

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: December 5, 2017

Consent [X]
Public Hearing []

Regular []

Department: Water Utilities Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consultant Services Authorization (CSA) No. 2 for the GL 06; SW Belle Glade Water Main Improvements; SW 8th Street, SW 9th Street, and SW 4th Street from SW Avenue F to Dr. Martin Luther King Blvd., Project (Project) with Keshavarz & Associates, Inc., in the amount not to exceed \$147,641.

Summary: On June 20, 2017, the Board of County Commissioners (BCC) approved the Water Utilities Department (WUD) Engineering/Professional Services Contract (Contract) with Keshavarz & Associates, Inc. (R2017-0817). CSA No. 2 provides for construction phase services for the water main replacement in the southwest area of the City of Belle Glade along SW 8th Street, SW 9th Street, SW 4th Street from SW Avenue F to Dr. Martin Luther King Blvd. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance is 15% overall. The Contract with Keshavarz & Associates, Inc., provides for SBE participation of 90%. This Authorization includes 100% overall participation. The cumulative SBE participation, including CSA No. 2 is 90.94% overall. Keshavarz & Associates, Inc., is a Palm Beach County company. The Project is included in WUD's FY18 Budget. (WUD Project No. 16-053) District 6 (MJ).

Background and Justification: The Project will be undertaken in a geographic area bounded by Dr. Martin Luther King Blvd., SW 14th Street, SW Avenue F and SW 2nd Street. The area additionally contains locations where water services need to be converted from the existing rear lot water mains to the front lots. In addition, all of the existing rear lot water mains need to be deactivated. The Project provides for the conversion of the remainder of the rear lot water services within the Project area, deactivation of the water main along SW Avenue F and deactivation of the existing rear lot water mains within the area. The Project area predominately contains substandard water mains that are in poor condition due to age and corrosion that have a high incidence of breaks and leaks. Water main improvement will enhance the system reliability and will also increase fire protection in the surrounding area. These improvements are 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 business.

Attachments:

- 1. Location Maps
- 2. Three (3) Original CSA No. 2

Recommended By:

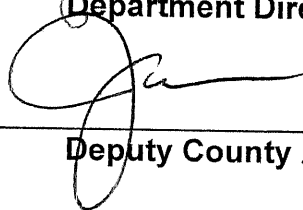


Department Director

11-17-17

Date

Approved By:



Deputy County Administrator

11-28-17

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years | 2018 | 2019 | 2020 | 2021 | 2022 |
|---|------------------|----------|----------|----------|----------|
| Capital Expenditures | \$147,641 | 0 | 0 | 0 | 0 |
| Operating Costs | 0 | 0 | 0 | 0 | 0 |
| External Revenues | 0 | 0 | 0 | 0 | 0 |
| Program Income (County) | 0 | 0 | 0 | 0 | 0 |
| In-Kind Match County | 0 | 0 | 0 | 0 | 0 |
| NET FISCAL IMPACT | \$147,641 | 0 | 0 | 0 | 0 |
| # ADDITIONAL FTE POSITIONS (Cumulative) | 0 | 0 | 0 | 0 | 0 |

Budget Account No.: Fund 4011 Dept 721 Unit W038 Object 6543

Is Item Included in Current Budget? Yes X No

Does this item include the use of federal funds? Yes No X

Reporting Category N/A

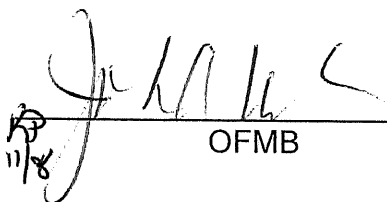
B. Recommended Sources of Funds/Summary of Fiscal Impact:

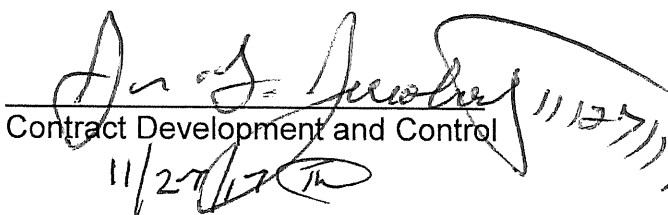
One (1) time capital expenditure from user fees with balances brought forward.

C. Department Fiscal Review: _____

III. REVIEW COMMENTS

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

 11/15/17
OFMB

 11/27/17
Contract Development and Control

B. Legal Sufficiency:

 11/27/17
Assistant County Attorney

C. Other Department Review:

Purchasing Department Director

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

TWP 44

1

20

BELLE

THIS PROJECT
WUD # 16-053

TWP 44

12

21

GLADE

502
PBCC
WEST
CAMPUS

GLADES

PIONEER
PARK

GLADES

TWP 44

13

22

COMMUNITY
HIGH SCHOOL

CARVER
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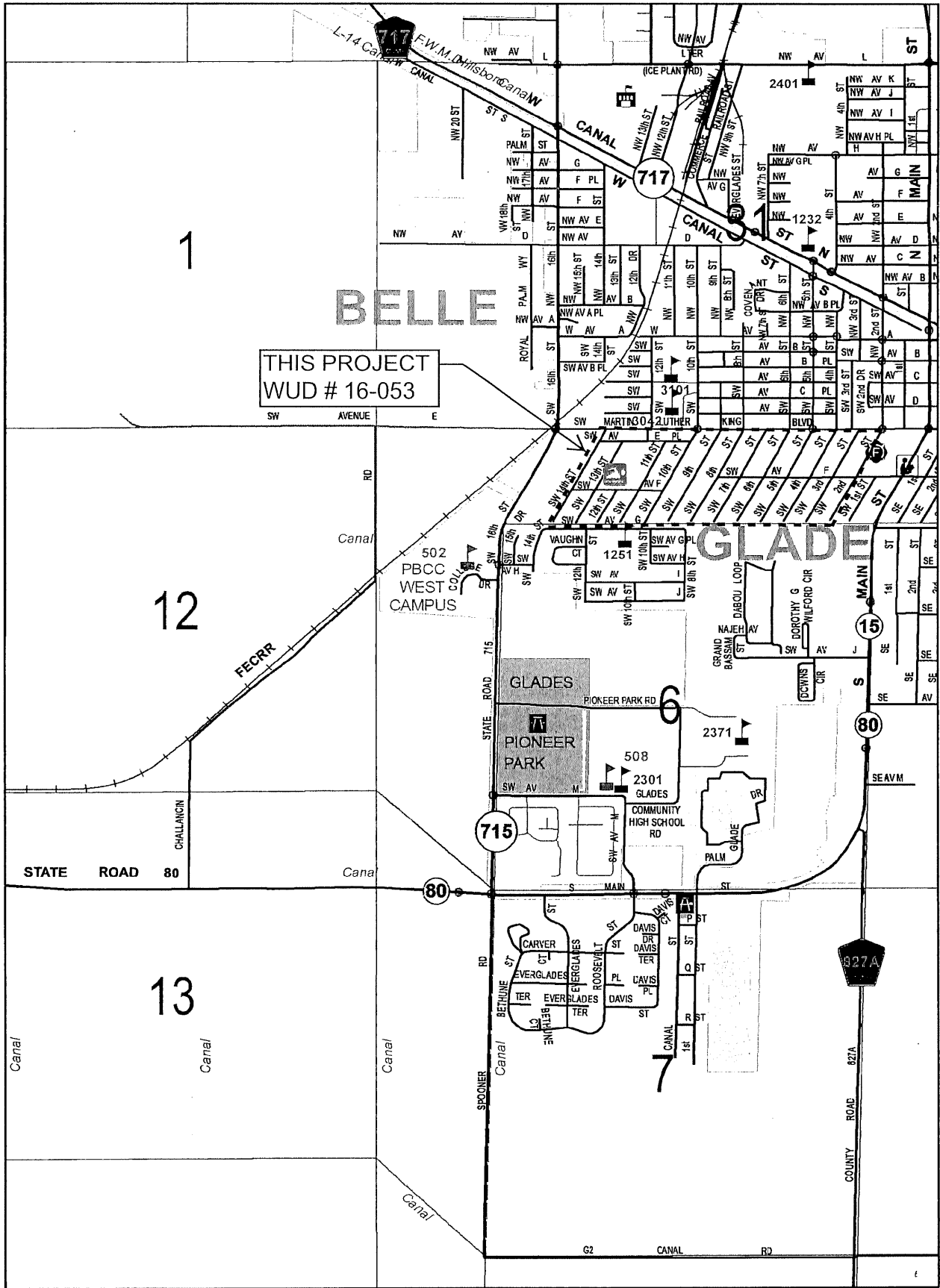
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RNG 36

RNG 37



CONSULTANT SERVICES AUTHORIZATION NO. 2

Project Title: GL06; SW Belle Glade Water Main Improvements; SW 8th St, SW 9th St, SW 4th Street, from SW Ave F to Dr. MLK Blvd.

Project No. WUD: 16-053

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

District No.: 6

THIS AUTHORIZATION No. 2 to the Contract for Consulting/Professional Services dated June 20, 2017 (R2017-0817), 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 90% SBE participation overall. This Consultant Services Authorization includes 100% overall participation. The cumulative SBE participation, including this authorization is 90.94% 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 Services and Community Outreach Support Services for GL06; SW Belle Glade Water Main Improvements; SW 8th St, SW 9th St, SW 4th Street, from SW Ave F to Dr. MLK Blvd.

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. Not to Exceed \$ 147,641.00

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: 16-053 Consultant Services Authorization No. 2

Project Title: GL06; SW Belle Glade Water Main Improvements; SW 8th St, SW 9th St, SW 4th Street, from SW Ave F to Dr. MLK Blvd.

- 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: _____, Mayor

JCW

Typed Name: _____
Deputy Clerk

Date

Approved as to Form and Legal
Sufficiency

CONSULTANT: _____
Keshavarz & Associates, Inc.

Signed: _____

(Signature)

Typed Name: _____
County Attorney

Maziar Keshavarz, PE, President
(Name and Title)

9/29/17
Date

LIST OF ATTACHMENTS

Project No. WUD 16-053 Consultant Services Authorization No. 2

Project Title GL06; SW Belle Glade Water Main Improvements; SW 8th St, SW 9th St, SW 4th Street, from SW Ave F to Dr. MLK Blvd.

| | |
|----------------|--|
| 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. 2

PALM BEACH COUNTY WATER UTILITIES DEPARTMENT
ENGINEERING/PROFESSIONAL SERVICES

SCOPE OF WORK
FOR

GL06; SW Belle Glade Water Main Improvements;
SW 8th St, SW 9th St, SW 4th Street, from SW Ave F to Dr. MLK Blvd.
WUD 16-053

INTRODUCTION

Palm Beach County (COUNTY) entered into an agreement entitled Contract for Consulting/ Professional Services for Utility Distribution & Collection System Engineering Services - Palm Beach County Utilities Department Project No. WUD 17-005 (CONTRACT) with Keshavarz & Associates, Inc. (CONSULTANT) to provide engineering services for various general activities on June 20, 2017 (Reference Document R2017-0817). This Consultant Service Authorization will be performed under that CONTRACT.

BACKGROUND

During the construction of the SW Belle Glade Water Service Replacement Project, Zone 1 it was discovered that there were a few roadways, not in the original scope, north of SW Avenue F with water services that were not converted from the existing rear lot water mains to the front lot. In addition, the contractor was not able to deactivate all of the existing rear lot water mains. The purpose of the project is to convert the remainder of the rear lot water services within Zone 1, deactivate the water main along SW Avenue F and deactivate the existing rear lot water mains associated with Zone 1. This Consultant Services Authorization is for the **Construction Phase Services and Community Outreach Support Services for GL06; SW Belle Glade Water Main Improvements; SW 8th St, SW 9th St, SW 4th Street, from SW Ave F to Dr. MLK Blvd.**

SCOPE OF SERVICES

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

Task 1. Community Outreach Support 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 and encroachment authorizations for the service conversions including preparation of exhibits, reviewing communication prepared by the Outreach Consultant, tracking and verifying receipt of easements etc.

Task 2. 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.

2.1 COUNTY Representation and Contract Administration Services: CONSULTANT, in this case, will ultimately certify the compliance of constructed facilities with the approved plans up to the meter, as applicable, 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. Pursuant to the instructions from COUNTY officials following discussions with the City of Belle Glade, the COUNTY will certify the Contractor's work beyond the meter. 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.

2.2 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.

2.3 Shop Drawing and Other Submitted Material Review: CONSULTANT shall review, evaluate and approve acceptable shop drawings, Contractor's selections on the COUNTY approved materials list, 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.

2.4 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 components of the project. 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
- City of Belle Glade
- Florida Power & Light Company
- AT&T
- Comcast

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 System

- 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
- Sewer lateral replacement, if necessary
- Force main replacement at crossings, if necessary
- Gravity Sanitary Sewer main replacement at crossings, if necessary
- 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

- 2.5 Requests for Information:** The CONSULTANT shall provide resolution of and assistance with Requests for Information (RFI)'s from the CONTRACTOR or COUNTY.
- 2.6 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.
- 2.7 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.

COMPENSATION

\$147,641.00

SBE PARTICIPATION

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

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

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

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

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

ATTACHMENT B

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

September 29, 2017
 K&A Project No.16-1107

CSA No. 2 SW Belle Glade Water Main Improvements; SW 8th St, SW 9th St, SW 4th Street from SW Ave F to Dr. MLK Blvd.

WUD No. 16-053

| WORK ELEMENT | Senior Project Manager \$/hr | Sr Project Engineer \$/hr | Engr/ Surv CAD Tech \$/hr | Const Project Manager \$/hr | Project/ Contract Admin. \$/hr | Clerical \$/hr | Totals by Task |
|--|------------------------------|---------------------------|---------------------------|-----------------------------|--------------------------------|-------------------|---------------------|
| | \$205.00 | \$142.00 | \$100.00 | \$115.00 | \$85.00 | \$60.00 | |
| Task 1: Community Outreach Services | | | | | | | \$4,422.00 |
| 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 | 4.0 | 16.0 | 0.0 | 8.0 | 2.0 | 4.0 | \$4,422.00 |
| Task 2: Construction Phase Services | | | | | | | \$134,719.00 |
| 3.1 County representation and contract administration services | 12.0 | 8.0 | 0.0 | 8.0 | 2.0 | 4.0 | \$4,926.00 |
| 3.2 Project Start Up, Orientation and Pre-construction meeting | 12.0 | 12.0 | 0.0 | 12.0 | 0.0 | 8.0 | \$6,024.00 |
| 3.3 Shop Drawing and Other Submitted Material Review | 1.0 | 6.0 | 0.0 | 10.0 | 2.0 | 4.0 | \$2,617.00 |
| 3.4 Routine and Regular Construction Observation | 32.0 | 44.0 | 0.0 | 760.0 | 12.0 | 60.0 | \$104,828.00 |
| 3.5 Requests for Information | 8.0 | 12.0 | 16.0 | 24.0 | 0.0 | 2.0 | \$7,824.00 |
| 3.6 Pay Applications | 4.0 | 6.0 | 0.0 | 20.0 | 0.0 | 4.0 | \$4,212.00 |
| 3.7 Final "Construction Completion Statements" and Processing | 8.0 | 4.0 | 0.0 | 16.0 | 0.0 | 4.0 | \$4,288.00 |
| TOTAL Hours | 81.00 | 108.00 | 16.00 | 858.00 | 18.00 | 90.00 | |
| FEE Estimate | \$16,605.00 | \$15,336.00 | \$1,600.00 | \$98,670.00 | \$1,530.00 | \$5,400.00 | \$139,141.00 |
| Reimbursables, Mileage, Copies, Prints, Deliveries | | | | | | | \$8,500.00 |
| TOTAL SERVICES & Reimbursables | | | | | | | \$147,641.00 |

ATTACHMENT - C

PROJECT SCHEDULE

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

| <u>Engineering Services</u> | <u>Completion Date from</u> <u>Notice to Proceed to Contractor</u> |
|--|---|
| <i>Construction Phase Services for Water Systems</i> | |
| <i>Substantial Completion:</i> | <i>210 Calendar Days</i> |
| <i>Final Completion:</i> | <i>Within 30 Calendar Days of</i> <i>Substantial Completion</i> |
| TOTAL ANTICIPATED DURATION | 240 CALENDAR DAYS from NTP issued to Contractor |

ATTACHMENT D

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE CONSULTANT/SUBCONSULTANTS

PROJECT NAME: GL06; SW Belle Glade Water Main Improvements; SW 8th St, SW 9th St, SW 4th Street, from SW Ave F to Dr. MLK Blvd.

PROJECT NO 16-053

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) |
| | Minority Business | Small Business | | | | | |
| Keshavarz & Associates, Inc. 711 N Dixie Highway, Suite 201, WPB, FL 33401 1. 561-689-8600 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | _____ | _____ | _____ | _____ | \$ 147,641.00 |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ | _____ |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ | _____ |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ | _____ |
| (Please use additional sheets if necessary) | | | | | | | |
| Total SBE-M/WBE Participation | | Total | _____ | _____ | _____ | _____ | \$147,641.00 |
| 100% | | | | | | | |

- NOTE:**
- 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.
 - 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: 16-053

PROJECT NAME: GL06; SW Belle Glade Water Main Improvements; SW 8th St, SW 9th St, SW 4th Street, from SW Ave F to Dr. MLK Blvd.

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: September 28, 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)

Public Outreach and Construction Phase Services

Total SBE-M/WBE Participation 100 %

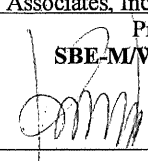
If undersigned intends to sub-subcontract any portion of this job to a certified SBE-M/WBE or a non-SBE sub-consultant, please list the name of that sub-consultant and the amount below.

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)

Maziar Keshavarz, P.E., President
Print name/title of person executing on behalf
of SBE-M/WBE

Date: 9, 29, 17

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

Project No.: 16-053
Task Authorization No: 2

REPORTING PERIOD: N/A

Prime Consultant Address: Keshavarz & Associates, Inc.
City/State: West Palm Beach, FL Zip 33401
Contact Person: Amir Keshavarz Phone # 561-689-8600
Contract Name: **GL06: SW Belle Glade Water Main Improvements; SW 8th St, SW 9th St, SW 4th Street, from SW Ave F to Dr. MLK Blvd.**
Contract Term: 240 Calendar Days after NTP to Contractor Contract Amount \$ 147,641.00
Total Percentage performed by the Prime's Firm: _____ SBE-M/WBE Firm: _____
Service Type: Architectural _____ Engineering _____ Surveying _____
Other (Specify) _____
Have Sub-Consultants completed work with its own workforce for this application?
Yes _____ No _____

Note: If yes, complete below:

SUB-CONSULTANTS

1. Firms Name: _____
Address/Tel: _____
Estimated Start Date: _____ Contract Amount: _____
SCOPE OF WORK: _____
Percentage/Hrs Completed: _____ Amount Paid To Date _____

2. Firm's Name: _____
Address//Tel: _____
Estimated Start Date: _____ Contract Amount: _____
SCOPE OF WORK: _____
Percentage/Hrs Completed: _____ Amount Paid To Date _____

3. Firm's Name: _____
Address/Tel: _____
Estimated Start Date: _____ Contract Amount _____
SCOPE OF WORK: _____
Percentage/Hrs Completed: _____ Amount Paid To Date _____

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

Signature/Title

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 | Belle Glade Zone 1, Phase 2 Post Construction Warranty Repairs/Failure Study | 0 | \$ 41,879.00 | \$ 29,879.00 | 71.34% | WUD-Director | 8/28/2017 | 17-072 | 17-1186 |
| 2 | GL06; SW Belle Glade Water Main Improvements; SW 8 th St, SW 9 th St, SW 4 th Street, from SW Ave F to Dr. MLK Blvd | 0 | \$ 147,641.00 | \$ 147,641.00 | 100% | Pending | | 16-053 | 16-1107 |
| 3 | Force Main Improvements to Lift Station #8105, Belle Glade | 0 | \$ 49,760.00 | \$ 40,090.00 | 80.56% | WUD-Director | 8/28/2017 | 17-058 | 17-1181 |
| Total | | | \$ 239,280.00 | \$ 217,610.00 | 90.94% | | | | |
| | | | | | | | | | |

ATTACHMENT - F

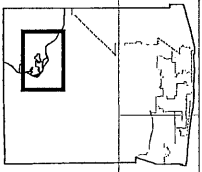
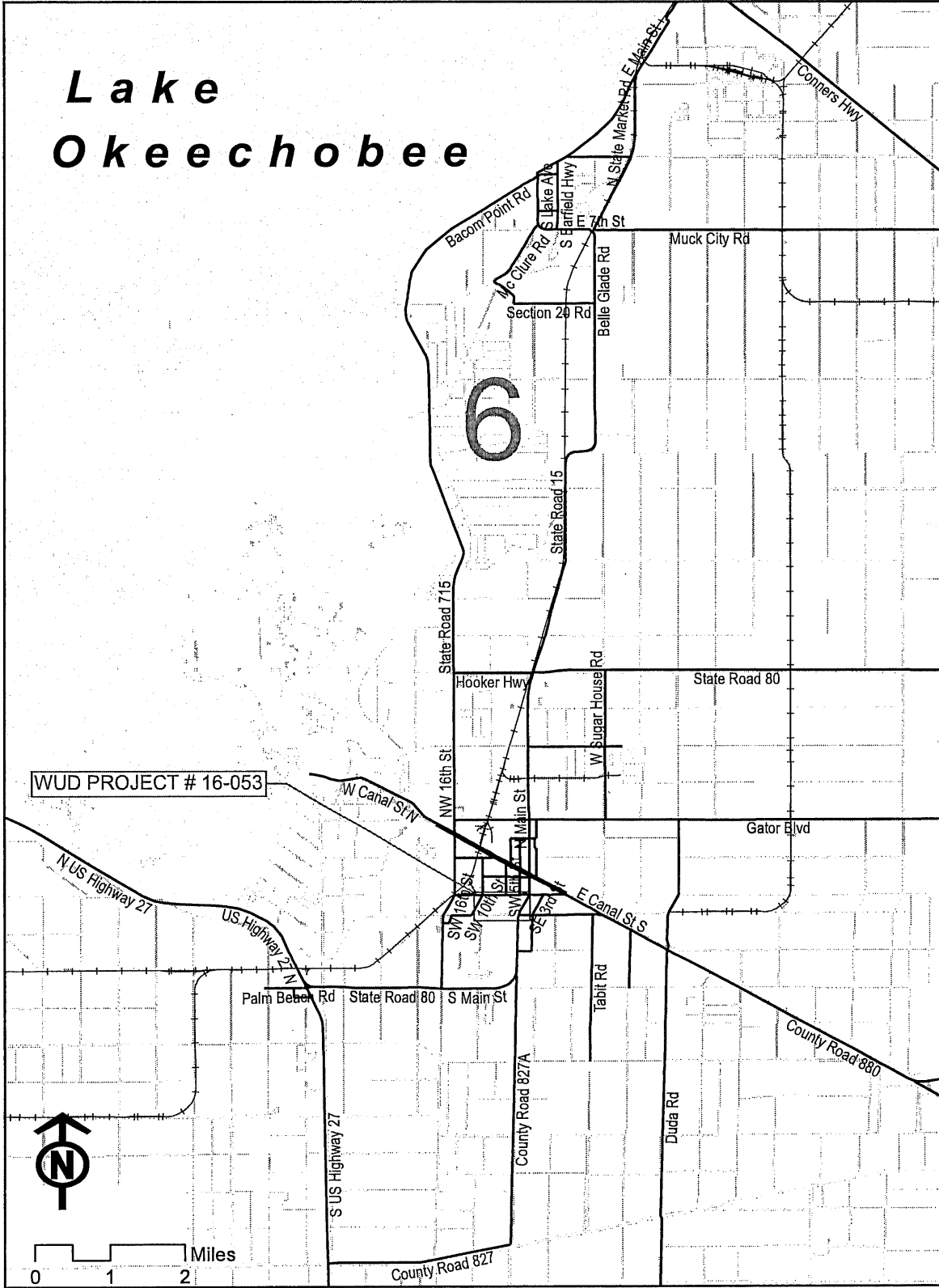
AUTHORIZATION STATUS REPORT

SUMMARY OF SBE / MINORITY BUSINESS TRACKING

| | Total | SBE |
|---|---------------|---------------|
| Current Proposal | | |
| Value of Authorization No. 2 | \$ 147,641.00 | |
| Value of SBE Letters of Intent | \$ 147,641.00 | \$ 147,641.00 |
| Actual Percentage | 100% | 100% |
| Signed/Approved Authorizations | | |
| Total Value of Authorizations | \$ 91,639.00 | |
| Total Value of SBE Signed Subcontracts | \$ 69,969.00 | \$ 69,969.00 |
| Actual Percentage | 76.35% | 76.35% |
| Signed/Approved Authorizations Plus Current Proposal | | |
| Total Value of Authorizations | \$ 239,280.00 | |
| Total Value of Subcontracts & Letters of Intent | \$ 217,610.00 | \$ 217,610.00 |
| Actual Percentage | 90.94% | 90.94% |
| GOAL | 90% | 90% |

Project Location

ATTACHMENT G
OF CONSTANT SERVICE AUTHORIZATION # 2
KESHAVARZ & ASSOCIATES, INC



Location Sketch

ATTACHMENT G

LOCATION MAP



Palm Beach County
Water Utilities
Department
Service Area (SA) and
Major Facilities

**Project
Location**

Legend

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

