

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

**Meeting Date:** September 27, 2016

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

**Regular [ ]**

**Department:** Water Utilities Department

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: Consultant Services Authorization (CSA) No.16 for Pump Station No. 5229 Force Main Improvements Construction Engineering Services Project with Mock, Roos & Associates, Inc. in the amount of \$326,520.

**Summary:** On June 3, 2014, the Board of County Commissioners (BCC) approved the Water Utilities Department (WUD) Contract for Utility & Collection System Engineering Consulting Services (Contract) with Mock, Roos & Associates, Inc. (R2014-0826). CSA No.16 provides for engineering, construction management and field inspection services during the construction of Pump Station No. 5229 Force Main Improvements Project (Project). The Project will replace temporary piping repairs and make modifications to the regional force main system to increase operational flexibility. On February 27, 2001, the Board of County Commissioners approved an Interlocal Agreement (ILA) between Palm Beach County and the City of Lake Worth relating to joint wastewater transmission facilities (R2001-0315). In accordance with the ILA, Palm Beach County and The City of Lake Worth will share the total project costs of 58.25% and 41.75% respectively. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance (R2002-0064) is 15% overall. The Contract provides for SBE participation of 97%. CSA No.16 includes 100% overall SBE participation. The cumulative SBE participation including CSA No. 16 is 98.73% overall. Mock, Roos & Associates, Inc. is a Palm Beach County company. The Project is included in the FY16 Capital Improvement Plan adopted by the BCC. (WUD Project No. 11-035) District 2 (MJ)

**Background and Justification:** Pump Station No. 5229 and associated force mains are integral components of the regional force main system servicing Palm Beach County, the City of Lake Worth and their sub-regional partners. The improvements to the regional force main system at Pump Station No. 5229 will increase the operational flexibility within the system. CSA No.16 provides for engineering oversight, construction management and field inspection services during the construction of Project. In addition, CSA No.16 includes the preparation of record drawings for the Project.

**Attachments:**

1. Location Map
2. Two (2) Original Consultant Services Authorization No.16

Recommended By:

  
Department Director

9-13-16  
Date

Approved By:

  
Assistant County Administrator

9/26/16  
Date

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures	<u>\$326,520</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>\$326,520</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 <u>4011</u>	Dept <u>721</u>	Unit <u>W019</u>	Object <u>6547</u>	

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: *Julia M. West*

### III. REVIEW COMMENTS

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

Lisa Pemberton 9/15/14  
OFMB Et 9/14 JAM 9/14

*J. S. Jacoby*  
Contract Development and Control  
9/23/16

### B. Legal Sufficiency:

 9/26/16  
\_\_\_\_\_  
Assistant County Attorney

**C. Other Department Review:**

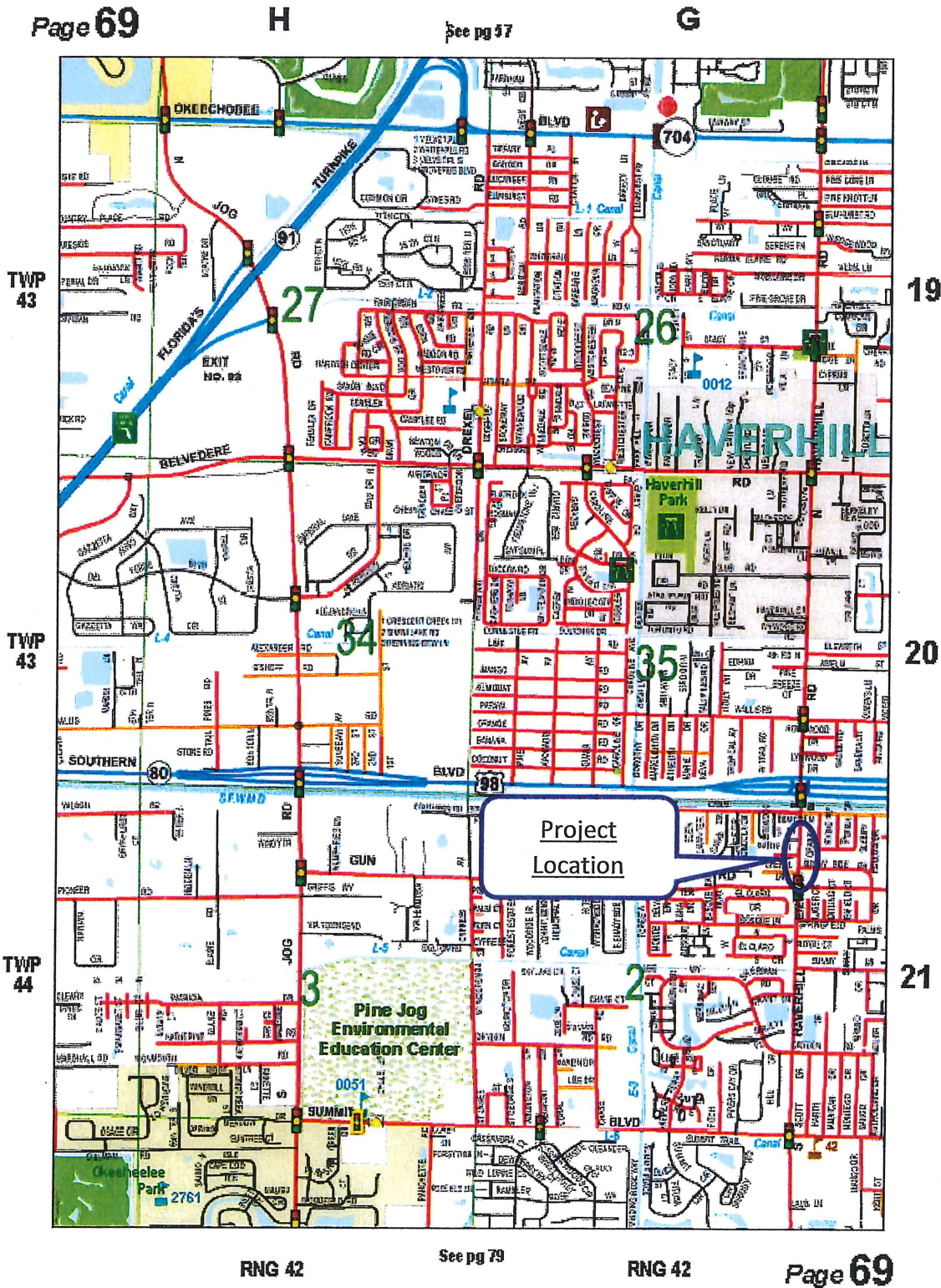
Department Director

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



Location Map

Pump Station No. 5229 Force Main Improvements Engineering During Construction  
WUD No. 11-035



Project Name: Pump Station No. 5229 Force Main Improvements Engineering During Construction (11-035)

Project Title: Pump Station 5229 Forcemain Improvements Engineering During Construction

Project No. WUD: 11-035

Budget Line Item No. 4011-721-WO19-6547

District No.: 2

THIS AUTHORIZATION No. 16 to the Contract for Consulting/Professional Services dated June 3, 2014 (R2014-0826), 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 97% SBE participation overall. This Consultant Services Authorization includes 100 % overall participation. The cumulative SBE participation, including this authorization is 98.87 % overall. Additional authorization will be utilized to meet or exceed the stated overall participation goal.

1. CONSULTANT: Mock, Roos & Associates, Inc.
2. ADDRESS: 5720 Corporate Way, West Palm Beach, FL 33407
3. Description of Services to be provided by the Consultant:  
Pump Station 5229 Forcemain Improvements Construction Engineering Services  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \$ \_\_\_\_\_
  - B. Fixed price of \$ 326,520.00
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: Pump Station 5229 Forcemain Improvements Engineering During Construction**

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 June 3, 2014 remain in full force and effect.

Project No. WUD: 11-035 Consultant Services Authorization No. 16

Project Title: Pump Station 5229 Forcemain Improvements Engineering During Construction

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

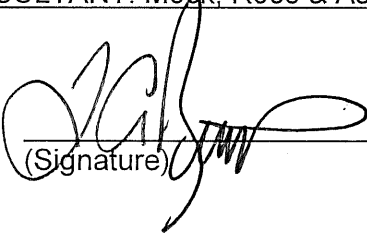
\_\_\_\_\_ Date Jas

Approved as to Form and Legal  
Sufficiency

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

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

CONSULTANT: Mook, Roos & Associates, Inc.

  
(Signature)

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

7/25/14  
Date

## LIST OF ATTACHMENTS

Project No. WUD 11-035 Consultant Services Authorization No. 16

Project Title Pump Station 5229 Forcemain Improvements Engineering During Construction

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. 16**

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

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

#### **Pump Station 5229 Forcemain Improvements Engineering During Construction**

### **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 engineering services related to the construction of improvements to the Wastewater System in Haverhill Boulevard near Pump Station (PS) 5229.

### **BACKGROUND**

PS 5229 currently conveys wastewater from the northern central PBCWUD service area to the East Central Regional Wastewater Treatment Facility (ECRWRF). Flows from the City of Lake Worth master pump station are re-pumped through this facility (from south to north). PBCWUD O&M staff have experienced operational challenges with this station and made temporary repairs to continue operation of the influent 42-inch DIP force main. PS 5229 must be bypassed in order to facilitate repair and rehabilitation work.

The purpose of this project is to construct modifications to the wastewater conveyance system in the vicinity of PS 5229 to allow bypassing and meet current and future maintenance and operational needs. These improvements will accommodate several operational scenarios and provide greater operational flexibility.

The overall project construction duration is anticipated to be 18 months. The project's critical path is dependent on the timely delivery of the proposed valves. The delivery time for the proposed valves is approximately 6 months from Notice to Proceed. It is anticipated that the project will have an active construction period of 31 weeks (approximately 7 months).

CONSULTANT will act as the PBCWUD representative and will be the primary point of contact for PBCWUD. PBCWUD as used herein refers to both entities collectively.

This Scope of Work consists of the engineering services described below:

### **SCOPE OF SERVICES**

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



## Task 1 – Pre-Construction Activities

The CONSULTANT will provide services as follows:

- 1.1. **Contract Document Distribution** - The CONSULTANT will provide the Contractor up to 4 sets of Conformed Contract Documents for use during construction, 3 signed and sealed sets of Construction Drawings for the Contractor's Records, and one CD containing the Project AutoCAD (version 2016) drawings for the contractor's use preparing Record Drawings submittals. The Consultant will provide PBCWUD one CD and two sets of conformed Contract Documents.
- 1.2. **Pre-Construction Meeting** - The CONSULTANT will prepare for and conduct a Pre-Construction meeting with the Contractor and PBCWUD and other appropriate stakeholders as needed. Prepare and distribute the pre-construction meeting minutes.
- 1.3. **Contractor Submittal Review** - The CONSULTANT will review Contractor's fabrication shop drawings and construction materials/equipment submittals for conformance with the Contract Documents. Up to two reviews per shop drawing submittal are included. Provide hard copies with a submittal log to the Contractor and PBCWUD.

## Task 2 – Construction Activities

The CONSULTANT will provide services as follows:

- 2.1. **Review of Contractor's Schedule** – The CONSULTANT will review Contractor's initial submitted project schedule and review Contractor's progress schedule monthly updates that are to be submitted monthly with each Pay Application.
- 2.2. **Regularly Scheduled Construction Meetings** – The CONSULTANT will prepare for and attend 30 regularly scheduled construction meetings between the Contractor, the PBCWUD, and Mock•Roos during the active construction period. Prepare and distribute meeting minutes taken at monthly construction meetings. It is assumed that monthly meetings will be held at PBCWUD's office.
- 2.3. **Periodic Meetings** – The CONSULTANT will attend up to 10 additional periodic meetings as requested by the Contractor and/or PBCWUD during the construction period.
- 2.4. **Part-time Field Representative's Site Observations** - The CONSULTANT will provide a part-time Mock•Roos field representative to perform site observations of the Contractor's Work during the construction period (assumed to be 31 weeks). Up to 40 hours per week (Monday through Friday) are included in this proposal. Prepare and submit Mock•Roos daily field observation reports and construction photos.
- 2.5. **Engineer's Site Observations** – The CONSULTANT will provide the services of a professional engineer(s) to perform fifteen (15) periodic site observations of the day-to-day work activities and construction progress for conformance with the Contract Documents.
- 2.6. **Night-Time Work Events** – The CONSULTANT will coordinate and provide a part-time Mock•Roos field representative to perform site observations of the Contractor's Work that will require shut-downs during overnight (low flow conditions). There are five "hot" connections to forcemains that will remain in service; three separate mains

that need line stops (one area will have two stops and a bypass, but this work can happen all at once) and two wet taps. This work encompasses a total of eight (8) separate overnight work events; all included in this proposal. This line item recognizes that night time events will require more than 40 hours/week of field representative participation on weeks when night time services are required.

- 2.7. **Requests for Information (RFIs)** – The CONSULTANT will review and respond to Contractor's RFIs pertaining to elements of the project and/or contract documents. Up to 20 RFI's are included in this proposal.
- 2.8. **Work Directives** – The CONSULTANT will review, recommend, and prepare minor field directives, as needed and requested by PBCWUD. Services related to major changes or change order proposals will be negotiated at that time. Up to 8 field directives are included.
- 2.9. **Pay Applications** – The CONSULTANT will attend monthly onsite pay application review meetings with the Contractor and PBCWUD. Provide review and payment recommendations for the Contractor's monthly pay applications and one final pay application. A total of twelve (12) pay application reviews are included in this proposal.
- 2.10. **Substantial Completion/Punchlist** – The CONSULTANT will perform one walk-through with the Contractor and PBCWUD to determine substantial completion (defined as beneficial use). Prepare and distribute Substantial Completion form for execution by PBCWUD and Contractor along with associated punch lists. Follow-up regarding any outstanding punch list items.
- 2.11. **Final Completion Walk-Through / Follow-up** – The CONSULTANT will perform one "final completion walk-through" with the Contractor and PBCWUD for facilities completed to determine final completion and resolution of all punchlist items. Follow-up regarding any outstanding punch list items.
- 2.12. **Coordination/Project Management** – The CONSULTANT will perform project coordination and management services including coordinating with the Contractor and PBCWUD throughout the construction project.

### **Task 3 – Project Closeout**

The CONSULTANT will provide services as follows:

- 3.1. **Project Closeout** – The CONSULTANT will coordinate construction project closeout with the Contractor and PBCWUD. Review and distribute closeout package documents provided by the Contractor, including test data, densities, submittals, and applicable permit requirements.
- 3.2. **Record Drawings/O&M** – The CONSULTANT will review Contractor's record information submittals and O&M submittals to check for conformance with the Contract Documents. Up to two reviews of the submittals are included. After Acceptance of the Contractor's submittals, the CONSULTANT will utilize the collected construction record information to prepare a new record drawing AutoCAD file depicting the record location of the constructed facilities. The AutoCAD file and two full size hard copies will be provided to PBCWUD.

- 3.3 **Permit Closeout** – The CONSULTANT will perform coordination with Palm Beach County Land Development and Department of Environmental Protection and provide permit close-out assistance.

## **COMPENSATION**

The CONSULTANT shall provide assistance to the County in accordance with the attached budget for a project total of \$326,520.00.

## **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. 16								
BUDGET SUMMARY								
		Labor Classification and Hourly Rate						
		Mock•Roos						
Task	Task Description	Corporate	Senior	Project	Project	Project	Senior	Total
No.		Officer	Manager	Engineer III	Engineer II	Engineer I	Admin. Assist.	Labor
<b>Task 1 - Pre-Construction Activities</b>								
1.1	Contract Document Distribution		4	8			2	\$1,840.00
1.2	Pre-Construction Meeting	8	8		4		1	\$3,180.00
1.3	Contractor Submittal Review	8	40	48	8		8	\$15,640.00
<b>Task 2 - Construction Activities</b>								
2.1	Review of Contractor's Schedule	8	32		8		4	\$7,640.00
2.2	Regular Construction Meetings	60	120	20			30	\$34,200.00
2.3	Periodic Meetings	20	40	20			8	\$13,080.00
2.4	Field Representative's Site Observations/Coordination		0		1,240		60	\$140,000.00
2.5	Engineer's Site Observations	16	60				4	\$12,640.00
2.6	Night-Time Work Events	4	16		64		4	\$10,540.00
2.7	RFIs	8	20	40			4	\$10,240.00
2.8	Work Change Directives	8	40	40			8	\$13,680.00
2.9	Pay Applications	8	24	40	0		8	\$11,120.00
2.10	Substantial Completion/Punchlist	4	12	24			4	\$6,100.00
2.11	Final Completion Walk-Through / Follow-up	4	8	20			4	\$4,920.00
2.12	Coordination/Project Management	16	40				2	\$9,320.00
<b>Task 3 - Project Closeout</b>								
3.1	Project Closeout	4	24	24			4	\$8,020.00
3.2	Record Drawings/O&M	8	36	40		48	4	\$16,880.00
3.3	Permit Closeout	4	20	24			4	\$7,380.00
Labor Subtotal Hours		188	544	348	1,324	48	163	
Labor Hourly Rate		\$175	\$160	\$135	\$110	\$85	\$60	
Labor Totals		\$32,900.00	\$87,040.00	\$46,980.00	\$145,640.00	\$4,080.00	\$9,780.00	<b>\$326,420.00</b>
Subtotal (Labor Total)		<b>\$326,420.00</b>						
Reimbursable Expenses (Reproducibles, etc.)		<b>\$100.00</b>						
<b>Project Totals</b>		<b>\$326,520.00</b>						

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	Pre-Construction Activities	120 Days
Task 2	Construction Activities	365 Days
Task 3	Project Closeout	425 Days

Total anticipated duration for this CSA = 425 calendar days from Notice to Proceed



ATTACHMENT D  
SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE CONSULTANT/SUBCONSULTANTS

PROJECT NAME: Pump Station 5229 Forcemain Improvements Engineering During Construction PROJECT NO. 11-035  
NAME OF PRIME CONSULTANT: Mock, Roos & Associates, Inc. ADDRESS: 5720 Corporate Way, West Palm Beach, FL 33407  
CONTACT PERSON: Thomas A. Biggs, P.E. PHONE NO.: (561) 683-3113 - x-216 FAX NO. : (561) 478-7248  
DESCRIPTION OF SERVICES Engineering services related to the construction of improvements to the Wastewater System in Haverhill Boulevard near Pump Station 5229

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

(Check one or both Categories)							
Name, Address and Phone Number	M/WBE	SBE	Consultant/Sub-consultant Dollar Amount and Percentage of Services				
	Minority Business	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
Mock, Roos & Associates, Inc. 5720 Corporate Way 1. West Palm Beach, FL 33407 (561) 683-3113	<input type="checkbox"/>	<input checked="" type="checkbox"/>				\$326,520-100%	
2.	<input type="checkbox"/>	<input type="checkbox"/>					
3.	<input type="checkbox"/>	<input type="checkbox"/>					
4.	<input type="checkbox"/>	<input type="checkbox"/>					
5.	<input type="checkbox"/>	<input type="checkbox"/>					
(Please use additional sheets if necessary)							
Total SBE-M/WBE Participation <u>100</u> %		Total				\$326,520-100%	

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: 11-035 PROJECT NAME Pump Station 5229 Forcemain Improvements  
Engineering During Construction

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: 10/16/13-10/15/16

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)

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

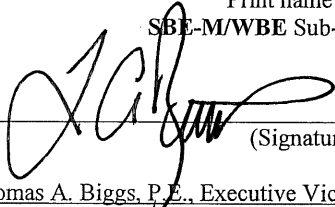
Total SBE-M/WBE Participation \$326,520-100%

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 \_\_\_\_\_  
(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., Executive Vice President  
Print name/title of person executing on behalf  
of SBE-M/WBE  
Date: 7/25/16

**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

OSEA 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

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

## ATTACHMENT - E

### AUTHORIZATION STATUS REPORT

#### SUMMARY AND STATUS OF REQUESTS FOR AUTHORIZATIONS

Auth. No.	Description	Status	Project Total Amount	SBE Total Amount	SBE Participation %	Approved By	Date Approved	WUD No. Assigned	Consultant's Project No.
1	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
3.1	Reclaimed Pipeline Route Study-Additional Services	Approved	21,000.00	21,000.00	100%	WUD	09/10/15	15-011	B4039.00
3.2	Reclaimed Pipeline Route Study-Additional Services	Approved	28,945.00	28,945.00	100%	WUD	03/10/16	15-011	B4039.00
3.3	Reclaimed Pipeline Route Study-Additional Services	Approved	48,630.00	48,630.00	100%	WUD	08/01/16	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
6.2	12-Inch Watermain Extension to Rosenwald Elementary School in South Bay	Approved	26,010.00	26,010.00	100%	WUD	10/15/15	15-025	B4053.00
6.3	12-Inch Watermain Extension to Rosenwald Elementary School in South Bay	Approved	12,605.00	6,480.00	51.41%	WUD	12/17/15	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
7.1	Pump Station 5229 Forcemain Improvements	Approved	19,735.00	19,735.00	100%	WUD	01/11/16	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
9.1	CD03 South County Water Services Replacement Phase 5	Approved	22,698.04	22,698.04	100%	WUD	06/21/16	15-039	B5007.50
10	16-Inch Raw Water Main Extension at Emerald Dunes Golf Course	Approved	23,085.00	23,085.00	100%	WUD	05/12/15	15-015	B5020.00



Auth. No.	Description	Status	Project Total Amount	SBE Total Amount	SBE Participation %	Approved By	Date Approved	WUD No. Assigned	Consultant's Project No.
10.1	16-Inch Raw Water Main Extension at Emerald Dunes Golf Course	Approved	23,550.00	23,550.00	100%	WUD	05/10/16	15-015	B5020.00
11	Runyon Village, Water and Wastewater System Improvements	Approved	124,292.00	124,292.00	100%	BCC	09/01/15	14-037	B4035.10
11.1	Runyon Village, Water and Wastewater System Improvements	Approved	19,250.00	19,250.00	100%	WUD	02/05/16	14-037	B4035.10
11.2	Runyon Village, Water and Wastewater System Improvements	Approved	35,000.00	32,000.00	91.42%	WUD	06/17/16	14-037	B4035.10
12	GL07/GL08 Forcemain & Water Line Replacement South Bay	Approved	75,480.00	75,480.00	100%	CRC	07/15/15	15-043	B5026.00
13	12-Inch Reclaimed Watermain Extension along SID M2 Canal	Approved	29,159.00	29,159.00	100%	WUD	11/16/15	16-008	B5049.00
13.1	12-Inch Reclaimed Watermain Extension along SID M2 Canal	Approved	18,810.00	18,810.00	100%	WUD	05/10/16	16-008	B5049.00
14	South Bay NW 1 <sup>st</sup> Water Line and Forcemain Design	Approved	89,590.00	83,590.00	93.30%	CRC	02/10/16	15-043	B5026.00
15	FL06; Gator Boulevard Water Main Extension, East Sugarhouse Road to Duda Road	Approved	69,505.00	64,505.00	92.81%	CRC	04/06/16	16-037	B5057.00
16	Pump Station 5229 Forcemain Improvements Engineering During Construction	Pending	326,520.00	326,520.00	100%	BCC		11-035	B4054.10
	<b>Total</b>		<b>1,639,219.04</b>	<b>1,619,094.04</b>					

ATTACHMENT - F

AUTHORIZATION STATUS REPORT

SUMMARY OF  
SBE / MINORITY BUSINESS TRACKING

	Total	SBE
<b>Current Proposal</b>		
Value of Authorization No. 16	\$326,520.00	
Value of SBE Letters of Intent	\$326,520.00	\$326,520.00
Actual Percentage	100%	100%
<b>Signed/Approved Authorizations</b>		
Total Value of Authorizations	\$1,312,699.04	
Total Value of SBE Signed Subcontracts	\$1,292,574.04	\$1,292,574.04
Actual Percentage	98.46%	98.46%
<b>Signed/Approved Authorizations Plus Current Proposal</b>		
Total Value of Authorizations	\$1,639,219.04	
Total Value of Subcontracts & Letters of Intent	\$1,619,094.04	\$1,619,094.04
Actual Percentage	98.87%	98.87%
<b>GOAL</b>	97%	

Attachment - G  
Location Map

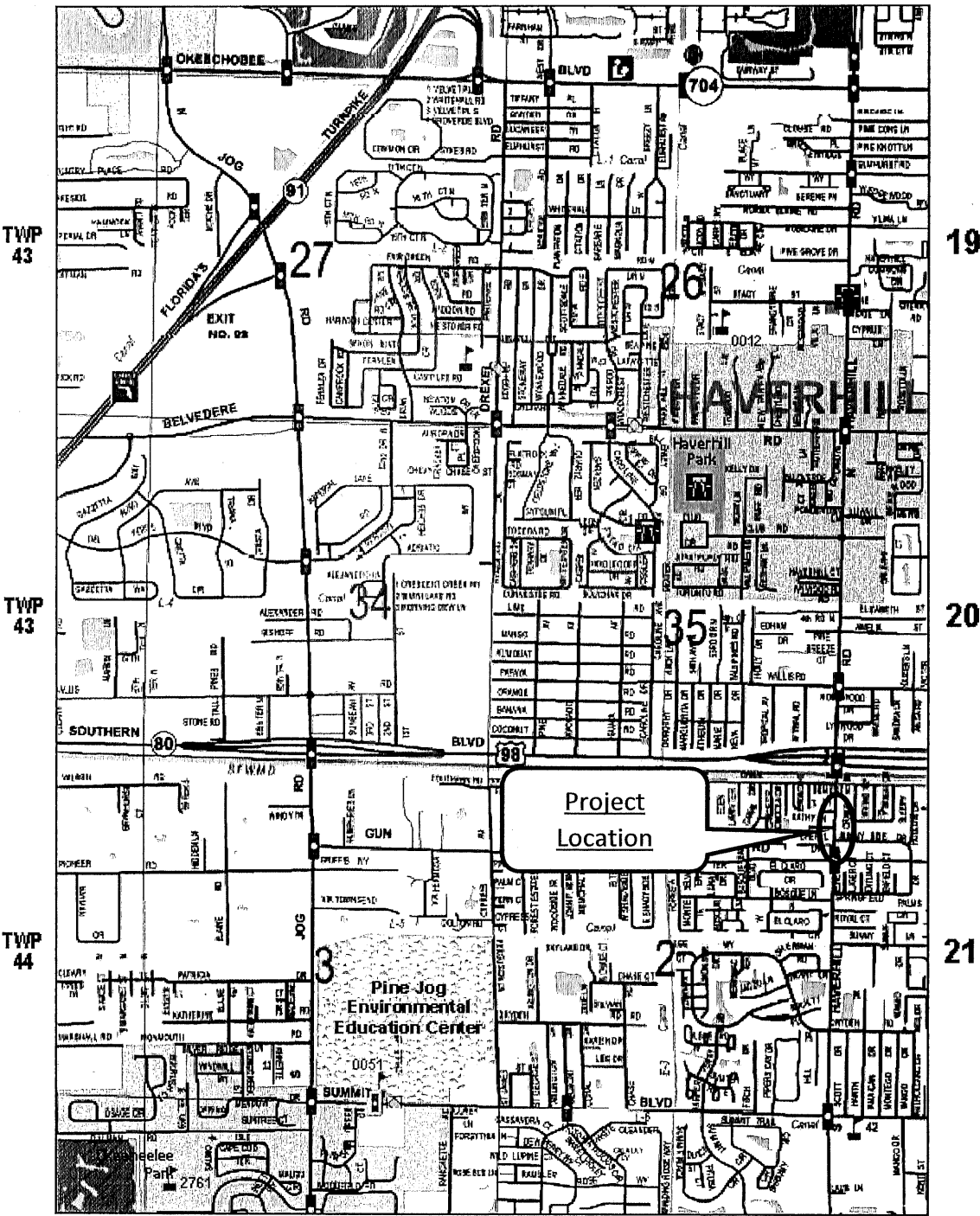
Pump Station No. 5229 Force Main Improvements Engineering During Construction  
WUD No. 11-035

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H

See pg 57

G



RNG 42

See pg 79

RNG 42

Page 69

Project Name: Pump Station No. 5229 Force Main Improvements Engineering During Construction (11-035)

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/30/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 500 Columbia Drive, Ste 102 West Palm Beach, FL 33409-2718 561 693-0500	CONTACT NAME: Brian Cronin PHONE (A/C, No, Ext): 561 693-0500 FAX (A/C, No): 855 420-6662 E-MAIL ADDRESS:
INSURED Mock, Roos & Associates, Inc. 5720 Corporate Way West Palm Beach, FL 33407	INSURER(S) AFFORDING COVERAGE INSURER A: Continental Casualty Company INSURER B: Transportation Insurance Compan INSURER C: Valley Forge Insurance Company INSURER D: INSURER E: INSURER F:
	NAIC # 20443 20494 20508

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC OTHER:	X	X	5084971043	01/01/2016	01/01/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	X	X	5084970412	01/01/2016	01/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000	X	X	5084970362	01/01/2016	01/01/2017	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	5084970328	01/01/2016	01/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Ten Days Notice for Non-payment of Premium; 30 Days Notice for All Other.

When required by written contract:

Blanket Additional Insured with Products-Completed Operations

Waiver of Transfer of Rights/Waiver of Subrogation

(See Attached Descriptions)

## CERTIFICATE HOLDER

## CANCELLATION

Palm Beach County c/o Insurance Tracking Services, Inc. (ITS) PO Box 20270 Long Beach, CA 90801	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Gary Morris</i>
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## DESCRIPTIONS (Continued from Page 1)

For all projects with Palm Beach County; Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents as Additional Insured.



THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 1715 N. Westshore Blvd. Suite 700 Tampa, FL 33607		CONTACT NAME: PHONE (A/C, No, Ext): 813 321-7500 FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : XL Specialty Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :		NAIC # 37885
INSURED Mock, Roos & Associates, Inc. 5720 Corporate Way West Palm Beach, FL 33407-2066				

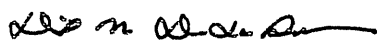
COVERAGES				CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
NSR LTR	TYPE OF INSURANCE		ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY							EACH OCCURRENCE	\$
	<input type="checkbox"/>	CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
								MED EXP (Any one person)	\$
								PERSONAL & ADV INJURY	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$
	<input type="checkbox"/>	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$
	OTHER:								\$
	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/>	ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/>	ALL OWNED AUTOS	<input type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/>	HIRED AUTOS	<input type="checkbox"/>	NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	\$
									\$
	<input type="checkbox"/>	UMBRELLA LIAB.	<input type="checkbox"/>	OCCUR				EACH OCCURRENCE	\$
	<input type="checkbox"/>	EXCESS LIAB.	<input type="checkbox"/>	CLAIMS-MADE				AGGREGATE	\$
	<input type="checkbox"/>	DED <input type="checkbox"/>	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N		N/A					E.L. EACH ACCIDENT	\$
	(Mandatory in NH)							E.L. DISEASE - EA EMPLOYEE	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	\$
A	Professional Liability				DPR9804204	04/26/2016	04/26/2017	\$2,000,000 per claim \$2,000,000 annl aggr.	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability coverage is written on a claims-made basis.

For all projects with Palm Beach County

FULL PRIOR ACTS. Deductible is \$25,000 each claim. Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 10 days written notice to the certificate holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

CERTIFICATE HOLDER Palm Beach County c/oInsurance Tracking Services, Inc. (ITS) PO box 20270 Long Beach, CA 90801	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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