

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	May 5, 2020	Consent [X]	Regular []
		Public Hearing []	
Department:	Water Utilities Department		

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consultant Services Authorization (CSA) No. 15 to the Utility Distribution & Collection System Engineering Services Contract (Contract) with Chen Moore and Associates, Inc., (Consultant) for the North West Belle Glade Water Main Improvements Design, Zone 3 (Project) for a total amount of \$314,167.46.

Summary: On June 20, 2017, the Board of County Commissioners approved the Palm Beach County Water Utilities Department (PBCWUD) Contract (R2017-0816) with Consultant. CSA No. 15 provides for professional engineering services relating to design and permitting of the Project. These services include construction plans, technical specifications, permitting, and bid support services for the replacement of approximately 21,245 linear feet of 2-inch, 4-inch, 6-inch, and 8-inch water mains, including the affected water services within the North West area of the City of Belle Glade. This Contract was procured under the requirements of the 2002 Small Business Enterprise (SBE) Ordinance (R2002-0064) prior to the adoption of the new Equal Business Opportunity Ordinance on October 16, 2018. The SBE participation goal established under the 2002 Ordinance was 15% overall participation. The Contract provides for 100% SBE participation. CSA No. 15 includes 100% SBE participation. The cumulative SBE participation is 99.35%. Consultant is a Palm Beach County Company. This Project is included in the WUD FY20 Budget. (WUD Project No.18-002) District 6 (MJ)

Background and Justification: The existing water mains to be replaced under the Project are substandard pipe material, undersized and lack fire protection. The Project includes the relocation of water services from the rear to the front of the properties. The Project is needed to restore the service life, efficiency, and effectiveness of the water distribution system, while reducing the operations and maintenance workload and associated cost.

Attachments:

1. Four (4) Originals of Consultant Services Authorization No. 15
2. Location Map
3. Certificate of Liability Insurance

Recommended By: Jim Stilbs 3-19-2020
Department Director Date

Approved By: Walter Blum 4/6/2020
Assistant County Administrator Date

CONSULTANT SERVICES AUTHORIZATION NO. 15

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Utility Distribution & Collection System Engineering Services
Resolution No. R2017-0816 Contract Dated June 20, 2017

Project Title: North West Belle Glade Water Main Improvements Design, Zone 3

WUD Project No.: 18-002

Consultant: Chen Moore and Associates, Inc.

Address: 500 Australian Avenue South, Suite 850, West Palm Beach, FL 33401

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

District No.: 6

This Consultant Services Authorization provides for: Design and permitting for the replacement and installation of approximately 4 miles (21,245 linear feet) of water main within the City of Belle Glade.

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

The Contract provides for 100% SBE participation. This Consultant Services Authorization includes 100% overall participation. The cumulative SBE participation, including this authorization is 99.35%.

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 \$181,435.00

B. Fixed price of \$132,732.46

C. Total \$ 314,167.46

4. This Authorization may be terminated by the County without cause or prior notice. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed through the date of termination, together with reimbursable expenses (if applicable) then due.

CONSULTANT SERVICES AUTHORIZATION NO. 15

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Utility Distribution & Collection System Engineering Services
Resolution No. R2017-0816 Contract Dated June 20, 2017

Project Title: North West Belle Glade Water Main Improvements Design, Zone 3

WUD Project No.: 18-002

5. SBE participation is included in **ATTACHMENT C** under this Authorization. The attached Schedule 1 defines the SBE applied to this Authorization and Schedule 2 establishes the SBE contribution from each Sub-Consultant (Letter of Intent).
6. This Authorization does not amend, change, or modify the Contract dated June 20, 2017 which remains in full force and effect.
7. All Attachments to this Authorization are incorporated herein and made a part of this Consultant Services Authorization.

CONSULTANT SERVICES AUTHORIZATION NO. 15

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Utility Distribution & Collection System Engineering Services
Resolution No. R2017-0816 Contract Dated June 20, 2017

Project Title: North West Belle Glade Water Main Improvements Design, Zone 3

WUD Project No.: 18-002

IN WITNESS WHEREOF, this Authorization is accepted, subject to the terms, conditions and obligations of the aforementioned Contract.

PALM BEACH COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

Sharon R. Bock, Clerk & Comptroller,
Palm Beach County
ATTEST:

Palm Beach County, Board
of County Commissioners

Signed: _____

HW

Signed: _____

Dave Kerner, Mayor

JES

Typed Name: _____

Deputy Clerk

Date

Approved as to Form and Legal
Sufficiency

CONSULTANT: Chen Moore and Associates, Inc.

Signed: _____

CB

(Signature)

Typed Name: _____

County Attorney

Cristobal Betancourt, Director

(Name and Title)

3.2.20

Date

STATE OF FLORIDA

COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,
this 2 day of March, 2020, by Cristobal Betancourt who is personally
known to me or has produced _____ as identification.

Jennifer Cook

(Signature of Notary Public - State of Florida)



Jennifer Cook

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

CONSULTANT SERVICES AUTHORIZATION NO. 15

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Utility Distribution & Collection System Engineering Services
Resolution No. R2017-0816 Contract Dated June 20, 2017

LIST OF ATTACHMENTS

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

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ATTACHMENT A

SCOPE OF SERVICES

WUD Project No.: 18-002

Project Title: North West Belle Glade Water Main Improvements Design, Zone 3

CONSULTANT shall perform:

INTRODUCTION:

This Consultant Services Authorization encompasses providing services related to water main improvements in the City of Belle Glade.

BACKGROUND

The Palm Beach County Water Utilities Department (WUD) previously commissioned the NW Belle Glade Water Main Improvements, Zone 3 Survey and Pipe Assessment Study. The results of this study recommended replacement of water mains (WM) and WM upgrades to improve the Zone 3 water distribution system. Upgrades included addressing undersized water mains, substandard pipe materials, moving backyard water services to the roadside and installing interconnections between pipes to improve reliability and redundancy in the water distribution system. Some of the identified improvements were designed under the Phase I and Phase II utility adjustments for the City of Belle Glade Projects. The scope of services proposed under the Phase III adjustments will address the remainder of these recommended improvements. Phase III water distribution improvements includes the installation of approximately four (4) miles (21,245 linear feet) of new water main of various diameters, the interconnection of the 24-inch transmission main to 8-inch distribution water main to improve hydraulics and reliability and replacement of old fire hydrants within the project area. More specifically the scope of work proposed under this agreement is described in Table 1 below and shown visually on Attachment G.

Table 1. Project Improvements by Street (Exhibit ID corresponds to map on Attachment G)

Exhibit ID	Street Name	Description
1	NW 4th St, Between Ave K and Ave H	Install 1140 LF of 8-inch WM
2	NW Ave K Between NW 4th St and NW 1st St	Install 830 LF of 8-inch WM
3	Backyard service Between NW Ave J and NW Ave I	Abandon 805 LF of 2-inch WM
4	NW Ave I Between NW 4th St and NW 1st St	Install 830 LF of 8-inch WM
5	NW Ave H PI Between NW 4th St and NW 1st St	Install 850 LF of 8-inch WM
6	NW 1st St Between Ave L and Ave H	Install 1300 LF of 8-inch WM
7	NW Ave H Between NW 7th St and Main St	Install 2200 LF of 8-inch WM

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Exhibit ID	Street Name	Description
8	NW 2nd St Between Ave D and Ave H	Install 1325 LF of 8-inch WM
9	Backyard service Between Ave H and Ave G	Abandon 475 LF of 2-inch WM
10	NW Ave G Between 2nd St and Main St	Install 750 LF of 8-inch WM
11	Backyard service Between Ave G and Ave F	Abandon 500 LF of 2-inch WM
12	NW Ave F Between NW 4th St and Main St	Install 1250 LF of 8-inch WM
13	Backyard service Between Ave E and Ave F	Abandon 1200 LF of 2-inch WM
14	NW Ave E Between NW 4th St and Main St	Install 1250 LF of 8-inch WM
15	Backyard service Between Ave E and Ave D	Abandon 1165 LF of 2-inch WM
16	NW Ave D Between NW 2nd St and Main St	Install 600 LF of 8-inch WM
17	Backyard service Between Ave C and Ave D	Abandon 1125 LF of 2-inch WM
18	NW 4th St Between Ave D and W Canal St N	Install 400 LF of 8-inch WM
19	NW Ave B Between NW 2nd St and Main St	Install 630 LF of 8-inch WM
20	NW Ave G Pl Between 7th St and End of Rd	Install 275 LF of 6-inch WM
21	NW Ave G Between 7th St and End of Rd	Install 275 LF of 6-inch WM
22	NW Ave F Between 7th St and End of Rd	Install 275 LF of 6-inch WM
23	NW Ave E Between 7th St and End of Rd	Install 275 LF of 6-inch WM
24	W Canal St N Between 9th St and Main St	Install 3475 LF of 8-inch WM
25	Proposed Easement Along Lake Shore Middle School	Install 970 LF of 6-inch WM
26	NW 13th St Between Canal St and End of Rd	Install 870 LF of 8-inch WM
27	W Canal St N West of 16th St	Install 600 LF of 8-inch WM
28	W Canal St S West of 16th St	Install 750 LF of 8-inch WM
29	Backyard service Between Canal St and Palm St	Abandon 350 LF of 2-inch WM

Exhibit ID	Street Name	Description
30	NW 17th St At southern end of road	Install 75 LF of 6-inch WM
31	West side of NW 16th St South of Ave F	Abandon 550 LF of 6-inch WM
32	Intersection of W Canal St N and NW 16th St	Install connection between 24-inch WM and 8-inch WM

SCOPE OF SERVICES

Chen Moore and Associates, Inc. (CONSULTANT) shall perform the engineering Scope of Services as described herein.

ASSUMPTIONS

The engineering services described herein have been based on the following assumptions:

- WUD staff will provide all previous plans, reports and data.
- WUD will assist CONSULTANT with data and field investigation.
- WUD will provide consolidated review comments of each deliverable within two (2) weeks of receipt from CONSULTANT.
- Restoration will match existing conditions.
- Hydraulic modeling is not included.
- WUD will provide all permit fees.
- Sanitary sewer improvements are limited to adjustments of sewer laterals in conflict with proposed water main.
- Construction administration and permit certification are not included.
- Public outreach is not included.
- Easement acquisition or identification is not included.
- Geotechnical testing is not included. Past geotechnical reports of the area will be reviewed for this information. If past reports are not available, the design will include instructions to contractor for installation with various soil conditions.
- Design for water services relocating from the rear to the front of properties will include location of service in the public right-of-way. Design within the property is not included.
- Pipe profiles are not included.
- Waterway crossings are not included.

TASK 1 - FIELD INVESTIGATION AND COORDINATION

1.1 Survey Coordination: CONSULTANT shall coordinate with a licensed surveyor, Engenuity Group, Inc., in order to obtain the required topographic data within the project limits. Surveyor shall establish a control traverse and bench marks (North American Vertical Datum of 1988) at sufficient intervals to support the topographic survey to be utilized on the design plans. Surveyor shall locate all above ground features within the right-of-way of the existing roads, including pavement, paved swales, sidewalks, fences, light poles, handrails, storm manholes, catch basins, electric boxes, handholes, curbs, valve boxes, sanitary sewer manholes, driveway types, edges and corners, trees, overhanging trees in the right-of-way, meter boxes, centerline and crown of the roads, irrigation systems, fire hydrants and valves, overhead utilities. Surveyor shall locate underground features of sanitary manholes, storm manholes, and catch basins. Obtain spot elevations on an approximate 50-foot sections with high and low points and points of location. Sections to include edge of pavement, edge of curb, sidewalk, retention areas, and right-of-way. This will not constitute a boundary or right-of-way survey as defined in the Minimum Technical Standards for Land Surveying and Mapping. Ownership and title searches are not included. Easements will be based on information obtained from record plats.

1.2 Existing Utility Coordination: CONSULTANT will review all existing record drawings, design plans, utility atlases, and Geographic Information System (GIS) data for the project area. CONSULTANT shall perform a Sunshine One design ticket call, send letters to all identified utilities, collect utility location information and digitize utility locations for drawings. CONSULTANT shall coordinate with a subsurface utility engineering (SUE) firm, Craig A. Smith & Associates, Inc., for the performance of up to one hundred (100) utility test holes to locate any existing underground utilities that could potentially conflict with the improvements. SUE firm shall provide equipment and labor, or the services of a qualified sub-consultant, for exploratory subsurface test holes ("soft digs") for certain existing underground utilities as determined by the CONSULTANT. The work performed by Craig A. Smith & Associates, Inc., will be on a not-to-exceed time and material basis and the costs included in this proposal is only an estimate. WUD will pay only for the test holes actually completed. The horizontal location for each test hole will be obtained by the surveyor. Test hole information will include pipe type, diameter, material, and depth from surface (ground elevation is not included).

1.3 Field Verification: CONSULTANT shall conduct field visits, review GIS data and review as-built information to assess the existing conditions of the project area.

1.4 Coordination with WUD: CONSULTANT will coordinate with WUD for data collection and field investigation. This task will include up to two (2) meetings with WUD.

Task 1 Deliverable

Digital (pdf) copy of minutes from all meetings, one (1) signed and sealed survey (24"x36"), one (1) signed and sealed copy of geotechnical report, and one (1) copy of SUE report.

TASK 2 – 50% DESIGN SUBMITTAL

2.1 Plans: CONSULTANT will prepare and submit design drawings to WUD for review. The drawings will consist of the water main plan (no profile) and construction details. Geographic data will be based on GIS information, as-built data and field observations. Results of SUE survey will not be available for incorporation into the 50% submittal.

2.2 Progress Meeting with WUD: CONSULTANT will attend one (1) review meeting with WUD to discuss the 50% plans and obtain any review comments.

Task 2 Deliverable

Two (2) sets of plans (24"x36"), two (2) set of plans (11"x17"), two (2) copies of cost estimate, and digital copies containing PDFs of all submittal items.

TASK 3 – 90% DESIGN SUBMITTAL

3.1 Plans: CONSULTANT will prepare and submit design drawings to WUD for review. The drawings will consist of the water main plan and construction details. The drawings will incorporate results of the SUE survey.

3.2 Cost Estimate: CONSULTANT shall submit a cost estimate of the probable construction costs based on existing continuing construction contracts with WUD.

3.3 Technical Specifications: CONSULTANT shall provide technical specifications for the water main improvements. CONSULTANT will utilize the most current version of the WUD standard specifications where available and conform to WUD design and construction standards.

3.4 Progress Meeting with WUD: CONSULTANT will attend one (1) review meeting with WUD to discuss the 90% plans and obtain any review comments.

Task 3 Deliverable

Two (2) sets of plans (24"x36"), two (2) set of plans (11"x17"), two (2) copies of cost estimate and technical specifications, and digital copies containing PDFs of all submittal items.

TASK 4 – PERMIT SUBMITTAL

4.1 Florida Department of Transportation (FDOT) Utility Permit: Upon approval from WUD on 90% submittal, CONSULTANT will prepare and submit Utility Permit applications to FDOT. CONSULTANT will respond to Requests for Information (RFIs) from FDOT. It is expected that five (5) permits will be required from FDOT.

4.2 Palm Beach County Health Department (PBCHD) Water Main Extension Permit: Upon approval from WUD on 90% submittal, CONSULTANT will prepare and submit the Notice of Intent to Use the General Permit for Construction of Water Main Extensions for Public Water Systems (PWSs) applications to PBCHD. CONSULTANT will respond to RFIs from PBCHD. It is estimated that eight (8) permit applications will be submitted.

4.3 Palm Beach County Fire Rescue: CONSULTANT will coordinate with Palm Beach County Fire Rescue for plan review.

4.4 City of Belle Glade Permit: CONSULTANT will coordinate with the City of Belle Glade for a right-of-way permit review.

Task 4 Deliverable

Permit applications, approved permits and digital copies containing PDFs of all approved permits.

TASK 5 – 100% DESIGN PLANS

5.1 Design Submittal: CONSULTANT shall prepare a 100% final design plan for construction that addresses previous review comments from WUD and regulatory agencies. The drawings will consist of the final design with construction details.

5.2 Technical Specifications: CONSULTANT shall provide final technical specifications for the water main improvements. CONSULTANT will incorporate review comments from WUD and regulatory agencies on the 90% submittal.

5.3 Cost Estimate: CONSULTANT shall prepare a final cost estimate which will indicate all construction costs for items within the final design drawings.

Task 5 Deliverable

Four (4) sets of signed and sealed plans (24"x36"), two (2) set of signed and sealed plans (11"x17"), two (2) copies of cost estimate, technical specifications and a CD containing PDFs and CAD files of all submittal items.

TASK 6 – BIDDING ASSISTANCE

Upon completion of the permitting phase, WUD shall conduct the bid process and the CONSULTANT shall provide bid support services to WUD that shall include the following:

- Review the advertisement for bid and provide comments, if necessary.
- Attend the Pre-Bid Meeting.
- Review and respond to requests for additional information; draft addendum(s) to the bid documents if necessary.

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- Review and compile bid results and verify references of the three (3) lowest bidder(s), bid and qualifications.
- Perform sensitivity analysis of individual line item prices between the responsive bidders and compare them with other recent pricing.
- Provide a Recommendation of Award letter to WUD.

Task 6 Deliverable

One (1) copy (8-1/2" x 11") of RFI responses, bid analysis letter, Recommendation of Award letter, and a CD containing PDFs and CAD files of all submittal items.

ATTACHMENT B

SUMMARY AND STATUS OF CONSULTANT SERVICES AUTHORIZATIONS

Auth No.	WUD Project No.	Title	Status	Project Total Amount	SBE Total Amount	SBE Participation %	Approved	
							By	Date
1	18-027	State Road 7 Water Main Interconnection; North of Forest Hill Boulevard	Approved	\$37,334.88	\$37,334.88	100.00%	WUD	5/18/2018
1.1	18-027	State Road 7 Water Main Interconnection; North of Forest Hill Boulevard	Approved	\$5,674.29	\$5,674.29	100.00%	WUD	12/20/2018
2	18-004	Potable Water Hydraulic Model Update	Approved	\$124,553.44	\$124,553.44	100.00%	BCC	2/6/2018
2.1	18-004	Potable Water Hydraulic Model Update	Approved	\$36,033.13	\$36,033.13	100.00%	WUD	2/6/2018
3	18-002	North West Belle Glade Water Main Improvements, Zone 3	Approved	\$170,814.11	\$170,814.11	100.00%	BCC	2/6/2018
4	18-003	Water Treatment Plant No. 8 Sanitary Sewer Improvements	Approved	\$20,246.16	\$13,071.16	64.56%	WUD	11/21/2017
5	18-052	Acreage Water Master Plan	Approved	\$69,883.45	\$69,883.45	100.00%	CRC	6/26/2018
6	18-056	Water Main Relocation from Herbert Hoover Dike in Pahokee	Approved	\$46,523.90	\$46,523.90	100.00%	WUD	7/26/2018
7	18-020	Pine Ridge Lane Water Main Extension	Approved	\$24,963.22	\$24,963.22	100.00%	WUD	8/24/2018
8	18-076	Orange Blvd. Force Main Extension & Seminole Pratt Whitney Road Piggings Stations	Approved	\$48,926.54	\$48,926.54	100.00%	WUD	11/16/2018
9	19-051	Seminole Pratt Whitney Road & Northlake Boulevard Road Widening Utility Improvements	Approved	\$94,817.43	\$94,817.43	100.00%	CRC	8/7/2019
10	19-043	Mahogany Lane Water Main Extension	Approved	\$28,958.00	\$28,958.00	100.00%	WUD	10/24/2019
11	20-006	Utility Adjustments for the City of Belle Glade Road Resurfacing Project - Phase I	Approved	\$97,074.05	\$97,074.05	100.00%	CRC	1/8/2020
12	20-019	West Palm Beach Canal (L-10 Canal) Water Main Replacement in Pahokee	Pending	\$48,890.28	\$48,890.28	100.00%	WUD	Pending
13	20-021	Florida Mango Road Utility Adjustments, Summit Blvd to Myrica Road	Pending	\$60,381.10	\$60,381.10	100.00%	CRC	Pending
14	20-006	Utility Adjustments for the City of Belle Glade Road Resurfacing Project - Phase I	Pending	\$97,564.85	\$97,564.85	100.00%	CRC	Pending
15	18-002	North West Belle Glade Water Main Improvements Design, Zone 3	Pending	\$314,167.46	\$314,167.46	100.00%	BCC	Pending

ATTACHMENT C

OEBO SCHEDULE 1

Office of Equal Business Opportunity Compliance Programs

OEBO SCHEDULE 1

LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

North West Belle Glade Water Main Improvements
Design, Zone 3

SOLICITATION/PROJECT/BID NAME: _____
NAME OF PRIME RESPONDENT/BIDDER: Chen Moore and Associates, Inc
CONTACT PERSON: Suzanne Dombrowski, P.E.
SOLICITATION OPENING/SUBMITTAL DATE: _____

SOLICITATION/PROJECT/BID No.: 18-002
ADDRESS: 500 Australian Ave South, Ste 850, West Palm Beach, FL 33401
PHONE NO.: 561.746.6900 x1035 **E-MAIL:** sdombrowski@chenmoore.com
DEPARTMENT: WUD

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

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE Minority/Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. Chen Moore and Associates, Inc. 500 Australian Ave South, #850 West Palm Beach, FL 33401 561-746-6900	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	_____	_____ \$132,732.46 (Asian)
2. Craig A. Smith & Associates, Inc. 777 Glades Road, #410 Boca Raton, FL 33434 561-314-4445	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	_____ \$72,000.00	_____
3. Engenuity Group, Inc. 1280 N Congress Ave Suite 101 West Palm Beach, FL 33409 561-655-1151	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	_____ \$109,435.00	_____
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 _____ **\$181,435.00** **\$132,732.46**

Total Bid Price \$ 314,167.46 **Total SBE - M/WBE Participation** \$314,167.46

I hereby certify that the above information is accurate to the best of my knowledge: _____
Signature Cristobal Betancourt, Director
Title

- Note:**
- 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.
 - 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.
 - 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

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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: 18-002

SOLICITATION/PROJECT NAME: North West Belle Glade Water Main Improvements Design, Zone 3

Prime Contractor: Chen Moore and Associates, Inc. Subcontractor: _____

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 6/19/2014 to 7/18/2017

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

Column 1	Column 2	Column 3
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input checked="" type="checkbox"/> Asian American <input type="checkbox"/> Caucasian American	<input type="checkbox"/> Supplier
	<input type="checkbox"/> Hispanic American <input type="checkbox"/> 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	Civil Engineering	LS	1		\$132,732.46

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: \$132,732.46

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.

_____ Price or Percentage: _____

Name of 2nd/3rd tier Subcontractor/subconsultant

Chen Moore & Associates, Inc.

Print Name of Prime

By: 
Authorized Signature

Cristobal Betancourt

Print Name

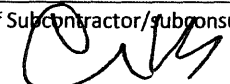
Director

Title

Date: 2.27.20

Chen Moore & Associates, Inc

Print Name of Subcontractor/subconsultant

By: 
Authorized Signature

Cristobal Betancourt

Print Name

Director

Title

Date: 2.27.20

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: 18-002
 SOLICITATION/PROJECT NAME: North West Belle Glade Water Main Improvements Design, Zone 3

Prime Contractor: Chen Moore and Associates, Inc. Subcontractor: Engenuity Group, Inc.

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 2/26/2019

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

Column 1	Column 2	Column 3
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input checked="" type="checkbox"/> Caucasian American	<input type="checkbox"/> Supplier
	<input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American	

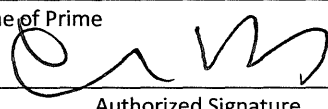
S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or 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	Land Surveying Services	LS	1	N/A	\$109,435.00

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: \$109,435.00

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.

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

Chen Moore & Associates, Inc.
 Print Name of Prime
 By: 
 Authorized Signature
Cristobal Betancourt
 Print Name
Director
 Title
 Date: 2.27.20

Engenuity Group, Inc.
 Print Name of Subcontractor/subconsultant
 By: 
 Authorized Signature
Jennifer C. Malin, PSM
 Print Name
Vice President
 Title
 Date: 2/27/2020

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: 18-002

SOLICITATION/PROJECT NAME: North West Belle Glade Water Main Improvements Design, Zone 3

Prime Contractor: Chen Moore and Associates, Inc. Subcontractor: Craig A. Smith and Associates, Inc.

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 1/16/15-1/15/18

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

Column 1	Column 2	Column 3
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input checked="" type="checkbox"/> Caucasian American	<input type="checkbox"/> Supplier
	<input type="checkbox"/> Hispanic American <input type="checkbox"/> 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.

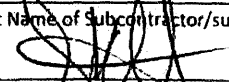
Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Utility Locates	LS	1		\$72,000

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: \$72,000

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: _____

Chen Moore and Associates, Inc.
 Print Name of Prime
 By: 
 Authorized Signature
Cristobal Betancourt
 Print Name
Director
 Title
 Date: 3.13.20

Craig A. Smith and Associates, Inc
 Print Name of Subcontractor/subconsultant
 By: 
 Authorized Signature
STEPHEN C. SMITH
 Print Name
General Vice President
 Title
 Date: 3/12/20

ATTACHMENT D

PROJECT SCHEDULE

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

<u>Engineering Services</u>	<u>Completion Date from Notice to Proceed</u> (Calendar Days)
1 FIELD INVESTIGATION AND COORDINATION	120
2 50% DESIGN SUBMITTAL	115
3 90% DESIGN SUBMITTAL	175
4 PERMIT SUBMITTAL ⁽¹⁾	205
5 100% DESIGN SUBMITTAL	220
6 BIDDING ASSISTANCE ⁽²⁾	310
TOTAL PROJECT DURATION	310

(1) Assumes four (4) week duration for obtaining permits.

(2) Bidding assistance will be performed according to WUD schedule

**ATTACHMENT E
BUDGET SUMMARY**

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services Utility Distribution & Collection System Engineering Services
 Construction Service Authorization: 15
 Consultant: Chen Moore and Associates, Inc.
 Project Name: North West Belle Glade Water Main Improvements Design, Zone 3
 WUD Project No.: 18-002

Resolution No.: R2017-0816 Contract Dated: 6/20/2017

Task No.	Task Description	Labor Classification and Hourly Rate													CMA Total Hours	Sub-Consultant Services	Total Costs
		Principal	Project Director	Senior Project Manager	Project Manager	Senior Engineer	Senior Const. Specialist	Project Engineer	Associate Engineer	Senior Designer	Engineer	Senior Technician	Clerical	Engineering Intern			
Labor Raw Costs		\$84.37	\$66.95	\$66.95	\$59.42	\$54.90	\$47.86	\$41.59	\$32.19	\$37.18	\$29.00	\$29.71	\$21.22	\$15.00			
1	FIELD INVESTIGATION AND COORDINATION																
1.1	Survey Coordination (CMA)			2		8			8			8			26		\$ 3,108.75
	Survey Coordination (Engenuity)																\$ 109,435.00
1.2	Existing Utility Coordination (CMA)			2		8			24			8			42		\$ 4,607.52
	Existing Utility Coordination (CAS)																\$ 72,000.00
1.3	Field Verification					16			16						32		\$ 4,054.91
1.4	Coordination with WUD			8		8			16						32		\$ 4,335.43
	Subtotal Task 1	0	0	12	0	40	0	0	64	0	0	16	0	0	132	\$ 181,435.00	\$ 197,541.82
2	50% DESIGN SUBMITTAL																
2.1	Plans		16	18		38			106			165			343		\$ 36,889.46
2.2	Progress Meeting WUD			2		4			4						10		\$ 1,403.38
	Subtotal Task 2	0	16	20	0	42	0	0	110	0	0	165	0	0	353		\$ 38,292.84
3	90% DESIGN SUBMITTAL																
3.1	Plans		8	10		31			77			107			233		\$ 24,922.99
3.2	Cost Estimate			2		12			40			32			86		\$ 8,820.27
3.3	Technical Specifications		4	8		24											\$ 6,172.11
3.4	Progress Meeting WUD			2		4			4						10		\$ 1,403.38
	Subtotal Task 3	0	12	22	0	71	0	0	121	0	0	139	0	0	329		\$ 41,318.74
4	PERMIT SUBMITTAL																
4.1	FDOT Utility Permit			2		4			24			12			42		\$ 4,314.31
4.2	Palm Beach County Health Department Water Main Extension Permit			4		8			24			16			52		\$ 5,688.82
4.3	Palm Beach County Fire Rescue			1		4			8			8			21		\$ 2,274.89
4.4	City of Belle Glade Permit			2		4			16			16			38		\$ 3,910.75
	Subtotal Task 4	0	0	9	0	20	0	0	72	0	0	52	0	0	153		\$ 16,188.77
5	100% DESIGN SUBMITTAL																
5.1	Design Submittal		2	4		16			32			40			94		\$ 10,180.87
5.2	Technical Specifications		2	6		12											\$ 3,475.70
5.3	Cost Estimate			1		4			8			8			21		\$ 2,274.89
	Subtotal Task 5	0	4	11	0	32	0	0	40	0	0	48	0	0	115		\$ 15,931.46
6	BIDDING ASSISTANCE																
6.1	Bidding Assistance		4	8		16									28		\$ 4,894.04
	Subtotal Task 6	0	4	8	0	16	0	0	0	0	0	0	0	0	143		\$ 4,894.04
Labor Subtotal Hours		0	36	82	0	221	0	0	407	0	0	420	0	0	1082		
Labor Raw Costs		\$84.37	\$66.95	\$66.95	\$59.42	\$54.90	\$47.86	\$41.59	\$32.19	\$37.18	\$29.00	\$29.71	\$21.22	\$15.00			
Labor Multiplier		2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91			
Labor Sub Total		\$0.00	\$7,013.68	\$15,975.61	\$0.00	\$35,306.74	\$0.00	\$0.00	\$38,124.87	\$0.00	\$0.00	\$36,311.56	\$0.00	\$0.00			
Labor Total (Fixed Price)		\$132,732.46															
Subconsultant Total (Not to Exceed Price)		\$181,435.00															
Project Total		\$314,167.46															

February 27, 2020

Michael Albert, P.E.
Senior Engineer
Chen Moore & Associates
500 Australian Avenue South, Suite 850
West Palm Beach, FL
(Via email: malbert@chenmoore.com)

**Re: Professional Surveying Services
PBCWUD Utility Adjustments Phase III
City of Belle Glade, Florida
Engenuity Group Project No. 20045.01**

Dear Mr. Albert:

We are pleased to offer this proposal to render professional Surveying services in connection with the Palm Beach County Utility Adjustments Phase III project for the City of Belle Glade (hereinafter called the 'Project').

Engenuity Group, Inc. will prepare a Topographic Survey pursuant to Chapter 5J-17.050(12), Florida Administrative Code, of the proposed water mains as shown in **blue** on the attached graphic provided by your office on February 21, 2020. Below is a summary of each street and the corresponding linear feet and cost.

1	NW 4 th ST	1,176LF	\$5,480
2	NW Avenue K	920LF	\$4,287
3	NW Avenue I	920LF	\$4,287
4	NW Avenue H Pl	920LF	\$4,287
5	NW 1 st St	1,413LF	\$6,584
6	NW Avenue H	2,338LF	\$10,895
7	NW Avenue G Pl	390LF	\$1,817
8	NW Avenue H to NW Avenue E (along east property line)	1,030LF	\$4,799
9	NW Avenue G (from NW 7 th St to Lake Shore MS)	390LF	\$1,817
10	NW Avenue F (from NW 7 th St to Lake Shore MS)	390 LF	\$1,817
11	NW Avenue E (from NW 7 th St to Lake Shore MS)	390 LF	\$1,817
12	NW 2 nd Avenue to NW Avenue D	1,420LF	\$6,617
13	NW Avenue D	710LF	\$3,308
14	NW Avenue F (from NW 4 th St to E State Rd 80)	1,394LF	\$6,496
15	NW Avenue G (from NW 4 th St to E State Rd 80)	937LF	\$4,366
16	NW Avenue E (from NW 4 th St to E State Rd 80)	1,394LF	\$6,496
17	NW Avenue D to W Lake Rd	460LF	\$2,143
18	NW Avenue B	730LF	\$3,401
19	W Lake Rd (from E State Rd 80 to Everglades St)	3,655LF	\$17,040
20	NW 13 th ST	1,047LF	\$4,879
21	W Canal Street (North Side)	730LF	\$3,401
22	W Canal Street (South Side)	730LF	\$3,401
		TOTAL LF: 23,484 LF	TOTAL FEE: \$109,435.00

See the attached **Designated Scope of Services** for a list of items to be included on the Survey.

Total Fee Survey: \$109,435.00

2020 02-27 Proposal
Project No. 20045.01
Page 1 of 3

The final deliverable will be four (4) signed and sealed copies of the Topographic Survey which can be provided within one hundred (100) business days of receiving authorization to proceed. In the event of rain delaying our field work, the delivery time will be pushed back the same number of days.

Permit Fees, Reproduction Charges and Reimbursable Expenses

The total fee includes a reimbursable line item for payment of governmental agency submittals or processing fees listed in the scope. Any permit fees in addition to those listed will be billed to the owner. The cost of printing, reproduction, long distance telephone calls, facsimile, mileage, and postage are considered reimbursable expenses and are also included in the reimbursable line item.

Invoicing and Payment

Work will be invoiced on a monthly basis for work completed to date. Invoice shall be paid in full by the Client within thirty (30) days of the invoice date, unless within such thirty (30) day period, Client notifies Engenuity Group, Inc. in writing of its objection to the amount of said invoice. Such notice shall be accompanied by payment of any undisputed portion of said invoice. If written objection is not received within thirty (30) days it shall constitute approval of invoice by Client. If the payment is not received within thirty (30) days of billing date, a late charge will be added to the invoice in the amount of 1½ percent per month on the outstanding balance. If payment is not received within sixty (60) days of the invoice date, work may be suspended on the project until the outstanding invoice(s) are paid in full.

This proposal represents the entire understanding between you and us with respect to the Project. If this satisfactorily sets forth your understanding of our agreement, please execute the attached Authorization and return it to us. If you have any questions, please do not hesitate to contact us.

PURSUANT TO FLORIDA STATUTES § 558.0035 (2013) AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

Sincerely,



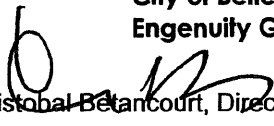
Jennifer Malin, P. E.
Director of Surveying

Approved by,



Andre Rayman, P.S.M.
President

Authorization: Professional Surveying Services
PBC Utility Adjustments Phase III
City of Belle Glade, Florida
Engenuity Group Project No. 20045.01

By: 
Cristobal Betancourt, Director

(Name & Title)

Date: 2.27.20

For: Chen Moore and Associates, Inc.

(Name of Company)

Contract Amount: \$109,435.00

I am I am not The Owner of the Property

The Property Owner Is: Public right-of-way

Address: _____

Email: _____

Telephone: _____

Fax: _____

DESIGNATED SCOPE OF SERVICES: TOPOGRAPHIC SURVEY
NAME: PBC UTILITY ADJUSTMENTS PHASE III
ENGENUITY PROJECT NO. 20045.01 DATE: 2/27/2020

TASK:	Include in Contact (Yes/No)
Topographical Survey	
Minimum of two permanent benchmarks on site; description and elevation to nearest .01'.	Yes
Contours at 1-foot intervals; error shall not exceed one half contour interval.	No
Spot elevation at each intersection of a 50-foot square grid covering the property.	Yes
Spot elevations at street intersection and at 100 feet on center curb, sidewalk and edge of paving including far side of paving.	Yes
Plotted location of structures, man-made (e.g., paved areas) and natural features.	Yes
Location of water mains, and other utilities on the property based on as-built information as marked in the field.	No
Location of fire hydrants available to the property.	Yes
Location and characteristics of power and communications systems above grade.	Yes
Location, size, depth and direction of flow of sanitary sewers, storm drains and culverts serving, or on, the property; location of catch basins and manholes, and inverts of pipe at each.	Yes
Name of the operating authority of each utility.	No
Elevation of water in any excavation, well or nearby body of water.	Yes
Extent of watershed onto the property.	No
Trees of 6" and over (caliper 3' above ground); locate within 1' tolerance and give species in English or botanical terms.	Yes
Specimen trees flagged by the Owner or the Architect (___ in number); locate to the center within 1' tolerance; give species in English or botanical terms, give caliper and ground elevation on upper slope side.	No
Perimeter outline only of thickly wooded areas unless otherwise directed.	Yes
Confirm soil boring location(s).	No
Other (specify): Datum will be National American Vertical Datum 1988 (NAVD 88)	

Attached Graphic

ATTACHMENT G. PROJECT LOCATION MAP
 UTILITY ADJUSTMENTS FOR THE CITY OF BELLE GLADE, PHASE III
 WUD PROJECT NO. 20-006



See Table in Attachment A for description of project by ID numbers.

- Abandon
- - - Proposed
- Existing Water Main

0 1,000 2,000
 Feet
 1 inch = 600 feet



Craig A. Smith & Associates

QUOTATION

Utility Locations / Vacuum Excavation
 21045 Commercial Trail,
 Boca Raton, FL 33486



DATE 2/24/2020
 Quotation # 20-CMA-005
 Customer ID TBD
 Project # 20-9999-MISC

Customer:
CHEN MOORE AND ASSOCIATES

Attn: Mike Albert
 Senior Engineer

Quotation valid until: 4/24/2020
 Prepared by: JFD

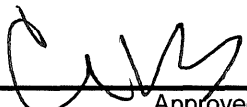
O: +1 561.746.6900, Ext. 1185 | F: +1 561.746.8333 | C: +1 561-283-9740
 Email: malbert@chenmoore.com | Website: www.chenmoore.com

Comments or Special Instructions:

perform an underground utility location survey of select areas (per attached map)
 Perform up to 100 softdigs at various locations to be provided by engineer.

Description of Services to be Performed	Quantity	Unit Price	Unit Total
Mobilization	-	\$ -	\$ -
Locating Services 2D Radar & Electromagnetics (100 softdigs)	50.00	\$ 150.00	\$ 7,500.00
softdig existing utilities as per engineer map to be provided (100 digs)	100.00	\$ 495.00	\$ 49,500.00
GPS softdig locations and provide sketch (PSM) (100 digs)	100.00	\$ 150.00	\$ 15,000.00
<i>Facility depths are not provided from surface designations. If facility depths are required, vacuum excavations will be necessary. CAS can provide depth approximations from EM or GPR equipment, but these are estimations and are not considered accurate.</i>			
Proposal Total			\$ 72,000.00

Payment Terms are Invoice Net 30. Late Fees of 1.5% per month accrue after 30 days.

<p>Accepted & Approved: CMA Cristobal Betancourt, Director, Chen Moore and Associates, Inc.</p> <p style="text-align: center;">  Approved </p> <p style="text-align: center;"> 2.27.20 Date </p>	<p><i>Signing this document constitutes a Contract and Promise to Pay. Customer agrees to pay all charges associated with the work performed. Payment terms are Net 30. Interest on late payments or balances will accrue at the rate of 1.5% per month after 45 days delinquency. CAS reserves all rights to secure payment and Debtor may be liable for all costs associated with collection of outstanding balances including, reasonable Attorney Fees and Court Costs.</i></p>
---	---



THANK YOU FOR YOUR BUSINESS!!!
 Phone: 561-314-4445 Fax: 561-314-4457

ATTACHMENT F

AUTHORIZATION STATUS REPORT

SUMMARY OF SBE-M/WBE BUSINESS TRACKING

	SBE
Master Contract Goal: <u>100</u> (%)	
Current Proposal	
Value of Authorization No. <u>15</u>	\$314,167.46
Value of SBE-M/WBE Letters of Intent	\$314,167.46
Actual Percentage	<u>100.00%</u>
Signed/Approved Authorizations	
Total Value of Authorizations	\$805,802.60
Total Value of SBE-M/WBE Signed Subcontracts	\$798,627.60
Actual Percentage	<u>99.10%</u>
Signed/Approved Authorizations Plus Current Proposal	
Total Value of Authorizations	\$1,119,970.06
Total Value of Subcontracts & Letters of Intent	\$ 1,112,795.06
Actual Percentage	<u>99.35%</u>

REVISED 1/2/1

ATTACHMENT G. PROJECT LOCATION MAP

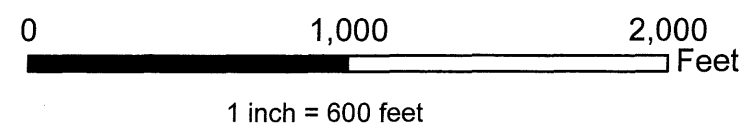
North West Belle Glade Water Main Improvements Design, Zone

WUD Project No. 18-002

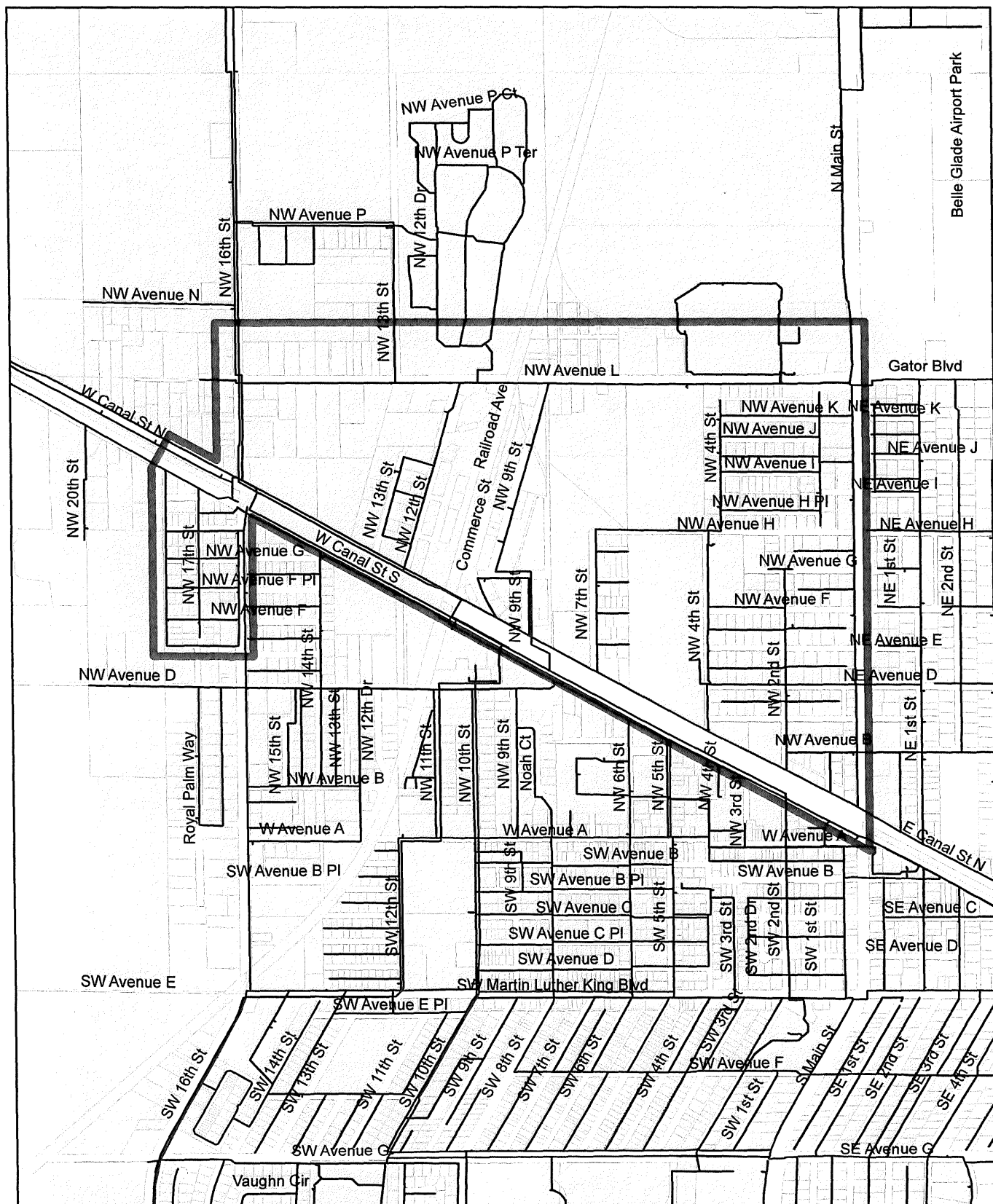


See Table in Attachment A for description of project by ID numbers.




- Abandon
- Proposed
- Existing Water Main

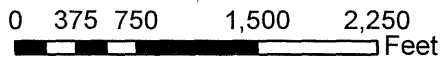


Location Map
 Agenda Item Attachment 2
 WUD Project No. 18-002
 Consultant Service Authorization No. 15



Legend

-  Existing WM
-  Zone 3 Boundary
-  Parcels





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/14/2020

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 Libertate Insurance Services, LLC 20 N. Orange Avenue, Suite 500 Orlando, FL 32801 www.libertateins.com	CONTACT NAME: Engage PEO Certificate of Insurance Dept. PHONE (A/C, No, Ext): 727-565-2950 FAX (A/C, No): 727-214-9088 E-MAIL ADDRESS: wc@engagepeo.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED The S2 HR Group, LLC dba Engage PEO (A PEO) Chen Moore & Associates, Inc. (A client of PEO) 3001 Executive Drive, Suite 340 St. Petersburg FL 33762	INSURER A: Illinois National Insurance Co. NAIC # 23817	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 53595590** **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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A	WC14559391	1/1/2020	1/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 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)

Coverage is provided to the leased employees of, but not the subcontractors of, The S2 HR Group, LLC dba Engage PEO (A PEO) Chen Moore & Associates, Inc. (A client of PEO)
 Re: South County Reclaimed Water Transmission Pipeline - Phase I, WUD Project No. 17-035

CERTIFICATE HOLDER**CANCELLATION**

191083 Palm Beach County Water Utilities Department, Director Utilities Engineering 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 Paul R. Hughes 
--	---

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ACORD 25 (2016/03)

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