

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date:	January 26, 2016	Consent <input checked="" type="checkbox"/> [X] Public Hearing <input type="checkbox"/> []	Regular <input type="checkbox"/> []
Department:	Water Utilities Department		


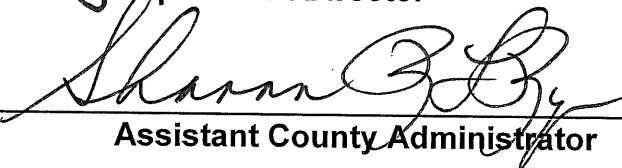
I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consultant Services Authorization (CSA) No. 15 for the CD06 Congress Avenue Force Main Extension (Project) with Holtz Consulting Engineers, Inc. in the amount of \$118,329.42.

Summary: On June 3, 2014, the Board of County Commissioners (BCC) approved the Water Utilities Department (WUD) Engineering/Professional Services Contract with Holtz Consulting Engineers, Inc. (R2014-0825). CSA No.15 provides survey, location, design, and permitting services for the design of approximately 4,600 linear feet of force main improvements along Congress Avenue between Forest Hill Boulevard and Kentucky Street in West Palm Beach. The Project will facilitate the provision of wastewater services of small businesses along Congress Avenue. 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. 15 includes 100% participation. The cumulative SBE participation including this authorization is 98.88% overall. Holtz Consulting Engineers, Inc. is a Palm Beach County company. This project is included in the FY16 Capital Improvement Plan adopted by the BCC. (WUD Project No. 15-097) District 2 (MJ)

Background and Justification: Various small businesses along Congress Avenue between Forest Hill Boulevard and Kentucky Street currently utilize individual septic tanks with drain fields to dispose of generated wastewater. The County provides wastewater utilities near this area with small diameter force mains and gravity mains generally located on the west side of Congress Avenue. CSA No. 15 will provide surveying, location, engineering design, and permitting services for the design of a force main collection system of approximately 4,600 linear feet along Congress Avenue between Forest Hill Boulevard and Kentucky Street to allow the small businesses currently on septic tanks in the area to connect to the County's wastewater collection system.

- Attachments:**
- 1. Location Map
 - 2. Two (2) Original Consultant Services Authorization No. 15

Recommended By:	 Department Director	12-29-15 Date
Approved By:	 Assistant County Administrator	1-15-16 Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2016	2017	2018	2019	2020
Capital Expenditures	\$118,329	0	0	0	0
External Revenues	0	0	0	0	0
Program Income (County)	0	0	0	0	0
In-Kind Match County	0	0	0	0	0
CCRT Funds	0				
NET FISCAL IMPACT	\$118,329	0	0	0	0
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

Budget Account No.: Fund 4011 Dept 721 Unit W019 Object 6547

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. Vest

III. REVIEW COMMENTS

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

Sherry Brown

1/5 1/16 OFMB

Dr. J. Jacobus

Contract Development and Control 1/13/16

B. D. H. 1-12-16

B. Legal Sufficiency:

Assistant County Attorney

1/13/16

C. Other Department Review:

Department Director



8100 Forest Hill Blvd.
West Palm Beach, FL 33416
(561) 493-6000

[illegible]

Project Title: Congress Avenue Force Main Extension

Project No. WUD: 15-097

Budget Line Item No. 4011-721-W019-6547

District No.: 2

THIS AUTHORIZATION No. 15 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 100.00% overall participation. The cumulative SBE participation, including this authorization is 98.88% 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, underground utility locates, design, and permitting services for approximately 4,600 linear feet of force main improvements along Congress Avenue in West Palm Beach from Forest Hill Boulevard, north to Kentucky Street to serve the small businesses along Congress Avenue with public sewer.

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 \$ 118,329.42
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: Congress Avenue Force Main Extension

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).
8. EXCEPT AS HEREBY AMENDED, CHANGED OR MODIFIED, all other terms, conditions and obligations of the Contract dated 06/3/2014 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: _____
Mary Lou Berger, Mayor

Typed Name: _____
Deputy Clerk


_____ Date

Approved as to Form and Legal
Sufficiency

Signed: _____

Typed Name: _____
County Attorney

CONSULTANT: Holtz Consulting Engineers, Inc.



(Signature)

Andrea Holtz, PE - President
(Name and Title)

1/4/16
Date

LIST OF ATTACHMENTS

Project No. WUD 15-097 Consultant Services Authorization No. 15

Project Title Congress Avenue Force Main Extension

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. 15

PALM BEACH COUNTY WATER UTILITIES DEPARTMENT ENGINEERING/PROFESSIONAL SERVICES

SCOPE OF WORK FOR CONGRESS AVENUE FORCE MAIN EXTENSION

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 will be performed under that CONTRACT.

This Consultant Services Authorization encompasses providing services related to the survey, underground utility locates, design, and permitting services for approximately 4,600 linear feet of force main improvements along Congress Avenue in West Palm Beach from Forest Hill Boulevard, north to Kentucky Street to serve the small businesses along Congress Avenue with public sewer. A more detailed description of the scope is presented below.

BACKGROUND

Congress Avenue between Forest Hill Boulevard and Kentucky Street is located in central Palm Beach County. There are various small businesses along Congress Avenue that currently have individual septic tanks and drain fields to dispose of generated sewage. The COUNTY provides wastewater utilities to this area from small diameter force mains and gravity mains generally located on the west side of Congress Avenue. The COUNTY has requested the services of the CONSULTANT to perform land surveying, underground utility locates, engineering design, and permitting services for the design of a force main collection system of approximately 4,600 linear feet along Congress Avenue between Forest Hill Boulevard and Kentucky Street to connect the small businesses currently on septic tanks to the COUNTY'S sewer collection system.

SCOPE OF SERVICES

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

Task 1 – Surveying Services

Under this task, SUB-CONSULTANT, Lidberg Land Surveying, Inc. will perform a topographic survey of the project areas to be used for the design of the force main improvements. The survey will depict the following:

- A. Topography survey at major ground elevation changes to depict existing ground profile at proposed project area. All topographical surveys shall have stationing established from south

to north and west to east. This shall be accomplished by creating a baseline in the field to collect pertinent data which shall include the following:

1. Obtain horizontal and vertical control for this Project using information published by the Palm Beach County Survey Department utilizing State Plane Coordinates for horizontal control and the North American Vertical Datum of 1988 (NAVD 88) for vertical control.
2. Location of visible fixed improvements within the existing road right-of-ways, including physical objects, roadway pavement, driveways, sidewalks, walls, curb, drainage swales, trees, signs, fences, power poles, and buildings.
3. Location of above ground existing utilities: FP&L, BellSouth, Cable TV, Natural Gas, Potable Water (valves, fire hydrants, and meters), Force Mains (valves), Sanitary Sewer, Reclaimed Water Mains (valves), Storm Sewers. Including invert elevations, pipe size, type and direction for storm and sanitary infrastructure.
4. Location of flagged and located below-ground utilities. Locating services will be performed under Task 2 of this Authorization.
5. Elevations shall be indicated at 50 foot stations, at a minimum, to indicate existing grades. Intermediate grades shall be indicated at all significant grade breaks.
6. Provide and reference site benchmarks. Elevations to be referenced to an existing established City or County Benchmark.

Task 1 Deliverables:

1. Provide three (3) plots of the drawings signed and sealed by a registered land surveyor at 1" = 20' scale and a computer disk with survey and drawing information compatible with AutoCAD Civil 3D Version 2015.

Task 2 – Utility Locating Services

Under this task, SUB-CONSULTANT, Ground Hound Detection Services, Inc. will perform utility locating services of the project areas to be surveyed for the design of the force main improvements. This task includes the creation of a Sunshine One Call design ticket and the coordination with the listed utilities.

Task 3 – Design

Under this task, CONSULTANT will design force mains, service tees, manhole rehabilitations, and all associated appurtenances that will connect into PBCWUD's sewer collection system.

- 3.1 The CONSULTANT will provide engineering services consisting of preparation of detailed Plans and Specifications depicting the installation of the five proposed force main segments to service the small businesses along Congress Avenue. These five segments are as follows:

3.1.1 The first proposed force main segment will be a 4-inch force main on the east side of Congress Avenue from Forest Hill Boulevard, north to two lots north of Cherokee Road. This 4-inch force main will be located under the eastern-most lane of traffic and a 6-inch tee-branch off the 4-inch force main will cross Congress Avenue at Creek Road through an existing 12-inch casing and connect to an existing manhole on the north side of the Forest Hill Center shopping plaza. There is an existing lift station on the east side of Congress Avenue which has a 2-inch discharge force main that currently runs through the existing 12-inch casing under Congress Avenue. The existing 2-inch force main will be tied into to the proposed 4-inch force main and the section of the existing 2-inch force

main located within the 12-inch casing will be disconnected, removed and properly disposed of. (1,200 feet in length)

3.1.2 The second proposed force main segment will be a 4-inch force main extension on the east side of Congress Avenue from the existing 4-inch force main main south of Oak Drive, across Oak Drive to the exsiting buisness located on the northwest corner. The proposed 4-inch force main will be installed in the eastern-most lane of Congress Avenue. (200 feet in length)

3.1.3 The third proposed force main segment will be a 4-inch force main on the west side of Congress Avenue from Oak Drive, north to Collin Drive and west along Collin Drive to an existing manhole where the force main will be connected to. The proposed force main will be installed in the western-most lane of Congress Avenue and the southern-most lane of Collin Drive. The manhole that is being connected to will be rehabilitated after connection. (1,800 feet in length)

3.1.4 The fourth proposed force main segment will be a 4-inch force main on the east side of Congress Avenue from Holly Road, north to Summit Boulevard, then west across Congress Avenue and continuing along the south side of Summit Boulevard to connect to an existing manhole west of Congress Avenue. The proposed 4-inch force main will be installed in the eastern-most lane of Congress Avenue. The crossing of Congress Avenue at Summit Boulevard will be performed via horizontal directional drill methods. The 4-inch force main will be installed under the south sidewalk on Summit Boulevard and the manhole being connected to will be rehabilitated after connection. (1,000 feet in length)

3.1.5 The fifth proposed force main segment will be a 4-inch force main on the east side of Congress Avenue from one lot north of Summit Boulevard, north to connect to the existing 4-inch force main. The proposed force main will be installed in the eastern-most lane of Congress Avenue. (400 feet in length)

CONSULTANT will make site visits to to ensure the plans accurately reflect above grade existing site conditions on the plans. COUNTY aerial photos will also be utilized to aid in the preparation of the engineering base drawings to be used in the plans. 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.

3.2 Approximately twenty (20) design drawings will be provided for this project. Plan and profile sheets will be prepared at a 1"= 20' horizontal scale and 1" = 4' vertical scale. Conflict resolutions will be provided in callout boxes. The preliminary drawing list is as follows:

G-1	Cover
G-2	Sheet Index
G-3	Legend
G-4	General Notes
C-1	Force Main Plan Sheet 1 (Segment 1)
C-2	Force Main Plan Sheet 2 (Segment 1)
C-3	Force Main Plan Sheet 3 (Segment 1)
C-4	Force Main Plan Sheet 4 (Segment 2)
C-5	Force Main Plan Sheet 5 (Segment 3)
C-6	Force Main Plan Sheet 6 (Segment 3)
C-7	Force Main Plan Sheet 7 (Segment 3)

C-8	Force Main Plan Sheet 8 (Segment 3)
C-9	Force Main Plan Sheet 9 (Segment 3)
C-10	Force Main Plan Sheet 10 (Segment 4)
C-11	Force Main Plan Sheet 11 (Segment 4)
C-12	Force Main Plan Sheet 12 (Segment 4)
C-13	Force Main Plan Sheet 13 (Segment 5)
D1 to D-3	Detail Sheets 1 through 3

- 3.3 The CONSULTANT will provide three (3) full size (24" x 36") sets and one (1) half size (11" x 17") set of plans (plan view only) for review and comment by the COUNTY at the 30% complete stage for approval of the proposed force main location and layout. The CONSULTANT will provide three (3) full size (24" x 36") sets and one (1) half size (11" x 17") set of plans for review and comment by the COUNTY at the 60% complete stage that incorporate the COUNTY's comments on the 30% submittal. The submittal will also include a complete draft of the technical specifications sections with the 60% complete submittal. The CONSULTANT will provide three (3) full size (24" x 36") sets and one (1) half size (11" x 17") set of plans for review and comment by the COUNTY at the 90% complete stage that incorporate the COUNTY's comments on the 60% submittal. The submittal will also include a complete draft of the technical specifications sections with the 90% complete submittal that incorporate the COUNTY's comments on the 60% 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 scope of work sets. 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.

3.4 Assumptions:

1. It is assumed that the installation of the individual sewer services on private property upstream of the service box to connect to the individual homes and disconnect of the septic tanks are not part of this project and will not be depicted on the engineering plans.
2. No hydraulic modeling is included as part of this effort. Main line sizes will be directed by the COUNTY.
3. Any improvements needed to the existing COUNTY lift stations will be performed by COUNTY staff and are not part of this project.
4. Maintenance of Traffic (MOT) Plans are not part of this project. The Contractor will be responsible for developing, submitting, and obtaining approval of the MOT Plans.

Task 3 Deliverables:

1. 30% complete submittal package.
2. 60% complete submittal package.
3. 90% complete submittal package.
4. 100% complete submittal package.

Task 4 – Permitting of Force Main Designs

- 4.1 CONSULTANT shall prepare permit applications for construction of the force mains extensions to the following agencies:

- Palm Beach County Health Department (PBCHD)
- Florida Department of Transportation (FDOT) Utility Permit
- Palm Beach County Land Development Division Right-of-Way Permit

- 4.2 Engineer 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 Consultant Services Authorization administration, QA/QC, and project meetings with COUNTY staff.

- 5.1 Consultant Services Authorization 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 Site Visits: Attend and participate in project meetings with COUNTY staff. Attend three (3) meetings and 2 site visits total during the design phase of the project.

COMPENSATION

The CONSULTANT will be compensated in accordance with the attached budget summary (Attachment B), a lump sum amount of \$118,329.42. 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 Intent to perform as an SBE).

ATTACHMENT - B

BUDGET SUMMARY

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 \$42.33	Project Engineer \$30.00	CADD Technician \$31.00	Technical Typist Admin \$20.00	Total Hours	Total Labor	
1		Surveying Services									
		Lidberg Land Surveying, Inc - Route Survey									\$32,235.00
		Coordination with Lidberg Land Surveying		8	12		4	4	28	\$1,050.60	
2		Utility Locating Services									
		Ground Hound Detection Services, Inc.									\$6,800.00
		Coordination with Ground Hound		2	2				4	\$169.32	
3		Design									
		Review Information			16		16		32	\$1,173.28	
		Prepare 60% Submittal (Plans/Specs)	4	16	80		200	8	308	\$10,671.68	
		Prepare 90% Submittal (Plans/Specs)	4	8	40		80	4	136	\$4,839.84	
		Finalize Bid Docs, aka 100%	4	8	24		40	4	80	\$2,922.56	
4		Permitting of Force Main Designs									
		PBCHD Permit	4	8	16			2	30	\$1,303.92	
		FDOT Permit	4	8	16			2	30	\$1,303.92	
		PBC R-O-W Permit	4	8	16			2	30	\$1,303.92	
5		Project Management (Includes 3 Meetings QA/QC, and site visits)	20	20	10				50	\$2,509.90	
										\$27,248.94	\$39,035.00

LABOR TOTAL HOURS	44	86	232	0	340	26	728	/	
LABOR RAW COSTS	\$2,728.00	\$3,640.38	\$9,820.56	\$0.00	\$10,540.00	\$520.00	/	\$27,248.94	
LABOR MULTIPLIER	2.91	2.91	2.91	2.91	2.91	2.91	/	/	
LOADED LABOR COST	\$7,938.48	\$10,593.51	\$28,577.83	\$0.00	\$30,671.40	\$1,513.20	/	\$79,294.42	
TOTAL LABOR COST	\$79,294.42								
SUB-CONSULTANT COSTS TOTAL	\$39,035.00								
SUB-CONSULTANT MULTIPLIER	1								
SUB-CONSULTANT TOTAL	\$39,035.00								
PROJECT TOTAL	\$118,329.42								

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 – Surveying Services	10 weeks from Notice to Proceed
Task 2 – Utility Locating Services	10 weeks from Notice to Proceed
Task 3 – Design	60% Submittal – 20 weeks from Notice to Proceed. 90% Submittal – 28 weeks from Notice to Proceed. 2 weeks for COUNTY comments. 100% Submittal – 36 weeks from Notice to Proceed. 2 weeks for COUNTY comments and 8 weeks for obtaining permits.
Task 4 – Permitting	28 weeks from Notice to Proceed for submission.
Task 5 – Project Management	Throughout Project Duration
Total Project Duration – 36 weeks	

ATTACHMENT D
SCHEDULE 1
LIST OF PROPOSED SBE-M/WBE CONSULTANT/SUBCONSULTANTS

PROJECT NAME: Congress Avenue Force Main Extension PROJECT NO. 15-097
NAME OF PRIME CONSULTANT: Holtz Consulting Engineers, Inc. ADDRESS: 50 South US Highway One, Jupiter, FL 33477
CONTACT PERSON: Christine Miranda, PE PHONE NO.: (561) 575-2005 FAX NO.: (561) 575-2009
DESCRIPTION OF SERVICES Survey, Design, Permitting, and Project Management for the Congress Avenue Force Main Extension

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					
	Minority Business	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. 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"/>	_____	_____	\$79,294.42 (67.01%)	_____	_____
2. Lidberg Land Surveying, Inc. 675 West Indiantown Road, Suite 200 Jupiter, FL 33458 (561) 746-8454	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	\$32,235 (27.24%)	_____
3. Ground Hound Detection Services, Inc. 2930 NW Commerce Park Drive, Suite 1 Boynton Beach, FL 3342 (561) 737-9800	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	\$6,800 (5.75%)	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
(Please use additional sheets if necessary)							
			Total	_____	_____	\$79,294.42 (67.01%)	\$39,035 (32.99%)

Total SBE-M/WBE Participation 100.00 %

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: 15-097 PROJECT NAME: Congress Avenue Force Main Extension

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 X Minority Business Enterprise X

Black _____ Hispanic X Women X 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)

Engineering Design, Permitting, and Project Management for the Congress Avenue Force Main Extension

Total SBE-M/WBE Participation 67.01 %

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)

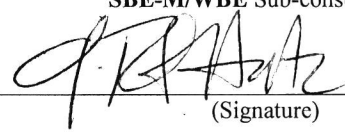
The Prime Consultant affirms that it will monitor the **SBE-M/WBE** listed to ensure the **SBE-M/WBE** perform the services with their own work force. The undersigned **SBE-M/WBE** Prime or **SBE-M/WBE** sub-consultant affirms that it has the resources necessary to perform the work listed without subcontracting 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: 10/23/15

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: 15-097 PROJECT NAME: Congress Avenue Force Main Extension

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 X Minority Business Enterprise _____

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

Date of Palm Beach County Certification: December 17, 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)

Land Surveying Services

Total SBE-M/WBE Participation 27.24 %

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.

Lidberg Land Surveying, Inc.
Print name of
SBE-M/WBE Sub-consultant
By: [Signature]
(Signature)
David C. Lidberg, President
Print name/title of person executing on behalf
of SBE-M/WBE
Date: 10/23/15

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: 15-097 PROJECT NAME: Congress Avenue Force Main Extension

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 X Minority Business Enterprise _____

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

Date of Palm Beach County Certification: August 18, 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)

Underground Utility Locating Services

Total SBE-M/WBE Participation 5.75 %


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.

Ground Hound Detection Services, Inc.
Print name of
SBE-M/WBE Sub-consultant

By: 
(Signature)

Jeffrey C. Poppe, President
Print name/title of person executing on behalf
of **SBE-M/WBE**

OSBA Schedule 3(A)
PROFESSIONAL SERVICES ACTIVITY REPORT

Project No.: 15-097
Task Authorization No: _____

REPORTING PERIOD: _____

Prime Consultant Address: 50 South US Highway One, Suite 206
City/State: Jupiter, FL Zip 34984
Contact Person: Andrea Holtz, PE Phone # (561) 575-2005
Contract Name: Utility Distribution & Collection System Engineering Consulting Services
Contract Term: 6/3/2014 to 6/3/2017 Contract Amount \$118,329.42
Total Percentage performed by the Prime's Firm: 67.01% SBE-M/WBE Firm: 100%
Service Type: Architectural _____ Engineering X Surveying X
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 _____

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 Stations 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	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	6/26/15	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	BGI 16-Inch Water Main	Approved	\$149,978.51	\$149,978.51	100%	BCC	9/8/15	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	Approved	\$10,720.55	\$10,720.55	100%	WUD	7/24/15	15-047	
16	RedZone Pilot Project	Approved	\$5,664.40	\$665.40	11.74%	WUD	9/9/15	15-090	
17	SR-15 & Gator Blvd 16-inch and 12-inch Water Main Extension Waste and Risk Management Plan	Approved	\$10,757.68	\$10,757.68	100%	WUD	9/9/15	13-052	
1.1	Lift Station Rehabilitation Project – Priority 1	Approved	\$43,027.95	\$43,027.95	100%	WUD	9/16/15	14-104	
15	Congress Avenue Force Main Extension	Pending	\$118,329.42	\$118,329.42	100%			15-097	
Total			\$1,084,067.39						

ATTACHMENT - F

AUTHORIZATION STATUS REPORT

SUMMARY OF SBE / MINORITY BUSINESS TRACKING

	Total	SBE
Current Proposal		
Value of Authorization No.	\$118,329.42	\$118,329.42
Value of SBE Letters of Intent	\$118,329.42	\$118,329.42
Actual Percentage	100%	100%
Signed/Approved Authorizations		
Total Value of Authorizations	\$870,736.43	\$859,737.43
Total Value of SBE Signed Subcontracts	\$859,737.43	\$859,737.43
Actual Percentage	98.73%	100.00%
Signed/Approved Authorizations Plus Current Proposal		
Total Value of Authorizations	\$989,065.85	\$978,066.85
Total Value of Subcontracts & Letters of Intent	\$978,066.85	\$978,066.85
Actual Percentage	98.88%	100.00%
GOAL	100%	100%

ATTACHMENT G PROJECT LOCATION MAP

ATTACHMENT G



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

