

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: September 18, 2018 Consent [X] Regular []
Public Hearing []

Department: Water Utilities Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consultant Services Authorization (CSA) No. 4 for the Southern Region Water Reclamation Facility (SRWRF) Plant O&M Manual Digestion Chapter Update (Project) with Brown and Caldwell (Corporation), in an amount not to exceed \$110,971.67.

Summary: On June 20, 2017, the Board of County Commissioners (BCC) approved the Water Utilities Department (WUD) Contract for Consulting/Professional Services Wastewater Engineering Services with Brown and Caldwell (Corporation), (R2017-0813). CSA No. 4 provides for the professional/engineering services to support necessary updates to the Digestion Chapter of the SRWRF Plant Operations and Maintenance (O&M) Manual. Since the construction of SRWRF, the anaerobic digester facilities have been periodically enhanced and improved. CSA No. 4 will provide the technical support necessary to update the Digestion Chapter to reflect those improvements and incorporate additional operational and safety procedures. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance is 15% overall. The Contract with Brown and Caldwell (Corporation) provides for SBE participation of 26% overall. CSA No. 4 includes an SBE participation of 8.32%. The cumulative SBE participation, including CSA No. 4 is 22.21%. Brown and Caldwell (Corporation) is headquartered in Walnut Creek, California but maintains an office in Palm Beach County from which the majority of the work under CSA No. 4 will be undertaken. The Project is in the WUD FY 18 Budget. (WUD Project No. 17-017) District 5 (MJ)

Background and Justification: The SRWRF was constructed in two (2) phases with Phase I and Phase II completed between 1991 and 1997. The SRWRF is the largest wastewater treatment plant owned and operated by WUD. SRWRF utilizes anaerobic digesters to treat waste sludge from the main wastewater plant process. Since the original construction, several projects have made enhancements and improvements to the anaerobic sludge digester facilities. This project serves to update the Plant O&M Manual to reflect these projects and incorporate supplemental operational and safety procedures. The updated Plant O&M Manual Digestion Chapter will then be adapted into a dynamic electronic format as a pilot demonstration of the enhanced capabilities offered by an electronic operation O&M manual format. The platform for the O&M manual will be Microsoft SharePoint, which is presently operated and administered by WUD.

Attachments:

- 1. Four (4) Originals of CSA No. 4
- 2. Location Map
- 3. ITS Summary of Certificates

Recommended By: Jim Stiles 8-22-18
Department Director Date

Approved By: Will J. [Signature] 8/30/18
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures	\$110,972	0	0	0	0
Operating Costs	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income (County)	0	0	0	0	0
In-Kind Match County	0	0	0	0	0
NET FISCAL IMPACT	\$110,972	0	0	0	0
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0
Budget Account No.:	Fund 4001	Dept 720	Unit 2322	Object 3120	

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:

Patricia Rowles 8/24/18
OFMB
9/11/18
8/23

Ann J. Jansky 8/30/18
Contract Development and Control
8/30/18

B. Legal Sufficiency:

[Signature] 8/31/18
Assistant County Attorney

C. Other Department Review:

Department Director

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

CONSULTANT SERVICES AUTHORIZATION NO. 04

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services - Wastewater Engineering Services
Resolution #: R2017-0813 Contract Dated: June 20, 2017

Project Title: SRWRF Plant O&M Manual Digestion Chapter Update

WUD Project No.: 17-017

Consultant: Brown and Caldwell (Corporation)

Address: 1475 Centrepark Boulevard, Suite 210, West Palm Beach, Florida 33401

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

District No.: 5

This Consultant Services Authorization will provide an update to the anaerobic digestion procedures defined in the Anaerobic Digestion chapter of the Plant O&M Manual at the Southern Region Water Reclamation Facility (SRWRF). Supplemental operational and safety procedures, including reference resources will be compiled and integrated into the update. Additionally, the updated Digestion Chapter will be developed in a dynamic electronic format as a pilot demonstration of the enhanced capabilities offered by an electronic operation manual (eOM) format.

(See ATTACHMENT A for detailed scope of services)

The Contract provides for 26% SBE participation. This Consultant Services Authorization includes 8.32 % overall participation. The cumulative SBE participation, including this authorization is 22.21 %.

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 **\$ 110,971.67**
 - B. Fixed price of \$ Not Applicable

Revised 5-8-18

CONSULTANT SERVICES AUTHORIZATION NO. 04

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services - Wastewater Engineering Services
Resolution #: R2017-0813 Contract Dated: June 20, 2017

Project Title: SRWRF Plant O&M Manual Digestion Chapter Update

Project No. WUD: 17-017

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 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 June 20, 2017 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 5-8-18

CONSULTANT SERVICES AUTHORIZATION NO. 04

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services - Wastewater Engineering Services
Resolution #: R2017-0813 Contract Dated: June 20, 2017

Project Title: SRWRF Plant O&M Manual Digestion Chapter Update

Project No. WUD: 17-017

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

Typed Name: _____
Deputy Clerk

_____ Date
JCS

Approved as to Form and Legal
Sufficiency

CONSULTANT:

Signed: _____

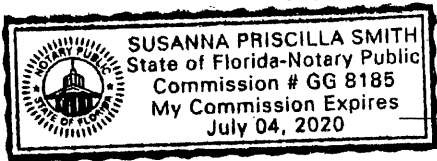
(Signature)

Typed Name: _____
County Attorney

Albert Perez, Vice-President
5/30/18
Date

STATE OF FLORIDA
COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me this 30 day of May, 2018,
by Albert Perez as Vice President
for Brown and Caldwell



(Signature of Notary Public - State of Florida)

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

Personally Known OR Produced Identification _____ Type of Identification Produced _____

Revised 5-8-18

CERTIFICATE OF SECRETARY
OF
BROWN AND CALDWELL,
A CALIFORNIA CORPORATION

I, the undersigned, do hereby certify that:

1. I am the duly elected and acting Secretary of Brown and Caldwell, a California corporation, and am keeper of the corporate records and seal of said corporation.
2. At the annual meeting of the Board of Directors on February 1, 2018, the following resolution was adopted:

BE IT RESOLVED that appointment of the individuals, whose names appear on the attached list titled Brown and Caldwell Directors and Officers with Signature Authority – January 2018, to the offices indicated is approved and ratified effective January 1, 2018, unless otherwise indicated; and

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

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

3. Albert Perez is a Vice President of Brown and Caldwell, is so identified in the February 1, 2018, resolution referenced above, and in that capacity, is duly authorized to financially commit the corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Corporation this 30th day of May, 2018.



SIGNED:

A handwritten signature in black ink, appearing to read "Robert D. Goodson", written over a horizontal line.

ROBERT D. GOODSON, Secretary

(SEAL)

BROWN AND CALDWELL
A CALIFORNIA CORPORATION

CORE OFFICERS

Richard M. D'Amato	Chief Executive Officer, President	1527 Cole Boulevard, Suite 300 Lakewood, CO 80401
Craig Goehring	Executive Chairman, Board of Directors	201 N. Civic Drive Walnut Creek, CA 94596
Sharon Stecker	Senior Vice President	2 Park Way, Suite 2A Upper Saddle River, NJ 07458
Amy E. Fairbank	Senior Vice President, Treasurer	1527 Cole Boulevard, Suite 300 Lakewood, CO 80401
Robert D. Goodson	Senior Vice President, Secretary	201 N. Civic Drive Walnut Creek, CA 94596

DIRECTORS

Craig Goehring	Executive Chairman, Board of Directors	201 N. Civic Drive Walnut Creek, CA 94596
Richard M. D'Amato	Chief Executive Officer, President	1527 Cole Boulevard, Suite 300 Lakewood, CO 80401
Sharon Stecker	Senior Vice President, Director	2 Park Way, Suite 2A Upper Saddle River, NJ 07458
Louis M. Miramontes	Director	201 N. Civic Drive Walnut Creek, CA 94596
Russell J. Harrison	Director	201 N. Civic Drive Walnut Creek, CA 94596
Charles W. Reese	Director	201 N. Civic Drive Walnut Creek, CA 94596

LIST OF ATTACHMENTS

CONSULTANT SERVICES AUTHORIZATION NO. 04

**Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services - Wastewater Engineering Services
Resolution #: R2017-0813 Contract Dated: June 20, 2017**

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

ATTACHMENT A

SCOPE OF SERVICES

Project Title: SRWRF Plant O&M Manual Digestion Chapter Update

Project No. WUD: 17-017

CONSULTANT shall perform:

INTRODUCTION

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

This Consultant Services Authorization (CSA) encompasses providing services to update the Digestion Chapter of the SRWRF O&M Manual and convert the updated chapter to a dynamic electronic format as a pilot demonstration of the enhanced capabilities offered by an electronic operation manual (eOM) format.

BACKGROUND

The SRWRF anaerobic digestion system consists of two modular digester groups with each group being comprised of two primary anaerobic digesters (fixed covers); one floating cover secondary digester; mixing and conveyance systems; biogas recovery/cogeneration; and systems for transferring sludge inventory among process stages and to the dewatering system. Sludge is transferred from the primary to secondary digesters via a plug flow arrangement using a combination of overflow boxes and transfer pipelines. Two recirculation pumps for each digester provide for the circulation of sludge through hot water heat exchangers that are used to maintain the temperature in each digester at 95 deg F. Biogas collected from the digesters is used to fuel the hot water boilers used for digester heating and fueling the biogas generation. Each digester is equipped with three mechanical mixers.

Chapter VI-3 of the SRWRF Plant Operations and Maintenance Manual addresses the Anaerobic Digestion System and contains the following sections: General Description; Elements and Design Data; Operation and Control; Normal Operation; Alternate Operational Modes; Startup Procedures; Routine Surveillance; Process Monitoring, Interruptions, Alarms and Remedial Actions; Sampling and Interpretation of Laboratory Tests; Maintenance; and Long-Term Shutdown.

The COUNTY has requested that the anaerobic digestion chapter be updated to add standard operating procedures for transitioning primary and secondary digesters into and out of services; for removing and reinstalling cover-mounted mechanical mixers; and to integrate operational procedures with the recently commissioned biogas recovery / cogeneration facility. The COUNTY has also requested that this chapter update be converted to a dynamic electronic format as a pilot effort for ultimate conversion of the entire SRWRF plant operations and maintenance manual to a dynamic electronic format. The dynamic electronic format will also

Revised 5-8-18

include piping isometrics, schematics and photographic reference graphics to facilitate the users visualization of each key process system.

SPECIAL CONSIDERATIONS

This project will support the Department's strategic priorities by documenting procedures that will promote consistency of practice and improve overall safety of process operations. The piloting of an electronic format to the digestion chapter will demonstrate the portability and flexibility that are consistent with the practices of best-in-class utilities using the file sharing platform already in use at PBCWUD.

The updated digestion chapter will be converted to an electronic operation manual (eOM) format using the Microsoft SharePoint platform. This platform, which is already utilized by the County, is a scalable, flexible, and well supported system that is well suited for this application. It is the system of choice for Brown and Caldwell's eOM development activities for utilities across the US. Because this platform is already used by PBCWUD, widespread internal support already exists for its use in this application.

SCOPE OF SERVICES

CONSULTANT shall perform the engineering Scope of Services as described herein. The proposed services may be conducted in two Phases comprised of the following tasks:

Update Operating Procedures

- Preliminary Activities and Project Management (Task 1)
- Compile Information and Field Investigation (Task 2)
- Update Digestion Chapter Content (Task 3)

Convert to Electronic Operations Format

- Convert Digestion Chapter to eOM Format (Task 4)

Task 1 – Preliminary Activities and Project Management

Task Objective: Project Management, administration and progress/review meetings.

CONSULTANT shall perform the following activities:

- 1.1 Perform general project coordination and administration activities including correspondence with the COUNTY, progress reporting, and invoicing.
- 1.2 Prepare and submit an information request log sheet. COUNTY shall furnish readily available information prior to the kickoff meeting to facilitate initial review and clarifications during the meeting.
- 1.3 Prepare for, attend, and minute project kickoff meeting (note – to reduce travel expenses the kickoff meeting will be coordinated with the site visits in Task 2.3 and Task 3.1).
- 1.4 A health and safety plan will be prepared to guide the activities of team members, pursuant to CONSULTANT requirements for team members participating in field activities. This activity assumes COUNTY will share pertinent elements of its health and safety plan for the SRWRF.

Deliverable:

- Information request log

Revised 5-8-18

Task 2 – Compile Information and Field Investigation

Task Objective: This task provides for the compilation of record drawings and photographs pertinent to the digestion process. The information collected in this task will support the eO&M development (Task 4).

Activities: Specific field investigation and related activities include:

- 2.1 Development of isometric drawings of typical areas of the digestion process for enhanced characterization of process elements that are pertinent to the SOPs. The typical isometric drawings will be augmented with schematics, as-built drawings and photography, where appropriate. Typical isometric drawings for up to 4 process areas will be prepared. It is anticipated the isometric drawings will capture the primary and secondary sludge recirculation/transfer systems, as well as heat transfer process areas.
- 2.2 Compile reference documents, available as-builts and conduct field validation checks of critical elements referenced in existing O&M procedures. Discrepancies will be reported to the COUNTY for clarification. CONSULTANT shall rely on equipment naming convention reflected on the record drawings or written clarifications where furnished by the COUNTY. Compile furnished reference documents that will be utilized in the eOM chapter development. This activity will rely on imaging and records developed in Task 2 as well as electronic copies of vendor O&M manuals, reference standards, pertinent reports, emergency response protocols, and other relevant documents. Compiled documents shall be summarized in a list and submitted to COUNTY for review for completeness and to verify that the most current version of each document is utilized, where applicable.
- 2.3 One site visit will be conducted in support of the record drawing validation activity and to take photographs needed for the development of isometric drawings.

Deliverables:

- Isometric drawings
- Compiled record drawings and photographs

Task 3 – Update Digestion Chapter Content

Task Objective: Work with COUNTY's O&M staff to review and document existing practices to support the development of the supplemental mechanical Standard Operating Procedures (SOPs) for the following activities not covered in the existing digestion chapter:

1. Placing a primary digester into service without taking an operating primary digester out of service (adding a primary tank)
2. Placing a new primary digester into service and concurrently taking an operating primary digester out of service (switching primary tanks)
3. Taking a primary digester out of service (subtracting a primary tank)
4. Placing a secondary digester into service without taking an operating secondary digester out of service (adding a secondary tank)

Revised 5-8-18

5. Placing a new secondary digester into service and concurrently taking an operating secondary digester out of service (switching secondary tanks)
6. Taking a secondary digester out of service (subtracting a secondary tank)
7. Removing and re-installing a mechanical mixer from a primary digester
8. Removing and re-installing a mechanical mixer from a secondary digester
9. Integration of startup and shutdown of the cogeneration system as it relates to digester gas management

Existing SOPs will be retained and integrated into the updated chapter. Each of the new SOPs will identify operational practices and considerations to minimize exposure of O&M staff to un-flared digester gas based on management of the following parameters:

- Digester liquid levels
- Digester cover positions
- Digester gas pressures at fixed covers, floating covers, cogeneration facility and waste gas burners
- Digester sludge feed rates
- Time of year, sludge production rates, required digester operating capacities
- Potential operational impacts to sludge dewatering and cake hauling to the SWAPBC Biosolids Pelletization Facility

Activities: Specific activities include the following:

- 3.1 Prepare for site visit and meeting with COUNTY staff to review objectives, discuss SOP documentation format, and broadly review pertinent past and current practices and special considerations for SOP development and documentation. One (1) coordination teleconference is also included under this sub-task.
- 3.2 Mechanical SOP Outline - Develop and submit outline of each new mechanical SOP for review and approval by COUNTY. Document (listed) supporting reference exhibits to be incorporated by reference. Reference exhibits may include pertinent COUNTY standards (such as lockout/tag out, confined space, etc.). Note – CONSULTANT's scope does not include the review and/or updates to existing COUNTY standards. It is COUNTY's responsibility to furnish and determine the applicability of all reference standards/protocols.
- 3.3 Develop new mechanical SOPs for each identified activity. Once a draft is developed (submitted under sub-task 3.5), CONSULTANT shall conduct a site visit (over two consecutive days) to meet with O&M personnel with the goal of reviewing the procedures and identifying areas for improvement. Mock implementation of procedures will be conducted alongside O&M staff during which supplemental documentation will be collected. To reduce travel expenses the 2-days site visit for this task will also be used to conduct the eOM Design Workshop.

Revised 5-8-18

- 3.4 Develop Process SOPs – An updated process SOP for the digestion will be developed for incorporation into the chapter. The updated process SOP will provide the required procedure and key performance indicators for operation of the digestion process. The process SOP will include:
- Process description
 - List of operator duties
 - KPIs and targets
 - Control parameters and description of how each is used to make adjustments
 - Monitoring requirements and data trending
 - Procedures for typical calculations
 - Troubleshooting guide for commonly encountered issues
- 3.5 CONSULTANT shall prepare and submit a draft of the OM SOP Chapter to COUNTY. The draft Chapter will be finalized based on the comments received and submitted within three (3) weeks of the receipt of comments. This activity assumes COUNTY will furnish existing Digestion Chapter in editable electronic format and that the expanded chapter will generally conform to the current format.

Deliverables:

1. Outline of Digestion SOP Chapter – to be submitted in Microsoft Word format
2. Draft Digestion SOP Chapter – to be submitted in PDF format
3. Final Digestion SOP Chapter – to be submitted in traditional format (PDF and hard copies)

Task 4 – Convert Digestion Chapter to Electronic OM Format

Task Objective: This task will provide for the conversion of the Digestion SOP Chapter into an eOM manual format.

Activities: Specific activities include the following:

- 4.1 Create the general infrastructure to facilitate eOM development on the County's existing SharePoint platform. During this activity, the COUNTY will provide the CONSULTANT with remote access to the system through a VPN.
- 4.2 Prepare for and participate in a meeting with stakeholders to develop and refine the layouts and architecture of the eOM manual pilot chapter (refer to Task 3.3 above). A sample eOM manual prepared by the CONSULTANT shall be utilized as a starting point for discussions about the needs and preferences of each user group. The input from the workshop will be used as the basis for the pilot eOM chapter development. One (1) coordination teleconference is also included under this sub-task.

Revised 5-8-18

- 4.3 The high-level architecture of potential future eOM Chapter and preferences will be documented, based on input from Activity 4.2 meeting, to define the structure and organization. A teleconference will be held with COUNTY staff to review the structure and organization.
- 4.4 CONSULTANT will develop the draft eOM chapter using Sharepoint software. Each mechanical and process SOPs (Task 3) will be integrated into the eOM format and linked to appropriate reference resources. The draft eOM chapter will be developed on COUNTY's existing SharePoint server, and will be available to COUNTY staff for review via their intranet. The proposed content to be included in the eOM chapter is listed in the table below.

Proposed eOM Chapter Content for Digestion Process	
Unit Process	
Description	A short description of the unit process.
Design Criteria	Design criteria specific to given unit process. Normal operating parameter ranges.
Process Equipment	Tabular listing of equipment sizes, number, loadings and other design criteria. Hyperlink to equipment pages.
Process Flow Diagram	Process flow diagram hyperlinked to PDF format.
Process Control	List and description of Key Performance Indicators (KPIs) and KPI targets. List and description of control parameters (parameters that can be manipulated by operators to adjust processes to meet KPI targets).
Process Monitoring	Description of sample points. List of parameters to be trended. Applicable calculations.
Standard Operating Procedures	<u>Process SOP</u> : A list of duties to be performed by operators when making daily process checks. <u>Mechanical SOPs</u> : Detailed mechanical operating procedures for each process. These typically include: Pre-Startup, Startup, Shutdown, Long-term Shutdown, Bypass. The mechanical SOPs will include a gate and valve schedule similar to what is in the existing operations manual. Note that the list of mechanical SOPs per process may not apply to all processes. Only applicable SOPs will be written/included.
Photos	Hyperlinks to photos pertaining to each unit process.
Troubleshooting	List of common problems associated with each unit process with protocol for mitigating each problem.
Equipment Pages	
Description	Short narrative describing purpose of equipment.
Design Criteria	Design criteria for the equipment (e.g., max and min flow rates, pump size, pump head, overflow rates etc.).
Equipment Specs	List of pertinent information including manufacturer, model number, motor

Revised 5-8-18

	information etc.
Instrumentation and Control Descriptions	A description of manual and automatic controls.
O&M Manuals	Hyperlinks to equipment manuals provided by equipment vendors in PDF format.
Troubleshooting	Hyperlink to Vendor O&M manual troubleshooting if available; otherwise, a list of process alarms showing possible causes and suggested responses.

4.5 A meeting will be held with COUNTY stakeholders review the draft eOM chapter and receive input.

4.6 Incorporate agreed on refinements to the content and configuration of the eOM based on COUNTY's input, and finalize the manual.

Deliverables:

- Summary of decisions regarding needs and preferences developed in Task 4.2
- Access draft eOM chapter. Final eOM chapter.

ASSUMPTIONS

1. County will provide front-end Administrative access to a new SharePoint Site Collection as part of their existing SharePoint Platform, through a VPN.
2. The development of a pilot eOM manual is intended to establish a baseline representation of the functionality in terms of portability and ease of information access that may be developed using an electronic platform. It is not intended to be an exhaustive demonstration of all available capabilities.
3. It is anticipated that after some period of use, the need may arise to refine the protocols and configuration of the e-chapter over time. It is assumed that ongoing refinements may be implemented by PBCWUD staff. Should as-needed support from BC be required, services will be provided under a separate CSA.
4. The project domain is limited to the development of procedures that are directly pertinent to the digestion process. SOPs related to solids dewatering, handling, return and waste activated sludge pumping operations are not included.
5. This scope of work does not include the development of maintenance procedures.
6. Dynamic links will not be provided on isometric drawings.
7. County will provide electronic copies of the following documentation within 10 days of notice to proceed:
 - a. Most recent 12 months of digestion system and sludge dewatering system operational data (SCADA, Hach Wims and laboratory analysis)
 - b. Operating schedule for sludge dewatering and cake hauling

Revised 5-8-18

- c. Manufacturer's O&M manual for the digester mechanical mixers
- d. Manufacturer's O&M manual for the waste gas burners
- e. Manufacturer's O&M manual for the fixed and floating digester covers
- f. Applicable design criteria related to digester gas usage at the cogeneration facility

COUNTY'S RESPONSIBILITIES

- 1. Attend and participate in meetings
- 2. Provide required support, where indicated
- 3. Furnish pertinent reports, data and other available information
- 4. Commit operating personnel resources required to support procedural development for duration of site visits

ATTACHMENT B

SUMMARY AND STATUS OF CONSULTANT SERVICES AUTHORIZATIONS

Auth. No.	WUD Project No.	Title	Status	Project Total Amount	SBE Total Amount	SBE Participation %	Approved	
							By	Date
01	17-073	Pahokee WWTF Process and Hydraulic Modeling	Approved	\$49,717.48	\$18,800.00	37.81%	Jim Stiles, Director	8/15/2017
02	17-078	Pahokee WWTF Facilities Planning	Approved	\$196,157.09	\$51,221.44	26.11%	Board of County Commissioners	11/7/2017
03	18-043	Regional Reclaimed Water Master Plan	Pending	\$188,362.47	\$48,575.00	25.78%	Board of County Commissioners	Pending
04	17-017	SRWRF Plant O&M Manual Digestion Chapter Update	Pending	\$110,971.67	\$9,241.44	8.32%	Board of County Commissioners	Pending

ATTACHMENT C

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE PARTICIPATION

PROJECT NAME OR BID NAME: SRWRF Plant O&M Manual Digestion Chapter

PROJECT NO. OR BID NO.: WUD 17-017

NAME OF PRIME BIDDER: Brown and Caldwell

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

CONTACT PERSON: Albert Perez, P.E., Vice-President

PHONE NO.: 561-684-3456

FAX NO.: 561-684-9902

BID OPENING DATE: N/A

USER DEPARTMENT: Water Utilities Department

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				
	M/WBE	SBE	Black	Hispanic	Women	Caucasian	Other (Please Specify)
	Minority Business	Small Business					
1. C-Solutions, Inc 4152W. Blue Heron Blvd, Suite 225 Riviera Beach, FL 33404 561-244-9480	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$9,241.44	_____	_____	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____

(Please use additional sheets if necessary)

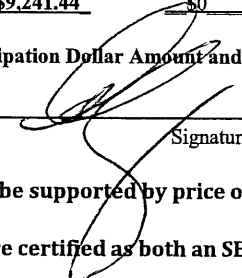
Total \$9,241.44 \$0 \$0 \$0 \$0

Total Bid Price \$ 110,971.67

Total SBE-M/WBE Participation Dollar Amount and/or Percentage of Work 8.32 %

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

Albert Perez
Print Name


Signature

Vice-President
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.

**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 17-017 PROJECT NAME: SRWRF Plant O&M Manual Digestion Chapter Update

TO: Brown and Caldwell
(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: _____

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 1/ea.	Unit Price	Total Price/ Percentage
	Engineering Services		\$9,241.44	\$9,241.44 / 8.32%

at the following price or percentage \$9,241.44
(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.

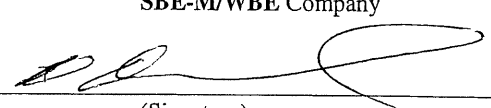
If undersigned intends to sub-subcontract any portion of this job to a certified SBE-M/WBE or a non-SBE subCONSULTANT, please list the name of that subCONSULTANT and the amount below.

Price or Percentage _____
(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.

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

By: 
(Signature)

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

Date: 5/23/2018

Revised 7/2/2013
Digestion Chapter Update

Exhibit A
Brown and Caldwell
Scope of Services - Task Authorization 04
SRWRF Plant O&M Manual Digestion Chapter Update

Scope of Services

I. BACKGROUND

Chapter VI-3 of the SRWRF Plant Operations and Maintenance Manual addresses the Anaerobic Digestion System and contains the following sections: General Description; Elements and Design Data; Operation and Control; Normal Operation; Alternate Operational Modes; Startup Procedures; Routine Surveillance; Process Monitoring, Interruptions, Alarms and Remedial Actions; Sampling and Interpretation of Laboratory Tests; Maintenance; and Long-Term Shutdown. Palm Beach County (COUNTY) has requested that the anaerobic digestion chapter be updated to add standard operating procedures for transitioning primary and secondary digesters into and out of services; for removing and reinstalling cover-mounted mechanical mixers; and to integrate operational procedures with the recently commissioned biogas recovery / cogeneration facility. The COUNTY has also requested that this chapter update be converted to a dynamic electronic format as a pilot effort for ultimate conversion of the entire SRWRF plant operations and maintenance manual to a dynamic electronic format. The dynamic electronic format will also include piping isometrics, schematics and photographic reference graphics to facilitate the user's visualization of each key process system.

Palm Beach County (COUNTY) entered into an agreement entitled Contract for Engineering/ Professional Services - Palm Beach County Utilities Department Project No. WUD 17-002 (CONTRACT) with Brown and Caldwell (CONSULTANT) to provide engineering services in support of its wastewater system (Reference Document R2017-0813). This Consultant Service Authorization will be performed under that CONTRACT. C Solutions, Inc. (SUBCONSULTANT) is serving as a subconsultant to Brown and Caldwell (CONSULTANT) to assist in the provision of assigned services as defined below.

II. SCOPE OF SERVICES

The SUBCONSULTANT will perform the services for the compilation of record drawings and photographs pertinent to the digestion process. The information collected in this task will support the eO&M development. The Task below is numbered to match that provided in the CONSULTANT's scope of services with the COUNTY.

Task 2 – Compile Information and Field Investigation

The SUBCONSULTANT will provide services for the development of isometric drawings of the primary and secondary sludge recirculation/transfer systems and heat transfer process within the digestion process that are pertinent to the SOPs being developed by the CONSULTANT.

The SUBCONSULTANT will compile furnished reference documents including: available as-builts, electronic copies of vendor O&M manuals, reference standards, pertinent reports, emergency response protocols, and other relevant documents for generation of the isometric drawings. Compiled documents shall be summarized in a list and submitted to COUNTY for review for completeness and to

verify that the most current version of each document is utilized, where applicable. The SUBCONSULTANT will conduct field validation checks of critical elements referenced in existing O&M procedures. Discrepancies will be reported to the COUNTY for clarification. SUBCONSULTANT shall rely on equipment naming convention reflected on the record drawings or written clarifications where furnished by the COUNTY.

One site visit will be conducted in support of the record drawing validation activity and to take photographs needed for the development of isometric drawings.

The COUNTY and CONSULTANT will also provide a review of the naming conventions used for the elements displayed in the isometric drawings and provide any review comments required for adjustments of the isometric drawings prior to final delivery.

Deliverables

- Isometric Drawings in electronic format (AutoCAD) for CONSULTANT's use in development of O&M manual
- Compiled record drawings and photographs for CONSULTANT's use in development of O&M manual

III. Time of Completion

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

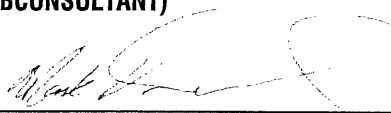
IV. Proposed Compensation

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

Task Description	Lump Sum Amount
Task 2 – Compile Information and Field Investigation	\$9,241.44
TOTAL	\$9,241.44

AUTHORIZATION

**C SOLUTIONS, INC.
(SUBCONSULTANT)**



Authorized Signature 05/23/2018

Mark Drummond, P.E., BCEE
President



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</u>	<u>Completion Date from Notice to Proceed</u> <i>(Calendar Days)</i>
Task 1: Kick-Off Meeting Deliverable: 1) Information Request Log.	14
Task 2: Compile Information & Field Investigations Deliverables: 1) Isometric Drawings; Compiled Record Drawings and Photographs.	45
Task 3: Update Digestion Chapter Deliverables: 1) Outline of Digestion SOP Chapter 2) Draft Digestion SOP's Chapter & Design 3) Digestion SOP Chapter	60 90 100
Task 4: Convert Digestion Chapter to Electronic eOM Format Deliverables: 1) Summary of layout/architecture eOM 2) Submit draft eOM Chapter. 3) Final eOM Chapter & Presentation.	70 148 168

Palm Beach County Water
Contract for Construction Services
Consultant: Bro
Project Name:
WUD Project

ATTACHMENT – F

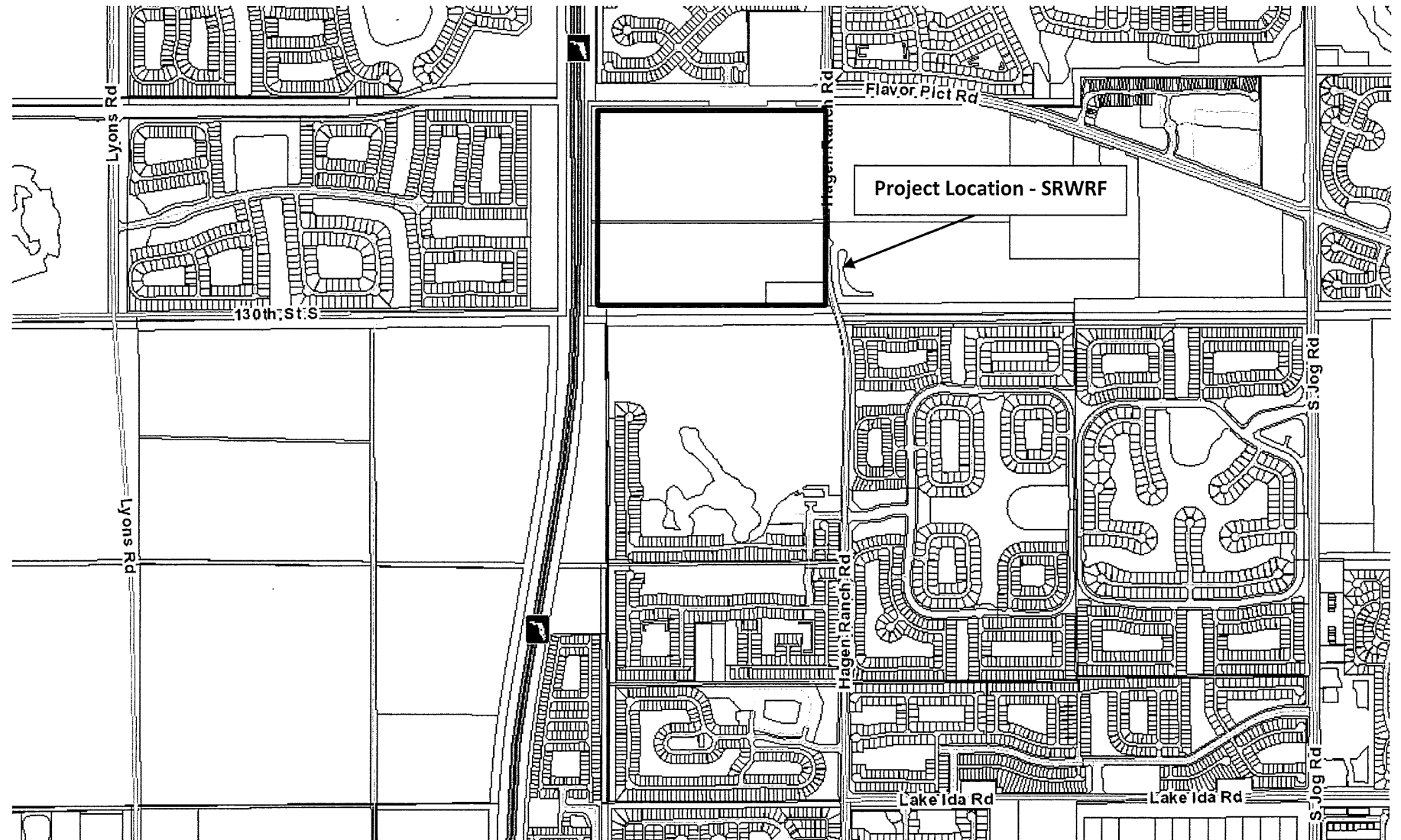
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services - Wastewater Engineering Services
Resolution #: R2017-0813 Contract Dated: June 20, 2017

AUTHORIZATION STATUS REPORT

SUMMARY OF SBE-M/WBE MINORITY BUSINESS TRACKING

	SBE
Master Contract Goal: <u>26 (%)</u>	
Current Proposal	
Value of Authorization No.04	\$110,971.67
Value of SBE-M/WBE Letters of Intent	\$9,241.44
Actual Percentage	<u>8.32 %</u>
Signed/Approved Authorizations	
Total Value of Authorizations	\$245,874.57
Total Value of SBE-M/WBE Signed Subcontracts	\$70,021.44
Actual Percentage	<u>28.47 %</u>
Signed/Approved Authorizations Plus Current Proposal	
Total Value of Authorizations	\$356,846.24
Total Value of Subcontracts & Letters of Intent	\$79,262.88
Actual Percentage	<u>22.21 %</u>

ATTACHMENT - G
Location Map





CERTIFICATE OF LIABILITY INSURANCE

5/31/2019

DATE (MM/DD/YYYY)

5/24/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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 rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME:	
	PHONE (A/C. No. Ext):	FAX (A/C. No.):
INSURED 1052473 BROWN AND CALDWELL AND ITS WHOLLY OWNED SUBSIDIARIES AND AFFILIATES 201 NORTH CIVIC DRIVE, SUITE 300 WALNUT CREEK CA 94596	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Hartford Fire Insurance Company	NAIC # 19682
	INSURER B : Property and Casualty Ins Co of Hartford	34690
	INSURER C : Lloyds of London	
	INSURER D : Twin City Fire Insurance Company	29459
	INSURER E :	
	INSURER F :	

COVERAGES * CERTIFICATE NUMBER: 14692041 REVISION NUMBER: XXXXXXXX

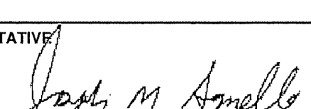
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	37CSEQU1172	5/31/2018	5/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	37CSEQU1173	5/31/2018	5/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
B D	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 N	N/A	37WNQU1170 37WBRQU1171	5/31/2018 5/31/2018	5/31/2019 5/31/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
C	PROFESSIONAL LIABILITY	N	N	LDUSA1800482	5/31/2018	5/31/2019	\$3,000,000 PER CLAIM & AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 SID 57335 WASTEWATER ENGINEERING SERVICES, PROJECT No. WUD 17-002.*** SEE ATTACHED***

CERTIFICATE HOLDER

CANCELLATION See Attachments

14692041 PAL - 21 Palm Beach County Water Utilities Department 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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THIRTY DAYS NOTICE OF CANCELLATION BY THE INSURER WILL BE PROVIDED TO THE CERTIFICATE HOLDER WITH RESPECT TO THE LIABILITY AND WORKERS COMPENSATION POLICIES. TEN DAYS NOTICE WILL BE PROVIDED TO THE FIRST NAMED INSURED IN THE EVENT OF NONPAYMENT OF PREMIUM. PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AND ITS OFFICERS, EMPLOYEES AND AGENTS ARE ADDITIONAL INSUREDS AS RESPECTS GENERAL LIABILITY AND AUTO LIABILITY, AND THESE COVERAGES ARE PRIMARY, AS REQUIRED BY WRITTEN CONTRACT. THE ADDITIONAL INSUREDS' OWN COVERAGE IS EXCESS OF AND NON-CONTRIBUTORY WITH THE GENERAL LIABILITY, AND ON THE AUTO LIABILITY AS RESPECTS THE USE OF VEHICLES OWNED BY BROWN AND CALDWELL WHERE REQUIRED BY WRITTEN CONTRACT. WAIVER OF SUBROGATION APPLIES TO GENERAL LIABILITY AND AUTO LIABILITY WHERE ALLOWED BY STATE LAW AND AS REQUIRED BY WRITTEN CONTRACT.

Named Insured: BROWN AND CALDWELL AND ITS WHOLLY OWNED SUBSIDIARIES
Carrier: Hartford Fire Insurance Company
Policy Number: 37CSEQU1172
Policy Term: 5/31/2018 to 5/31/2019

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION TO CERTIFICATE HOLDERS

PAL - 21
Palm Beach County Water Utilities Department
P.O. Box 20270

Long Beach , CA 90801

This policy is subject to the following additional conditions:

- A. If this policy is cancelled by the Company, other than for non-payment of premium, notice of such cancellation will be provided at least sixty (60) days in advance of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.
- B. If this policy is cancelled by the Company for non-payment of premium, or by the insured, notice of such cancellation will be provided within ten (10) days of the cancellation effective date to all certificate holder(s) with mailing addresses on file with the agent of record or the Company.

If notice is mailed, proof of mailing to the last known postal mailing address of the certificate holder(s) on file with the agent of record or the Company will be sufficient proof of notice.

Any notification rights provided by this endorsement apply only to the active certificate holder(s) who were issued a certificate of insurance applicable to this policy's term.

Failure to provide such notice to the certificate holder(s) will not amend or extend the date the cancellation becomes effective, nor will it negate cancellation of the policy. Failure to send notice shall impose no liability of any kind upon the Company or its agents or representatives.

Named Insured: BROWN AND CALDWELL AND ITS WHOLLY OWNED SUBSIDIARIES
Carrier: Hartford Fire Insurance Company
Policy Number: 37CSEQU1173
Policy Term: 5/31/2018 to 5/31/2019

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION TO CERTIFICATE HOLDERS

PAL - 21
Palm Beach County Water Utilities Department
P.O. Box 20270

Long Beach , CA 90801

This policy is subject to the following additional conditions:

- A. If this policy is cancelled by the Company, other than for non-payment of premium, notice of such cancellation will be provided at least sixty (60) days in advance of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.
- B. If this policy is cancelled by the Company for non-payment of premium, or by the insured, notice of such cancellation will be provided within ten (10) days of the cancellation effective date to all certificate holder(s) with mailing addresses on file with the agent of record or the Company.

If notice is mailed, proof of mailing to the last known postal mailing address of the certificate holder(s) on file with the agent of record or the Company will be sufficient proof of notice.

Any notification rights provided by this endorsement apply only to the active certificate holder(s) who were issued a certificate of insurance applicable to this policy's term.

Failure to provide such notice to the certificate holder(s) will not amend or extend the date the cancellation becomes effective, nor will it negate cancellation of the policy. Failure to send notice shall impose no liability of any kind upon the Company or its agents or representatives.

IH 12 00 11 85

Attachment Code: D465339
Certificate ID: 14692041

Named Insured: BROWN AND CALDWELL AND ITS WHOLLY OWNED SUBSIDIARIES
Carrier: Property and Casualty Ins Co of Hartford & Twin City Fire Insurance Company
Policy Number: 37WNQU1170 & 37WBRQU1171
Policy Term: 5/31/2018 to 5/31/2019

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION TO CERTIFICATE HOLDERS

PAL - 21
Palm Beach County Water Utilities Department
P.O. Box 20270

Long Beach , CA 90801

This policy is subject to the following additional conditions:

- A. If this policy is cancelled by the Company, other than for non-payment of premium, notice of such cancellation will be provided at least sixty (60) days in advance of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.
- B. If this policy is cancelled by the Company for non-payment of premium, or by the insured, notice of such cancellation will be provided within ten (10) days of the cancellation effective date to all certificate holder(s) with mailing addresses on file with the agent of record or the Company.

If notice is mailed, proof of mailing to the last known postal mailing address of the certificate holder(s) on file with the agent of record or the Company will be sufficient proof of notice.

Any notification rights provided by this endorsement apply only to the active certificate holder(s) who were issued a certificate of insurance applicable to this policy's term.

Failure to provide such notice to the certificate holder(s) will not amend or extend the date the cancellation becomes effective, nor will it negate cancellation of the policy. Failure to send notice shall impose no liability of any kind upon the Company or its agents or representatives.

Named Insured: BROWN AND CALDWELL AND ITS WHOLLY OWNED SUBSIDIARIES
Policy Number: LDUSA1800482
Policy Term: 5/31/2018 to 5/31/2019

PROFESSIONAL AND POLLUTION LIABILITY - NOTICE OF CANCELLATION

PAL - 21
Palm Beach County Water Utilities Department
P.O. Box 20270

Long Beach , CA 90801

IN THE EVENT THE UNDERWRITERS CANCEL OR NON-RENEW THIS POLICY OR IN THE EVENT OF A MATERIAL CHANGE TO THIS POLICY, UNDERWRITERS SHALL MAIL WRITTEN NOTICE OF SUCH CANCELLATION, NON-RENEWAL OR MATERIAL CHANGE, TO SUCH CERTIFICATE HOLDER WITHIN A SPECIFIED PERIOD OF TIME; PROVIDED, HOWEVER, THAT THE INSURERS SHALL NOT BE REQUIRED TO PROVIDE SUCH NOTICE MORE THAN 45 DAYS PRIOR TO THE EFFECTIVE DATE OF CANCELLATION, NON-RENEWAL OR MATERIAL CHANGE.

E. Primary and Non-Contributory if Required by Contract

Only with respect to insurance provided to an additional insured in 1.D. - Additional Insured If Required by Contract, the following provisions apply:

(3) Primary Insurance When Required By Contract

This insurance is primary if you have agreed in a written contract or written agreement that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in Other Insurance 5.d.

(4) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract or written agreement that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs **(3)** and **(4)** do not apply to other insurance to which the additional insured has been added as an additional insured.

When this insurance is excess, we will have no duty to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (1) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- (2) The total of all deductible and self-insured amounts under all that other insurance.

Named Insured: **BROWN AND CALDWELL AND ITS WHOLLY OWNED SUBSIDIARIES**
 Policy Number: **37CSEQU1172**
 Policy Term: **5/31/2018 to 5/31/2019**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED BY CONTRACT OR AGREEMENT -
 OPTION II**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s):	Designated Project(s) or Location(s) of Covered Operations:
ALL	ALL
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule above with whom you agreed in a written contract or written agreement to provide insurance such as is afforded under this policy, but only to the extent that such person or organization is liable for "bodily injury", "property damage" or "personal and advertising injury" caused by:

- 1.** Your acts or omissions or the acts or omissions of those acting on your behalf:
 - a.** In the performance of your ongoing operations for such additional insured at the project(s) or location(s) designated in the Schedule;
 - b.** In connection with your premises owned by or rented to you and shown in the Schedule; or
 - c.** In connection with "your work" for the additional insured at the project(s) or location(s) designated in the Schedule and included within the "products-completed operations hazard", but only if:
 - (1)** The written contract or agreement requires you to provide such coverage to such additional insured at the project(s) or location(s) designated in the Schedule; and
 - (2)** This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".
- 2.** The acts or omissions of the additional insured in connection with their general supervision of your operations at the projects or locations designated in the Schedule.

B. The insurance afforded to these additional insureds applies only if the "bodily injury" or "property damage" occurs, or the "personal and advertising injury" offense is committed:

- 1.** During the policy period; and
- 2.** Subsequent to the execution of such written contract or written agreement; and
- 3.** Prior to the expiration of the period of time that the written contract or written agreement requires such insurance be provided to the additional insured.

- C. With respect to the insurance afforded to the additional insureds under this endorsement, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or failure to render any professional architectural, engineering or surveying services by or for you, including:

1. The preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or specifications; and
2. Supervisory, inspection, architectural or engineering activities.

D. Limits of Insurance

With respect to insurance provided to the additional insured shown in the Schedule, Paragraph 8. How Limits of Insurance Apply To Additional Insureds in **Section III - Limits of Insurance** does not apply.

E. Duties Of Additional Insureds In The Event Of Occurrence, Offense, Claim Or Suit

The Duties Condition in **Section IV - Conditions** is replaced by the following and applies to the additional insured shown in the Schedule:

1. Notice Of Occurrence Or Offense

The additional insured must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, notice should include:

- a. How, when and where the "occurrence" or offense took place;
- b. The names and addresses of any injured persons and witnesses; and
- c. The nature and location of any injury or damage arising out of the "occurrence" or offense.

2. Notice Of Claim

If a claim is made or "suit is brought" against the additional insured, the additional insured must:

- a. Immediately record the specifics of the claim or "suit" and the date received; and
- b. Notify us as soon as practicable.

The additional insured must see to it that we receive written notice of the claim or "suit" as soon as practicable.

3. Assistance And Cooperation Of The Insured

The additional insured must:

- a. Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or "suit";
- b. Authorize us to obtain records and other information;
- c. Cooperate with us in the investigation or settlement of the claim or defense against the "suit"; and
- d. Assist us, upon our request, in the enforcement of any right against any person or organization which may be liable to the insured because of injury or damage to which this insurance may also apply.

4. Obligations At The Additional Insureds Own Cost

No additional insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

5. Additional Insureds Other Insurance

If we cover a claim or "suit" under this Coverage Part that may also be covered by other insurance available to the additional insured, such additional insured must submit such claim or "suit" to the other insurer for defense and indemnity.

However, this provision does not apply to the extent that you have agreed in a written contract or written agreement that this insurance is primary and non-contributory with the additional insured's own insurance.

6. Knowledge Of An Occurrence, Offense, Claim Or Suit

Paragraphs 1. and 2. apply to the additional insured only when such "occurrence", offense, claim or "suit" is known to:

- a. The additional insured that is an individual;
- b. Any partner, if the additional insured is a partnership;
- c. Any manager, if the additional insured is a limited liability company;
- d. Any "executive officer" or insurance manager, if the additional insured is a corporation;
- e. Any trustee, if the additional insured is a trust; or
- f. Any elected or appointed official, if the additional insured is a political subdivision or public entity.

F. Other Insurance

With respect to insurance provided to the additional insured shown in the Schedule, the Other Insurance Condition **Section IV - Conditions** is replaced by the following:

1. Primary Insurance

a. Primary Insurance When Required By Contract

This insurance is primary if you have agreed in a written contract or written agreement that this insurance be primary. If other insurance is also primary we will share with all that other insurance by the method described in 3. below.

b. Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract or written agreement that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs a. and b. do not apply to other insurance to which the additional insured has been added as an additional insured or to other insurance described in

paragraph 2. below.

2. Excess Insurance

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

a. Your Work

That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

b. Premises Rented to You

That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

c. Tenant Liability

That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

d. Aircraft, Auto Or Watercraft

If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of Section I - Coverage A - Bodily Injury And Property Damage Liability;

e. Property Damage To Borrowed Equipment Or Use Of Elevators

If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion j. of Section I - Coverage A - Bodily Injury Or Property Damage Liability; or

f. When You Are Added As An Additional Insured To Other Insurance

That is any other insurance available to you covering liability for damages arising out of the premises or operations, or products and completed operations, for which you have been added as an additional insured by that insurance.

When this insurance is excess, we will have no duty under Coverages A or B to defend the insured against any "suit" if any other insurer has a duty to defend against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- a. The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- b. The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

3. Method of Sharing

If all other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

Named Insured: BROWN AND CALDWELL AND ITS WHOLLY OWNED SUBSIDIARIES
Carrier: Hartford Fire Insurance Company
Policy Number: 37CSEQU1172
Policy Term: 5/31/2018 to 5/31/2019

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS

8. Transfer of Rights of Recovery Against Others to Us

Waiver of Rights of Recovery (Waiver of Subrogation)

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.

Named Insured: BROWN AND CALDWELL AND ITS WHOLLY OWNED SUBSIDIARIES
Carrier: Hartford Fire Insurance Company
Policy Number: 37CSEQU1173
Policy Term: 5/31/2018 to 5/31/2019

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

RIGHTS OF RECOVERY AGAINST OTHERS

This endorsement modifies insurance provided under the following:

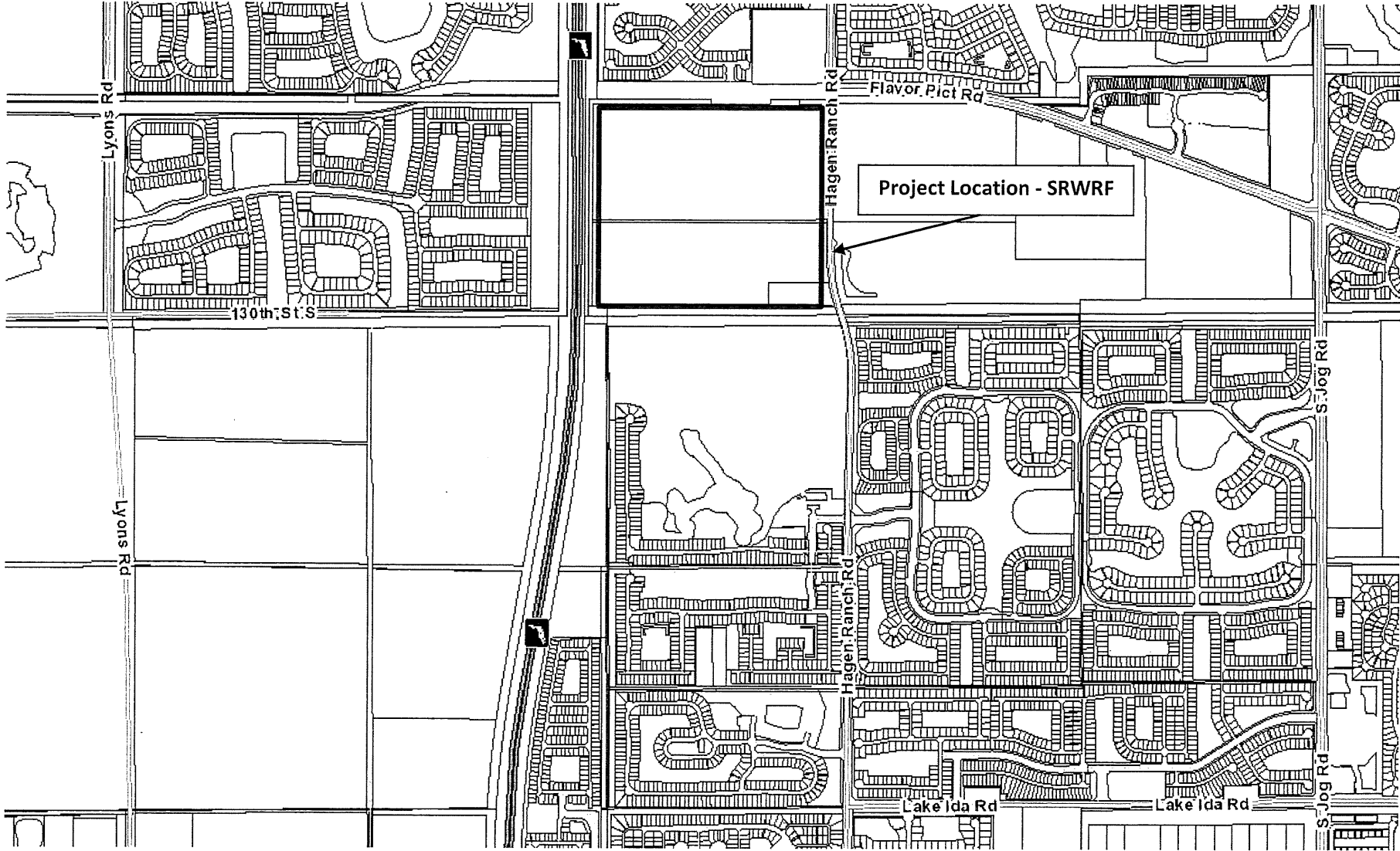
BUSINESS AUTO COVERAGE FORM

For any person or organization for whom you are required by contract to provide a waiver of subrogation, the Loss Condition - TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US is applicable.

Transfer Of Rights Of Recovery Against Others To Us

If any person or organization to or for whom we make payment under this Coverage Form has rights to recover damages from another, those rights are transferred to us. That person or organization must do everything necessary to secure our rights and must do nothing after "accident" or "loss" to impair them.

ATTACHMENT - 2
Location Map



ATTACHMENT 3

Summary of Certificates

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

Wednesday, August 15, 2018

Insured: Brown and Caldwell Insured ID: 17-002-PBC

Status: Compliant

ITS Account Number: PLC2671

Project(s): Palm Beach County - Water Utilities - (Active)

Insurance Policy	Required	Provided	Override
<u>General Liability</u>			
Expiration: 5/31/2019			
General Aggregate:	\$500,000	\$2,000,000	
Products - Completed Operations Aggregate:	\$0	\$0	
Personal And Advertising Injury:	\$0	\$0	
Each Occurrence:	\$500,000	\$1,000,000	
Fire Damage:	\$0	\$0	
Medical Expense:	\$0	\$0	
<u>Automobile Liability</u>			
Expiration: 5/31/2019			
	All Owned Autos	Any Auto not provided	X
	Hired Autos	not provided	X
	Non-Owned Autos	not provided	X
Combined Single Limit:	\$500,000	\$1,000,000	
<u>Workers Compensation/Employers Liability</u>			
Expiration: 5/31/2019			
<u>Professional Liability</u>			
Expiration: 5/31/2019			
Each Occurrence:	\$3,000,000	\$3,000,000	
Aggregate Limit:	\$3,000,000	\$3,000,000	

Notifications (Show All)

There were no deficiency letters issued.

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