

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: September 1, 2015 Consent [X] Regular []
Public Hearing []
Department: Water Utilities Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consultant Services Authorization (CSA) No. 10 for the Water Main Extension connecting State Road 15 to State Road 80 Project with Holtz Consulting Engineers, Inc. in the amount of \$149,978.51.

Summary: On June 3, 2014, the Board of County Commissioners (BCC) approved the Water Utilities Department (WUD) Engineering/Professional Services Contract (Contract) with Holtz Consulting Engineers, Inc. (R2014-0825). CSA No. 10 provides for services relating to the surveying, geotechnical, design, and permitting of approximately 1.3 miles of 16" water main in the City of Belle Glade. The new water main will loop the distribution system between Hooker Highway (State Road 80) and North Main Street (State Road 15) to provide water service and fire protection to proposed commercial and industrial parcels at the former GCI property. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance (R2002-0064) is 15% overall. The Contract with Holtz Consulting Engineers, Inc. provides for SBE participation of 100%. CSA No. 10 provides 100% overall participation. The cumulative SBE participation, including this CSA is 99.25% overall. Holtz Consulting Engineers, Inc. is a local Palm Beach County company. This project is included in the FY15 Capital Improvement Plan adopted by the BCC. (WUD Project No. 15-083). District 6 (MRE)

Background and Justification: WUD is planning to install a 16" water main within the former GCI property in order to interconnect the existing 16" water main along State Road 80 (Hooker Highway) and a future 16" water main along the properties on the east side of State Road 15 (Main Street) in the City of Belle Glade. This water main extension will improve the service level and system reliability in the Belle Glade area.

Attachments:

- 1. Location Map
- 2. Two (2) Original Consultant Services Authorization No. 10

Recommended By:  Department Director Date: 8-19-15

Approved By:  Assistant County Administrator Date: 8/26/15

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures	<u>\$149,979</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>\$149,979</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

ADDITIONAL FTE POSITIONS (Cumulative) 0 0 0 0 0

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 expenditure from user fees, connection fees, and balance brought forward.

C. Department Fiscal Review: Selera M. Vest

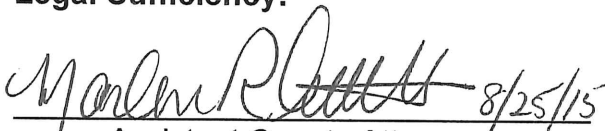
III. REVIEW COMMENTS

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


 8/19 OFMB


 Contract Development and Control 8/24/15

B. Legal Sufficiency:

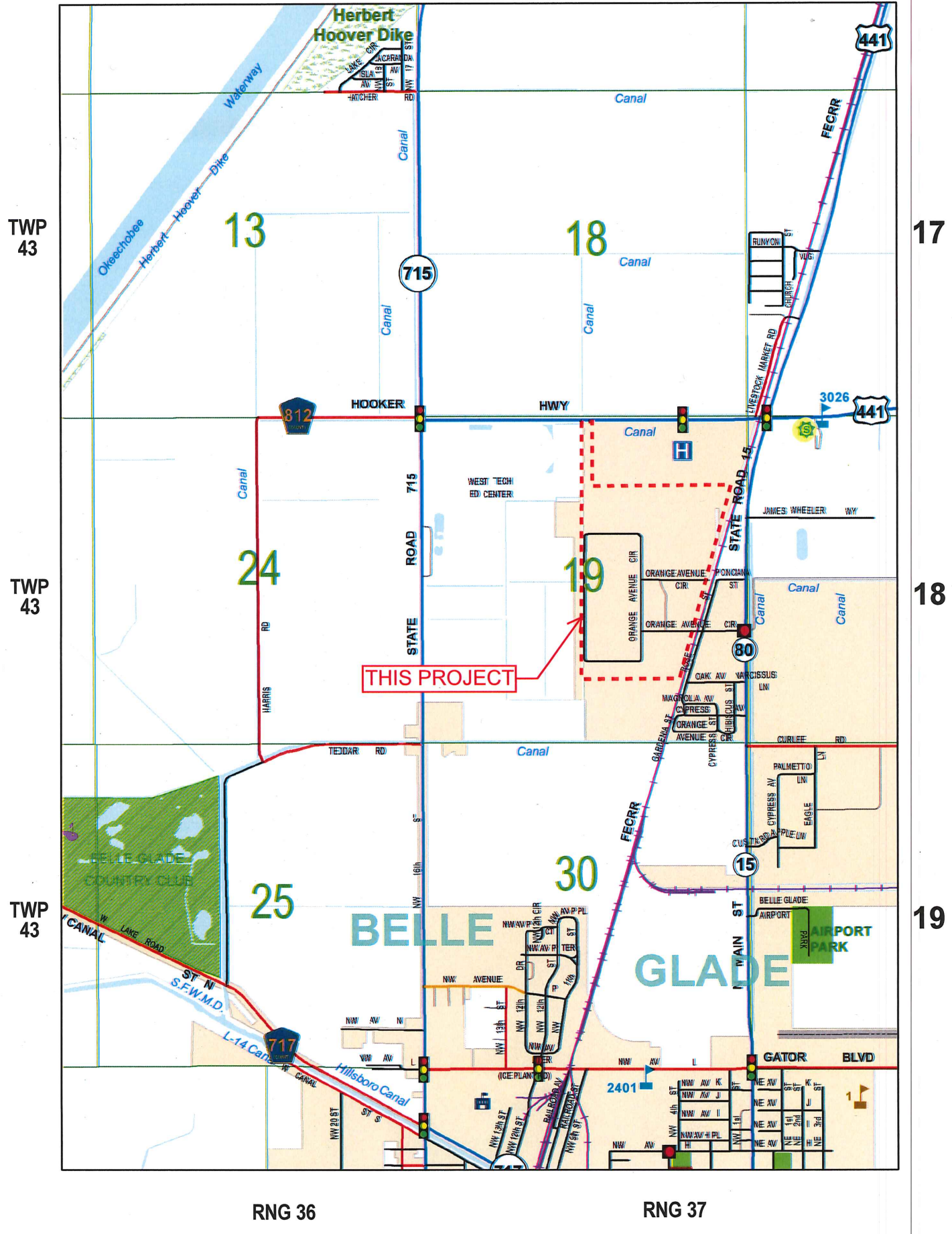
 8/25/15
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

PP ATTACHMENT 1 LOCATION MAP OO



CONSULTANT SERVICES AUTHORIZATION NO. 10Project Title: Water Main Extension Connecting State Road 15 to State Road 80Project No. WUD: 15-083Budget Line Item No. 4011-721-W038-6543District No.: 6

THIS AUTHORIZATION No. 10 to the Contract for Consulting/Professional Services dated 6/3/2014 (R2014-0825), 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 100% SBE participation overall. This Consultant Services Authorization includes 100% overall participation. The cumulative SBE participation, including this authorization is 99.25% overall. Additional authorization will be utilized to meet or exceed the stated overall participation goal.

1. CONSULTANT: Holtz Consulting Engineers, Inc. (HCE)
2. ADDRESS: 50 South US Highway One, Suite 206, Jupiter, FL 33477
3. Description of Services to be provided by the Consultant:
Survey, geotechnical, permitting, and design services for the preparation of plans and specifications sufficient for bidding a new 16-inch water main in the City of Belle Glade. The new water main will start at the northeast side of the intersection of State Road 15 (N. Main Street) and Orange Avenue Circle, run west under State Road 15 and under the F.E.C. railroad tracks, then northeast to the northern boundary of the BGI Group LLC property (formerly the Glades Correctional Institute), west to the western boundary of the BGI Group LLC property, and then north to State Road 80 (Hooker Highway), for a total approximate length of 1.3 miles.

A more detailed description of the scope is presented in ATTACHMENT "A".

See ATTACHMENT A.

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

See ATTACHMENT E.

5. Consultant shall begin work promptly on the requested services.
6. The compensation to be paid to the Consultant for providing the requested services shall be:
 - A. Computation of time charges plus expenses, not to exceed \$ N/A
 - B. Fixed price of \$ 149,978.51
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: 15-083 Consultant Services Authorization No. 10

Project Title: Water Main Extension Connecting State Road 15 to State Road 80

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 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 6/3/14 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

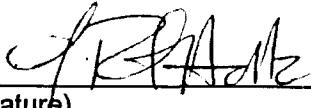
_____ Date

Approved as to Form and Legal
Sufficiency

Signed: _____

Typed Name: _____
County Attorney

HOLTZ CONSULTING ENGINEERS, INC
CONSULTANT: _____



(Signature)

Andrea Holtz - President

(Name and Title)

7/20/15

Date

LIST OF ATTACHMENTS

Project No. WUD: 15-083 Consultant Services Authorization No. 10

Project Title: Water Main Extension Connecting State Road 15 to State Road 80

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. 10

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

**SCOPE OF WORK
FOR**

Water Main Extension Connecting State Road 15 to State Road 80

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: Holtz Consulting Engineers, Inc. (CONSULTANT) to provide engineering services for various general activities on (Reference Document R2014-0825). This Consultant Service Authorization (CSA) will be performed under that CONTRACT.

This CSA encompasses providing services related to the survey, geotechnical, permitting, and design services for the preparation of plans and specifications sufficient for bidding a new 16-inch water main in the City of Belle Glade. The new water main will start at the intersection of State Road 15 (N. Main Street) and Orange Avenue Circle, run west under State Road 15 and the FEC railroad tracks, northeast to the northern boundary of the BGI Group LLC property (formally the Glades Correctional Institute), west to the western boundary of the BGI Group LLC Property, and then north to State Road 80 (Hooker Highway), for a total approximate length of 1.3 miles. A more detailed description of the scope is presented below.

BACKGROUND

The COUNTY intends to loop the existing water system between State Road 80 (Hooker Highway) and State Road 15 (N. Main Street) to provide water service and fire protection to the proposed industrial and commercial parcels at the location of the BGI Group LLC property (formerly the Glades Correctional Institute). A new 16-inch water main is proposed to connect to the 16-inch water main on State Road 15 (N. Main Street), which is currently under construction, at the intersection of State Road 15 (N. Main Street) and Orange Avenue Circle, and will then run west along Orange Avenue Circle crossing State Road 15, the F.E.C. railroad tracks, then run northeast to the northern boundary of the former Glades Correctional Institute, then run west to the western boundary of the former Glades Correctional Institute, and then run north to connect to the 16-inch water main along State Road 80 (Hooker Highway). Hydrants and stub-outs for future connections will be provided with isolation valves installed approximately every 1,500 feet and air release or combination valves will be provided at high points along the main.

SCOPE OF SERVICES

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

Task 1 – Survey

Under this task, SUBCONSULTANT, Dennis J. Leavy & Associates, will perform a topographic survey of the proposed water main route. The survey will depict the existing ground profile of the proposed project area, location of visible fixed improvements and visible objects, above-ground existing utilities, grade elevations at 100-foot intervals, site benchmarks, and all other items included in a Topographic Survey as defined in Rule 5J-17.050 (10) (k) of the Standards of Practice adopted by the Board of Professional Surveyors and Mappers.

Task 2 – Geotechnical Investigation

Under this task, SUBCONSULTANT, Tierra South Florida, Inc., will perform a subsurface exploration for the proposed 16-inch water main near the proposed crossings at State Road 15 (N. Main Street) and the FEC Railroad tracks. Four (4) Standard Penetration Tests (SPT) borings to a depth of 30 feet below existing grade will be performed. Upon completion of the field exploration, laboratory testing will be performed on selected samples, and a geotechnical engineer will evaluate the results of all drilling and laboratory testing

Task 3 – Engineering Design

- 3.1 The CONSULTANT will provide engineering services consisting of preparation of Plans and Specifications for the proposed new water main. The Plans and Specifications will be sufficient to convey the extent and nature of the work to be accomplished. Survey information, including location and layout of existing facilities, topographic information, easements and rights-of-way, etc. shall be as provided by Dennis J. Leavy & Assoc. This information will be used to prepare base drawings for the existing facilities and the proposed water main. The CONSULTANT will also utilize available plans and record drawing information provided by the COUNTY for the preparation of engineering base drawings. COUNTY aerial photos will also be utilized to aid in the preparation of the engineering base drawings to be used in the plans.
- 3.2 The plans will include plan and profiles for the water main pipe routing, addressing all known conflict resolutions, and connection details to existing water mains. Palm Beach County standard typical details will be utilized to prepare the project plans. The COUNTY's Minimum Design & Construction Standards will be supplemented with the CONSULTANT's standard specifications as applicable to the project for preparation of the project technical specifications to be included in the bidding documents. Drawings will be prepared on a 1" = 20' scale. It is anticipated that twenty (20) engineering plan sheets will be required for the new water main, fourteen (14) sheets for plan and profile of the water main, cover sheet, index sheet, legend & general notes, and three (3) detail sheets.
- 3.3 CONSULTANT shall request record information from other utility companies including, but not limited to: Florida Power and Light, AT&T, Bellsouth, Comcast Cable, Teco Gas, Palm Beach County Traffic Operations, etc. for location of their utilities so that they may be added to the plans.
- 3.4 The CONSULTANT will provide two (2) full size (24" x 36") sets of plans for review and comment by the COUNTY at the 30% and 90% complete stages. The submittals will

also include a draft outline of the specifications table of contents with the 30% complete submittal, and an updated table of contents and complete draft of the technical specifications sections with the 90% complete submittal. The CONSULTANT will provide CAD files and PDF files of the final (100% complete) drawings and "Word" files and one set of un-bound technical specifications and a bid schedule for preparation of bid sets. The COUNTY will prepare the front end bidding documents utilizing their standard documents. The CONSULTANT will provide the COUNTY three (3) full size (24" x 36") signed-and-sealed sets of final plans and three (3) signed-and-sealed copies of the technical specifications upon final completion for COUNTY's use.

Task 4 – Permitting

- 4.1 CONSULTANT shall prepare permit applications for construction of the water mains for submittal to the following agencies:
- Florida Department of Environmental Protection (FDEP)
 - Florida Department of Transportation (FDOT) Right-of-Way Permit
 - F.E.C. Railroad
 - South Florida Conservancy District
 - City of Belle Glade
- 4.2 CONSULTANT will coordinate with the permitting agencies during the review process on a regular basis in an effort to keep the project on schedule and respond to their review comments.
- 4.3 Permit fees will be paid by PBCWUD. CONSULTANT will respond to requests for information (RFIs) from the permitting agencies.

Task 5 - Project Management

Project management includes CSA administration, QA/QC, and project meetings (other than workshops) with COUNTY staff.

- 5.1 CSA Administration: The progress of the project will be monitored and resources will be managed to achieve the schedule, budget, and work quality goals of the project. The CONSULTANT will keep the COUNTY informed as to the status and progress of the project. Communications with the COUNTY will be conducted under this Task.
- 5.2 QA/QC: The CONSULTANT will be conducting internal QA/QC review of the deliverables for conformance to CONTRACT requirements and internal program requirements. The results of these reviews will be incorporated into the deliverables prior to submission to the COUNTY for review and comment.
- 5.3 Project Meetings and Field Review: Attend and participate in project meetings with COUNTY staff. A total of up to six (6) meetings and two (2) field review site visits have been budgeted for as follows:
- a. Attend up to six (6) meetings total during the design phase of the project. Meetings are anticipated as follows: one (1) design kick-off meeting and interview/discussions with COUNTY staff, one (1) 30% complete submittal review meeting, one (1) 90% complete submittal review meeting, and one (1) 100% (final plans & specifications) submittal review meeting. Also, up to two (2) project coordination meetings with BGI Group LLC and their engineering consultant during project conception and near the 90% design completion phase.

- b. Conduct up to two (2) site visits to coordinate the design of the project and review/verify the conditions with COUNTY staff related to the visual field review of proposed water main route.

COUNTY RESPONSIBILITIES

1. Designate a Project Representative as COUNTY's representative and primary contact for CONSULTANT. CONSULTANT will rely on COUNTY's designated Project representative for instructions and approval of CONSULTANT's services.
2. Payment for all permit fees.
3. Provide any existing drawings and other pertinent information to the project and project schedule.
4. Provide prompt review and comment on all deliverables.
5. Attendance of key COUNTY personnel at meetings as requested.

COMPENSATION

The CONSULTANT will be compensated in accordance with the attached budget summary (Attachment A), a lump sum amount of \$149,978.51. Monthly progress payments will be authorized based on percent complete as determined by CONSULTANT and approved by the COUNTY.

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 Intend to perform as an SBE).

ATTACHMENT - B

PROJECT BUDGET

Task No.	Sub Task	Task Description	Labor Classifications and Hourly Rates					HCE Totals		Total Sub-Consultant Services	
			Principal/ Associate QA/QC \$62.00	Project Manager \$42.33	Project Engineer (PE) \$42.33	Project Engineer (EI) \$30.00	CADD Technician \$31.00	Technical Typist Admin \$20.00	Total Hours		Total Labor
1		Survey	2	5	10	10			27	\$1,058.95	\$19,750.00
2		Geotechnical Investigation		4	8	8			20	\$747.96	\$6,985.00
3		Engineering Design	40	40	150	300	300	40	870	\$29,622.70	
4		Permitting	5	15	25	30	40		115	\$4,143.20	
5		Project Management	30	60	40	20			150	\$6,693.00	
										\$42,265.81	\$26,735.00

LABOR TOTAL HOURS	77	124	283	368	340	40	1182	/
LABOR RAW COSTS	\$4,774.00	\$5,248.92	\$9,862.89	\$11,040.00	\$10,540.00	\$800.00	/	\$42,265.81
LABOR MULTIPLIER	2.91	2.91	2.91	2.91	2.91	2.91	/	/
LOADED LABOR COST	\$13,892.34	\$15,274.36	\$28,701.01	\$32,126.40	\$30,671.40	\$2,328.00	/	\$122,993.51
TOTAL LABOR COST	\$122,993.51							
SUB-CONSULTANT COSTS TOTAL	\$26,735.00							
SUB-CONSULTANT MULTIPLIER	1							
SUB-CONSULTANT TOTAL	\$26,735.00							
REIMBURSABLE EXPENSES	\$250.00							
TOTAL PROJECT FEE	\$149,978.51							

ATTACHMENT - C

PROJECT SCHEDULE

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

<u>Engineering Services</u>	<u>Completion Date from Notice to Proceed</u>
Task 1 – Survey	60 days
Task 2 – Geotechnical Investigation	60 days
Task 3 – Engineering Design	30% Submittal - 30 days after the completion of Task 1 90% Submittal – 60 days from receipt of PBC written review comments on 30% submittal 100% Final Submittal – 30 days from receipt of PBC review comments on 90% complete submittal
Task 3 – Permitting	60 days after receiving comments on the 90% submittal
Task 4 – Project Management	Throughout CSA duration
TOTAL DURATION	270 days

ATTACHMENT D

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE CONSULTANT/SUBCONSULTANTS

PROJECT NAME: Water Main Extension Connecting State Road 15 to State Road 80 PROJECT NO. WUD 15-083
 NAME OF PRIME CONSULTANT: Holtz Consulting Engineers, Inc. ADDRESS: 50 South US Highway One, Suite 206, Jupiter, FL 33477
 CONTACT PERSON: Stephen Fowler, PE PHONE NO.: (561) 575-2005 FAX NO.: (561) 575-2009
 DESCRIPTION OF SERVICES Survey, Geotechnical Engineering, Design and Permitting for Water Main Extension Connecting State Road 15 to State Road 80

**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				
	M/WBE	SBE	Black	Hispanic	Women	Caucasian	Other (Please Specify)
Holtz Consulting Engineers, Inc. 50 South US Highway One, Suite 206 Jupiter, FL 33477 (561) 575-2005	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	\$123,243.51 82.17%	_____	_____	_____
Dennis J. Leavy & Associates, Inc. Land Surveyors & Mappers 460 Business Park Way, Suite B Royal Palm Beach, FL 33411 (561) 753-0650	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	\$19,750 13.17%	_____
Tierra South Florida, Inc. 2765 Vista Parkway, Suite 10 West Palm Beach, FL 33411 (561) 687-8536	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	_____	\$6,985 Asian 4.66%
(Please use additional sheets if necessary)			Total	_____	82.17%	13.17%	4.66%
Total SBE-M/WBE Participation 100%							

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 15-083 PROJECT NAME: Water Main Extension Connecting State Road 15 to State Road 80

TO: Holtz Consulting Engineers, 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) _____

Date of Palm Beach County Certification: October 3, 2013

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)

Design and Permitting for the Water Main Extension at Glades Correctional Institute

Total SBE-M/WBE Participation 82.17 %


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 N/A N/A
(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.

Holtz Consulting Engineers, Inc.
Print name of
SBE-M/WBE Sub-consultant

By: 
(Signature)

Andrea Holtz, PE - President
Print name/title of person executing on behalf
of SBE-M/WBE

Date: 7/20/15

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: WUD 15-083 PROJECT NAME: Water Main Extension Connecting State Road 15 to State Road 80

TO: Holtz Consulting Engineers, 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 (Asian)

Date of Palm Beach County Certification: 2/6/2012

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)

Geotechnical Services for the Water Main Extension Connecting State Road 15 to State Road 80

Total SBE-M/WBE Participation 4.66% %

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 N/A N/A
(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]
(Signature)

RAJ KUSHNASAMY, P.E. / PRESIDENT
Print name/title of person executing on behalf
of SBE-M/WBE

Date: 3/13/15

**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: WUD 15-083 PROJECT NAME: Water Main Extension Connecting State Road 15 to State Road 80

TO: Holtz Consulting Engineers, 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) _____

Date of Palm Beach County Certification: 2/25/13 to 2/24/16

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 for the Water Main Extension at Glades Correctional Institute

Total SBE-M/WBE Participation 13.17 %

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 N/A N/A
(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: 7/20/15

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

Project No.: 15-083
Task Authorization No: 10

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

EV 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.
01	Lift Station Rehabilitation Project – Priority 1	Approved	\$98,859.19	\$98,859.19	100%	CRC	9/24/14	14-104	
02	Lift Station Rehabilitation Project – Priority 2	Approved	\$97,152.07	\$97,152.07	100%	CRC	10/29/14	15-003	
03	2013 - Conversion of Dry Can Lift Station Nos. 169, 171, 263, 966, 1023, 1051, 1057, & 5240 and Demolition of Dry Can Lift Station No. 265 - Supplement – Bidding Assistance	Approved	\$5,910.91	\$5,910.91	100%	WUD	10/23/14	13-034	
03.1	2013 - Conversion of Dry Can Lift Station Nos. 169, 171, 263, 966, 1023, 1051, 1057, & 5240 and Demolition of Dry Can Lift Station No. 265 - Supplement – Bidding Assistance	Approved	\$5,910.91	\$5,910.91	100%	WUD	10/30/14	13-034	
04	SR-15 (Main St.) & Gator Blvd.; 16-inch and 12-inch Water Main Extension; City of Belle Glade	Approved	\$9,776.59	\$6,776.59	69.31%	WUD	12/22/14	13-052	
05	Belle Glade Lift Stations Rehabilitation	Approved	\$48,462.45	\$45,462.45	93.81%	WUD	4/2/215	15-023	
06	Seminole Improvement District Area Water and Wastewater Connections Technical Memorandum	Approved	\$6,948.53	\$6,948.53	100%	WUD	3/12/15	15-034	
07	Century Village Prioritization Process	Approved	\$34,926.43	\$34,926.43	100%	WUD	4/9/2015	15-042	
05.1	Belle Glade Lift Stations Rehabilitation	Approved	\$3,102.72	\$3,102.72	100%	WUD	6/29/15	15-023	
08	Lift Station Rehab Priority 3	Approved	\$99,452.77	\$99,452.77	100%	CRC	7/15/15	15-079	
09	Lift Station Rehab Priority 4	Approved	\$99,452.77	\$99,452.77	100%	CRC	7/15/15	15-080	
2.1	Lift Station Rehabilitation Project – Priority 2	Approved	\$41,693.93	\$41,693.93	100%	WUD	7/7/15	15-003	
10	Water Main Extension Connecting State Road 15 to State Road 80	Pending	\$149,978.51	\$149,978.51	100%			15-083	
11	Fieldbrook Circle Gravity Wastewater Ext.	Approved	\$98,938.07	\$98,938.07	100%	CRC	7/15/15	15-018	
12	Orange Blvd, Grapeview Blvd, & 64 th Ct. N Water Main Extension	Pending	\$84,880.99	\$84,880.99	100%			14-008	
13	Tangerine Blvd. Water Main Extension	Pending	\$10,120.55	\$10,120.55	100%			15-076	
14	East Hialeah Dr. Water Main Extension	Pending	\$10,720.55	\$10,720.55	100%			15-047	
Total			\$906,287.94						

ATTACHMENT - F

AUTHORIZATION STATUS REPORT

SUMMARY OF SBE / MINORITY BUSINESS TRACKING

	Total	SBE
Current Proposal		
Value of Authorization No. 10	\$149,978.51	\$149,978.51
Value of SBE Letters of Intent	\$149,978.51	\$149,978.51
Actual Percentage	100.00%	100.00%
Signed/Approved Authorizations		
Total Value of Authorizations	\$650,587.34	\$644,587.34
Total Value of SBE Signed Subcontracts	\$644,587.34	\$644,587.34
Actual Percentage	99.07%	100.00%
Signed/Approved Authorizations Plus Current Proposal		
Total Value of Authorizations	\$800,565.85	\$794,565.85
Total Value of Subcontracts & Letters of Intent	\$794,565.85	\$794,565.85
Actual Percentage	99.25%	100.00%
GOAL	100%	100%

ATTACHMENT G
PROJECT LOCATION MAP

