

Approved By: \_\_\_\_\_ Date: 11/27/19

**Assistant County Administrator**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures	\$234,353	0	0	0	0
Operating Costs	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income (County)	0	0	0	0	0
In-Kind Match County	0	0	0	0	0
NET FISCAL IMPACT	\$234,353	0	0	0	0
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

Budget Account No.: Fund 4011 Dept 721 Unit W010 Object 6545

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:

Delegated Review 11/15/19  
11/14 OFMB 11/15  
Contract Development and Control 11/20/19  
11/20/19

B. Legal Sufficiency:

11/25/19  
Assistant County Attorney

C. Other Department Review:

Department Director

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

WORK TASK ORDER NO. 2

Palm Beach County Water Utilities Department  
CONSULTING/PROFESSIONAL SERVICES  
Southern Region Water Reclamation Facility  
Engineering Services for Headworks and Effluent Transfer Pumping Improvements

Resolution # R2016-0905    Contract Dated July 12, 2016

**Project Title:** Southern Region Water Reclamation Facility Engineering Services for Headworks and Effluent Transfer Pumping Improvements

**WUD Project No.:** 15-095

**Consultant:** Hazen and Sawyer, P.C.

**Address:** 2101 NW Corporate Boulevard, Suite 301, Boca Raton, FL 33431-7343

**Budget Line Item No.**     4011 – 721 - W010 - 6545

**District No.:** 5

This Work Task Order provides for: Additional engineering services during construction as requested by the Water Utilities Department (WUD) to assist in the execution of the construction phase of the project. The additional construction phase services include additional progress meetings, submittal reviews, responses to Contractor requests for information (RFIs), preparation and review of requests for proposals, resident project representation and project management.

(See **ATTACHMENT A** for detailed scope of services)

The Contract provides for 20.0 % SBE participation. This Work Task Order includes 19.21 % overall participation. The cumulative SBE participation including this Work Task Order is 35.49 %.

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 \$ 209,723.72
  - B. Fixed price of \$ 24,628.74
  - C. Total \$ 234,352.46
4. This Work Task Order 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.

WORK TASK ORDER NO. 2

**Palm Beach County Water Utilities Department  
CONSULTING/PROFESSIONAL SERVICES  
Southern Region Water Reclamation Facility  
Engineering Services for Headworks and Effluent Transfer Pumping Improvements**

**Resolution # R2016-0905    Contract Dated July 12, 2016**

**Project Title Southern Region Water Reclamation Facility Engineering Services for Headworks  
and Effluent Transfer Pumping Improvements**

**WUD Project No.: 15-095**

5. SBE participation is included in **ATTACHMENT C** under this Work Task Order. The attached Schedule 1 defines the SBE applied to this Work Task Order and Schedule 2 establishes the SBE contribution from each Sub-Consultant (Letter of Intent to perform as an SBE).
6. This Work Task Order does not amend, change, or modify the Contract dated July 12, 2016 which remains in full force and effect.
7. All Attachments to this Work Task Order are incorporated herein and made a part of this Work Task Order.

Palm Beach County Water Utilities Department  
CONSULTING/PROFESSIONAL SERVICES  
Southern Region Water Reclamation Facility  
Engineering Services for Headworks and Effluent Transfer Pumping Improvements

Resolution # R2016-0905 Contract Dated July 12, 2016

Project Title: Southern Region Water Reclamation Facility Engineering Services for Headworks and Effluent Transfer Pumping Improvements

WUD Project No.: 15-095

IN WITNESS WHEREOF, this Work Task Order 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: \_\_\_\_\_

CE  
10/21/19

Mayor

JCS

Typed Name: \_\_\_\_\_

Deputy Clerk

Date

Approved as to Form and Legal Sufficiency

CONSULTANT: HAZEN AND SAWYER, P.C.

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

Albert Muniz  
(Signature)

Typed Name: \_\_\_\_\_

County Attorney

Albert Muniz/Vice President  
(Name and Title)

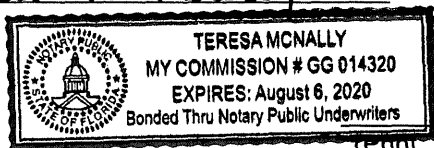
10/18/19

Date

STATE OF FLORIDA

COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me this 18<sup>th</sup> day of October, 2019,  
by Albert Muniz as Vice President  
for Hazen and Sawyer



Teresa McNally  
(Signature of Notary Public - State of Florida)

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

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

**LIST OF ATTACHMENTS**

**WORK TASK ORDER NO. 2**

**Palm Beach County Water Utilities Department  
CONSULTING/PROFESSIONAL SERVICES  
Southern Region Water Reclamation Facility  
Engineering Services for Headworks and Effluent Transfer Pumping Improvements**

**Resolution # R2016-0905    Contract Dated July 12, 2016**

<b>ATTACHMENT - A</b>	Scope of Services
<b>ATTACHMENT - B</b>	Summary and Status of Work Task Orders
<b>ATTACHMENT - C</b>	OEBO 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 9-25-19

# **ATTACHMENT - A**

## **SCOPE OF SERVICES**

**WUD Project No.: 15-095**

**Project Title:** Southern Region Water Reclamation Facility Engineering Services for Headworks and Effluent Transfer Pumping Improvements

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### **INTRODUCTION**

On July 12, 2016 Palm Beach County Board of County Commissioners (COUNTY) entered into an agreement entitled Contract for Engineering Services for Southern Region Water Reclamation Facility Headworks and Effluent Transfer Pumping Improvements – Palm Beach County Water Utilities Department Project No. WUD 15-095 (CONTRACT) with Hazen and Sawyer, P.C. (CONSULTANT) to provide engineering services for design, permitting assistance, bidding support and construction services.

### **BACKGROUND**

The above referenced professional services are related to Palm Beach County Water Utility Department's (WUD) Southern Region Water Reclamation Facility (SRWRF). The project aims to enhance operational efficiency by replacing aging infrastructure in the pretreatment building and the effluent pump station. The scope for this project includes, but is not limited to, replacement of three (3) existing influent screens with four (4) new center flow band screens and associated upgrades to the screenings handling and disposal systems (such as screenings washer/compactors, screenings conveyance, and truck trailer loading modifications). In addition, the project includes the replacement of the sole existing twenty-five (25) horsepower effluent transfer pump with a new 200 horsepower vertical turbine pump with associated variable frequency drive to match existing 200 horsepower effluent transfer pumps. The new effluent transfer pump has been pre-purchased by the WUD.

The CONTRACT with CONSULTANT had an initial completion date of August 16, 2019. The construction phase of the project commenced on October 27, 2017 and is approximately 85 percent complete. Amendment No. 1 to the CONTRACT was approved by the COUNTY on July 2, 2019 extended the CONTRACT duration an additional 274 days which results in a revised CONTRACT completion date of May 17, 2020. The additional time incorporated into the CONTRACT was a direct result of delays experienced during the construction phase of the project. Additional engineering services during construction have been requested, by WUD, to provide continued support and assistance with the execution of the project. It is estimated that additional engineering services during construction will be required for 274 calendar days. The additional construction phase services includes additional meetings, submittal reviews, Contractor Requests for Information (RFIs), preparation and review of requests for proposals, resident project representation, and project management. A more detailed summary is presented below.

## **ADDITIONAL CONSTRUCTION PHASE SCOPE OF SERVICES**

### **Task 4 – Construction Contract Administration Services**

The CONSULTANT will provide additional services as identified below for the management of engineering tasks for the additional 274 day duration of the project's construction phase. Such management activities will include project coordination with COUNTY, general coordination with the Contractor, scheduling, pay requests, and general correspondence with COUNTY and the Contractor.

#### *4.1 – Pre-Construction and Monthly Progress Meetings*

CONSULTANT will attend meetings with COUNTY and the Contractor. As a minimum, one (1) representative of CONSULTANT will attend the project progress meetings (i.e., the Project Manager) together with the Resident Project Representative (RPR) to discuss the project progress. CONSULTANT will chair the progress meeting and prepare and issue meeting minutes. Additional CONSULTANT or sub-consultant team members will attend periodically to address specific subject matter as issues arise during the course of the construction work.

The original CONTRACT and Work Task Order No. 1 had assumed a total of 42 progress meetings. At the request of WUD, project progress meetings are held bi-weekly. Based upon biweekly meetings, 19 additional meetings are anticipated for the additional 274 calendar day duration of the construction phase of the project.

#### *4.2 – Submittals*

CONSULTANT will consult with the COUNTY concerning the acceptability of substitute materials and equipment proposed by the apparent low bidder. CONSULTANT will review shop drawings, diagrams, illustrations, catalog data, schedules and samples, equipment Operation and Maintenance (O&M) manuals, results of laboratory tests and inspections, equipment factory test certifications, equipment manufacturer certificates of proper installation, and other data that Contractors are required to submit for conformance with the design concept of the Project and compliance with the provisions of the Contract Documents. In addition, CONSULTANT will receive and review items to be delivered by the Contractor(s) pursuant to the Contract Documents, including but not limited to maintenance and operating instructions, schedules, guarantees, warranties, bonds and certificates of inspection, tests and approvals. CONSULTANT will provide written comments and recommendations concerning their completeness under the Contract Document.

The original CONTRACT and Work Task Order No. 1 had assumed a total of 265 shop drawings and O&M manuals were to be processed by Hazen with an effort of four (4) hours per submittal anticipated throughout the course of the construction phase of the project. The actual quantities of shop drawings and O&M manuals will exceed the assumed amount with a total of 299 shop drawings and O&M manuals now anticipated, this equates to 34 submittals beyond the 265 previously assumed for this task. The level of effort for the additional submittals remains at approximately four (4) hours per submittal.

#### *4.3 – Interpretations, Clarifications and Change Orders*

CONSULTANT will issue interpretations and clarifications of Contract Documents during



construction, and evaluate requests for substitutions or deviations from the Contractor Documents. CONSULTANT will notify COUNTY of any such requested deviations or substitutions, and when reasonably necessary, provide COUNTY with a recommendation concerning same.

CONSULTANT will negotiate with the Contractor the scope and cost of contract change orders using as a basis for such negotiations data or other information, emanating from the Contract Documents, including but not limited to the construction contract, general and special conditions, bid sheet, technical specifications, plans, shop drawings, material specifications, and proposed material and labor costs. CONSULTANT will prepare, recommend and submit for COUNTY's approval such change orders or work change directives.

The original CONTRACT and Work Task Order No. 1 had assumed a total of 100 requests for information (RFIs) were to be addressed by CONSULTANT with an effort of four (4) hours per RFI. The actual number of RFIs submitted by the Contractor exceed the assumed amount with a total of 135 RFIs now anticipated which is 35 beyond the 100 RFIs assumed. The level of effort for the additional RFI's remains at approximately four (4) hours per submittal.

The original CONTRACT had assumed a total of six (6) change orders/work change directives were to be addressed by Hazen with an effort of eight (8) hours per submittal. The actual number of change orders/work change directives exceed the assumed amount with a total of 31 now anticipated which is 25 beyond the six (6) change orders/work change directives initially assumed. The level of effort for the additional change orders/work change directives remains at approximately eight (8) hours per submittal.

#### **Task 5 – Resident Project Representative**

The CONSULTANT will provide a RPR as described herein for the duration of the construction project to observe construction and monitor work. The RPR will be approved by the COUNTY.

##### *5.1 – Resident Project Representative*

CONSULTANT will provide a RPR for field observation of the construction to help determine whether the general provisions of the Contract Documents are being fulfilled and to reasonably protect COUNTY against defects and deficiencies in the work of the Contractor. Compensation in Schedule A is based on 20 month construction duration (i.e., Notice to Proceed through Final Completion) and a total resident project representation level of effort based on 1,540 hours. In addition:

- CONSULTANT, working principally through the Contractor's Superintendent, will assist the Contractor in the understanding the intent of the Contract Documents; and will assist COUNTY staff in serving as COUNTY's liaison with the Contractor
- Based on available information, the CONSULTANT will verify that tests, equipment and system startup are conducted in the presence of appropriate personnel and that the Contractor maintains adequate records thereof; and observe, record, and report appropriate details relative to the test procedures and startup to COUNTY and appropriate regulatory agencies. Based upon available information, CONSULTANT will verify and certify to COUNTY that

the constructed facilities properly operate and are in general conformance with the Contract Documents and specifications.

- CONSULTANT will keep a diary or log book, recording date relative to questions of Work Directive Changes, Change Orders, or changed conditions, and observations in general
- CONSULTANT will prepare a daily report for each day the RPR is on site, and submit said reports in electronic PDF format to the COUNTY on a weekly basis

CONSULTANT will notify COUNTY and CONTRACTOR in writing when unsafe working conditions or safety violations are observed.

The original CONTRACT had assumed a total of 1,540 hours of resident project representation over the 20 month construction duration (i.e., Notice-to-Proceed through Final Completion) with resident project representation commencing approximately during the third month of the construction schedule. The additional time incorporated into the CONTRACT through Amendment 1 increases the construction duration by nine (9) months. Additional resident project representation services are required for the additional nine (9) month construction duration. The level of effort for the additional resident project representation will remain at the same effort as that assumed in the original CONTRACT and amounts to approximately 768 additional hours of resident project representation over the nine (9) month duration.

#### **Task 7 – Project Management**

Throughout the duration of the project (i.e., design through construction), CONSULTANT will provide project controls and management services to continually monitor the project for proper staff utilization, schedule, and design coordination. CONSULTANT will provide monthly reports to the COUNTY's project manager within the first 7 calendar days of every month, a status update including:

- Narrative of work accomplished during the previous month compared to the last month's projection and anticipated work for upcoming month
- Progress chart
- Change log
- Schedule milestones
- Schedule Gant chart

The original CONTRACT had assumed a total of 24 months for project management responsibilities including 24 Monthly Project Control progress reports. Additional project management responsibilities will be required for the additional 9 months of time added to the CONTRACT through Amendment 1. The level of effort for the additional project management responsibilities will remain at the same effort as that assumed in the original CONTRACT.

**ATTACHMENT - B**

## SUMMARY AND STATUS OF WORK TASK ORDERS

[illegible]

**ATTACHMENT C**

**OEBO SCHEDULE 1**

Office of Equal Business Opportunity Compliance Programs

OEBO SCHEDULE 1

LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME:

SRWRF Headworks and Effluent Transfer Pumping Improvements

NAME OF PRIME RESPONDENT/BIDDER:

Hazen and Sawyer, P.C.

CONTACT PERSON:

Albert Muniz, P.E.

SOLICITATION OPENING/SUBMITTAL DATE:

SOLICITATION/PROJECT/BID No.:

WUD 15-095

ADDRESS:

2101 NW Corporate Blvd., Suite 301, Boca Raton, FL 33431

PHONE NO.:

561-997-8070

 E-MAIL:

amuniz@hazenandsawyer.com

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	SBE	Black	Hispanic	Women	Caucasian	Other (Please Specify)
		Minority/Women Business	Small Business					
1. Hazen and Sawyer, P.C. 2101 NW Corporate Blvd., Suite 301 Boca Raton, Florida 33431	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				\$189,322.68	
2. Holtz Consulting Engineers, Inc. 50 South US Highway One, Suite 206 Jupiter, Florida 33477	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			\$45,029.78		
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		\$45,029.78	\$189,322.68	
Total Bid Price \$ 234,352.46				Total SBE - M/WBE Participation \$45,029.78				

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

Albert Muniz

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.

**ATTACHMENT – C**

**OEBO SCHEDULE 2**

**Office of Equal Business Opportunity Compliance Programs**

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: WUD 15-095

SOLICITATION/PROJECT NAME: SRWRF Headworks and Effluent Transfer Pumping Improvements

Prime Contractor: Hazen and Sawyer, P.C. Subcontractor: Holtz Consulting Engineers, Inc.

(Check box(s) that apply)

☒ SBE ☐ WBE ☐ MBE ☒ M/WBE ☐ Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 10/3/19 - 10/2/22

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

Column 1

Column 2

Column 3

☐ Male ☒ Female ☐ African-American/Black ☐ Asian American ☐ Caucasian American ☐ Supplier ☒ 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	Resident Project Representation	\$45,029.78	1	0	\$45,029.78

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: \$45,029.78

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.

N/A

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

Price or Percentage: N/A

Hazen and Sawyer, P.C.

Print Name of Prime

By: Albert Muniz

Authorized Signature

Albert Muniz

Print Name

Vice President

Title

Date: October 18, 2019

Holtz Consulting Engineers, Inc.

Print Name of Subcontractor/subconsultant

By: David Holtz

Authorized Signature

David F. Holtz

Print Name

Vice President

Title

Date: October 18, 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>
Task 4 – Construction Contract Administration	274 calendar days
Task 5 – Resident Project Representative	274 calendar days
Task 7 - Project Management	274 calendar days



## ATTACHMENT - E BUDGET SUMMARY

**Palm Beach County Water Utilities Department  
CONSULTING/PROFESSIONAL SERVICES  
Southern Region Water Reclamation Facility  
Engineering Services for Headworks and Effluent Transfer Pumping Improvements**

**Resolution # R2016-0905    Contract Dated July 12, 2016**

### BUDGET SUMMARY

Task No.	Task Description	Labor Classification and Hourly Rate										
		Vice President	Senior Associate	Associate	Senior Principal Engineer	Engineer	Principal Designer	Designer	Office Support	Total Labor	Sub Consultant Services	
4.0	Additional Construction Contract Administration (T&M)	4	147	38	252	137	43	0	4	625	\$0.00	
	4.1 - Additional Meetings (19)	4	38	38	38	0	0	0	0	118	\$0.00	
	4.2 - Additional Submittals (34)	0	0	0	0	102	34	0	0	136	\$0.00	
	4.3.1 - Additional Requests for Information (35)	0	0	0	105	35	9	0	4	153	\$0.00	
	4.3.2 - Additional Change Orders and Work Change Directives (25)	0	100	0	100	0	0	0	0	200	\$0.00	
	4.4 - Additional Pay Requests (9)	0	9	0	9	0	0	0	0	18	\$0.00	
5.0	Additional Resident Project Representative (T&M)	0	144	0	288	0	0	0	0	432	\$45,029.78	
7.0	Additional Project Management (Lump Sum)	30	50	15	0	20	0	12	40	167	\$0.00	
	SUB-TOTAL Hours	34	341	53	540	157	43	12	44	1,224	\$45,029.78	
	Labor Raw Costs	\$72.50	\$65.16	\$55.50	\$50.00	\$35.18	\$37.84	\$27.84	\$22.66			
	Labor Multiplier	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0			
	Labor Sub-Total	\$7,395.00	\$66,658.68	\$8,824.50	\$81,000.00	\$16,569.78	\$4,881.36	\$1,002.24	\$2,991.12			
	Labor Total									\$189,322.68		
	Sub-consultant Labor Total											\$45,029.78
	Sub-consultant Multiplier											1.0
	Sub-consultant Total											\$45,029.78
	Reimbursable Expenses											\$0
	Project Total											\$234,352.46

Revised 9-25-19



HOLTZ CONSULTING ENGINEERS, INC

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October 10, 2019

Mr. Albert Muniz, P.E.  
Hazen and Sawyer, P. C.  
2101 NW Corporate Blvd, Suite 301  
Boca Raton, FL 33431

**Subject: PBC WUD Southern Region WRF Screening Improvements**

Dear Mr. Muniz,

Holtz Consulting Engineers, Inc. (HCE) is pleased to submit this proposal for engineering services to assist Hazen & Sawyer, P. C. (Hazen) with Resident Project representative (RPR) services for the Southern Region Water Reclamation Facility (SRWRF) for the Palm Beach County Water Utilities Department (PBCWUD).

**SCOPE OF SERVICES**

***Task 1 – Resident Project Representative***

Provide a part-time RPR as described herein for an additional 274 days to observe construction and monitor work. The RPR will be approved by the COUNTY. The part-time RPR will provide field observation of the construction to help determine whether the general provisions of the Contract Documents are being fulfilled and to reasonably protect COUNTY against defects and deficiencies in the work of the Contractor. In addition:

- Attend 19 additional progress meetings with COUNTY and the Contractor. It is assumed that these project progress meetings will be held monthly during the additional construction period.
- Assist CONSULTANT with coordination of submittals in the field as needed.
- Assist CONSULTANT as needed with interpretations and clarifications of Contract Documents during construction, and evaluate requests for substitutions or deviations from the Contractor Documents.
- The Resident Project Representative (RPR) will review the Contractor's monthly applications for payment and accompanying data and recommend approval of payments due to the Contractor.
- RPR, working principally through the Contractor's Superintendent, will assist the Contractor in the understanding the intent of the Contract Documents; and will assist COUNTY staff in serving as COUNTY's liaison with the Contractor

---

50 South US Highway One, Suite 206 • Jupiter, Florida 33477  
Office: 561.575.2005 • Fax: 561.575.2009



HOLTZ CONSULTING ENGINEERS, INC

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- Based on available information, the RPR will verify that tests, equipment and system startup are conducted in the presence of appropriate personnel and that the Contractor maintains adequate records thereof; and observe, record, and report appropriate details relative to the test procedures and start-up to COUNTY and appropriate regulatory agencies. Based upon available information, RPR will verify and certify to COUNTY that the constructed facilities properly operate and are in general conformance with the contract documents and specifications
- RPR will keep a diary or log book, recording date relative to questions of Work Directive Changes, Change Orders, or changed conditions, and observations in general
- RPR will prepare a daily report for each day the RPR is on site, and submit said reports in electronic PDF format to the COUNTY on a weekly basis
- RPR will notify COUNTY and CONTRACTOR in writing when unsafe working conditions or safety violations are observed

## COMPENSATION

Professional fees for the Scope of Services for HCE to provide the part-time RPR to Hazen for the project as outlined above for an additional 274 calendar day duration shall be an upper-limit amount of \$45,029.78.

We appreciate the opportunity to work with you on this project.

Sincerely,

HOLTZ CONSULTING ENGINEERS, INC.

A handwritten signature in black ink that reads 'David F. Holtz'. The signature is fluid and cursive, with the first name 'David' being more prominent.

David F. Holtz, P.E., BCEE  
Vice President

Palm Beach County Water Utilities Department

Engineering Services for Headworks and Effluent Transfer Pumping Improvements (Project No. WUD 15-095)  
Holtz Consulting Engineers, Inc.

Task No.	Description	Principal Project Manager \$203.33	Construction Coordinator / RPR \$134.26	Administrative Support \$72.26	Total Hours	Cost
Time and Materials						
1	Resident Proj. Representation	6	322	8	336	\$45,029.78
	Total					\$45,029.78
Project Total		6	322	8	336	\$45,029.78
						\$45,029.78

Labor Raw Hourly Rate	\$67.777	\$44.754	\$24.087
Labor Multitplier	3.00	3.00	3.00
Labor Hourly Charge Rate	\$203.33	\$134.26	\$72.26

**ATTACHMENT – F**

**Palm Beach County Water Utilities Department**  
**CONSULTING/PROFESSIONAL SERVICES**  
**Southern Region Water Reclamation Facility**  
**Engineering Services for Headworks and Effluent Transfer Pumping Improvements**

**Resolution # R2016-0905    Contract Dated July 12, 2016**

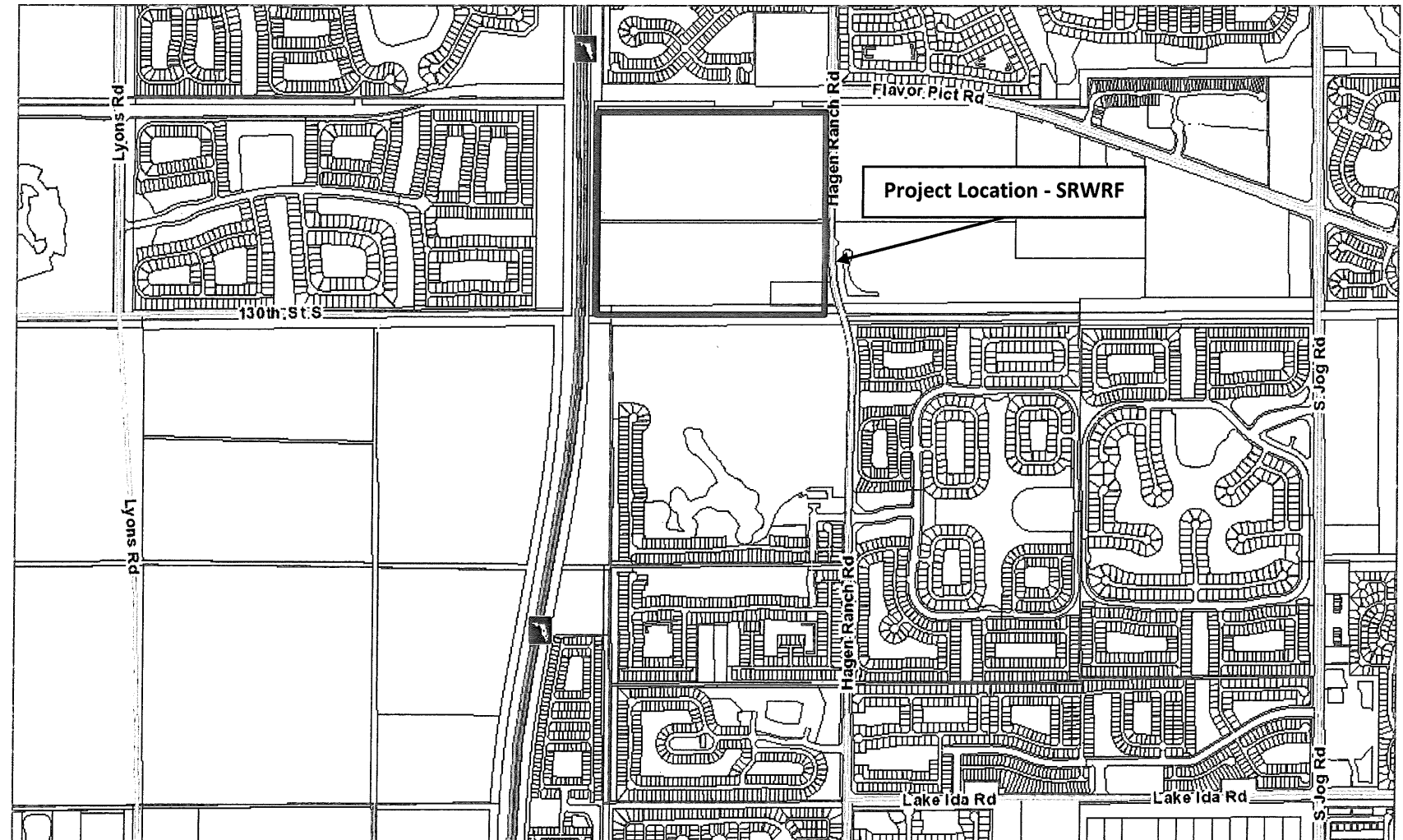
**WORK TASK ORDER STATUS REPORT**

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

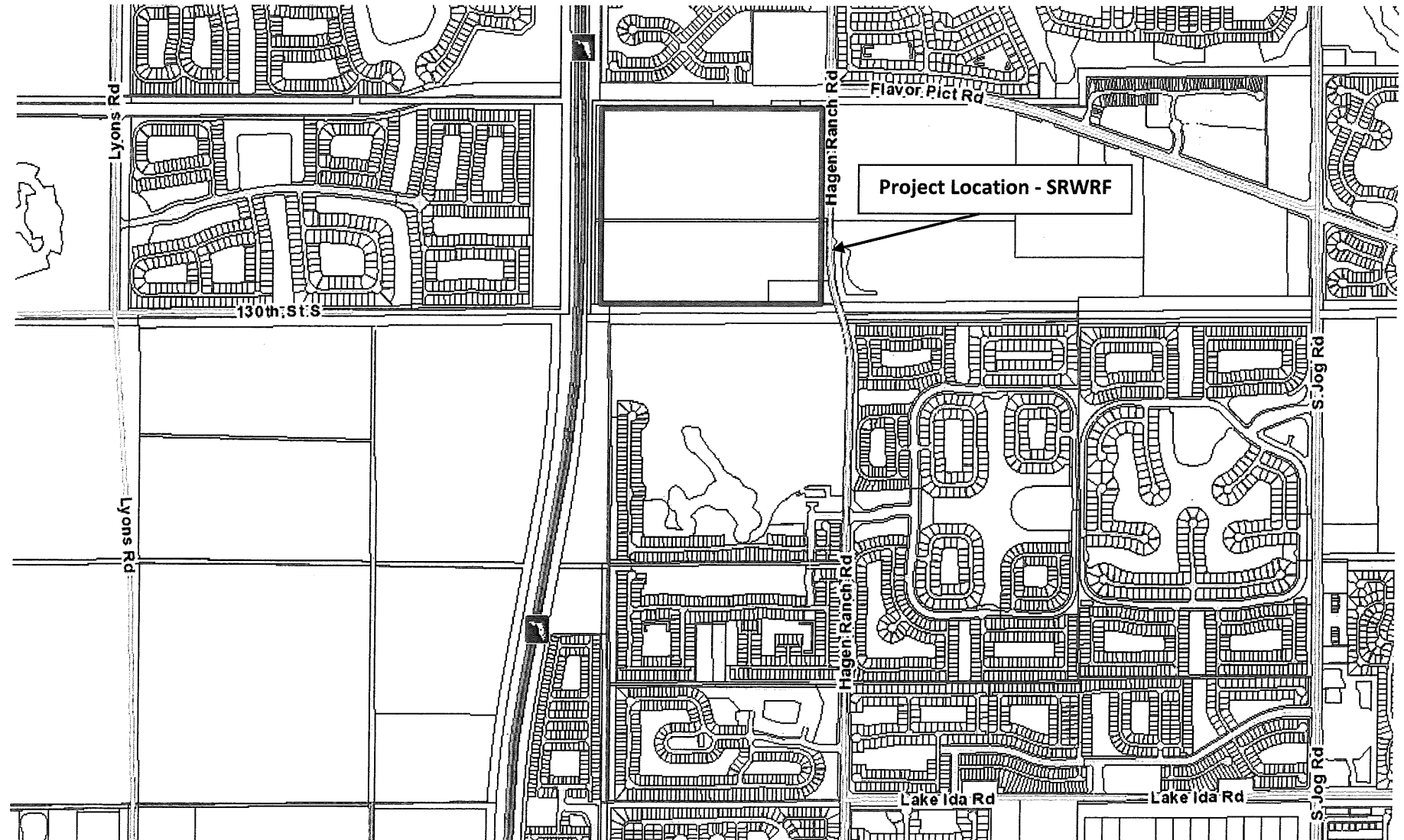
Master Contract Goal: <u>20.0 (%)</u>	<b>SBE</b>
<b>Current Proposal</b>	
Value of Work Task Order No. 2	\$234,352.46
Value of SBE-M/WBE Letters of Intent	\$45,029.78
Actual Percentage	<u>19.21 %</u>
<b>Signed/Approved Work Task Orders</b>	
Total Value of Work Task Orders	\$1,438,952.61
Total Value of SBE-M/WBE Signed Subcontracts	\$548,980.00
Actual Percentage	<u>38.15 %</u>
<b>Signed/Approved Work Task Orders Plus Current Proposal</b>	
Total Value of Work Task Orders	\$1,673,305.07
Total Value of Subcontracts & Letters of Intent	\$594,009.78
Actual Percentage	<u>35.49 %</u>

## ATTACHMENT - G

### Location Map



**ATTACHMENT 2**  
Location Map



## ATTACHMENT 3

HAZE&amp;SA-01

KGODWIN



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/7/2019

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 Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102	CONTACT NAME:		
	PHONE (A/C, No, Ext): (703) 827-2277	FAX (A/C, No): (703) 827-2279	
	E-MAIL ADDRESS: admin@amesgough.com		
INSURED  Hazen and Sawyer 498 Seventh Avenue New York, NY 10018	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Hartford Fire Insurance Company A+ (XV)		19682
	INSURER B : Hartford Casualty Insurance Company A+ (XV)		29424
	INSURER C : Twin City Fire Insurance Company A+ (XV)		29459
	INSURER D : Continental Casualty Company (CNA) A, XV		20443
	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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X	X	42UUNBH8062	3/29/2019	3/29/2020	EACH OCCURRENCE \$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000	
	<input checked="" type="checkbox"/> Contractual Liab.						MED EXP (Any one person) \$ 10,000	
							PERSONAL & ADV INJURY \$ 1,000,000	
							GENERAL AGGREGATE \$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000	
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC							
	OTHER:							
B	AUTOMOBILE LIABILITY	X		42UENBH7997	3/29/2019	3/29/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$	
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$	
							PROPERTY DAMAGE (Per accident) \$	
							Comp./Coll. Ded \$ 1,000	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$	
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$	
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>							
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y / N <input checked="" type="checkbox"/> N	N / A	X	42WBAD0SYE	3/29/2019	3/29/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)							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
D	Professional Liab			AEH008231489	3/29/2019	3/29/2020	Per Claim/Aggregate 3,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: Project #WUD 15-095 – Southern Region Water Reclamation Facility Engineering Services for Headworks and Effluent Transfer Pumping Improvements

Palm Beach County, Board of County Commissioners, a political subdivision of the State of Florida and Palm Beach County Water Utilities Department, its officers, directors, agents and employees are included as additional insured with respect to General Liability and Automobile Liability when required by written contract per attached endorsements. General Liability and Workers Compensation policies include a waiver of subrogation per attached endorsements in favor of the additional insureds where permissible by state law and when required by written contract.

## CERTIFICATE HOLDER

## CANCELLATION

Palm Beach County  
Water Utilities Department  
8100 Forest Hill Boulevard  
West Palm Beach, FL 33413

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

ACORD 25 (2016/03)

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

**ADDITIONAL INSURED AND  
RIGHTS OF RECOVERY AGAINST OTHERS**

This endorsement modifies insurance provided under the following:

**BUSINESS AUTO COVERAGE FORM**

- A. Any person or organization whom you are required by contract to name as additional insured is an "insured" for LIABILITY COVERAGE but only to the extent that person or organization qualifies as an "insured" under the WHO IS AN INSURED provision of Section II - LIABILITY COVERAGE.
- B. For any person or organization for whom you are required by contract to provide a waiver of subrogation, the Loss Condition - TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US is applicable.

**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

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

ANY PERSON OR ORGANIZATION THAT YOU HAVE AGREED TO NAME AS AN ADDITIONAL INSURED IN A WRITTEN CONTRACT OR AGREEMENT PROVIDED THAT THE INJURY OR DAMAGE OCCURS SUBSEQUENT TO THE EXECUTION OF THE CONTRACT OR AGREEMENT. A PERSON OR ORGANIZATION IS INCLUDED AS AN ADDITIONAL INSURED UNDER THIS ENDORSEMENT ONLY FOR THAT TIME PERIOD REQUIRED BY THE CONTRACT OR AGREEMENT.

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.

