

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: February 9, 2021

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. 2 to the Consulting/Professional Services Capital Improvement Plan Program Management Contract (Contract) with Stantec Consulting Services Inc., (Consultant) for Program Management and Implementation Services (Project) for a not to exceed amount of \$3,886,714.94.

**Summary:** On February 11, 2020, the Board of County Commissioners approved the Palm Beach County Water Utilities Department (PBCWUD) Contract (R2020-0161) with Consultant. CSA No. 2 provides for the resources needed to support the implementation of Capital Improvement Plan projects for one (1) year. The Consultant will provide services throughout the project life cycle of water, wastewater and reclaimed water treatment and transmission projects in the areas of delivery, controls, permitting, communications, and asset management.

This Contract was procured under the requirements of the Equal Business Opportunity Ordinance. On March 20, 2019, the Goal Setting Committee applied an Affirmative Procurement Initiative of a mandatory 20% Small Business Enterprise (SBE) subcontracting participation and an evaluation preference for up to 15 points based upon the relative level of dollar participation by certified African American owned firms. The Contract provides for 25.00% SBE participation which includes 25.00% M/WBE participation, 22.00% MBE (B) and 3.00% WBE. CSA No. 2 includes 40.51% SBE participation which includes 37.75% MBE (B) and 2.76% WBE. The cumulative SBE participation including CSA No. 2 is 33.25% SBE, which includes 30.95% MBE (B) and 2.30% WBE. Consultant is a New York registered U.S. company whose parent company is domiciled in Canada. Most members of the Consultant project team will be co-located with PBCWUD staff at the Central Region Operations Center from which the majority of the work under CSA No. 2 will be undertaken. The Project is included in the PBCWUD FY21 Budget. (PBCWUD Project No. 20-010) Countywide (MJ)

**Background and Justification:** The Project provides for program, project and construction management services throughout PBCWUD's service area. This allows for the implementation of program management processes and continuous improvement towards PBCWUD's Asset Management Program to support the Strategic Initiatives Plan to include International Organization for Standardization (ISO) 55001 certification goals. Under CSA No. 2, Consultant will provide communications, planning services, oversight of staff and design professionals for projects from design through construction, coordination of permitting and approvals, and support of strategic asset management principles.

**Attachments:**

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

Recommended By: Jim Hill Department Director 1-12-2021 Date

Approved By: [Signature] Assistant County Administrator 1/28/2021 Date

**II. FISCAL IMPACT ANALYSIS**

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

| Fiscal Years                                   | 2021               | 2022            | 2023             | 2024               | 2025     |
|--|--------------------|-----------------|------------------|--------------------|----------|
| Capital Expenditures                           | \$3,886,715        | 0               | 0                | 0                  | 0        |
| Operating Costs                                | 0                  | 0               | 0                | 0                  | 0        |
| External Revenues                              | 0                  | 0               | 0                | 0                  | 0        |
| Program Income (County)                        | 0                  | 0               | 0                | 0                  | 0        |
| In-Kind Match County                           | 0                  | 0               | 0                | 0                  | 0        |
| <b>NET FISCAL IMPACT</b>                       | <b>\$3,886,715</b> | <b>0</b>        | <b>0</b>         | <b>0</b>           | <b>0</b> |
| <b># ADDITIONAL FTE POSITIONS (Cumulative)</b> | <b>0</b>           | <b>0</b>        | <b>0</b>         | <b>0</b>           | <b>0</b> |
| <b>Budget Account No.:</b>                     | <b>Fund 4001</b>   | <b>Dept 720</b> | <b>Unit 2323</b> | <b>Object 3120</b> |          |

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:**

*Lisa Martin* 1/14/21  
OFMB 02/1/14

*Jan J. [Signature]* 1/26/21  
Contract Development and Control  
1-25-21 Tu

**B. Legal Sufficiency:**

*Helene C. Boyd for Michael Jones*  
Assistant County Attorney 1-26-21

**C. Other Department Review:**

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

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

CONSULTANT SERVICES AUTHORIZATION NO. 2

Palm Beach County Water Utilities Department  
Contract for Consulting/Professional Services  
*Capital Improvement Plan Program Management*  
Resolution No. R2020-0161 Contract Dated February 11, 2020

**Project Title:** Program Management and Implementation Services

**WUD Project No.:** 20-010

**Consultant:** Stantec Consulting Services Inc.

**Address:** 2056 Vista Parkway, Suite 100, West Palm Beach, FL 33411

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

**District No.:** Countywide

This Consultant Services Authorization provides for: the resources and personnel necessary to support the delivery of the Palm Beach County Water Utilities Department's (PBCWUD) Capital Improvement Plan (CIP) projects. In addition to providing staff to expedite planning and design activities, Consultant Services Authorization (CSA) No. 2 provides for additional staff augmentation to support the delivery of construction projects identified through the expedited planning and design process. CSA No. 2 will allow PBCWUD to further reduce replacement and refurbishment work necessitated by deterioration of existing infrastructure.

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(See ATTACHMENT A for detailed scope of services)

The Contract provides for 25.00% % SBE participation which includes 25.00% M/WBE, 22.00% MBE (B) and 3.00% WBE participation. This Consultant Services Authorization includes 40.51% overall SBE participation, which includes 40.51% M/WBE, 37.75% MBE(B) and 2.76%WBE participation. The cumulative SBE participation, including this authorization is 33.25%, which includes 33.25% M/WBE, 30.95% MBE(B) and 2.30% WBE participation.

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 \$ 3,886,714.94
  - B. Fixed price of \$ 0.00
  - C. Total \$ 3,886,714.94
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.

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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 February 11, 2020, 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. 2

Palm Beach County Water Utilities Department  
Contract for Consulting/Professional Services  
Capital Improvement Plan Program Management  
Resolution No. R2020-0161 Contract Dated February 11, 2020

**Project Title:** Program Management and Implementation Services

**WUD Project No.:** 20-010

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

Joseph Abruzzo, Clerk of the Circuit Court  
& Comptroller, Palm Beach County

Palm Beach County, Board  
of County Commissioners

ATTEST:

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

Signed: \_\_\_\_\_  
*KB* Dave Kerner, Mayor *JW*

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

\_\_\_\_\_  
(Date)

Approved as to Form and Legal  
Sufficiency

CONSULTANT: Stantec Consulting Services Inc.

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

*David Haywood*  
\_\_\_\_\_  
(Signature)

Typed Name: Michael W. Jones  
County Attorney

David Haywood, Senior Vice President  
(Name and Title)

8 JAN 21  
\_\_\_\_\_  
(Date)

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization,  
this 8<sup>th</sup> day of January, 2021, by David Haywood who is  personally  
known to me or  has produced \_\_\_\_\_ as identification.

*Kerry Ann Williams*  
\_\_\_\_\_  
(Signature of Notary Public - State of Florida)



Kerry-Ann Williams  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# GG114305  
Expires 6/13/2021

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



Stantec Consulting Services Inc.  
2056 Vista Parkway, Suite 100  
West Palm Beach, FL 33411-6734

January 25, 2021  
File: 224901101

**Attention: Ali Bayat, P.E., PMP**  
Palm Beach County Water Utilities Department  
8100 Forest Hill Boulevard  
West Palm Beach, FL 33413

Dear Mr. Bayat,

**Reference: PBCWUD Project No. 19-028 Capital Improvement Plan Program Management  
Delegation of Signature Authority**

As one of Stantec's current SUNBIZ registered representatives, I am writing to authorize David Haywood, Senior Vice President, to sign documents for Stantec associated with the above referenced Contract for Consulting/Professional Services.

Should you have any questions or concerns please do not hesitate to contact me.

Regards,

Stantec Consulting Services Inc.

A handwritten signature in black ink that reads 'Michael A. Kennedy'.

Michael A. Kennedy  
Executive Vice President  
Phone: (941) 907-6900 x 225  
mike.kennedy@stantec.com

c: David Haywood, Senior Vice President  
Jeff Schulz, Vice President  
John Visconti, Program Manager

vj d:\stantec 19-028 20-010\20-010 csa214-dhtokb 20201229 modify assigned labor category and multiplier for jv v4.docx

Design with community in mind

CONSULTANT SERVICES AUTHORIZATION NO. 2

Palm Beach County Water Utilities Department  
Contract for Consulting/Professional Services  
*Capital Improvement Plan Program Management*  
Resolution No. R2020-0161 Contract Dated February 11, 2020

**LIST OF ATTACHMENTS**

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

Revised 12/07/2020

# ATTACHMENT A

## SCOPE OF SERVICES

**Project Title:** Program Management and Implementation Services

**WUD Project No.:** 20-010

CONSULTANT shall perform the services as described below.

### INTRODUCTION

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT), Palm Beach County Water Utilities Department (PBCWUD) Project No. 19-028 with Stantec Consulting Services Inc. (CONSULTANT) to provide engineering and program management services for various general activities. This Consultant Services Authorization (CSA) will be performed under that Contract.

This CSA encompasses providing engineering and program management services related to the implementation and execution of PBCWUD's Capital Improvement Plan Program Management (Program).

### BACKGROUND

PBCWUD's 2020-2025 Program is a continuation of its 2015-2019 Program and includes projects from its 2020-2025 Capital Improvement Plan (CIP). To assist PBCWUD staff in meeting the schedule for completion of the Capital and Repair and Replacement (R&R) projects that are being developed as part of the utility's Asset Management Program, CONSULTANT was selected to provide Program Management Services, under WUD Project No. 19-028. CONSULTANT's role is to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, and overall program management and reporting. PBCWUD and CONSULTANT personnel shall work together in the Program Management Office (PMO) located at the PBCWUD Central Region Operations Center (CROC). PBCWUD shall provide all office support infrastructure for all PMO staff.

### SCOPE OF SERVICES

During this phase of implementation and execution of the Program, PBCWUD shall fulfill the role of Program Manager to define specific project delivery procedures and protocols, establish CIP project delivery priorities, guide and direct PMO staff through project delivery phases, prepare project cost and schedule control reports and meet PBCWUD's expenditure target. This represents a change from the scope and role of CONSULTANT from CSA No. 1 and is implemented at PBCWUD's direction to better align the supporting services and resources with PBCWUD's plan for Program implementation moving forward.

CONSULTANT shall provide supplemental resources and personnel for management of the CIP projects from planning through construction completion, and maintenance of systems and tools in use for document management.



In addition, CONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources, specialized technical expertise resources, systems, and tools to assist in progressing projects through the planning, design, construction, and closeout phases.
2. A technical resource with experience in strategic asset management support to assist in the planning and implementation of the PBCWUD strategy for asset management and certification.
3. Additional project management and technical support services for implementation of projects with the PBCWUD Information Technology Group.

The CONSULTANT shall provide the services and deliverables set forth in this CSA to the satisfaction of PBCWUD's Director of Engineering.

### **Task No. 1: Program Management and Administration**

#### **A. Services:**

CONSULTANT shall provide personnel to perform administrative activities to support the on-site program/project/construction management team. CONSULTANT shall:

1. Support the PMO, which includes the core Program Team consisting of CONSULTANT and PBCWUD staff.
2. Manage CONSULTANT staff
3. Assist PBCWUD staff in reporting on Program progress and status as requested:
  - i. Provide documentation in support of internal and external PBCWUD meetings
  - ii. Attend meetings as requested by PBCWUD

#### **B. Deliverables:**

1. Monthly invoices and progress reports
2. Miscellaneous meeting documentation

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

#### **A. Services:**

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

1. Provide Project Managers to work as part of an integrated team with PBCWUD staff.
2. In conjunction with the PBCWUD project managers, plan and manage identified CIP projects in accordance with the Project Delivery System (PDS) and other PBCWUD requirements. Activities include, but are not limited to: planning, coordinating and conducting various meetings; conducting research associated with project scope

development; negotiating engineering design fees; developing and maintaining project schedules; receiving and coordinating review of consultant deliverables and providing feedback to consultants regarding the acceptability of those deliverables; coordinating advertisement for bids for construction including review and analysis of bids received and making recommendations for contract award; assisting in preparing conformed documents for construction; providing management support during construction; assisting the construction manager in close-out activities; and review and processing of consultant and contractor invoices.

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

**B. Deliverables:**

1. Documentation required for project delivery pursuant to the PDS (e.g. completed checklists, budget requests, procurement related documents).
2. Preparation of presentations to support procurement of engineering consultants and update PBCWUD senior leadership regarding project status.

**Task No. 3: Reporting and Controls**

**A. Services:**

CONSULTANT will develop and implement document management systems and tools to promote the efficient delivery of the CIP, and further refine those tools as may be required to meet Program objectives and needs. Specifically, these tools allow PBCWUD to effectively manage the Program and provide document control support. PBCWUD will use these tools in delivery of the CIP.

Efforts under this task will involve the CONSULTANT's staff working out of PBCWUD facilities to perform the functions described below; and development staff working with PBCWUD Information Technology (IT) staff to maintain those systems and tools being hosted by PBCWUD.

**Task 3.1 Scheduling**

No services will be provided under this subtask.

**Task 3.2 Document Management System**

CONSULTANT will utilize, maintain, and refine as needed, the SharePoint-based Document Management System already in use for the Program. CONSULTANT shall provide administrative support to perform document management functions in support of the Program.

**Task 3.3 SharePoint Collaboration Site**

CONSULTANT will provide support to PBCWUD staff to maintain and refine, as needed, the

SharePoint collaboration site previously implemented and in use for the Program to provide a Program portal allowing staff to access the PBCWUD document management system, project dashboards, PDS documentation, and various Program related information.

The SharePoint Collaboration Site will be hosted by PBCWUD, and PBCWUD will provide designated CONSULTANT staff with Virtual Private Network (VPN) or equivalent access as required to remotely manage and support the SharePoint Collaboration Site for the Program. If VPN access is not possible, PBCWUD will provide an alternative method for CONSULTANT staff to support PBCWUD IT staff in the administration, configuration, support, and troubleshooting of the SharePoint Collaboration Site remotely.

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

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

CONSULTANT will develop dashboards and status reports with PBCWUD using project data included in PBCWUD's internal CIP Tool, as requested.

#### **B. Deliverables:**

1. Updated systems and tools documentation as required
2. Program and project status report templates and dashboards

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

#### **A. Services:**

Throughout the Program delivery, situations will arise when specialized technical expertise may be needed. CONSULTANT shall support PBCWUD in these situations by providing technical resources on an as required basis. Specific services to be performed may include, but are not limited to:

1. Development or revision of a PBCWUD Standard Operating Procedure (SOP) as requested.
2. Development and implementation of PDS modules for design-build and/or other alternative delivery methods.
3. Technical experts in the areas of water and wastewater treatment, water chemistry, pipe rehabilitation methodologies, hydrogeology and alternative delivery procurement.
4. Best practices in program and project management.
5. Alternatives analysis as part of Planning and Design.
6. Cost estimating.
7. Value engineering.
8. Providing technical expertise not readily available within PBCWUD or through PBCWUD's current consulting/professional services engineering contracts on short notice as required during planning, design, construction, or closeout.

**B. Deliverables:**

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

**Task No. 5: Public Outreach**

**A. Services:**

CONSULTANT shall support CIP delivery by providing outreach services to both the public and to the local small business community.

Outreach services to the public will consist of development of materials to be used to inform the public regarding specific project related activities. These materials may be in the form of door hangers, flyers, or letters to be used by PBCWUD's contractors to inform the public of project related work in their neighborhood. Additional communications support as requested by PBCWUD may include, but not be limited to:

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

**B. Deliverables:**

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

**Task No. 6: Construction Management**

**A. Services:**

CONSULTANT will provide staff augmentation to support the PBCWUD Construction Management (CM) team in delivery of the growing volume of capital and R&R projects in construction. This augmentation will consist of construction managers and construction inspectors to provide construction management services for assigned projects. Augmentation through the CONSULTANT will result in more specialized staff and more consistent administration of construction contracts since these individuals will be working for multiple years on PBCWUD capital and R&R projects.

In addition to assisting in the day to day administration of construction contracts, CONSULTANT

will continue to support the Program with constructability reviews, review and revision of construction contracts to be advertised, and advice and guidance regarding construction matters.

**B. Deliverables:**

1. Daily inspection reports, and other documentation associated with administering capital construction contracts (e.g. responses to contractor Requests For Information (RFIs), monthly payment application reviews, contractor submittal reviews)
2. Constructability review comments.
3. Documentation associated with the review and revision of construction contracts being prepared.

**Task No. 7: Strategic Asset Management**

**A. Services:**

CONSULTANT will provide support to the PBCWUD Strategic Asset Management Team to assist in the development of best practices for: asset strategy development; PBCWUD's asset management capability; asset operations and asset lifecycle-focused capital project delivery. A goal of implementing the roadmap and asset management approach is to obtain International Organization for Standardization (ISO) 55001 certification.

The prime focus of the CONSULTANT will be to support PBCWUD in its continuing mission of transitioning to a continually improving, asset management-focused organization. This will include developing asset management protocols and criteria, providing key document templates, and facilitating meetings to define Objectives; Decision-Making Criteria; and Reporting and Monitoring requirements.

CONSULTANT will provide experience and expert knowledge in asset management and ISO 55000 to assist with planning, supporting document development, meeting facilitation, and review of the PBCWUD's Asset Management System. As requested, CONSULTANT will assist in tracking and management of activities to support the delivery of the approved roadmap's activities.

**B. Deliverables:**

1. Development and support of Asset Management related activities to move PBCWUD towards ISO 55001 compliance.
2. Development of content (e.g. templates and other example documents) as requested
3. Interim ISO 55001 Maturity Assessment, coaching and advice in preparation for third-party certification.

**Task No. 8: Information Technology Group Support Services**

**Task No. 8.1 Maximo-Advantage Integration Project**

**A. Services:**

No services will be provided under this subtask.

**B. Deliverables:**

No deliverables will be provided under this subtask.

**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         | 20-010          | Program Management and Implementation Services | Approved | \$ 4,096,238.00      | \$ 1,079,445.30  | 26.35 %             | BCC      | 02/11/20 |
| 1.1       | 20-010          | Program Management and Implementation Services | Approved | \$ 87,350.00         | \$ 29,750.00     | 34.05 %             | CRC      | 12/09/20 |
| 2         | 20-010          | Program Management and Implementation Services | Pending  | \$ 3,886,714.94      | \$ 1,574,827.90  | 40.51 %             | BCC      | pending  |
|           |                 |  |          |                      |                  |                     |          |          |
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**ATTACHMENT C**

**OEBO SCHEDULE 1**

**Office of Equal Business Opportunity Compliance Programs**

Revised 12/07/2020

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**OEBO SCHEDULE 1**

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

**SOLICITATION/PROJECT/BID NAME:** Program Management and Implementation Services  
**NAME OF PRIME RESPONDENT/BIDDER:** Stantec Consulting Services Inc.  
**CONTACT PERSON:** David Haywood, Senior Vice President  
**SOLICITATION OPENING/SUBMITTAL DATE:** N/A

**SOLICITATION/PROJECT/BID No.:** WUD 20-010  
**ADDRESS:** 2056 Vista Parkway, Suite 100, West Palm Beach, FL  
**PHONE No.:** (786) 313-5519 **E-MAIL:** david.haywood@stantec.com  
**DEPARTMENT:** Water Utilities Department

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

| Name, Address and Phone Number   | (Check all Applicable Categories)   |                                     |                                     | DOLLAR AMOUNT OR PERCENTAGE OF WORK |                |              |           |                           |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------------|--------------|-----------|---------------------------|
|  | Non-SBE                             | M/WBE<br>Minority/Women<br>Business | SBE<br>Small<br>Business            | Black                               | Hispanic       | Women        | Caucasian | Other<br>(Please Specify) |
| 1. Stantec Consulting Services Inc.<br>2056 Vista Parkway, Suite 100<br>W. Palm Beach, FL 33411   (561) 686-7707     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | _____                               | _____          | _____        | _____     | \$1,953,096.64            |
| 2. Foresight Communications & Consulting, Inc.<br>6168 Royal Birkdale Drive<br>Lake Worth, FL 33463   (561) 386-1409 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | _____                               | _____          | \$107,364.00 | _____     | _____                     |
| 3. Greywood Consulting Corp.<br>3300 S. Dixie Hwy., Suite 1-138<br>W. Palm Beach, FL 33405   (678) 612-2446          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | \$57,607.90                         | _____          | _____        | _____     | _____                     |
| 4. M.C.O. Construction and Services, Inc.<br>1450 N. Mangonia Drive<br>W. Palm Beach, FL 33401   (786) 546-0184      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | \$1,409,856.00                      | _____          | _____        | _____     | _____                     |
| 5. MWH Constructors, Inc.<br>370 Interlocken Blvd., Suite 300<br>Broomfield, CO 80021   (321) 430-7394               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | _____                               | _____          | _____        | _____     | \$358,790.40              |
| (Please use additional sheets if necessary)  |                                     |                                     |                                     | <b>Total</b>                        | \$1,467,463.90 | \$107,364.00 | _____     | \$2,311,887.04            |

Total Bid Price \$ 3,886,714.94

Total SBE - M/WBE Participation \$1,574,827.90

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

  
 Signature David Haywood

Senior Vice President  
 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**

Revised 12/07/2020

**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: WUD 20-010

SOLICITATION/PROJECT NAME: Program Management and Implementation Services

Prime Contractor: Stantec Consulting Services Inc. Subcontractor: Foresight Communications & Consulting, Inc.

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

SBE  WBE  MBE  M/WBE  Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 01/24/20-01/23/23

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

|  |  |                                   |
|--|--|-----------------------------------|
| <b>Column 1</b>  | <b>Column 2</b>  | <b>Column 3</b>                   |
| <input type="checkbox"/> Male <input checked="" 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         | Construction Liaison / Communications | N/A        | N/A             | N/A                       | \$107,364.00           |
|           |                                       |            |                 |                           |                        |
|           |                                       |            |                 |                           |                        |
|           |                                       |            |                 |                           |                        |
|           |                                       |            |                 |                           |                        |

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: \$107,364.00

**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 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant**

Stantec Consulting Services Inc.  
 Print Name of Prime  
 By: [Signature]  
 Authorized Signature  
David Haywood  
 Print Name  
Senior Vice President  
 Title  
 Date: 8 JAN 21

Foresight Communications & Consulting, Inc.  
 Print Name of Subcontractor/subconsultant  
 By: [Signature]  
 Authorized Signature  
Linda Culbertson  
 Print Name  
President  
 Title  
 Date: January 4, 2021

**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 20-010

SOLICITATION/PROJECT NAME: Program Management and Implementation Services

Prime Contractor: Stantec Consulting Services Inc. Subcontractor: Greywood Consulting Corp.

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

SBE    WBE    MBE    M/WBE    Non-S/M/WBE   Date of Palm Beach County Certification (if applicable): 11/05/20-11/04/23

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

|  |  |                                   |
|--|--|-----------------------------------|
| <b>Column 1</b>  | <b>Column 2</b>  | <b>Column 3</b>                   |
| <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | <input checked="" type="checkbox"/> African-American/Black <input 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.

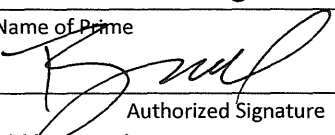
| Line Item | Item Description   | Unit Price | Quantity/ Units | Contingencies/ Allowances | Total Price/Percentage |
|-----------|--|------------|-----------------|---------------------------|------------------------|
| 1         | Program Controls Support; Asset Management Support; Other Support Functions, as required | N/A        | N/A             | N/A                       | \$57,607.90            |
|           |  |            |                 |                           |                        |
|           |  |            |                 |                           |                        |
|           |  |            |                 |                           |                        |
|           |  |            |                 |                           |                        |

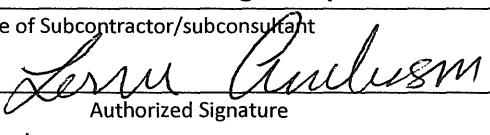
The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$57,607.90

**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 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant**

**Stantec Consulting Services Inc.**  
 \_\_\_\_\_  
 Print Name of Prime  
 By:   
 \_\_\_\_\_  
 Authorized Signature  
 David Haywood  
 \_\_\_\_\_  
 Print Name  
**Senior Vice President**  
 \_\_\_\_\_  
 Title  
 Date: 8 JAN 21  
 \_\_\_\_\_

**Greywood Consulting Corp.**  
 \_\_\_\_\_  
 Print Name of Subcontractor/subconsultant  
 By:   
 \_\_\_\_\_  
 Authorized Signature  
 Lorna Anderson  
 \_\_\_\_\_  
 Print Name  
**President**  
 \_\_\_\_\_  
 Title  
 Date: 1/4/2021  
 \_\_\_\_\_

**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 20-010

SOLICITATION/PROJECT NAME: Program Management and Implementation Services

Prime Contractor: Stantec Consulting Services Inc. Subcontractor: M.C.O. Construction and Services, Inc.

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

SBE  WBE  MBE  M/WBE  Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 04/17/18-04/16/21

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

|  |  |                                   |
|--|--|-----------------------------------|
| <b>Column 1</b>  | <b>Column 2</b>  | <b>Column 3</b>                   |
| <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | <input checked="" type="checkbox"/> African-American/Black <input 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         | S/MBE Business Outreach; Construction Inspection; Other Program Support Functions, as required | N/A        | N/A             | N/A                       | \$1,409,856.00         |
|           |  |            |                 |                           |                        |
|           |  |            |                 |                           |                        |
|           |  |            |                 |                           |                        |
|           |  |            |                 |                           |                        |

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: \$1,409,856.00

**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 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant**

**Stantec Consulting Services Inc.**

Print Name of Prime

By:   
Authorized Signature

David Haywood

Print Name

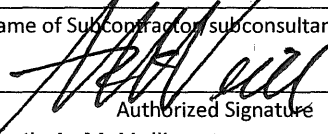
**Senior Vice President**

Title

Date: 8 JAN 21

**M.C.O. Construction and Services, Inc.**

Print Name of Subcontractor/subconsultant

By:   
Authorized Signature

Elizabeth A. McNeill

Print Name

**President**

Title

Date: 1/4/21

**OEBO LETTER OF INTENT – SCHEDULE 2**

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SOLICITATION/PROJECT NUMBER: WUD 20-010

SOLICITATION/PROJECT NAME: Program Management and Implementation Services

Prime Contractor: Stantec Consulting Services Inc. Subcontractor: MWH Constructors, Inc.

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

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

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

|  |  |                                   |
|--|--|-----------------------------------|
| <b>Column 1</b>  | <b>Column 2</b>  | <b>Column 3</b>                   |
| <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  |                                   |

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| Line Item | Item Description        | Unit Price | Quantity/ Units | Contingencies/ Allowances | Total Price/Percentage |
|-----------|-------------------------|------------|-----------------|---------------------------|------------------------|
| 1         | Construction Management | N/A        | N/A             | N/A                       | \$358,790.40           |
|           |                         |            |                 |                           |                        |
|           |                         |            |                 |                           |                        |
|           |                         |            |                 |                           |                        |
|           |                         |            |                 |                           |                        |

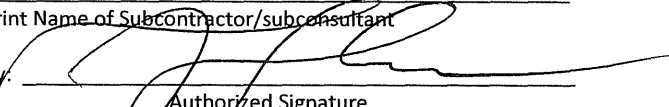
The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$358,790.40

**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 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant**

**Stantec Consulting Services Inc.**  
 \_\_\_\_\_  
 Print Name of Prime  
 By:   
 \_\_\_\_\_  
 Authorized Signature  
 David Haywood  
 \_\_\_\_\_  
 Print Name  
**Senior Vice President**  
 \_\_\_\_\_  
 Title  
 Date: 8 JAN 21  
 \_\_\_\_\_

**MWH Constructors, Inc.**  
 \_\_\_\_\_  
 Print Name of Subcontractor/subconsultant  
 By:   
 \_\_\_\_\_  
 Authorized Signature  
 John K. Evans  
 \_\_\_\_\_  
 Print Name  
**Regional CMS Manager**  
 \_\_\_\_\_  
 Title  
 Date: 1/5/21  
 \_\_\_\_\_



TO: Palm Beach County Water Utilities Department

SUBJECT: Palm Beach County Water Utilities Department CIP Program Management Authorization

DATE: January 5, 2021

To Whom It May Concern:

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

Respectfully,

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

Blair M. Lavoie, President & CEO

[Blair.Lavoie@mwhconstructors.com](mailto:Blair.Lavoie@mwhconstructors.com)  
MWH Constructors, Inc.  
370 Interlocken Blvd., Suite 400  
Broomfield, CO 80021

# ATTACHMENT D

## PROJECT SCHEDULE

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

Engineering Services

Completion Date from Notice to Proceed

(Calendar Days)

Tasks 1 through 8

365

Revised 12/07/2020

## Attachment - E Budget Summary

**Palm Beach County Water Utilities Department**  
**Capital Improvement Plan Program Management**  
**Resolution No. R2020-0161 Contract Dated February 11, 2020**  
**Consultant Services Authorization: 2**  
**Consultant: Stantec Consulting Services Inc.**  
**Project Title: Program Management and Implementation Services**  
**WUD Project No.: 20-010**

| Task No.     | Task Description                              | Stantec                | MCO                    | MWHCI                | Greywood            | Foresight            | Total                  |
|--------------|---|------------------------|------------------------|----------------------|---------------------|----------------------|------------------------|
| Task 1       | Program Management                            | \$ 28,560.00           | \$ -                   | \$ -                 | \$ -                | \$ -                 | \$ 28,560.00           |
| Task 2       | Project Management                            | \$ 1,579,238.40        | \$ 282,240.00          | \$ -                 | \$ -                | \$ -                 | \$ 1,861,478.40        |
| Task 3       | Program Reporting & Controls                  | \$ 47,239.20           | \$ 298,982.40          | \$ -                 | \$ 57,607.90        | \$ -                 | \$ 403,829.50          |
| Task 4       | Technical Support                             | \$ 155,079.00          | \$ -                   | \$ -                 | \$ -                | \$ -                 | \$ 155,079.00          |
| Task 5       | Outreach Services                             | \$ -                   | \$ 20,764.80           | \$ -                 | \$ -                | \$ 107,364.00        | \$ 128,128.80          |
| Task 6       | Construction Management                       | \$ -                   | \$ 807,868.80          | \$ 358,790.40        | \$ -                | \$ -                 | \$ 1,166,659.20        |
| Task 7       | Strategic Asset Management                    | \$ 142,980.04          | \$ -                   | \$ -                 | \$ -                | \$ -                 | \$ 142,980.04          |
| Task 8       | Information Technology Group Support Services | \$ -                   | \$ -                   | \$ -                 | \$ -                | \$ -                 | \$ -                   |
| <b>TOTAL</b> |   | <b>\$ 1,953,096.64</b> | <b>\$ 1,409,856.00</b> | <b>\$ 358,790.40</b> | <b>\$ 57,607.90</b> | <b>\$ 107,364.00</b> | <b>\$ 3,886,714.94</b> |



**Attachment - E Budget Summary**

Palm Beach County Water Utilities Department  
 Capital Improvement Plan Program Management  
 Resolution No. R2020-0161 Contract Dated February 11, 2020  
 Consultant Services Authorization: 2  
 Consultant: Stantec Consulting Services Inc.  
 Project Title: Program Management and Implementation Services  
 WUD Project No.: 20-010

| Task No. | Task Description                              | Program Advisor     | Program Manager | Technical Expert     | Technical Expert    | Technical Expert    | Technical Expert     | Deputy Program Manager | Principal Professional / Engineer / Senior Project Manager | Principal Professional / Engineer / Senior Project Manager | Supervising Professional / Engineer / Project Manager | Senior Professional / Engineer | Professional / Engineer | Associate / Engineer | Senior Technician | Technician  | Program Controls Manager | Senior Program Controls Specialist/ Scheduler |
|----------|---|---------------------|-----------------|----------------------|---------------------|---------------------|----------------------|------------------------|--|--|---|--------------------------------|-------------------------|----------------------|-------------------|-------------|--------------------------|---|
|          |   | M. Watson           | TBD             | K. Gedman            | N. Johnson          | M. McWhirter        | J. Visconti          | TBD                    | C. Irwin   | R. Hoffer  | G. Maul   | TBD                            | TBD                     | TBD                  | TBD               | TBD         | TBD                      | C. Henderson                                  |
| Task 1   | Program Management                            | 0                   | 0               | 0                    | 0                   | 0                   | 0                    | 0                      | 0  | 0  | 0   | 0                              | 0                       | 0                    | 0                 | 0           | 0                        | 0   |
| Task 2   | Project Management                            | 0                   | 0               | 0                    | 0                   | 0                   | 1,920                | 0                      | 1,920  | 1,920  | 1,920   | 0                              | 0                       | 0                    | 0                 | 0           | 0                        | 0   |
| Task 3   | Program Reporting & Controls                  | 0                   | 0               | 0                    | 0                   | 0                   | 0                    | 0                      | 0  | 0  | 0   | 0                              | 0                       | 0                    | 0                 | 0           | 0                        | 120   |
| Task 4   | Technical Support                             | 100                 | 0               | 0                    | 200                 | 200                 | 0                    | 0                      | 0  | 0  | 0   | 0                              | 0                       | 0                    | 0                 | 0           | 0                        | 0   |
| Task 5   | Outreach Services                             | 0                   | 0               | 0                    | 0                   | 0                   | 0                    | 0                      | 0  | 0  | 0   | 0                              | 0                       | 0                    | 0                 | 0           | 0                        | 0   |
| Task 6   | Construction Management                       | 0                   | 0               | 0                    | 0                   | 0                   | 0                    | 0                      | 0  | 0  | 0   | 0                              | 0                       | 0                    | 0                 | 0           | 0                        | 0   |
| Task 7   | Strategic Asset Management                    | 0                   | 0               | 502                  | 0                   | 0                   | 0                    | 0                      | 0  | 0  | 0   | 0                              | 0                       | 0                    | 0                 | 0           | 0                        | 0   |
| Task 8   | Information Technology Group Support Services | 0                   | 0               | 0                    | 0                   | 0                   | 0                    | 0                      | 0  | 0  | 0   | 0                              | 0                       | 0                    | 0                 | 0           | 0                        | 0   |
|          | Labor Subtotal Hours                          | 100                 | 0               | 502                  | 200                 | 200                 | 1,920                | 0                      | 1,920  | 1,920  | 1,920   | 0                              | 0                       | 0                    | 0                 | 0           | 0                        | 120   |
|          | Raw Salary Rate                               | \$ 134.93           | \$ 116.39       | \$ 78.34             | \$ 83.00            | \$ 98.00            | \$ 100.95            | \$ 104.03              | \$ 83.35   | \$ 73.57   | \$ 41.62  | \$ 66.95                       | \$ 54.59                | \$ 46.35             | \$ 66.95          | \$ 46.35    | \$ 91.67                 | \$ 76.22                                      |
|          | Multiplier                                    | 3.0                 | 2.86            | 3.0                  | 3.0                 | 3.0                 | 2.48                 | 2.86                   | 2.86   | 2.86   | 2.86  | 3.0                            | 3.0                     | 3.0                  | 3.0               | 3.0         | 2.86                     | 3.0   |
|          | Billing Rate = Raw Salary Rate X Multiplier   | \$ 404.79           | \$ 332.87       | \$ 235.02            | \$ 249.00           | \$ 294.00           | \$ 250.35            | \$ 297.52              | \$ 238.38  | \$ 210.41  | \$ 119.03   | \$ 200.85                      | \$ 163.77               | \$ 139.05            | \$ 200.85         | \$ 139.05   | \$ 262.17                | \$ 228.66                                     |
|          | <b>TOTAL</b>                                  | <b>\$ 40,479.00</b> | <b>\$ -</b>     | <b>\$ 117,980.04</b> | <b>\$ 49,800.00</b> | <b>\$ 58,800.00</b> | <b>\$ 480,672.00</b> | <b>\$ -</b>            | <b>\$ 457,689.60</b>                                       | <b>\$ 403,987.20</b>                                       | <b>\$ 228,537.60</b>                                  | <b>\$ -</b>                    | <b>\$ -</b>             | <b>\$ -</b>          | <b>\$ -</b>       | <b>\$ -</b> | <b>\$ -</b>              | <b>\$ 27,439.20</b>                           |

| NOTES |   |
|-------|---|
| 1     | For purposes of Article 3(B) of Contract for Consulting/Professional Services Capital Improvement Plan Program Management WUD Project No. 19-028, dated February 11, 2020 (the "Contract"), hourly raw labor rates for the assigned resources shall remain fixed for the one-year duration of the Project Schedule for CSA No. 2 in the amounts shown in this Exhibit E.  |
| 2     | If a new resource under an included labor category in Exhibit C of the Contract is added to the Project after the NTP date for CSA No. 2, the hourly raw labor rate will be the actual hourly raw labor rate at the time of the addition of the resource to the Project. The labor multiplier for the new resource will be as defined in Exhibit C of the Contract for the assigned labor category applicable for the new resource. |

**Attachment - E Budget Summary**

Palm Beach County Water Utilities Department  
 Capital Improvement Plan Program Management  
 Resolution No. R2020-0161 Contract Dated February 11, 2020  
 Consultant Services Authorization: 2  
 Consultant: Stantec Consulting Services Inc.  
 Project Title: Program Management and Implementation Services  
 WUD Project No.: 20-010

| Task No. | Task Description                              | Program Controls Specialist / Scheduler | Project Coordinator | Construction Manager | Construction Senior Estimator | Construction Estimator | Senior Inspector | Inspector   | Senior Contract Admin | Contract Admin     | Project Admin Assistant | Project Accountant |
|----------|---|---|---------------------|----------------------|-------------------------------|------------------------|------------------|-------------|-----------------------|--------------------|-------------------------|--------------------|
|          |   | A. Song                                 | B. Shaw             | TBD                  | TBD                           | TBD                    | TBD              | TBD         | C. Koenig             | M. Wootton         | TBD                     | M. Daniel          |
| Task 1   | Program Management                            | 0                                       | 20                  | 0                    | 0                             | 0                      | 0                | 0           | 80                    | 60                 | 0                       | 80                 |
| Task 2   | Project Management                            | 0                                       | 0                   | 0                    | 0                             | 0                      | 0                | 0           | 0                     | 0                  | 0                       | 0                  |
| Task 3   | Program Reporting & Controls                  | 120                                     | 0                   | 0                    | 0                             | 0                      | 0                | 0           | 0                     | 0                  | 0                       | 0                  |
| Task 4   | Technical Support                             | 0                                       | 0                   | 0                    | 0                             | 0                      | 0                | 0           | 0                     | 0                  | 0                       | 0                  |
| Task 5   | Outreach Services                             | 0                                       | 0                   | 0                    | 0                             | 0                      | 0                | 0           | 0                     | 0                  | 0                       | 0                  |
| Task 6   | Construction Management                       | 0                                       | 0                   | 0                    | 0                             | 0                      | 0                | 0           | 0                     | 0                  | 0                       | 0                  |
| Task 7   | Strategic Asset Management                    | 0                                       | 0                   | 0                    | 0                             | 0                      | 0                | 0           | 0                     | 0                  | 0                       | 0                  |
| Task 8   | Information Technology Group Support Services | 0                                       | 0                   | 0                    | 0                             | 0                      | 0                | 0           | 0                     | 0                  | 0                       | 0                  |
|          | Labor Subtotal Hours                          | 120                                     | 20                  | -                    | -                             | -                      | -                | -           | 80                    | 60                 | -                       | 80                 |
|          | Raw Salary Rate                               | \$ 55.00                                | \$ 46.00            | \$ 85.49             | \$ 85.49                      | \$ 73.13               | \$ 66.95         | \$ 46.35    | \$ 49.00              | \$ 46.00           | \$ 37.08                | \$ 24.00           |
|          | Multiplier                                    | 3.0                                     | 3.0                 | 3.0                  | 3.0                           | 3.0                    | 3.0              | 3.0         | 3.0                   | 3.0                | 3.0                     | 3.0                |
|          | Billing Rate = Raw Salary Rate X Multiplier   | \$ 165.00                               | \$ 138.00           | \$ 256.47            | \$ 256.47                     | \$ 219.39              | \$ 200.85        | \$ 139.05   | \$ 147.00             | \$ 138.00          | \$ 111.24               | \$ 72.00           |
|          | <b>TOTAL</b>                                  | <b>\$ 19,800.00</b>                     | <b>\$ 2,760.00</b>  | <b>\$ -</b>          | <b>\$ -</b>                   | <b>\$ -</b>            | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ 11,760.00</b>   | <b>\$ 8,280.00</b> | <b>\$ -</b>             | <b>\$ 5,760.00</b> |

**Attachment - E Budget Summary**

Palm Beach County Water Utilities Department  
 Capital Improvement Plan Program Management  
 Resolution No. R2020-0161 Contract Dated February 11, 2020  
 Consultant Services Authorization: 2  
 Consultant: Stantec Consulting Services Inc.  
 Project Title: Program Management and Implementation Services  
 WUD Project No.: 20-010

| Task No. | Task Description                              | Stantec Labor Hours Total | Stantec Labor Dollars Subtotal | Subconsultant Labor Dollars Subtotal | Labor Dollars Total | Stantec ODC Subtotal | Subconsultant ODC Subtotal | ODC Total    | Total           |
|----------|---|---------------------------|--------------------------------|--------------------------------------|---------------------|----------------------|----------------------------|--------------|-----------------|
| Task 1   | Program Management                            | 240                       | \$ 28,560.00                   | \$ -                                 | \$ 28,560.00        | \$ -                 | \$ -                       | \$ -         | \$ 28,560.00    |
| Task 2   | Project Management                            | 7,680                     | \$ 1,570,886.40                | \$ 282,240.00                        | \$ 1,853,126.40     | \$ 8,352.00          | \$ -                       | \$ 8,352.00  | \$ 1,861,478.40 |
| Task 3   | Program Reporting & Controls                  | 240                       | \$ 47,239.20                   | \$ 356,590.30                        | \$ 403,829.50       | \$ -                 | \$ -                       | \$ -         | \$ 403,829.50   |
| Task 4   | Technical Support                             | 500                       | \$ 149,079.00                  | \$ -                                 | \$ 149,079.00       | \$ 6,000.00          | \$ -                       | \$ 6,000.00  | \$ 155,079.00   |
| Task 5   | Outreach Services                             | -                         | \$ -                           | \$ 124,528.80                        | \$ 124,528.80       | \$ -                 | \$ 3,600.00                | \$ 3,600.00  | \$ 128,128.80   |
| Task 6   | Construction Management                       | -                         | \$ -                           | \$ 1,166,659.20                      | \$ 1,166,659.20     | \$ -                 | \$ -                       | \$ -         | \$ 1,166,659.20 |
| Task 7   | Strategic Asset Management                    | 502                       | \$ 117,980.04                  | \$ -                                 | \$ 117,980.04       | \$ 25,000.00         | \$ -                       | \$ 25,000.00 | \$ 142,980.04   |
| Task 8   | Information Technology Group Support Services | -                         | \$ -                           | \$ -                                 | \$ -                | \$ -                 | \$ -                       | \$ -         | \$ -            |
|          | Labor Subtotal Hours                          | 9,162                     | 0                              | 0                                    | 0                   | 0                    | 0                          | 0            | 0               |
|          |   | 0                         | \$ 9,162.00                    | \$ 1,913,744.64                      | \$ 3,843,762.94     | \$ 39,352.00         | \$ 3,600.00                | \$ 42,952.00 | \$ 3,886,714.94 |

## Attachment - E Budget Summary

**Palm Beach County Water Utilities Department**  
**Capital Improvement Plan Program Management**  
**Resolution No. R2020-0161 Contract Dated February 11, 2020**  
**Consultant Services Authorization: 2**  
**Consultant: Foresight Communications & Consulting, Inc.**  
**Project Title: Program Management and Implementation Services**  
**WUD Project No.: 20-010**

| Task No. | Task Description                              | Communications Specialist | Labor Hours Total | Labor Subtotal       | ODC's              | Total                |
|----------|---|---------------------------|-------------------|----------------------|--------------------|----------------------|
|          |   | L. Culbertson             |                   |                      |                    |                      |
| Task 1   | Program Management                            | 0                         | 0                 | 0                    | \$ -               | \$ -                 |
| Task 2   | Project Management                            | 0                         | 0                 | 0                    | \$ -               | \$ -                 |
| Task 3   | Program Reporting & Controls                  | 0                         | 0                 | 0                    | \$ -               | \$ -                 |
| Task 4   | Technical Support                             | 0                         | 0                 | 0                    | \$ -               | \$ -                 |
| Task 5   | Outreach Services                             | 600                       | 600               | \$ 103,764.00        | \$ 3,600.00        | \$ 107,364.00        |
| Task 6   | Construction Management                       | 0                         | 0                 | 0                    | \$ -               | \$ -                 |
| Task 7   | Strategic Asset Management                    | 0                         | 0                 | 0                    | \$ -               | \$ -                 |
| Task 8   | Information Technology Group Support Services | 0                         | 0                 | 0                    | \$ -               | \$ -                 |
|          | Labor Subtotal Hours                          | 600                       | <b>600</b>        |                      |                    |                      |
|          |   |                           |                   |                      |                    |                      |
|          | Billing Rate                                  | \$ 172.94                 |                   |                      |                    |                      |
|          |   |                           |                   |                      |                    |                      |
|          | <b>TOTAL</b>                                  | <b>\$ 103,764.00</b>      | <b>600</b>        | <b>\$ 103,764.00</b> | <b>\$ 3,600.00</b> | <b>\$ 107,364.00</b> |

| NOTES |  |
|-------|--|
| 1     | For purposes of Article 3(B) of Contract for Consulting/Professional Services Capital Improvement Plan Program Management WUD Project No. 19-028, dated February 11, 2020 (the "Contract"), billing rates for the assigned resources shall remain fixed for the one-year duration of the Project Schedule for CSA No. 2 in the amounts shown in this |
| 2     | If a new resource under an included labor category in Exhibit C of the Contract is added to the Project after the NTP date for CSA No. 2, the assigned billing rate will be determined and approved at the time of the addition of the resource to the Project.  |



January 4, 2021

John Visconti  
Program Manager  
Programs & Business Solutions  
Stantec Consulting Services, Inc.  
2056 Vista Parkway, Suite 100  
West Palm Beach FL 33411

Re: Palm Beach County Water Utilities Department Project No.: 20-010  
Program Management and Implementation Services  
Proposal for Task No. 5: Public Outreach Services

Dear Mr. Visconti:

Foresight Communications & Consulting, Inc. (Foresight) is honored to continue providing Task No. 5: Public Outreach Services for Stantec as it provides engineering and program management services related to the implementation and execution of the Palm Beach County Water Utilities Department's (PBCWUD) 2020-2025 Capital Improvement Plan.

**Services:**

Foresight shall support CIP delivery by providing outreach services to both the public and to the local small business community.

Outreach services to the public will consist of development of materials to be used to inform the public regarding specific project related activities. These materials may be in the form of door hangers, flyers, or letters to be used by WUD's contractors to inform the public of project related work in their neighborhood. Additional communications support as requested by WUD may include, but not be limited to:

1. Support with WUD easement acquisition and public outreach activities, as requested.
2. Preparation of documents for presentation to the Board of County Commissioners.
3. Coordination for and support to Palm Beach County Office of Equal

Business Opportunity (OEBO) for public outreach events such as meetings, mailings, and web-based information sharing.

4. Advice and suggestions regarding public outreach means and methods for various projects.
5. Branding.

**Deliverables:**

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

Foresight will provide these services at a cost of \$107,364.00 over a period of 365 days. This includes 600 total labor hours at a charge of \$172.94 per hour (\$103,764.00) and \$3,600.00 in ODCs, which include reimbursed expenses such as postage, translation services and printing.

I will be happy to provide additional information if needed.

Sincerely,



Linda M. Culbertson, President

**Attachment - E Budget Summary**

Palm Beach County Water Utilities Department  
 Capital Improvement Plan Program Management  
 Resolution No. R2020-0161 Contract Dated February 11, 2020  
 Consultant Services Authorization: 2  
 Consultant: Greywood Consulting Corp.  
 Project Title: Program Management and Implementation Services  
 WUD Project No.: 20-010

| Task No. | Task Description                              | Principal IT Portfolio Manager | Senior Program Controls Specialist | Program Manager | Project Manager | Project Leader | Project Management Specialist | Labor Hours Total | Labor Subtotal | ODC's | Total        |
|----------|---|--------------------------------|------------------------------------|-----------------|-----------------|----------------|-------------------------------|-------------------|----------------|-------|--------------|
|          |   | TBD                            | L. Anderson                        | TBD             | TBD             | TBD            | TBD                           |                   |                |       |              |
| Task 1   | Program Management                            | 0                              | 0                                  | 0               | 0               | 0              | 0                             | 0                 | \$ -           | \$ -  | \$ -         |
| Task 2   | Project Management                            | 0                              | 0                                  | 0               | 0               | 0              | 0                             | 0                 | \$ -           | \$ -  | \$ -         |
| Task 3   | Program Reporting & Controls                  | 0                              | 470                                | 0               | 0               | 0              | 0                             | 470               | \$ 57,607.90   | \$ -  | \$ 57,607.90 |
| Task 4   | Technical Support                             | 0                              | 0                                  | 0               | 0               | 0              | 0                             | 0                 | \$ -           | \$ -  | \$ -         |
| Task 5   | Outreach Services                             | 0                              | 0                                  | 0               | 0               | 0              | 0                             | 0                 | \$ -           | \$ -  | \$ -         |
| Task 6   | Construction Management                       | 0                              | 0                                  | 0               | 0               | 0              | 0                             | 0                 | \$ -           | \$ -  | \$ -         |
| Task 7   | Strategic Asset Management                    | 0                              | 0                                  | 0               | 0               | 0              | 0                             | 0                 | \$ -           | \$ -  | \$ -         |
| Task 8   | Information Technology Group Support Services | 0                              | 0                                  | 0               | 0               | 0              | 0                             | 0                 | \$ -           | \$ -  | \$ -         |
|          | Labor Subtotal Hours                          | 0                              | 470                                | 0               | 0               | 0              | 0                             | 470               |                |       |              |
|          | Billing Rate                                  | \$183.85                       | \$122.57                           | \$108.15        | \$96.30         | \$90.64        | \$82.40                       |                   |                |       |              |
|          | TOTAL   | \$ -                           | \$ 57,607.90                       | \$ -            | \$ -            | \$ -           | \$ -                          | 470               | \$ 57,607.90   | \$ -  | \$ 57,607.90 |

| NOTES |   |
|-------|---|
| 1     | For purposes of Article 3(B) of Contract for Consulting/Professional Services Capital Improvement Plan Program Management WUD Project No. 19-028, dated February 11, 2020 (the "Contract"), billing rates for the assigned resources shall remain fixed for the one-year duration of the Project Schedule for CSA No. 2 in the amounts shown in this Exhibit E. |
| 2     | If a new resource under an included labor category in Exhibit C of the Contract is added to the Project after the NTP date for CSA No. 2, the assigned billing rate will be determined and approved at the time of the addition of the resource to the Project.   |



January 4, 2021

## **Proposal Submittal**

### **Greywood Consulting Corp - Scope of Services**

#### **Introduction & Background:**

Stantec Consulting Services Inc. (CONSULTANT) will enter into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT) with Palm Beach County (COUNTY). A Consultant Services Authorization (CSA No. 2), entitled Program Management and Implementation Services, will be performed under that CONTRACT for Palm Beach County Water Utilities Department (WUD). Greywood Consulting Corp (Greywood) will provide services with/for the CONSULTANT for this CSA.

This CSA encompasses providing engineering and program management services related to the implementation and execution of WUD's Capital Improvement Plan (CIP) Program Management (Program).

#### **Scope of Services:**

Greywood will work with CONSULTANT to provide the following services under the CSA:

- Task No 3: Program Reporting & Controls

#### **Task No. 3: Program Reporting & Controls**

##### **A. Services:**

CONSULTANT will develop and implement scheduling, reporting and document management systems and tools to promote the efficient delivery of the CIP, and further refine those tools as may be required to meet Program objectives and needs. Specifically, these tools allow the CONSULTANT and WUD to effectively manage Program costs, schedule, and budget, perform Program and financial reporting functions, and provide document control support. Under CSA No.2 CONSULTANT will use these tools in delivery of the CIP.

Efforts under this task will involve the CONSULTANT's staff working out of WUD facilities to perform the scheduling, document controls, and reporting functions described below; and development staff working with WUD Information Technology (IT) staff to maintain those systems and tools being hosted by WUD.

##### **Task 3.1 Scheduling**

N/A



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

CONSULTANT will utilize, maintain, and refine as needed, the SharePoint-based Document Management System already in use for the Program. CONSULTANT shall provide administrative support to perform document management functions in support of the Program.

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

CONSULTANT will provide support to WUD staff to maintain and refine, as needed, the SharePoint collaboration site previously implemented and in use for the Program to provide a Program portal allowing staff to access the WUD document management system, project dashboards, PDS documentation, and various Program related information.

The SharePoint Collaboration Site will be hosted by WUD, and WUD will provide designated CONSULTANT staff with Virtual Private Network (VPN) or equivalent access as required to remotely manage and support the SharePoint Collaboration Site for the Program. If VPN access is not possible, WUD will provide an alternative method for CONSULTANT staff to support WUD IT staff in the administration, configuration, support, and trouble-shooting of the SharePoint Collaboration Site remotely.

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

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

CONSULTANT will utilize the performance reporting and dashboards developed previously, to provide WUD with project data, while also providing WUD senior leadership with access to project and Program information, budget charts, and other performance data that has been loaded into the system through P6 and WUD's internal CIP Tool. In addition, CONSULTANT will maintain and refine these reporting tools as needed throughout the course of this CSA.

#### **B. Deliverables:**

1. Updated systems and tools documentation as required
2. Program and project report templates and dashboards

## Budget Summary:

The below summary table identifies the anticipated Greywood personnel by labor classification and billing rate to support the delivery of the referenced services.

| Task No. | Task Description             | Senior Program Controls Specialist |
|----------|------------------------------|------------------------------------|
| Task 3   | Program Reporting & Controls | 470                                |
|          | Labor Subtotal Hours         | 470                                |
|          | Billing Rate                 | \$122.57                           |
|          | <b>TOTAL</b>                 | <b>\$57,607.90</b>                 |

These services will be provided for a duration of 365 calendar days from the executed notice to proceed.

Sincerely,



Lorna Anderson, PMP  
 President  
 Greywood Consulting Corp.

**Attachment - E Budget Summary**

Palm Beach County Water Utilities Department  
 Capital Improvement Plan Program Management  
 Resolution No. R2020-0161 Contract Dated February 11, 2020  
 Consultant Services Authorization: 2  
 Consultant: M.C.O. Construction and Services, Inc.  
 Project Title: Program Management and Implementation Services  
 WUD Project No.: 20-010

| Task No. | Task Description                                   | Project Manager      | Project Manager     | Construction / Outreach Advisor | Construction Inspector | Construction Inspector | Construction Inspector | Construction Inspector | Construction Manager | Project Coordinator  | Document Control Specialist | Labor Hours Total | Labor Subtotal         | ODC's       | Total                  |
|----------|--|----------------------|---------------------|---------------------------------|------------------------|------------------------|------------------------|------------------------|----------------------|----------------------|-----------------------------|-------------------|------------------------|-------------|------------------------|
|          |  | TBD                  | A. McNeill          | TBD                             | S. Freiman             | T. Gaines              | W. Lapinsky            | TBD                    | TBD                  | L. Blackwood         | K. Williams                 |                   |                        |             |                        |
| Task 1   | Program Management                                 |                      |                     |                                 |                        |                        |                        |                        |                      |                      |                             |                   | \$ -                   | \$ -        | \$ -                   |
| Task 2   | Project Management                                 | 1,920                | -                   | -                               | -                      | -                      | -                      | -                      | -                    | -                    | -                           | 1,920             | \$ 282,240.00          | \$ -        | \$ 282,240.00          |
| Task 3   | Program Reporting & Controls                       | -                    | -                   | -                               | -                      | -                      | -                      | -                      | -                    | 1,920                | 1,920                       | 3,840             | \$ 298,982.40          | \$ -        | \$ 298,982.40          |
| Task 4   | Technical Support                                  | -                    | -                   | -                               | -                      | -                      | -                      | -                      | -                    | -                    | -                           | -                 | \$ -                   | \$ -        | \$ -                   |
| Task 5   | Outreach Services                                  | -                    | 120                 | -                               | -                      | -                      | -                      | -                      | -                    | -                    | -                           | 120               | \$ 20,764.80           | \$ -        | \$ 20,764.80           |
| Task 6   | Construction Management                            | -                    | -                   | -                               | 1,920                  | 1,920                  | 960                    | 1,920                  | -                    | -                    | -                           | 6,720             | \$ 807,868.80          | \$ -        | \$ 807,868.80          |
| Task 7   | Strategic Asset Management                         | -                    | -                   | -                               | -                      | -                      | -                      | -                      | -                    | -                    | -                           | -                 | \$ -                   | \$ -        | \$ -                   |
| Task 8   | Information Technology Group Support Services      | -                    | -                   | -                               | -                      | -                      | -                      | -                      | -                    | -                    | -                           | -                 | \$ -                   | \$ -        | \$ -                   |
|          | <b>Labor Subtotal Hours</b>                        | <b>1,920</b>         | <b>120</b>          | <b>-</b>                        | <b>1,920</b>           | <b>1,920</b>           | <b>960</b>             | <b>1,920</b>           | <b>-</b>             | <b>1,920</b>         | <b>1,920</b>                | <b>12,600</b>     |                        |             |                        |
|          | <b>Raw Salary Rate</b>                             | <b>\$ 70.00</b>      | <b>\$ 82.40</b>     | <b>\$ 61.00</b>                 | <b>\$ 61.04</b>        | <b>\$ 43.26</b>        | <b>\$ 60.14</b>        | <b>\$ 66.00</b>        | <b>\$ 70.00</b>      | <b>\$ 37.08</b>      | <b>\$ 37.08</b>             |                   |                        |             |                        |
|          | <b>Multiplier</b>                                  | <b>2.1</b>           | <b>2.1</b>          | <b>2.1</b>                      | <b>2.1</b>             | <b>2.1</b>             | <b>2.1</b>             | <b>2.1</b>             | <b>2.1</b>           | <b>2.1</b>           | <b>2.1</b>                  |                   |                        |             |                        |
|          | <b>Billing Rate = Raw Salary Rate X Multiplier</b> | <b>\$ 147.00</b>     | <b>\$ 173.04</b>    | <b>\$ 128.10</b>                | <b>\$ 128.18</b>       | <b>\$ 90.84</b>        | <b>\$ 126.29</b>       | <b>\$ 138.60</b>       | <b>\$ 147.00</b>     | <b>\$ 77.86</b>      | <b>\$ 77.86</b>             |                   |                        |             |                        |
|          | <b>TOTAL</b>                                       | <b>\$ 282,240.00</b> | <b>\$ 20,764.80</b> | <b>\$ -</b>                     | <b>\$ 246,105.60</b>   | <b>\$ 174,412.80</b>   | <b>\$ 121,238.40</b>   | <b>\$ 266,112.00</b>   | <b>\$ -</b>          | <b>\$ 149,491.20</b> | <b>\$ 149,491.20</b>        | <b>12,600</b>     | <b>\$ 1,409,856.00</b> | <b>\$ -</b> | <b>\$ 1,409,856.00</b> |

| NOTES |   |
|-------|---|
| 1     | For purposes of Article 3(B) of Contract for Consulting/Professional Services Capital Improvement Plan Program Management WUD Project No. 19-028, dated February 11, 2020 (the "Contract"), hourly raw labor rates for the assigned resources shall remain fixed for the one-year duration of the Project Schedule for CSA No. 2 In the amounts shown in this Exhibit E.  |
| 2     | If a new resource under an included labor category in Exhibit C of the Contract is added to the Project after the NTP date for CSA No. 2, the hourly raw labor rate will be the actual hourly raw labor rate at the time of the addition of the resource to the Project. The labor multiplier for the new resource will be as defined in Exhibit C of the Contract for the assigned labor category applicable for the new resource. |



## PROPOSAL

1/4/2021

Attn:  
John Visconti  
Program Manager  
Stantec Consulting Services Inc.  
2056 Vista Parkway, Suite 1000  
West Palm Beach, FL 33411

**RE: Project Title:** Program Management and Implementation Services  
**WUD Project No.:** 20-010  
**CSA No. 2**

We hereby propose to provide personnel to support the above referenced project.

The scope of services is to assist in managing the project and providing supporting staff which include:

- Task No. 2 Project Management
- Task No. 3 Reporting and Controls
- Task No. 5 Public Outreach
- Task No. 6 Construction Management

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

#### **A. Services:**

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

1. Provide Project Managers to work as part of an integrated team with WUD staff.
2. In conjunction with the WUD project managers, plan and manage identified CIP projects in accordance with the Project Delivery System (PDS) and other WUD requirements. Activities include, but are not limited to: planning, coordinating and conducting various meetings; conducting research associated with project scope development; negotiating engineering design fees; developing and maintaining project schedules; receiving and coordinating review of consultant deliverables and providing feedback to consultants regarding the acceptability of those deliverables; coordinating advertisement for bids for construction including review and analysis of bids received and making recommendations for contract award; assisting in preparing conformed documents for construction; providing management support during construction; assisting the construction manager in close-out activities; and review and processing of consultant and contractor invoices.
3. Prepare or provide input to monthly project status reports used to document progress and to inform WUD senior leadership regarding project and Program status.
4. Prepare correspondence, legislation, and other documents required as part of the PDS for delivery of assigned projects.



5. Assist in mentoring and training WUD project managers in capital project management techniques and best practices.

**B. Deliverables:**

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

**Task No. 3: Reporting and Controls**

**A. Services:**

CONSULTANT will develop and implement document management systems and tools to promote the efficient delivery of the CIP, and further refine those tools as may be required to meet Program objectives and needs. Specifically, these tools allow WUD to effectively manage the Program and provide document control support. WUD will use these tools in delivery of the CIP.

Efforts under this task will involve the CONSULTANT's staff working out of WUD facilities to perform the functions described below; and development staff working with WUD Information Technology (IT) staff to maintain those systems and tools being hosted by WUD.

**Task 3.1 Scheduling**

No services will be provided under this subtask.

**Task 3.2 Document Management System**

CONSULTANT will utilize, maintain, and refine as needed, the SharePoint-based Document Management System already in use for the Program. CONSULTANT shall provide administrative support to perform document management functions in support of the Program.

**Task 3.3 SharePoint Collaboration Site**

CONSULTANT will provide support to WUD staff to maintain and refine, as needed, the SharePoint collaboration site previously implemented and in use for the Program to provide a Program portal allowing staff to access the WUD document management system, project dashboards, PDS documentation, and various Program related information.

The SharePoint Collaboration Site will be hosted by WUD, and WUD will provide designated CONSULTANT staff with Virtual Private Network (VPN) or equivalent access as required to remotely manage and support the SharePoint Collaboration Site for the Program. If VPN access is not possible, WUD will provide an alternative method for CONSULTANT staff to support WUD IT staff in the administration, configuration, support, and trouble-shooting of the SharePoint Collaboration Site remotely.

WUD shall provide all necessary hardware and software components needed to implement this site.



These requirements include both a TEST environment and a PRODUCTION environment so proper testing of system functionality can be performed prior to roll-out to the PRODUCTION environment.

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

CONSULTANT will develop dashboards and status reports with WUD using project data included in WUD's internal CIP Tool, as requested.

#### **B. Deliverables:**

1. Updated systems and tools documentation as required

Program and project status report templates and dashboards

### **Task No. 5: Public Outreach**

#### **A. Services:**

CONSULTANT shall support CIP delivery by providing outreach services to both the public and to the local small business community.

Outreach services to the public will consist of development of materials to be used to inform the public regarding specific project related activities. These materials may be in the form of door hangers, flyers, or letters to be used by WUD's contractors to inform the public of project related work in their neighborhood. Additional communications support as requested by WUD may include, but not be limited to:

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

#### **B. Deliverables:**

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

### **Task No. 6: Construction Management**

#### **A. Services:**

CONSULTANT will provide staff augmentation to support the WUD Construction Management (CM) team in delivery of the growing volume of capital and R&R projects in construction. This augmentation will



staff and more consistent administration of construction contracts since these individuals will be working for multiple years on WUD capital and R&R projects.

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

**B. Deliverables:**

1. Daily inspection reports, and other documentation associated with administering capital construction contracts (e.g. responses to contractor Requests For Information (RFIs), monthly payment application reviews, contractor submittal reviews)
2. Constructability review comments.
3. Documentation associated with the review and revision of construction contracts being prepared.

**Total Cost for Services shall be \$1,409,856.00**

| Task No. | Labor Category              | Raw Rate | Billing Rate (*) | Hours | Total for Category |
|----------|-----------------------------|----------|------------------|-------|--------------------|
| 2        | Project Manager             | \$ 70.00 | \$ 147.00        | 1920  | \$ 282,240.00      |
| 3        | Project Coordinator         | \$ 37.08 | \$ 77.86         | 1920  | \$149,491.20       |
| 3        | Document Control Specialist | \$ 37.08 | \$ 77.86         | 1920  | \$149,491.20       |
| 5        | Project Manager             | \$ 82.40 | \$173.04         | 120   | \$ 20,764.80       |
| 6        | Construction Inspector      | \$61.04  | \$128.18         | 1920  | \$246,105.60       |
| 6        | Construction Inspector      | \$43.26  | \$90.84          | 1920  | \$174,412.80       |
| 6        | Construction Inspector      | \$ 60.14 | \$126.29         | 960   | \$121,238.40       |
| 6        | Construction Inspector      | \$66.00  | \$138.60         | 1920  | \$266,112.00       |
|          |                             |          |                  | TOTAL | \$1,409,856.00     |

**NOTE: Billing Rate = average raw salary rate times multiplier, where multiplier is 2.1.**

Should you have any questions, comments or require additional information you may contact me at 786-546-0184.

Regards,

Ann McNeil  
President

## Attachment - E Budget Summary

**Palm Beach County Water Utilities Department**  
**Capital Improvement Plan Program Management**  
**Resolution No. R2020-0161 Contract Dated February 11, 2020**  
**Consultant Services Authorization: 2**  
**Consultant: MWH Constructors, Inc.**  
**Project Title: Program Management and Implementation Services**  
**WUD Project No.: 20-010**

| Task No. | Task Description                              | Sr. Construction Manager | Construction Manager | Labor Hours Total | Labor Subtotal       | ODC's       | Total                |
|----------|---|--------------------------|----------------------|-------------------|----------------------|-------------|----------------------|
|          |   | TBD                      | D. Hart              |                   |                      |             |                      |
| Task 1   | Program Management                            | 0                        | 0                    | 0                 | \$ -                 | \$ -        | \$ -                 |
| Task 2   | Project Management                            | 0                        | 0                    | 0                 | \$ -                 | \$ -        | \$ -                 |
| Task 3   | Program Reporting & Controls                  | 0                        | 0                    | 0                 | \$ -                 | \$ -        | \$ -                 |
| Task 4   | Technical Support                             | 0                        | 0                    | 0                 | \$ -                 | \$ -        | \$ -                 |
| Task 5   | Outreach Services                             | 0                        | 0                    | 0                 | \$ -                 | \$ -        | \$ -                 |
| Task 6   | Construction Management                       | 0                        | 1,920                | 1,920             | \$ 358,790.40        | \$ -        | \$ 358,790.40        |
| Task 7   | Strategic Asset Management                    | 0                        | 0                    | 0                 | \$ -                 | \$ -        | \$ -                 |
| Task 8   | Information Technology Group Support Services | 0                        | 0                    | 0                 | \$ -                 | \$ -        | \$ -                 |
|          | Labor Subtotal Hours                          | 0                        | 1,920                | 1,920             |                      |             |                      |
|          |   |                          |                      |                   |                      |             |                      |
|          | Raw Salary Rate                               | \$ 75.62                 | \$ 65.34             |                   |                      |             |                      |
|          | Multiplier                                    | 2.86                     | 2.86                 |                   |                      |             |                      |
|          | Billing Rate = Raw Salary Rate X Multiplier   | \$ 216.27                | \$ 186.87            |                   |                      |             |                      |
|          |   |                          |                      |                   |                      |             |                      |
|          | <b>TOTAL</b>                                  | <b>\$ -</b>              | <b>\$ 358,790.40</b> | <b>1,920</b>      | <b>\$ 358,790.40</b> | <b>\$ -</b> | <b>\$ 358,790.40</b> |

| NOTES |   |
|-------|---|
| 1     | For purposes of Article 3(B) of Contract for Consulting/Professional Services Capital Improvement Plan Program Management WUD Project No. 19-028, dated February 11, 2020 (the "Contract"), hourly raw labor rates for the assigned resources shall remain fixed for the one-year duration of the Project Schedule for CSA No. 2 in the amounts shown in this Exhibit E.  |
| 2     | If a new resource under an included labor category in Exhibit C of the Contract is added to the Project after the NTP date for CSA No. 2, the hourly raw labor rate will be the actual hourly raw labor rate at the time of the addition of the resource to the Project. The labor multiplier for the new resource will be as defined in Exhibit C of the Contract for the assigned labor category applicable for the new resource. |





January 5, 2021

John Visconti  
Stantec Consulting, Inc. Program Manager  
PBCWUD Capital Improvements Program  
8100 Forest Hill Blvd.  
West Palm Beach, FL 33413

Re: Construction Management Services Proposal  
Palm Beach County Water Utilities WUD 20-010  
Consultant Services Agreement #2

Dear Mr. Visconti:

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

**Task No.6 - Construction Management**

**Services:**

Provide staff augmentation to support the WUD Construction Management (CM) team in delivery of the growing volume of capital and R&R projects in construction. This augmentation will consist of construction managers and construction inspectors to provide construction management services for assigned projects. Augmentation through the CONSULTANT will result in more specialized staff and more consistent administration of construction contracts since these individuals will be working for multiple years on WUD capital and R&R projects.

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

**Deliverables:**

1. Daily inspection reports, and other documentation associated with administering capital construction contracts (e.g. responses to contractor Requests For Information (RFIs), monthly payment application reviews, contractor submittal reviews.)
2. Constructability review comments.
3. Documentation associated with the review and revision of construction contracts being prepared.



Task No. 6 – Construction Management

Schedule – 365 Days.

- Construction Manager – 1920 hrs. x \$186.87\* = \$358,790.40

\* Billing Rate = Raw Salary Rate x 2.86 Multiplier

Total Subcontract will be NTE \$358,790.40

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

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

John K. Evans  
Regional CMS Manager  
MWH Constructors

## Attachment - E Budget Summary

### ODC Details

Palm Beach County Water Utilities Department

Capital Improvement Plan Program Management

Resolution No. R2020-0161 Contract Dated February 11, 2020

Consultant Services Authorization: 2

Consultant: Stantec Consulting Services Inc.

Project Title: Program Management and Implementation Services

WUD Project No.: 20-010

| <b>Mileage</b>                                |             | <b>Staff</b>                                     | <b>\$ / mile</b>  | <b>Miles</b>    | <b>Total Cost</b>   |                     |
|---|-------------|--|-------------------|-----------------|---------------------|---------------------|
|   | <u>Task</u> |  |                   |                 |                     |                     |
| Mileage                                       | 2           | Project Managers                                 | \$ 0.58           | 14,400          | \$ 8,352.00         |                     |
| <b>Total Mileage Expenses</b>                 |             |  |                   |                 | <b>\$ 8,352.00</b>  | <b>Stantec</b>      |
| <b>Travel</b>                                 |             | <b>Staff</b>                                     | <b>Cost/Trip</b>  | <b>Quantity</b> | <b>Total Cost</b>   |                     |
|   | <u>Task</u> |  |                   |                 |                     |                     |
| Travel  | 4           | Tech Support Personnel                           | \$ 1,500.00       | 4               | \$ 6,000.00         |                     |
| <b>Total Travel Expenses</b>                  |             |  |                   |                 | <b>\$ 6,000.00</b>  | <b>Stantec</b>      |
| <b>Misc</b>                                   |             | <b>Description</b>                               | <b>Cost/Month</b> | <b>Months</b>   | <b>Total Cost</b>   |                     |
|   | <u>Task</u> |  |                   |                 |                     |                     |
| Misc  | 5           | Mailing/ Printing/ Mileage/ Translation Services | \$ 300.00         | 12              | \$ 3,600.00         |                     |
| <b>Total Foresight Miscellaneous Expenses</b> |             |  |                   |                 | <b>\$ 3,600.00</b>  | <b>Foresight</b>    |
| <b>Travel</b>                                 |             | <b>Staff</b>                                     | <b>Cost/Trip</b>  | <b>Quantity</b> | <b>Total Cost</b>   |                     |
|   | <u>Task</u> |  |                   |                 |                     |                     |
| Travel  | 7           | Gedman, Ken (One week trip)                      | \$ 4,000.00       | 1               | \$ 4,000.00         |                     |
| Travel  | 7           | Gedman, Ken (Two week trip)                      | \$ 7,000.00       | 3               | \$ 21,000.00        |                     |
| <b>Total Travel Expenses</b>                  |             |  |                   |                 | <b>\$ 25,000.00</b> | <b>Stantec UK</b>   |
| <b>Total by Entity</b>                        |             |  |                   |                 | <b>Total Cost</b>   |                     |
|   |             |  |                   |                 | <b>Stantec</b>      | <b>\$ 14,352.00</b> |
|   |             |  |                   |                 | <b>Stantec UK</b>   | <b>\$ 25,000.00</b> |
|   |             |  |                   |                 | <b>Foresight</b>    | <b>\$ 3,600.00</b>  |
| <b>Total ODC</b>                              |             |  |                   |                 | <b>\$ 42,952.00</b> |                     |

**ATTACHMENT F**  
**Palm Beach County Water Utilities Department**  
*Capital Improvement Plan Program Management*  
Resolution No. R2020-0161 Contract Dated February 11, 2020

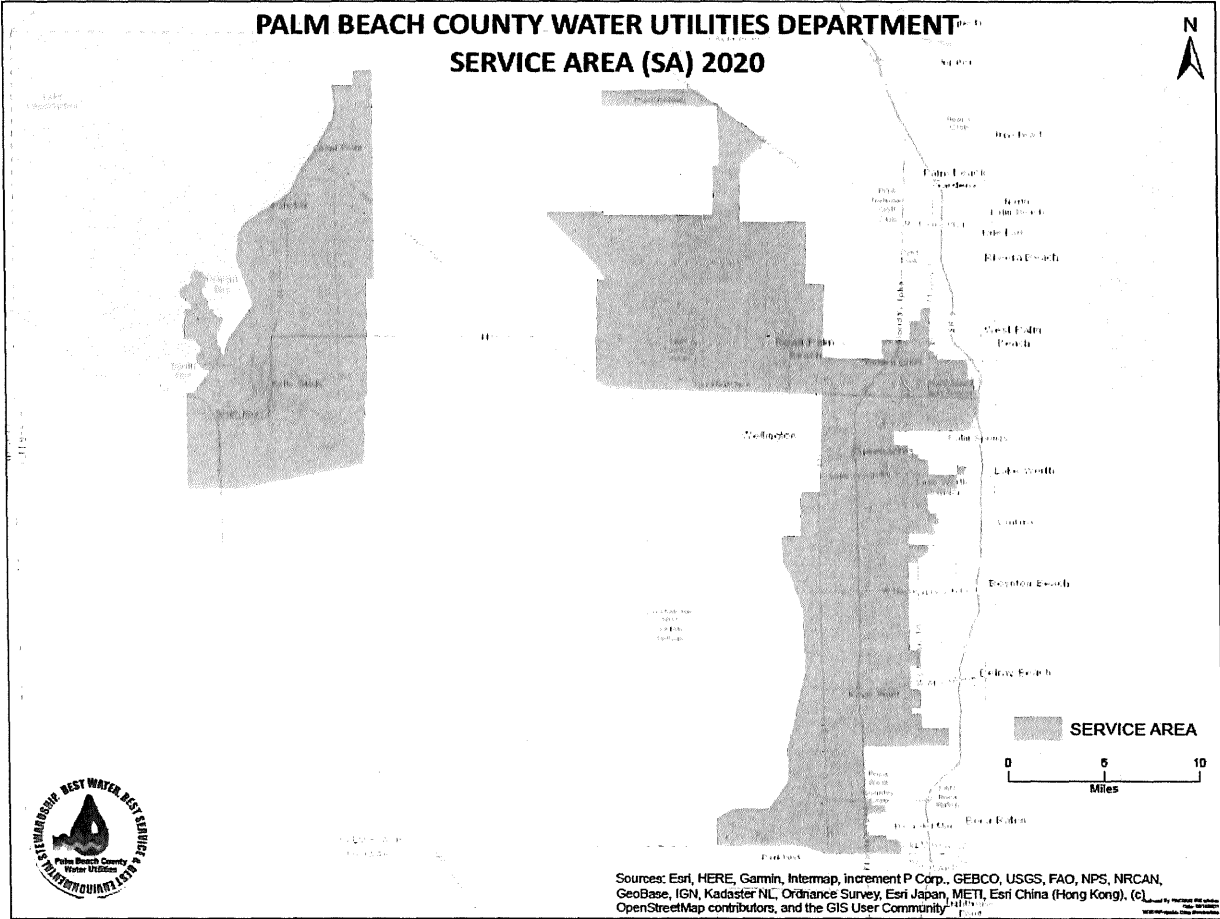
**SUMMARY OF  
SBE-M/WBE BUSINESS TRACKING**

| Master Contract Goals                                | TOTAL           | SBE:<br>25.00 % | M/WBE:<br>25.00 % | MBE(B):<br>22.00 % | WBE:<br>3.00 % |
|--|-----------------|-----------------|-------------------|--------------------|----------------|
| Current Proposal                                     |                 |                 |                   |                    |                |
| Value of Authorization No. <u>2</u>                  | \$ 3,886,714.94 |                 |                   |                    |                |
| Value of SBE-M/WBE Letters of Intent                 |                 | \$ 1,574,827.90 | \$ 1,574,827.90   | \$ 1,467,463.90    | \$ 107,364.00  |
| Actual Percentage                                    |                 | 40.51 %         | 40.51 %           | 37.75 %            | 2.76 %         |
| Signed/Approved Authorizations                       |                 |                 |                   |                    |                |
| Total Value of Authorizations                        | \$ 4,183,588.00 |                 |                   |                    |                |
| Total Value of SBE-M/WBE Signed Subcontractors       |                 | \$ 1,109,195.30 | \$ 1,109,195.30   | \$ 1,030,277.60    | \$ 78,917.70   |
| Actual Percentage                                    |                 | 26.51 %         | 26.51 %           | 24.62%             | 1.88%          |
| Signed/Approved Authorizations Plus Current Proposal |                 |                 |                   |                    |                |
| Total Value of Authorization                         | \$ 8,070,302.94 |                 |                   |                    |                |
| Total Value of Subcontractors & Letters of Intent    |                 | \$ 2,684,023.20 | \$ 2,684,023.20   | \$ 2,497,741.50    | \$ 186,281.70  |
| Actual Percentage                                    |                 | 33.25 %         | 33.25 %           | 30.95 %            | 2.30 %         |

# ATTACHMENT G

## LOCATION MAP

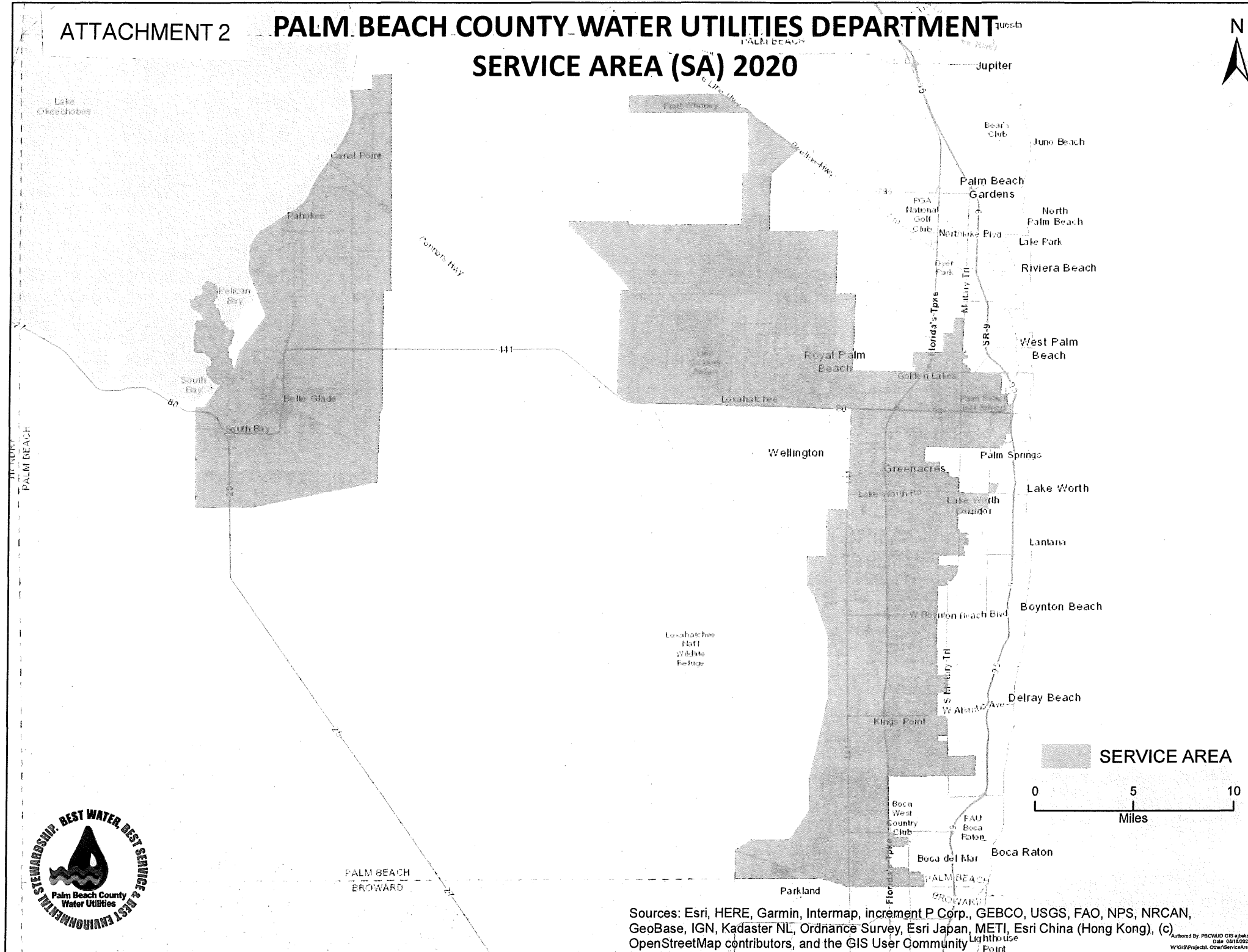
WUD Project No. 20-010



Revised 12/07/2020

# ATTACHMENT 2 PALM BEACH COUNTY WATER UTILITIES DEPARTMENT

## SERVICE AREA (SA) 2020



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

Authorized by: PBCWUD GIS Manager  
Date: 08/18/2020  
WGIS/Projects/Oper/ServiceArea

**ATTACHMENT 3**



**CERTIFICATE OF LIABILITY INSURANCE**

5/1/2021

DATE (MM/DD/YYYY)

4/10/2020

**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<br>Lockton Companies<br>444 W. 47th Street, Suite 900<br>Kansas City MO 64112-1906<br>(816) 960-9000           | CONTACT NAME:  |                |
|   | PHONE (A/C, No, Ext):                                      | FAX (A/C, No): |
| INSURED<br>1415077 STANTEC CONSULTING SERVICES INC.<br>370 INTERLOCKEN BOULEVARD, SUITE 300<br>BROOMFIELD CO 80021-8012 | E-MAIL ADDRESS:  |                |
|   | INSURER(S) AFFORDING COVERAGE                              |                |
|   | INSURER A : Berkshire Hathaway Specialty Insurance Company | NAIC # 22276   |
|   | INSURER B : Travelers Property Casualty Co of America      | 25674          |
|   | INSURER C :  |                |
|   | INSURER D :  |                |
|   | INSURER E :  |                |
|   | INSURER F :  |                |

**COVERAGES CERTIFICATE NUMBER: 16500840 REVISION NUMBER: XXXXXXXX**

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

| INSR LTR    | TYPE OF INSURANCE  | ADDL INSD | SUBR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY)          | POLICY EXP (MM/DD/YYYY)          | LIMITS  |
|-------------|--|-----------|----------|--|----------------------------------|----------------------------------|---|
| A           | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> CONTRACTUAL/CROSS<br><input checked="" type="checkbox"/> XCU COVERED<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br>OTHER: | Y         | Y        | 47-GLO-307584  | 5/1/2020                         | 5/1/2021                         | EACH OCCURRENCE \$ 2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 25,000<br>PERSONAL & ADV INJURY \$ 2,000,000<br>GENERAL AGGREGATE \$ 4,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| B<br>B<br>B | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY  | N         | Y        | TC2J-CAP-8E086819 (AOS)<br>TJ-BAP-8E086820<br>TC2J-CAP-8E087017 (NJ) | 5/1/2020<br>5/1/2020<br>5/1/2020 | 5/1/2021<br>5/1/2021<br>5/1/2021 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$ XXXXXXXX<br>BODILY INJURY (Per accident) \$ XXXXXXXX<br>PROPERTY DAMAGE (Per accident) \$ XXXXXXXX<br>\$ XXXXXXXX   |
| A           | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$  | N         | N        | 47-UMO-307585  | 5/1/2020                         | 5/1/2021                         | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$ XXXXXXXX   |
| B<br>B<br>B | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N<br>N  | Y<br>N/A | UB-3P635310 (AOS)<br>UB-3P533004 (MA, WI)<br>EXCEPT FOR OH ND WA WY  | 5/1/2020<br>5/1/2020             | 5/1/2021<br>5/1/2021             | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>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)**  
RE: WUD PROJECT NO. 19-028 CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT. PALM BEACH COUNTY BOARD OF COMMISSIONERS, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, ITS OFFICERS, EMPLOYEES AND AGENTS ARE ADDITIONAL INSURED AS RESPECTS GENERAL LIABILITY, IF REQUIRED BY WRITTEN CONTRACT. WAIVER OF SUBROGATION APPLIES TO GENERAL LIABILITY, AUTO LIABILITY AND WORKERS COMPENSATION/EMPLOYER'S LIABILITY WHERE ALLOWED BY STATE LAW AND IF REQUIRED BY WRITTEN CONTRACT.

|   |  |
|---|--|
| <b>CERTIFICATE HOLDER</b><br>16500840<br>PALM BEACH COUNTY<br>WATER UTILITIES DEPARTMENT<br>DIRECTOR UTILITIES ENGINEERING<br>8100 FOREST HILL BLVD<br>WEST PALM BEACH FL 33413 | <b>CANCELLATION</b> See Attachments<br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|---|--|

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# CERTIFICATE OF LIABILITY INSURANCE

10/1/2021

DATE (MM/DD/YYYY)

9/11/2020

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).

|   |  |  |
|---|--|--|
| <b>PRODUCER</b> Lockton Companies<br>444 W. 47th Street, Suite 900<br>Kansas City MO 64112-1906<br>(816) 960-9000           | <b>CONTACT NAME:</b><br><b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____<br><b>E-MAIL ADDRESS:</b> _____ |  |
|   | <b>INSURER(S) AFFORDING COVERAGE</b>   |  |
| <b>INSURED</b> 1420231 STANTEC CONSULTING SERVICES INC.<br>370 INTERLOCKEN BOULEVARD, SUITE 300<br>BROOMFIELD CO 80021-8012 | <b>INSURER A :</b> Berkshire Hathaway Specialty Insurance Company <b>NAIC #</b> 22276                                  |  |
|   | <b>INSURER B :</b>   |  |
|   | <b>INSURER C :</b>   |  |
|   | <b>INSURER D :</b>   |  |
|   | <b>INSURER E :</b>   |  |
| <b>INSURER F :</b>  |  |  |

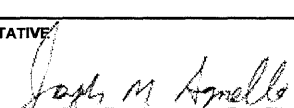
**COVERAGES** **CERTIFICATE NUMBER:** 16500828 **REVISION NUMBER:** XXXXXXXX

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

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER                        | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|-----------|----------|--------------------------------------|-------------------------|-------------------------|--|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: _____ |           |          | NOT APPLICABLE                       |                         |                         | EACH OCCURRENCE \$ XXXXXXXX<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX<br>MED EXP (Any one person) \$ XXXXXXXX<br>PERSONAL & ADV INJURY \$ XXXXXXXX<br>GENERAL AGGREGATE \$ XXXXXXXX<br>PRODUCTS - COMP/OP AGG \$ XXXXXXXX<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY  |           |          | NOT APPLICABLE                       |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX<br>BODILY INJURY (Per person) \$ XXXXXXXX<br>BODILY INJURY (Per accident) \$ XXXXXXXX<br>PROPERTY DAMAGE (Per accident) \$ XXXXXXXX<br>\$ XXXXXXXX   |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED _____ RETENTION \$ _____  |           |          | NOT APPLICABLE                       |                         |                         | EACH OCCURRENCE \$ XXXXXXXX<br>AGGREGATE \$ XXXXXXXX<br>\$ XXXXXXXX  |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N<br>If yes, describe under DESCRIPTION OF OPERATIONS below  |           | N/A      | NOT APPLICABLE                       |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$ XXXXXXXX<br>E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX<br>E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX  |
| A<br>A   | <b>PROFESSIONAL LIABILITY</b>   | N         | N        | 47-EPP-308810<br>NO RETROACTIVE DATE | 10/1/2020               | 10/1/2021               | \$3,000,000 PER CLAIM/AGG INCLUSIVE OF COSTS   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 RE: WUD PROJECT NO. 19-028 CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT.

**CERTIFICATE HOLDER****CANCELLATION**

|   |  |
|---|--|
| <b>16500828</b><br>PALM BEACH COUNTY<br>WATER UTILITIES DEPARTMENT<br>DIRECTOR UTILITIES ENGINEERING<br>8100 FOREST HILL BLVD<br>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.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|---|--|

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