

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: May 1, 2018 Consent [X] Regular []
Public Hearing []

Department: Water Utilities Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: A) Consultant Services Authorization (CSA) No. 6 to the Contract for Engineering and Construction Services Owner's Advisor with Stantec Consulting Services Inc., for a fixed price of \$3,393,019.28 for a period of 365 calendar days, and; B) Amendment No. 2 to the Contract for Engineering and Construction Services Owner's Advisor with Stantec Consulting Services Inc., providing for the renewal of the contract for one (1) year, starting August 20, 2018.

Summary: On August 19, 2014, the Board of County Commissioners (BCC) approved the Water Utilities Department (WUD) Contract for Engineering and Construction Services Owner's Advisor (Contract) with Stantec Consulting Services Inc., (R2014-1188). The Contract provides for program management services to support the administration and expedite delivery of planning and design activities and execution of numerous capital construction contracts within WUD's Capital Improvement Program (CIP). The goal of the CIP is the implementation of over \$400 million worth of projects over a five (5) year period.

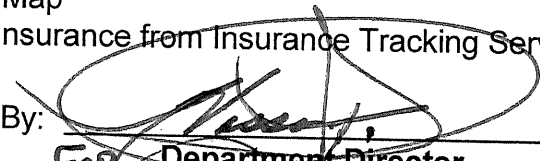
CSA No. 6 provides for the resources and personnel necessary to support the delivery of CIP projects utilizing tools and methods developed under previous CSAs. In addition to providing staff to expedite planning and design activities, the CSA provides for additional staff augmentation to support the capital construction projects identified through the expedited planning and design process. CSA No. 6 will allow WUD to further reduce replacement and refurbishment work necessitated by deterioration of existing infrastructure. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance is 15% overall. The Contract provides for SBE participation of 23.7%. CSA No. 6 includes 29.29% overall participation. The cumulative SBE participation including CSA No. 6 is 24.28%. The entirety of the SBE participation is being undertaken by M/WBE certified firms. Stantec Consulting Services Inc., is a New York registered US company whose parent company is domiciled in Canada. The Stantec Consulting Services Inc., project team is co-located with Palm Beach County Water Utilities Department staff at the Central Region Operations Center (CROC) from which the majority of the work required by CSA No. 6 will be undertaken.

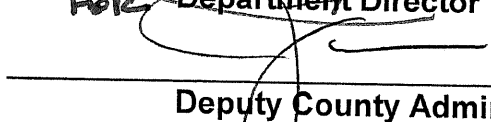
Section 1.1.4 of the Contract provided for a term of three (3) years with the option of two (2) one-year renewals. Amendment No. 2 to the Contract provides for the second of the optional renewals that will provide continuity and the continued effective and efficient implementation of the WUD program implementation process. The renewal will authorize Stantec Consulting Services Inc., to continue the program implementation process through August 19, 2019. (WUD Project No. 14-054) Countywide (MJ)

Background and Justification: Continued on page 3

Attachments:

1. Four (4) Originals of CSA No. 6
2. Four (4) Originals of Amendment No. 2
3. Location Map
4. Proof of Insurance from Insurance Tracking Service (ITS)

Recommended By:  9-6-2018
 Department Director Date

Approved By:  4/12/18
 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>\$3,393,020</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match County	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u>\$3,393,020</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Budget Account No.:	Fund <u>4001</u>	Dept <u>720</u>	Unit <u>2323</u>	Object <u>3120</u>	

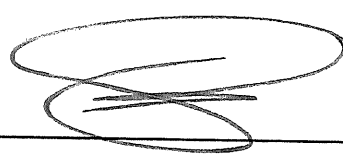
Is Item Included in Current Budget? Yes X No

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:

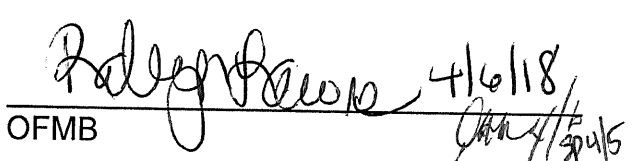
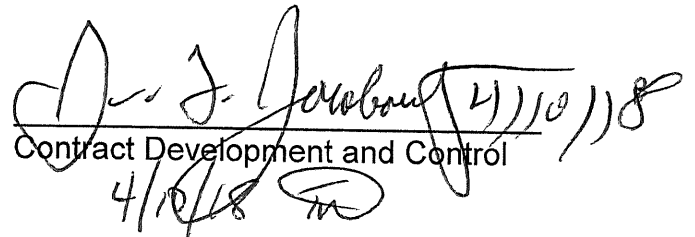
One (1) time expenditure from user fees, connection fees, and balance brought forward.



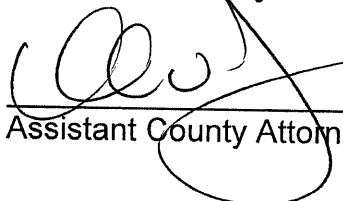
C. Department Fiscal Review: _____

III. REVIEW COMMENTS

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

 OFMB <u>4/16/18</u> <i>4/18/18</i>	 Contract Development and Control <u>4/16/18</u> <i>4/18/18</i>
--	---

B. Legal Sufficiency:


 Assistant County Attorney 4/12/18

C. Other Department Review:

 Department Director

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

Continued from page 1

On August 19, 2014, the BCC approved the Engineering and Construction Services Owner's Advisor Contract between the County and Stantec Consulting Services Inc., (WUD 14-054). The Contract provides for program, project and construction management services throughout WUD's service area. Renewal of the Contract for an additional year will allow for the continued effective implementation of the program management process. Approval of CSA No. 6 will provide for those services necessary to implement the program management process for an additional 365-day period for a fixed price of \$3,393,019.28.

Specific services to be provided include:

- Refinement of the project delivery system.
- Validation and refinement of CIP project requirements.
- Management of planning, design, bid/award, and construction of project packages.
- Development and maintenance of schedules and budgets for the various project packages.
- Review of existing construction management processes and procedures and development and implementation of recommendations for improvements.
- Support in implementing an Asset Management Strategy.
- Outreach activities in support of project delivery.
- Knowledge transfer of activities to WUD's staff.

Work has been initiated on 27 of 32 project packages representing approximately \$400 million of capital work, and close to \$74 million was encumbered in FY 2017.

CONSULTANT SERVICES AUTHORIZATION NO. 6

Project Title: Capital Improvement Program Management and Implementation Services

Project No. WUD: 14-054

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

District No.: Countywide

THIS AUTHORIZATION No. 6 to the Contract for Consulting/Professional Services dated August 19, 2014 (R2014-1188), 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 23.7% SBE participation overall. This Consultant Services Authorization includes 29.29% overall participation. The cumulative SBE participation, including this authorization is 24.28% overall. Additional authorization will be utilized to meet or exceed the stated overall participation goal.

1. CONSULTANT: Stantec Consulting Services, Inc.
2. ADDRESS: 800 Fairway Drive Suite 195, Deerfield Beach, FL 33441
3. Description of Services to be provided by the Consultant:
Provide resources and personnel supplemental to WUD capabilities, and continue accelerated delivery of the CIP projects using tools developed under CSA No.1, implemented under CSA No.2, and further refined under CSA No.3, No.4 and No.5. In addition to providing staff to expedite planning and design activities, provide staff augmentation to support administration of the numerous capital construction contracts generated by this expedited planning and design process. Along with expedited delivery, a primary focus of these services is to continue to reduce the backlog of Repair and Replace (R&R) work necessitated by deterioration of plant facilities and infrastructure associated with aging and use.

See ATTACHMENT A.

4. Services completed by the Consultant to date (Summary and Status of Authorizations).

See ATTACHMENT E.

5. Consultant shall begin work upon receipt of the Notice to Proceed correspondence.
6. The compensation to be paid to the Consultant for providing the requested services shall be:
 - A. Computation of time charges plus expenses, not to exceed \$ _____
 - B. Fixed price of \$3,393,019.28
7. This Authorization may be terminated by the County without cause or prior notice. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed through the date of termination, together with reimbursable expenses (if applicable) then due.

Project No. WUD: 14-054 Consultant Services Authorization No. 6
Project Title: Capital Improvement Program Management and Implementation Services

- 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 August 19, 2014 remain in full force and effect.

IN WITNESS WHEREOF, this Authorization is accepted, subject to the terms, conditions and obligations of the aforementioned Contract.

PALM BEACH COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

Sharon R. Bock, Clerk & Comptroller,
Palm Beach County

Palm Beach County,
Board of County Commissioners

ATTEST:

Signed: _____

Signed: _____
Melissa McKinlay, Mayor *JES*

Typed Name: _____
Deputy Clerk

Date

Approved as to Form and Legal
Sufficiency

Signed: _____

Typed Name: _____
County Attorney

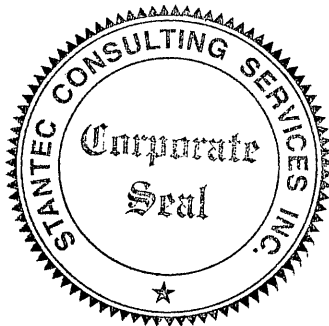
CONSULTANT:

Jeffrey P. Stone

(Signature)

Jeffrey P. Stone, Vice President
(Name and Title)

March 22, 2018
Date



LIST OF ATTACHMENTS

Project No. WUD: 14-054 Consultant Services Authorization No. 6

Project Title: Capital Improvement Program Management and Implementation Services

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. 6

PALM BEACH COUNTY WATER UTILITIES DEPARTMENT
ENGINEERING/PROFESSIONAL SERVICES

SCOPE OF WORK

FOR

CAPITAL IMPROVEMENT PROGRAM MANAGEMENT AND IMPLEMENTATION SERVICES

INTRODUCTION

Palm Beach County (COUNTY) entered into an agreement entitled Contract for Engineering/ Professional Services - Palm Beach County Water Utilities Department (PBCWUD) Project No. WUD 14-054 (CONTRACT) with Stantec Consulting Services Inc., (CONSULTANT) to provide engineering services for various general activities pursuant to R2014-1188 adopted August 19, 2014. This Consultant Service Authorization will be performed under that CONTRACT.

This Consultant Services Authorization (CSA) encompasses providing services related to the Capital Improvement Program Management and Implementation Services.

BACKGROUND

PBCWUD's 2015-2019 Capital Improvement Plan consisted of over 218 projects with a total value in excess of \$400M (PROGRAM). To assist PBCWUD staff in meeting the schedule for completion of these projects, CONSULTANT was selected to provide Program Manager Services, under Project No. WUD 14-054. CONSULTANT's role as PROGRAM MANAGER is to develop and implement a project delivery system to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, and overall program management and reporting. PBCWUD and PROGRAM MANAGER work together in the Program Management Office (PMO) that is located at the PBCWUD Central Region Operations Building.

Under CSA No.1, PROGRAM MANAGER was responsible for working with PBCWUD staff to create a Project Delivery System (PDS), validate the CIP projects, create "packages" of projects that can be grouped for more efficient procurement and delivery, develop more accurate schedules and budgets for each project and the overall CIP, and develop a plan and templates for project and program controls. Through this effort, the individual 218 projects to be delivered were grouped by type and location into 31 project packages.

Under CSA No. 2, PROGRAM MANAGER was responsible for implementing the systems and tools needed for efficient and effective management of the CIP and began providing supplemental resources to accelerate project delivery per the overall CIP schedule.

CSA No. 3 provided for a continuation of the implementation effort begun under CSA No. 2 with a focus on project delivery. In addition, the PROGRAM MANAGER evaluated current construction management policies, processes and procedures along with evaluating construction management staffing needs throughout the life of the PROGRAM. Other initiatives included initiation of coordination between the capital program and the asset management program, knowledge transfer to PBCWUD staff, and initiation of review and revision of PBCWUD's technical specifications.

Under CSA No. 4, the number of projects that entered the active phases of planning, design, and construction increased to approximately 90 projects per the plan established under CSA No. 1. PBCWUD requested that additional resources be added to the PROGRAM team to assist in project delivery, especially in the areas of project management and construction management. PBCWUD's construction management staff are also responsible for overseeing construction by developers, so the existing staff were challenged by additional workload coming from both the CIP program and the ramp-up in developer activities. Therefore, the scope of

CSA No. 4 included providing one additional project manager, two additional construction managers and a construction inspector. New initiatives completed under CSA No. 4 included the review and updating of 204 of PBCWUD's technical specifications to meet current standards, the audit of PBCWUD's treatment, pump station, and storage areas from a health and safety (H&S) focus, the development of scopes of work to address the H&S audit findings to improve safety for the operations team, and ongoing public outreach to keep residents informed of upcoming projects that might impact them. A small business engagement plan was developed that is aligned with the CIP program. Finally, technical resources were provided to assist PBCWUD with implementation of the asset management strategy and coordination with the asset management team. CSA No. 5 included additional scope relating to the upgrading and improvements to the processes and deliverables associated with the SharePoint reporting system and deliverables. In addition, expertise was provided in the form of a subject matter expert in Strategic Asset Management who assisted in the development and implementation of the PBCWUD strategy for Asset Management and Certification.

SCOPE OF SERVICES

Under CSA No. 6, PROGRAM MANAGER shall continue providing supplemental resources for management of the CIP projects from planning through construction completion, and maintenance of systems and tools developed and implemented under CSA Nos 1, 2, 3, 4 and 5. In addition, PROGRAM MANAGER will:

1. Provide staff augmentation to support CIP project delivery by providing program, project, and construction management resources, systems, and tools. Assist in managing projects from planning, design, construction, and closeout. In addition, provide supporting staff in project/program controls, scheduling, and document management.
2. Continue to provide resources and expertise in program and project controls and reporting activities. Reporting and review processes will be further refined and focused on improving the quality and timeliness of the information produced for PBCWUD executive management.
3. Provide a technical resource with experience in strategic asset management support to assist in the planning and implementation of the PBCWUD strategy for asset management and certification.

PROGRAM MANAGER shall provide the services and deliverables set forth in this CSA to the satisfaction of PBCWUD's Director of Engineering Division.

Task No. 1: PROGRAM Management and PROGRAM Administration

- A. Services: A part-time Program Executive and part-time administrative staff will support the on-site program/project/construction management team.

PROGRAM MANAGER shall:

1. Support the PMO: The PMO shall include the core PROGRAM Team consisting of PROGRAM MANAGER and PBCWUD staff. PBCWUD shall provide office support infrastructure for PROGRAM MANAGER and Sub-Consultant staff.
2. Manage PROGRAM MANAGER and SUB-CONSULTANT staff.
3. Assist PBCWUD staff in Reporting as requested:
 - i. Provide documentation in support of internal and external PBCWUD meetings, and
 - ii. Attend meetings as requested by PBCWUD

B. Deliverables:

1. Miscellaneous reports addressing various facets of the PROGRAM or specific projects as requested.

C. Resources:

1. Program Executive (1 – Part-time)
2. Contract Support Staff (3 – Part-time)

Task No. 2: PROGRAM Project Management

A. Services: The PROGRAM involves successful delivery of the capital projects detailed in the CIP and each project requires management from planning to construction completion. PROGRAM MANAGER shall provide Project Managers to augment PBCWUD's project management staff and PROGRAM MANAGER's Project Managers shall be fully responsible for management of assigned projects. Specific services to be performed are:

1. Provide Project Managers to work as part of an integrated team with PBCWUD staff.
2. In conjunction with the PBCWUD project managers, plan and manage approximately 90 active CIP projects in accordance with the Project Delivery System developed under CSA No. 1 and other PBCWUD requirements. Activities include, but are not limited to: planning, coordinating and conducting various meetings; conducting research associated with project scope development; negotiating engineering design fees; developing and maintaining project schedules; receiving and coordinating review of consultant deliverables and providing feedback to consultants regarding the acceptability of those deliverables; coordinating advertisement for bids for construction including review and analysis of bids received and making recommendations for contract award; assisting in preparing conformed documents for construction; providing management support during construction; assisting the construction manager in close-out activities; and review and processing of consultant and contractor invoices.
3. Prepare or provide input to monthly project status reports used to document progress and to inform senior PBCWUD leadership regarding project and PROGRAM status.
4. Prepare correspondence, legislation, and other documents required as part of the PDS for delivery of assigned projects.
5. Assist in mentoring and training PBCWUD project managers in capital project management techniques and best practices.

B. Deliverables:

1. Monthly Project Status Reports (by project).
2. Documentation required for project delivery pursuant to the PDS; (e.g. completed checklists, budget requests, CCNA related documents).
3. Preparation of presentations to support procurement of engineering consultants and update PBCWUD senior leadership regarding project status.

C. Resources:

1. Senior Project Managers (2- Full-time)
2. Project Manager (1 – Full-time)

Task No. 3: PROGRAM Reporting and Controls Services

- A. Services: Under CSA Nos. 1 and 2, PROGRAM MANAGER developed and implemented scheduling, reporting and document management systems and tools to promote the efficient delivery of the CIP, and further refined those tools under CSA No.3 and CSA No.4. Specifically, these tools allow the PROGRAM MANAGER and PBCWUD to effectively manage PROGRAM costs, schedule, and budget, perform PROGRAM and financial reporting functions, and provide document control support. Under CSA No.6 PROGRAM MANAGER will use these tools in delivery of the CIP.

PROGRAM MANAGER's efforts under this task will involve: PROGRAM staff working out of PBCWUD facilities to perform the scheduling, document controls, and reporting functions described below; and development staff working with PBCWUD IT staff to maintain those systems and tools being hosted by PBCWUD.

Task 3.1 Scheduling

As agreed upon under CSA No.1, PROGRAM MANAGER will utilize Primavera P6 to analyze and implement PBCWUD's PROGRAM cost and schedule information into a database environment. Access to this environment will be provided to PBCWUD staff by PROGRAM MANAGER through a hosted environment to be accessed by those designated by PBCWUD to have update, reporting or read access. PROGRAM MANAGER will work with designated PBCWUD personnel to provide access and will periodically update the information.

PROGRAM MANAGER shall continue to provide a part-time scheduler to work with PROGRAM MANAGER's and PBCWUD's project managers to develop and maintain detailed and comprehensive project schedules and a Master PROGRAM schedule on a monthly basis. In addition, the PROGRAM MANAGER shall support monthly project status reporting.

Task 3.2 Document Management System

PROGRAM MANAGER will utilize, maintain, and refine as needed, the SharePoint-based Document Management system defined and implemented under CSA Nos. 1, 2, 3, 4, and 5

PROGRAM MANAGER shall provide a Document Management Specialist to perform document management functions in support of the PROGRAM.

Task 3.3 SharePoint Collaboration Site

PROGRAM MANAGER will provide support to PBCWUD staff to maintain and refine as needed, the SharePoint collaboration site implemented under CSA No.2 and refined under CSA No.3 to provide a PROGRAM portal allowing staff to access the PBCWUD document management system, project dashboards, Project Delivery System documentation, and various PROGRAM related information.

The SharePoint Collaboration Site will continue to be hosted by PBCWUD, and PBCWUD will provide designated CONSULTANT staff with VPN or equivalent access as required to remotely manage and support the SharePoint Collaboration Site for the PROGRAM. If VPN access is not possible, PBCWUD will provide an alternative method for PROGRAM MANAGER staff to support PBCWUD IT staff in the administration, configuration, support, and trouble-shooting of the SharePoint Collaboration Site remotely.

PBCWUD shall continue to provide all necessary hardware and software components needed to implement this site. These requirements include both a TEST environment and a PRODUCTION environment so proper testing of system functionality can be performed prior to roll-out to the PRODUCTION environment.

Task 3.4 Reporting and Dashboards

PROGRAM MANAGER will utilize the performance reporting and executive dashboards developed under CSA No.2 and refined under CSA Nos. 3, 4 and 5, to provide PBCWUD with project data, while also providing PBCWUD senior staff with access to project and PROGRAM information, budget charts, and other performance data that has been loaded into the system through P6 and PBCWUD's CIP tool. In addition, PROGRAM MANAGER will maintain and refine these reporting tools as needed throughout the course of this CSA.

B. Deliverables:

1. Master PROGRAM schedule and monthly updates.
2. Individual project schedules.
3. Various schedule reports as needed to effectively manage the PROGRAM; (e.g. variance and look-ahead reports).
4. Updated systems and tools documentation as required.
5. PROGRAM and project report templates and dashboards.
6. Monthly PROGRAM and project reports.

C. Resources

1. P6 Scheduler (1 – Part-time)
2. Document Control Specialist (1 – Full-time)
3. PROGRAM/Project Controls Implementation Specialists (3 – Part-time)

Task No.4: PROGRAM Technical Support

A. Services: Throughout the PROGRAM situations will continue to arise when specialized technical expertise may be needed. The PROGRAM MANAGER shall support PBCWUD in these situations by providing technical resources on an as-required basis. Specific services to be performed may include:

1. Development or revision of PBCWUD Standard Operating Procedures as requested.
2. Development and implementation of Project Delivery System modules for design-build method.
3. Technical experts in the areas of water and wastewater treatment, water chemistry, and pipe rehabilitation methodologies.

4. Best practices in program and project management.
5. Alternatives analysis as part of Planning and Design phases.
6. Value engineering.
7. Providing technical expertise not readily available within PBCWUD or through PBCWUD's current consulting engineering contracts on short notice as required during Planning, Design, Construction and Closeout phase.

B. Deliverables:

1. Technical memoranda or reports, as warranted, identifying the work performed, alternatives developed, value engineering recommendations, or issues investigated and findings.

C. Resources:

1. Professional Engineers/Scientists (Part-time)
2. Subject Matter Experts

Task No. 5: PROGRAM Outreach Services

- A. Services: PROGRAM MANAGER shall support CIP delivery by providing outreach services to both the public and to the local small business community.

Task 5.1 Public Outreach

Outreach services to the public will consist of development of materials to be used to inform the public regarding specific project related activities. These materials may be in the form of door hangers, flyers, or letters to be used by PBCWUD's contractors to inform the public of project related work in their neighborhood. PROGRAM MANAGER shall provide additional communications support as requested by PBCWUD may include:

1. Support with PBCWUD easement and public outreach activities.
2. Preparation of documents for presentation to the Board of County Commissioners.
3. Coordination for and support to OSBA for public outreach events such as meetings, mailings, and web-based information sharing.
4. Advice and suggestions regarding public outreach means and methods for various projects.

B. Deliverables:

1. Informational materials (e.g. door hangers, letters, flyers).
2. Documents in support of PBCWUD presentations to the Board of County Commissioners.
3. Other public outreach materials and support as directed by PBCWUD staff; e.g. assistance with planning and coordinating public outreach events such as public meetings.

C. Resources:

1. Communications Specialists (1 – Part-time)

Task No. 6: PROGRAM Construction Management Services Support

- A. Services: Provide staff augmentation to support the Construction Management (CM) team in delivery of the growing volume of capital work in construction. This support also provides relief to the CM team given the recent loss of PBCWUD construction staff and the burgeoning volume of developer work being experienced. This augmentation will consist of construction managers and a construction inspector to provide construction management services for assigned projects. Augmentation through the PROGRAM MANAGER will result in more specialized staff, and more consistent administration of construction contracts since these individuals will be working for multiple years on PBCWUD capital projects.

In addition to assisting in the day to day administration of construction contracts, the PROGRAM MANAGER will continue to support the PROGRAM with constructability reviews, review and revision of construction contracts to be advertised, and advice and guidance regarding construction matters.

B. Deliverables:

1. Daily inspection reports, and other documentation associated with administering capital construction contracts; e.g. responses to contractor RFIs, monthly payment application reviews, contractor submittal reviews, etc.
2. Constructability review comments.
3. Documentation associated with the review and revision of construction contracts being prepared.
4. Monthly reporting on construction management resource projections based on future workload and assistance in balancing resources.

C. Resources:

1. Senior Construction Manager (1 - Full-time)
2. Construction Managers (2 - Full-time)
3. Construction Inspector (1 - Full-time)
4. Construction Inspector (1 - Part-time)

Task No. 7: Strategic Asset Management Advisory Services

- A. Services: Provide specialist support to the PBCWUD Strategic Asset Management Team to assist in development of a roadmap and implementation of best practices for: asset strategy development; PBCWUD's asset management capability; asset operations and asset lifecycle-focused capital project delivery.

An outcome of implementing the roadmap and asset management approach is compliance with (and potential certification to) BSI ISO55000: 2014 – Asset Management.

Task 7.1 Strategic Asset Management Support Services

The prime focus of the CONSULTANT will be to support the Department in defining and delivering the asset management roadmap's Horizon 1 activities, providing the enablers, and establishing the foundations, for PBCWUD to continue its mission of transitioning to a continually improving, asset management-focused organization. This will include developing asset management protocols and criteria, providing key document templates, and facilitating meetings to define objectives; decision-making criteria; and reporting and monitoring requirements.

The CONSULTANT will provide a professional with experience and expert knowledge in asset management and BSI ISO 55000: 2014, to assist with planning, supporting document development, meeting facilitation, and review of the PBCWUD's Asset Management System. As requested, the professional will assist in tracking and management of activities to support the delivery of the approved roadmap's activities.

B. Deliverables:

1. Asset Management roadmap and supporting documents
2. Tracking tool to show progress and next steps
3. Templates and other example documents as requested

C. Resources:

1. Senior Asset Management Consultant (1 – Part-time)

COMPENSATION

Lump Sum as provided in ATTACHMENT B.

SCHEDULE

Services to be performed between June 1, 2018 and May 31, 2019 per ATTACHMENT C.

ATTACHMENT – C

PROJECT SCHEDULE

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

Engineering Services

Completion Date from Notice to Proceed

Program management services as described in ATTACHMENT A

365 Calendar Days

ATTACHMENT – D

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE PARTICIPATION

PROJECT NAME: Capital Improvement Program Management and Implementation Services **PROJECT NO. OR BID NO.:** WUD 14-054

NAME OF PRIME BIDDER: Stantec Consulting Services, Inc. **ADDRESS:** 800 Fairway Drive Suite 195, Deerfield Beach FL, 3441

CONTACT PERSON: Craig Irwin **PHONE NO.:** 720-201-0613 **FAX NO.:** 561-650-0074

BID OPENING DATE: N/A **USER DEPARTMENT:** PBC – Water Utility Department

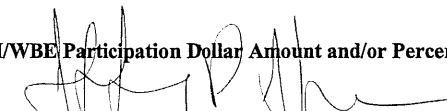
THIS DOCUMENT IS TO BE COMPLETED BY THE PRIME CONTRACTOR AND SUBMITTED WITH BID PACKET. PLEASE LIST THE NAME, CONTACT INFORMATION AND DOLLAR AMOUNT AND/OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SBE -M/WBE's ON THIS PROJECT. IF THE PRIME IS AN SBE-M/WBE, PLEASE ALSO LIST THE NAME, CONTACT INFORMATION AND DOLLAR AMOUNT AND/OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME ON THIS PROJECT. THE PRIME AFFIRMS THAT IT WILL MONITOR THE SBES LISTED TO ENSURE THE SBES PERFORM THE WORK WITH ITS OWN WORKFORCE.

Name, Address and Phone Number	(Check one or both Categories)		DOLLAR AMOUNT AND/OR PERCENTAGE OF WORK				
	M/WBE	SBE	Black	Hispanic	Women	Caucasian	Other (Please Specify)
	Minority Business	Small Business					
1. MCO Construction & Services, Inc.; 1450 N. Magnolia Dr., West Palm Beach, FL 33401; 786-546-0184	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$918,886.40 27.08%	_____	_____	_____	_____
2. Foresight Communications & Consulting, Inc.; 6168 Royal Birkdale Dr.; Lake Worth. FL 33463; 561-386-1409	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	\$75,000.00 2.21%	_____	_____
(Please use additional sheets if necessary)	Total		\$918,886.40	_____	\$75,000.00	_____	_____

Total Bid Price \$ \$3,393,019.28

Total SBE-M/WBE Participation Dollar Amount and/or Percentage of Work \$993,886.40 (29.29%)

I hereby certify that the above information accurate to the best of my knowledge:



 Signature

Vice President

 Title

- NOTE:**
1. The amount listed on this form for a SBE-M/WBE Prime or Subcontractor must be supported by price or percentage listed on the signed Schedule 2 or signed proposal in order to be counted toward goal attainment.
 2. Firms may be certified by Palm Beach County as an SBE and/or M/WBE. If firms are certified as both an SBE and M/WBE, please indicate the dollar amount and/or percentage under the appropriate category.
 3. M/WBE information is being collected for tracking purposes only

Attachment D
OSBA SCHEDULE 2
LETTER OF INTENT TO PERFORM AS AN SBE-M/WBE

This document must be completed by ALL SBE-M/WBE's and submitted with this bid packet. Specify in detail, the particular work items to be performed and the dollar amount and/or percentage for each work item. SBE credit will only be given for items 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: WUD 14-054 PROJECT NAME: Capital Improvement Program Management Implementation Services _____

TO: Stantec Consulting Services Inc

(Name of Prime Bidder)

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: 1/23/17

The undersigned is prepared to perform the following described work in connection with the above project. Additional Sheets May Be Used As Necessary

Provide staff augmentation services for Public Liaison and Easements

Total SBE -WBE percentage 2.21% (\$75,000)
(SBE Prime or Subcontractor's Quote)

and will enter into a formal agreement for work with you contingent upon your execution of a contract with Palm Beach County.

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

Price or Percentage N/A _____
(Name of Subcontractor)

The Prime affirms that it will monitor the SBE-M/WBE listed to ensure the SBE-M/WBE perform the work with their own work force. The undersigned SBE-M/WBE Prime or SBE-M/WBE subcontractor affirms that it has the resources necessary to perform the work listed without subcontracting to a non-certified SBE or any other certified SBE subcontractors except as noted above.

The undersigned subcontractor understands that the provision of this form to Prime Bidder does not prevent Subcontractor from providing quotations to other bidders.

Foresight Communications Inc
Print name of
SBE-M/WBE Company

By: Linda Culbertson
(Signature)

Linda Culbertson / President
Print name/title of person executing on behalf
of SBE-M/WBE

Date: 3/21/18

Attachment .D
OSBA SCHEDULE 2
LETTER OF INTENT TO PERFORM AS AN SBE-M/WBE

This document must be completed by ALL SBE-M/WBE's and submitted with this bid packet. Specify in detail, the particular work items to be performed and the dollar amount and/or percentage for each work item. SBE credit will only be given for items 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: WUD 14-054 PROJECT NAME: Capital Improvement Program Management Implementation Services _____

TO: Stantec Consulting Services Inc

(Name of Prime Bidder)

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: 3/24/15

The undersigned is prepared to perform the following described work in connection with the above project. Additional Sheets May Be Used As Necessary

Provide staff augmentation services for Public Outreach support to OSBA

Total SBE -M/WBE percentage 27.08% (\$918,886.40)
(SBE Prime or Subcontractor's Quote)

and will enter into a formal agreement for work with you contingent upon your execution of a contract with Palm Beach County.

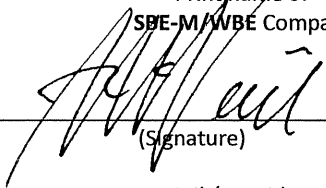
If undersigned intends to sub-subcontract any portion of this job to a certified SBE-M/WBE or a non-SBE subcontractor, please list the name of that subcontractor and the amount below.

Price or Percentage N/A _____
(Name of Subcontractor)

The Prime affirms that it will monitor the SBE-M/WBE listed to ensure the SBE-M/WBE perform the work with their own work force. The undersigned SBE-M/WBE Prime or SBE-M/WBE subcontractor affirms that it has the resources necessary to perform the work listed without subcontracting to a non-certified SBE or any other certified SBE subcontractors except as noted above.

The undersigned subcontractor understands that the provision of this form to Prime Bidder does not prevent Subcontractor from providing quotations to other bidders.

MCO Construction & Services, Inc
Print name of
SBE-M/WBE Company

By: 
(Signature)

Ann McNeil / President
Print name/title of person executing on behalf
of SBE-M/WBE

Date: 3/16/18

**ATTACHMENT F
CONSULTANT SERVICES AUTHORIZATION NO. 6
PALM BEACH COUNTY WATER UTILITIES DEPARTMENT
ENGINEERING/PROFESSIONAL SERVICES**

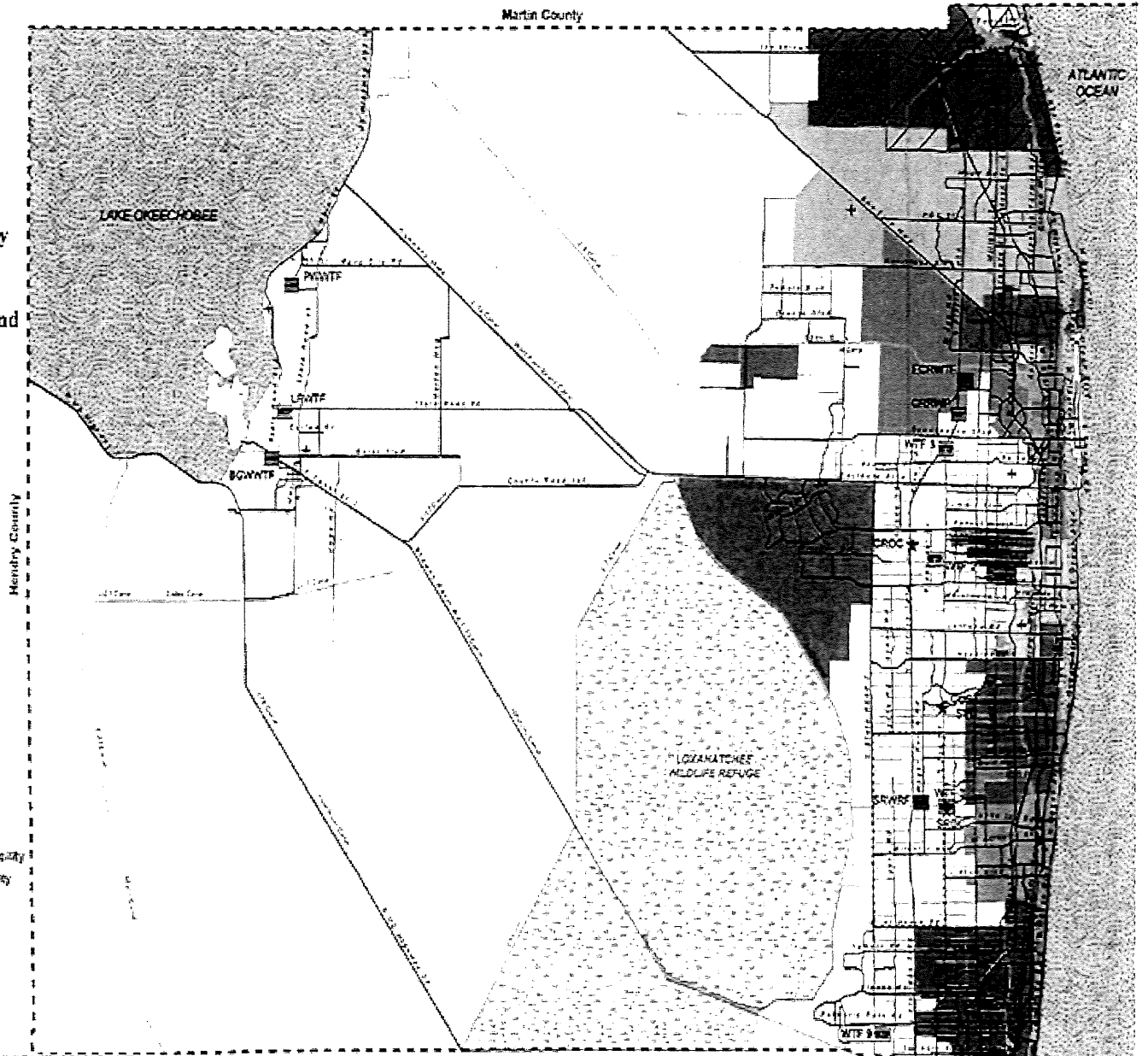
Summary of SBE / Minority Business Tracking

	Total	SBE
Current Proposal		
Value of Authorization No. 6	\$3,393,019.28	
Value of SBE Letters of Intent	\$993,886.40	\$993,886.40
Actual Percentage	29.29%	29.29%
Signed/Approved Authorizations		
Total Value of Authorizations	\$13,600,079.19	
Total Value of SBE Signed Subcontracts	\$3,133,437.33	\$3,143,437.33
Actual Percentage	23.04%	23.04%
Signed/Approved Authorizations Plus Current Proposal		
Total Value of Authorizations	\$16,993,098.47	
Total Value of Subcontracts & Letters of Intent	\$4,127,323.73	\$4,127,323.73
Actual Percentage	24.28%	24.28%
GOAL	23.7%	23.7%

ATTACHMENT G – LOCATION MAP



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



Legend

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



NOT TO SCALE

**SECOND AMENDMENT TO CONTRACT
FOR ENGINEERING AND CONSTRUCTION SERVICES OWNER'S ADVISOR**

This Contract is made as of the _____ day of _____, 20____, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and Stantec Consulting Services Inc., [] an individual, [] a partnership, [X] a corporation authorized to do business in the State of Florida, hereinafter referred to as the CONSULTANT, whose Federal I.D. is 11-2167170.

In consideration of the mutual promises contained herein, the COUNTY and the CONSULTANT agree that the Contract for Consulting / Professional Services entered into by the parties on August 19, 2014, and referenced by County Resolution Number R-2014-1188 (hereinafter "the Agreement"), is amended as follows:

SCHEDULE

The CONSULTANT shall continue providing services for one additional year, for the period between August 20, 2018 and August 19, 2019.

All other provisions in the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and CONSULTANT has hereunto set its hand the day and year above written.

ATTEST:
SHARON R. BOCK
CLERK AND COMPTROLLER

PALM BEACH COUNTY
BOARD OF COUNTY
COMMISSIONERS:

By: _____
Deputy Clerk

By: _____
Melissa McKinlay , Mayor

WITNESS:

CONSULTANT:

Gina Maloney
Signature

Stantec Consulting Services Inc.
Company Name

Gina Maloney
Name (type or print)

[Signature]
Signature

Catherine R. DelaZerda
Signature

Jeffrey P. Stone
Typed Name

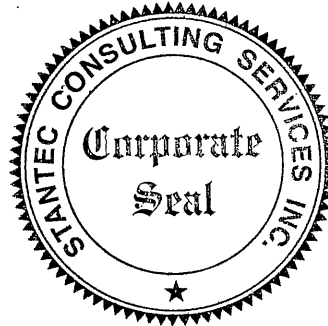
Catherine R. DelaZerda
Name (type or print)

Vice President
Title

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**

(corp. seal)

By: _____
County Attorney

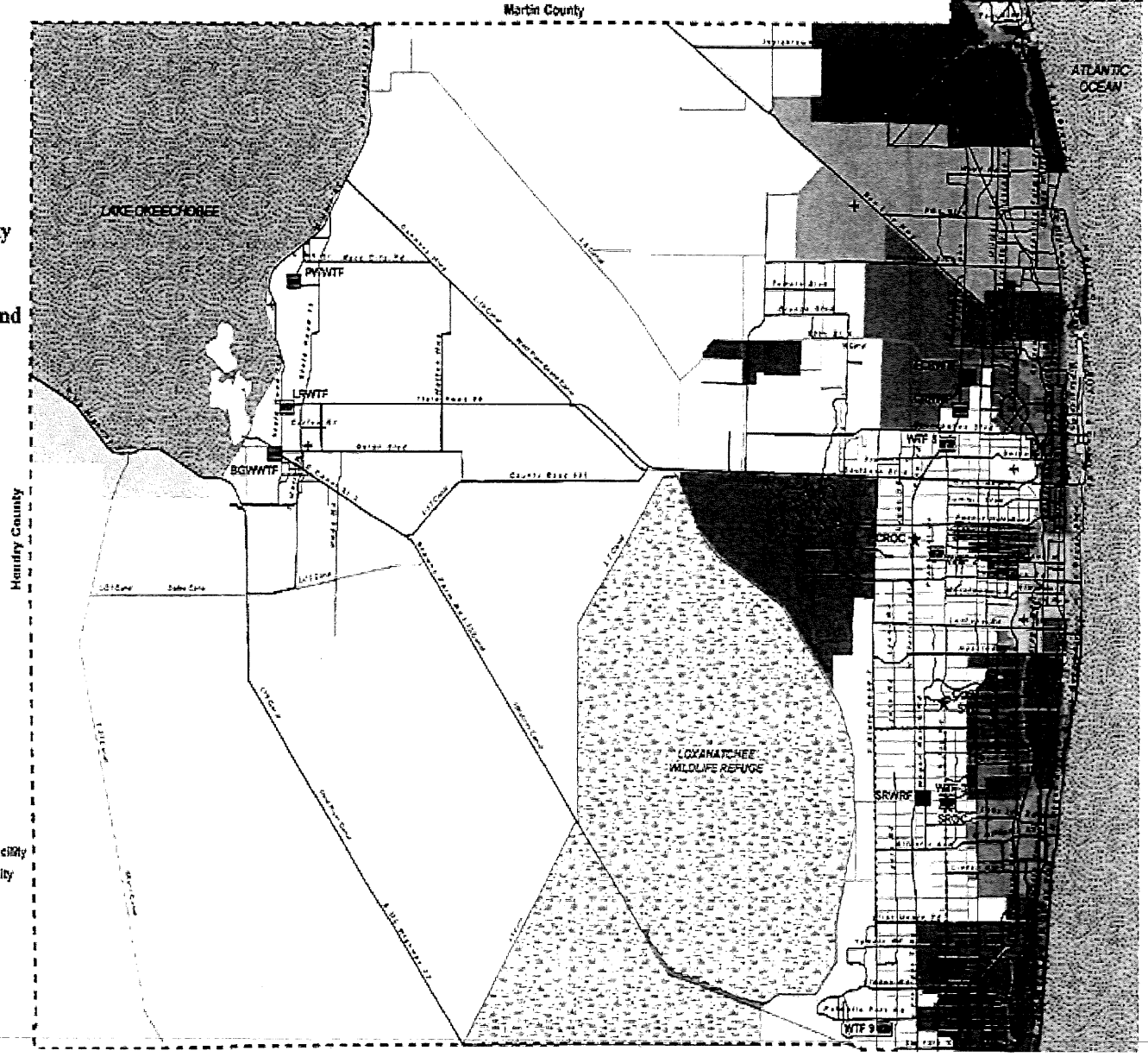


**APPROVED AS TO TERMS
AND CONDITIONS**

By: Jim Stone
Department Director



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




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



ATTACHMENT 4

[Connect to ITSLive Support](#)



[Log out](#)

STATUS BY PROJECT [AM BEST](#) [CANCELLED](#) [INSURED](#) [COMPLIANT](#) [NON-COMPLIANT](#)

COVERAGES [SUMMARY PROBLEMS](#) [EXPIRATION](#) [SPECIAL ISSUES](#) [MISSING POLICIES](#)

[Dashboard](#) [Select a Project](#) [Add a Contract](#) [Locate a Contract](#) [Summary of Contracts](#)

Friday, March 30, 2018

Insured: Stantec Consulting Services, Inc. Insured ID: **14-054-PBC_2**

Status: **Compliant**

ITS Account Number: **PLC3111**

Project(s): **Palm Beach County - Risk Management Department**

Insurance Policy	Required	Provided	Override
<u>General Liability</u>			
Expiration: 5/1/2018			
General Aggregate:	\$1,000,000	\$4,000,000	
Products - Completed Operations Aggregate:	\$0	\$0	
Personal And Advertising Injury:	\$0	\$0	
Each Occurrence:	\$1,000,000	\$2,000,000	
Fire Damage:	\$0	\$0	
Medical Expense:	\$0	\$0	
<u>Automobile Liability</u>			
Expiration: 5/1/2018			
	All Owned Autos	Any Auto not provided	X
	Hired Autos	not provided	X
	Non-Owned Autos	not provided	X
Combined Single Limit:	\$1,000,000	\$1,000,000	

Excess/Umbrella Liability