

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date:	October 8, 2019	<input checked="" type="checkbox"/>	Consent	<input type="checkbox"/>	Regular
		<input type="checkbox"/>	Workshop	<input type="checkbox"/>	Public Hearing
Department:	Engineering & Public Works Department				
Submitted By:	Roadway Production Division				
Submitted For:	Roadway Production Division				

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

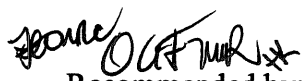
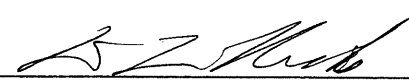

- A) the fourth amendment to the structural engineering annual contract (R2017-0026) dated January 10, 2017 with Alan Gerwig & Associates, Inc. (AGA); and
- B) a work task order to the contract with AGA in the amount of \$309,498.60 for professional services for the Donald Ross Road Bascule Bridge Equipment Rehabilitation (Project).

SUMMARY: Approval of this fourth amendment will update the language of the termination section, access and audits section, criminal history records check section, non-discrimination section, scrutinized companies section, and add the vendor self service registration required section to be compliant with current Palm Beach County standards. Approval of this work task order will provide the design services necessary for the Project. The services include rehabilitation of the hydraulic, mechanical and electrical systems for the project. The solicitation for structural engineering design professionals was advertised on August 7, 2016 and August 14, 2016. The contract was approved on January 10, 2017, prior to the effective date of the Equal Business Opportunity Ordinance and pursuant to the Small Business Enterprise (SBE) Ordinance at the time. The SBE goal for all contracts is 15%. AGA proposed 100% SBE participation. Their SBE participation for this work task order is 10.18% due to there being no available SBE subconsultants for bascule bridge work. Their cumulative SBE participation to date including this work task order is 63.7%. Prior to this work task order, AGA's cumulative SBE participation was 96.1%. AGA is a Palm Beach County (County) based company and a certified SBE company. Anne Gerwig, Mayor of Wellington, is owner of 1% of AGA. In the event any item would come before her that would offer a special financial benefit to her or her business relating to this contract, AGA has disclosed that it would require her to recuse herself from that item, thereby removing any conflict of interest for herself, AGA or the County. Anne Gerwig also serves as chair of the Citizens Advisory Committee on Health and Human Services as a Palm Beach County League of Cities representative, which is purely advisory and without oversight of this contract. Disclosure of these contractual relationships at a noticed public meeting is provided in accordance with the provisions of Section 2-443, of the Palm Beach County Code of Ethics. District 1 (YBH)

Background and Justification: On January 10, 2017, the Board of County Commissioners (BCC) approved Contract R2017-0026 with AGA to provide professional services required for structural engineering throughout the County. **(Continued on page 3)**

Attachments:

1. Location Sketch
2. Fourth Amendment (2)
3. Work Task Order with Exhibits A, B and C, Conflict of Interest form and Certificates of Insurance (2)

 Recommended by: <u>YBH/TEL</u>	 County Engineer	<u>9/10/2019</u> Date
Approved By: 	Assistant County Administrator	<u>9/23/19</u> Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures	<u>\$319,499</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Operating Costs	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
External Revenues	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Program Income (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
In-Kind Match (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
NET FISCAL IMPACT	<u>\$319,499</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
# ADDITIONAL FTE					
POSITIONS (Cumulative)					

Is Item Included in Current Budget?	Yes	X	No	
Does this item include the use of federal funds?	Yes		No	X

Budget Account No:

Fund 3500 Dept 361 Unit 1909 Object 6505

Recommended Sources of Funds/Summary of Fiscal Impact:

Transportation Improvement Fund

Donald Ross Rd Bascule Bridge-Equipment

Basic Services	\$164,915.40
Reimbursable Services	\$.00
Optional Services	<u>\$144,583.20</u>
Total New Task Authorization	\$309,498.60
Staff Charges	
Roadway Engineering	\$ 10,000.00
Fiscal Impact	<u>\$319,498.60</u>

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

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

AP 8/13 8/13 8/13 OFMB

Comments:

Dr. S. Jacoby
Contract Dev. and Control 9/16/19
9/16/19

**B. Approved as to Form
and Legal Sufficiency:**

MB/encn 9/9/19
Assistant County Attorney

C. Other Department Review:

Department Director

Background and Justification: (Continued from page 1)

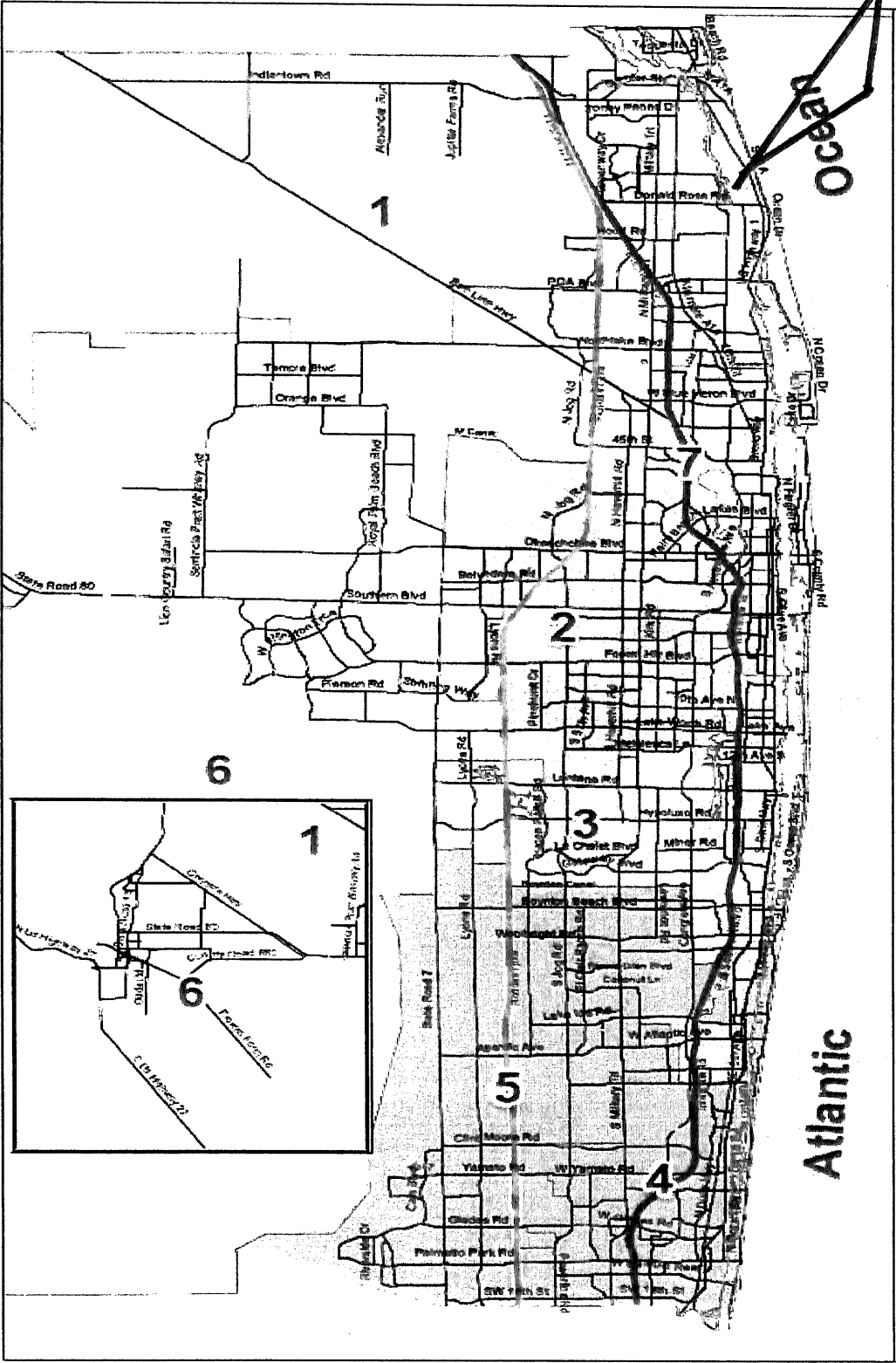
The fee as detailed in Exhibit B of the attached work task order, has been negotiated as just and reasonable compensation as follows:

Basic Services (Lump Sum)	\$164,915.40	(Design Rehabilitation, Temporary Traffic Control).
Optional Services (Not to Exceed)	<u>\$144,583.20</u>	(Post Design Phase, Span Balance).
Total:	<u>\$309,498.60</u>	

The first amendment to the contract (R2017-1876) dated December 19, 2017, extended the expiration date from January 9, 2018 to January 9, 2019, modified the fee schedule and replaced Section 5.2 – Payments. The second amendment to the contract (R2018-0816) dated June 5, 2018, added Section 22 – Additional Reporting. The third amendment to the contract (R2018-1973) dated December 18, 2018, extended the expiration date from January 9, 2019 to January 9, 2020, and modified the fee schedule.

After reviewing the attached work task order for professional services and finding it in proper order, the Engineering Department recommends BCC approval.

Donald Ross Road Bascule Bridge Equipment Rehabilitation
Palm Beach County Project No. 2018510



LOCATION MAP



**FOURTH AMENDMENT TO THE
ANNUAL STRUCTURAL ENGINEERING SERVICES
ANNUAL CONTRACT NO. R2017-0026
DATED JANUARY 10, 2017, BY AND BETWEEN
ALAN GERWIG & ASSOCIATES, INC., AND PALM BEACH COUNTY**

This Fourth Amendment to the Contract for Annual Structural Engineering Services (PROJECT) (R2017-0026), dated January 10, 2017 (ANNUAL CONTRACT), is made and entered into the _____ day of _____, 2019, by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners (COUNTY) and Alan Gerwig & Associates, Inc. (CONSULTANT) (individually Party and collectively Parties).

W I T N E S S E T H

WHEREAS, the CONSULTANT and COUNTY entered into the ANNUAL CONTRACT for structural engineering services required for COUNTY user departments, on an as needed basis, hereinafter referred to as the PROJECT; and

WHEREAS, by this Fourth Amendment, the CONSULTANT and the COUNTY mutually agree to amend the ANNUAL CONTRACT as provided herein.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements herein contained, the parties agree as follows:

1. The above recitations are true and correct and incorporated herein.
2. **SECTION 7.1 - TERMINATION** of the ANNUAL CONTRACT is hereby deleted in its entirety and replaced with the following:

Section 7.1 – TERMINATION

This Contract may be terminated by the CONSULTANT upon sixty (60) days prior written notice to the COUNTY in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the CONSULTANT. It may also be terminated, in whole or in part, by the COUNTY, with cause upon five (5) business days written notice to the CONSULTANT or without cause upon ten (10) business days written notice to the CONSULTANT. Unless the CONSULTANT is in breach of this Contract, the CONSULTANT shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice, except as otherwise directed by the COUNTY, in writing, the CONSULTANT shall:

- A. Stop work on the date and to the extent specified.

- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
 - C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.
 - D. Continue and complete all parts of the work that have not been terminated.
3. **SECTION 7.13 ACCESS AND AUDITS** of the ANNUAL CONTRACT is hereby deleted in its entirety and replaced with the following:

SECTION 7.13 ACCESS AND AUDITS

The CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least four (4) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the CONSULTANT'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the CONSULTANT, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

4. **SECTION 9 - CRIMINAL HISTORY RECORDS CHECK** of the ANNUAL CONTRACT is hereby deleted in its entirety and replaced with the following:

SECTION 9 – CRIMINAL HISTORY RECORDS CHECK

The CONSULTANT, CONSULTANT'S employees, subcontractors of CONSULTANT and employees of subcontractors shall comply with Palm Beach County Code, Section 2-371 - 2-377, the Palm Beach County Criminal History Records Check Ordinance (Ordinance), for unescorted access to critical facilities (Critical Facilities) or criminal justice information facilities (CJI Facilities) as identified in Resolution R-2003-1274, as amended. The CONSULTANT is solely responsible for the financial, schedule, and/or staffing implications of this Ordinance. Further, the CONSULTANT acknowledges that its Contract price includes any and all direct or indirect costs associated with compliance with this Ordinance, except for the applicable FDLE/FBI fees that shall be paid by the COUNTY.

This Contract may include sites and/or buildings which have been designated as either critical facilities or criminal justice information facilities pursuant to the Ordinance and

Resolution R2003-1274, as amended. COUNTY staff representing the COUNTY department will contact the CONSULTANT(S) and provide specific instructions for meeting the requirements of this Ordinance. Individuals passing the background check will be issued a badge. The CONSULTANT shall make every effort to collect the badges of its employees and its subcontractors' employees upon conclusion of the contract and return them to the COUNTY. If the CONSULTANT or its subcontractor(s) terminates an employee who has been issued a badge, the CONSULTANT must notify the COUNTY within two (2) hours. At the time of termination, the CONSULTANT shall retrieve the badge and shall return it to the COUNTY in a timely manner.

The COUNTY reserves the right to suspend the CONSULTANT if the CONSULTANT 1) does not comply with the requirements of County Code Section 2-371 - 2-377, as amended; 2) does not contact the COUNTY regarding a terminated CONSULTANT employee or subcontractor employee within the stated time; or 3) fails to make a good faith effort in attempting to comply with the badge retrieval policy.

5. **SECTION 12 - NON-DISCRIMINATION** of the ANNUAL CONTRACT is hereby deleted in its entirety and replaced with the following:

SECTION 12 - NON-DISCRIMINATION

The COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the CONSULTANT warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Contract.

As a condition of entering into this Contract, the CONSULTANT represents and warrants that it will comply with the COUNTY'S Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the CONSULTANT shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the CONSULTANT retaliate against any person for reporting instances of such discrimination. The CONSULTANT shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The CONSULTANT understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

CONSULTANT shall include this language in its subcontracts.

6. **SECTION 20 - SCRUTINIZED COMPANIES** of the ANNUAL CONTRACT is hereby deleted in its entirety and replaced with the following:

SECTION 20 - SCRUTINIZED COMPANIES

As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.

When contract value is greater than \$1 million: As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

If the County determines, using credible information available to the public, that a false certification has been submitted by CONSULTANT, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal, if applicable.

7. **SECTION 23 – VSS REGISTRATION REQUIRED** is hereby added to the ANNUAL CONTRACT:

SECTION 23 – VSS REGISTRATION REQUIRED

In order to do business with Palm Beach County, CONSULTANTS are required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department’s Vendor Self Service (VSS) system, which can be accessed at

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

If CONSULTANT intends to use sub-consultants, CONSULTANT must also ensure that all sub-consultants are registered as consultants in VSS. All subcontractor agreements must include a contractual provision requiring that the sub-consultant register in VSS. COUNTY will not finalize a contract award until the COUNTY has verified that the CONSULTANT and all of its sub-consultants are registered in VSS.

8. It is the intent of the parties hereto that this Fourth Amendment shall not become binding until the date executed by the COUNTY.

9. Except as hereby amended, changed or modified, all other terms, conditions and obligations of the ANNUAL CONTRACT as amended on December 19, 2017 (R2017-1876), June 5, 2018 (R2018-0816), and December 18, 2018 (R2018-1973) shall remain in full force and effect.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties have caused this Fourth Amendment to the ANNUAL CONTRACT (R2017-0026) to be executed and sealed this _____ day of _____, 2019.

OWNER:

Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of County Commissioners:

BY: _____
Mack Bernard, Mayor

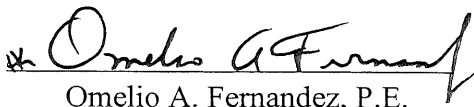
S E A L

ATTEST:

Sharon R. Bock, Clerk & Comptroller
Circuit Court

BY: _____
(Deputy Clerk)

**APPROVED AS TO TERMS
AND CONDITIONS:**

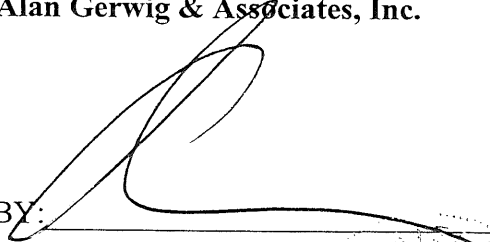
BY: 
Omelio A. Fernandez, P.E.
Director of Roadway Production

**APPROVED AS TO FORM &
LEGAL SUFFICIENCY:**

BY: _____
Yelizaveta B. Herman,
Assistant County Attorney

CONSULTANT:

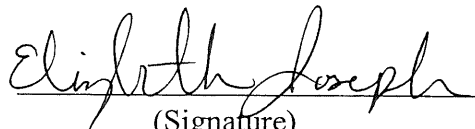
Alan Gerwig & Associates, Inc.

BY: 
Alan Gerwig, P.E. President

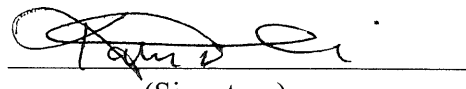
CORPORATE SEAL

ATTEST WITNESS:

BY: Elizabeth Joseph
(Print Name)


(Signature)

BY: Katya ZEIDAN
(Print Name)


(Signature)

**WORK TASK ORDER TO ANNUAL CONTRACT BETWEEN
PALM BEACH COUNTY AND
ALAN GERWIG & ASSOCIATES, INC.
FOR PROFESSIONAL ENGINEERING SERVICES ON
DONALD ROSS ROAD BASCULE BRIDGE EQUIPMENT REHABILITATION
PROJECT NO.: 2018510
PALM BEACH COUNTY, FLORIDA**

This Work Task Order to the Contract for Annual Structural Engineering Services (PROJECT) (R2017-0026), dated January 10, 2017 (ANNUAL CONTRACT), is made and entered into the _____ day of _____, 2019, by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners (COUNTY) and Alan Gerwig & Associates, Inc. (CONSULTANT) (individually Party and collectively Parties).

WITNESSETH

WHEREAS, the COUNTY and CONSULTANT entered into the ANNUAL CONTRACT on a work task order basis on January 10, 2017; and

WHEREAS, the COUNTY intends to rehabilitate the hydraulic, mechanical and electrical systems for the **Donald Ross Road Bascule Bridge Equipment Rehabilitation project**, Project No. **2018510**, hereinafter referred to as the PROJECT.

WHEREAS, the COUNTY desires the CONSULTANT to perform services for the PROJECT; and

WHEREAS, the CONSULTANT agrees to prepare the design plans and construction bid documents, including related documents required for the PROJECT; and

WHEREAS, the following fee has been negotiated and found to be reasonable compensation for these professional services to be performed by the CONSULTANT:

Basic Services in a lump sum fee of \$164,915.40
Optional Services capped at \$144,583.20
Totaling **\$309,498.60**

NOW, THEREFORE, THIS INDENTURE WITNESSETH: That for and in consideration of the mutual benefits to flow from each to the other, the parties hereto agree as follows:

The above recitals are true and correct and are incorporated herein.

The following Exhibits are attached to and made a part of this Work Task Order.

Exhibit A - Scope of Work including Work Schedule

Exhibit B - Fee Schedule

Exhibit C – EBO Schedules 1 and 2

The COUNTY agrees to pay the CONSULTANT a fee of Three Hundred Nine Thousand Four Hundred Ninety-Eight Dollars and Sixty Cents (\$309,498.60).

Except as hereby amended, changed or modified, all other terms, conditions and obligations of the ANNUAL CONTRACT as amended on December 19, 2017 (R2017-1876), June 5, 2018 (R2018-0816), and December 18, 2018 (R2018-1973) shall remain in full force and effect.

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Work Task Order for **Donald Ross Road Bascule Bridge Equipment Rehabilitation** Project Number **2018510** on behalf of the COUNTY and CONSULTANT has hereunto set its hand the day and year above written.

OWNER:
Palm Beach County, a Political Subdivision
of the State of Florida, by and through its
Board of County Commissioners:

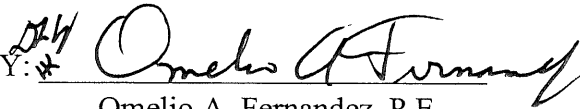
BY: _____
Mack Bernard, Mayor

S E A L

ATTEST:
Sharon R. Bock, Clerk & Comptroller
Circuit Court

BY: _____
(Deputy Clerk)

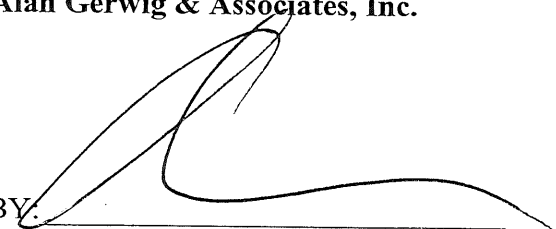
**APPROVED AS TO TERMS
AND CONDITIONS:**

BY:  _____
Omelio A. Fernandez, P.E.
Director of Roadway Production

**APPROVED AS TO FORM &
LEGAL SUFFICIENCY:**

BY: _____
Yelizaveta B. Herman,
Assistant County Attorney

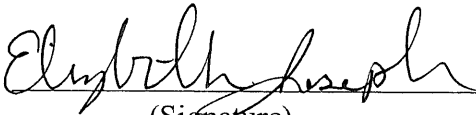
CONSULTANT:
Alan Gerwig & Associates, Inc.

BY:  _____
Alan Gerwig, P.E., President

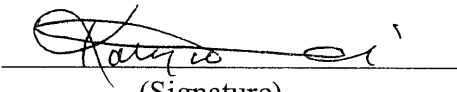
CORPORATE SEAL



ATTEST WITNESS:
BY: Elizabeth Joseph _____
(Print Name)

 _____
(Signature)

BY: KATYA ZEIDAN _____
(Print Name)

 _____
(Signature)

12798 W. Forest Hill Boulevard
Suite 201
Wellington, FL 33414
Phone: (561) 792-9000
Fax: (561) 792-9901
CA No. 7969

Alan Gerwig & Associates, Inc.
Consulting Engineers



May 8, 2019

*Scope & Fee OK
WJC
6/20/19*

Dave Young, P.E.
Palm Beach County
Special Projects Manager
2300 N. Jog Road, Suite 3W-33
West Palm Beach, FL 33411

**RE: Donald Ross Road Bascule Bridge
Hydraulic Equipment Rehabilitation and Span Balance Engineering Services**

Dear Mr. Young,

Alan Gerwig & Associates (AGA) ("Consultant") is pleased to submit this scope and fee proposal for providing professional engineering services to Palm Beach County for the above referenced project. Our project understanding, scope of services and fees are as follows.

Project Understanding

The County is requesting this proposal for engineering service relating to the rehabilitation of the hydraulic system on the Donald Ross Road Bridge over the Intracostal waterway. The bridge consists of a hydraulic operated twin single leaf span bascule bridges (bridge numbers 934160 and 934161). The project scope of work detailed herein is the result of discussions held during the site visit carried on May 1st, 2018, and per the County's 'Interoffice Memorandum' dated March 8th, 2017 and titled '2017-2018 Proposed Budget Items'.

Scope of Work – Basic Services

AGA will provide the technical design services required to produce the construction drawings and specifications through HDR Engineering, Inc as subconsultant.





AGA will administer the project, provide project management services make the submittals of the deliverables attend all review and technical meeting and participate in various site visits as necessary to provide project status and schedule updates.



TASK ORDER NO. 1

PROJECT NAME: DONALD ROSS ROAD BASCULE BRIDGE OVER ICWW REHABILITATION

DESIGN ACTIVITIES

NUMBER	DESCRIPTION	DURATION	START	FINISH	WK01	WK02	WK03	WK04	WK05	WK06	WK07	WK08	WK09	WK10	WK11	WK12	WK13	WK14	WK15	WK16	WK17
1.0	NOTICE TO PROCEED	1	9/16/2019	9/16/2019																	
2.0	PRE-DESIGN/KICK-OFF MEETING (2)	5	9/23/2019	9/27/2019																	
3.0	BRIDGE REHABILITATION INSPECTION (3)	12	9/30/2019	10/11/2019																	
3.1	PREPARE DRAFT DESIGN MEMORANDUM	26	10/14/2019	11/8/2019																	
3.2	SUBMIT DRAFT DESIGN MEMORANDUM	1	11/8/2019	11/8/2019																	
3.3	COUNTY REVIEW OF DRAFT DESIGN MEMORANDUM	22	11/11/2019	12/2/2019																	
3.4	DRAFT MEMO COMMENTS RESPONSE & RESOLUTION	11	12/3/2019	12/13/2019																	
3.5	DESIGN MEMORANDUM MEETING	5	12/16/2019	12/20/2019																	
3.6	BRIDGE SPAN BALANCE ASSESSMENT INSPECTION (4)	12	12/23/2019	1/3/2020																	
3.7	PREPARE FINAL DESIGN MEMORANDUM (5)	26	12/23/2019	1/17/2020																	
3.8	SUBMIT FINAL DESIGN MEMORANDUM	1	1/17/2020	1/17/2020																	
4.0	PREPARE 65% DESIGN PACKAGE	61	1/20/2020	3/20/2020																	
4.1	MEETING WITH COAST GUARD	12	2/10/2020	2/21/2020																	
4.2	SUBMIT 65% DESIGN PACKAGE (6)	1	3/20/2020	3/20/2020																	
4.3	COUNTY REVIEW OF 65% DESIGN PACKAGE	22	3/23/2020	4/13/2020																	
4.4	65% DESIGN PACKAGE COMMENTS RESPONSE & RESOLUTION	11	4/14/2020	4/24/2020																	
4.5	65% DESIGN PACKAGE REVIEW MEETING	5	4/27/2020	5/1/2020																	
5.0	PREPARE 96% DESIGN PACKAGE	33	5/4/2020	6/5/2020																	
5.1	SUBMIT 96% DESIGN PACKAGE	1	6/5/2020	6/5/2020																	
5.1	COUNTY REVIEW OF 96% DESIGN PACKAGE	23	6/8/2020	6/30/2020																	
5.2	96% DESIGN PACKAGE COMMENTS RESPONSE	10	7/1/2020	7/10/2020																	
5.3	96% DESIGN PACKAGE REVIEW MEETING	5	7/13/2020	7/17/2020																	
6.0	PREPARE 96% DESIGN PACKAGE	26	7/20/2020	8/14/2020																	
6.1	SUBMIT 96% DESIGN PACKAGE	1	8/14/2020	8/14/2020																	
6.2	COUNTY REVIEW OF 96% DESIGN PACKAGE	22	8/17/2020	9/7/2020																	
6.3	96% DESIGN PACKAGE COMMENTS RESPONSE	11	9/8/2020	9/18/2020																	
6.4	96% DESIGN PACKAGE REVIEW MEETING	5	9/21/2020	9/25/2020																	
7.0	FINAL DESIGN PACKAGE PREPARATION	19	9/28/2020	10/16/2020																	
7.1	FINAL DESIGN PACKAGE SUBMITTAL	1	10/16/2020	10/16/2020																	
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TASK ORDER NO. 1

PROJECT NAME: DONALD ROSS ROAD BASCULE BRIDGE OVER ICWW REHABILITATION

DESIGN ACTIVITIES																						
NUMBER	DESCRIPTION	DURATION	START	FINISH	WK18	WK19	WK20	WK21	WK22	WK23	WK24	WK25	WK26	WK27	WK28	WK29	WK30	WK31	WK32	WK33	WK34	
1.0	NOTICE TO PROCEED	1	9/16/2019	9/16/2019																		
2.0	PRE-DESIGN/KICK-OFF MEETING (2)	5	9/23/2019	9/27/2019																		
3.0	BRIDGE REHABILITATION INSPECTION (3)	12	9/30/2019	10/11/2019																		
3.1	PREPARE DRAFT DESIGN MEMORANDUM	26	10/14/2019	11/8/2019																		
3.2	SUBMIT DRAFT DESIGN MEMORANDUM	1	11/8/2019	11/8/2019																		
3.3	COUNTY REVIEW OF DRAFT DESIGN MEMORANDUM	22	11/11/2019	12/2/2019																		
3.4	DRAFT MEMO COMMENTS RESPONSE & RESOLUTION	11	12/3/2019	12/13/2019																		
3.5	DESIGN MEMORANDUM MEETING	5	12/16/2019	12/20/2019																		
3.6	BRIDGE SPAN BALANCE ASSESSMENT INSPECTION (4)	12	12/23/2019	1/3/2020																		
3.7	PREPARE FINAL DESIGN MEMORANDUM (5)	26	12/23/2019	1/17/2020																		
3.8	SUBMIT FINAL DESIGN MEMORANDUM	1	1/17/2020	1/17/2020																		
4.0	PREPARE 65% DESIGN PACKAGE	61	1/20/2020	3/20/2020																		
4.1	MEETING WITH COAST GUARD	12	2/10/2020	2/21/2020																		
4.2	SUBMIT 65% DESIGN PACKAGE (6)	1	3/20/2020	3/20/2020																		
4.3	COUNTY REVIEW OF 65% DESIGN PACKAGE	22	3/23/2020	4/13/2020																		
4.4	65% DESIGN PACKAGE COMMENTS RESPONSE & RESOLUTION	11	4/14/2020	4/24/2020																		
4.5	65% DESIGN PACKAGE REVIEW MEETING	5	4/27/2020	5/1/2020																		
5.0	PREPARE 96% DESIGN PACKAGE	33	5/4/2020	6/5/2020																		
5.1	SUBMIT 96% DESIGN PACKAGE	1	6/5/2020	6/5/2020																		
5.1	COUNTY REVIEW OF 96% DESIGN PACKAGE	23	6/8/2020	6/30/2020																		
5.2	96% DESIGN PACKAGE COMMENTS RESPONSE	10	7/1/2020	7/10/2020																		
5.3	96% DESIGN PACKAGE REVIEW MEETING	5	7/13/2020	7/17/2020																		
6.0	PREPARE 96% DESIGN PACKAGE	26	7/20/2020	8/14/2020																		
6.1	SUBMIT 96% DESIGN PACKAGE	1	8/14/2020	8/14/2020																		
6.2	COUNTY REVIEW OF 96% DESIGN PACKAGE	22	8/17/2020	9/7/2020																		
6.3	96% DESIGN PACKAGE COMMENTS RESPONSE	11	9/8/2020	9/18/2020																		
6.4	96% DESIGN PACKAGE REVIEW MEETING	5	9/21/2020	9/25/2020																		
7.0	FINAL DESIGN PACKAGE PREPARATION	19	9/28/2020	10/16/2020																		
7.1	FINAL DESIGN PACKAGE SUBMITTAL	1	10/16/2020	10/16/2020																		
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TASK ORDER NO. 1

PROJECT NAME: DONALD ROSS ROAD BASCULE BRIDGE OVER ICWW REHABILITATION

DESIGN ACTIVITIES																					
NUMBER	DESCRIPTION	DURATION	START	FINISH	WK35	WK36	WK37	WK38	WK39	WK40	WK41	WK42	WK43	WK44	WK45	WK46	WK47	WK48	WK49	WK50	WK51
1.0	NOTICE TO PROCEED	1	9/16/2019	9/16/2019																	
2.0	PRE-DESIGN/KICK-OFF MEETING (2)	5	9/23/2019	9/27/2019																	
3.0	BRIDGE REHABILITATION INSPECTION (3)	12	9/30/2019	10/11/2019																	
3.1	PREPARE DRAFT DESIGN MEMORANDUM	26	10/14/2019	11/8/2019																	
3.2	SUBMIT DRAFT DESIGN MEMORANDUM	1	11/8/2019	11/8/2019																	
3.3	COUNTY REVIEW OF DRAFT DESIGN MEMORANDUM	22	11/11/2019	12/2/2019																	
3.4	DRAFT MEMO COMMENTS RESPONSE & RESOLUTION	11	12/3/2019	12/13/2019																	
3.5	DESIGN MEMORANDUM MEETING	5	12/16/2019	12/20/2019																	
3.6	BRIDGE SPAN BALANCE ASSESSMENT INSPECTION (4)	12	12/23/2019	1/3/2020																	
3.7	PREPARE FINAL DESIGN MEMORANDUM (5)	26	12/23/2019	1/17/2020																	
3.8	SUBMIT FINAL DESIGN MEMORANDUM	1	1/17/2020	1/17/2020																	
4.0	PREPARE 65% DESIGN PACKAGE	61	1/20/2020	3/20/2020																	
4.1	MEETING WITH COAST GUARD	12	2/10/2020	2/21/2020																	
4.2	SUBMIT 65% DESIGN PACKAGE (6)	1	3/20/2020	3/20/2020																	
4.3	COUNTY REVIEW OF 65% DESIGN PACKAGE	22	3/23/2020	4/13/2020																	
4.4	65% DESIGN PACKAGE COMMENTS RESPONSE & RESOLUTION	11	4/14/2020	4/24/2020																	
4.5	65% DESIGN PACKAGE REVIEW MEETING	5	4/27/2020	5/1/2020																	
5.0	PREPARE 96% DESIGN PACKAGE	33	5/4/2020	6/5/2020																	
5.1	SUBMIT 96% DESIGN PACKAGE	1	6/5/2020	6/5/2020																	
5.1	COUNTY REVIEW OF 96% DESIGN PACKAGE	23	6/8/2020	6/30/2020																	
5.2	96% DESIGN PACKAGE COMMENTS RESPONSE	10	7/1/2020	7/10/2020																	
5.3	96% DESIGN PACKAGE REVIEW MEETING	5	7/13/2020	7/17/2020																	
6.0	PREPARE 96% DESIGN PACKAGE	26	7/20/2020	8/14/2020																	
6.1	SUBMIT 96% DESIGN PACKAGE	1	8/14/2020	8/14/2020																	
6.2	COUNTY REVIEW OF 96% DESIGN PACKAGE	22	8/17/2020	9/7/2020																	
6.3	96% DESIGN PACKAGE COMMENTS RESPONSE	11	9/8/2020	9/18/2020																	
6.4	96% DESIGN PACKAGE REVIEW MEETING	5	9/21/2020	9/25/2020																	
7.0	FINAL DESIGN PACKAGE PREPARATION	19	9/28/2020	10/16/2020																	
7.1	FINAL DESIGN PACKAGE SUBMITTAL	1	10/16/2020	10/16/2020																	
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TASK ORDER NO. 1

PROJECT NAME: DONALD ROSS ROAD BASCULE BRIDGE OVER ICWW REHABILITATION

DESIGN ACTIVITIES												
NUMBER	DESCRIPTION	DURATION	START	FINISH	WK52	WK53	WK54	WK55	WK56	WK57	WK58	
1.0	NOTICE TO PROCEED	1	9/16/2019	9/16/2019								
2.0	PRE-DESIGN/KICK-OFF MEETING (2)	5	9/23/2019	9/27/2019								
3.0	BRIDGE REHABILITATION INSPECTION (3)	12	9/30/2019	10/11/2019								
3.1	PREPARE DRAFT DESIGN MEMORANDUM	26	10/14/2019	11/8/2019								
3.2	SUBMIT DRAFT DESIGN MEMORANDUM	1	11/8/2019	11/8/2019								
3.3	COUNTY REVIEW OF DRAFT DESIGN MEMORANDUM	22	11/11/2019	12/2/2019								
3.4	DRAFT MEMO COMMENTS RESPONSE & RESOLUTION	11	12/3/2019	12/13/2019								
3.5	DESIGN MEMORANDUM MEETING	5	12/16/2019	12/20/2019								
3.6	BRIDGE SPAN BALANCE ASSESSMENT INSPECTION (4)	12	12/23/2019	1/3/2020								
3.7	PREPARE FINAL DESIGN MEMORANDUM (5)	26	12/23/2019	1/17/2020								
3.8	SUBMIT FINAL DESIGN MEMORANDUM	1	1/17/2020	1/17/2020								
4.0	PREPARE 65% DESIGN PACKAGE	61	1/20/2020	3/20/2020								
4.1	MEETING WITH COAST GUARD	12	2/10/2020	2/21/2020								
4.2	SUBMIT 65% DESIGN PACKAGE (6)	1	3/20/2020	3/20/2020								
4.3	COUNTY REVIEW OF 65% DESIGN PACKAGE	22	3/23/2020	4/13/2020								
4.4	65% DESIGN PACKAGE COMMENTS RESPONSE & RESOLUTION	11	4/14/2020	4/24/2020								
4.5	65% DESIGN PACKAGE REVIEW MEETING	5	4/27/2020	5/1/2020								
5.0	PREPARE 96% DESIGN PACKAGE	33	5/4/2020	6/5/2020								
5.1	SUBMIT 96% DESIGN PACKAGE	1	6/5/2020	6/5/2020								
5.1	COUNTY REVIEW OF 96% DESIGN PACKAGE	23	6/8/2020	6/30/2020								
5.2	96% DESIGN PACKAGE COMMENTS RESPONSE	10	7/1/2020	7/10/2020								
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6.0	PREPARE 96% DESIGN PACKAGE	26	7/20/2020	8/14/2020								
6.1	SUBMIT 96% DESIGN PACKAGE	1	8/14/2020	8/14/2020								
6.2	COUNTY REVIEW OF 96% DESIGN PACKAGE	22	8/17/2020	9/7/2020								
6.3	96% DESIGN PACKAGE COMMENTS RESPONSE	11	9/8/2020	9/18/2020								
6.4	96% DESIGN PACKAGE REVIEW MEETING	5	9/21/2020	9/25/2020								
7.0	FINAL DESIGN PACKAGE PREPARATION	19	9/28/2020	10/16/2020								
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Basic Services Fees:

Prime Consultant:	AGA	✓	\$26,534.40
Subconsultants:	HDR	✓	<u>\$138,381.00</u>
	Total	✓	\$164,915.40

✂ **Optional Services :**

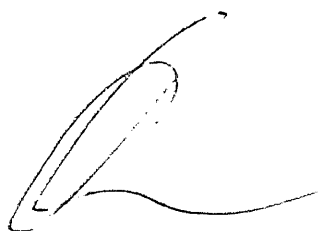
Prime Consultant	AGA	✓	\$4,975.20
Subconsultant:	HDR	✓	<u>\$139,608.00</u>
	Total	✓	\$144,583.20

Deliverables

Technical design memorandum, 65%, 96%, 100% and Final plans and specifications.

A breakdown of the fee for the scope of work is attached, which details the man hours and rates for your review. If you have any questions, please do not hesitate to contact me.

Sincerely,



Alan Gerwig, P.E., LEED A.P.
President

FINANCIAL MANAGEMENT PLAN (2017)

Project Donald Ross Road Bridge Hydraulic Rehabilitation
 Project No. _____
 PM _____

Date May 8, 2019

Task Outline		TOTALS	Sr. Engineer	Proj. Manager	Proj. Engineer	Engineer	Designer	E.I.
1	Basic Services							
2	Project Management, Design Phase	✓ \$26,534.40	160					
3								
4	Optional Services							
5	Project Management, Post-Design Phase	✓ \$4,975.20	30					
6								
7								
8								
9								
10								
11								
TOTAL HOURS		✓ 190	✓ 190	0	0	0	0	0
BILLING RATE			✓ 165.84	✓ \$144.24	✓ \$122.58	✓ \$100.95	✓ \$93.00	✓ 90.00
TOTAL DOLLARS		✓ \$31,509.60	31,509.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Subcontractors	Cost	Notes
HDR Engineering, Inc.	✓ 277,989.00	
Total Subcontracts	✓ \$277,989.00	

Material Dollars	Summary
Supplies, Printing, Copies, Etc.	Total Hours ✓ 190
	Total Labor Dollars ✓ \$31,509.60
	Material Dollars \$0.00
Miscellaneous Dollars	Miscellaneous Dollars ✓ \$0.00
	Subcontractors ✓ \$277,989.00
	Total Project ✓ \$309,498.60

Distribution
() Accounting
() Other

3.0 multiplication



Task Order 1

PROJECT NAME: Donald Ross Road Bascule Bridge over ICWW Rehabilitation

PART 1.0 PROJECT DESCRIPTION:

HDR shall provide construction plans for the rehabilitation of the Donald Ross Road Bascule Bridge in Palm Beach County, Florida. The bridge consists of a hydraulic operated twin single leaf span bascule bridges (bridge numbers 934160 and 934161). These elements are referred to herein as Bridge and/or Structure. HDR shall design the rehabilitation in accordance with the Project Scope of Work detailed herein, per the discussions held during the site visit carried on May 1st, 2018, and per the County's 'Interoffice Memorandum' dated March 8th, 2017 and titled '2017-2018 Proposed Budget Items'.

PART 2.0 SCOPE OF BASIC SERVICES TO BE PERFORMED BY HDR ON THE PROJECT:

Palm Beach County is seeking the professional services of an engineering consultant to design; prepare plans; develop construction specifications; develop construction cost estimates; and provide engineering services for the Mechanical and Electrical Systems Rehabilitation of the Donald Ross Road Bascule Bridge.

The anticipated scope of work includes the following proposed work:

A. Hydraulic System Rehabilitation

Hydraulic Power Units (HPU) – Removing the existing HPU's. Installing new HPU's in an adjacent location to the existing to maintain operation of the span. New HPU's are to be designed with (2) hydraulic pumps, directional control valve (non-proportional), system pressure relief valve, and seating valve with reduced pressure relief. New HPU will have all the required pressure gauges and flow meter for proper trouble shooting. Reduce HPU footprint to increase walkway clearance and improve maintenance access.

Hydraulic Cylinders – Replace cylinder seals. Remove (2) cylinders at a time for seal replacement while still maintaining operation of the spans.

Hydraulic Piping – Re-use existing hydraulic piping where viable.

Valving Controls – Re-use existing ball valves and hydraulic cylinder manifolds where viable.

B. Control System Rehabilitation

Control Console – Upgrade operator's control console with AASHTO compliant desk top, replace all switches and pushbuttons with heavy duty switches, pushbuttons and indicating pilot lights.

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Bridge Controls – Modify system to simplify adjustment and troubleshooting including introducing a full relay based control system with a PLC system for monitoring purposes only. New PLC system will be composed of the latest available systems for extended life cycle.

Pump Controls – The pump control system will be modified in order to also simplify adjustment and troubleshooting. Span speed will be controlled by the use of Variable Frequency Drives (VFDs) instead of the existing proportional valves and control cards. This also increases the life cycle of the hydraulic control systems as VFDs can be replaced in-kind while proportional controls are unique to each system and become obsolete within a few years.

Monitoring System – The existing monitoring system will be replaced with a new PC based Human Machine interface (HMI), where a graphical representation of the bridge will be displayed along with status of devices and equipment, and alarms.


Power Distribution system – Modifications to the Motor Control Center (MCC) to accommodate the HPU system replacement with two hydraulic pumps instead of three pumps.

Engineering services include an initial evaluation and assessment of the bridge's hydraulic and controls systems integrity, capacity and any substandard conditions, including identifying conditions that impact the bridge safety, usability, durability and integrity. HDR shall evaluate all conditions that are site specific and applicable in determining the extent of the eventual proposed rehabilitation.

The project limits for construction are the bascule piers and spans of the Donald Ross bridge over the ICWW.

The engineering services include the following Tasks:

1. General Tasks
2. Design Memorandum
3. Rehabilitation Design
4. Temporary Traffic Control Plans

 Optional services are described under PART 3.0.

Task 1: General Tasks

Coordination, Meetings and Field Reviews

HDR shall attend project meetings including a pre-design/kick-off meeting; field reviews, project progress meetings, coordination meetings, and technical meetings. HDR shall provide sketches, graphics and narrations required to depict the project or any other aspect related to it. HDR shall prepare agendas and keep accurate minutes of all meetings and distribute copies to all attendees.

HDR shall provide a meeting agenda for COUNTY review 2 business days prior to each meeting and must provide written minutes of each meeting within 7 business days of the



meeting for COUNTY approval prior for distribution to attendees. Meetings anticipated are as follows:

- Meeting #1 pre-design/kick-off meeting
- Meeting #2 post Design Memorandum Submittal
- Meeting #3 post 65% Plans Submittal
- Meeting #4 post 96% Plans Submittal
- Meeting #5 post 100% Plans Submittal

Quality Control Plan

HDR shall provide a project specific quality control plan detailing their quality control process and staff performing the work.

Cost Estimate & Quantities

HDR shall develop construction cost estimates for the project. These estimates shall be based on the best engineering assumptions available at the time of the respective plans submittal. HDR shall provide an updated cost estimate with each phase submittal.

HDR shall prepare bid quantities that include all bid items, which comprise the project design. Bid items shall be referenced to COUNTY & Florida Department of Transportation (FDOT) measurement and pay items as applicable. Bid proposal sheets to be included in the contract documents shall be prepared by the COUNTY based on HDR's provided quantities.

Preliminary bid quantities and opinion of probable construction costs shall be submitted with the design Memorandum, 65%, 96% and 100% design review submittals. Final quantities and final estimate of probable construction costs shall be submitted with the Final design review submittal. Construction costs are to be based on the most current cost available at the time of the Final deliverable, obtained from the COUNTY and other bridge owners in Florida utilizing similar bid unit costs.

Bidability and Constructability Review

HDR shall provide bidability and constructability reviews as follows:

- Perform a constructability review as part of the 96% and 100% Plans reviews.
- Perform a bidability review as part of the 100% Plans review.

Specifications Package Preparation Support

HDR shall assist the COUNTY in preparation of a complete specifications package. HDR shall provide applicable Technical Special Provisions for work not covered by the COUNTY's Technical Specifications or the FDOT Standard Specifications for Road and Bridge Construction and the workbook of implemented modifications. HDR will review of all required COUNTY and FDOT supplemental specifications as applicable for all items and areas of work. HDR shall utilize the appropriate COUNTY approved pay item structure.

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Task 2: Design Memorandum

HDR shall gather and review all bridge available documents, inspect the bridge, perform preliminary analysis, provide recommendations for rehabilitation including supporting documentation, and deliberate findings and recommendations with the COUNTY. The Memorandum shall serve as the final detailed scope of services so that the design tasks may begin. HDR shall provide/perform the following:

- Data Collection and Documentation Review
- Bridge Inspection
- Draft Memorandum
- Final Memorandum

Data Collection and Documentation Review

HDR shall gather and review all bridge available documents related to the bridge's electrical and mechanical systems, and structural systems that may impact the recommended rehabilitation work including bascule span details, bascule pier layouts, and Control House details. These documents include:

- Structures Plans
- As-Built Plans
- Repair Plans
- Inspection Reports
- Work History Work Orders
- Other Documents that pertain to Electrical and Mechanical Deficiencies, Repairs and/or Maintenance

Bridge Inspection

HDR shall perform a field review of the project site inspections of the electrical and mechanical systems. Relevant conditions shall be documented and photographed for ease of interpretation in the Memorandum.

The inspection shall be performed by a minimum of one mechanical and one electrical engineer. The COUNTY shall provide access to all equipment HDR deem necessary to inspect. The following devices, equipment and sub-systems shall be inspected:

- Controls System – Control console and panels, and limit switches and sensors.
- Hydraulic Drive System – HPU, hydraulic cylinders, hydraulic piping, and hydraulic control valving.
- Electrical System – Conduit and wiring system, and power distribution equipment.
- Bridge Counterweights – Counterweight pockets and remaining balance block capacity.

During the course of the inspection if additional discrepancies are noted that the engineers deem crucial for the reliable operation of the bridge, these discrepancies will be documented

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and included in the Memorandum. Measurements of the structure such as room layouts, supporting structural elements, mechanical dimensions and clearances, and electrical equipment dimensions shall be taken. Electrical and hydraulic equipment ratings and characteristics shall also be documented.

Draft Design Memorandum

Based on the bridge inspection and evaluation, HDR will perform a preliminary analysis of the systems and assess which solutions are available for the rehabilitation of the hydraulic and control systems. The draft memorandum scope includes the following:

- Description and overview of hydraulic and control systems and their overall conditions, description of all discrepancies found, photo log of findings.
- Rehabilitation and improvement recommendations, preliminary construction cost estimate for repair and improvement recommendation.
- Preliminary analysis of the proposed Maintenance of Traffic (MOT) for any work requiring lane closures or detours.

Final Design Memorandum

A final draft of the memorandum shall be prepared by HDR based on the comments received by the COUNTY and the Draft Design Memorandum post-submittal meeting. Any additional analysis and information deemed necessary by HDR after COUNTY's comments and meeting discussions shall be included in the Final Design Memorandum.

Technical Meetings

HDR shall attend technical meetings necessary to coordinate the development of the MOT plans. HDR shall provide a meeting agenda for COUNTY review 2 business days prior to each meeting and shall provide written minutes of each meeting within 7 business days of the meeting for COUNTY approval prior to distribution to attendees. Meetings anticipated are as follows:

- Technical meeting after Draft Memorandum
- 65% Phase review meeting

Task 3: Rehabilitation Design

Bridge Design

HDR shall design the Rehabilitation of the Electrical and Mechanical Systems in accordance with the recommendations of the Final Design Memorandum. HDR shall design the bridge rehabilitation in accordance with the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (commonly known as the "Florida Greenbook".) and the FDOT Structures Manual as appropriate, including the following referenced standards, guidelines and/or manuals:

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- American Association of State Highway Transportation Officials (AASHTO) – Roadside Design Guide
- AASHTO – Highway Safety Manual Federal Highway Administration (FHWA) - Manual on Uniform Traffic Control Devices (MUTCD)
- AASHTO D1.5/AWS D1.5 Bridge Welding Code
- American Institute of Steel Construction (AISC) Manual of Steel Construction
- AASHTO LRFD Movable Highway Bridge Design Specifications and Interims
- AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals, and Interims.
- Florida Building Code (for Control House Equipment)
- National Fire Protection Association (NFPA) - Life Safety Code
- NFPA 70 - National Electrical Code

HDR shall prepare bridge plans sheets necessary to define the bridge rehabilitation work. Plan sheet elements anticipated for the project include 27 Plan Sheets, and are as follows:

- Index of Drawings
- General Notes and Summary of Quantities
- General Plan & Elevation
- Bascule Machinery Plans and Details
- Electrical Power & Control Plans & Details

HDR shall provide Design Documentation to the COUNTY with the 100% and Final submittals consisting of design calculations and other supporting documentation developed during the development of the plans. The design calculations submitted shall adequately address the complete design of the contract elements. These calculations shall be neatly and logically presented on digital media and on 8 1/2"x11" paper and all sheets shall be numbered. The final design calculations (at the final submittal) shall be signed and sealed by a Florida-licensed professional engineer on the hard and digital deliverables. A cover sheet indexing the contents of the calculations shall be included and the engineer shall sign and seal that sheet.

HDR's Plans shall incorporate measures to maintain passage of boats currently requiring an open center span or as per agreed with the United States Coast Guard (USCG).

Technical Special Provisions

HDR shall provide Technical Special Provisions for all bridge items of work not covered by the FDOT's Specifications. Technical Special Provisions shall be submitted on standard size sheets. The final Technical Special Provisions shall be signed and sealed by a Florida-licensed professional engineer.



Task 4: Temporary Traffic Control **Traffic Control Analysis**

HDR shall design a safe and effective Traffic Control Plan to move vehicular traffic during all phases of construction. HDR will analyze and document the maintenance of traffic in accordance with the applicable Florida Department of Transportation, Palm Beach County manuals, guidelines and standards.

Traffic control phasing shall be developed considering the recommendations contained in the Design Memorandum. The analysis shall evaluate three different options for vehicle traffic:

- Two way traffic on the North Bridge. South bridge closed.
- Two way traffic on the South Bridge. North Bridge closed.
- North & South bridges closed and all traffic detoured to PGA Blvd.

It is anticipated that construction will require a cross-over, where traffic will be maintained in both directions on one of the bridges at a time. Based on the coordination meeting held with the County Project Manager and bridge superintendent, lane transitions will utilize the existing openings since median noses were pulled back from the intersections to facilitate the movement. Existing opposing signals are anticipated to handle the traffic at bridge closures. Aerials will be used to convey the existing striping with some markups on top. Typical sections are not anticipated to be needed.

Traffic Control Plans

Plans shall be prepared in accordance to Palm Beach County CADD Standards and contain the 3 options included in the analysis. The following is a list of plan sheets to be included for Temporary Traffic Control:

- General Notes
- Summary of Quantities
- Phasing Notes
- Plan Sheets / Detours
- Special Details

The first Traffic Control Plans submittal will be provided at Phase III (96% Submittal) as stated on the Palm Beach County Thoroughfare Road Design Procedure. HDR will provide written responses to all formal comments made by the County at submittal phase.

PART 3.0 OPTIONAL SERVICES, NOT PART OF BASIC SERVICES:

Task 5 - Span Balance Measurement and Analysis

If during the Design Memorandum task and with approval by the COUNTY, HDR deems necessary to analyze the bridge bascule spans balancing due to either noticed exiting

hdrinc.com 1475 Centrepark Blvd. Suite 230 West Palm Beach, FL 33401-7425
(561) 209-6600



imbalance issues or possible imbalance issues caused due to the proposed rehabilitation, HDR shall perform span balance measurements and analysis. A balance report shall be provided as an attachment to the Final Design Memorandum. Any recommended span balance adjustments shall be addressed in the design Plans and Specifications.

The following are the activities and man-hour required for this task:

- Span Balance Measurements – two mechanical engineers during two days of data collection including set-up.
- Span Balance Data Analysis – one mechanical engineer performing data analysis including QC by senior mechanical engineer.
- Span Balance Report – one mechanical engineer preparing report including QC by senior mechanical engineer.

These services shall be compensated on a lump sum basis as shown in PART 4.0.



Task 6 - Post Design Services

When authorized, HDR shall perform post design services, including plans updates, review of submittals including requests for information, shop drawings, attend COUNTY pre-construction meeting, participate in monthly construction progress meetings, and witness shop tests, major equipment installation and bridge commissioning.

The following are listed Scope Items and Exclusions for Post Design Services.

- MOT Observation and Temporary Traffic Control Modification – HDR will perform up to fourteen site visits to observe the contractor's MOT and note deviations from the traffic control plans. When requested by the County, HDR will provide up to two temporary traffic control design changes.
- Request for Information (RFI) – Up to a total of 20 RFIs during the bidding and construction phases combined.
- Plans Updates – Plans updates and revisions derived from RFIs during the bidding phase. Proposal includes the update of a maximum of 6 sheets.
- Meetings – HDR will participate in monthly construction progress meetings based on a 12 month construction schedule. While participating in these meetings, HDR may perform site cursory review of construction progress.
- Shop Drawings – Each Shop Drawing package is expected to have a maximum of 2 review iterations. The following is a list of the shop drawing reviews included within this proposal:

Shop Drawing Package	Details	Maximum No. of Sheets
Control System	PLC, panel layout, control console layout, components	40



Drive System	Pump drives, cabinets, components, etc.	30
Misc. Electrical Equip.	Conduit, wiring, supports, etc.	20
Hydraulic Cylinders	Rehabilitation procedure, seals, etc.	6
Hydraulic System	HPU, pumps, piping, etc.	80
O&M Manual Modifications	List of sections to be updated	3
O&M Manual Content	As-Built, Cut sheets, procedures, etc.	80

- Construction Support – During construction, specialty electrical and mechanical movable bridge support will be provided as follows:

Activity	Staff	Days
Cylinder Rehabilitation Shop Inspection	1 Engineer	2 x 1
Hydraulic and Controls System Shop Test	2 Engineers	1
Hydraulic System Installation	1 Engineer	1
Controls/Drive System Installation	1 Engineer	1
Pre-commissioning Walk-through	2 Engineers	1
Functional Check-out	3 Engineers	2

These services shall be compensated on a lump sum basis as shown in PART 4.0.

- Exclusions - The following services are excluded from HDR's scope, and unless otherwise indicated, may be requested as additional services to Task 6:

No.	Description of Excluded Scope and Costs	Additional Service Availability (Yes/No)
1	Design of concepts from other consultants or contractors.	Y
2	Analyzing and responding to Requests For Modifications (RFM). Any design changes occurring after Final Design Submittal, due to means and methods, or selection of alternate material requiring design update, are considered outside of scope.	Y



No.	Description of Excluded Scope and Costs	Additional Service Availability (Yes/No)
3	Coordination or permitting request with USACE.	Y
4	Review, acceptance or approval of Safety Plans.	N
5	Attendance at Public Information Meetings.	Y
6	Design quality control (checking) of working drawings developed by Contractor or other Consultants.	N
7	Design of any certified engineering data and drawings from Contractor or Consultant.	N
8	Detailed field reviews and/or verifications of existing site conditions, except as required in the design phase.	Y
9	Detail of temporary systems. HDR will provide the basic design for any temporary systems in the design phase.	Y
10	Production of shop drawings.	N
11	Verification sampling or testing.	N
12	Design quality control (checking) of shop drawings, beyond those items listed in the Task 6 Scope Items.	Y
13	Review, acceptance or approval of Contractor's construction means and methods.	N
14	Additional site or shop visits during construction in excess of the visits listed under Task 6 Scope Items.	Y
15	Construction observation or inspection services beyond visits listed under Task 6 Scope Items.	Y
16	Construction materials testing.	Y
17	Pre-construction and post-construction surveys of existing structures.	Y
18	Independent peer reviews of: <ul style="list-style-type: none">Erection Equipment and Cranes.Falsework, Formwork, and Temporary Works.	Y



No.	Description of Excluded Scope and Costs	Additional Service Availability (Yes/No)
	<ul style="list-style-type: none">Construction engineering submittals such as shop drawings, construction analyses, cambers, erection geometry, manuals, etc.Changes during construction.	
19	Preparation of "As-Built" drawings.	N
20	Additional shop drawing reviews in excess of the reviews listed under Task 6 Scope Items. Excess reviews include, but are not limited to, piecemeal submittals, more than 2 iterations per package and review of packages not listed herein.	Y
21	PLC, Drive and any other controls sub-systems programming.	Y
22	Coordination with local electrical utility and communication/network providers.	Y
23	Non-conformance Reports evaluation	Y

Task 7 – Construction On Call Services

Upon County request, HDR shall perform the following services. These services shall be compensated on a time and expense basis as shown in PART 4.0.

- Troubleshooting and construction issue resolution support by a senior movable bridge specialist.

PART 4.0. HDR’s COMPENSATION FOR SERVICES:

For the services performed under this scope of services, HDR shall be compensated based on the Lump Sum amounts, as follows:



Task No.	Task Name	Fee
1	General Tasks	\$ 9,015.00
2	Design Memorandum	\$ 16,200.00
3	Rehabilitation Design	\$ 100,026.00
4	Temporary Traffic Control	\$ 13,140.00
Total Contract		\$ 138,381.00



For optional services listed under PART 4.0, HDR shall be compensated based on the following:

Task No.	Task Name	Fee
5	Span Balance Services	\$ 17,472.00
6	Post Design Services	\$ 62,136.00
7	Construction On Call Services	\$ 60,000.00
Total Optional Services		\$ 139,608.00

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4.9.19

Baseline Services										Task Total
LABOR TASKS		Hourly Cost	Roadway Project Manager	Senior Electrical Engineer	Senior Mechanical Engineer	Engineer Intern (MSE)	Senior Civil Engineer	Civil Designer	Sr. Movable Bridge Specialist	
Task 1 - General Tasks										
Coordination Meetings and Field Reviews		14	2	2			2	1		0
Cost Estimate & Quantities		10	2	2			2	2		18
Specifications Package Preparation Support		10	2	1			1	2		18
Task 1 - Subtotal Hours		34	6	5	0		5	5	0	32
Task 1 - Subtotal Estimated Labor Cost		\$1,560.00	\$390.00	\$305.00	\$0.00		\$300.00	\$150.00	\$0.00	\$3,005.00
Task 2 - Design Memorandum										
Bridge Inspection		4	10	10	10					34
Design Memorandum Analysis										0
Design Memorandum Report		3	20	20	30					73
Task 2 - Subtotal Hours		7	30	30	40		0	0	0	107
Task 2 - Subtotal Estimated Labor Cost		\$420.00	\$1,890.00	\$1,890.00	\$1,200.00		\$0.00	\$0.00	\$0.00	\$5,400.00
Task 3 - Rehabilitation Design										
Traffic Design			182	182	147					711
Task 3 - Subtotal Hours		0	182	182	347		0	0	0	711
Task 3 - Subtotal Estimated Labor Cost		\$0.00	\$11,890.00	\$11,102.00	\$10,410.00		\$0.00	\$0.00	\$0.00	\$33,342.00
Task 4 - Temporary Traffic Control										
Traffic Control Analysis							12	32		44
Traffic Control Plans							8	38		46
Traffic Control Meetings		19								19
Task 4 - Subtotal Hours		19	0	0	0		20	70	0	109
Task 4 - Subtotal Estimated Labor Cost		\$1,090.00	\$0.00	\$0.00	\$0.00		\$1,200.00	\$2,100.00	\$0.00	\$4,390.00
Total Hours		58	218	217	397		25	75	0	978
Hourly Cost		\$60.00	\$88.00	\$81.00	\$30.00		\$60.00	\$90.00	\$0.00	
Total Estimated Direct Labor Cost		\$3,380	\$14,170	\$13,237	\$11,810		\$1,500	\$2,250	\$0	\$48,127.00
Expenses									\$0.00	\$0.00
Total Direct Costs									\$48,127.00	\$48,127.00
Multiplier										3.00
Total Baseline Fee										\$138,381.00

Optional Services										Task Total
Task 5 - Span Balance Measurement and Analysis (Optional)										
Analysis				21	21					42
Report				43	43					86
Task 5 - Subtotal Hours		0	0	64	64	0	0	0	0	128
Task 5 - Subtotal Estimated Labor Cost		\$0.00	\$0.00	\$3,904.00	\$1,920.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,824.00
Multiplier										3.00
Total Task 5 Fee										\$17,472.00
Task 6 - Post Design Services (Optional)										
RFile		4	12	12						28
Plans Update		4	4	4	5	4				31
Meetings		24								24
Shop Drawing Review			16	16	00					112
Construction Support		4	20	20	68					114
MOI observation and traffic control plan modifications		110								110
Task 6 - Subtotal Hours		156	52	52	158	4	8	0	0	422
Task 6 - Subtotal Estimated Labor Cost		\$9,000.00	\$3,380.00	\$3,172.00	\$4,888.00	\$240.00	\$240.00	\$0.00	\$0.00	\$20,712.00
Multiplier										3.00
Total Task 6 Fee										\$62,136.00
Task 7 - Construction On Call Services (Optional)										
Senior specialist construction support								350		350
Task 7 - Subtotal Hours		0	0	0	0	1	0	350	0	351
Task 7 - Subtotal Estimated Labor Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$28,000.00	\$0.00	\$28,030.00
Multiplier										3.00
Total Task 7 Fee										\$84,090.00

\$139,608.00

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4.7.19

RAW HOURLY RATES - CIVIL ENGINEERING SERVICES - HDR ENGINEERING INC

Title	Rate
Sr. Movable Bridge Specialist	\$80.00
Project Manager	\$60.00
Sr. Electrical Engineer	\$65.00
Sr. Mechanical Engineer	\$61.00
Sr. Civil Engineer	\$60.00
Electrical Engineer	\$42.00
Mechanical Engineer	\$42.00
Engineering Intern	\$30.00

OEBO SCHEDULE 1

LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Donald Ross Road Bascule Bridge Equipment Rehabilitation

NAME OF PRIME RESPONDENT/BIDDER: Alan Gerwig & Associates, Inc.

CONTACT PERSON: Alan Gerwig

SOLICITATION OPENING/SUBMITTAL DATE: _____

SOLICITATION/PROJECT/BID No.: 2018510

ADDRESS: 12798 W. Forest Hill Blvd. Ste 201, Wellington, FL 33414

PHONE NO.: 561-792-9000 E-MAIL: agerwig@aga-engineering.com

DEPARTMENT: Roadway Production Division

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	SBE	Black	Hispanic	Women	Caucasian	Other (Please Specify)
		Minority/Women Business	Small Business					
1. Alan Gerwig & Associates, Inc. 12798 W. Forest Hill Blvd. Ste 201 Wellington, FL 33414 561-792-9000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	\$31,509.60	_____
2. HDR Engineering, Inc. 1475 Centrepark Blvd. Ste 230 West Palm Beach, FL 561-209-6604	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	\$277,989.00	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
(Please use additional sheets if necessary)								
				Total	_____	_____	\$309,498.60	_____
Total Bid Price \$ <u>309,498.60</u>				Total SBE - M/WBE Participation				<u>\$31,509.60</u>

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

Signature

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.

Exhibit C
Page 1 of 3

OEBO LETTER OF INTENT – SCHEDULE 2

Exhibit C
Page 2 of 3

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: 2018510
SOLICITATION/PROJECT NAME: Donald Ross Road Bascule Bridge Equipment Rehabilitation

Name of Prime: Alan Gerwig & Associates, Inc.

(Check box(s) that apply)

☒ SBE ☐ WBE ☐ MBE ☐ M/WBE ☐ Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 12/28/2018

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

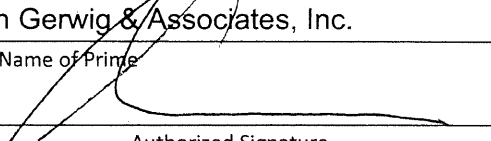
S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or 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
1	Structural Engineering Services				\$ 31,509.60

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: \$31,509.60

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 2nd/3rd tier Subcontractor/subconsultant Price or Percentage:

Alan Gerwig & Associates, Inc.
Print Name of Prime
By: 
Authorized Signature
Alan Gerwig
Print Name
President
Title
Date: 7/25/2019

Print Name of Subcontractor/subconsultant
By: _____
Authorized Signature
Print Name
Title
Date:

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and _____ (or 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: 2018510
SOLICITATION/PROJECT NAME: Donald Ross Road Bascule Bridge Equipment Rehabilitation

Name of Prime: Alan Gerwig & Associates, Inc.

(Check box(s) that apply)

☐ SBE ☐ WBE ☐ MBE ☐ M/WBE ☒ Non-S/M/WBE Date of Palm Beach County Certification (if applicable): N/A

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.

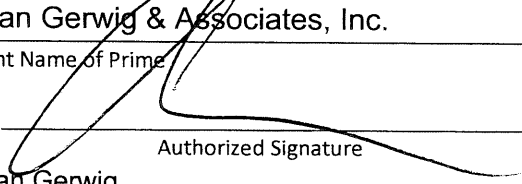
Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
2	Structural Engineering Services				\$ 277,989.00

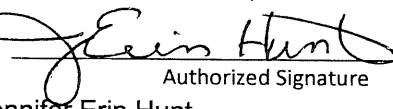
The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$277,989.00

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 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage:

Alan Gerwig & Associates, Inc.
Print Name of Prime
By: 
Authorized Signature
Alan Gerwig
Print Name
President
Title
Date: 7/24/2019

HDR Engineering, Inc.
Print Name of Subcontractor/subconsultant
By: 
Authorized Signature
Jennifer Erin Hunt
Print Name
Vice President
Title
Date: 7/25/2019

CONFLICT OF INTEREST DISCLOSURE FORM

Project: **Donald Ross Road Bascule Bridge Equipment Rehabilitation**

Project No.: **2018510**

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

See Attached

(Attach additional sheets as needed)

CONSULTANT/ANNUAL CONSULTANT further represents that it presently has no interest and shall acquire no interest which would conflict with performance of services solicited herein, as provided for in Chapter 112, Part III, Florida Statutes, and Section 2-441, et seq., the Palm Beach County Code of Ethics. The CONSULTANT/ANNUAL CONSULTANT further represents that no person having any such conflict of interest shall be employed for said performance of services.

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

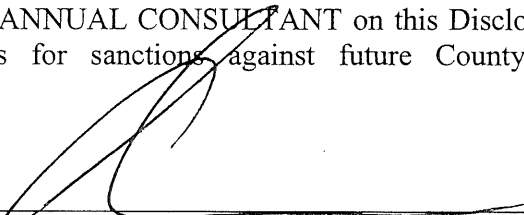
If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT/ANNUAL CONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT/ANNUAL CONSULTANT shall not enter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

By signing below, CONSULTANT/ANNUAL CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S/ANNUAL CONSULTANT'S judgment or quality of services being provided to the County.

THIS DISCLOSURE is submitted by Alan Gerwig, as President, of Alan Gerwig & Associates, Inc.

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

Alan Gerwig, President
(Print Name and Title)


(Signature)

7/25/2019
(Date)

Conflict of Interest Disclosure Form Attachment

1. Anne Gerwig is owner of 1% of the company of Alan Gerwig & Associates, Inc. and is serving as Mayor of Wellington. The plain language of the code requires abstention when a vote would result in a special financial benefit. The issue of the special financial benefit turns on whether that financial benefit is shared with similarly situated members of the general public. While Palm Beach County is a customer or client of Mayor Gerwig's outside business, voting on matters unrelated to her outside business but benefitting the County would not result in a special financial benefit to her public customer or client, as a government entity represents all residents within its political boundaries. In the event any item would come before her that would offer a special financial benefit to her or her business relating to this contract she would be required to recuse herself from that item thereby removing any conflict of interest for herself, AGA or Palm Beach County. (For reference see Palm Beach County Commission on Ethics RQO 11-92)

Anne Gerwig also serves as chair of the Citizens Advisory Committee on Health and Human Services (a board authorized by the Board of County Commissioners) as a Palm Beach County League of Cities representative.

Page 2 of 2



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/22/2019

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 Collinsworth Ins & Risk Mgmt Services In P.O. Box 661628 Miami Springs FL 33266	CONTACT NAME: Erinn E Collinsworth PHONE (A/C, No, Ext): (786) 930-4795 FAX (A/C, No): (786) 930-4794 E-MAIL ADDRESS: erinn@collinsworthinsurance.com
INSURED Alan Gerwig & Associates, Inc. 12798 W. Forest Hill Blvd. Suite 201 Wellington FL 33414	INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Casualty Insurance Comp INSURER B: Berkley Ins Co INSURER C: INSURER D: INSURER E: INSURER F:
(561) 792-9000	NAIC # 29424 32603

COVERAGES CERTIFICATE NUMBER: Cert ID 3899 REVISION NUMBER:

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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		21 SBA RM9558	12/09/2018	12/09/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 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	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			21 SBA RM9558	12/09/2018	12/09/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			21 SBA RM9558	12/09/2018	12/09/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional Liability			AEC-9033823-00 Claims-Made Basis	08/25/2019	08/25/2020	Each Claim \$ 1,000,000 Policy Aggregate \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Professional Liability Retroactive Date 8/25/1998; Professional Liability Deductible \$20,000 Each Claim
Re: For all Projects with Palm Beach County
If required by written contract, Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents, shall be named Additional Insured, excluding professional services, as respects to General Liability.

CERTIFICATE HOLDER Palm Beach County Board of County Commissioners Engineering and Public Works Dept. 2300 N. Jog Rd. West Palm Beach FL 33411-2745	CANCELLATION 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 Erinn E Collinsworth
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/25/2019

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 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
PAYCHEX INSURANCE AGENCY INC/PAC
76250881
150 SAWGRASS DRIVE
ROCHESTER NY 14620

CONTACT NAME:

PHONE (877) 287-1312

(A/C, No, Ext):

FAX

(888) 443-6112

(A/C, No):

E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC#

INSURER A : Twin City Fire Insurance Company

29459

INSURED

ALAN GERWIG & ASSOCIATES, INC
12798 FOREST HILL BLVD STE 201
WELLINGTON FL 33414-4750

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)
							MED EXP (Any one person)
							PERSONAL & ADV INJURY
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> SCHEDULED AUTOS						
	<input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE
	DED RETENTION \$						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			76 WBG ZS1268	12/09/2018	12/09/2019	PER STATUTE <input checked="" type="checkbox"/> OTHER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE \$1,000,000
							E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. Project Name: FOR ALL PROJECTS WITH PALM BEACH COUNTY

CERTIFICATE HOLDER

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
ENGINEERING & PUBLIC WORKS DEPT
2300 N JOG RD
WEST PALM BEACH FL 33411-2745

CANCELLATION

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

Susan L. Castaneda

12798 W. Forest Hill Boulevard
Suite 201
Wellington, FL 33414
Phone: (561) 792-9000
Fax: (561) 792-9901
CA No. 7969

Alan Gerwig & Associates, Inc.
Consulting Engineers



July 22, 2019

Palm Beach County
Board of County Commissioners
Engineering and Public Works Dept.
2300 N. Jog Road
West Palm Beach, FL 33411-2745

Re: AGA Statement of No Corporately Owned Automobiles

Dear Ms. Dean:

This letter is to serve as declaration that Alan Gerwig & Associates, Inc. does not own any automobiles at the present time. If any vehicles are acquired during the time of the contract, AGA agrees to purchase "all owned" auto coverage as of the date of acquisition.

Sincerely,

Alan Gerwig, P.E.
President

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