

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: November 7, 2017 Consent [X] Regular []
Public Hearing []

Department: Water Utilities Department

I. EXECUTIVE BRIEF


Motion and Title: Staff recommends motion to approve: Consultant Services Authorization (CSA) No. 2 for the Western Region North Wastewater Treatment Facility (WRNWWTF) - Facility Planning Project with Brown and Caldwell in the amount not to exceed \$196,157.09.

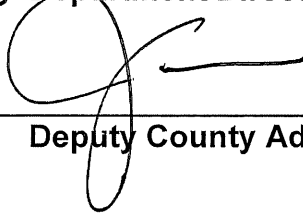
Summary: On June 20, 2017, the Board of County Commissioners (BCC) approved the Water Utilities Department (WUD) Contract for Professional Consultation/Wastewater Engineering Services with Brown and Caldwell (R2017-0813). CSA No. 2 will provide for professional/engineering services related to the WRNWWTF Facility Planning Project. The WRNWWTF serves the City of Pahokee and unincorporated Canal Point and is one of the oldest facilities owned and operated by WUD with infrastructure nearing or exceeding its serviceable life. In addition, the WRNWWTF has experienced wet weather peak flows approaching the treatment capacity of the facility and associated infrastructure. CSA No. 2 will implement the development of a capital improvement plan for the WRNWWTF to identify required infrastructure improvements to maximize treatment capacity and reliability while integrating the renewal and replacement needs. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance is 15% overall. The contract with Brown and Caldwell provides for SBE participation of 26.00% overall. This CSA includes 26.11% overall participation. The cumulative SBE participation, including this CSA is 28.48% overall. Brown and Caldwell's corporate headquarters are located in California but they maintain a local office in Palm Beach County from which the majority of the work under the Contract will be performed. (WUD Project No. 17-078) District 6 (MJ)

Background and Justification: The WRNWWTF serves the City of Pahokee and is amongst the oldest treatment plants owned and operated by WUD with some of the infrastructure dating back to the 1940s. The plant is the sole facility treating wastewater from the City of Pahokee and therefore it is critical that the WRNWWTF can reliably and effectively treat wastewater. The WRNWWTF consists of two parallel biological treatment trains; the Conventional Train and Walker Train, each with treatment capacities 0.5 mgd and 0.8 mgd consecutively. There is generally adequate capacity to take the Conventional Train off-line for maintenance, however, the Walker Train cannot be taken off-line for any meaningful length of time for maintenance. CSA No. 02 provides for a facility plan for improvements to the WRNWWTF focusing on the identification and evaluation of treatment improvements to maximize treatment capacity and reliability while integrating renewal and replacement needs at the facility. CSA No.02 provides for professional engineering services to develop a master plan for the WRNWWTF Facility Planning Project. Deliverables will include a capital improvements plan for improvements at the WRNWWTF.

Attachments:

1. Four (4) Originals of CSA No.02
2. Location Map
3. Proof of Insurance from Insurance Tracking Service (ITS)

Recommended By:  10-19-17
 Department Director Date

Approved By:  10/20/17
 Deputy County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>\$196,158</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>\$196,158</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>

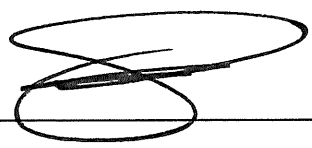
Budget Account No.: Fund 4001 Dept 720 Unit 2323 Object 3120

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: _____ 

III. REVIEW COMMENTS

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

 _____ OFMB 10/16/17 10/12	 _____ Contract Development and Control 10/19/17 10/19/17 TW
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B. Legal Sufficiency:



Assistant County Attorney
10/20/17

C. Other Department Review:

Department Director

ATTACHMENT 2
Location Map



CONSULTANT SERVICES AUTHORIZATION NO. 02

Project Title: WRNWWTF FACILITY PLANNING

Project No. WUD: 17-078

Budget Line Item No. 4001-720-2323-3120

District No.: 6

THIS AUTHORIZATION No. 02 to the Contract for Consulting/Professional Services dated June 20, 2017 (R2017-0813), 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 26% SBE participation overall. This Consultant Services Authorization includes 26.11% overall participation. The cumulative SBE participation, including this authorization is 28.48% overall. Additional authorization will be utilized to meet or exceed the stated overall participation goal.

1. CONSULTANT: Brown and Caldwell

2. ADDRESS: 1475 Centrepark Boulevard, Suite 210, West Palm Beach, FL 33401

3. Description of Services to be provided by the Consultant:
This Consultant Services Authorization is being performed to evaluate treatment improvements at the West Region North Wastewater Treatment Facility (WRNWWTF) utilizing existing infrastructure and also to prioritize R&R improvements and develop a phased approach for implementation.

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 \$ \$196,157.09

B. Fixed price of \$ N/A

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: 17-078 Consultant Services Authorization No. 02

Project Title: WRNWWTF FACILITY PLANNING

- 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 20, 2017 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:  _____
Paulette Burdick, Mayor

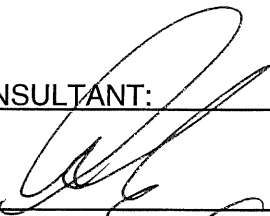
Typed Name: _____
Deputy Clerk

Date

Approved as to Form and Legal
Sufficiency

Signed: _____

Typed Name: _____
County Attorney

CONSULTANT: _____


 (Signature)

 Albert L. Perez, PE, Vice President
8-28-17

 Date

CERTIFICATE OF ASSISTANT SECRETARY
OF
BROWN AND CALDWELL,
A CALIFORNIA CORPORATION

I, the undersigned, do hereby certify that:

1. I am the duly elected and acting Assistant Secretary of Brown and Caldwell, a California corporation, and am keeper of the corporate records and seal of said corporation.
2. At the annual meeting of the Board of Directors on February 2, 2017, the following resolution was adopted:

BE IT RESOLVED that appointment of the individuals, whose names appear on the attached list titled Brown and Caldwell Directors and Officers with Signature Authority – January 2017, to the offices indicated is approved and ratified effective January 1, 2017, unless otherwise indicated; and

BE IT FURTHER RESOLVED that said individuals are appointed to hold the office indicated at the pleasure of the Board of Directors of this corporation until the next annual meeting of the Board of Directors of this corporation or until his/her respective successor is elected or qualified, or until his/her earlier resignation; and

BE IT FURTHER RESOLVED that these individuals are authorized to financially commit the corporation in accordance with the Company procedures and policies within his/her respective area of responsibility or as stated in the Bylaws.

3. Albert L. Perez is a Vice President of Brown and Caldwell, is so identified in the February 2, 2017, resolution referenced above, and in that capacity, is duly authorized to financially commit the corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Corporation this 23rd day of August, 2017.

SIGNED:


YOLANDA HARDEN, Assistant Secretary

(SEAL)

LIST OF ATTACHMENTS

Project No. WUD: 17-078 Consultant Services Authorization No. 02

Project Title: WRNWWTF FACILITY PLANNING

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. 02

PALM BEACH COUNTY WATER UTILITIES DEPARTMENT ENGINEERING/PROFESSIONAL SERVICES

SCOPE OF WORK FOR WEST REGION NORTH WWTF FACILITY PLANNING

INTRODUCTION

Palm Beach County (COUNTY) entered into an agreement entitled Contract for Engineering/ Professional Services - Palm Beach County Utilities Department Project No. WUD 17-002 (CONTRACT) with Brown and Caldwell (CONSULTANT) to provide engineering services in support of its wastewater system (Reference Document R2017-0813). This Consultant Service Authorization will be performed under that CONTRACT.

This Consultant Services Authorization (CSA) encompasses providing services related to a facilities planning study for the West Region North (WRN) wastewater treatment facility (WRNWWTF).

BACKGROUND

The WRNWWTF serves the City of Pahokee and is among the oldest assets in the County's system with infrastructure dating back to the 1940's. The plant is in need of capacity and reliability upgrades to meet wet weather induced peak flows and significant existing infrastructure renewal and replacement (R&R) improvements. The plant is currently rated for 1.3 million gallons per day (mgd) but experiences flows up to 3 mgd. The existing plant consists of a common influent headworks and two parallel secondary treatment trains – a Walker train that is rated for 0.8 mgd, but has treated up to 1.2 mgd; and a conventional train is rated for 0.5 mgd. A deep injection well is used for effluent disposal. There is generally adequate capacity for the conventional system to be taken off line for maintenance, but the Walker system cannot be taken off-line for any significant amount of time, as the conventional train cannot adequately treat the total plant flow.

Prior investigations have reviewed options for addressing the needs of this facility that range from decommissioning and repumping to the Belle Glade WWTF to building a larger replacement for the conventional treatment train. These alternatives, however, have proven to be costly (ranging from \$18 million to \$21 million) and require the abandonment of functional assets.

This Facilities Planning Study will focus on identifying and evaluating, at a conceptual level, representative alternatives that will augment and maximize treatment capacity and redundancy using existing unit processes while integrating prioritized improvements needed to address existing renewal and replacement needs. This Facilities Planning Study will evaluate alternative treatment capacity upgrades at the facility, prioritize needed R&R improvements, and develop a phased approach for implementation. This Study will build upon the work done by others and will not revisit repumping of flows to the West Region WWTF (located in Belle Glade).

SPECIAL CONSIDERATIONS

The proposed evaluation of alternatives will be conducted to the degree necessary to characterize their relative merits of each relative to the other options. Technical analysis is intended to support comparisons and decision making at a feasibility level and implementation planning. It is further understood that this study will focus on a few representative alternatives and will not contemplate an exhaustive assessment of potentially viable process expansion alternatives and hybrid variants or emerging technologies that may have future applicability. Additionally, previous R&R improvements recommendations developed by others will serve as the baseline that this effort will build upon by validating and characterizing limitations in a manner that allows for effective prioritization of improvements.

SCOPE OF SERVICES

CONSULTANT shall perform the engineering Scope of Services as described herein. The proposed services will include the following tasks:

- Preliminary Activities and Project Management
- Field Investigation
- Preliminary Desktop Investigation and Needs Prioritization Framework
- Treatment Capacity Expansion Alternatives Evaluation
- Asset Needs Assessment and Renewal and Replacement Prioritization
- Executive Summary

This study will focus on three capacity expansion alternatives only. Those alternatives have been defined as follows:

1. Conventional treatment expansion (i.e. Walker Process)
2. Ballasted Activated Sludge (BioMag®)/Granular Sludge (Nereda®, BioCos®)
3. Moving Bed Biofilm Reactor (MBBR)

Task 1 – Preliminary Activities and Project Management

CONSULTANT shall perform the following activities:

- 1.1 Perform general project coordination and administration activities including correspondence with the COUNTY, quality management, progress reporting, and invoicing.
- 1.2 Prepare and submit an information request log sheet within 3 days of notice to proceed. COUNTY shall furnish readily available information prior to the kickoff meeting to facilitate initial review and clarifications during the meeting. Document information received.
- 1.3 Prepare for and attend a project kickoff meeting. A representative from each subconsultant will attend the kickoff meeting. The meeting will be used as an opportunity to clarify questions, and discuss project objectives and coordination requirements. Key stakeholders from COUNTY will also attend. The meeting will be held at the PBC WUD Administration Building.
- 1.4 A health and safety plan will be prepared to guide the activities of team members, pursuant to CONSULTANT requirements for team members participating in field activities. This activity assumes COUNTY will share pertinent elements of its health and safety plan for the WRNWWTF.

- 1.5 Prepare for and participate in progress meetings with COUNTY to discuss the status of the project, such as preliminary findings of the alternatives evaluations, present and discuss the prioritization framework and discuss the progress of R&R prioritization activities. A total of 4 progress meetings are assumed.

Deliverables

- Information request log
- Kick-off meeting summary
- Summaries of progress meetings and documentation of resulting decisions

Task 2 – Field Investigation

Task Objective: Unless noted elsewhere, varied field investigations required to support the proposed evaluations will be conducted under this task.

Activities: Specific field investigation and related activities include:

- 2.1 Site visits by a multidisciplinary technical team will be conducted for the purpose of collecting data, observing performance, confirming/documenting field conditions and soliciting input from O&M staff. All disciplines may not visit the site on the same date. The following disciplines will be represented:

- a. Process/mechanical – 1 day on-site
- b. Structural – 1 day on-site
- c. Surveying** – 2 days on-site
- d. Civil – 1 day on-site

**Survey will be limited to obtaining elevations of control structures, water surface elevations, and other elements that are important to the hydraulic evaluation. Topographic and boundary surveys will not be undertaken as part of this effort.

- 2.2 Review pertinent past work such as past Geotech reports, maintenance/service history, as-built records, survey data and other available information. CONSULTANT shall rely on existing reports and will not conduct supplemental geotechnical investigations.

Deliverables

- Survey data

Task 3 – Preliminary Desktop Investigation and Needs Prioritization Framework

Task Objective: The objective of this task is to conduct an initial review of available historical information/data and site conditions as well as establish the technical framework from which successive evaluations will be based.

Activities: Specific activities include the following:

- 3.1 Develop and document criteria for prioritizing facility improvement needs that require corrective measures. Anticipated criteria that will be used include: reliability, functionality, safety, obsolescence, efficiency and environmental/public health.

Prioritized criteria will be used as the basis for planned phasing of R&R investments (subsequent task).

- 3.2 Conduct an analysis of historical influent flows and plant performance to establish hydraulic and process capacity requirements and criteria on which the capacity assessment will be based. This activity will consider the existing analysis documented in the WRNWWTF Capacity Analysis Report (February 2017).
- 3.3 Conduct an analysis (refine and update informal analysis conducted by CONSULTANT) of the sensitivity of peak flows requiring treatment to flow equalization volume. The relationship between peak flow requiring treatment and equalization storage will be established for storm events over a maximum three year record period (commencing April 2014). This analysis will be used (in Task 4) as the basis for determining the extent to which equalization storage may support the maximization of treatment capacity.

Deliverables

None

Task 4 – Treatment Capacity Expansion Alternatives Evaluation

Task Objective: This task will evaluate three process expansion approaches to facilitate comparative performance characterization, identification of major supporting improvements required and budget level cost estimating to support prioritization of preferences.

Activities: Specific activities include the following:

- 4.1 Update existing process (uncalibrated) and hydraulic models to establish a baseline characterization of existing performance under expanded operating conditions for each of the three alternatives.
- 4.2 The biological process model will be updated to simulate the impact of capacity expansion alternatives. Alternative improvements that meet performance requirements will be modeled.
- 4.3 The hydraulic model will be updated to incorporate the process improvement alternatives combined with required flows, assess gradeline impacts and required hydraulic debottlenecking improvements.
- 4.4 Prepare a concise description of each alternative, operational requirements, and implementation benefits and limitations. Concept level exhibits for each alternative will include process flow diagrams and site utilization impacts. Major structural, electrical and control requirements will be generally noted.
- 4.5 A Class 5 estimate in accordance with the Association for the Advancement of Cost Estimating (AACE) will be prepared for the primary purpose of facilitating a comparison among the three alternatives.
- 4.6 The results of this analysis will be documented in a technical memorandum. A draft TM will be submitted for review by COUNTY. CONSULTANT will participate in a review meeting (included under Task 1.5). Written comments received at the review meeting will be incorporated within 10 business days of receipt.

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- 4.7 A high-level PowerPoint presentation of the key findings and recommendations will be prepared and submitted to COUNTY for review input. The presentation will be concise and emphasize tabular and graphical presentation of the analysis.
- 4.8 An executive workshop will be held with key decision stakeholders to overview the key findings.

Deliverables

- Draft and final technical memorandum
- Meeting minutes

Task 5 – Asset Needs Assessment and Renewal and Replacement Prioritization

Task Objective: This task will update the list of existing asset renewal and replacement (R&R) needs, define the impact of noted conditions, characterize each identified need based on prioritization criteria (developed in Task 3) and prepare a prioritized schedule for implementing identified improvements. This task will rely on work done by others, visual observations, review of available records and input from O&M staff. A review of general site/civil conditions and facilities occupied by personnel will also be conducted. Equipment testing and inspection of assets that are not readily observable without the need for specialized equipment, dewatering, cleaning and/or entry into confined spaces will not be conducted.

Activities: Specific activities include the following:

- 5.1 Develop a structured format for documenting and presenting identified needs. Submit to COUNTY for review and feedback prior to detailed characterization.
- 5.2 Summarize and update historical assessment of facility needs prepared by others. Augment and update based on site investigation conducted in Task 2. The identified needs will be grouped by major process area, general site, and supporting facilities.
- 5.3 The discrete needs identified within each area will be concisely described and characterized in terms of applicable criteria (e.g. reliability, functional obsolescence, safety, etc.).
- 5.4 Review integrated capacity expansion and condition improvement needs to coordinate requirements. This review will primarily apply to electrical and process mechanical disciplines. The electrical assessment will include the consolidation of standby power supply for the facility as well as the relocation of the overhead power line.
- 5.5 A general review of site/civil conditions will be conducted with the objective of identifying outstanding needs and improvement opportunities. This review will be based on a visual site walkthrough, a review of available topographic survey and drainage plans, and interview of site personnel.
- 5.6 Prepare/update budget cost estimates for implementing identified improvements.
- 5.7 Conduct a preliminary prioritization of identified R&R improvements. It is anticipated that phasing will generally be based on improvements requiring immediate attention (less than 3 yrs), short term attention (3 to 6 years), medium term attention (6 to 10 yrs). Prepare a technical memorandum that summarizes the prioritized improvements and the supporting rationale for review by COUNTY. Conduct a review meeting (included under

Task 1.5) with COUNTY to discuss initial prioritization and receive input. Based on input received, finalize the recommended prioritized improvements.

Deliverables

- Draft and final technical memorandum
- Meeting minutes

Task 6 – Executive Summary

CONSULTANT shall prepare a concise Executive Summary of the integrated capacity expansion options and prioritized R&R improvements. An implementation schedule will be developed that provides prioritized immediate, short term, and medium term implementation timeframes. The summary shall identify the key considerations that influence implementation recommendations. The summary will not develop new information but will integrate the key findings relative to approach, priorities, and cost for improvements developed in previous tasks. The previously finalized technical memoranda will be incorporated as appendices to the Executive Summary and will not be subject to revision as part of this task. The Executive Summary will be concise and will emphasize the use of tabulated information, photos, and a structured format for presenting the overall study results. A review meeting (included under Task 1.5) will be held to receive final comments following which the Executive Summary will be finalized.

Deliverables

- Draft and final technical memorandum

ASSUMPTIONS

- Alternatives to be evaluated are limited to three: (1) conventional treatment expansion; (2) ballasted activated sludge (such as the BioMag Process); (3) moving bed biofilm reactor (MBBR) process.
- The selected alternatives are intended to be generally representative of a diverse range of potential expansion approaches and are not intended to be an exhaustive review of technologies/options. For example, while a number of options may exist to provide for filtration of wet weather flow, this study will only consider the indicated AquaDisk filters as a representative indication of what may be achieved for this approach.
- The R&R prioritization and baseline costing is based upon R&R needs and costs presented in the Glades Wastewater Master Plan, with updates as necessary as determined under Tasks 2 and 5, with the exception of the electrical component, which will build upon the recently completed evaluation by Smith Engineering, Inc., with updates required by the capacity expansion alternatives evaluated in this study.
- Preliminary design is not considered part of this scope of work.
- Evaluation of any alternatives included as part of the previously completed business case evaluation is not considered part of this scope of work.
- Process and hydraulic modeling is based upon as-built information and additional spot survey, as needed. Entire topographic survey of the site is not considered part of this scope of work.

COUNTY'S RESPONSIBILITIES

- Attend and participate in monthly progress meetings
- Attend site visit, as necessary.

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- Furnish pertinent reports, data and other available information.

COMPENSATION

Compensation will be on a Not to Exceed basis in the amount of \$ 196,157.09 (See Attachment B) and billed on a percent complete basis.

SBE PARTICIPATION

1. SCHEDULE 3(A) – Professional Services Activity Report

This form shall be submitted by the prime contractor with each payment application when SBE and/or M/WBE sub-consultants are utilized in the performance of the contract. This form shall contain the names of all SBE and M/WBE sub-consultants, specify the sub-consultants dollar amount for each sub-consultants and show amount drawn and payments to date issued to sub-consultants.

2. SCHEDULE 4 – SBE-M/WBE Payment Certification

A schedule 4 for each SBE and/or M/WBE sub-consultant shall be completed and signed by the proposed SBE and/or M/WBE after receipt of payment from the prime. When applicable, the prime shall submit this form with each application submitted to the county for payment to document payment issued to a sub-consultant in the performance of the contract.

SBE participation is included in the **ATTACHMENT F** under this authorization. The attached Schedule 1 defines the SBE applied to this CSA/Contract and Schedule 2 establishes the SBE contribution from each subcontractor (Letter of Intend to perform as an SBE).

ATTACHMENT - B
Budget Summary

Task Number	Task Description	Supervising Engineer/Project Manager	Project Analyst	Chief Engineer	Senior Engineer	Senior Engineer	Vice President	Engineer 1	Supervising Engineer	Managing Engineer	Cost Estimator	Managing Engineer	Project Administrator	Total Hours	Total BC Labor	Sub-Consultant Services	Total Task Labor
1	Preliminary Activities and Project Management	70	20	8	0	12	12	6	3	12	0	0	0	143	\$24,844.41		
1.1	Monthly Invoicing, QM, Progress Reports, Coordination	44	20	0	0	0	0	0	0	0	0	0	0	48	\$9,484.08		
1.2	Request for Information	0	0	0	0	8	0	0	0	0	0	0	0	8	\$1,022.88		
1.3	Kick-off Meeting	8	0	0	0	4	4	0	0	4	0	0	0	20	\$4,023.24		
1.4	Health and Safety	2	0	0	0	0	0	6	0	0	0	0	0	8	\$855.96		
1.5	Progress Meetings	16	0	8	0	0	8	0	3	8	0	0	0	86	\$9,458.25		
	C-Solutions (Subconsultant)															\$1,080.00	
	Smith Engineering (Subconsultant)															\$3,600.00	
	Betsy Lindsey (Subconsultant)															\$0.00	
	Subtotal Task 1																\$29,824.41
2	Field Investigation	10	0	0	4	14	0	0	14	10	0	0	0	52	\$9,164.16		
2.1	Preparation for and Conduct Site Visit	10	0	0	0	10	0	0	10	10	0	0	0	40	\$7,293.00		
2.2	Review Past Documents	0	0	0	4	4	0	0	4	0	0	0	0	12	\$1,871.16		
	C-Solutions (Subconsultant)															\$0.00	
	Smith Engineering (Subconsultant)															\$0.00	
	Betsy Lindsey (Subconsultant)															\$4,600.00	
	Subtotal Task 2																\$13,764.16
3	Preliminary Desktop Investigation and Needs Prioritization Framework	4	0	4	0	24	4	24	0	4	0	0	0	64	\$8,796.60		
3.1	Develop criteria for prioritizing facility needs	4				8	4			4				20	\$3,826.80		
3.2	Analyze historical flows and plant performance			2		8		16						26	\$2,819.58		
3.3	Determine Equalization volume			2		8		8						18	\$2,150.22		
	C-Solutions (Subconsultant)															\$0.00	
	Smith Engineering (Subconsultant)															\$0.00	
	Betsy Lindsey (Subconsultant)															\$0.00	
	Subtotal Task 3																\$8,796.60
4	Treatment Capacity Expansion Alternatives	40	0	26	128	62	10	0	12	40	48	8	10	384	\$62,284.80		
4.1	Update Baseline Process and Hydraulic Models				8	2								10	\$1,367.86		
4.2	Process Model Three Alternatives			16	72									88	\$13,673.28		
4.3	Hydraulic Model Three Alternatives											8		8	\$1,801.44		
4.4	Describe alternatives, requirements and limitations	8		2	40	24	2		12	20				108	\$17,896.20		
4.5	Budget level costs				8						48			56	\$7,824.00		
4.6	Tech Memo	16			8	24	2			8			8	66	\$9,857.70		
4.7	Develop PowerPoint and Executive Workshop Preparation	12		4		4	2			8			2	32	\$6,054.42		
4.8	Executive Workshop	4		4			4			4				16	\$3,719.88		
	C-Solutions (Subconsultant)															\$18,720.00	
	Smith Engineering (Subconsultant)															\$12,160.80	
	Betsy Lindsey (Subconsultant)															\$0.00	
	Subtotal Task 4																\$93,165.60
5	Asset Needs Assessment and Renewal and Replacement Prioritization	16	0	0	0	96	4	52	14	12	48	0	8	250	\$33,411.30		
5.1	Develop format to document and present needs					8	2		2					12	\$2,025.60		
5.2	Summarize historical assessment					8		16	8					32	\$3,968.88		
5.3	Identify needs by area					8		8	4	4				24	\$3,390.12		
5.4	Capacity expansion - Mech and Elec					16		8		8				32	\$4,503.60		

ATTACHMENT - B
Budget Summary

Task Number	Task Description	Supervising Engineer/Project Manager	Project Analyst	Chief Engineer	Senior Engineer	Senior Engineer	Vice President	Engineer 1	Supervising Engineer	Managing Engineer	Cost Estimator	Managing Engineer	Project Administrator	Total Hours	Total BC Labor	Sub-Consultant Services	Total Task Labor
5.5	Civil site improvements					16		4						20	\$2,380.44		
5.6	Budgets for improvements					8					48			56	\$7,824.00		
5.7	Tech Memo - Draft and Final	16				32	2	16					8	74	\$9,318.66		
	C-Solutions (Subconsultant)															\$0.00	
	Smith Engineering (Subconsultant)															\$7,440.48	
	Betsy Lindsey (Subconsultant)															\$0.00	
	Subtotal Task 5																\$40,851.78
6	Executive Summary	8	0	4	0	16	2	0	0	0	0	0	8	38	\$5,434.38		
	Executive Summary	8		4		16	2						8	38	\$5,434.38		
	C-Solutions (Subconsultant)															\$1,560.00	
	Smith Engineering (Subconsultant)															\$2,060.16	
	Betsy Lindsey (Subconsultant)															\$0.00	
	Subtotal Task 6																\$9,054.54
	Labor Subtotal Hours	148	20	42	132	224	32	82	43	78	96	8	26				
	Labor Raw Costs	\$ 58.99	\$ 28.29	\$ 76.33	\$ 46.34	\$ 42.62	\$ 100.15	\$ 27.89	\$ 66.97	\$ 74.52	\$ 47.23	\$ 75.06	\$ 19.00				
	Labor Multiplier	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00				
	Labor SubTotal	\$ 26,181.56	\$ 1,697.40	\$ 9,617.58	\$ 18,350.64	\$ 28,640.64	\$ 9,614.40	\$ 6,860.94	\$ 8,639.13	\$ 17,437.68	\$ 13,602.24	\$ 1,801.44	\$ 1,482.00				
	Labor Total															\$143,935.65	
	Subconsultant Labor																
	C-Solutions (Subconsultant)															\$21,360.00	
	Smith Engineering (Subconsultant)															\$25,281.44	
	Betsy Lindsey (Subconsultant)															\$4,600.00	
	Subconsultant Labor Total															\$51,221.44	
	Subconsultant Multiplier															1.0	
	Subcontract Total															\$51,221.44	
	Reimbursables																\$1,000.00
	PROJECT TOTAL																\$196,157.09

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>Estimated Weeks from Notice to Proceed</u>
Kick-Off Meeting (Task 1)	2
Desktop Investigation/Needs Prioritization Framework (Task 3)	4
Field Investigations (Task 2)	6
Capacity Expansion Alternatives TM (Task 4)	18
Develop Executive Workshop Presentation Materials (Task 4)	20
Executive Workshop (Task 4)	22
Needs Assessment/R&R Prioritization (Task 5)	22
Executive Summary (Task 6)	24

**ATTACHMENT D
SCHEDULE 1**

LIST OF PROPOSED SBE-M/WBE CONSULTANT/SUBCONSULTANTS

PROJECT NAME: WRNWWTF Facilities Planning PROJECT NO. 17-078
 NAME OF PRIME CONSULTANT: Brown and Caldwell ADDRESS: 1475 Centrepark Drive, Suite 210, West Palm Beach, FL 33401
 CONTACT PERSON: Albert Perez, PE, Vice President PHONE NO.: (305) 418-4090 FAX NO.: (561) 684-9902
 DESCRIPTION OF SERVICES Perform Facilities Planning for the WRNWWTF

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)
1. C-Solutions Inc. 4152 W. Blue Heron Blvd. Suite 225 Riviera Beach, FL 33404 (561) 244-9480	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$21,360.00	_____	_____	_____	_____
2. Smith Engineering Consultants 2161 Palm Beach Lakes Boulevard, Suite 312 West Palm Beach, FL 33409 (561) 616-3911	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	\$25,261.44	_____
3. Betsy Lindsay 208 North U.S. Highway One, #8, Tequesta, Florida 33469 (561) 575-5275	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	\$4,600.00	_____	_____
(Please use additional sheets if necessary)			Total	_____	_____	\$25,261.44	_____
Total SBE-M/WBE Participation			26.11	%	_____	_____	_____

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: 17-078 PROJECT NAME: WRNWWTF Facilities Planning

TO: Brown and Caldwell
(Name of Prime Consultant)

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

Small Business Enterprise Minority Business Enterprise

Black Hispanic Women Caucasian Other (Please Specify)

Date of Palm Beach County Certification: 2/9/2017

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)

See Attached

Total SBE-M/WBE Participation 10.89 %

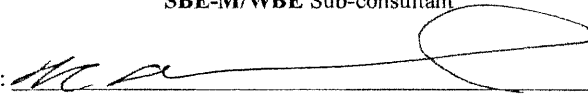
If undersigned intends to sub-subcontract any portion of this job to a certified SBE-M/WBE or a non-SBE sub-consultant, please list the name of that sub-consultant and the amount below.

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.

C Solutions, Inc.
Print name of
SBE-M/WBE Sub-consultant

By: 
(Signature)

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

Date: 8/17/2017

Exhibit A
Brown and Caldwell
Scope of Services - CSA 02
Pahokee WWTF Facility Planning
Alternatives Evaluation - Hydraulic Modeling

Scope of Services

I. BACKGROUND

The WRNWWTF (Pahokee) serves the City of Pahokee and is among the oldest assets in the County's system with infrastructure dating back to the 1940's. This Facilities Planning Study will evaluate alternative treatment capacity upgrades at the facility, prioritize needed R&R improvements, and develop a phased approach for implementation.

C Solutions, Inc. (SUBCONSULTANT) is serving as a subconsultant to Brown and Caldwell (CONSULTANT) to assist in the provision of assigned services as defined below. This scope of services is intended to provide hydraulic modeling services in support of the CONSULTANT.

II. SCOPE OF SERVICES

The SUBCONSULTANT will perform the engineering scope of services as described herein. The tasks are numbered below to match the tasks defined in the CONSULTANT's task authorization with MDWASD.

Task 1 – Preliminary Activities and Project Management

SUBCONSULTANT shall provide some basic general project management coordination and prepare and attend the project kickoff meeting as follows:

- Perform general project coordination and administration activities including progress reporting and invoicing.
- Prepare for and attend a project kickoff meeting.

Task 4 – Treatment Capacity Expansion Alternatives Evaluation

The SUBCONSULTANT will provide services to evaluate three capacity expansion alternatives using the hydraulic model previously developed under CSA 01. Modeling shall be done using the Visual Hydraulics software program. Hydraulic control point elevations will be verified by surveying being undertaken by a separate subconsultant as part of CSA 02. Activities will include the following:

- Update existing (uncalibrated) hydraulic models to establish a baseline characterization of existing performance under expanded operating conditions for each of the three alternatives
- Construct hydraulic model of liquid stream unit processes.

- The hydraulic model will be updated to incorporate the process improvement alternatives combined with required flows, assess gradeline impacts and required hydraulic debottlenecking improvements.

Deliverables

- A technical memorandum that documents the results of the hydraulic model evaluations

Task 6 – Executive Summary

The SUBCONSULTANT will support regarding information needed for the completion of the executive summary as it relates to the hydraulic modeling component of the evaluation.

III. Time of Completion

The Notice to Proceed (NTP) will be provided by the CONSULTANT and define the official commencement of the SUBCONSULTANT's contract for this task authorization. The time of completion will match the schedule provided to the CONSULTANT for these named tasks (Tasks 1 and 2) by PBCWUD.

IV. Proposed Compensation

The SUBCONSULTANT shall perform the services defined in this scope of work for the lump sum fee shown below. Invoices will be submitted to the CONSULTANT monthly during the performance of services defined herein and define the current percent complete for the defined task. The breakdown of fees per task is summarized below as detailed in Attachment.

Task Description	Lump Sum Amount
Task 1 – Preliminary Activities and Project Management	\$1,080
Task 4 – Plant Hydraulic Profile Analysis	\$18,720
Task 6 – Executive Summary	\$1,560
TOTAL	\$21,360

ATTACHMENT A - BUDGET SUMMARY

Palm Beach County Water Utilities Department -- Pahokee WWTF Facility Planning - CSA 02

Task	Task Description	Project	Senior	Total Labor	Total Labor	Total	Total Effort	
		Manager	Engineer					Engineer
		\$195.00	\$125.00	\$175.00				
1	Preliminary Activities and PM	4		4	\$ 780.00	\$ 300.00	\$ 1,080.00	
2	Field Investigation	0		0	\$ -	\$ -	\$ -	
3	Preliminary Desktop Investigation	0		0	\$ -	\$ -	\$ -	
4	Treatment Capacity Expansion	96		96	\$ 18,720.00	\$ -	\$ 18,720.00	
5	Asset Needs Assessment and Renewal and Replacement Prioritization	0		0	\$ -	\$ -	\$ -	
6	Executive Summary	8		8	\$ 1,560.00	\$ -	\$ 1,560.00	
TOTAL		108	0	0	108	\$ 21,060.00	\$ 300.00	\$ 21,360.00

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: 17-078 PROJECT NAME: WRNWWTF Facilities Planning

TO: Brown and Caldwell
(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: 10-21-15

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)

See Attached

Total SBE-M/WBE Participation 12.88 %

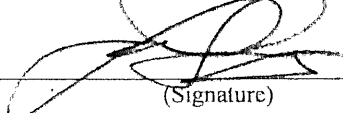
If undersigned intends to sub-subcontract any portion of this job to a certified SBE-M/WBE or a non-SBE sub-consultant, please list the name of that sub-consultant and the amount below.

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.

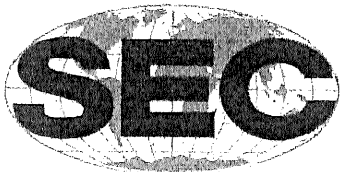
The undersigned sub-consultant understands that the provision of this form to the Prime Consultant does not prevent sub-consultant from providing quotations to other.

Smith Engineering Consultants Inc.
Print name of
SBE-M/WBE Sub-consultant

By: 
(Signature)

Larry M. Smith, PE, President
Print name/title of person executing on behalf
of SBE-M/WBE

Date: 8-22-17



Smith Engineering Consultants, Inc.

August 22, 2017

Ms. Jennifer Leone, P.E.
Brown and Caldwell
1475 Centrepark Boulevard, Suite 210
West Palm Beach FL 33401

Re: PBC WUD West Region North WWTF (Pahokee) Facility Planning
Electrical Engineering Services Proposal

Dear Jennifer:

Smith Engineering Consultants, Inc. (SEC) is pleased to provide this proposal for the above referenced project. We propose to provide the following scope of services:

Task 1 – Preliminary Activities and Project Management

- Perform general project coordination and administration activities
- Prepare for and attend a project kickoff meeting.
- Prepare for and participate in three progress meetings

Task 2 – Field Investigation

- None

Task 3 – Preliminary Desktop Investigation and Needs Prioritization Framework

- None

Task 4 – Treatment Capacity Expansion Alternatives Evaluation

- Prepare a description of major electrical needs for each alternative evaluated (three).
- Assist with development of a technical memorandum. Participate in a review meeting (included under Task 1). Incorporate comments received at the review meeting and update final TM.
- Assist with preparation of up to 3 slides for a high-level PowerPoint presentation of the key findings and recommendations to present at executive workshop.
- Attend executive workshop (included under Task 1)

2161 Palm Beach Lakes Blvd., Suite 312
West Palm Beach, FL 33409

(561) 616-3911 Fax (561) 616-3912



Task 5 – Asset Needs Assessment and Renewal and Replacement Prioritization

- Assist in developing a format for documenting and presenting identified R&R needs.
- Summarize and update historical electrical assessment of facility needs prepared by others. Identified needs will be concisely described and characterized in terms of applicable criteria (e.g. reliability, functional obsolescence, safety, etc.).
- Review integrated capacity expansion and condition improvement needs to coordinate requirements. The electrical assessment will include the consolidation of standby power supply for the facility as well as the relocation of the overhead power line.
- Assist with developing prioritization of identified R&R electrical improvements. It is anticipated that phasing will generally be based on improvements requiring immediate attention (less than 3 yrs), short term attention (3 to 6 years), medium term attention (6 to 10 yrs). Assist with preparation of a technical memorandum that summarizes the prioritized improvements and the supporting rationale. Participate in a review meeting (included under Task 1). Incorporate comments received on electrical components into the final TM.

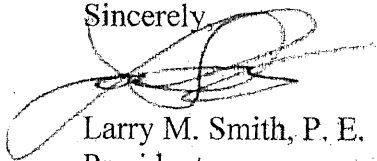
Task 6 – Executive Summary

Assist with preparation of electrical components of the executive summary. This task will not consider further modifications/updates to technical memoranda developed under previous tasks.

We propose to complete the above scope of services within the time of completion required by the schedule provided by Brown and Caldwell in CSA 02. SEC shall perform the services defined in this scope of work for the lump sum fee of \$25,261.44. The breakdown of fees per task is detailed in Attachment A.

Thank you for using Smith Engineering Consultants as the source for these engineering services. We look forward to working with you on this project.

Sincerely



Larry M. Smith, P. E.
President

ATTACHMENT - A

BUDGET SUMMARY

Task Number	Task Description	Labor Classification and Hourly Rate					Total Labor	Sub Consultant Services
		Principal \$50.00	Engineer \$41.67	Asst. Engineer \$31.67	Designer \$21.67	Clerical \$15.00		
	WRNWWTF (Pahokee) Facility Planning							
1	Preliminary Activities and Project Management (Kickoff meeting and three review meetings)	24	0	0	0	0	3600	
2	Field Investigation (None)	0	0	0	0	0	0	
3	Preliminary Desktop Investigation and Needs Prioritization Framework (None)	0	0	0	0	0	0	
4	Treatment Capacity Expansion Alternatives Evaluation and Presentation (three slides)	24	48	16	16	0	12160.8	
5	Asset Needs Assessment and Renewal and Replacement Prioritization	16	24	16	8	0	7440.48	
6	Assist in the preparation of the Executive Summary	2	8	8	0	0	2060.16	
	Subtotal	66	80	40	24	0		
	Labor Subtotal Hours	66	80	40	24	0		
	Labor Raw Costs	50	41.67	31.67	21.67	15		
	Labor Multiplier	3	3	3	3	3		
	Labor SubTotal	\$ 9,900.00	\$ 10,000.80	\$ 3,800.40	\$ 1,560.24	\$ -	\$ 25,261.44	\$0.00
	Subconsultant Labor Total						\$0.00	
	Subconsultant Multiplier						1.1	
	Subcontract Total						\$0.00	
	Project Total						\$ 25,261.44	

**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: 17-078 PROJECT NAME: WRNWWTF Facilities Planning

TO: Brown and Caldwell
(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: August 22, 2016

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)

See Attached

Total SBE-M/WBE Participation 2.35 %

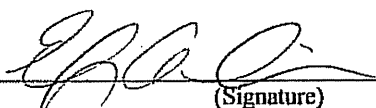
If undersigned intends to sub-subcontract any portion of this job to a certified SBE-M/WBE or a non-SBE sub-consultant, please list the name of that sub-consultant and the amount below.

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.

Betsy Lindsay, Inc.
Print name of
SBE-M/WBE Sub-consultant

By: 
(Signature)

Elizabeth A. Lindsay, President
Print name/title of person executing on behalf
of SBE-M/WBE

Date: 8/20/17



BETSY LINDSAY, INC.
SURVEYING AND MAPPING

July 19, 2017

Ms. Jennifer Leone, PE
Brown and Caldwell
1475 Centrepark Blvd
Palm Beach, Florida 34994

VIA email jleone@brwnaald.com

SUBJECT PROPERTY: Pahokee site.

Dear Ms. Leone:

Per your request, this SCOPE OF SERVICES and COMPENSATION has been prepared for your approval. The following sections outline the elements of my agreement with Brown and Caldwell. (Client).

SCOPE OF SERVICES

1. Supply a two man field crew for two 10 hour days.
2. Prepare a specific purpose survey of the data collected

DELIVERABLES

An AutoCAD version 2015 file of the survey. Two (2) signed and sealed specific purpose surveys.

COMPENSATION

The fee for the services as described herein will be billed on a time and materials basis in the approximate amount of \$4,600.00.

Any additional services required will be done on a time and materials basis.

Thank you for this opportunity to serve your firm. If this agreement is satisfactory, please indicate your acceptance by signing below and send one signed copy of this agreement to my office.

Respectfully,

Elizabeth A. Lindsay, P.L.S.
President

Approved and accepted this _____ day of _____, 2017 for Brown and Caldwell. (client).

Witness: _____
Authorized Client Representative

S:/proposals/BL5/mydocs/browncaldwell/17-pahokee-topo.doc

PROFESSIONAL SERVICES ACTIVITY REPORT

Project No.: 17-078
Task Authorization No: 02

REPORTING PERIOD:

Prime Consultant Address: 1475 Centrepark Drive, Suite 210
City/State: West Palm Beach / FL Zip: 33401
Contact Person: Albert Perez, PE Vice President Phone #: (305) 418-4090
Contract Name: WRNWWTF Facilities Planning
Contract Term: Not to Exceed Contract Amount \$ 196,157.09
Total Percentage performed by the Prime's Firm: 73.89% SBE-M/WBE Firm: 26.11%
Service Type: Architectural Engineering X Surveying X
Other (Specify)
Have Sub-Consultants completed work with its own workforce for this application?
Yes X No

Note: If yes, complete below:

SUB-CONSULTANTS

- 1. Firms Name: C Solutions Inc.
Address/Tel: 4152 W. Blue Heron Boulevard, Suite 225, Riviera Beach, FL 33404/561-224-9480
Estimated Start Date: 11/1/17 Contract Amount: \$21,360.00
SCOPE OF WORK: Hydraulic Modeling
Percentage/Hrs Completed: 0% Amount Paid To Date \$0.00
2. Firm's Name: Smith Engineering Consultants
Address/Tel: 2161 Palm Beach Lakes Boulevard, Suite 312, WPB, FL 33409/561-616-3911
Estimated Start Date: 11/1/17 Contract Amount: \$25,261.44
SCOPE OF WORK: Electrical evaluation of proposed improvements
Percentage/Hrs Completed: 0% Amount Paid To Date \$0.00
3. Firm's Name: Betsy Lindsay
Address/Tel: 208 North US Highway One, #8, Tequesta, FL 33469/561-575-5275
Estimated Start Date: 11/1/17 Contract Amount \$4,600.00
SCOPE OF WORK: Surveying (hydraulic control point elevations)
Percentage/Hrs Completed: 0% Amount Paid To Date \$0.00

I certify that the above is true to the best of my knowledge

[Handwritten Signature] / Vice President
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 C Solutions, Inc. received (SBE or M/WBE Subcontractor Name)

(Monthly) or (Final) payment of \$ [grid]

On [MM-DD-YYYY] from Brown and Caldwell (Prime Contractor Name)

For labor and/or materials used on WRNWWTF Facility Planning (Project Name) / (Work Order)

DEPT.: 7 2 0 PROJECT NO.: W U D # 1 7 - 0 7 8 [grid]

PRIME CONTRACTOR VENDOR CODE: B R O W N 0 1 3 3 [grid]

SBE OR M/WBE SUBCONTRACTOR VENDOR CODE: V C 0 0 0 0 1 1 9 8 8 8 [grid]

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

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 Smith Engineering Consultants, Inc. received
(SBE or M/WBE Subcontractor Name)

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

On - - from Brown and Caldwell
MM DD YYYY (Prime Contractor Name)

For labor and/or materials used on WRNWWTF Facility Planning /
(Project Name) (Work Order)

DEPT.: 7 2 0 PROJECT NO.: W U D # 1 7 - 0 7 8

PRIME CONTRACTOR VENDOR CODE: B R O W 0 1 3 3

SBE OR M/WBE SUBCONTRACTOR VENDOR CODE: S M I T 0 1 7 4

=====

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 _____

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 Betsy Lindsay, Inc. received
(SBE or M/WBE Subcontractor Name)

(Monthly) or (Final) payment of \$

On - - from Brown and Caldwell
MM DD YYYY (Prime Contractor Name)

For labor and/or materials used on WRNWWTF Facility Planning /
(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.
01	Pahoee WWTF Process and Hydraulic Modeling	Pending	\$49,717.48	\$18,800	37.81%	PBCWUD	8/15/2017	17-073	
02	Pahoee WWTF Facilities Planning	Pending	\$196,157.09	\$51,221	26.11%	BCC		17-078	
Total			\$245,874.57	\$70,021	28.48%				

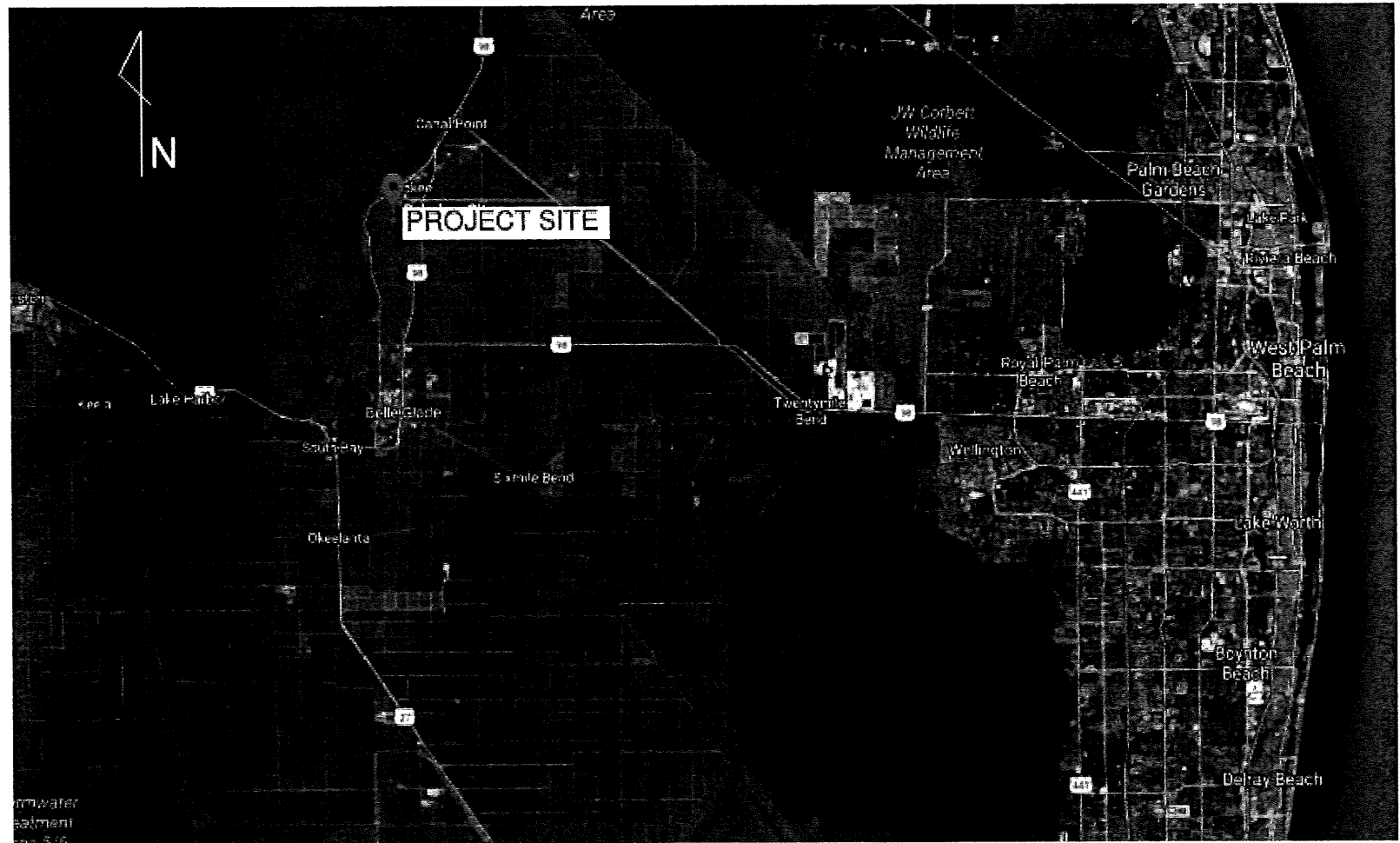
ATTACHMENT - F

AUTHORIZATION STATUS REPORT

SUMMARY OF SBE / MINORITY BUSINESS TRACKING

	Total	SBE
Current Proposal		
Value of Authorization No. 2	\$196,157.09	\$51,221.44
Value of SBE Letters of Intent	\$51,221.44	\$51,221.44
Actual Percentage	26.11%	
Signed/Approved Authorizations		
Total Value of Authorizations	\$49,717	\$18,800
Total Value of SBE Signed Subcontracts	\$18,800	\$18,800
Actual Percentage	37.81%	
Signed/Approved Authorizations Plus Current Proposal		
Total Value of Authorizations	\$245,875	\$70,021
Total Value of Subcontracts & Letters of Intent	\$70,021	\$70,021
Actual Percentage	28.48%	
GOAL	26%	

ATTACHMENT G - LOCATION MAP





INTEROFFICE COMMUNICATION
PALM BEACH COUNTY

BUDGET AVAILABILITY STATEMENT
CHANGE ORDERS AND CONSULTANT SERVICES AUTHORIZATION

DATE: October 10, 2017

TO: Jim Stiles, Director
Water Utilities Department

FROM: Guy Eggertsson, Fiscal Manager I
Finance and Administration
Water Utilities Department

RE: Wrnwwtf Facility Planning
Brown & Caldwell
WUD Project No. 17-078

Authorization No. 2

FISCAL IMPACT ANALYSIS:

Five Year Summary of Fiscal Impact:

	2018	2019	2020	2021	2022
Capital Expenditures	\$196,157.09				
Operating Costs					
Days	0				

Is Item included in current budget? Yes No

Budget Account Number:

Fund	Department	Unit	Object	Program	Period	Allocation
4001	720	2323	3120			\$196,157.09

Recommended Sources of Funds/Summary of Fiscal Impact:

WUD User Fees.

ATTACHMENT 3

Summary of Certificates

This report displays detailed Certificate of Insurance information for a selected Insured. Any items shown in red are deficient.

Friday, September 29, 2017

Insured: Brown and Caldwell

Insured ID: 17-002-PBC

Status: Compliant

ITS Account Number: PLC2671

Project(s): Palm Beach County - Water Utilities

Insurance Policy	Required	Provided	Override
<u>General Liability</u>			
Expiration: 5/31/2018			
General Aggregate:	\$500,000	\$2,000,000	
Products - Completed Operations Aggregate:	\$0	\$0	
Personal And Advertising Injury:	\$0	\$0	
Each Occurrence:	\$500,000	\$1,000,000	
Fire Damage:	\$0	\$0	
Medical Expense:	\$0	\$0	
<u>Automobile Liability</u>			
Expiration: 5/31/2018			
	All Owned Autos	Any Auto not provided	X
	Hired Autos	not provided	X
	Non-Owned Autos	not provided	X
Combined Single Limit:	\$500,000	\$1,000,000	
<u>Workers Compensation/Employers Liability</u>			
Expiration: 5/31/2018			
<u>Professional Liability</u>			
Expiration: 5/31/2018			
Each Occurrence:	\$3,000,000	\$3,000,000	
Aggregate Limit:	\$3,000,000	\$3,000,000	

Notifications

There were no deficiency letters issued.

Do you have an updated Certificate? Click the button below to submit a Certificate.