

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: September 27, 2016 Consent [X] Regular []
Public Hearing []

Department: Water Utilities Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consultant Services Authorization No. 14 for the Southwest Belle Glade Water Service Replacement Project; Zone 2, East (Project) with Keshavarz & Associates, Inc. in the amount of \$313,092.

Summary: On June 3, 2014, the Board of County Commissioners (BCC) approved the Water Utilities Department (WUD) Engineering/Professional Services Contract (Contract) with Keshavarz & Associates, Inc. (R2014-0824). CSA No. 14 provides construction phase engineering services for water main replacement in the southwest areas of the City of Belle Glade. CSA No. 14 is necessary as part of the continued restoration and repair of vital water infrastructure in the Glades and will ensure the provision of high quality water delivery to the residents and businesses. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance (R2002-0064) is 15% overall. The Contract with Keshavarz & Associates, Inc. provides for SBE participation of 95% overall. CSA No. 14 includes 100% overall participation. The cumulative SBE participation, including CSA No. 14 is 94.53%. Keshavarz & Associates, Inc. is a Palm Beach County company. This Project is included in the FY16 Capital Improvement Plan adopted by the BCC. (WUD Project No. 14-015) District 6 (MJ)

Background and Justification: On June 8, 2016, two (2) bids were received for the construction of the Project. Rohl Networks, LP was the lowest responsive responsible bidder. Keshavarz & Associates, Inc. will provide field and office construction observation and administration services to properly observe the substantial conformance of construction with the approved plans. The Project provides for the replacement, removal or abandonment of old and substandard water main pipes and water services with approximately 9,000 linear feet of new pipes and the relocation of approximately 225 existing water services from the back to the front of the properties. These improvements are part of the continued restoration and repair of water infrastructure in the Glades Region and will improve water quality to residents and businesses. The area for the water main improvement will be limited by West Canal St. South, SW/NW 6th St., Martin Luther King Blvd. and Main St. (S.R. 80).

Attachments:

- 1. Location Map
- 2. Two (2) Original Consultant Services Authorizations No. 14

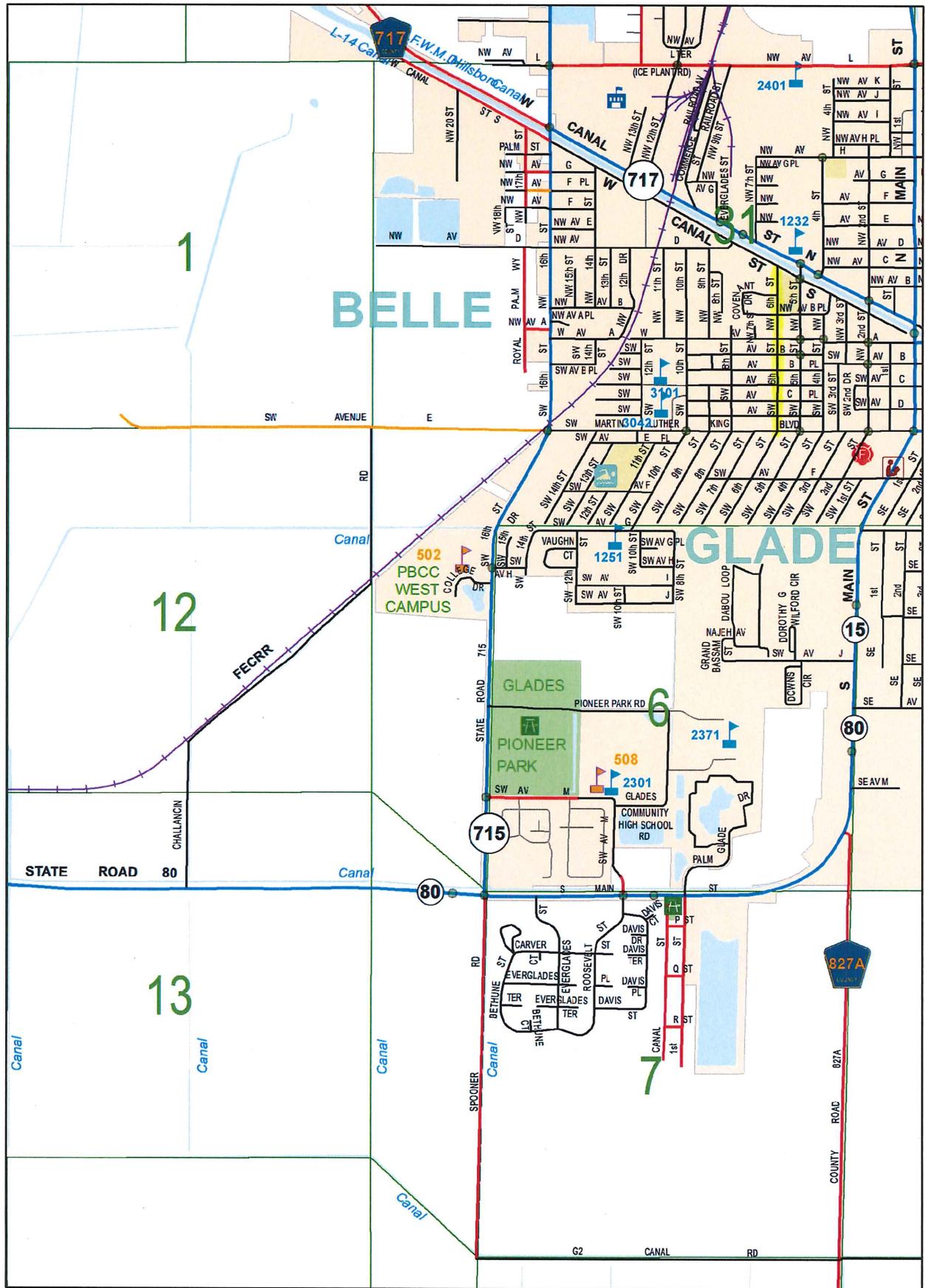
Recommended By: Jim Stiles Department Director Date: 9-13-16

Approved By: [Signature] Assistant County Administrator Date: 9/16/16

TWP 44

TWP 44

TWP 44



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CONSULTANT SERVICES AUTHORIZATION NO. 14

Project Title: SW Belle Glade Water Service Replacement Project, Zone 2 East

Project No. WUD: 14-015

Budget Line Item No. 4011-721-W038-6543

District No.: 6

THIS AUTHORIZATION No. 14 to the Contract for Consulting/Professional Services dated June 3, 2014 (R2014-0824), 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 95% SBE participation overall. This Consultant Services Authorization includes 100% overall participation. The cumulative SBE participation, including this authorization is 94.53% overall. Additional authorization will be utilized to meet or exceed the stated overall participation goal.

1. CONSULTANT: Keshavarz & Associates, Inc.
2. ADDRESS: 711 North Dixie Hwy, Suite 201, West Palm Beach, FL 33401
3. Description of Services to be provided by the Consultant:
Construction Phase, Bidding Support and Community Outreach Services for the SW Belle Glade Water Service Replacement Project, Zone 2 East

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 \$ 313,092.00
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 No. WUD: 14-015 Consultant Services Authorization No. 14

Project Title: SW Belle Glade Water Service Replacement Project, Zone 2 East

- 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.

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 **JCS**

Approved as to Form and Legal
Sufficiency

Signed: _____

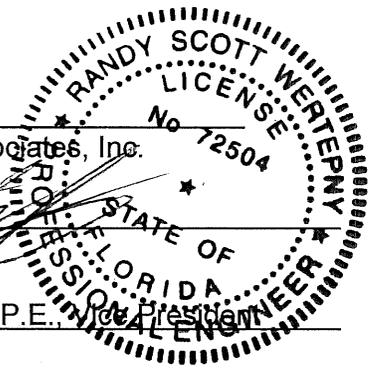
Typed Name: _____
County Attorney

CONSULTANT: _____
Keshavarz & Associates, Inc.

(Signature) _____

Randy Wertepny, P.E., Vice President
(Name and Title)

Date **5/8/16**



LIST OF ATTACHMENTS

Project No. WUD 14-015 Consultant Services Authorization No. 14

Project Title SW Belle Glade Water Service Replacement Project, Zone 2 East

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. 14

PALM BEACH COUNTY WATER UTILITIES DEPARTMENT
ENGINEERING/PROFESSIONAL SERVICES

SCOPE OF WORK FOR

SW Belle Glade Water Service Replacement Project, Zone 2 East
WUD 14-015

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 Keshavarz & Associates, Inc. (CONSULTANT) to provide engineering services for various general activities on (Reference Document R2014-0824). This Consultant Service Authorization will be performed under that CONTRACT.

This Consultant Services Authorization encompasses providing services related to the Construction of the water and wastewater components within Zone 2 East of Belle Glade as outlined on the plans prepared by Consultant.

BACKGROUND

PBCWUD (COUNTY) wishes to improve the City of Belle Glade Water System infrastructure within the area known as "Zone 2 East". The construction of the system was designed by CONSULTANT. This Construction Services Authorization is for the **Construction Phase, Bidding Support and Community Outreach Services for SW Belle Glade Water Service Replacement for Zone 2 East.**

SCOPE OF SERVICES

CONSULTANT shall act as the "Engineer of Record" (EOR) during construction of the Water and Wastewater components and perform customary construction administration services, field observations, provision of "plan revision" services as necessary, and coordinate with all relevant entities involved.

Task 1. Bidding Support Services

Upon completion of the permitting phase, WUD shall conduct the bid process and the CONSULTANT shall provide bid support services to WUD that shall include the following:

- 1.1 Draft the summary of pay items / measurement and payment specifications.
- 1.2 Review and modify, as needed, the standard WUD technical specifications specifically for this project
- 1.3 Review and comment, if necessary, the advertisement for bid and attend the Pre-Bid and Bid Opening Meetings
- 1.4 Review and respond to requests for additional information; draft addendum(s) to the bid if necessary

Task 2. Community Outreach Services

CONSULTANT shall, in a supporting role, coordinate with WUD's Community Outreach Consultant to begin the outreach process with the community. The CONSULTANT shall assist the Outreach Consultant in obtaining temporary easements for the service conversions including preparation of exhibits, reviewing communication prepared by the Outreach Consultant, tracking and verifying receipt of easements etc.

Task 3. Construction Phase Services

This proposal includes provision of field and office construction observation and administration services to properly observe the substantial conformance of construction with the approved plans prepared by CONSULTANT. These services shall be performed as needed to the level determined by CONSULTANT to enable CONSULTANT to provide proper technical representation for OWNER during construction and also the required Statements of Completion to the applicable jurisdictional agencies for water and wastewater components only. Liaison services with regulating agencies and COUNTY's contractor (CONTRACTOR) of choice will also be included towards that goal.

While the necessary steps outlined in this proposal will be performed under the lump sum fee listed in this proposal, the activities due to the delayed project completion or re-testing/re-visits due to failed first time attempts by the Contractor could result in additional fees.

This Scope of Services and Schedule of Compensation is based upon all infrastructure improvements being completed in a single phase.

- 3.1 COUNTY Representation and Contract Administration Services:** CONSULTANT, in this case, will ultimately certify the compliance of constructed facilities with the approved plans, but will also act as the COUNTY's project representative and contact with the CONTRACTOR and regulating agencies in reference to the subject project's water and wastewater components. While CONSULTANT's role is not one of "Construction Management", it is one of technical advocacy and representation of the COUNTY's interests. While COUNTY will perform the "Bid Phase" services and enter the "Agreement to Construct" (contract with the CONTRACTOR selected by COUNTY) for the project, CONSULTANT shall be given the authority and the corresponding responsibility to carry out the required administrative and observation services from award of contract to final releases and payment to CONTRACTOR associated with the water and wastewater construction.
- 3.2 Project Start Up, Orientation and Pre-Construction Meeting:** CONSULTANT shall conduct a pre-construction meeting with COUNTY, chosen CONTRACTOR, and other pertinent parties in attendance. At the time of the pre-construction meeting, the plans will be issued for construction purposes. CONSULTANT shall be responsible for preparing and issuing the meeting minutes. This task will also include all CONSULTANT's efforts in connection with the initial construction phase orientation, coordination with the COUNTY and Contractor resulting in a pre-construction meeting.
- 3.3 Shop Drawing and Other Submitted Material Review:** CONSULTANT shall review and evaluate shop drawings, diagrams, illustrations, catalog data, product schedules, samples, results of tests and inspections, and other data which the CONTRACTOR is required to submit, to show that the materials proposed to be used in the work are in substantial compliance with the CONSULTANT's drawings and specifications. All suggested "Substitutions" presented by CONTRACTOR for project's materials and fabrication will also be evaluated if submitted at this stage or throughout the course of the project.
- 3.4 Routine and Regular Construction Observation:** CONSULTANT will make routine and regular visits to the project site for the purpose of observing progress and general quality of the ongoing work and to determine if the work is proceeding in substantial compliance with the construction drawings and specifications related to the water and wastewater components of Zone 2 East. CONSULTANT shall review the Contractor's initial project construction schedule, and review the schedule at appropriate intervals (no less than monthly) throughout the construction period.

This effort is directed toward assisting COUNTY in knowing that the completed project will conform with requirements contained in the approved drawings, specifications and regulatory agency permits. CONSULTANT will not be responsible for the work of the CONTRACTOR or others. CONSULTANT will not be responsible for construction means, methods, sequences, procedures, schedule or safety measures selected by CONTRACTOR or others. CONSULTANT will not provide full time construction observation, but will keep in close contact with CONTRACTOR and COUNTY's Project Manager with respect to the project's progress including regular monthly progress meetings to the level necessary to provide CONSULTANT the opportunity to be present at the site during critical stages of construction by giving proper notice prior to the specific activity. CONSULTANT shall be responsible to inform all pertinent parties who are tasked with the responsibility of observing the construction of the water and wastewater components of this project upon learning of

the plan to execute various relevant tasks by the CONTRACTOR. Those entities are anticipated to be:

- Palm Beach County Water Utilities Department (COUNTY)
- Palm Beach County Fire Rescue
- Florida Department of Transportation
- City of Belle Glade
- Florida Power & Light Company
- AT&T

Following each field observation, a report shall be prepared by the CONSULTANT and provided to the COUNTY and CONTRACTOR. The following outlines a general schedule of the CONSULTANT's required field observations and other activities for each site component:

CIVIL WORKS relating to the Water and Wastewater, Zone 2 East.

- Water main installation, including excavation trenching, unsuitable soil removal, fill, filter fabric, poly-bagging and backfilling operations;
- Water service wet taps off existing water mains;
- Pavement restoration of driveways and roadways
- Line stops including restraining existing pipe
- Residential water services installation;
- Sewer lateral replacement
- Force main replacement at crossings
- Gravity Sanitary Sewer main replacement at crossings
- Connections to existing water mains
- Cannon flushing
- Pressure and leakages tests
- Bacteriological testing
- Plugging, capping, grouting and abandonment of existing water mains in place after Health Department clearance
- Erosion control devices/measures
- Removal and reinstallation of dry utilities
- Review backfill density test reports prepared by others for compliance with design specifications when necessary
- Open cuts of roads and all proposed impacts to road right-of-way for compliance with design documents.
- Review "Record Drawings", generate comments if necessary and assist CONTRACTOR in providing "Close Out" documentation
- Attend semi-final walk through(s) with pertinent regulating agency and CONTRACTOR and prepare punch list of items to complete work
- Attend one final walk through(s) with pertinent regulating agency

3.5 Requests for Information: The CONSULTANT shall provide resolution of and assistance with Requests for Information (RFI)'s from the CONTRACTOR or COUNTY.

3.6 Pay Applications: The CONSULTANT shall review the CONTRACTOR's monthly pay applications and provide recommendation for payment based on the construction completion percentage on a set date each month as determined by the COUNTY.

3.7 Final “Construction Completion Statements”: Final Completion Statements shall be prepared for various project components designed and observed during construction by CONSULTANT as may be required by regulating agencies to release and transfer those systems to “Operation Phase”.

CONSULTANT shall attend final walk through(s) with the applicable agencies. Completion statements shall be provided by CONSULTANT to regulatory agencies for Zone 2 East only.

COMPENSATION

\$ 313,092.00

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 Intend to perform as an SBE).

KESHAVARZ & ASSOCIATES, INC.
 Palm Beach County Water Utilities Department

July 28, 2016

CSA No. 14 SW Belle Glade Watermain Improvements, Zone 2 East

WUD No.
 14-015

WORK ELEMENT	Senior Project Manager \$/hr	Sr Project Engineer \$/hr	Engr/ Surv CAD Tech \$/hr	Const Project Manager \$/hr	Admin. \$/hr	Totals by Task
	\$175.00	\$125.00	\$82.00	\$102.00	\$75.00	
Task 1: Bidding Support Services						\$15,032.00
1.1 Draft the summary of pay items / measurement and payment specifications.	4.0	12.0	0.0	8.0	4.0	\$3,316.00
1.2 Review and modify, as needed, the standard WUD technical specifications specifically for this project	20.0	28.0	0.0	4.0	6.0	\$7,858.00
1.3 Review and comment, if necessary, the advertisement for bid and attend the Pre-Bid and Bid Opening Meetings	4.0	8.0	0.0	2.0	2.0	\$2,054.00
1.4 Review and respond to requests for additional information; draft addendum(s) to the bid if necessary	4.0	6.0	0.0	2.0	2.0	\$1,804.00
Task 2: Community Outreach Services						\$7,108.00
Community Outreach - Coordination with WUD Outreach Consultant for temporary easements; participate in the effort as required, review communication prepared by Outreach Consultant, tracking and verification of required easements	8.0	16.0	12.0	12.0	20.0	\$7,108.00
Task 3: Construction Phase Services						\$275,102.00
3.1 County representation and contract administration services	32.0	24.0	0.0	24.0	12.0	\$11,948.00
3.2 Project Start Up, Orientation and Pre-construction meeting	32.0	32.0	0.0	36.0	32.0	\$15,672.00
3.3 Shop Drawing and Other Submitted Material Review	4.0	16.0	0.0	32.0	8.0	\$6,564.00
3.4 Routine and Regular Construction Observation	48.0	82.0	0.0	1624.0	132.0	\$194,198.00
3.5 Requests for Information	36.0	36.0	42.0	68.0	8.0	\$21,780.00
3.6 Pay Applications	12.0	16.0	0.0	60.0	12.0	\$11,120.00
3.7 Final "Construction Competition Statements" and Processing	28.0	14.0	0.0	60.0	14.0	\$13,820.00
TOTAL Hours	232.00	290.00	54.00	1932.00	252.00	
FEE Estimate	\$40,600.00	\$36,250.00	\$4,428.00	\$197,064.00	\$18,900.00	\$297,242.00
Reimbursables, Mileage, Copies, Prints, Deliveries						\$15,850.00
TOTAL SERVICES & Reimbursables						\$313,092.00

ATTACHMENT - C

PROJECT SCHEDULE

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

<u>Engineering Services</u>	<u>Completion Date From CONTRACTOR'S Notice to Proceed</u>
TASK 1: CONSTRUCTION PHASE SERVICES FOR WATER AND WASTEWATER SYSTEMS	
SUBSTANTIAL:	300 CALENDAR DAYS
FINAL:	WITHIN 30 CALENDAR DAYS OF SUBSTANTIAL COMPLETION
TOTAL:	330 CALENDAR DAYS

**ATTACHMENT D
SCHEDULE 1**

LIST OF PROPOSED SBE-M/WBE CONSULTANT/SUBCONSULTANTS

PROJECT NAME: SW Belle Glade Water Service Replacement Project, Zone 2 EAST

PROJECT NO 14-015

NAME OF PRIME CONSULTANT: Keshavarz & Associates, Inc. ADDRESS: 711 N Dixie Highway, Suite 201, West Palm Beach, FL 33401

CONTACT PERSON: Maziar Keshavarz, P.E. PHONE NO.: 561-689-8600 FAX NO. : _____

DESCRIPTION OF SERVICES Construction Phase Services

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

Name, Address and Phone Number	(Check one or both Categories)		Consultant/Sub-consultant Dollar Amount and Percentage of Services					
	<u>M/WBE</u>	<u>SBE</u>	Black	Hispanic	Women	Caucasian	Other (Please Specify)	
Keshavarz & Associates, Inc. 711 N Dixie Highway, Suite 201, WPB, FL 33401 1. 561-689-8600	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	_____	\$313,092.00	
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					\$313,092.00
Total SBE-M/WBE Participation <u>100</u> %								

- 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: 14-015 PROJECT NAME: SW Belle Glade Water Service Replacement Project, Zone 2 EAST

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

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

Small Business Enterprise Minority Business Enterprise
Black _____ Hispanic _____ Women _____ Caucasian _____ Other (Please Specify)

Date of Palm Beach County Certification: May 15, 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)

Construction Phase Services

Total SBE-M/WBE Participation 100 %

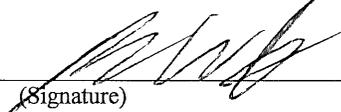
If undersigned intends to sub-subcontract any portion of this job to a certified SBE-M/WBE or a non-SBE sub-consultant, please list the name of that sub-consultant and the amount below.

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.

Keshavarz & Associates, Inc.
Print name of
SBE-M/WBE Sub-consultant

By: 
(Signature)

Randy Wertepny, P.E., Vice President
Print name/title of person executing on behalf
of SBE-M/WBE

Date: 8/8/16

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

Project No.: 14-015
Task Authorization No: 14

REPORTING PERIOD: N/A

Prime Consultant Address: Keshavarz & Associates, Inc., 711 N. Dixie Highway, Suite 201
City/State: West Palm Beach, FL Zip 33401
Contact Person: Randy Wertepny, P.E. Phone # 561-689-8600
Contract Name: SW Water Service Replacement Project, Zone 2 East
Contract Term: 330 Calendar Days Contract Amount \$ 313,092.00
Total Percentage performed by the Prime's Firm: 100% 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. Firm's 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


VICE PRESIDENT
Signature/Title

OSRA 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	Aerial Crossing Replacements in Belle Glade, Priority 1	100%	\$ 87,468.00	\$ 81,068.00	92.68%	CRC	8/6/2014	14-092	14-1047
2	SW Belle Glade Water Main Improvements – Zone 2 EAST	100%	\$ 82,231.00	\$ 82,231.00	100%	CRC	10/8/2014	14-015	13-1026
3	SW Belle Glade Water Main Improvements – Zone 2 WEST	100%	\$ 49,906.00	\$ 49,906.00	100%	Bevin Beaudet, Director WUD	9/24/2014	14-015	13-1026
4	SW Belle Glade Water Main Replacement Zone 1, Phase 2 Construction Phase Services	98%	\$430,446.00	\$430,446.00	100%	Steve L. Abrams, Mayor, PBCBCC	2/3/2015	13-060	13-1010
5	Belle Glade Water Main Replacement, SE Avenue G, Construction Phase Services	99%	\$167,722.00	\$167,722.00	100%	Steve L. Abrams, Mayor, PBCBCC	2/3/2015	14-015	13-1025
1.1	Aerial Crossing Replacements in Belle Glade – Priority 1, Title Search, Coordination, Review	100%	\$ 2,420.00	\$ 495.00	20.45%	Jim Stiles, Director, WUD	10/20/2014	14-092	14-1047
6	SW Belle Glade Water Main Improvement, Zone 2 EAST	95%	\$138,945.00	\$124,945.00	89.92%	Shelley Vana, Mayor, PBCBCC	3/10/2015	14-015	14-1059
7	SW Belle Glade Water Main Improvement, Zone 2 WEST	100%	\$ 98,387.00	\$ 89,387.00	90.85%	CRC	12/24/2014	14-015	14-1060
1.2	Aerial Crossing Replacement in Belle Glade, Priority 1, Easement Depiction, RW and Design Connections	100%	\$ 30,702.00	\$ 27,302.00	88.92%	Jim Stiles, Director, WUD	3/6/2015	14-092	14-1047
8	SW Belle Glade Water Main Improvement, Zones 3 & 4 Exploratory Phase	100%	\$ 32,556.00	\$ 17,556.00	53.92%	Jim Stiles, Director, WUD	5/12/2015	15-051	15-1061
9	GL06-WM Extension Along W Ave A, NW 2 nd St to Main St (SR 80)	100%	\$ 33,567.00	\$ 30,567.00	91.06%	Jim Stiles, Director, WUD	8/18/2015	15-061	15-1076
10	Belle Glade Rim Canal and Torry Island Directional Bore	60%	\$ 61,944.00	\$ 59,744.00	96.44%	CRC	2/25/2015	15-031	15-1063
7.1	SW Belle Glade Water Main Replacement, Zone 2 West Relocation	100%	\$ 73,893.00	\$ 67,293.00	91.06%	CRC	7/08/2015	14-015	14-1060
10.1	Belle Glade – Rim Canal and Torry Island Directional Bore – Location and Inspection	100%	\$ 25,300.50	\$ 2,300.50	9.09%	Jim Stiles, Director, WUD	6/03/2015	15-031	15-1063
6.1	SW Belle Glade Water Main Improvement, Zone 2 EAST	95%	\$94,025.18	\$ 78,845.18	83.85%	CRC	8/26/2015	14-015	14-1059
11	Water and Force Main Replacement at Dr. Martin Luther King Jr. Blvd. and SW 10 th St	88%	\$ 20,040.00	\$ 17,040.00	85.02%	Jim Stiles, Director, WUD	12/15/15	16-014	15-1087
12	SW Belle Glade Water Service Replacement, Zone 2 WEST	9%	\$153,274.00	\$153,274.00	100%	Mary Lou Berger, Mayor, PBCBCC	4/5/2016	14-015	14-1060
13	GL06: SW Belle Glade WM Improvement, Zone 1 East – 8 th and 9 th Streets	0%	\$ 46,693.00	\$ 42,923.00	91.92%	Jim Stiles, Director, WUD	4/7/2016	16-053	16-1107
13.1	GL06: SW Belle Glade WM Improvement, Zone 1 – 8 th , 9 th and SW 4 th Streets	0%	\$ 19,579.00	\$ 18,379.00	100%	Jim Stiles, Director, WUD	6/3/2016	16-053	16-1107
11.1	SUE and Coord to Locate Missing FM N of Dr. Martin Luther King Jr Blvd on SW 10 th Street	98%	\$ 8,120.00	\$ 4,520.00	55.66%	Jim Stiles, Director, WUD	6/9/2016	16-014	15-1087
4.1	SW Belle Glade WM Improvement Zone 1, Phase 2 – Added 1,000 FT WM	0%	\$ 65,451.50	\$ 65,451.50	100%	CRC	7/27/2016	13-060	13-1010
14	SW Belle Glade WM Improvement, Zone 2 EAST Construction Phase Services	0%	\$ 313,092.00	\$ 313,092.00	100%	Shelley Vana, Mayor, PBCBCC	Pending	14-015	14-1059
Total			\$2,035,762.18	\$1,924,487.18	94.53%				

ATTACHMENT - F

AUTHORIZATION STATUS REPORT

SUMMARY OF SBE / MINORITY BUSINESS TRACKING

	Total	SBE
Current Proposal		
Value of Authorization No. 14	\$ 313,092.00	
Value of SBE Letters of Intent	\$ 313,092.00	\$ 313,092.00
Actual Percentage	100%	100%
Signed/Approved Authorizations		
Total Value of Authorizations	\$ 1,722,670.18	
Total Value of SBE Signed Subcontracts	\$ 1,611,395.18	\$ 1,611,395.18
Actual Percentage	93.54%	93.54%
Signed/Approved Authorizations Plus Current Proposal		
Total Value of Authorizations	\$ 2,035,762.18	
Total Value of Subcontracts & Letters of Intent	\$ 1,924,487.18	\$ 1,924,487.18
Actual Percentage	94. 53%	94.53%
GOAL	95%	95%

