

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

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Meeting Date:	September 1, 2015	Consent <input checked="" type="checkbox"/> [X]	Regular <input type="checkbox"/> [ ]
		Public Hearing <input type="checkbox"/> [ ]	
Department:	Water Utilities Department		

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I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: Consultant Service Authorization (CSA) No. 11 for Runyon Village, Water and Wastewater System Improvements Project with Mock, Roos & Associates, Inc. in the amount of \$124,292.


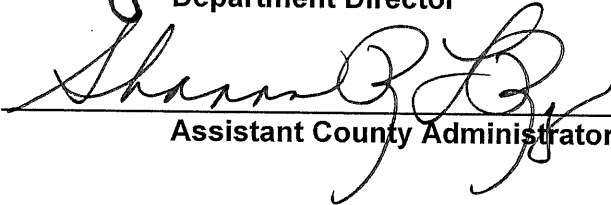
**Summary:** On June 3, 2014, the Board of County Commissioners (BCC) approved the Water Utilities Department (WUD) Engineering/Professional Services Contract (R2014-0826) with Mock, Roos & Associates, Inc. CSA No. 11 provides for services relating to the surveying, design, permitting and bidding assistance of water and wastewater system improvements in Runyon Village, a residential community in Belle Glade. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance (R2002-0064) is 15% overall. The contract with Mock, Roos & Associates, Inc. provides for SBE participation of 97%. CSA No. 11 includes 100% overall SBE participation. The cumulative SBE participation including this CSA is 100% overall. Mock, Roos & Associates, Inc. is a Palm Beach County company. This project is included in the FY15 Capital Improvement Plan adopted by the BCC. (WUD Project No. 14-037) District 6 (MRE)

**Background and Justification:** On February 3, 2015, the BCC approved a Settlement/Service Agreement (R2015-0203) for Runyon Village. The terms of the agreement require WUD to remove the existing 6" master meter used to provide potable water service to the Runyon Village property and to replace the existing potable water main system within a recorded utility easement (OR BK 27527 PG 1803). WUD will assume ownership and maintenance of the new potable water infrastructure up to the new individual meters to be installed at individual units. WUD is also required to rebuild two (2) existing onsite lift stations and install and connect related force mains within a new recorded utility easement (OR BK 27527 PG 1803) to WUD's wastewater system. WUD will be responsible for the operation and maintenance of the onsite wastewater system. The removals and replacements are necessary to avoid main breaks and leaks due to deterioration of the old piping, to increase system capacity, to improve accessibility by relocating the water meters from the back to the front of the buildings and to improve fire protection.

**Attachments:**

- 1. Location Map
- 2. Two (2) Original Consultant Service Authorizations (CSA) No. 11

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Recommended By:		8-13-15
	Department Director	Date
Approved By:		8-25-15
	Assistant County Administrator	Date

## **II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures	<u>\$124,292</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>\$124,292</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 W038 Object 6543

Is Item Included in Current Budget?      Yes   X        No       

Reporting Category **N/A**

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

One (1) time capital expenditure from user fees with balances brought forward.

C. Department Fiscal Review: Debra M. West

### **III. REVIEW COMMENTS**

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

Sherry Bm  
50 PA QPMB  
8/14 8/17.

Ann J. Jacobson 8/15  
Contract Development and Control

### B. Legal Sufficiency:

Legal Sufficiency.

 8/24/15

Assistant County Attorney

**C. Other Department Review:**

Purchasing Department Director

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

TWP  
43

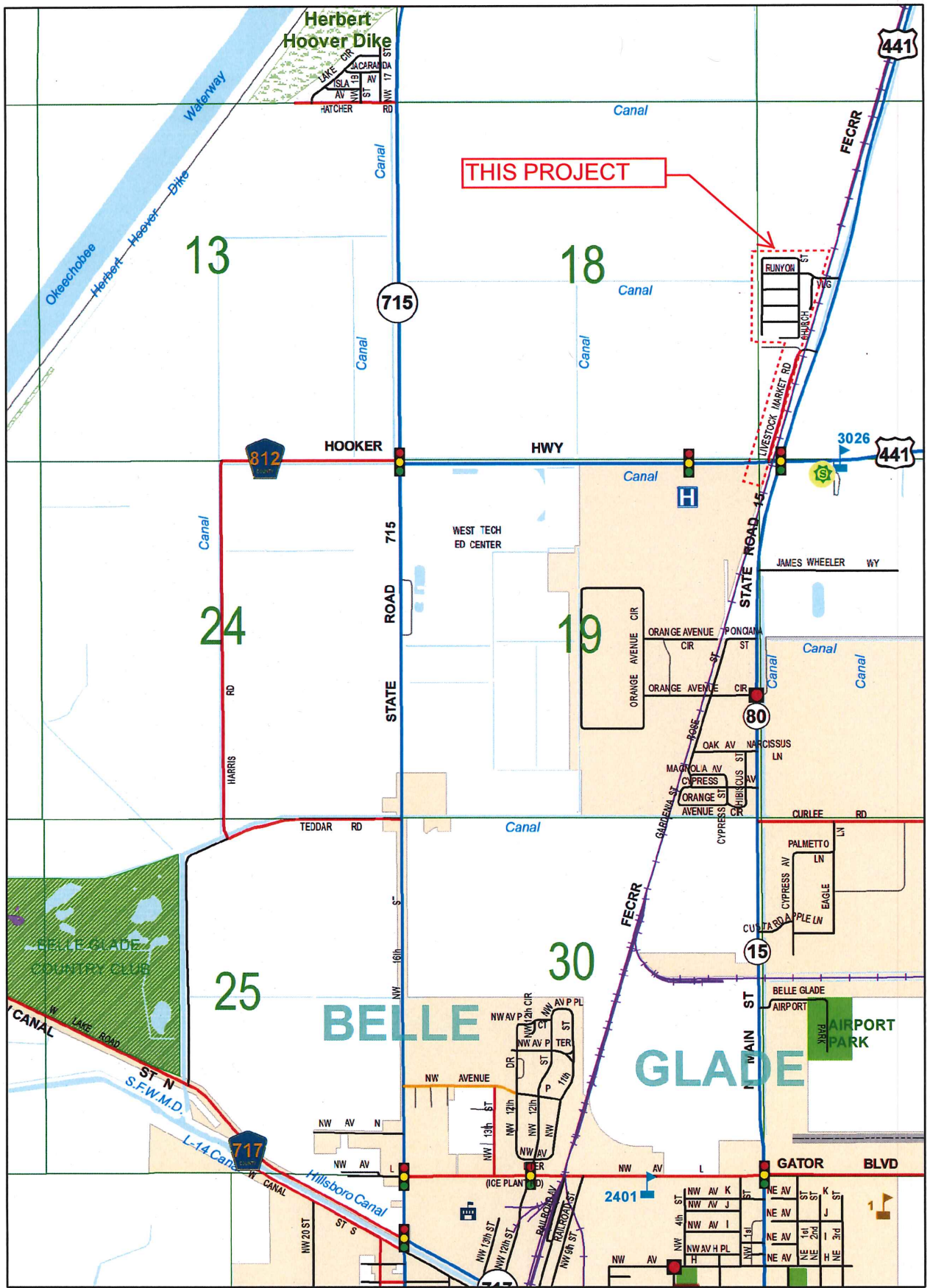
TWP  
43

TWP  
43

17

18

19



RNG 36

RNG 37



Project No. WUD: 14-037 Consultant Services Authorization No. 11

Project Title: Runyon Village: Water and Wastewater System Improvements

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

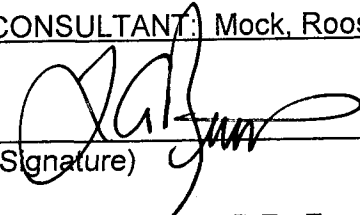
\_\_\_\_\_  
Date JCS

Approved as to Form and Legal  
Sufficiency

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

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

CONSULTANT: Mock, Roos & Associates, Inc.

(Signature) 

Thomas A. Biggs, P.E., Executive Vice President  
(Name and Title)

June 12, 2015  
Date

## LIST OF ATTACHMENTS

Project No. WUD 14-037 Consultant Services Authorization No. 11

Project Title Runyon Village: Water and Wastewater System Improvements

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

Rev. 5-27-15

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## ATTACHMENT A

CONSULTANT SERVICES AUTHORIZATION NO. 11

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

#### SCOPE OF WORK FOR RUNYON VILLAGE; WATER AND WASTEWATER SYSTEM IMPROVEMENTS

#### INTRODUCTION

Palm Beach County (COUNTY) entered into an agreement entitled Contract for Engineering/ Professional Services - Palm Beach County Utilities Department Project No. WUD 14-005 \_\_\_\_\_ (CONTRACT) with: Mock, Roos & Associates, Inc. (CONSULTANT) to provide engineering services for various general activities on (Reference Document R2014-0826 \_\_\_\_\_). This Consultant Service Authorization will be performed under that CONTRACT.

This Consultant Services Authorization encompasses providing services related to the Water Distribution System Improvements in Runyon Village; Water and Wastewater System Improvements.

#### BACKGROUND

##### Water System

Palm Beach County Water Utilities Department (WUD) intends to construct water distribution system improvements in phases to improve fire protection capabilities of the utility systems serving Runyon Village, a residential area north of Hooker Highway and west of US 441 near Belle Glade. The distribution system improvements will parallel an existing privately owned, small diameter water distribution system providing domestic service and fire protection to residential units in the area through a 6" master meter. The approximate length of new watermains to be constructed is 7,000 LF. The new system will be constructed in phases and it is the WUD's intent that existing homes (duplexes) will be provided service connections when the new system is directly adjacent to the residential units. As such the design will provide the opportunity for future individual metered service by extending short water services to meter boxes for future connection to adjacent residences. The design will depict the planned location of service lines outside of the provided easements based on available information. The actual connections to residential units will be completed under a separate project. It is intended the initial phase will establish 3 new centrally located fire hydrants within the community and one relocated existing fire hydrant near the SE corner of the development. The initial phase water mains will extend from an existing 6" watermain upstream of the community master meter. The project will include the design of all proposed water distribution system improvements but the project may be constructed in phases at determined by WUD.

To accomplish the construction of the watermains WUD has acquired easements from the landowner to construct the watermains. It is the stated goal of WUD to construct the improvements adjacent to but not under the existing pavement minimizing pavement damage and repair. A depiction of the acquired easements is attached as Exhibit A.1.

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## ATTACHMENT A

CONSULTANT SERVICES AUTHORIZATION NO. 11

### 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 14-005 \_\_\_\_\_ (CONTRACT) with: Mock, Roos & Associates, Inc. (CONSULTANT) to provide engineering services for various general activities on (Reference Document R2014-0826 \_\_\_\_\_). This Consultant Service Authorization will be performed under that CONTRACT.

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To accomplish the construction of the watermains WUD has acquired easements from the landowner to construct the watermains. It is the stated goal of WUD to construct the improvements adjacent to but not under the existing pavement minimizing pavement damage and repair. A depiction of the acquired easements is attached as Exhibit A.1.

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## **Waste Water System**

In addition to the water system improvements the WUD desires to construct forcemain improvements to connect two existing lift stations in Runyon Village to an existing forcemain located south of the development near the Lakeside Medical Center south of Hooker Highway. This 4,300 LF system extension will replace an existing package wastewater treatment facility currently serving the area.

To accomplish the re-direction of flow, the existing lift stations will need to be rebuilt with new pumps with higher head capacities, new piping, and new control panels. The existing power supply will need to be evaluated and it is assumed that the two existing wet wells can be rehabilitated rather than replaced. A temporary bypass pumping arrangement will be necessary to construct pump station improvements.

As part of the design, existing wastewater flow records will be requested and reviewed to determine the rebuilt lift station flow requirements. If flow records indicate an infiltration/inflow (I/I) problem a separate authorization will be discussed to evaluate and/or remediate I/I issues.

This project does not include abandonment of the existing wastewater treatment and disposal system.

### **SCOPE OF SERVICES**

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

1. Conduct engineering field reviews of the existing facilities and proposed pipeline routes. Prepare photo log and preliminary findings memorandum from field reviews to supplement existing information.
2. Obtain and review any existing wastewater flow records for use in sizing replacement pumps. Obtain and review forcemain head conditions at proposed point of connection,
3. Review existing lift stations for rehabilitation issues such as structural condition, depth, etc. Evaluate complete replacement vs rehabilitation costs including bypass pumping, if necessary for rehabilitation.
4. Review existing power system capabilities at the two lift station sites. Document any service limitations.
5. Meet with PBCWUD staff to review preliminary findings and pipeline routes and design capacities.
6. Prepare basemaps for selected routes utilizing existing aerial photography, existing surveying supplemented with additional land surveying as necessary.

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7. Obtain soil borings along selected routes (12 locations).
8. Obtain pavement cores of roadway and driveway crossings (8 locations).
9. Prepare construction drawings for proposed water distribution and wastewater transmission pipelines at 1" = 20' scale at 24" x 36" size. Drawings will be plan view only.
10. Prepare construction drawings for wastewater lift station rehabilitation or replacement. Drawings will include wet well rehab/replacement, mechanical, and electrical details in conformance with PBCWUD standards.
11. Prepare and submit permit application packages to PBCHD, FDOT, and PBC Land Development for construction of the proposed facilities. Respond to two requests for additional information from permitting agencies.
12. Assist WUD in assembling construction contract documents including Schedule of Values, Bid Form, Technical Specifications and any permit required supplementary conditions.

## **COMPENSATION**

The CONSULTANT shall provide assistance to the County in accordance with the attached budget for a project total of **\$124,292.00.**

## **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										
CSA NO. 11										
BUDGET SUMMARY										
		Labor Classification and Hourly Rate								
		Mock•Roos								
			Senior		Designer	Senior	Mock•Roos	Survey	Electrical	Soils
Task	Task Description	Corporate	Project	Project	CADD	Admin.	Total			
No.		Officer	Manager	Engineer	Technician	Assist.	Labor			
1	Conduct Engineering Field Review	8	8				16			
2	Obtain/review wastewater flow records		4	8			12			
3	Review Lift Stations for rehab issues		8	8			16		2,000.00	
4	Review existing power system capabilities		2				2		3,000.00	
5	Meet w/PBCWUD staff to review findings		4	4			8			
6	Prepare base maps for selected pipeline routes*	4	10	40	80		134	22,102.00		
7	Obtain soil borings (12 locations)		2	4	4	2	12			4,000.00
8	Obtain pavement cores (8 locations)		2	4	2	2	10			3,730.00
9	Prepare const. dwgs for water & WW pipelines	4	80	80	80		244			
10	Prepare const dwgs for WW Lift Station rehab	4	40	60	80		184		3,000.00	
11	Prepare/submit permit application packages	2	8	8		8	26			
12	Assist in assembling Const. Contract packages		8	8	8	8	32			
	Labor Subtotal Hours	22	176	224	254	20	696	22,102		
	Labor Hourly Rate	175	160	130	95	60				
	Labor Totals	3,850	28,160	29,120	24,130	1,200	86,460	22,102	8,000	7,730
	Subconsultant Multiplier									
	Subconsultant Total with Markup									
	Reimbursable Expenses (Reproducibles, etc.)									
	Project Totals	\$124,292.00								
	* 12 sheets for Water Distribution Improvements									
	8 sheets for Sanitary Forcemain Improvements									

## ATTACHMENT - C

### PROJECT SCHEDULE

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

#### Engineering Services

#### Completion Date from Notice to Proceed

Task 1	Conduct Engineering Field Reviews	30 Business Days
Task 2	Obtain/Review wastewater flow records	45 Business Days
Task 3	Review Lift Stations for rehab issues	45 Business Days
Task 4	Review existing power system capabilities	45 Business Days
Task 5	Meet w/PBCWUD staff to review findings	60 Business Days
Task 6	Prepare base maps for selected pipeline routes	60 Business Days
Task 7	Obtain soil borings (12 locations)	75 Business Days
Task 8	Obtain pavement cores (8 locations)	75 Business Days
Task 9	Prepare const. dwgs for water & WW pipelines	90 Business Days
Task 10	Prepare const. drawings for WW lift station Rehab	120 Business Days
Task 11	Prepare/submit permit application packages	120 Business Days
Task 12	Assist in assembling Const. Contract Documents	150 Business Days
Total Anticipated Duration for this CSA		150 Business Days from Notice to Proceed

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE CONSULTANT/SUBCONSULTANTS

PROJECT NAME: Runyon Village; Water and Wastewater System Improvements

PROJECT NO.: 14-037

NAME OF PRIME CONSULTANT: Mock, Roos & Associates, Inc.

DESCRIPTION OF WORK: Runyon Village; Water and Wastewater System Improvements

PLEASE IDENTIFY ALL APPLICABLE CATEGORIES OF CONSULTANT/SUBCONSULTANTS

Name, Address and Phone Number	(Check one or both Categories)							
	<u>M/WBE</u>	<u>SBE</u>	Consultant/Subconsultant Percentage of Work					
	Minority Business	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)	
1. Mock, Roos & Associates, Inc. 5720 Corporate Way West Palm Beach, FL 33407 (561) 683-3113	<input type="checkbox"/>	<input checked="" type="checkbox"/>				86,460.00		
2. Dennis J. Leavy 460 Business Park Way Suite B Royal Palm Beach, FL 33411 (561) 753-0650	<input type="checkbox"/>	<input checked="" type="checkbox"/>				22,102.00		
3. C&W Engineering 2775 Vista Parkway, Suite G-6 West Palm Beach, FL 33411 (561) 642-5333	<input type="checkbox"/>	<input checked="" type="checkbox"/>				8,000.00		
4. Tierra South Florida, Inc. 2765 Vista Parkway, Suite 10 West Palm Beach, FL 33411 (561) 687-8536	<input type="checkbox"/>	<input checked="" type="checkbox"/>				7,730.00		
5.	<input type="checkbox"/>	<input type="checkbox"/>						
(Please use additional sheets if necessary)								
Total SBE-M/WBE Participation: 100 %	Total		124,292.00					

- NOTE:
1. The percentages listed on this form must be supported by the subconsultant 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: 14-037 PROJECT NAME: Runyon Village: Water and Wastewater System Improvements

TO: Mock, Roos & Associates, Inc.  
(Name of Prime Consultant)

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

Small Business Enterprise X Minority Business Enterprise \_\_\_\_\_

Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Women \_\_\_\_\_ Caucasian X Other (Please Specify) \_\_\_\_\_

Date of Palm Beach County Certification: 10/16/13

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)

Civil  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total SBE-M/WBE Participation 70 %

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 \$86,460.00 Mock, Roos & Associates, 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.

Mock, Roos & Associates, Inc.

Print name of  
SBE-M/WBE Sub-consultant

By:   
(Signature)

Thomas A. Biggs, P.E., Execitove Vice esident  
Print name/title of person executing on behalf  
of SBE-M/WBE

Date: 06/12/15

**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: 14-037 PROJECT NAME: Runyon Village: Water and Wastewater System Improvements

TO: Mock, Roos & Associates, Inc.  
(Name of Prime Consultant)

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

Small Business Enterprise X Minority Business Enterprise \_\_\_\_\_

Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Women \_\_\_\_\_ Caucasian X Other (Please Specify) \_\_\_\_\_

Date of Palm Beach County Certification: 02/25/13 through 02/24/16

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)

Survey  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total SBE-M/WBE Participation 18 %

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 \$22,102.00 Dennis J. Leavy & Associates, 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.

Dennis J. Leavy & Associates, Inc.  
Print name of  
SBE-M/WBE Sub-consultant

By: David A. Bower  
(Signature)

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

Date: 06/12/15

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

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PROJECT NUMBER: 14-037 PROJECT NAME: Runyon Village: Water and Wastewater System Improvements

TO: Mock, Roos & Associates, Inc.  
(Name of Prime Consultant)

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

Small Business Enterprise X Minority Business Enterprise \_\_\_\_\_

Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Women \_\_\_\_\_ Caucasian X Other (Please Specify) \_\_\_\_\_

Date of Palm Beach County Certification: 03/26/13

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)

Electrical  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total SBE-M/WBE Participation 6 %

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 \$8,000.00 C&W Engineering  
(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.

C&W Engineering  
Print name of  
SBE-M/WBE Sub-consultant  
By: [Signature] 6/12/15  
(Signature)

Dale G. Walker, P.E.  
Print name/title of person executing on behalf  
of SBE-M/WBE

Date: 06/12/15



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

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PROJECT NUMBER: 14-037 PROJECT NAME: Runyon Village: Water and Wastewater System Improvements

TO: Mock, Roos & Associates, Inc.  
(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 ☒  
Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Women \_\_\_\_\_ Caucasian \_\_\_\_\_ Other (Please Specify) X(Asian)

Date of Palm Beach County Certification: \_\_\_\_\_

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Additional Sheets May Be Used As Necessary

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

Soils  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total SBE-M/WBE Participation 6 %

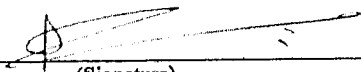
If undersigned intends to sub-subcontract any portion of this job to a certified SBE-M/WBE or a non-SBE sub-consultant, please list the name of that sub-consultant and the amount below.

Price or Percentage \$7,730.00 Tierra South Florida, 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.

Tierra South Florida, Inc.  
Print name of  
SBE-M/WBE Sub-consultant

By:   
(Signature)

Kumar Vedula  
Print name/title of person executing on behalf  
of SBE-M/WBE

Date: 06/12/15

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

Project No.: \_\_\_\_\_  
Task Authorization No: \_\_\_\_\_

REPORTING PERIOD: \_\_\_\_\_

Prime Consultant Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_  
Contract Name: \_\_\_\_\_  
Contract Term: \_\_\_\_\_ Contract Amount\$ \_\_\_\_\_  
Total Percentage performed by the Prime's Firm: \_\_\_\_\_ SBE-M/WBE Firm: \_\_\_\_\_  
Service Type: Architectural \_\_\_\_\_ Engineering \_\_\_\_\_ Surveying \_\_\_\_\_  
Other (Specify) \_\_\_\_\_  
Have Sub-Consultants completed work with its own workforce for this application?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Note: If yes, complete below:

**SUB-CONSULTANTS**

1. Firms Name: \_\_\_\_\_  
Address/Tel: \_\_\_\_\_  
Estimated Start Date: \_\_\_\_\_ Contract Amount: \_\_\_\_\_  
**SCOPE OF WORK:** \_\_\_\_\_  
Percentage/Hrs Completed: \_\_\_\_\_ Amount Paid To Date \_\_\_\_\_
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

\_\_\_\_\_  
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 Subcontractor. The Prime Contractor is not to request signature from an SBE-M/WBE Subcontractor unless it has made a payment to the SBE-M/WBE Subcontractor. The SBE-M/WBE Subcontractor 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 Subcontractor. A separate Schedule 4 is required for each SBE-M/WBE Subcontractor payment.

This is to certify that \_\_\_\_\_ received  
(SBE or M/WBE Subcontractor Name)

(Monthly) or (Final) payment of \$ \_\_\_\_\_ . \_\_\_\_\_

On \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ from \_\_\_\_\_  
MM DD YYYY (Prime Contractor Name)

For labor and/or materials used on \_\_\_\_\_ / \_\_\_\_\_  
(Project Name) (Work Order)

DEPT.: \_\_\_\_\_ PROJECT NO.: \_\_\_\_\_

PRIME CONTRACTOR VENDOR CODE: \_\_\_\_\_

SBE OR M/WBE SUBCONTRACTOR VENDOR CODE: \_\_\_\_\_

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

\*Subcontractor Name: \_\_\_\_\_ Amount to be paid: \_\_\_\_\_

\*Note: If the subcontractor listed in this section is an SBE or M/WBE a separate schedule 4 is required to verify payment.

By: \_\_\_\_\_  
(Signature of Subcontractor) (Print Name & Title of Person executing on behalf of Subcontractor)

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
Print, Type or Stamp Commissioned Name of Notary

Rev

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ Type of Identification \_\_\_\_\_

Rev. 5

Last updated: 11/12/2011

# **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	Water Distribution System Improvements in Seminole Pratt Whitney Road from South of Northlake Boulevard to Northlake Boulevard; Utility Relocation Project	Approved	27,950.00	27,950.00	100%	WUD	11/7/14	15-008	B4034.00
2	Runyon Village; Water and Wastewater System Improvements	Approved	9,495.00	9,495.00	100%	WUD	12/02/14	14-037	B4035.00
3	Reclaimed Pipeline Route Study	Approved	93,060.00	93,060.00	100%	CRC	12/03/14	15-011	B4039.00
4	Wastewater System Improvements at Lake Worth Road and Sherwood Forest Blvd.	Approved	13,660.00	13,660.00	100%	WUD	01/16/15	14-105	B4047.00
5	10-Inch FM Replacement at Sansbury Way and LWDD L-2 Canal	Approved	13,660.00	13,660.00	100%	WUD	01/16/15	15-016	B4052.00
6	12-Inch Watermain Extension to Rosenwald Elementary School in South Bay	Approved	29,250.00	29,250.00	100%	WUD	01/16/15	15-025	B4053.00
6.1	12-Inch Watermain Extension to Rosenwald Elementary School in South Bay	Approved	3,800.00	3,800.00	100%	WUD	05/12/15	15-025	B4053.00
7	Pump Station 5229 Forcemain Improvements	Approved	97,075.00	97,075.00	100%	CRC	03/11/15	11-035	B4054.00
8	CD03 South County Water Services Replacement Phase 4	Approved	149,210.00	149,210.00	100%	BCC	05/05/15	15-038	B5007.00
9	CD03 South County Water Services Replacement Phase 5	Approved	188,195.00	188,195.00	100%	BCC	06/02/15	15-039	B5007.50
10	16" Reclaimed Water Main Extension at Emerald Dunes Golf Course	Approved	23,085.00	23,085.00	100%	WUD	05/12/15	15-015	B5020.00
11	Runyon Village; Water and Wastewater System Improvements	Pending	124,292.00	124,292.00	100%	BCC		14-037	B4035.00
12	GL07/GL08 – Force Main & Water Line Replacement South Bay	Approved	75,480.00	75,480.00	100%	CRC	07/15/15	15-043	B5026.00
<b>Total</b>			<b>\$848,212.00</b>						

Rev. 12-09-14

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**EXHIBIT - F**  
**AUTHORIZATION STATUS REPORT**  
**GENERAL UTILITY, ARCHITECTURAL AND VALUE ENGINEERING SERVICES**  
SUMMARY OF  
SMALL BUSINESS TRACKING SYSTEM

	Total	SBE
<b>Current Proposal</b>		
Value of Authorization No. 11	\$124,292.00	
Value of M/WBE Letters of Intent	\$124,292.00	\$124,292.00
Actual Percentage	100%	100%
<b>Signed / Approved Authorizations</b>		
Total Value of Authorizations	\$723,920.00	
Total Value of M/WBE Signed Subcontracts	\$723,920.00	\$723,920.00
Actual Percentage	100%	100%
<b>Approved Authorizations Plus Current Proposal</b>		
Total Value of Authorizations	\$848,212.00	
Total Value of Subcontracts & Letters of Intent	\$848,212.00	\$848,212.00
Actual Percentage	100%	100%
<b>GOAL</b>	100%	100%



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

**Project  
Location**

**Legend**

- P.B.C.W.U.D. SA
- MANDATORY RECLAIMED SA
- COUNTY LIMITS
- Administration
- Water Reclamation Plant
- Water Treatment Plant
- Wetlands



**ATTACHMENT G**

