

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: June 19, 2018 Consent [] Regular ☒
Public Hearing []

Department: Water Utilities Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consultant Services Authorization (CSA) No. 1 for the Water Utilities Department (WUD) Water Treatment Plant 8 (WTP 8) Expansion Entitlements (Project) with Urban Design Studio, LLC, d/b/a Urban Design Kilday Studios (Urban Design Kilday Studios) (R2014-0921) in the amount not to exceed \$142,220.

Summary: On July 1, 2014, the Board of County Commissioners (BCC) approved the Contract for property development evaluation assistance (Contract) with Urban Design Kilday Studios (R2014-0921). The BCC subsequently approved two (2) one (1) year amendments to the Contract on June 21, 2016 (R2016-0770) and July 11, 2017 (R2017-0891). CSA No. 1 will provide for the combining and re-zoning of seven (7) contiguous County owned parcels totaling 58.62 acres, inclusive of the existing WTP 8. The re-zoning and Development Review Officer (DRO) site plan approvals will allow for future development of a membrane treatment facility at WTP 8, incorporate the existing drainage of Jog Road and allow for the development of a County-owned neighborhood park adjacent to Cam Estates. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance is 15% overall. The Contract with Urban Design Kilday Studios provides for SBE participation of 98% overall. CSA No. 1 includes an overall SBE participation of 100%. The cumulative SBE participation including CSA No. 1 is 100%. Urban Design Kilday Studios, is headquartered in Palm Beach County. The Project is in the FY18 budget adopted by the BCC. (WUD Project No. 18-042) District 2 (LDC)

Background and Justification: WTP 8 serves the central and northern areas of unincorporated Palm Beach County. CSA No. 1 provides for future expansion of WTP 8 using membrane treatment. Membrane treatment facilities would be constructed to meet future drinking water regulations or when the existing lime softening facilities constructed in 1983 reach the end of their asset life.

Attachments:

- 1. Three (3) Originals of CSA No. 1
- 2. Location Map
- 3. Proof of Insurance from Insurance Tracking Service (ITS)

Recommended By:	<u>Jim Stiles</u>	<u>5-14-18</u>
	Department Director	Date
Approved By:	<u>Will A. Blair</u>	<u>5/7/18</u>
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures	<u>\$142,220</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>\$142,220</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>2322</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:

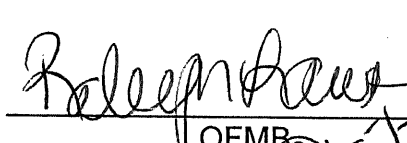

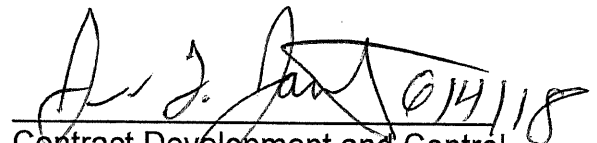

One (1) time expenditure from user fees, connection fees and balance brought forward.

C. Department Fiscal Review:

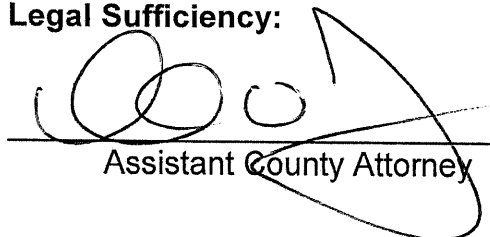


III. REVIEW COMMENTS

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

 5/23
OFMB  5/23 5/23 5/23
 6/14/18
Contract Development and Control
6/14/18 

B. Legal Sufficiency:


Assistant County Attorney 6/6/18

C. Other Department Review:

Department Director

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

CONSULTANT SERVICES AUTHORIZATION NO. 1

**Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services - Property Development Evaluation Services
Resolution #: R2014-0921 Contract Dated: July 1, 2014**

Project Title: Water Treatment Plant No. 8 Zoning and Site Planning

WUD Project No.: WUD 18-042

Consultant: Urban Design Studio, LLC d/b/a/ Urban Design Kilday Studios

Address: 610 Clematis Street, Suite CU02, West Palm Beach, FL 33401

Budget Line Item No. 4001-720-2322-3120

District No.: 2

This Consultant Service Authorization provides for: Professional services shall include: prepare, submit and process entitlement applications to pursue approvals for an expansion to Water Treatment Plant 8 (WTP 8). Entitlement applications include a Future Land Use Amendment (FLUA) and Rezoning applications for several County-owned parcels in proximity to WTP 8; preparing and processing a Site Plan to include the adjacent parcels into the plan of development for WTP 8; and a Replat to combine the various parcels into two lots as detailed on the attached proposal dated January 2, 2018.

(See ATTACHMENT A for detailed scope of services)

The Contract provides for 98% SBE participation. This Consultant Services Authorization includes 100% overall participation. The cumulative SBE participation, including this authorization is 100%.

1. Services completed by the Consultant to date:
See ATTACHMENT B.
2. Consultant shall begin work upon receipt of Notice to Proceed correspondence.
3. 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 \$142,220.00
 - B. Fixed price of \$ (Not Applicable)
4. 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

Revised 5-7-18

for all services performed through the date of termination, together with reimbursable expenses (if applicable) then due.

5. SBE participation is included in **ATTACHMENT C** under this Authorization. The attached Schedule 1 defines the SBE applied to this Authorization and Schedule 2 establishes the SBE contribution from each Sub-Consultant (Letter of Intent to perform as an SBE).
6. This Authorization does not amend, change, or modify the Contract dated July 1, 2014 which remains in full force and effect.
7. All Attachments to this Authorization are incorporated herein and made a part of this Consultant Services Authorization.

Revised 5-2-18

CONSULTANT SERVICES AUTHORIZATION NO. 1

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services - Property Development Evaluation Services
Resolution #: R2014-0921 Contract Dated: July 1, 2014

Project Title: Water Treatment Plant No. 8 Zoning and Site Planning

WUD Project No.: WUD 18-042

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 *JCS*

Typed Name: _____
Deputy Clerk

Date _____

Approved as to Form and Legal
Sufficiency

Sub
CONSULTANT:

Signed: _____

[Signature]
(Signature)

Typed Name: _____
County Attorney

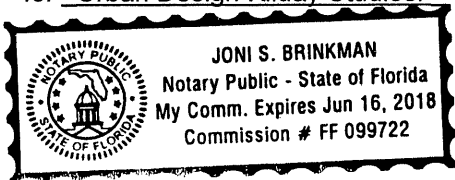
Kenneth G. Tuma
(Managing Principal)

5/7/18
Date

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 7th day of May, 2018
by Kenneth G. Tuma as Managing Principal
for Urban Design Kilday Studios.



[Signature]
(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known ☒ OR Produced Identification _____ Type of Identification Produced _____

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LIST OF ATTACHMENTS

CONSULTANT SERVICES AUTHORIZATION NO. 1

**Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services - Property Development Evaluation Services
Resolution #: R2014-0921 Contract Dated: July 1, 2014**

ATTACHMENT - A	Scope of Services
ATTACHMENT - B	Summary and Status of Authorizations
ATTACHMENT - C	SBE Schedule 1 and 2
ATTACHMENT - D	Project Schedule
ATTACHMENT - E	Budget Summary
ATTACHMENT - F	Summary of SBE/Minority Business Tracking
ATTACHMENT - G	Location Map

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ATTACHMENT A

SCOPE OF SERVICES

Project No. WUD 18-042

Project Title Water Treatment Plant No. 8 Zoning and Site Planning

CONSULTANT shall perform: This consultant services authorization is for professional services to prepare and submit entitlement applications to pursue approvals to designate several properties near and including Water Treatment Plant 8 (WTP 8) for expansion purposes. Palm Beach County owns, and PBCWUD operates, WTP 8 on 20.12 acres located east of Jog Road and south of Okeechobee Boulevard. This site is comprised of two parcels (the "Parent Tracts"). Palm Beach County also owns four (4) parcels of land (the "Subject Sites") that are adjacent to or near the WTP 8 site and which may be available to incorporate within and expand WTP 8.

Based on the results of a limited due diligence investigation and meetings with Palm Beach County staff, it is anticipated the following entitlements, outlined below, would be required to incorporate some or all of the parcels within WTP 8 plan of development:

- A Future Land Use (FLU) Amendment to change the designation on Subject Site 1 to Utilities and Transportation (U/T). Although the PO-Public Ownership zoning designation is allowed in all FLU designations, the U/T FLU would be the most appropriate designation based on the existing and proposed use of the sites for water utility purposes.
- Subject Sites 1, 2, 3, and 4 would require a Rezoning to the Public Ownership district. Currently these sites are zoned Agriculture Residential (AR) or Single Family Residential (RS), designations that are not consistent with the U/T FLU or the intended use of the property. Concurrent with the Rezoning would be an Abandonment of any prior development orders.
- These parcels would be assembled into the overall plan of development for WTP8 through the DRO Site Plan Amendment process.
- To eliminate interior divisions/lot lines, either a Lot Combination or Plat process would be pursued to comply with Article 11 of the Unified Land Development Code (ULDC) to combine the properties into two parcels.
- Scope of Services outlined:
 - Part I Future land use amendment and representation.
 - Part II Rezoning/Abandonments and representation.
 - Part III Public notification, mailings and site postings
 - Part IV Meetings with elected officials, regulatory staff and surrounding property owners.
 - Part V Development Review Officer Review Final Site Plan.
 - Part VI Plat Assistance.

The full description of consultant services to be provided is referenced in the attached proposal dated January 2, 2018.

Revised 5-2-18

January 2, 2018

Mr. Ross Hering
Palm Beach County Property & Real Estate Management
2633 Vista Parkway
West Palm Beach, FL 33411



Mr. Mike Rawls
Palm Beach County Water Utilities Department
8100 Forest Hill Boulevard
West Palm Beach, FL 33416

Urban Planning and Design
Landscape Architecture
Communication Graphics

**Re: Palm Beach County Water Utilities Department
Water Treatment Plant 8 Expansion Entitlements**
Palm Beach County, Florida
UDKS REF #14-059.002 (PL)

Dear Mr. Hering and Mr. Rawls:

Urban Design Kilday Studios (UDKS) is pleased to present the following proposal for professional services the Consultant team will provide to prepare and submit entitlement applications to pursue approvals to designate several properties near and including Water Treatment Plant 8 (WTP 8) for expansion purposes.

Palm Beach County owns, and PBCWUD operates, WTP 8 on 20.12 acres (PS1 and PS2) located east of Florida's Turnpike and south of Okeechobee Boulevard. This site is comprised of two parcels (the "Parent Tracts"). Palm Beach County also owns four (4) parcels of land (the "Subject Sites") that are adjacent to or near the WTP 8 site and which may be available to incorporate within and expand WTP 8. Based on the results of the limited due diligence investigation and meetings with Palm Beach County Staff, it is anticipated the following entitlements would be required to incorporate some or all of the parcels into the WTP 8 plan of development.

- A Future Land Use (FLU) Amendment to change the designation on Subject Site 1 to Utilities and Transportation (U/T). Although the PO-Public Ownership zoning designation is allowed in all FLU designations, the U/T FLU would be the most appropriate designation based on the existing and proposed use of the sites for water utility purposes.
- Subject Sites S1 to S4 would require a Rezoning to the Public Ownership district. Currently these sites are zoned Agriculture Residential (AR) or Single Family Residential (RS), designations that are not consistent with the U/T FLU or the intended use of the property. Concurrent with the Rezoning would be an Abandonment of any prior development orders.
- These parcels would be assembled into the overall plan of development for WTP 8 through the DRO Site Plan Amendment process.

610 Clematis Street
Suite CU02
West Palm Beach, FL 33401
561.366.1100 561.366.1111 fax
www.udkstudios.com
LCC000035

- To eliminate interior divisions/lot lines, either a Lot Combination or Plat process would be pursued to comply with Article 11 of the Unified Land Development Code (ULDC) to combine the properties into two parcels.

This proposal includes those services required to prepare and process a Future Land Use Amendment (FLUA) application, Rezoning application, Development Order Abandonment application(s), a Development Review Officer Final Site Plan and Replat, as well as the preparation of supporting documentation necessary for these applications, and includes assisting with representation of the requests at the agency review meetings and public hearings.

In addition to the services provided by UDKS, services from other professionals are necessary for preparation and processing of these applications. A surveyor will be required to provide as-built surveys for each property, dated and sealed within one (1) year of the date of the submission of the applications. The survey must also contain abstract information from a Title Commitment or chain of title issued within the past one (1) year, which we understand will be provided to the surveyor by the Client. A Traffic Engineer will be required to prepare a Traffic Statement and a Civil Engineer would need to provide a drainage review of the existing permits and the proposed plan of development, and prepare a Level of Service Analysis and Drainage Statement for the applications. UDKS will coordinate with these professionals and the Client to obtain the documents necessary for the submission of the applications.

In order to provide the services and documents needed for the entitlement applications requested by the Client, we have included the following sub-consultants on our team to assist in this project:

- ☐ Pinder Troutman Consulting, Inc. (PTC) – Traffic Engineering Services
- ☐ Michael B. Schorah & Associates, Inc. (MBS) – Survey and Plat/Civil Engineering Services

Proposals from these firms outline the Scope of Services each will provide along with their fee for the work requested. These proposals are attached herewith and made a part of this proposal.

SCOPE OF SERVICES

The following scope outlines the services to be provided by Urban Design Kilday Studios:

PART I. FUTURE LAND USE AMENDMENT AND REPRESENTATION

- Attendance at initial, and up to three additional Client conferences to review pertinent development restrictions and/or requirements, and Client-supplied data (survey, aerial, utilities, etc.);
- Consultation and coordination with other professionals retained on this project for the preparation of the necessary plans (civil engineer, architect, surveyor);
- Conduct on-site investigation; investigation shall also be based on aerial photographs, and any available surveys, studies or plans pertaining to the proposed development area;

- Attendance at pre-application conference with PBC Planning Staff and Client to discuss and review the Future Land Use Amendment (FLUA) request;
- Consultation and coordination with PBC Departments as may be necessary to review the change in land use;
- Preparation of required consent forms and affidavits to be signed by owner and agent;
- Preparation of required application forms, submittal letter and other required statements;
- Preparation of required maps;
- Coordinating receipt of the required filing fees for the application (filing fees to be paid by Client);
- Coordination with PBC Property Appraiser for the preparation of surrounding property owner list and preparation of document for submittal to the County;
- Coordination with Client, County service providers, and Consultants to prepare and file the components of an application for a Future Land Use Amendment. Client to receive a copy of amendment application package including the following materials:
 - statement of compliance with the goals of the Comprehensive Plan
 - development application
 - aerial location maps and other maps as required by the County
 - owners authorization forms
 - warranty deed and affidavit (provided by Client)
 - certified boundary survey with legal description and acreage calculation (provided by others)
 - traffic impact analysis (prepared by others)
 - availability letter from utility service provider
 - availability letter from waste management service provider
 - drainage statement (prepared by others)
 - vegetation analysis statement
 - property owners list
- Coordination and follow-up with PBC Staff regarding the review of the FLUA application;
- Preparation of graphics for use in meetings and at the public hearings;
- Representation as authorized agent, for the applications outlined above, at each of the following meetings:
 - Planning Commission (up to two meetings)
 - Palm Beach County Board of County Commission (up to two meetings)
- Coordination with PBC Planning Staff regarding the preparation of final Ordinance.

PART II. REZONING/ABANDONMENT(S) and REPRESENTATION

- Attendance at up to two (2) meetings with Client and project team to review proposed program, pertinent development requirements, and any Client-supplied data;
- Consultation and coordination with Client and other professionals for the preparation of the necessary documents (civil engineer, traffic engineer, surveyor);
- Preparation of required application forms for the Rezoning request, justification statement, and compliance requirements analysis for the rezoning;
- Coordinating receipt of the required filing fees for the applications (filing fees to be paid by Client);

- Consolidate documents received from Client and project team, and submit the application to PBC Zoning;
- Consultation with PBC reviewing agencies after determination of sufficiency and issuance of comments through the eZPB electronic system;
- Review of comments and consultation with Client and project team to discuss issues identified;
- Consultation by telephone and email with PBC reviewing agencies and project team to negotiate and resolve certification issues identified. (Note: Any face-to-face meetings will be considered as an additional service and billed accordingly.);
- Coordinate one (1) response and resubmission to address comments;
- Provide one (1) response and resubmission to certification issues to seek certification of the application;
- Following certification, coordinate with Client and project team to review staff reports and any proposed conditions of approval, and prepare for public hearings;
- Preparation of one (1) illustrative project aerial for presentation at the public hearings;
- Representation as authorized agent, for the applications outlined above, at each of the following meetings:
 - Zoning Commission (one)
 - Board of County Commissioners (two)
- Follow-up with Client, PBC Zoning staff and project team regarding conditions of approval, and distribution of approval Resolution.

PART III. PUBLIC NOTIFICATION MAILINGS AND SITE POSTING (PBC)

- Coordination with County Zoning Staff for preparation and mailing of public hearing notifications for international surrounding property owners (**postage to be paid by the Client**);
- Coordination with County Zoning Staff for determination of public notice sign postings;
- Coordination with Client and Sign company for the construction and installation of public notice signs (**Cost of signs and posting to be paid by Client**);
- Preparation of and submittal of two (2) Affidavits of Certification regarding public notifications as referenced above.

PART IV. MEETINGS WITH ELECTED OFFICIALS, REGULATORY STAFF & SURROUNDING PROPERTY OWNERS

- Coordination, preparation and attendance at meetings not identified in the specific tasks. These meetings include staff, appointed or elected officials, community members and others regarding the proposed project. This project may require a significant effort of lobbying, staff meetings, community meetings and strategizing with Team/Client to achieve successful approvals.
- Preparation of any additional graphics deemed necessary, and authorized by the Client, to present the proposed plan to appointed or elected officials and community members, including renderings, cross-sections, aerials, etc.

PART V. DEVELOPMENT REVIEW OFFICER REVIEW FINAL SITE PLAN

- Attendance at Client conference to review Client's desired development program for

- the expansion area and Client-supplied data (i.e. preliminary plans, etc.);
- Correspondence with Client, and attendance at up to two (2) meetings or conference calls with PBCWUD and/or Clients consultants, as necessary.
 - Consultation and coordination with other professionals retained on this project for the preparation of the necessary documents for the DRO application;
 - Attend one (1) pre-application conference with PBC Zoning Division and Landscape Division, and PBC Engineering Department - Land Development Division;
 - Preparation of application components for submission to the DRO, including justification statement;
 - Update the Final Site Plan to match the survey and reflect the proposed improvements and expansions, other site changes, current property development requirements, and to meet the requirements of the Technical Manual, suitable for submittal to PBC;
 - Review of materials prepared by others including, but not limited to:
 - survey (*less than one year old, certified by Professional Land Surveyor and certified to title as required*)
 - traffic impact analysis or statement, as required
 - drainage statement
 - warranty deed and authorization forms
 - Submit DRO application to PBC Zoning;
 - Consultation with County review agencies after determination of sufficiency to address any issues;
 - Review of issues and comments, and consultation with Client and project team to discuss items identified on County's "ePZB" website for project;
 - Prepare and submit revised plan and one (1) set of responses to issues and comments for each application;
 - Prepare minor revisions to application, Final Site Plan and Alternative Landscape Plan for the purpose of obtaining DRO approval by the follow-up deadline established by the County;
 - Follow-up with Client and project team and distribution of approval letter and approved plan.

PART VI. PLAT ASSISTANCE

- Attendance at Client conference to review plat process and documents;
- Attend one (1) meeting with Client, Consultant and PBC Engineering to confirm deliverables, content and format;
- Assistant Consultant during the plat review process to address any Zoning comments.

TIME SCHEDULE

This Scope of Services will commence upon Palm Beach County's approval of this proposal and as directed by same. It is estimated that it will take approximately eight (8) weeks to prepare the drainage analysis, survey and other documents required for the entitlement applications. The Future Land Use Amendment process takes approximately six (6) months from time of initial submission of documents to adoption. The Rezoning process takes approximately six (6) months from time of initial submission of documents to approval. These processes may run concurrently subject to authorization from the Planning and Zoning Departments. The Final Site Plan amendment process will take

approximately three (3) months to complete and will be commenced once directed by the Client. The Plat process takes approximately four (4) months to complete.

FEE SCHEDULE

Total Fees

Urban Design Kilday Studios – hourly not to exceed	\$ 63,000.00
<i>Future Land Use Amendment</i>	\$ 12,000.00
<i>Rezoning/Abandonment</i>	\$ 20,000.00
<i>Public Notifications</i>	\$ 3,000.00
<i>Meetings</i>	\$ 10,000.00
<i>DRO Final Site Plan</i>	\$ 12,000.00
<i>Plat Assistance</i>	\$ 6,000.00

Pinder Troutman Consulting, Inc.	\$ 6,800.00
Michael B. Schorah & Associates, Inc.	\$ 72,420.00

Grand Total **\$142,220.00**

Urban Design Kilday Studios fee rates are:

Principal	\$155.00/hour
Project Manager	\$130.00/hour
Senior Landscape Architect	\$118.00/hour
Senior Urban Planner	\$ 95.00/hour
Urban Planner	\$ 85.00/hour
Landscape Designer	\$ 90.00/hour
CADD Technician	\$ 65.00/hour
Clerical	\$ 50.00/hour

Direct expenses such as blueprints, graphics, and similar materials are included in the above fees. These fees do not include filing fees, postage for mailing to surrounding property owners or costs associated with posting the site with public notice signs, all of which must be provided by the Client.

ORIGINAL DRAWINGS. Terms and conditions pursuant to Contract R-2014-0921 with Palm Beach County.

TERMINATION OF CONTRACT. Terms and conditions pursuant to Contract R-2014-0921 with Palm Beach County.

ADDITIONAL SERVICES/HOURLY RATES

Additional Services required as a result of substantial changes in the established project program, constraints or other major changes in the project concept, or as requested by the Client will require proper authorization by the Client and will be billed at the hourly rates referenced herein, or may be negotiated on a fixed fee basis.

Additional Services not included within this proposal consist of, but are not limited to, the following:

- Additional or major revisions to the submitted application or support documents as requested by the Client or as required by reviewing agencies, or major changes that are a result of proposed conditions of approval imposed on the project by PBC BCC;
- Attendance at more than the number of meetings, including public meetings, as referenced above;
- Resolution of concurrency matters that go beyond securing confirmation of services;
- Additional site visits other than referenced above;
- Preparation of any plans or support graphics not listed in the above scope, deemed necessary for the successful presentation to reviewing bodies, or as requested by the Client or as required by reviewing agencies;
- Preparation of any working drawings for permit;
- Assistance in permitting documents with regulating agencies;
- Services of any consultant not listed in this proposal.
- Attendance at any meetings with Client or project team to review existing conditions to determine the extent of any PO Deviations that may be required;
- Preparation of necessary applications, staff reports, orders, or other required documents, for the processing of a request for PO Deviation.

At the request of the Client, Urban Design Kilday Studios shall provide additional work not listed under "Scope of Services" on an hourly basis. Additional Work Agreement addendum(s) will be sent for your use in approving additional services. The hourly rates are as follows:

Professional Testimony and Representation	\$260.00
Principal	\$155.00
Project Manager	\$130.00
Senior Landscape Architect	\$118.00
Senior Urban Planner	\$ 95.00
Urban Planner	\$ 85.00
Landscape Designer	\$ 90.00
CADD Technician	\$ 65.00
Clerical	\$ 50.00

EXPRESS WAIVER OF GUARANTY. Terms and conditions pursuant to Contract R-2014-0921 with Palm Beach County.

We look forward to working with you on this project.

Sincerely,



Ken Tuma
Managing Principal

Attachments:

- *Urban Design Kilday Studios: Schedule 1 and Schedule 2*
- *Urban Design Kilday Studios: Conflict of Interest Disclosure Form*
- *PTC Transportation Consultants: Proposal dated December 7, 2017, Schedule 2 and Conflict of Interest Disclosure Form*
- *Michael B. Schorah & Associates, Inc.: Proposal dated December 18, 2017, Schedule 2 and Conflict of Interest Disclosure Form*

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CONFLICT OF INTEREST DISCLOSURE FORM

CONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

No current or pending projects in the vicinity of this site. No conflicts identified.

(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT’S judgment or quality of services being provided to the County.

CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT’S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT.

If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT shall not enter into said association, interest or circumstance.

THIS DISCLOSURE is submitted by Ken Tuma, as
(Name of Individual)

Managing Principal, of Urban Design Kilday Studios
(Title/Position) (Firm Name of Consultant)

who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the Consultant on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the Consultant.


(Signature)

1-5-2023
(Date)



Michael B. Schorah and Associates, Inc.

ENGINEERS • SURVEYORS • DEVELOPMENT CONSULTANTS

SUITE 206
1850 FOREST HILL BLVD.
WEST PALM BEACH, FL 33406
PHONE (561) 968-0080
FAX (561) 642-9726
EB 2438 LB 2438

December 18, 2017

Urban Design Kilday Studios
610 Clematis Street
Suite CU02
West Palm Beach, FL 33401

Attention: Collene Walter, ASLA/AICP

Re: Palm Beach County Water Utilities Department
Water Treatment Plant 8

Collene:

Michael B. Schorah and Associates, Inc. (CONSULTANT) is pleased to present Urban Design Kilday Studios, Inc. (CLIENT) a proposal to provide professional engineering and surveying services for the captioned project. This proposal is submitted per the request of Sandra Megrue of your office and is based upon the information she provided on December 11, 2017 and the information discussed with you today. In general, CLIENT has asked CONSULTANT to provide services supporting applications being made to Palm Beach County on behalf of Palm Beach County Water Utilities Department. Attached herewith is a map of specific land parcels identified by CLIENT as being subject of the proposed work and made part of this proposal. We propose:

I. LAND USE AMENDMENT (LUPA)

Provide support services for CLIENT's application to Palm Beach County for a Land Use Plan Amendment for Parcel S1.

A. Boundary Survey (+/- 5.30 Ac.)

Prepare Boundary Survey – Verify existing perimeter boundary corner monumentation as necessary. Verify all adjoining road improvements, utilities and improvements associated with the subject property including buildings, pavement, driveways, curbs, walls and utility structure locations. Prepare Survey Drawing to show all property corner monuments and improvements from the recent field Survey. Review current title documents to ensure that all easements affecting the property are shown and provide the appropriate certifications all in accordance with the Standards of Practice as established by the Florida Board of Professional Surveyor's and Mappers in Chapter 5J-17 Florida Administrative Code pursuant to Chapter 472 Florida Statutes. **(Note: Title Documents must be furnished by CLIENT)**

(Continued)

Collene Walter
December 18, 2017
Page 2

- B. Topographic Survey
Establish benchmark elevation reference point from PBC Vertical Control Station. Provide elevations at maximum 50' stationing intervals, including spot elevations on existing improvements, irregular surface features and at utility locations. Provide elevations +/- 50' beyond perimeter boundary lines.
- C. Drainage Analysis
Utilizing available record information CONSULTANT will review the existing permitted/constructed conditions to determine volume off storm water attenuation and flood plain compensation is available, if any on Parcel S-2. This analysis is necessary to understand whether the existing large dry detention area provides opportunity to support development of expanded water treatment facilities to be located on the other "S" parcels. Determination of this potential is necessary at the initial stage of the LUPA and Rezoning/DRO processes outlined below. CONSULTANT will provide a report presenting the results. Should opportunity be found, CONSULTANT will work with CLIENT to distribute the results to relevant offices of the Palm Beach County Engineering Department.
- D. LUPA Application Support
1. Provide CLIENT with information outlined in the following subsections of Palm Beach County Planning Division 2016 Instructions Future Land Use Atlas Amendment Application:
 - Section C Potable Water and Wastewater Information
 - Section D Drainage Information2. Provide CLIENT necessary digital copies of the sections to support the application.

II. REZONING

Provide support services for CLIENT's application to Palm Beach County for a Re-Zoning of Parcels S1 through S4.

- A. Boundary Survey (+/- 35.71 Ac.)
Prepare Boundary Survey – Verify existing perimeter boundary corner monumentation as necessary. Verify all adjoining road improvements, utilities and improvements associated with the subject property including buildings, pavement, driveways, curbs, walls and utility structure locations. Prepare Survey Drawing to show all property corner monuments and improvements from the recent field Survey. Review current title documents to ensure that all easements affecting the property are shown and provide the appropriate certifications all in accordance with the Standards of Practice as established by the Florida Board of Professional Surveyor's and Mappers in Chapter 5J-17 Florida Administrative Code pursuant to Chapter 472 Florida Statutes. Item I.A will be combined with parcels S2 through S4 in this section for rezoning application purposes. **(Note: Title Documents must be furnished by CLIENT)**

(Continued)

Collene Walter
December 18, 2017
Page 3

- B. Topographic Survey
Establish benchmark elevation reference point from PBC Vertical Control Station. Provide elevations at maximum 50' stationing intervals, including spot elevations on existing improvements, irregular surface features and at utility locations. Provide elevations +/- 50' beyond perimeter boundary lines. Cross-section Lake Worth Drainage District Canal bisecting the property. Provide elevations at top-of-canal banks, edge of water, toe-of-slope and bottoms at 100' intervals.
- C. Rezoning Application Support
 - 1. Prepare Drainage Statement outlining conditions of legal positive outfall and compliance with local, regional and state permitting requirements.
 - 2. Provide CLIENT necessary digital copies of the statement to support the application.

III. FINAL DRO - PARCELS PS1 and 2, PARCELS S1 THROUGH S4 (Master Site)

Provide support services for CLIENT's application to Palm Beach County DRO for review of a site plan proposing development of the Master Site.

- A. Boundary Survey
Prepare Boundary Survey – Verify existing perimeter boundary corner monumentation as necessary. Verify all adjoining road improvements, utilities and improvements associated with the subject property including buildings, pavement, driveways, curbs, walls and utility structure locations. Prepare Survey Drawing to show all property corner monuments and improvements from the recent field Survey. Review current title documents to ensure that all easements affecting the property are shown and provide the appropriate certifications all in accordance with the Standards of Practice as established by the Florida Board of Professional Surveyor's and Mappers in Chapter 5J-17 Florida Administrative Code pursuant to Chapter 472 Florida Statutes. **(Note: Title Documents must be furnished by CLIENT)**
- B. Topographic Survey
Perform limited topo verification of existing elevations presented on surveys of Parcels PS1 and PS2 previously prepared by Brown and Philips on behalf of Palm Beach County.
- C. Rezoning Application Support
 - 1. Prepare Drainage Statement outlining conditions of legal positive outfall and compliance with local, regional and state permitting requirements.
 - 2. Provide CLIENT necessary digital copies of the statement to support the application.
 - 3. Based upon results of drainage analysis and content of proposed site plan expansion prepared by CLIENT, prepare preliminary surface water management calculations to establish limits of required stormwater detention and impacts to the site plan.

(Continued)

Collene Walter
December 18, 2017
Page 4

IV. PLAT – MASTER SITE

- 1.) Prepare Plat Dedication Sheet – Provide the plat legal description, tract dedications, title headings for the Re-Plat, owners signature blocks, acknowledgements, title certification, Surveyor's certification, notes, agency approval blocks, vicinity map and mortgagee's consents if applicable.
- 2.) Prepare Plat Map Sheet – Label and dimension all parcels, roads, tracts and easements associated with the plat in accordance with the approved Site Plan. Confirm that all parcels and or tracts are numbered or lettered consistent with the approved Site Plan and are also consistent with the associated tract dedications. Label all adjoining road rights-of-way and parcels adjacent to the plat boundary and provide recording information for each. Set Permanent Reference Monuments (PRM's) and Permanent Control Points (PCP's) if applicable at the statute required locations and minimum distances apart. All of the above to ensure conformity with Chapter 177 F.S. and Palm Beach County platting ordinances.
- 3.) Coordination with Palm Beach Land Development for review, comments and agency submittal forms and plat print packages. Includes re-submittal letters and prints to address agency comments and for final approval.
- 4.) Prepare Plat Mylars for final signatures and approvals.

V. MEETINGS

CONSULTANT expects numerous coordination/progress meetings with CLIENT and Palm Beach County Water Utilities Department during the process.

ASSIST WITH DRO

VI. FEES

Land Use Plan Amendment (LUPA) – Parcel S1	\$ 18,270.00
Rezoning – Parcels S1 – S4	\$ 16,950.00
Final DRO – Master Site	\$ 18,450.00
Plat – Master Site	\$ 14,880.00
Meetings	\$ 3,870.00

VII. NOTES

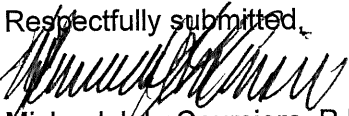
- A. CLIENT is to provide a conceptual site plan to be used as a basis for CONSULTANT to provide services associated with LUPA and Rezoning
- B. Note the above scope-of-services does not include location of trees or subsurface utility locations.

(Continued)

Collene Walter
December 18, 2017
Page 5

- C. Printing, exclusive of in-house work sets, will be invoiced to CLIENT as a reimbursable item not included in fees.
- D. This Scope of Services does not include coordination, meetings, applications, or drawings associated with wetlands or unsuitable soils/contaminants remediation.
- E. This proposal assumes that all environmental coordination and permitting is provided by CLIENT’S consultant. No ACOE permitting is included.
- F. This proposal does not include any soil or site remediation work.
- G. This proposal does not include an ALTA/NSPS Land Survey.
- H. This proposal assumes that existing enclosed well heads are not accessible and information gathered is limited to the fence enclosure and lands outside.
- I. This proposal assumes that presentation or attendance at Lake Worth Drainage District Board meeting(s) is not included.
- J. Note the above scope-of-services does not include locating existing improvements on parcels PS1 And PS2.
- H. CONSULTANT notes the location of an existing drainage ditch adjacent to the north boundary of Parcel S1. Cross-sectioning of this ditch is not included.
- I. The drainage analysis performed in Section I.C assumes that all necessary information is available from South Florida Water Management District or is readily provided by Palm Beach County Engineering Department (PBCED). The scope-of-services does not include research of PBCED microfiche records.

Schedule “A”, attached herewith, outlines additional items regarding the proposed work and will become a part of this document if the proposal is accepted. The permits that the Engineer will apply for will be submitted promptly after completion of the required documents. However, processing of these permits through governmental agencies will be completed within the time constraints of the permit agencies.

Respectfully submitted,

Michael J. LaCoursiere, P.E.,
Senior Vice President

Attachments

ACCEPTANCE STATEMENT

This proposal, as submitted or with attached agreed addenda, together with Schedules ‘A’ and ‘B’, has been reviewed by the undersigned and is accepted at the fees quoted herein.

Signed: _____ Date: _____

Name and Title: _____
(Please print or type)

Phone Contact No. _____



Michael B. Schorah and Associates, Inc
Water Treatment Plant No. 8
Surveying/Engineering Support Services for Planning
Hourly Breakdown

<u>Activity</u>	<u>Senior Engineer</u>	<u>Project Engineer</u>	<u>CADD Technician</u>	<u>2-man Crew</u>	<u>PSM</u>
Description					
LUPA					
Boundary Survey			20	20	5
Topo Survey			8	8	1
Drainage Study	12	68	8		
LUPA Statements	16				
REZONE					
Boundary Survey			48	48	16
Topo Survey			20	24	4
Application Support		16			
MASTER SITE					
Boundary Survey			50	36	10
Topo Survey			8	14	2
Application Support	8	40	8		
PLAT					
			90	20	42
MEETINGS					
	24				
TOTALS					
	60	124	260	170	80
RATE	<u>\$49.00</u>	<u>\$38.50</u>	<u>\$26.00</u>	<u>\$38.50</u>	<u>\$38.50</u>
COST *	\$2940.00	\$4780.00	6760.00	6550.00	3080.00
MANPOWER COST					
	=	24,140.00			
COUNTY MULTIPLIER	=	3.0			
TOTAL COST	=	72,420.00			

*rounded to nearest \$10.00

CONFLICT OF INTEREST DISCLOSURE FORM

CONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT’S judgment or quality of services being provided to the County.


CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT’S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT.

If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT shall not enter into said association, interest or circumstance.

THIS DISCLOSURE is submitted by Michael J. LaCoursiere, P.E., as
(Name of Individual)

Senior Vice President of Michael B. Schorah and Associates, Inc.
(Title/Position) (Firm Name of Consultant)

Who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the Consultant on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the Consultant.


(Signature)

3 JAN. 2018
(Date)



Transportation Consultants



2005 Vista Parkway, Suite 111
West Palm Beach, FL 33411-6700
(561) 296-9698 Fax (561) 684-6336
Certificate of Authorization Number: 7989

December 7, 2017

Ms. Collene Walter
Urban Design Kilday Studios
610 Clematis Street, Suite CU02
West Palm Beach, Florida 33401

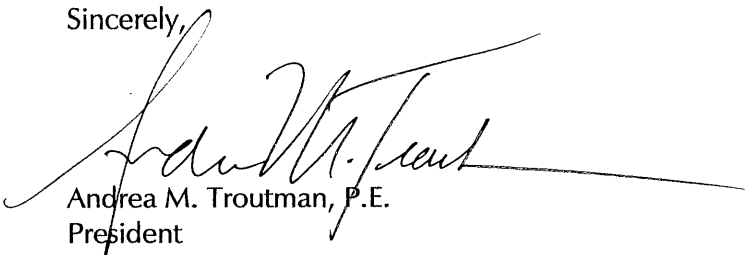
Re: PBCWUD, WTP 8 - #PTC17-085B

Dear Ms. Walter:

As requested, we are enclosing, for your review and approval, our proposal relating to the provision of transportation planning and engineering services for the above referenced project.

If you concur with the contents of this proposal, please sign and return to this office. We are prepared to begin work on this project immediately upon your acceptance of this proposal.

Sincerely,



Andrea M. Troutman, P.E.
President

Enclosures



Transportation Consultants



2005 Vista Parkway, Suite 111
West Palm Beach, FL 33411-6700
(561) 296-9698 Fax (561) 684-6336

Certificate of Authorization Number: 7989

**PROPOSAL FOR TRAFFIC ENGINEERING SERVICES FOR
PBCWUD, WTP 8 - #PTC17-085B**

Pinder Troutman Consulting, Inc. (PTC) is pleased to submit our proposal to undertake the transportation planning and traffic engineering services related to this project. It is proposed to incorporate within and expand WTP 8 into four (4) additional parcels. In general, our services will include the required analyses to determine compliance with Article 12, Traffic Performance Standards, of the Palm Beach County Unified Land Development Code (ULDC) and the Palm Beach County Comprehensive Plan. The scope of services for our work effort is divided into three (3) tasks as detailed on the attached Exhibit A.

The stipulated lump sum fees for Task 1 through 3 are detailed below. This proposal must be accepted within thirty (30) days of its date. If not accepted within that time period, PTC reserves the right to re-evaluate the terms and conditions contained herein.

Project Fees:	<u>Lump Sum Fee</u>
Task 1 Comprehensive Plan Amendment Transportation Analysis	\$4,200.00
Task 2 Concurrency Traffic Impact Statement	\$850.00
Task 3 County Comment Response	\$1,750.00

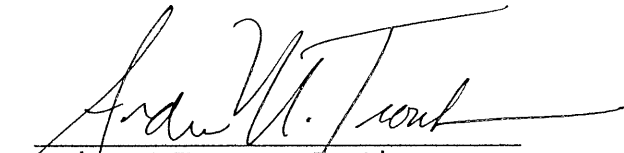
Any necessary additional tasks will be provided on an hourly basis at the hourly fee rates and categories as approved per Contract R-2014-0921 with Palm Beach County. Direct expenses are included in the lump sum fee above.

Delivery of any documents produced under this agreement will not be required until all balances, due as of the date of delivery, are received. Receipt of the signed proposal will serve as Notice to Proceed.

Please sign below if you concur with the contents of this agreement.

Sincerely,

Accepted by Client:



Andrea M. Troutman, President
Pinder Troutman Consulting, Inc.

Print Name:

Date: 12/7/17

Date: _____

Email: atroutman@pindertroutman.com

Email: _____

EXHIBIT A
SCOPE OF SERVICES
PBCWUD, WTP 8 - #PTC17-085B

TASK 1 – COMPREHENSIVE PLAN AMENDMENT TRAFFIC ANALYSIS

Year 2040 Traffic Analysis

- Identify existing and proposed Comprehensive Plan land use designations for the site.
- Determine acceptable daily and peak hour trip generation rates for the existing and proposed land use designations.
- Identify and calculate the maximum land use intensities allowed under the existing and proposed land use designations.
- Estimate the number of daily trips associated with the maximum intensity for the existing and proposed land uses.
- Estimate the number of daily trips associated with the proposed intensity for the site.
- Calculate the net daily trips associated with the site.
- Define the appropriate radius of development influence and the impacted roadway links.
- Assign the net Project generated trips to the roadways within the radius of development influence.
- Obtain the 2040 Traffic volumes for the impacted roadways from the Palm Beach County MPO.
- Prepare the capacity analyses for the 20 year long-range plan estimates.

Five Year Traffic Analysis

- Determine the peak hour trip generation rates for the proposed land uses.
- Estimate the number of peak hour trips associated with the proposed land uses.
- Determine the internal and pass-by trips associated with the proposed land uses.
- Calculate the net peak hour trips for the proposed land uses.
- Define the appropriate radius of development influence.
- Develop a cardinal distribution for the assignment of project trips.
- Assign the net Project generated peak hour trips to the roadways within the two mile radius of development influence.
- Research historic traffic data in order to establish recent growth trends.
- Project background traffic volumes coincident with Project buildout.
- Inventory all committed development in the study area and areas of future growth. Determine the peak hour trips generated by those developments.
- Assign committed development traffic volumes to the roadway network within the radius of influence.
- Conduct a significance analysis to determine which links are significantly impacted.
- Conduct roadway link analyses (Test 2) for significantly impacted roadway links.
- If improvements or arterial analyses are required, discuss with Client. Additional scope and fees may be required.

EXHIBIT A
SCOPE OF SERVICES
PBCWUD, WTP 8 - #PTC17-085B

TASK 2 – CONCURRENCY TRAFFIC IMPACT STATEMENT

- Data related to the proposed uses will be provided to Pinder Troutman Consulting, Inc.
- The scope and fees are based upon no increase in intensity or employees with the addition of the four (4) parcels.
- Prepare traffic statement that no additional trips would be generated with the addition of the four (4) parcels.

TASK 3 – COUNTY COMMENT RESPONSE

- Respond to any County comments.
- Coordinate with team.

Project Deliverable:	Task 1	Report and Graphics.
	Task 2	Letter Report.
Project Schedule:	Task 1	3 Weeks from Notice to Proceed.
	Task 2	2 Weeks from Notice to Proceed.

Estimate of Work Effort and Fee

Name of Project: PBCWUD, WTP8
Client: UDKS
Owner: PBCWUD

Consult. Name: Pinder Troutman Consulting, Inc.
Consult. No. PTC17-085B
Date: 12/7/2017

Staff Classification	Principal	Sr. Prof. Engineer			Staff Hours By Activity	Salary Cost By Activity	Rounded (1)
Task	\$210.00	\$153.27					
1. Comp. Plan Amendment Transportation Analysis Hours	20.00	0.00			20.00	\$4,200	\$4,200.00
2. Concurrency Traffic Impact Statement Hours	0.75	4.50			5.25	\$847	\$850.00
3. County Comment Response Hours	6.50	2.50			9.00	\$1,748	\$1,750.00
Total Staff Hours	27.25	7.00			34.25		
Total Staff Cost	\$5,722.50	\$1,072.89				\$6,795.39	\$6,800.00

(1) Salary Cost rounded to the nearest \$10.

CONFLICT OF INTEREST DISCLOSURE FORM – PBCWUD, WTP 8

CONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT’S judgment or quality of services being provided to the County.

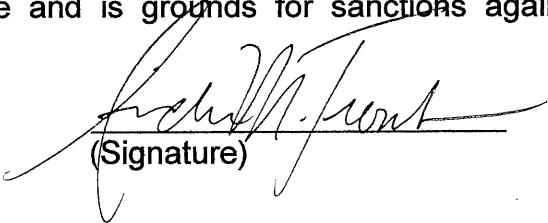
CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT’S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT.

If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT shall not enter into said association, interest or circumstance.

THIS DISCLOSURE is submitted by Andrea M. Troutman , as
(Name of Individual)

President , of Pinder Troutman Consulting, Inc.
(Title/Position) (Firm Name of Consultant)

Who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the Consultant on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the Consultant.


(Signature) 12/7/17
(Date)

ATTACHMENT B

SUMMARY AND STATUS OF CONSULTANT AUTHORIZATIONS

[illegible]

ATTACHMENT C

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE PARTICIPATION

PROJECT NAME OR BID NAME: WTP 8 Rezoning and Site PlanningPROJECT NO. OR BID NO.: WUD 18-042NAME OF PRIME BIDDER: Urban Design Studio, LLCADDRESS: 610 Clematis Street, Suite CU-02, West Palm Beach, FL 33401CONTACT PERSON: Ken TumaPHONE NO.: 561-366-1100 FAX NO.: 561-366-1111BID OPENING DATE: (Not Applicable)USER DEPARTMENT: Water Utilities

THIS DOCUMENT IS TO BE COMPLETED BY THE PRIME CONSULTANT 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				
	<u>M/WBE</u>	<u>SBE</u>	<u>Black</u>	<u>Hispanic</u>	<u>Women</u>	<u>Caucasian</u>	<u>Other</u> (Please Specify)
1. Urban Design Studio, LLC 610 Clematis Street, Suite CU-02 West Palm Beach, FL 33401	<input type="checkbox"/>	<input checked="" type="checkbox"/>				\$63,000.00	
2. Pinder Toutman Consulting, Inc. 2005 Vista Parkway, Suite 111 West Palm Beach, FL 33411	<input type="checkbox"/>	<input checked="" type="checkbox"/>			\$6,800.00		
3. Michael B. Schorah & Associates, Inc. 1850 Forest Hill Blvd., Suite 206 West Palm Beach, FL 33406	<input type="checkbox"/>	<input checked="" type="checkbox"/>				\$72,420.00	
4.	<input type="checkbox"/>	<input type="checkbox"/>					
5.	<input type="checkbox"/>	<input type="checkbox"/>					
(Please use additional sheets if necessary) Total					\$6,800.00	\$135,420.00	

Total Bid Price \$ 142,220.00Total SBE-M/WBE Participation Dollar Amount and/or Percentage of Work \$142,220.00 100%

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

Signature

Title

- NOTE: 1. The amount listed on this form for a SBE-M/WBE Prime or SubCONSULTANT 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 C

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 18-042 PROJECT NAME: Water Treatment Plant No. 8 Rezoning and Site Planning

TO: _____
(Name of Prime Bidder)

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

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

Date of Palm Beach County Certification: March 6, 2017 to March 5, 2020

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

Line Item/ Lot No.	Item Description	Qty/Units	Unit Price	Total Price/ Percentage
1	Future Land Use Amendment	1	12,000	12,000
2	Rezoning/Abandonment	1	20,000	20,000
3	Public Notifications	1	3,000	3,000
4	Meetings	1	10,000	10,000
5	DRO Final Site Plan	1	12,000	12,000
6	Plat Assistance	1	6,000	6,000

at the following price or percentage \$63,000.00
(SBE Prime or Subconsultant's Quote)

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

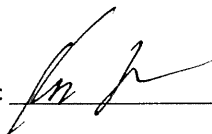
If undersigned intends to sub-subcontract any portion of this job to a certified SBE-M/WBE or a non-SBE Subconsultant, please list the name of that Subconsultant and the amount below.

Price or Percentage -0- _____
(Name of Subconsultant)

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** Subconsultant affirms that it has the resources necessary to perform the work listed without subcontracting to a non-certified SBE or any other certified SBE Subconsultants except as noted above.

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

Urban Design Kilday Studios
Print name of
SBE-M/WBE Company

By:  _____
(Signature)

Ken Tuma, Managing Principal
Print name/title of person executing on behalf
of **SBE-M/WBE**

Date: 1/2/18

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 your proposal. 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: _____ PROJECT NAME: PBCWUD, WTP 8

TO: Urban Design Kilday Studios
(Name of Prime Consultant)

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

Small Business Enterprise X Minority Business Enterprise X

Black _____ Hispanic _____ Women X Caucasian X Other (Please Specify) _____

Date of Palm Beach County Certification: 3/20/2015 to 3/19/2018

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

Item Description	Qty/Units	Unit Price	Total Price/ Percentage
Task 1 <u>Comp Plan Amend Transportation Analysis</u>	<u> 1 </u>	<u>\$4,200.00</u>	<u>\$4,200.00</u>
Task 2 <u>Concurrency Traffic Impact Statement</u>	<u> 1 </u>	<u>\$ 850.00</u>	<u>\$ 850.00</u>
Task 3 <u>County Comment Response</u>	<u> 1 </u>	<u>\$1,750.00</u>	<u>\$1,750.00</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

at the following price or percentage \$6,800.00
(SBE Prime or Subconsultant's Quote)

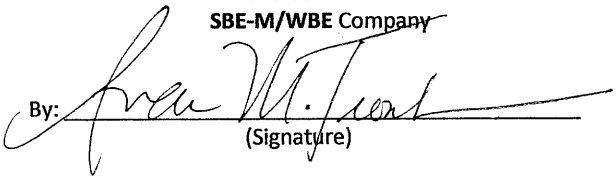
and will enter into a formal agreement for work with you contingent upon your execution of a contract with Palm Beach County.

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

Price or Percentage - 0 - _____
(Name of Subconsultant)

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** Subconsultant affirms that it has the resources necessary to perform the work listed without subcontracting to a non-certified SBE or any other certified SBE Subconsultants except as noted above.

The undersigned Subconsultant understands that the provision of this form to Prime Consultant does not prevent Subconsultant from providing quotations to others.

Pinder Troutman Consulting, Inc.
Print name of
SBE-M/WBE Company
By: 
(Signature)
Andrea M. Troutman, President
Print name/title of person executing on behalf
of **SBE-M/WBE**
Date: 12/7/17

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 your proposal. 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: _____ PROJECT NAME: **WATER TREATMENT PLANT 8**

TO: **URBAN DESIGN KILDAY STUDIOS**

(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: _____

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

Item Description	Qty/Units	Unit Price	Total Price/ Percentage
Surveying and Engineering Analysis/Statements	_____	_____	\$72,420.00
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

at the following price or percentage
\$72,420 _____
(SBE Prime or Subconsultant's Quote)

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

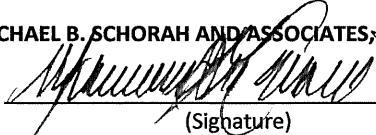
If undersigned intends to sub-subcontract any portion of this job to a certified SBE-M/WBE or a non-SBE Subconsultant, please list the name of that Subconsultant and the amount below.

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

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** Subconsultant affirms that it has the resources necessary to perform the work listed without subcontracting to a non-certified SBE or any other certified SBE Subconsultants except as noted above.

The undersigned Subconsultant understands that the provision of this form to Prime Consultant does not prevent Subconsultant from providing quotations to others.

MICHAEL B. SCHORAH AND ASSOCIATES, INC.

By:  _____
(Signature)

MICHAEL J. LaCOURSIERE, P.E., SR. VICE PRESIDENT

Date: December 18, 2017

ATTACHMENT - D

PROJECT SCHEDULE

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

<u>Engineering Services Proceed</u>	<u>Completion Date from Notice to (Calendar Days)</u>
Drainage Analysis	60
Survey	120
Future Land Use Amendment	240
Rezoning	240
Final Site Plan Amendment	120
Plat Process	240

ATTACHMENT - E BUDGET SUMMARY

Palm Beach County Water Utilities Department

Property Development Evaluation Services

Resolution #: R2014-0921 Contract Dated: July 1, 2014

Construction Services Authorization: 1

Consultant: Urban Design Studio, LLC d/b/a Urban Design Kilday Studios (UDKS)

Project name: Water Treatment Plant No. 8 Expansion Entitlements

WUD Project No.: WUD 18-042

BUDGET SUMMARY

Task Number		Labor Classification and Hourly Rate										
		UDKS								UDKS Total Labor	PTC Sub Consultant Services	MBS Sub Consultant Srevices
		Principal	Project Manager	Urban Planner	Landscape Architect	Landscape Designer	CADD	Clerical				
Task Description	\$155	\$130	\$85	\$118	\$90	\$65	\$50					
1	Future Land Use Amendment	30	20	46.7	0	0	12	0	\$12,000	\$4,200	\$18,270	
		\$4,650	\$2,600	\$3,970	\$0	\$0	\$780	\$0				
2	Rezoning / Abandonment	40	40	60	0	20.1	26	0	\$19,999	\$2,600	\$16,950	
		\$6,200	\$5,200	\$5,100	\$0	\$1,809	\$1,690	\$0				
3	Public Notifications	0	0	35.3	0	0	0	0	\$3,001			
		\$0	\$0	\$3,001	\$0	\$0	\$0	\$0				
4	Meetings	30.1	0	20	0	0	56	0	\$10,006		\$3,870	
		\$4,666	\$0	\$1,700	\$0	\$0	\$3,640	\$0				
5	DRO Final Site Plan	4	8	37	0	80	0	0	\$12,005		\$18,450	
		\$620	\$1,040	\$3,145	\$0	\$7,200	\$0	\$0				
6	Plat	0	7.5	40.1	0	18	0	0	\$6,004		\$14,880	
		\$0	\$975	\$3,409	\$0	\$1,620	\$0	\$0				
								UDKS	PTC	MBS		
SUBTOTALS								\$63,000	\$6,800	\$72,420		
PROJECT TOTAL								\$142,220				

NOTES: This budget does not include filing fees, postage for mailings to surrounding property owners or cost associated with posting the site, all of which must be provided by Client.
Fees rounded to the nearest \$10.

ATTACHMENT - F

**Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services –
Property Development Evaluation Services
Resolution #: R2014-0921 Contract Dated: July 1, 2014**

AUTHORIZATION STATUS REPORT

**SUMMARY OF
SBE-M/WBE MINORITY BUSINESS TRACKING**

Master Contract Goal: <u>98</u> (%)	SBE
Current Proposal	
Value of Authorization No. <u>1</u>	\$142,220.000
Value of SBE-M/WBE Letters of Intent	\$142,220.000
Actual Percentage	<u>100.00</u> %
Signed/Approved Authorizations	
Total Value of Authorizations	\$0.00
Total Value of SBE-M/WBE Signed Subcontracts	\$0.00
Actual Percentage	N/A
Signed/Approved Authorizations Plus Current Proposal	
Total Value of Authorizations	\$142,220.00
Total Value of SBE-M/WBE Subcontracts	\$142,220.00
Actual Percentage	<u>100.00</u> %

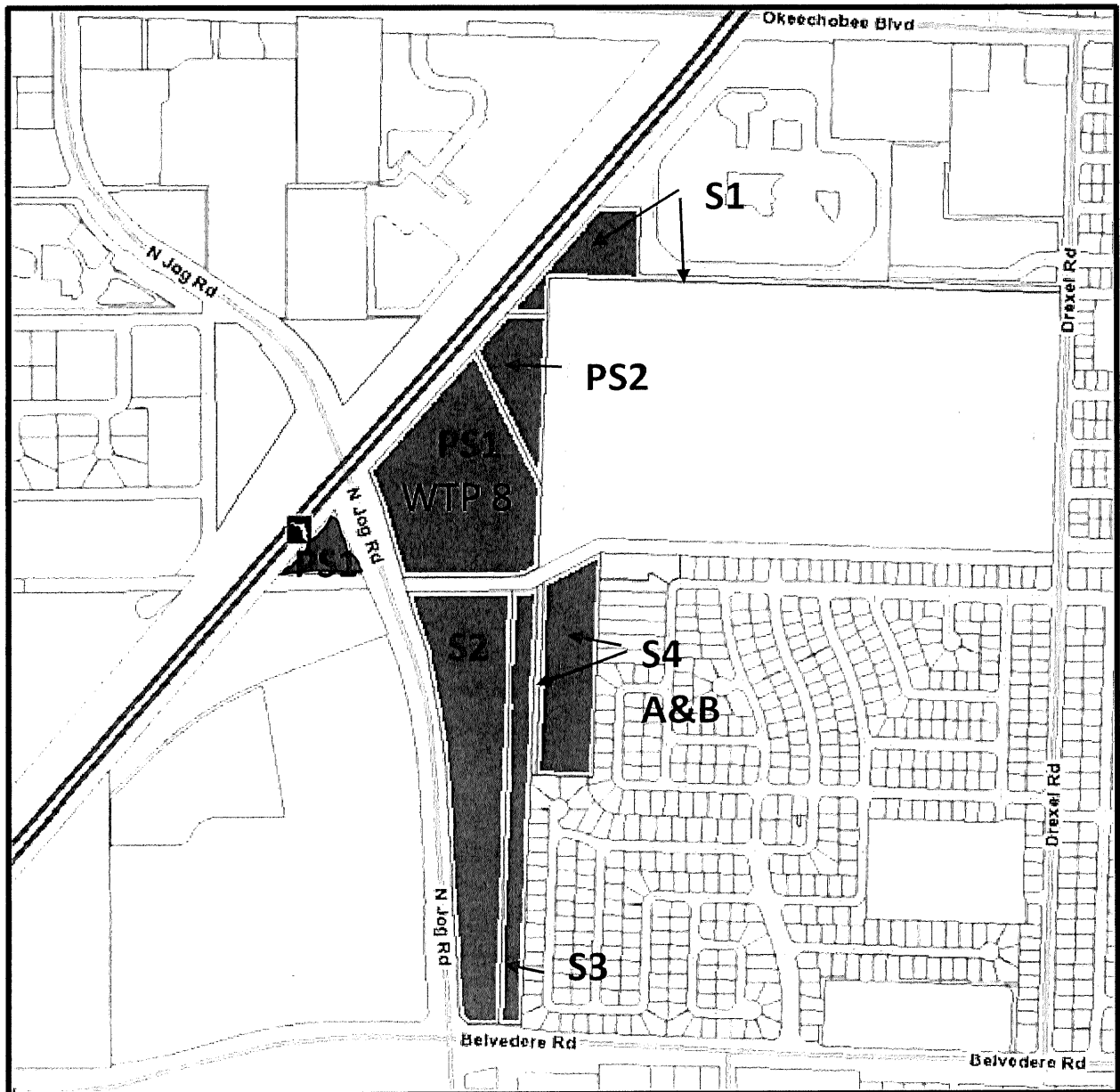
ATTACHMENT G

LOCATION MAP

PBCWUD WATER TREATMENT PLANT 8

REZONING AND SITE PLANNING

PROJECT NO. WUD 18-042



ATTACHMENT 2

LOCATION MAP

PBCWUD WATER TREATMENT PLANT 8

REZONING AND SITE PLANNING

PROJECT NO. WUD 18-042

ATTACHMENT 3

From: pbc@instracking.com <pbc@instracking.com>

Sent: Friday, April 6, 2018 9:54 AM

To: Collene Walter <cwalter@udkstudios.com>; THearn@pbcgov.org

Subject: Insured: Urban Design Studio, LLC | Insured ID: R2014-0921-PBC | ITS Account #: PLC2726

Hello,

Please see below the updated insurance compliance status for:

Insured: **Urban Design Studio, LLC** | Insured ID: **R2014-0921-PBC** | ITS Account #: **PLC2726**

RE: **Palm Beach County - Capital Improvements**

Contract: R2014-0921

Status: **Compliant**

Insurance Policy Expiration Dates:

- General Liability: (4/1/2019)
- Automobile Liability: (4/1/2019)
- Workers' Comp./Employers Liability: (4/1/2019)
- Professional Liability: (3/17/2019)

Thank you,

Insurance Tracking Services, Inc. (ITS)

+1 (888) 435-2955 - P

+1 (562) 435-2999 - F

www.instracking.com - W

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/04/2018

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


PRODUCER USI Insurance Services, LLC 500 Columbia Drive, Ste 102 West Palm Beach, FL 33409-2718 561 693-0500		CONTACT NAME: Select Commercial Unit PHONE (A/C, No, Ext): 855-874-1270 FAX (A/C, No): E-MAIL ADDRESS: selectcommercial@usi.com		
INSURED Urban Design Studio, LLC. 610 Clematis Street Suite CU02 West Palm Beach, FL 33401		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Continental Casualty Company		20443
		INSURER B : Transportation Insurance Company		20494
		INSURER C : New Hampshire Insurance Company		23841
		INSURER D : Certain Underwriters at Lloyds		85202
		INSURER E :		
		INSURER F :		

REVISION NUMBER:

INSR LTR	TYPE OF INSURANCE				ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY					B2097206782	04/01/2018	04/01/2019	EACH OCCURRENCE		\$1,000,000
	<input type="checkbox"/>	CLAIMS-MADE	<input checked="" type="checkbox"/>	OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence)					\$300,000		
	<input type="checkbox"/>				MED EXP (Any one person)					\$10,000		
	<input type="checkbox"/>				PERSONAL & ADV INJURY					\$1,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE					\$2,000,000		
	<input type="checkbox"/>	POLICY	<input checked="" type="checkbox"/>	PRO-JECT	<input type="checkbox"/>	LOC				PRODUCTS - COMP/OP AGG		\$2,000,000
	<input type="checkbox"/>	OTHER:								\$		
A	AUTOMOBILE LIABILITY						B2097206782	04/01/2018	04/01/2019	COMBINED SINGLE LIMIT (Ea accident)		\$1,000,000
	<input type="checkbox"/>	ANY AUTO OWNED AUTOS ONLY		<input type="checkbox"/>	SCHEDULED AUTOS NON-OWNED AUTOS ONLY	BODILY INJURY (Per person)				\$		
	<input checked="" type="checkbox"/>	HIRED AUTOS ONLY		<input checked="" type="checkbox"/>		BODILY INJURY (Per accident)				\$		
	<input type="checkbox"/>			<input type="checkbox"/>		PROPERTY DAMAGE (Per accident)				\$		
	<input type="checkbox"/>			<input type="checkbox"/>						\$		
	<input type="checkbox"/>			<input type="checkbox"/>						\$		
B	<input checked="" type="checkbox"/>	UMBRELLA LIAB		<input checked="" type="checkbox"/>	OCCUR	B2097206829	04/01/2018	04/01/2019	EACH OCCURRENCE		\$3,000,000	
	<input type="checkbox"/>	EXCESS LIAB		<input type="checkbox"/>	CLAIMS-MADE				AGGREGATE		\$3,000,000	
	<input type="checkbox"/>	DED	<input checked="" type="checkbox"/>	RETENTION \$	10000						\$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below				Y/N <input checked="" type="checkbox"/> N	N/A	WC283833515	04/01/2018	04/01/2019	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER	
										E.L. EACH ACCIDENT	\$1,000,000	
										E.L. DISEASE - EA EMPLOYEE	\$1,000,000	
										E.L. DISEASE - POLICY LIMIT	\$1,000,000	
C	Professional Liab						10424L180082	03/17/2018	03/17/2019	\$2,000,000 per claim \$2,000,000 annl aggr		
D	Excess Prof Liab						10424L180082	03/17/2018	03/17/2019	\$3,000,000 PER CLM/AGG		

The General Liability policy includes an automatic Additional Insured endorsement that provides Additional Insured status to Palm Beach County Board of County Commissioners, a political subdivision of the State of Florida, only when there is a written contract that requires such status, and only with regard to work performed on behalf of the named insured.

CANCELLATION

Palm Beach County C/O Insurance Tracking Services, Inc. (ITS) P.O. Box 20270 Long Beach, CA 90801	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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IMPORTANT: THIS ENDORSEMENT CONTAINS DUTIES THAT APPLY TO THE ADDITIONAL INSURED IN THE EVENT OF OCCURRENCE, OFFENSE, CLAIM OR SUIT. SEE PARAGRAPH C., OF THIS ENDORSEMENT FOR THESE DUTIES.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**BLANKET ADDITIONAL INSURED ENDORSEMENT
WITH PRODUCTS-COMPLETED OPERATIONS COVERAGE
&
BLANKET WAIVER OF SUBROGATION
Architects, Engineers and Surveyors**

This endorsement modifies insurance provided under the following:

**BUSINESSOWNERS LIABILITY COVERAGE FORM
BUSINESSOWNERS COMMON POLICY CONDITIONS**

- A. WHO IS AN INSURED (Section C.)** of the Businessowners Liability Coverage Form is amended to include as an insured any person or organization whom you are required to add as an additional insured on this policy under a written contract or written agreement; but the written contract or written agreement must be:
1. Currently in effect or becoming effective during the term of this policy; and
 2. Executed prior to the "bodily injury," "property damage," or "personal and advertising injury."
- B.** The insurance provided to the additional insured is limited as follows:
1. That person or organization is an additional insured solely for liability due to your negligence specifically resulting from "your work" for the additional insured which is the subject of the written contract or written agreement. No coverage applies to liability resulting from the sole negligence of the additional insured.
 2. The Limits of Insurance applicable to the additional insured are those specified in the written contract or written agreement or in the Declarations of this policy, whichever is less. These Limits of Insurance are inclusive of, and not in addition to, the Limits of Insurance shown in the Declarations.
 3. The coverage provided to the additional insured within this endorsement and section titled **LIABILITY AND MEDICAL EXPENSE DEFINITIONS – "Insured Contract"** (Section F.9.) within the Businessowners Liability Coverage Form, does not apply to "bodily injury" or "property damage" arising out of the "products-completed operations hazard" unless required by the written contract or written agreement.
 4. The insurance provided to the additional insured does not apply to "bodily injury," "property damage," "personal and advertising injury" arising out of an architect's, engineer's, or surveyor's rendering of or failure to render any professional services including:
 - a. The preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications by any architect, engineer or surveyor performing services on a project of which you serve as construction manager; or
 - b. Inspection, supervision, quality control, engineering or architectural services done by you on a project of which you serve as construction manager.
 5. This insurance does not apply to "bodily injury," "property damage," or "personal and advertising injury" arising out of:
 - a. The construction or demolition work while you are acting as a construction or demolition contractor. This exclusion does not apply to work done for or by you at your premises.
- C. BUSINESSOWNERS GENERAL LIABILITY CONDITIONS – Duties In The Event of Occurrence, Offense, Claim or Suit (Section E.2.)** of the Businessowners Liability Coverage Form is amended to add the following:
- An additional insured under this endorsement will as soon as practicable:
1. Give written notice of an occurrence or an offense to us which may result in a claim or "suit" under this insurance;