

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: May 7, 2019 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. 7 to the Contract for Engineering and Construction Services Owner’s Advisor with Stantec Consulting Services Inc., for a fixed price of \$2,395,349.48.

**Summary:** On August 19, 2014, the Board of County Commissioners (BCC) approved the Water Utilities Department (WUD) Contract for Engineering and Construction Services Owner’s Advisor (Contract) with MWH Americas, Inc., (R2014-1188), who thereafter assigned it to Stantec Consulting Services, Inc., which the Board consented to. The Contract provides for program management services to support the delivery of WUD’s Capital Improvement Program (CIP). The goal of the CIP is the implementation of approximately \$400 million worth of projects. CSA No. 7 provides for the resources and personnel needed to support the successful delivery of CIP projects, utilizing tools and methods developed under previous CSAs. Additionally, CSA No. 7 will allow WUD to reduce replacement and refurbishment work caused by continued deterioration of existing infrastructure. This Contract was procured under the requirements of the 2002 Small Business Enterprise (SBE) Ordinance prior to the adoption of the amended Equal Business Opportunity Ordinance on October 16, 2018. The SBE participation goal established under the 2002 Ordinance was 15% overall participation. The Contract provides for 23.7% SBE participation. CSA No. 7 includes 28.60% overall SBE participation which includes 26.73% MBE (B) and 1.87% WBE. The cumulative SBE participation including CSA No. 7 is 23.55%. The entirety of the SBE participation is being undertaken by M/WBE certified firms. Stantec Consulting Services Inc., is a New York registered US company whose parent company is domiciled in Canada. The Stantec Consulting Services Inc., project team is co-located with Palm Beach County Water Utilities Department staff at the Central Region Operations Center (CROC) from which the majority of the work required by CSA No. 7 will be undertaken. (WUD Project No. 14-054) Countywide (MJ)

**Background and Justification:** The Contract provides for program, project and construction management services throughout WUD’s service area. Approval of CSA No. 7 will provide for those services necessary to implement the program management process in support of WUD’s CIP. WUD is currently working to procure program management professional services in accordance with the amended Equal Business Opportunity Ordinance.

Continued on page 3

**Attachments:**

- 1. Four (4) Originals of CSA No. 7
- 2. Location Map
- 3. Certificate of Liability Insurance

Recommended By: Jim Stiles Department Director Date: 4-24-19

Approved By: Naresh Johnson Assistant County Administrator Date: 4/29/19

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures	\$2,395,350	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
<b>NET FISCAL IMPACT</b>	<b>\$2,395,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Budget Account No.:** Fund 4001 Dept 720 Unit 2323 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:**

<p><u> [Signature] </u> 4/22/19 OFMB</p>	<p><u> [Signature] </u> 4/19/19 CAA</p>	<p><u> [Signature] </u> 4/25/19 Contract Development and Control</p>
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**B. Legal Sufficiency:**

[Signature]  4/26/19  
Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
Department Director

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

**Continued from page 1**

Specific services to be provided include:

- Validation and refinement of CIP project requirements.
- Management of planning, design, bid/award, and construction of project packages.
- Development and maintenance of schedules and budgets for the various project packages.
- Support in implementing an Asset Management Strategy.
- Outreach activities in support of project delivery.
- Knowledge transfer of activities to WUD's staff.

Work has been initiated on 27 of 32 project packages representing approximately \$400 million of capital work.

**CONSULTANT SERVICES AUTHORIZATION NO. 7**

**Palm Beach County Water Utilities  
Department**

**Resolution # R2014-1188 Contract Dated August 19, 2014**

**Project Title:** Engineering and Construction Services Owner's Advisor

**WUD Project No.:** 14-054

**Consultant:** Stantec Consulting Services Inc.

**Address:** 800 Fairway Drive, Suite 195, Deerfield Beach, FL 33441

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

**District No.:** County Wide

This Consultant Service Authorization (CSA) provides for:

The resources and personnel necessary to support the delivery of the Water Utilities Department's (WUD) Capital Improvement Program (CIP) projects utilizing tools and methods developed under previous CSAs. In addition to providing staff to expedite planning and design activities, CSA No.7 provides for additional staff augmentation to support the capital construction projects identified through the expedited planning and design process. CSA No. 7 will allow WUD to further reduce replacement and refurbishment work necessitated by deterioration of existing infrastructure.

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(See ATTACHMENT A for detailed scope of services)

The Contract provides for 23.7% SBE participation. This Consultant Services Authorization includes 28.60% overall participation which includes 26.73% MBE(B) and 1.87% WBE participation. The cumulative SBE participation, including this authorization is 23.55%.

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 \$ \_\_\_\_\_
  - B. Fixed price of \$ 2,395,349.48
  - C. Total \$ 2,395,349.48
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.

**CONSULTANT SERVICES AUTHORIZATION NO. 7**

**Palm Beach County Water Utilities  
Department**

**Resolution # R2014-1188 Contract Dated August 19, 2014**

**Project Title: Engineering and Construction Services Owner's Advisor**

**Project No. WUD: 14-054**

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 August 19, 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.

**CONSULTANT SERVICES AUTHORIZATION NO. 7**  
**Palm Beach County Water Utilities**  
**Department**  
**Resolution # R2014-1188 Contract Dated August 19, 2014**

**Project Title:** Engineering and Construction Services Owner's Advisor

**Project No. WUD:** 14-054

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: \_\_\_\_\_

*KB JCS* Mack Bernard, Mayor

Typed Name: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_ Date

Approved as to Form and Legal  
Sufficiency

CONSULTANT: Stantec Consulting Services Inc

Signed: \_\_\_\_\_

*[Handwritten Signature]*  
\_\_\_\_\_  
(Signature)

Typed Name: \_\_\_\_\_  
County Attorney

Jeff Stone, Vice President, Assoc.  
General Counsel  
\_\_\_\_\_  
(Name and Title)

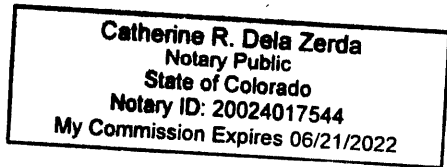
March 29, 2019  
\_\_\_\_\_  
Date

STATE OF FLORIDA- COLORADO  
COUNTY OF BROOMFIELD

The foregoing instrument was acknowledged before me this 29th day of March, 2019

By Jeffrey P. Stone \_\_\_\_\_ as V.P. and Associate General Counsel  
for Stantec Consulting Services Inc.

*Catherine R. Dela Zerda*  
\_\_\_\_\_  
(Signature of Notary Public - State of Florida  
Colorado)



Catherine R. Dela Zerda  
\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known X OR Produced Identification \_\_\_\_\_ Type of Identification Produced \_\_\_\_\_

**LIST OF ATTACHMENTS**

**CONSULTANT SERVICES AUTHORIZATION NO. 7**

**Palm Beach County Water Utilities Department**

**Resolution # R2014-1188 Contract Dated August 19, 2014**

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

Revised 1-4-19

# ATTACHMENT A

## CONSULTANT SERVICES AUTHORIZATION NO. 7

PALM BEACH COUNTY WATER UTILITIES DEPARTMENT  
ENGINEERING/PROFESSIONAL SERVICES

### SCOPE OF WORK FOR ENGINEERING AND CONSTRUCTION SERVICES OWNER'S ADVISOR

#### INTRODUCTION

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR ENGINEERING/PROFESSIONAL SERVICES ENGINEERING AND CONSTRUCTION SERVICES OWNER'S ADVISOR, Palm Beach County Water Utilities Department (WUD) Project No. WUD 14-054 (CONTRACT) with STANTEC Consulting Services Inc. (STANTEC) to provide engineering services for various general activities pursuant to R2014-1188 adopted August 19, 2014. This Consultant Service Authorization (CSA) will be performed under that CONTRACT.

This CSA encompasses providing services related to the implementation and execution of WUD's Capital Improvement Program.

#### BACKGROUND

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

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

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

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



Under CSA No. 4, the number of projects that entered the active phases of planning, design, and construction increased to approximately 90 projects per the plan established under CSA No. 1. WUD requested that additional resources be added to the program team to assist in project delivery, especially in the areas of project management and construction management. WUD's construction management staff are also responsible for overseeing construction by developers, so the existing staff were challenged by additional workload coming from both the CIP program and the ramp-up in developer activities. Therefore, the scope of CSA No. 4 included providing one additional project manager, two additional construction managers and a construction inspector. New initiatives completed under CSA No. 4 included the review and updating of 204 of WUD's technical specifications to meet current standards, the audit of WUD's treatment, pump station, and storage areas from a health and safety (H&S) focus, the development of scopes of work to address the H&S audit findings to improve safety for the operations team, and ongoing public outreach to keep residents informed of upcoming projects that might impact them. A small business engagement plan was developed that is aligned with the CIP program. Finally, technical resources were provided to assist WUD with implementation of the asset management strategy and coordination with the asset management team. CSA No. 5 included additional scope relating to the upgrading and improvements to the processes and deliverables associated with the SharePoint reporting system and deliverables. In addition, expertise was provided in the form of a Stantec subject matter expert in Strategic Asset Management who led the department in the development and implementation of the WUD strategy for Asset Management and Certification.

CSA No. 6 was a continuation of services from CSA No. 5.

### **SCOPE OF SERVICES**

Under CSA No. 7, PROGRAM MANAGER shall continue providing supplemental resources for management of the CIP projects from planning through construction completion, and maintenance of systems and tools developed and implemented under CSA's 1, 2, 3, 4, 5 and 6.

In addition, Program Manager will:

1. Ensure that staff engaged in CSA No. 7 are made fully available for all necessary handover activities associated with the potential transition to / and mobilization of a new service provider for the forthcoming Program Management Master Services Agreement, and associated CSA's, likely to be executed in Q3 / Q4 of 2019. To facilitate that, an additional task 008 has been added to the scope of the CSA.
2. Provide staff augmentation to support CIP project delivery by providing program, project, and construction management resources, systems, and tools. Assist in managing projects from planning, design, construction, and closeout. In addition, provide supporting staff in project/program controls, scheduling, and document management.
3. In CSA No. 7, continue to provide resources and expertise in program and project controls and reporting activities. Under this CSA, the reporting and review process will be further refined and focus on improving the quality and timeliness of the information produced for WUD executive management.
4. Provide a technical resource with strong experience in strategic asset management support to assist in the planning and implementation of the WUD strategy for asset management and certification.

Under CSA No. 7, the PROGRAM MANAGER shall provide the services and deliverables set forth in this CSA to the satisfaction of WUD's Director of Engineering.

**Task No. 1: PROGRAM Management and PROGRAM Administration**

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

Program Manager shall:

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

**B. Deliverables:**

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

**C. Resources:**

1. Program Executive
2. Contract Support Staff

**Task No. 2: PROGRAM Project Management**

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

1. Provide Project Managers to work as part of an integrated team with WUD staff.
2. In conjunction with the WUD project managers, plan and manage approximately 90 active CIP projects in accordance with the Project Delivery System developed under CSA No. 1 and other WUD requirements. Activities include, but are not limited to: planning, coordinating and conducting various meetings; conducting research associated with project scope development; negotiating engineering design fees; developing and maintaining project schedules; receiving and coordinating review of consultant deliverables and providing feedback to consultants regarding the acceptability of those deliverables; coordinating advertisement for bids for construction including

review and analysis of bids received and making recommendations for contract award; assisting in preparing conformed documents for construction; providing management support during construction; assisting the construction manager in close-out activities; and review and processing of consultant and contractor invoices.

3. Prepare or provide input to monthly project status reports used to document progress and to inform senior WUD leadership regarding project and PROGRAM status.
4. Prepare correspondence, legislation, and other documents required as part of the PDS for delivery of assigned projects.
5. Assist in mentoring and training WUD project managers in capital project management techniques and best practices.

B. Deliverables:

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

C. Resources:

1. 2 x Senior Project Managers
2. 1 x Project Manager

### **Task No. 3: PROGRAM Reporting and Controls Services**

- A. Services: Under CSA Nos. 1 and 2, PROGRAM MANAGER developed and implemented scheduling, reporting and document management systems and tools to promote the efficient delivery of the CIP, and further refined those tools under CSA No.3 and CSA No .4. Specifically, these tools allow the PROGRAM MANAGER and WUD to effectively manage PROGRAM costs, schedule, and budget, perform PROGRAM and financial reporting functions, and provide document control support. Under CSA No.7 PROGRAM MANAGER will use these tools in delivery of the CIP.

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

#### **Task 3.1 Scheduling**

As agreed upon under CSA No. 1, PROGRAM MANAGER will utilize Primavera P6 to

analyze and implement WUD's PROGRAM cost and schedule information into a database environment. Access to this environment will be provided to WUD staff by PROGRAM MANAGER through a hosted environment to be accessed by those designated by WUD to have update, reporting or read access. PROGRAM MANAGER will work with designated WUD personnel to provide access and will periodically update the information.

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

### **Task 3.2 Document Management System**

PROGRAM MANAGER will utilize, maintain, and refine as needed, the SharePoint-based Document Management system defined and implemented under CSA Nos. 1, 2, 3, 4, 5 and 6.

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

### **Task 3.3 SharePoint Collaboration Site**

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

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

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

### **Task 3.4 Reporting and Dashboards**

PROGRAM MANAGER will utilize the performance reporting and executive dashboards developed under CSA No.2 and refined under CSA Nos. 3, 4, 5 and 6, to provide WUD with project data, while also providing WUD senior staff with access to project and

Program information, budget charts, and other performance data that has been loaded into the system through P6 and WUD's CIP tool. In addition, PROGRAM MANAGER will maintain and refine these reporting tools as needed throughout the course of this CSA.

B. Deliverables:

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

c. Resources:

1. Scheduling support
2. Document Control Specialist
3. PROGRAM/Project Controls Implementation Specialists

**Task No.4: PROGRAM Technical Support**

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

1. Development or revision of WUD SOPs as requested.
2. Development and implementation of Project Delivery System modules for design-build and CMAR delivery methods.
3. Technical experts in the areas of water and wastewater treatment, water chemistry, and pipe rehabilitation methodologies.
4. Best practices in program and project management.
5. Alternatives analysis as part of Planning and Design.

6. Value engineering.
7. Providing technical expertise not readily available within WUD or through WUD's current consulting engineering contracts on short notice as required during planning, design, construction, or closeout.

B. Deliverables:

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

C. Resources:

1. Professional Engineers/Scientists (as requested)
2. Subject Matter experts (as requested)

**Task No. 5: PROGRAM Outreach Services**

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

**Task 5.1 Public Outreach**

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

1. Support with WUD Easement and Public outreach activities, as requested
2. Preparation of documents for presentation to the Board of County Commissioners.
3. Co-ordination for and support to Palm Beach County Office of Equal Business Opportunity (OEBO) for public outreach events such as meetings, mailings, and web-based information sharing.
4. Advice and suggestions regarding public outreach means and methods for various projects.

B. Deliverables:

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

C. Resources:

1. Communications Specialists

**Task No. 6: Construction Management Services Support**

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

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

B. Deliverables:

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

C. Resources:

1. 1 x Senior Construction Manager
2. 2 x Construction Managers
3. 1.5 x Construction Inspectors (1.5 Full Time Equivalent's)

#### **Task No. 7: Strategic Asset Management Advisory Services**

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

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

##### **Task 7.1 Strategic Asset Management Support Services**

The prime focus of the Consultant will be to support the Department in defining and delivering the asset management roadmap's Horizon 1 activities, providing the enablers, and establishing the foundations, for the Department to continue its mission of transitioning to a continually improving, asset management-focused organization. This will include developing asset management protocols and criteria, providing key document templates, and facilitating meetings to define Objectives; Decision-Making Criteria; and Reporting and Monitoring requirements.

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

- B. Deliverables:
1. Asset Management roadmap and supporting documents
  2. Tracking tool to show progress and next steps
  3. Templates and other example documents as requested
- C. Resources:
1. Senior Asset Management Consultant

#### **Task No. 8: Transition**

- A. Services: Provide staff augmentation to support the transition of services, as required, to the new service provider, should Stantec Consulting Inc. not be successful in the recomplete process. If Transition support is not required, this task will not be fulfilled.

##### **Task 8.1 Transition – 2 months support**



The purpose of this task is to provide staff support to facilitate any required knowledge transfer and / or support to WUD teams to transition of support services. The intention is that staff will be available and engaged from January 1, 2020 to February 28, 2020. The exact nature of the services and deliverables to be determined as and when this task is activated.

1. **Project Management** – provide 2 Senior Project Managers, (Craig Irwin and John Visconti) and 1 Project Manager, (Gabe Maul)
2. **Program Reporting and Controls** – provide support from Rich Nation ( P6 support ), Catherine Henderson ( reporting systems ) and Andrew Woolley ( program reporting )
3. **Construction Management Services** – provide 1 Senior Construction Manager
4. **Strategic Asset Management** – provide 1 senior Asset Management Consultant (part time)

B. Deliverables:

1. Documentation as requested by WUD management

C. Resources:

1. Senior Project Manager x 2
2. Project Manager x 1
3. Project Control staff x 3
4. Senior Construction Manager x 1
5. Senior Asset Management Consultant

## COMPENSATION

Lump Sum as provided in Attachment E.

## SCHEDULE

Work to be performed between June 1, 2019 and February 29, 2020 per Attachment D



**ATTACHMENT C**

**OEBO SCHEDULES 1 AND 2**

# OEBO SCHEDULE 1

## LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Engineering and Construction Services  
 NAME OF PRIME RESPONDENT/BIDDER: Stantec Consulting Services Inc.  
 CONTACT PERSON: Craig Irwin, P.E.  
 SOLICITATION OPENING/SUBMITTAL DATE: n/a

SOLICITATION/PROJECT/BID No.: WUD 14-054  
 ADDRESS: 800 Fairway Drive Suite 195 Deerfield Beach, FL 34411  
 PHONE NO.: 720-201-0613 E-MAIL: craig.irwin@stantec.com  
 DEPARTMENT: PBC - Water Utilities Department

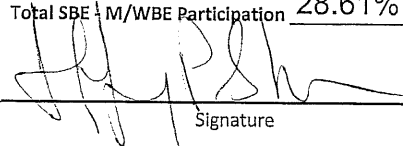
**PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.**

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE Minority/Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. Stantec Consulting Services Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	1,026,558.00	_____
2. MWH Constructors, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	683,495.00	_____
3. M.C.O. Construction And Services, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	640,295.60	_____	_____	_____	_____
4. Foresight Communications and Consulting, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	45,000.00	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
(Please use additional sheets if necessary)				<b>Total</b>	640,295.60	45,000.00	1,710,053.00	_____

Total Bid Price \$ 2,395,349.48

Total SBE + M/WBE Participation 28.61%

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

  
 \_\_\_\_\_  
 Signature

Vice President  
 \_\_\_\_\_  
 Title

- Note:
1. The amount listed on this form for a Subcontractor/subconsultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
  2. Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and/or M/WBE, please indicate the dollar amount under the appropriate category.
  3. Modification of this form is not permitted and will be rejected upon submittal.

**OEBO LETTER OF INTENT – SCHEDULE 2**

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All subcontractors/subconsultants, including any tiered subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 14-054

SOLICITATION/PROJECT NAME: Engineering and Construction Services Owner's Advisor

Name of Prime: Stantec Consulting Services Inc.

**(Check box(s) that apply)**

SBE  WBE  MBE  M/WBE  Non-S/M/WBE Date of Palm Beach County Certification (if applicable): \_\_\_\_\_.

The undersigned affirms they are the following (select one from each column):

**Column 1**

**Column 2**

Male  Female

African-American/Black  Asian American  Caucasian American

Hispanic American  Native American

**S/M/WBE PARTICIPATION** – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any **S/M/WBE** participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Qty./Units	Contingencies/ Allowances	Total Price/Percentage
	Program Management/Project Management/Program Reporting and Controls/Technical Support				
	Construction Management Services Support/Strategic Asset Management Support Services/Transition				
				Total	\$2,395,349.48

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \_\_\_\_\_

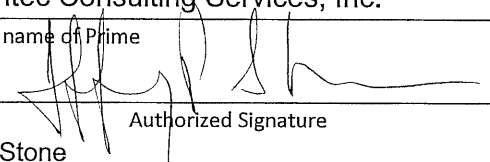
**If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.**

MCO Construction Services, Inc./MWH Constructors, Inc./Foresight Communications, Inc. Price or Percentage: \$640,295.68/\$683,495.04/\$45,000.00

Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant \_\_\_\_\_

Stantec Consulting Services, Inc.

Print name of Prime

By: 

Authorized Signature

Jeff Stone

Print name

Vice President, Assoc. General Counsel

Title

Date: March 29, 2019

Print name of Subcontractor/subconsultant

By: \_\_\_\_\_

Authorized Signature

Print name

Title

Date: \_\_\_\_\_

**OEBO LETTER OF INTENT – SCHEDULE 2**

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SOLICITATION/PROJECT NUMBER: 14-054

SOLICITATION/PROJECT NAME: Engineering and Construction Services Owner's Advisor

Name of Prime: Stantec Consulting Services Inc.

**(Check box(s) that apply)**

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): \_\_\_\_\_.

The undersigned affirms they are the following (select one from each column):

**Column 1**

**Column 2**

Male Female

African-American/Black Asian American Caucasian American

Hispanic American Native American

**S/M/WBE PARTICIPATION** – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any **S/M/WBE** participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Qty./Units	Contingencies/ Allowances	Total Price/Percentage
006	Construction Management Services				\$611,379.84
008	Transition				\$64,915.20

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$683,495.04

**If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.**

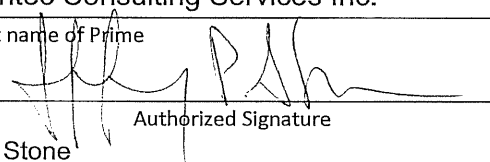
\_\_\_\_\_  
Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant

Price or Percentage: \_\_\_\_\_

Stantec Consulting Services Inc.

Print name of Prime

By:

  
Authorized Signature

Jeff Stone

Print name

Vice President, Assoc. General Counsel

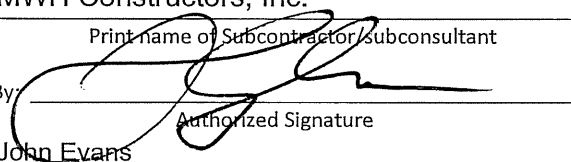
Title

Date: March 26, 2019

MWH Constructors, Inc.

Print name of Subcontractor/subconsultant

By:

  
Authorized Signature

John Evans

Print name

Southeast Regional CMS Manager

Title

Date: 3/29/19

**OEBO LETTER OF INTENT – SCHEDULE 2**

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 14-054

SOLICITATION/PROJECT NAME: Engineering and Construction Services Owner's Advisor

Name of Prime: Stantec Consulting Services Inc.

**(Check box(s) that apply)**

SBE  WBE  MBE  M/WBE  Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 1/23/2017

The undersigned affirms they are the following (select one from each column):

**Column 1**

**Column 2**

Male  Female

African-American/Black  Asian American  Caucasian American

Hispanic American  Native American

**S/M/WBE PARTICIPATION** – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Quantity/Units	Contingencies/Allowances	Total Price/Percentage
005	Outreach Services				\$45,000.00

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$45,000.00

**If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.**

Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant

Price or Percentage:

Stantec Consulting Services Inc

Print Name of Prime

By:

Authorized Signature

Jeff Stone

Print Name

Vice President, Assoc. General Counsel

Title

Date: March 26, 2019

FORESIGHT COMMUNICATIONS & CONSULTING, INC.

Print Name of subcontractor/subconsultant

By:

Authorized Signature

Linda Culbertson

Print Name

President

Title

Date:

4/1/19

**OEBO LETTER OF INTENT – SCHEDULE 2**

**A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document.** All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 14-054

SOLICITATION/PROJECT NAME: Engineering and Construction Services Owner's Advisor

Name of Prime: Stantec Consulting Services Inc.

**(Check box(s) that apply)**

SBE  WBE  MBE  M/WBE  Non-S/M/WBE Date of Palm Beach County Certification (if applicable): \_\_\_\_\_

The undersigned affirms they are the following (select one from each column):

**Column 1**

**Column 2**

Male  Female

African-American/Black  Asian American  Caucasian American

Hispanic American  Native American

**S/M/WBE PARTICIPATION** – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
002	Project Management Services				\$249,834.24
003	Program Reporting and Controls				\$87,127.92
005	Outreach Services				\$10,000.00
006	Construction Management Services				\$223,845.12
008	Transition				\$69,398.40

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$640,295.68

**If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.**

\_\_\_\_\_  
Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant

Price or Percentage: \_\_\_\_\_

Stantec Consulting Services Inc

Print Name of Prime

By: [Signature]  
Authorized Signature

Jeff Stone

Print Name

Vice President, Assoc. General Counsel

Title

Date: March 26, 2019

M.C.O. CONSTRUCTION AND SERVICES, INC.

Print Name of Subcontractor/subconsultant

By: [Signature]  
Authorized Signature

Elizabeth A. McNeill

Print Name

President

Title

Date: 1 APRIL 2019



**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> (Calendar Days)
Program Management Services as described (Tasks 1, 2, 3, 4, 5, 6, and 7)	213
Program Management Services Transition as described (Task 8)	273

Assumptions:

1. CSA covers the period June 1, 2019 through Dec 31, 2019 (
2. Multiplier for staff based in PBCWUD facilities
3. Allow 40 hours for General Engineering support to be provide
4. Transition, Task 8, 2 months for key staff, as indicated below
5. All software required for systems and tools implementation to
6. Salary and billing rates escalated 4% per MSA.
7. 3 Construction Managers through MWH Constructors ( now as
8. 1.5 FTE's, Construction Inspector through MCO Construction
9. Program Support from Jack McDonald, 4 trips planned
- 10 full time replacement PM

Task No.	Task Description	Proj	Labor Subtotal	Subconsultants	ODCs	TOTAL
Task 1	Program Management		<b>\$87,691.42</b>	<b>\$0.00</b>	<b>\$4,800.00</b>	<b>\$92,491.42</b>
			\$49,416.96		\$4,800.00	\$54,216.96
			\$8,263.98			\$8,263.98
			\$8,263.98			\$8,263.98
			\$8,263.98			\$8,263.98
			\$13,482.52			\$13,482.52
Task 2	Project Management MCO - John Visconti		<b>\$395,377.92</b>	<b>\$249,834.24</b>	<b>\$0.00</b>	<b>\$645,212.16</b>
			\$249,834.24			\$249,834.24
			\$262,563.84			\$262,563.84
Task 3	Program Reporting and Controls MCO - Kerry Ann Williams		<b>\$272,255.46</b>	<b>\$87,217.92</b>	<b>\$0.00</b>	<b>\$359,473.38</b>
			\$124,187.50			\$124,187.50
			\$22,811.00	\$87,217.92		\$22,811.00
Task 4	Technical Support		\$125,256.96			\$125,256.96
			<b>\$9,124.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,124.40</b>
Task 5	Outreach Services Foresight - Linda Culbertson MCO - Ann McNeil		<b>\$0.00</b>	<b>\$55,000.00</b>	<b>\$0.00</b>	<b>\$55,000.00</b>
			\$45,000.00			\$45,000.00
Task 6	Construction Management Services Support MCO - Steve F and William L MWH Constructors - JE MWH Constructors - DH MWH Constructors - JO		<b>\$0.00</b>	<b>\$805,224.96</b>	<b>\$30,000.00</b>	<b>\$835,224.96</b>
			\$223,845.12		\$30,000.00	\$263,845.12
			\$233,694.72			\$233,694.72
			\$199,422.72			\$199,422.72
			\$148,262.40			\$148,262.40
Task 7	Strategic Asset Management Support Services Ken Gedman		<b>\$68,433.00</b>		<b>\$7,500.00</b>	<b>\$75,933.00</b>
			\$68,433.00		\$7,500.00	\$75,933.00
Task 8	Transition CI + PM MWH Constructors - JE AW + RN+CH ( controls ) contract admin MCO - John Visconti Ken Gedman		<b>\$181,376.56</b>	<b>\$134,313.60</b>	<b>\$7,200.00</b>	<b>\$322,890.16</b>
			\$109,827.20			\$109,827.20
				\$64,915.20	\$7,200.00	\$72,115.20
			\$53,894.40			\$53,894.40
			\$8,530.56			\$8,530.56
			\$9,124.40	\$69,398.40		\$69,398.40
Labor Subtotal Hours						
Average Raw Salary Rate						
Multiplier						
Billing Rate = Average Raw Salary Rate X Multiplier						
<b>TOTAL</b>			<b>\$1,014,258.76</b>	<b>\$1,331,590.72</b>	<b>\$49,500.00</b>	<b>\$2,395,349.48</b>
Subconsultants						
Subconsultant	MCO Construction & Services, Inc. (Project Manager, Doc Control)					
Subconsultant	Foresight Communications					
SBE/WBE Subtotal						
Subconsultant	Non SBE/WBE - MWH Constructors					
Subconsultant Subtotal						



Craig Irwin, PE (FL), PMP  
Stantec Consulting, Inc. Project Manager  
PBCWUD Capital Improvements Program  
8100 Forest Hill Blvd.  
West Palm Beach, FL 33413

Re: Construction Management Services Proposal  
Palm Beach County Water Utilities  
Consultant Services Agreement #7

Dear Mr. Irwin:

MWH Constructors is pleased to present you with this proposal to continue to provide Construction Management Services (CMS) for the subject project.

Task 006 - Construction Management Services Support.

Services:

Provide staff augmentation to support the Construction Management team in delivery of the growing volume of capital work in construction. This support also provides relief to the CM team given the burgeoning volume of developer work being experienced. This augmentation will consist of construction managers to provide construction management services for assigned projects.

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

Deliverables:

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



Schedule, Resources and Compensation:

Task 006 – Construction Management Support

Schedule – June 1<sup>st</sup> 2018 to December 31<sup>st</sup> 2019.

- John Evans, Senior Construction Manager – 1152 hrs. x \$202.86 = \$233,694.72
- Doug Hart, Construction Manager – 1152 hrs. x \$173.11 = \$199,422.72
- Jorge Orozco, Construction Manager – 1152 hrs. x \$128.70 = \$148,262.40

Travel Expenses for John Evans – NTE \$30,000 to cover charges from Aires

New Task 008 – Transition (Only in the event that we are not selected in the re-compete)

Schedule – January 1<sup>st</sup> 2019 to February 28, 2019.

- John Evans 320 hrs. x \$202.86 = \$64,915.20

Travel Expenses for John Evans – NTE \$7,200 to cover charges from Aires

Total Subcontract will be NTE \$683,495.04

We look forward to our continued association with the Stantec Team.

A handwritten signature in black ink, appearing to read "John K. Evans", with a long, sweeping horizontal line extending to the right.

John K. Evans  
Southeast Regional CMS Manager  
MWH Constructors



April 10, 2019

SUBJECT: Palm Beach County Water Utilities Department CIP Program Management

To Whom It May Concern,

I, Blair M. Lavoie, President and CEO of MWH Constructors, Inc. ("Company"), do hereby authorize John Evans, Project Manager, to sign any and all project related documents for the Palm Beach County Water Utilities Department ("PBCWUD") CIP Program Management on behalf of the Company.

Respectfully,

A handwritten signature in black ink, appearing to read "Blair M. Lavoie", written over a horizontal line.

Blair M. Lavoie, President & CEO  
Blair.Lavoie@stantec.com  
MWH Constructors, Inc.  
370 Interlocken Blvd., Suite 300, Broomfield, CO 80021



**PALM BEACH COUNTY WATER UTILITIES DEPARTMENT  
CAPITAL IMPROVEMENT PROGRAM  
COMMUNICATIONS / COMMUNITY OUTREACH / PUBLIC AWARENESS PROGRAMS**

**PURPOSE**

Based on workshops and interviews Foresight Communications held with Palm Beach County Water Utilities Department (PBCWUD) staff and leadership in 2014, the following purposes were identified as priorities for CIP communications:

- To raise awareness of the CIP and its benefits.
- To mitigate any adverse impact of CIP projects on Palm Beach County residents, visitors and businesses.
- To garner and maintain the public's confidence in and support of CIP-related activities.
- To provide stakeholders with program information that is useful and easily understood, and a means to ask questions and share concerns.

**COMMUNICATION CONSULTANT**

Linda Culbertson, founder and president of Foresight Communications & Consulting, Inc., is the communications professional chosen by Stantec in 2014 to work with PBCWUD to develop, implement and provide ongoing support for CIP communications. Her firm specializes in providing communication services to government organizations. Linda brings to this assignment 31 years of state and local government experience. She built and led a full-service communications group in a government organization with 800+ employees, serving Palm Beach County's 1.3 million residents for several years before starting her firm. A Palm Beach County resident and active community volunteer for 19 years, Linda has broad knowledge of the county's government agencies, communities, individual stakeholders and businesses.

**APPROACH – OUTREACH PLANNING**

***Project Communication Meeting***

This is the first step in the planning process. The project and/or program manager contacts Foresight Communications for a meeting to discuss an upcoming PBCWUD project, preferably three to six months in advance of construction. The meeting covers the following topics:

- Project description
- Purpose
- Benefits
- Location
- Schedule
- Cost
- Anticipated impact on residents, businesses, others
- Plans/ability to alleviate any adverse impact

***Project Research***

Foresight Communications researches the project location(s) using aerial maps provided by the project manager to more clearly understand the impact, and discuss concerns or special circumstances with the project manager in

areas where we may anticipate resistance, or need to consider some different approaches to reach those affected by the project.

For example, if there is a school in the area of construction, it's important to take into consideration how the work will impact the route children take to walk to school, or the area where buses come and go or where parents pick up and drop off their children. In cases like this, meetings or telephone conferences are arranged between the project manager and principal to prepare them for what's coming up, and identify any special needs they may have.

### **Community Outreach Plan**

Foresight Communications drafts a Community Outreach Plan for review and input by the project and program managers. Once the plan is approved, Foresight Communications carries out the plan in collaboration with PBCWUD staff. The most often-used communication strategies include:

- Community Information Sessions – A presentation about the project and its impact at the nearest county library branch or other convenient location (ex: HOA meeting place) by Foresight Communications and PBCWUD staff.
- Meetings with HOA Officers & Property Managers – Small meetings to discuss project impact and/or easement acquisition.
- Written Correspondence – Includes a description of the project and its impact. It is also used to request temporary or permanent easements. Written correspondence includes an offer of Spanish or Creole translation.
- Telephone Communication – Depending upon the duration and complexity of the project, it is often beneficial to reach out by phone in advance of written correspondence to identify and consider special needs. (Examples: Schools, hospitals, businesses, homeowners' associations). Telephone communication is also used extensively for acquisition of easements and temporary construction authorizations.
- Water Project Information Line – A voicemail line for residents to call with questions or concerns. It is monitored twice every business day. Foresight Communications collaborates with the project manager to address concerns or questions within 24 hours.
- Printed materials – Maps, fact sheets and other exhibits describing the project and its impact.

### **BUILDING STAKEHOLDER SUPPORT**

Over the past five years, PBCWUD has earned a reputation for caring about the residents and businesses who are impacted by its projects. Here are just a few comments received:

*"No government agency has ever done this before. It's so nice to get advance notice for what's coming up."*

*"I can't believe you called me back!"*

*"Your customer care is beyond words."*

### **PROPOSAL FOR COMMUNICATION SERVICES FOR CSA #7, TASK 005 – JUNE 1, 2019 TO DECEMBER 31, 2019**

NTE allowance of \$45,000 (rate \$156/hr.)



**PROPOSAL**

**To: Andrew Woolley  
Stantec**

**From: Ann McNeill**

**Date: March 22, 2019**

**Re: Palm Beach County Water Utilities Department**

**Subject: Proposal**

We propose to furnish the following. The billing rate for the project management support services is fully loaded and includes labor burden, overhead and profit:

Task	Staff	Hours	Billing Rate	Cost
Sr. Project Mgt. Services	John Visconti	1152	\$ 216.87	\$ 249,834.24
Transition Support	John Visconti	320	\$ 216.87	\$ 69,398.40
Admin. Support	Kerry Ann Williams	1152	\$ 75.71	\$ 87,217.92
Outreach Services	Ann McNeill	83	\$ 120.18	\$ 10,000.00
Construction Mgt. Support	Steve Freiman William Lapinsky	1728	\$ 129.54	\$ 223,845.12
	<b>Total</b>			<b>\$ 640,295.68</b>





---

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

\_\_\_\_\_  
Approval Signature

Date: \_\_\_\_\_

# ATTACHMENT F

## Palm Beach County Water Utilities Department Resolution # R 2014 – 1188 Contract Dated August 19, 2014

### AUTHORIZATION STATUS REPORT

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

Master Contract Goal: 23.7%                      **SBE**

#### **Current Proposal**

Value of Authorization No. <u>7</u>	\$ 2,395,349.48
Value of SBE-M/WBE Letters of Intent	\$ 685,295.68
Actual Percentage	<u>28.60%</u>

#### **Signed/Approved Authorizations**

Total Value of Authorizations	\$ 16,993,098.47
Total Value of SBE-M/WBE Signed Subcontracts	\$ 3,881,403.73
Actual Percentage	<u>22.84%</u>

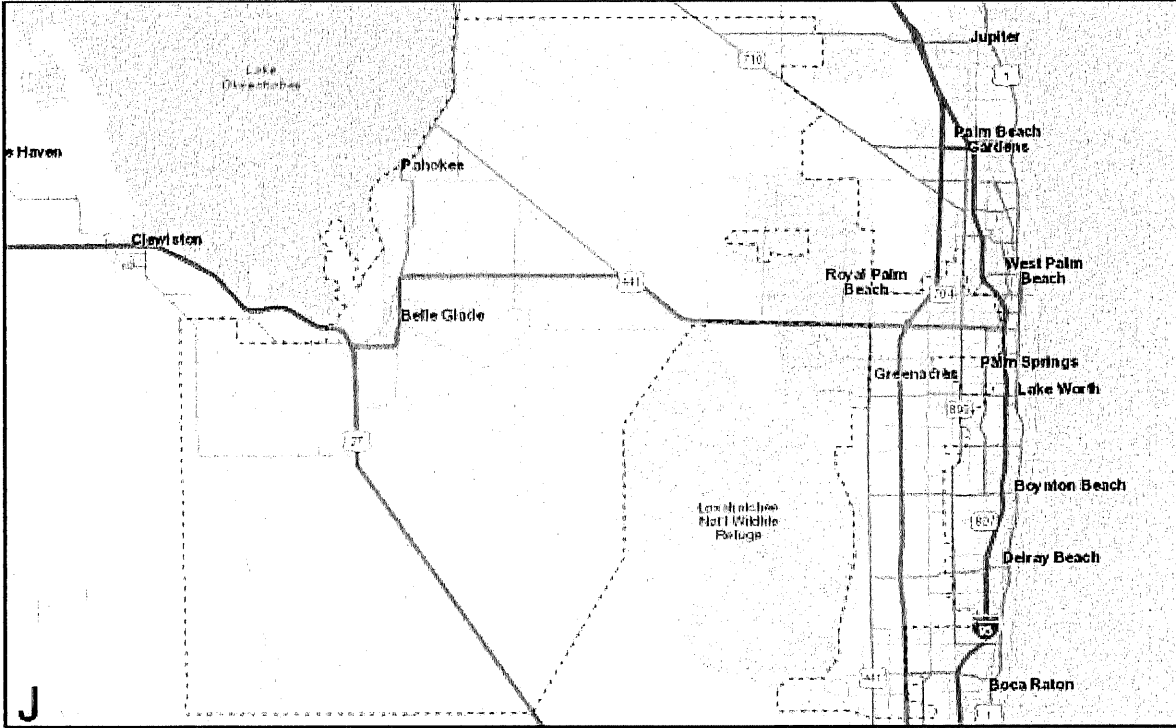
#### **Signed/Approved Authorizations Plus Current Proposal**

Total Value of Authorizations	\$ 19,388,447.95
Total Value of Subcontracts & Letters of Intent	\$ 4,566,699.41
Actual Percentage	<u>23.55%</u>

Revised 1-4-19

# ATTACHMENT G

Palm Beach County Water Utilities Department  
Resolution # R 2014 – 1188 Contract Dated August 19, 2014

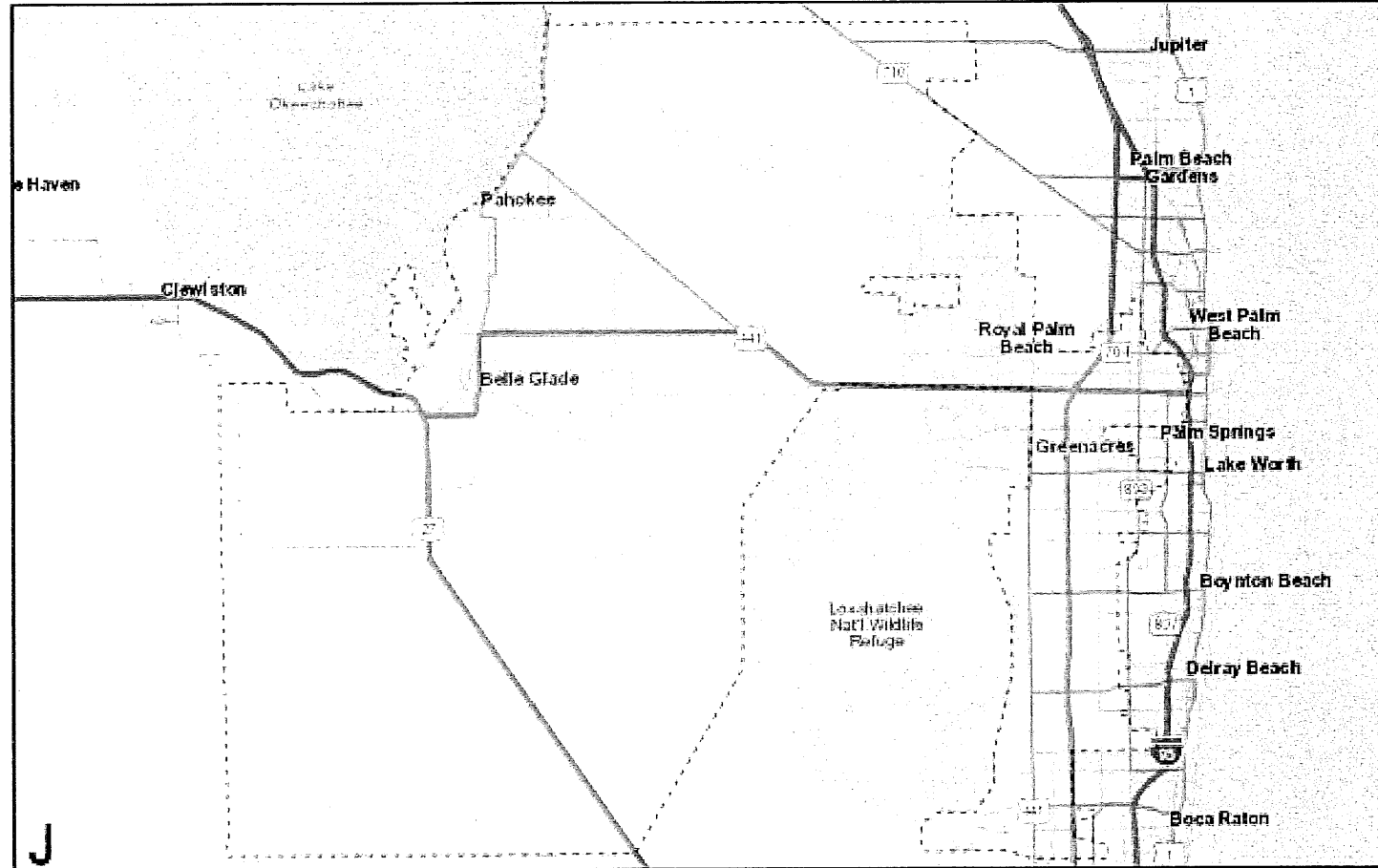


	<p><b>Palm Beach County</b> <b>Water Utilities</b> <b>Department</b> 8100 Forest Hill Blvd. West Palm Beach, FL 33411 561-748-8000</p>
---	--

<p><b>Location Map</b></p>
----------------------------

# ATTACHMENT 2

## Palm Beach County Water Utilities Department Resolution # R 2014 – 1188 Contract Dated August 10, 2014



**Palm Beach County  
Water Utilities  
Department**

8100 Forest Hill Blvd.  
West Palm Beach, FL 33411  
(561) 742-2800

**Location Map**



# CERTIFICATE OF LIABILITY INSURANCE

10/1/2019 DATE (MM/DD/YYYY)  
9/12/2018

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).

<b>PRODUCER</b> Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>CONTACT NAME:</b></td> </tr> <tr> <td><b>PHONE (A/C, No, Ext):</b></td> <td><b>FAX (A/C, No):</b></td> </tr> <tr> <td colspan="2"><b>E-MAIL ADDRESS:</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>INSURER(S) AFFORDING COVERAGE</b></td> </tr> <tr> <td><b>INSURER A:</b> Lloyds of London</td> <td><b>NAIC #</b></td> </tr> <tr> <td><b>INSURER B:</b></td> <td></td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	<b>CONTACT NAME:</b>		<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>	<b>E-MAIL ADDRESS:</b>		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>INSURER A:</b> Lloyds of London	<b>NAIC #</b>	<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURER E:</b>																					
<b>INSURER F:</b>																					
<b>INSURED</b> STANTEC CONSULTING SERVICES INC. 1365102 MWH CONSTRUCTORS, INC. & SLAYDEN CONSTRUCTORS, INC. 370 INTERLOCKEN BLVD., #300 BROOMFIELD CO 80021																					

**COVERAGES \*** **CERTIFICATE NUMBER: 12596805** **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
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ XXXXXXXX GENERAL AGGREGATE \$ XXXXXXXX PRODUCTS - COMP/OP AGG \$ XXXXXXXX \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX
A	<b>PROFESSIONAL LIABILITY</b>	N	N	GLOPR1801673	10/1/2018	10/1/2019	EACH CLAIM: \$5,000,000 AGGREGATE: \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 RE: Contract for Utility Hydrogeologic & Water Resources Engineering Services WUD 11-003. Coverage is Primary where required by written contract.

### CERTIFICATE HOLDER

### CANCELLATION

<b>12596805</b> Palm Beach County Water Utilities Department Maurice Tobon, P.E. 8100 Forest Hill Boulevard West Palm Beach, FL 33413	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">           RECEIVED BY: _____  <div style="border: 2px solid black; padding: 5px; text-align: center; margin: 5px 0;"> <b>SEP 17 2018</b> </div> <b>PBCWUD ENGINEERING</b> </div> <div style="text-align: right; margin-top: 20px;"> </div>
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**POLICY NUMBER: GLO0246172**  
**GENERAL LIABILITY**

**COMMERCIAL**

**NAMED INSURED: SEE ATTACHED CERTIFICATE**  
**CG 20 26 04 13**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s):</b>
PALM BEACH COUNTY BOARD OF COMMISSIONERS, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, ITS OFFICERS, EMPLOYEES AND AGENTS
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, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

**CG 20 26 04 13**

**© Insurance Services Office, Inc.**

**POLICY NUMBER: GLO0246172**  
**GENERAL LIABILITY**  
**NAMED INSURED: SEE ATTACHED CERTIFICATE**  
**CG 20 37 04 13**

**COMMERCIAL**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - OWNERS, LESSEES OR  
CONTRACTORS - COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

**SCHEDULE**

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**Name of Person or Organization:**

ANY PERSON OR ORGANIZATION TO WHOM OR TO WHICH YOU ARE REQUIRED TO PROVIDE ADDITIONAL INSURED STATUS IN A WRITTEN CONTRACT OR WRITTEN AGREEMENT, EXCEPT WHERE SUCH CONTRACT OR AGREEMENT IS PROHIBITED BY LAW

**Location And Description of Completed Operations:**

ANY LOCATION OR PROJECT WHERE YOU ARE REQUIRED TO PROVIDE ADDITIONAL INSURED STATUS IN A WRITTEN CONTRACT OR WRITTEN AGREEMENT EXCEPT WHEN SUCH CONTRACT OR AGREEMENT IS PROHIBITED BY LAW

(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, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

Commercial General Liability Coverage Part

### SCHEDULE

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**Name Of Person Or Organization:**

Any person or organization that requires you to waive your rights of recovery, in a written contract or agreement with the Named Insured.

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Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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The following is added to Paragraph 8. Transfer Of Rights Of Recovery Against Others To Us of Section IV - Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

CG 24 04 05 09

**POLICY NUMBER:** TC2J-CAP-8E086819; TJ-BAP-8E086820; TC2J-CAP-8E087017

**COMMERCIAL AUTO  
CA 04 44 03 10**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY  
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM  
BUSINESS AUTO PHYSICAL DAMAGE COVERAGE FORM  
GARAGE COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM  
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated.

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**Named Insured:** MWH CONSTRUCTORS, INC.

**Endorsement Effective Date:** 5/1/2018

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**SCHEDULE**

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**Name(s) Of Person(s) Or Organization(s):**

**WHERE REQUIRED BY WRITTEN CONTRACT**

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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**The Transfer Of Rights Of Recovery Against Others To Us** Condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or "loss" under a contract with that person or organization.

CA 04 44 03 10

**WORKERS COMPENSATION AND  
EMPLOYERS LIABILITY POLICY**

**ENDORSEMENT WC 00 03 13 (00)**

POLICY NUMBER: TC2J-UB-8E08592 (AOS); TRJ-UB-8E08593 (MA, WI)

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit any one not named in the Schedule.

**SCHEDULE**

DESIGNATED PERSON OR ORGANIZATION:

**WHERE REQUIRED BY WRITTEN CONTRACT**