1. Location Map
2. Two (2) Original CSA No. 12

Recommended By:

  
Department Director

6-26-15  
Date

Approved By:

  
Assistant County Administrator

7/2/15  
Date

## **II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u><del>\$132,515</del></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><del>\$132,515</del></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 4041 Dept 721 Unit W032 Object 6543

Reporting Category **N/A**

Is Item Included in Current Budget?      Yes   **X**      No

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

The project will be paid for by bond proceeds that will then be reimbursed by Florida Power and Light.

C. Department Fiscal Review: Debra M West


### III. REVIEW COMMENTS

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

Sherry B...

*Dr. J. Jacobson* 7/11/15  
Contract Development and Control  
7-1-15 *B. Wheeler*

### B. Legal Sufficiency:

 7/4/15  
Assistant County Attorney

**C. Other Department Review:**

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Purchasing Department Director

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

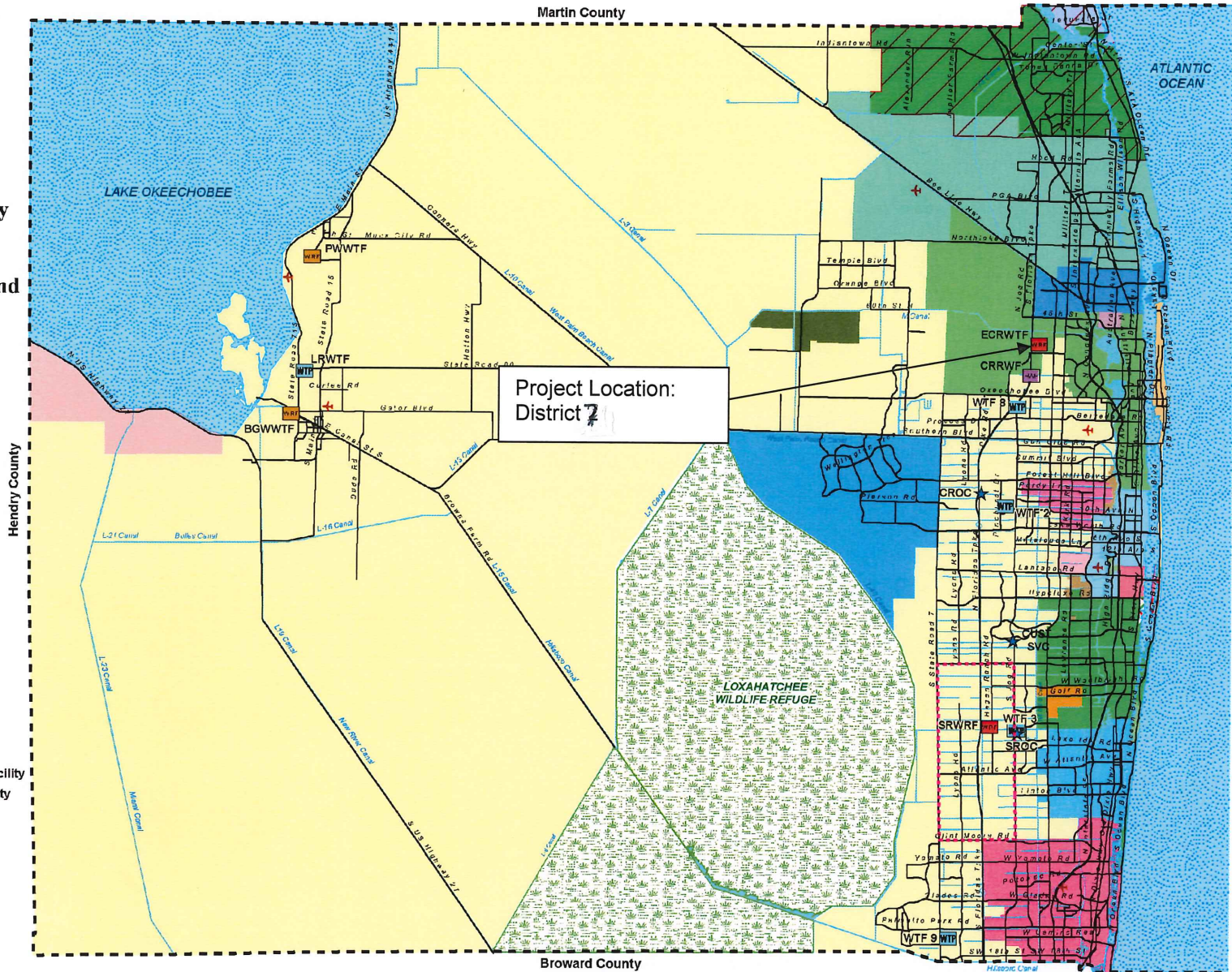


**Palm Beach County  
Water Utilities  
Department  
Service Area (SA) and  
Major Facilities**

Attachment 1

**Legend**

- ★ Administration
- WTF Water Treatment Facility
- RFP Reclamation Facility
- WRP Wastewater Reclamation Facility
- WRT Wastewater Treatment Facility
- Mandatory Reclaimed SA
- - - Palm Beach County Limits
- P.B.C.W.U.D. Service Area



## CONSULTANT SERVICES AUTHORIZATION NO. 12

Project Title: East Central Regional (ECR) Reclaimed Office & Storage Facility – Construction Management Services

Project No. WUD 13-061

Budget Line Item No. 4041-721-W032-6543

District No.: 7

THIS AUTHORIZATION # 12 to the Contract for Consulting/Professional Services dated June 3, 2014 with an effective date of June 4, 2014 (Resolution/Document R-2014-0823), 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 80 % SBE participation overall. This Consultant Services Authorization includes 100% overall participation. The cumulative SBE participation, including this authorization 65.26% 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 ECR Reclaimed Office & Storage Facility.

**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 \$ 132,514.74
  - 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 13-061

Consultant Services Authorization No. 12

Project Title: East Central Regional (ECR) Reclaimed Office & Storage Facility -- Construction Management 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 June 3, 2014 with an effective date of June 4, 2014 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: \_\_\_\_\_  
Shelley Vana, Mayor

Typed Name: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date

Jer

Approved as to Form and Legal Sufficiency

Signed: \_\_\_\_\_

Typed Name: \_\_\_\_\_  
County Attorney

CONSULTANT: \_\_\_\_\_  
MATHEWS CONSULTING, INC.

ATTEST:

Witness

(Name and Title)

(Signature)

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

\_\_\_\_\_  
Date

## LIST OF ATTACHMENTS

Project No. WUD 13-061 Consultant Services Authorization No. 12

Project Title: East Central Regional (ECR) Reclaimed Office & Storage Facility – Construction Management 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/WBE Tracking
ATTACHMENT – G	Location Map

## **ATTACHMENT A**

### **CONSULTANT SERVICE AUTHORIZATION NO. 12**

#### **PALM BEACH COUNTY WATER UTILITIES DEPARTMENT ENGINEERING/PROFESSIONAL SERVICES**

#### **SCOPE OF WORK FOR**

#### **East Central Regional (ECR) Reclaimed Office & Storage Facility – Construction Management Services**

### **INTRODUCTION**

Palm Beach County (COUNTY) entered into an agreement entitled Contract for Engineering/ Professional Services - Palm Beach County Water Utilities Department Project No. WUD 14-004 (CONTRACT) with Mathews Consulting, Inc. (MC or CONSULTANT) to provide engineering services for various general activities on June 3, 2014 with an effective date of June 4, 2014 (Reference Document R-2014-0823). This Consultant Service Authorization will be performed under that CONTRACT.

This Consultant Services Authorization provides Engineering Services during construction of the ECR Reclaimed Office & Storage Facility.

### **BACKGROUND**

Under the previous CSA #45 (R2011-0633), MC was authorized to proceed with design and preparation of the bid plans, specifications and construction cost estimates for the ECR Reclaimed Office & Storage Facility. The project is currently in the bidding and award phase.

Under this Consultant Services Authorization (CSA), CONSULTANT shall provide construction management services for the ECR Reclaimed Office & Storage Facility.

### **SCOPE OF SERVICES**

The following is a description of the Scope of Services to be provided under this CSA #12. 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 ten (10) month construction period (300 calendar days). The general services during construction shall include the following tasks:

- 1.1 CONSULTANT shall prepare conformed, "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.



- 1.2 CONSULTANT shall provide 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 seven (7) 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 part-time 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 weekly basis (10 hrs/week 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.
  - 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 City of West Palm Beach Building Department at the appropriate intervals and times. CONSULTANT shall follow-up as necessary to confirm the Contractor is resolving any Building Department initiated problems associated with the project.
- 1.8 Architectural/Engineering Inspections: CONSULTANT's architects/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.
- 1.11 CONSULTANT shall review the Contractor's final electronic Record Drawings for completeness. Deviations from the Final Design Drawings will be compiled by the Contractor and electronically incorporated onto the drawing files. Two (2) sets of final signed and sealed RECORD drawings by a Florida Registered Surveyor (and the drawings in Autocad.dwg and .pdf formats) will then be submitted by the Contractor to the CONSULTANT/COUNTY for review and approval. A minimum of one (1) hard copy

and one (1) electronic version of approved Record Drawings will be submitted to the COUNTY upon completion of the project. CONSULTANT shall review the Contractor's Final O&M Manuals for completeness. Three (3) sets of final O&M manuals and one (1) PDF copy shall be submitted to the COUNTY upon completion of the project.

## **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– Landscape & Irrigation Construction Management Services**

CONSULTANT shall furnish the services of a professional licensed landscape architect to provide landscaping and irrigation services during construction of the O&M Building. The landscape architect shall provide attendance at pre-construction meeting, review and approval of landscape/irrigation shop drawings, 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.

#### **ASSUMPTIONS**

1. City of West Palm Beach shall provide a Representative that will be available to coordinate tie-ins and access to ECR Facilities.
2. The COUNTY shall pay all fees associated with permit applications.
3. Permitting services assume up to a maximum of two (2) revision submittals are required to secure the City of West Palm Beach building permit.
4. The COUNTY shall contract separately with a materials testing laboratory to conduct all necessary materials testing for the project.

#### **COMPENSATION**

COUNTY agrees to pay CONSULTANT a fee of \$ 132,514.74 for the scope of services to be invoiced under the payment terms and conditions of the CONTRACT on an hourly, not-to-exceed basis. An approximate breakdown of the fee is shown in Attachment B.

**ATTACHMENT B**  
**CSA #12 - ECR Reclaimed Office & Storage Facility - Construction Management Services**  
**Budget Summary**

Task No.	Task Description	Labor Classification and Hourly Rates								
		Principal \$55.00	Sr Engineer \$48.00	Engineer I \$33.00	Senior Eng Tech \$37.00	Inspector \$29.00	Resident Engineer \$38.00	Technical Typist \$23.00	Total Labor	Sub- Consultant Services
<b>1</b>	<b>Construction Management Services</b>									
1.1	Prepare conformed documents	6			6				\$552.00	
1.2	Project Management	20					48		\$2,924.00	
1.3	Attend pre-construction and monthly meetings (11 mtgs)	8					55		\$2,530.00	
1.4	Receive shop drawings, samples & submittals	8					30	40	\$2,500.00	
1.5	Intpretation/clarifications of documents/RFIs	16					20		\$1,640.00	
1.6	Review monthly schedule (10 submittals)						28		\$1,064.00	
1.7	Resident project representation (10 hrs/week for 9 months)						390		\$14,820.00	
1.8	Periodic engineering site inspections/testing	20							\$1,100.00	
1.9	Substantial/Final completion inspections	8					16		\$1,048.00	
1.10	Final project certifications & closeout	12			4		6		\$1,036.00	
1.11	Final Record Drawings/O&M Manuals	4			8		24		\$1,428.00	
A1	Architectural Services - Subconsultant - Colome & Assoc.									\$8,655.00
A2	Structural Engineering Services - Subconsultant - BDA									\$17,758.00
A3	MEP Services - Subconsultant JLRD									\$6,670.00
A4	Landscaping/Irrigation - Subconsultant UDKS									\$4,925.00
	<b>Subtotal Task 1</b>	<b>102</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>617</b>	<b>40</b>	<b>\$30,642.00</b>	<b>\$38,008.00</b>
	Labor Subtotal Hours	102	0	0	18	0	617	40		\$38,008.00
	Labor Raw Costs	\$5,610.00	\$0.00	\$0.00	\$666.00	\$0.00	\$23,446.00	\$920.00	\$30,642.00	
	Labor Multiplier	2.97	2.97	2.97	2.97	2.97	2.97	2.97		
	Labor Subtotal	\$16,661.70	\$0.00	\$0.00	\$1,978.02	\$0.00	\$69,634.62	\$2,732.40	\$91,006.74	
	<b>Labor Total Costs</b>	<b>\$91,006.74</b>								
	Subconsultant Costs Total	\$38,008.00								
	<b>Reimbursable Expenses</b>	<b>\$3,500.00</b>								
	<b>Project Total</b>	<b>\$132,514.74</b>								

**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>Completion Date from NTP</u>
Conformed Documents & SS Plans For Building Permit	14 Days
Construction Services	300 Calendar Days**

\*\* (to commence upon Contractor's NTP)

ATTACHMENT D

SCHEDULE #1

LIST OF PROPOSED SBE-M/WBE PRIME/SUBCONTRACTORS

PROJECT NAME: ECR Reclaimed Office & Storage Facility  
NAME OF PRIME BIDDER: Mathews Consulting, Inc.  
CONTACT PERSON: Rene L. Mathews  
BID OPENING DATE: N/A

PROJECT NUMBER: WUD 13-061  
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

Name, Address and Telephone Number of Minority Contractor	PLEASE IDENTIFY ALL APPLICABLE CATEGORIES (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"/>	\$	\$	\$ 94,506.74	\$	\$		
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	\$	
Colome' & Assoc. 530 24th Street West Palm Beach, FL 33407	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$	\$ 8,655.00	\$	\$		
Bridge Design Associates 1402 Royal Palm Beach Blvd. #200 Royal Palm Beach, FL 33411	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	-	\$		\$ 17,758.00	\$	
UDKS 610 Clematis Street West Palm Beach, FL 33401	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$	-	\$ 4,925.00	\$	\$		
PRIME CONTRACTOR TO COMPLETE:	TOTAL		\$	-	\$ -	\$ 108,086.74	\$ 24,428.00	\$	-
BID PRICE: \$ 132,514.74	Total Value of SBE Participation:		\$	132,514.74					

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/Woman Business Enterprise as prescribed by Section 2-80.21– 2-80.35 of the Palm Beach  
County Code for a three year period from September 10, 2013 to September 9, 2016.*


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

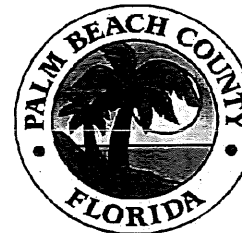
**Civil Engineering  
Engineer Services, Professional  
Environmental Engineering  
Environmental Permitting Services  
Waste Water Treatment Engineering**

**Palm Beach County Board of County Commissioners**

Steven L. Abrams, Mayor  
Priscilla A. Taylor, Vice Mayor  
Val R. Valeche  
Paulette Burdick  
Shelley Vana  
Mary Lou Berger  
Jess R. Santamaria

**County Administrator**  
Robert Weisman  
**Deputy County Administrator**  
Verdenia C. Baker

  
**Allen Gray, Manager**  
September 10, 2013





SCHEDULE 2

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

PROJECT NO. WUD 13-061 PROJECT NAME: ECR Reclaimed Office & Storage Bldg CMS

TO: Mathews Consulting, 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: 9-10-2013 to 9-9-2016

The services to be provided include the following- (Please check one.)

☐ Labor and Materials ☐ Materials Only

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
1	Construction Management			\$94,506.74

at the following price or percentage

\$ 94,506.74

(Subcontractor's quote)

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

If undersigned intends to sub-subcontract any portion of this subcontract to a non-certified SBE subcontractor, the amount of any such subcontract must be stated: (Price or percentage) \$ 0.00

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

Mathews Consulting, Inc.

(Print name of SBE-M/WBE Subcontractor)



By: \_\_\_\_\_

(Signature)

Rene L. Mathews, Pres.

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

Date: 3-23-15

SCHEDULE 2

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

PROJECT NO. WUD 13-061 PROJECT NAME: ECR Reclaimed Office & Storage Bldg CMS

TO: Mathews Consulting, 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: February 14, 2014 – February 13, 2017

The services to be provided include the following- (Please check one.)

☐ Labor and Materials ☐ Materials Only

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
1	Landscaping/Irrigation CMS			\$4,925.00

at the following price or percentage

\$ 4,925.00

(Subcontractor's quote)

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

If undersigned intends to sub-subcontract any portion of this subcontract to a non-certified SBE subcontractor, the amount of any such subcontract must be stated: (Price or percentage) \$ \_\_\_\_\_

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

Urban Design Kilday Studios

(Print name of SBE-M/WBE Subcontractor)

By: 

(Signature)

Kenneth G. Tuma, Managing Principal  
(Print name/title of person executing on  
behalf of SBE-M/WBE Subcontractor)

Date: March 5, 2015

**SCHEDULE 2**

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

PROJECT NO. WUD 13-061 PROJECT NAME: ECR Reclaimed Office & Storage Bldg CMS

TO: Mathews Consulting, 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: October 23, 2013

The services to be provided include the following- (Please check one.)

☐ Labor and Materials ☐ Materials Only

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
1	Structural Engineering CMS			\$17,758.00

at the following price or percentage

\$ 17,758.00  
(Subcontractor's quote)

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

If undersigned intends to sub-subcontract any portion of this subcontract to a non-certified SBE subcontractor, the amount of any such subcontract must be stated: (Price or percentage) \$ \_\_\_\_\_

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

Bridge Design Associates, Inc.

(Print name of SBE-M/WBE Subcontractor)

By: [Signature]  
(Signature)

Brian R. Rhaoul

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

Date: 3/5/15

SCHEDULE # 2

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

PROJECT NO. N/A

PROJECT NAME: PBCWUD – ECR Office & Storage Facility

TO: Mathews Consulting, 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 X

Minority Business Enterprise X

Black            Hispanic            Women X 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 February 20, 2015.

at the following price \$ \$8,655.00

(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: February 20, 2015

SCHEDULE 2

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

PROJECT NO. WUD 13-061 PROJECT NAME: ECR Reclaimed Office & Storage Bldg CMS

TO: Mathews Consulting, 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: 6-26-2012

The services to be provided include the following- (Please check one.)

☐ Labor and Materials ☐ Materials Only

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
1	MEP CMS			\$6,670.00

at the following price or percentage

\$ 6,670.00  
(Subcontractor's quote)

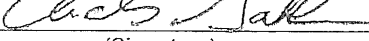
and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

If undersigned intends to sub-subcontract any portion of this subcontract to a non-certified SBE subcontractor, the amount of any such subcontract must be stated: (Price or percentage) \$ 0.00

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

Johnson, Levinson, Ragan, Davila, Inc.

(Print name of SBE-M/WBE Subcontractor)

By:   
(Signature)

Charles Gableman / President

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

Date: 3-5-2015

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

[illegible]

**ATTACHMENT - F**  
**AUTHORIZATION STATUS REPORT**

SUMMARY OF  
SBE / MINORITY TRACKING SYSTEM

		Total
<b>Current Proposal</b>		
Value of this Authorization		\$132,514.74
Value of SBE Letters of Intent		\$132,514.74
Actual Percentage		100.00%
<b>Signed Authorizations</b>		
Total Value of Authorizations		\$534,706.72
Total Value of SBE Signed Subcontracts		\$302,962.03
Actual Percentage		56.65%
<b>Signed Authorizations Plus Current Proposal</b>		
Total Value of Authorizations		\$667,221.46
Total Value of Subcontracts & Letters of Intent		\$435,476.77
Actual Percentage		65.26%
<b>Goal</b>		<b>80%</b>



ATTACHMENT G



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

