

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: August 18, 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. 7 for the GL09 Glades Infiltration and Inflow Projects Phase I with Hazen and Sawyer, P.C. in the amount of \$180,800.

Summary: On June 3, 2014, the Board of County Commissioners approved the Water Utilities Department (WUD) Engineering/Professional Services Contract with Hazen and Sawyer, P.C. (R2014-0821). CSA No. 7 provides for services relating to the manhole inspections and smoke testing of sewer main lines for the Sanitary Sewer Evaluation Survey (SSES) in the cities of Belle Glade, Pahokee and South Bay. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance (R2002-0064) is 15% overall. The contract with Hazen and Sawyer, P.C. provides for SBE participation of 22%. CSA No. 7 includes 37.66% overall participation. The cumulative SBE participation is 36.95% overall. Hazen and Sawyer, P.C. is a local Palm Beach County Company. (WUD Project No. 15-024) District 6 (MRE)

Background and Justification: The WUD operates and maintains sewer collection system service in the cities of Belle Glade, Pahokee and South Bay. The existing collection system in this area shows signs of infiltration and inflow (I&I). This I&I is evident due to the increase in flow in the sewer collection system during rain events and times of high water tables, and results in decreased system capacity and higher treatment costs. The scope of the project is to complete the first phase of a SSES by performing an inspection and assessment of the manholes, and smoke testing of gravity sewer networks in areas with the greatest I&I to identify breaks in the collection system. Subsequent phases of the SSES will involve a thorough inspection of the gravity sewer pipes, identification of specific defects, and development of recommendations to rehabilitate or repair severe defects identified during the inspection. This work is needed to restore the service life, efficiency and effectiveness of the gravity sewer collection system in Belle Glade, Pahokee, and South Bay.

Attachments:

- 1. Location Map
- 2. Two (2) Original Consultant Services Authorization No. 7

Recommended By: Jim Stiles Department Director 7-9-15 Date

Approved By: Sharon Q. By Assistant County Administrator 7/27/15 Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures	<u>\$180,800</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>
CCRT Funds	<u>0</u>				
NET FISCAL IMPACT	<u>\$180,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Budget Account No.: Fund 4011 Dept 721 Unit W031 Object 6547

Is Item Included in Current Budget? Yes No

Reporting Category N/A

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

One (1) time expenditure from user fees, connection fees, and balance brought forward.

C. Department Fiscal Review: *Delma M. Viet*

III. REVIEW COMMENTS

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

<p><i>Sherry B...</i></p> <p>_____ 5/29/16 OFMB</p>	<p><i>Dr. J. Jacobson</i></p> <p>_____ Contract Development and Control 7-10-15 B. Wheeler</p>
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B. Legal Sufficiency:

Mark... 7/16/15

Assistant County Attorney

C. Other Department Review:

Department Director

Location Map

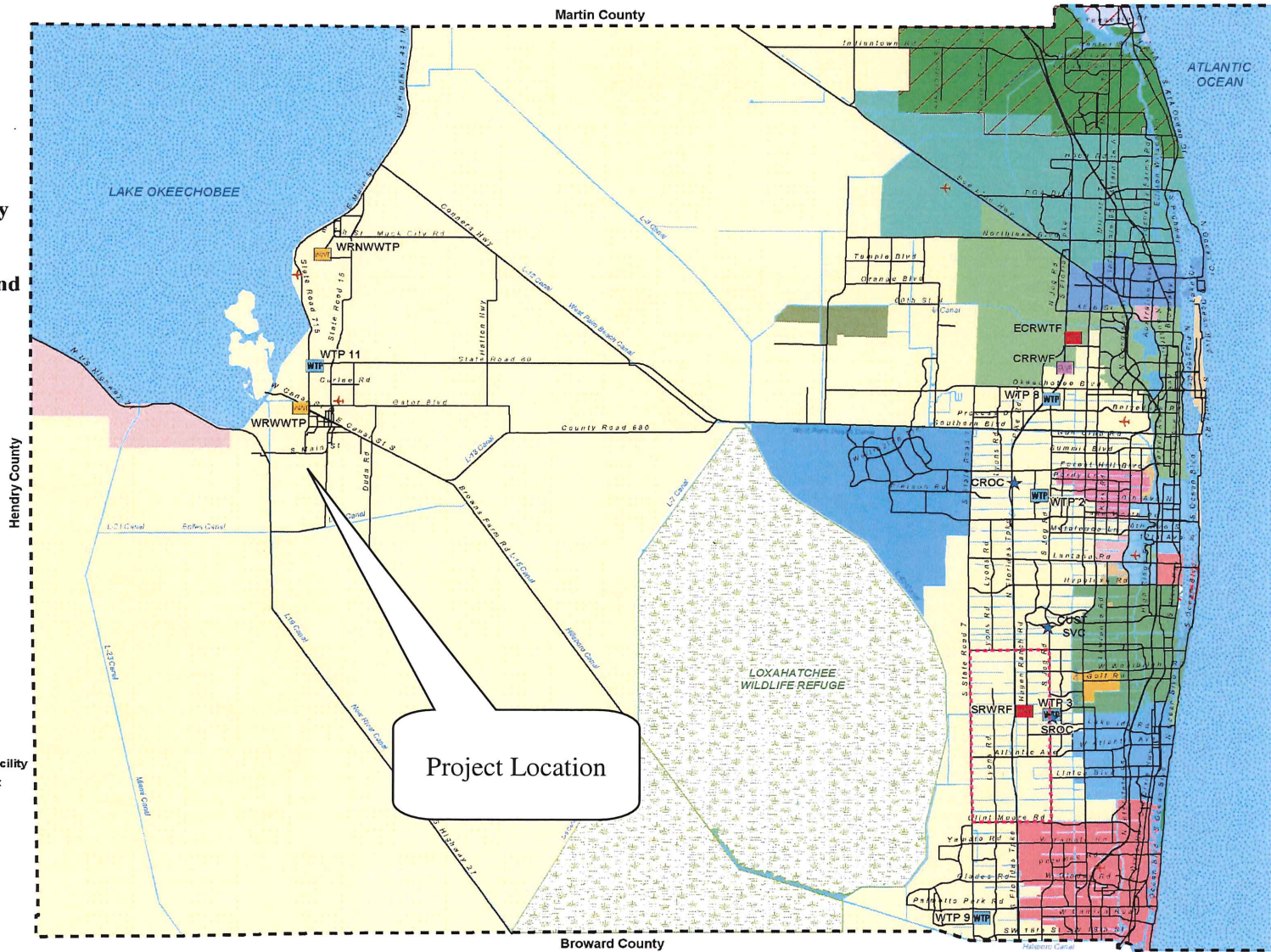


Palm Beach County Water Utilities Department Service Area (SA) and Major Facilities

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



CONSULTANT SERVICES AUTHORIZATION NO. 7

Project Title GL09 Glades Infiltration / Inflow ProjectsProject No. WUD 15-024Budget Line Item No. 4011-721-W031-6547District No.: 6

THIS AUTHORIZATION No. 7 to the Contract for Consulting/Professional Services dated June 3, 2014 (R2014-0821), 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 22.00% SBE participation overall. This Consultant Services Authorization includes 37.66% overall participation. The cumulative SBE participation, including this authorization is 36.95% overall. Additional authorizations will be utilized to meet or exceed the stated overall participation goal.

1. CONSULTANT: Hazen and Sawyer
2. ADDRESS: 2101 N.W. Corporate Boulevard, Suite 301, Boca Raton, FL 33431
3. Description of Services to be provided by the Consultant:
Gravity lines will be smoke tested using a high volume blower and smoke canisters
or liquid smoke to generate the smoke which will be non-toxic, odorless
and non-staining. In addition to smoke testing, manhole inspections will be performed
pursuant to National Association of Sewer Service Companies guidelines. Results from
these tasks will be submitted to Palm Beach County in a report / export format.

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 \$180,800.00
 - B. Fixed price of \$ n / a
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 Title GL09 Glades Infiltration / Inflow Projects

- 8. 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 sub-consultant (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 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

JCS

Approved as to Form and Legal
Sufficiency

Signed: _____

Typed Name: _____

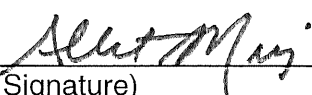
County Attorney

CONSULTANT: Hazen and Sawyer

ATTEST:



Witness



(Signature)

Robert B. Taylor, Vice President
(Name and Title)

Albert Muniz, Vice President
(Name and Title)

June 8, 2015

Date

LIST OF ATTACHMENTS

Project No. WUD 15-024 Consultant Services Authorization No. 7

Project Title GL09 Glades Infiltration / Inflow Projects

ATTACHMENT – A	Scope of Work
ATTACHMENT – B	Budget Summary
ATTACHMENT – C	Project Schedule
ATTACHMENT – D	SBE Schedule 1, 2, 3a, and 4
ATTACHMENT – E	Authorization Status Report – Summary and Status of Authorizations
ATTACHMENT – F	Authorization Status Report – Summary of SBE Tracking
ATTACHMENT – G	Location Map

ATTACHMENT – A

CONSULTANT SERVICES AUTHORIZATION NO. 7

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 14-002 (CONTRACT) with Hazen and Sawyer (CONSULTANT) to provide engineering services for various general activities on (Reference Document R2014-0821). This Consultant Service Authorization will be performed under that CONTRACT.

This Consultant Services Authorization encompasses providing services related to the smoke testing and manhole inspections within the Western Region wastewater service area.

BACKGROUND

The Palm Beach County Water Utilities Department (PBCWUD) presently owns and operates the Western Region Wastewater Treatment Facility. This area commonly known as the Glades Region encompasses the Cities of Belle Glade, Pahokee, and South Bay. A Wastewater Master Plan was recently completed (September 2014) for this area which identified infiltration and inflow (I&I) concerns. This project has been established to address excess flows from I&I in critical areas as defined by the County and identified in the Master Plan. The I&I program will be implemented in a phased approach as described below.

- Phase 1 – I-I Analysis – Analysis of dry and wet weather flows both for the overall system and for individual pump station collection areas (basins). System-level analysis allows an overall characterization of the system to illustrate the approximate proportions of infiltration, inflow, and wastewater. Basin-level analysis allows the prioritization of individual pump station collection areas by I-I severity so that follow-up inspection work can be focused on those areas where the greatest I-I reduction potential exists.
- Phase 2 – Sanitary Sewer Evaluation Survey (SSES) – Detailed investigation to develop a gravity sewer rehabilitation plan. Such investigation is designed to permit the identification of specific system defects to be repaired in Phase 3, and typically involves such activities as night flow isolation, closed-circuit television inspection of sewer mains and laterals, manhole inspection, and smoke testing to identify sources of inflow.

- Phase 3 – Rehabilitation – Implementation of the rehabilitation plan. This phase typically includes procurement and oversight of specialty sewer contractors to perform repair of mains, laterals, and manholes. Repairs would include traditional excavated repairs as well as “trenchless” repairs such as lining and chemical grouting where warranted. Phase 3 may also include post-rehabilitation flow monitoring to document the flow reductions achieved.

Phase 1 was completed as part of the Master Plan project. At this time, the PBCWUD has elected to initiate Phase 2 activities in those pump station collection areas (basins) identified as priorities in Phase 1. To facilitate implementation of the work, Phase 2 will be divided into three Consultant Services Authorizations (CSAs). The scope of work for this CSA will consist of gravity collection system smoke testing and manhole inspection. Future CSAs will address video inspection and development of a final report including a prioritized rehabilitation plan.

The scope of work outlined herein allows for the performance of the following tasks:

- Task 1 – Smoke Testing
- Task 2 – Manhole Inspection

SCOPE OF SERVICES

CONSULTANT shall perform the engineering Scope of Services as described herein.

Task 1 – Smoke Testing

The following sub-tasks will be performed by the CONSULTANT:

- Place door hangers in advance of the smoke testing to advise local residents (in English and Spanish) of the tests.
- Provide adequate notification to the fire department and police department of the anticipated smoke testing schedule.
- Train and brief operators who participate in the smoke testing in the handling of residents and business owners who discover smoke in their buildings or in their yards.
- Smoke test gravity sewer mains using a high volume blower, along with smoke canisters or liquid smoke to generate the smoke, which will be non-toxic, odorless, and non-staining.
- Document each case of smoke coming out of the ground, catch basins, pipes and other sources during the test and record the following information:
 - ✓ Date and personnel (observing)
 - ✓ Street address
 - ✓ GPS coordinates of the smoke source
 - ✓ Area and type of surface drained by the leak

- ✓ Designation as to whether defect is located on public (utility) property or private (customer) property, pursuant to guidance to be provided by the PBCWUD
- ✓ Description of the defect to facilitate follow-up location and repair
- ✓ Digital photograph of smoke coming out of the ground, catch basins, pipes and other sources during the test. To the extent possible, photographs will show the smoke from the leak, the source of smoke, and the location of the smoke with reference to some recognizable topographic feature such as a building
- Provide a letter report for each basin including smoke inspection forms and the following additional information:
 - ✓ A location map showing the location of each smoke source with respect to streets. The location map shall be of a scale suitable to allow the PBCWUD to find the approximate location of the smoke source
 - ✓ A photograph showing the location of the smoke source along with the date, address, GPS coordinates, description of the smoke source, and indication as to whether the smoke source is on private or public property
 - ✓ A summary table for the basin including, for each smoke source, the street address, longitude and latitude, description, public/private designation, and page number of associated photo in report. This summary table shall also be provided in electronic format (Microsoft Excel)

The following sub-tasks will be performed by PBCWUD:

- Review and approve the door hangars prior to use
- Appoint one contact person, and one backup person, for coordination of activities and for specific assistance as may be required to CONSULTANT including:
 - ✓ Identify areas to be tested and provide a sewer atlas showing manhole numbers
 - ✓ Notify and coordinate with local police and fire departments
 - ✓ Communicate with traffic authorities
 - ✓ Assist with providing access to the work site and all right-of-ways with sufficient area for the placement of personnel and equipment
 - ✓ Locate and expose any manhole
 - ✓ Relieve system surcharging, if required, in advance of smoke testing activities

Deliverable(s):

1.1 – A smoke test report for each pump station collection area tested (two bound, printed copies and one CD containing a PDF version of the report plus a MS Excel version of the summary table).

Schedule:

Field work will be completed and deliverables submitted within 100 calendar days from Notice to Proceed.

Rev. 5-27-15

Assumptions:

The fee and schedule are based on the testing of up to 125,000 linear feet of gravity mains.

Task 2 – Manhole Inspection

The following sub-tasks will be performed by the CONSULTANT:

- Prepare field laptops configured with GIS shape files and Manhole Assessment and Certification Program (MACP) compliant manhole inspection software.
- Conduct a Level 2 inspection of manholes in priority areas, pursuant to National Association of Sewer Service Companies (NASSCO) guidelines under the MACP. Whereas the level 1 inspection provides basic condition assessment information to evaluate the general condition of a manhole, the purpose of the level 2 inspection is to gather detailed information to fully document defects, determine condition of the manhole, and provide the specific information needed to recommend corrective action.
- Collect the following optional Level 2 field data in addition to the required Level 2 field data:
 - ✓ Field 3 – Owner
 - ✓ Field 5 – Drainage Area
 - ✓ Field 9 – Time
 - ✓ Field 31 – Northing
 - ✓ Field 32 – Easting
 - ✓ Field 33 – Elevation
 - ✓ Field 34 – Coordinate System
 - ✓ Field 35 – GPS Accuracy
- Provide a MACP compliant electronic deliverable possessing the NASSCO export option using the latest version of NASSCO.

The following sub-tasks will be performed by PBCWUD:

- Appoint one contact person, and one backup person, for coordination of activities and for specific assistance as may be required to CONSULTANT including:
 - ✓ Identify areas to be tested and provide GIS shape files of the sewer atlas showing unique manhole numbers
 - ✓ Notify and coordinate with local police and traffic authorities as required
 - ✓ Assist with providing access to the work site and all right-of-ways with sufficient area for the placement of personnel and equipment
 - ✓ Locate, expose, and open manholes for inspection. Provide traffic control as required

- ✓ Relieve system surcharging, if required, in advance of manhole inspection
- Assist in coordinating the export of the MACP compliant database to the PBCWUD software

Deliverable(s):

2.1 – A MACP compliant electronic file possessing the NASSCO export option for export into the PBCWUD software.

Schedule:

Field work will be completed and deliverables submitted within 150 calendar days from Notice to Proceed

Assumptions:

- Fee and schedule are based on the inspection of up to 500 manholes
- GPS accuracy will be as achievable under field conditions using a Trimble Geo 7x
- MACP certified personnel will perform quality assurance review of field data

COMPENSATION

Compensation will be on a computation of time charges plus expenses, not to exceed a total amount of \$180,800.00 (See Attachment B).

SBE PARTICIPATION

1. SCHEDULE 3(A) – Professional Services Activity Report

This form shall be submitted by the prime contractor with each payment application when SBE and/or M/WBE sub-consultants are utilized in the performance of the contract. This form shall contain the names of all SBE and M/WBE sub-consultants, specify the sub-consultants dollar amount for each sub-consultants and show amount drawn and payments to date issued to sub-consultants.

2. SCHEDULE 4 – SBE-M/WBE Payment Certification

A schedule 4 for each SBE and/or M/WBE sub-consultant shall be completed and signed by the proposed SBE and/or M/WBE after receipt of payment from the prime. When applicable, the prime shall submit this form with each application submitted to the county for payment to document payment issued to a sub-consultant in the performance of the contract.

SBE participation is included in the **ATTACHMENT F** under this authorization. The attached Schedule 1 defines the SBE applied to this CSA/Contract and Schedule 2 establishes the SBE contribution from each subcontractor (Letter of Intent to perform as an SBE).

ATTACHMENT – B
Budget Summary

Task No.	Description	BUDGET SUMMARY for CSA-7									
		VP	Senior Associate	Associate	Senior Principal Engineer	Principal Engineer	Field Coordinator	Designer	Office Support	Total Labor	Sub-Consultant
1.0	Smoke Testing	8	64	0	0	40	100	0	60	272	
											\$22,900.00
2.0	Manhole Inspection	12	80	0	0	60	136	0	36	324	
											\$45,200.00
	SUB-TOTAL Hours	20	144	0	0	100	236	0	96	596	\$68,100.00
	Labor Raw Costs	\$70	\$63	\$54	\$50	\$43	\$37	\$30	\$22		
	Labor Multiplier	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0		
	Labor Sub-Total	\$4,200	\$27,216	\$0	\$0	\$12,900	\$26,196	\$0	\$6,336		
	Labor Total									\$76,848	
	Sub-consultant Labor Total										\$68,100
	Sub-consultant Multiplier										1.0
	Sub-consultant Total										\$68,100
	Reimbursable Expenses										\$35,852
	Project Total										\$180,800

**C Solutions Scope of Services
Hazen and Sawyer
Palm Beach County Utilities Department (H&S CSA7)
Glades SSES Smoke Testing and Manhole Inspections**

Scope of Services

I. BACKGROUND

The Palm Beach County Water Utilities Department (PBCWUD) presently owns and operates the Western Region Wastewater Treatment Facility. This area commonly known as the Glades Region encompasses the Cities of Belle Glade, Pahokee, and South Bay. A Wastewater Master Plan was recently completed (September 2014) for this area which identified infiltration and inflow (I&I) concerns. This project has been established to address excess flows from I&I in critical areas as defined by the County and identified in the Master Plan. The I&I program will be implemented in a phased approach as described below.

- Phase 1 – I-I Analysis – Analysis of dry and wet weather flows both for the overall system and for individual pump station collection areas (basins). System-level analysis allows an overall characterization of the system to illustrate the approximate proportions of infiltration, inflow, and wastewater. Basin-level analysis allows the prioritization of individual pump station collection areas by I-I severity so that follow-up inspection work can be focused on those areas where the greatest I-I reduction potential exists.
- Phase 2 – Sanitary Sewer Evaluation Survey (SSES) – Detailed investigation to develop a gravity sewer rehabilitation plan. Such investigation is designed to permit the identification of specific system defects to be repaired in Phase 3, and typically involves such activities as night flow isolation, closed-circuit television inspection of sewer mains and laterals, manhole inspection, and smoke testing to identify sources of inflow.
- Phase 3 – Rehabilitation – Implementation of the rehabilitation plan. This phase typically includes procurement and oversight of specialty sewer contractors to perform repair of mains, laterals, and manholes. Repairs would include traditional excavated repairs as well as “trenchless” repairs such as lining and chemical grouting where warranted. Phase 3 may also include post-rehabilitation flow monitoring to document the flow reductions achieved.

Phase 1 was completed as part of the Master Plan project. At this time, the PBCWUD has elected to initiate Phase 2 activities in those pump station collection areas (basins) identified as priorities in Phase 1. To facilitate implementation of the Phase 2 work, Phase 2 will be divided into multiple Consultant Services Authorizations (CSAs). The scope of work for this CSA will consist of gravity collection system smoke testing and manhole inspection. A future CSA will address video inspection and development of a final report including a prioritized rehabilitation plan.

The scope of work outlined herein allows for the performance of the following tasks:

- Task 1. Smoke Testing
- Task 2. Manhole Inspection

Palm Beach County (COUNTY) entered into an agreement entitled Contract for Engineering/ Professional Services - Palm Beach County Utilities Department Project No.: WUD 14-002 (CONTRACT) with Hazen and Sawyer (CONSULTANT) to provide engineering services for various general activities on (Reference Document R2014-0821). This Consultant Service Authorization will be performed under that CONTRACT.

C Solutions, Inc. will assist the CONSULTANT in the providing the following services for Consultant Services Authorization NO. 7 (CSA No. 7).

II. SCOPE OF SERVICES

C Solutions shall assist the CONSULTANT shall provide engineering services to conduct a phased SSES as described herein. In an effort to minimize the total cost of the work, CONSULTANT has developed a collaborative approach that relies on the performance of some subtasks by COUNTY staff.

Task 1 Smoke Testing

C Solutions will assist the CONSULTANT with the following sub-tasks:

- Place door hangers in advance of the smoke testing to advise local residents in English and Spanish of the tests.
- Provide adequate notification to the fire department and police department of the anticipated smoke testing schedule.
- Ensure that operators who participate in the smoke testing are trained and briefed in the handling of residents and business owners who discover smoke in their buildings or in their yards.
- Smoke test gravity sewer mains using a high volume blower, along with smoke canisters or liquid smoke to generate the smoke. Smoke will be non-toxic, odorless, and non-staining.
- Document each case of smoke coming out of the ground, catch basins, pipes and other sources during the test and record the following information:
 - Date and personnel.
 - Street address.
 - GPS coordinates of the smoke source.
 - Area and type of surface drained by the leak.
 - Designation as to whether defect is located on public (utility) property or private (customer) property, pursuant to guidance to be provided by the PBCWUD.
 - Description of the defect to facilitate follow-up location and repair.
 - Digital photograph of smoke coming out of the ground, catch basins, pipes and other sources during the test. To the extent possible, photographs will show the maximum amount of smoke from the leak, the exact source of smoke, and the location of the smoke with reference to some recognizable topographic feature such as a building.

Schedule:

Field work will be completed as directed by CONSULTANT within 90 calendar days from Notice to Proceed.

Task 2 Manhole Inspection

The following sub-tasks will be performed by the CONSULTANT:

- Assist CONSULTANT to conduct a Level 2 inspection of manholes in priority areas, pursuant to National Association of Sewer Service Companies (NASSCO) guidelines under the Manhole Assessment and Certification Program (MACP). Whereas the level 1 inspection provides basic condition assessment information to evaluate the general condition of a manhole, the purpose of the level 2 inspection is to gather detailed information to fully document all defects, determine condition of the manhole, and provide the specific information needed to recommend corrective action.
- Collect the following optional Level 2 fields in addition to the required Level 2 fields:
 - Field 3 – Owner.
 - Field 5 – Drainage Area.
 - Field 9 – Time.
 - Field 31 – Northing.
 - Field 32 – Easting.
 - Field 33 – Elevation.
 - Field 34 – Coordinate System.
 - Field 35 – GPS Accuracy.

Schedule:

- Field work will be completed as directed by CONSULTANT within 120 calendar days from Notice to Proceed.

III. ASSUMPTIONS

The Scope of Work described herein is based upon the following assumptions:

- The COUNTY will coordinate access to all facilities and provide staff to open and close sanitary sewer manholes as required by C Solutions
- The fee and schedule are based on the smoke testing of up to 125,000 linear feet of gravity mains.
- Fee and schedule are based on the inspection of up to 500 manholes.
- GPS accuracy will be as achievable under field conditions using a Trimble Geo 7X. This could be +/- 6-inches in the vertical.

IV. PROPOSED COMPENSATION

C Solutions shall perform the services defined in this scope of work for a lump sum fee of \$68,100. Invoices will be submitted to the CONSULTANT monthly and define the percent complete with each of the below tasks.

Task Description	Not to Exceed Amount
Task 1 – Smoke Testing	\$22,946
Task 2 – Manhole Inspection	\$45,154
TOTAL	\$68,100

CONSULTANT SERVICES AUTHORIZATION NO. 7

PROJECT TITLE: GL 09 Glades Infiltration / Inflow Projects

PROJECT No. WUD 15-024

ESTIMATED EXPENSES

Task 1 - Smoke Testing	QTY	Units	Unit Price	Amount
SSES van and field supplies	17	Day	\$195.00	\$3,315.00
Door hanger and liquid smoke	1	Each	\$2,800.00	\$2,800.00
Lodging and meals	17	Day	\$320.00	\$5,440.00
<i>Sub-total</i>				\$11,555.00

Task 2 - Manhole Inspections	QTY	Units	Unit Price	Amount
SSES van and field supplies	33	Day	\$195.00	\$6,435.00
Trimble GPS shipping	1	Each	\$372.00	\$372.00
Trimble GPS rental	33	Day	\$210.00	\$6,930.00
Lodging and meals	33	Day	\$320.00	\$10,560.00
<i>Sub-total</i>				\$24,297.00

TOTAL EXPENSES **\$35,852.00**

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>Estimated Completion Date from Notice to Proceed</u>
Task 1 – Smoke Testing	100 days ^A
Task 2 – Manhole Inspection	150 days
Total Time	150 days

A – Days are estimated and may vary depending on weather and receipt of data requests.

Attachment – D

Schedule 1

LIST OF PROPOSED SBE-M/WBE CONSULTANT/SUB-CONSULTANTS

PROJECT NAME: GL09 Glades Infiltration / Inflow Projects PROJECT NO.: WUD 15-024
 NAME OF PRIME CONSULTANT: Hazen and Sawyer ADDRESS: 2101 NW Corporate Blvd., Suite 301, Boca Raton, FL 33431
 CONTACT PERSON: Albert Muniz, P.E. / Vice President Phone No: (561) 997-8070 Fax No.: (561) 997-8129
 DESCRIPTION OF SERVICES: Assistance with smoke testing and manhole inspections

**PLEASE LIST THE DOLLAR AMOUNT AND PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME ON THIS PROJECT.
 PLEASE ALSO LIST THE DOLLAR AMOUNT AND PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUB-CONSULTANTS ON THIS
 PROJECT. IDENTIFY ALL APPLICABLE CATEGORIES OF CONSULTANT/SUBCONSULTANTS**

Name, Address and Phone Number	(Check one or both Categories)		Consultant / Sub-consultant Dollar Amount and Percentage of Services				
	<u>M/WBE</u>	<u>SBE</u>	Black	Hispanic	Women	Caucasian	Other (Please Specify)
	Minority Business	Small Business					
1. C Solutions, Inc. (954) 599-6331 1201 Tangelo Isle, Fort Lauderdale, FL 33315	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$68,100				
2.	<input type="checkbox"/>	<input type="checkbox"/>					
3.	<input type="checkbox"/>	<input type="checkbox"/>					
4.	<input type="checkbox"/>	<input type="checkbox"/>					
5.	<input type="checkbox"/>	<input type="checkbox"/>					

(Please use additional sheets if necessary)

Total \$68,100

Total SBE-M/WBE Participation 37.67 %

- NOTE: 1. The percentages listed on this form must be supported by the sub-consultant included on Schedule 2 in order to be counted toward goal attainment.
 2. Firms may be certified by Palm Beach County as an SBE and/or M/WBE

**OSBA SCHEDULE 2
LETTER OF INTENT TO PERFORM AS AN SBE-M/WBE CONSULTANT/SUBCONSULTANT**

This document must be completed by ALL SBE-M/WBE's and submitted with this CSA. Specify in detail, the particular consulting services to be performed and the dollar amount and/or percentage for each services. SBE credit will only be given for services which the SBE-M/WBE's is certified to perform. Failure to properly complete Schedule 2 will result in your SBE participation not being counted.

PROJECT NUMBER: WUD 15-024 PROJECT NAME: GL09 Glades Infiltration / Inflow Projects
TO: HAZEN AND SAWYER
(Name of Prime Consultant)

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

Small Business Enterprise _____ Minority Business Enterprise X

Black X Hispanic _____ Women _____ Caucasian _____ Other (Please Specify) _____

Date of Palm Beach County Certification: MARCH 3, 2014

The undersigned is prepared to perform the following described consulting services in connection with the above project and will enter into a formal agreement for work with you, conditioned upon execution of a contract with Palm Beach County.

Additional Sheets May Be Used As Necessary

(Specify in detail the particular consulting services thereof to be performed)

Assistance with smoke testing of gravity lines and manhole inspections

Total SBE-M/WBE Participation 37.67%

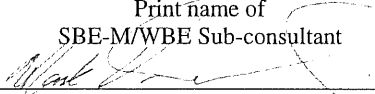
If undersigned intends to sub-subcontract any portion of this job to a certified SBE-M/WBE or a non-SBE sub-consultant, please list the name of that sub-consultant and the amount below.

Price or Percentage \$68,100.00 C Solutions, Inc.
(Name of Sub-consultant)

The Prime Consultant affirms that it will monitor the SBE-M/WBE listed to ensure the SBE-M/WBE perform the services with their own work force. The undersigned SBE-M/WBE Prime or SBE-M/WBE sub-consultant affirms that it has the resources necessary to perform the work listed without subcontracting to a non-certified SBE or any other certified SBE sub-consultants except as noted above.

The undersigned sub-consultant understands that the provision of this form to the Prime Consultant does not prevent sub-consultant from providing quotations to other.

Mark Drummond, P.E. / President

Print name of
SBE-M/WBE Sub-consultant
By: 
(Signature)
Date: June 2, 2015

**OSBA Schedule 3(A)
PROFESSIONAL SERVICES ACTIVITY REPORT**

Project No.: WUD 15-024
Task Authorization No.: 7

REPORTING PERIOD: _____


Prime Consultant Address: 2101 NW Corporate Boulevard., Suite 301
City / State Boca Raton, FL Zip 33431
Contact Person: Albert Muniz, P.E. / Vice President Phone # (561) 997-8070
Contract Name: GL09 Glades Infiltration / Inflow Projects
Contract Term: Not to exceed Contract Amount: \$180,800.00
Total Percentage performed by Prime's Firm: 62.33% SBE-M/WBE Firm: 37.67%
Service Type: Architectural _____ Engineering X Surveying _____
Other (Specify) _____
Have Sub-Consultants completed work with its own workforce for this application?
Yes X No _____

Note: If yes, complete below:

SUB-CONSULTANTS

1. Firm's Name: C Solutions, Inc.
Address / Tel: 1201 Tangelo Isle, Fort Lauderdale, FL 33315
Estimated Start Date: 09/01/15 Contract Amount: \$68,100.00
SCOPE OF WORK: Smoke testing and manhole inspection assistance
Percentage / Hrs Completed: 0% Amount Paid to Date: \$0.00
2. Firm's Name: _____
Address / Tel: _____
Estimated Start Date: _____ Contract Amount: _____
SCOPE OF WORK: _____
Percentage / Hrs Completed: _____ Amount Paid to Date: \$
3. Firm's Name: _____
Address / Tel: _____
Estimated Start Date: _____ Contract Amount: _____
SCOPE OF WORK: _____
Percentage / Hrs Completed: _____ Amount Paid to Date: \$

I certify that the above is true to the best of my knowledge

 / Vice President
Signature / Title

OSBA SCHEDULE 4 – SBE-M/WBE PAYMENT CERTIFICATION

The Prime Contractor is to submit Schedule 4 with its Monthly Payment Request to Palm Beach County to reflect actual payments made to the SBE-M/WBE Sub-contractor. The Prime Contractor is not to request signature from an SBE-M/WBE Sub-contractor unless it has made a payment to the SBE-M/WBE Sub-contractor. The SBE-M/WBE Sub-contractor is not to complete and sign this form unless it has received a payment from the Prime Contractor for services actually performed by the SBE-M/WBE Sub-contractor. A separate Schedule 4 is required for each SBE-M/WBE Sub-contractor payment.

This is to certify that _____ received
 (SBE or M/WBE Sub-contractor Name)

(Monthly) or (Final) payment of \$0.00

On ____ - ____ - 2015 from _____
 MM DD YYYY (Prime Contractor Name)

For labor and/or material used on _____ / _____
 (Project Name) (Work Order)

DEPT.: WUD PROJECT NO.: _____

PRIME CONTRACTOR VENDOR CODE: _____

SBE OR M/WBE SUB-CONTRACTOR VENDOR CODE: _____

If the SBE Sub-contractor intends to disburse any funds associated with this payment to any Sub-contractor for labor provided on this project, please provide the following information:

*Sub-contractor Name: _____ Amount to be paid: _____

*Note: If the sub-contractor listed in this section is an SBE or M/WBE a separate Schedule 4 is required to verify payment.

By: _____ (Signature of Sub-contractor)
 _____ (Print Name & Title of Person executing on behalf of Subcontractor)

STATE OF FLORIDA
 COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____ 2015

By: _____

 Notary Public, State of Florida

 Print, Type or Stamp Commissioned Name of Notary

Personally Known _____ OR Produced Identification _____ Type of Identification _____

ATTACHMENT – E

AUTHORIZATION STATUS REPORT

SUMMARY AND STATUS OF REQUESTS FOR AUTHORIZATIONS

Auth. No.	Description	Status	Project Total Amount	SBE Total Amount	SBE Participation %	Approved By	Date Approved	WUD No. Assigned	Consultant's Project No.
1	SRWRF Pretreatment Screenings	Approved	\$98,418.00	\$27,500.00	27.94%	PBCWUD	07/23/14	14-036	45008-001
2	Western Region WWTF Clarifier PDR	Approved	\$97,782.00	\$48,394.60	49.49%	PBCWUD	07/23/14	14-060	45008-002
3	Challenge Grant Application	Approved	\$19,600.00	\$0.00	0.00%	PBCWUD	09/05/14	14-101	45008-003
4	Digester Biogas	Approved	\$19,810.00	\$0.00	0.00%	PBCWUD	12/18/14	14-030	45008-004
5	Sanitary Sewer Evaluation Survey	Pending	\$60,404.00	\$39,266.00	65.01%	PBCWUD	05/13/15	15-024	45008-005
6	Glades Master Plan Cont'd. Assist.	Pending	\$19,045.00	\$0.00	0.00%	PBCWUD	05/21/15	14-101	45008-006
7	Smoke Testing and Manhole Insp.	Pending	\$180,800.00	\$68,100.00	37.67%			15-024	45008-007
Total			\$495,859.00	183,260.60	36.95%				

ATTACHMENT – F

AUTHORIZATION STATUS REPORT

SUMMARY OF STATUS OF SMALL BUSINESS TRACKING SYSTEM

	Total	SBE
Current Proposal		
Value of this Authorization	\$180,800.00	\$68,100.00
Value of SBE Letters of Intent	\$68,100.00	\$68,100.00
Actual Percentage	37.66%	100.00%
Signed Authorizations		
Total Value of Authorizations	\$315,059.00	\$115,160.60
Total Value of SBE Signed Subcontracts	\$115,160.60	\$115,160.60
Actual Percentages	36.55%	100.00%
Signed Authorizations Plus Current Proposals		
Total Value of Authorizations	\$495,859.00	\$183,260.60
Total Value of SBE Signed Subcontracts & Letters of Intent	\$183,260.60	\$183,260.60
Actual Percentages	36.95%	100.00%
Goal	22.00%	22.00%

ATTACHMENT G – Location Map



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

Legend

- ★ Administration
- WTP 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

