

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: May 17, 2022

Consent  
 Workshop

Regular  
 Public Hearing

Department: Facilities Development and Operations

I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to approve:** Supplement No. 1 to Consultant Services Authorization (CSA) No. 13 to the continuing contract with Colome & Associates, Inc. (R2019-1899) to provide professional architectural/engineering (A/E) design, site plan approval, permitting, and construction administration services for the Palm Beach County (PBC) West County Administration South Wing Building Renovations project in the amount of \$180,258.51.

**Summary:** On December 17, 2019, the Board of County Commissioners (Board) approved the continuing design contract with Colome & Associates, Inc. to provide architectural services for capital improvement or renovation projects countywide. CSA No. 13 authorized professional architectural, mechanical, plumbing, electrical engineering, and building assessment for the existing 2-story West County Administration Building located in the Western Community of Belle Glade. Supplement No. 1 to CSA No. 13 authorizes professional design services, permitting, bidding assistance and construction administration phase services for the first and second floor of the south wing of the West County Administration Building. Renovations to the building are consistent with the West County Governmental Center Master Plan authorized by the Board during its Workshop meeting on April 27, 2021. This continuing contract was presented to the Goal Setting Committee on August 7, 2019 and the Committee established Affirmative Procurement Initiatives (API) of a 20% mandatory Small Business Enterprise (SBE) subcontracting goal on the contract and an SBE evaluation preference for the selection. Colome & Associates, Inc. committed to an SBE contract goal of 85%. The consultant is an SBE firm. SBE participation for Supplement No. 1 to CSA No. 13 is 94.34%. To date, the actual Small/Minority/ Women Owned Business participation for this continuing contract is 95.19%. Colome & Associates, Inc. is a Palm Beach County Business. The funding source for this project is from the Public Building Improvement fund. **(Capital Improvements Division) District 6 (MWJ)**

**Background and Justification:** The selection of the design professional was performed on November 8, 2019 under Board adopted procedures, pursuant to the Consultant Competitive Negotiation Act (CCNA) Florida Statute 287.055.

**Attachments:**

1. Location Maps
2. Budget Availability Statements
3. Supplement No. 1 to CSA 13
4. Consultant Contract History

Recommended by:  Department Director 4/19/2022 Date

Approved by:  County Administrator 4/26/22 Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures	\$180,259	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<b>\$180,259</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	_____	_____	_____	_____
<b>Is Item Included in Current Budget:</b>			Yes	<u>  X  </u>	No
<b>Does this item include use of federal funds?</b>			Yes	_____	No <u>  X  </u>

**Budget Account No:** Fund 3804 Dept 411 Unit B704 Object 4907

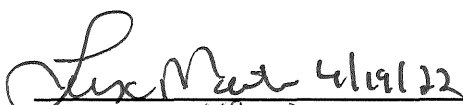
**B. Recommended Sources of Funds/Summary of Fiscal Impact:**


The funding source for this project is from the Public Building Improvement fund.

**C. Departmental Fiscal Review:** 

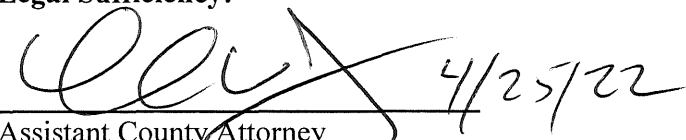
**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development Comments:**

  
 OFMB OA 419-22 LM  
4/19

  
 Contract Development and Control 4/22/22

**B. Legal Sufficiency:**

  
 Assistant County Attorney 4/25/22

**C. Other Department Review:**

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

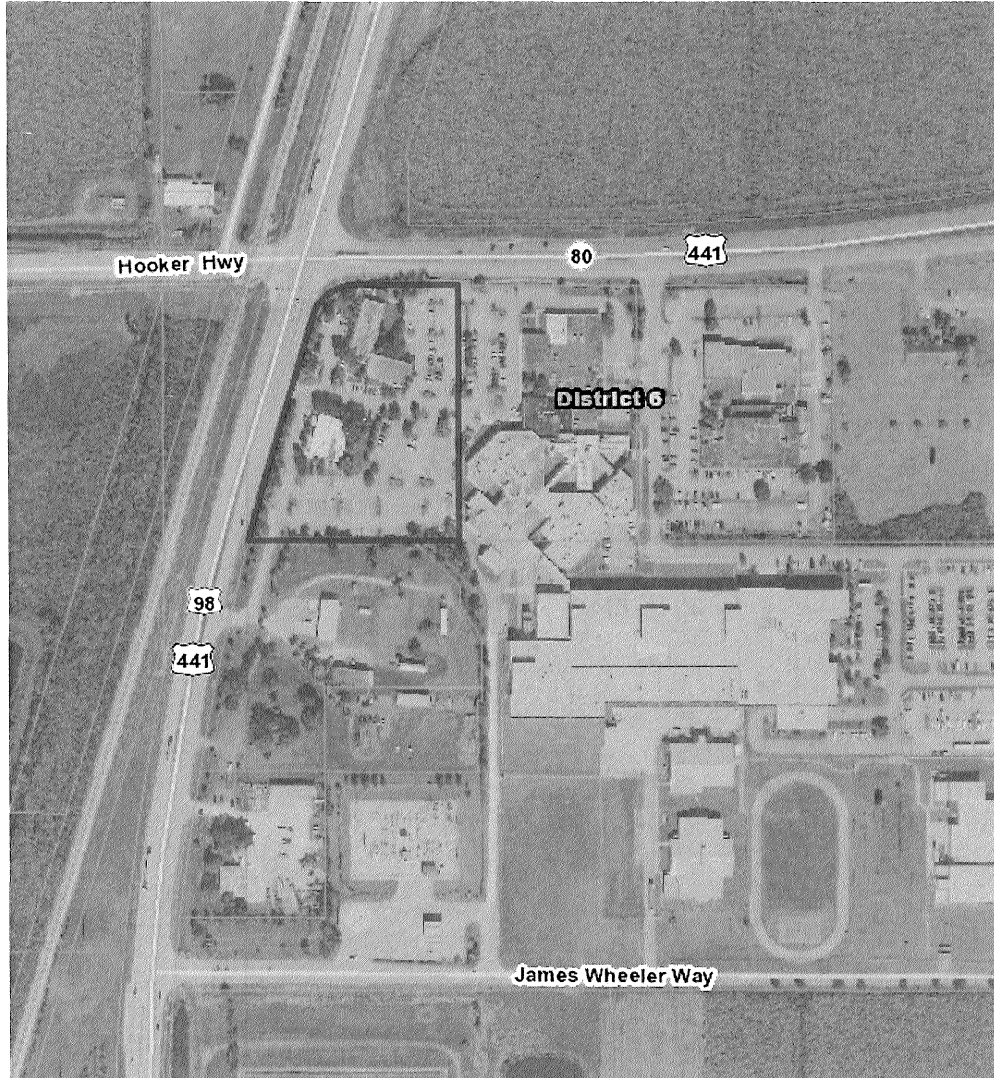
**This summary is not to be used as a basis for payment.**

# LOCATION MAP

**Project No:** 2021-005625

**Project Name:** Palm Beach County (PBC) West County Administration South Wing Building Renovations

**Location:** 2976 State Road 15, Belle Glade



BUDGET AVAILABILITY STATEMENT

REQUEST DATE: 3/4/2022

REQUESTED BY: William Munker

PHONE: 233-0265

PROJECT TITLE: PBC West County Administration South Wing Building Renovations
(Same as CIP or IST, if applicable)

ORIGINAL CONTRACT AMOUNT: N/A - Annual

IST PLANNING NO.:

EFDO # 2021-005625

BCC RESOLUTION#: R2019-1899

REQUESTED AMOUNT: \$180,258.51

DATE: 12/17/19

CSA NUMBER: Suppl. #1 to CSA #13

LOCATION: 2976 State Road 15 Belle Glade, Florida.

BUILDING NUMBER: 37

DESCRIPTION OF WORK/SERVICE LOCATION:

PROJECT/W.O. NUMBER: 2021-005625

CONSULTANT/CONTRACTOR: Colomé & Associates, Inc.

PROVIDE A BRIEF STATEMENT OF THE SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT/CONTRACTOR:

Professional services shall include design, construction and permit document preparation, bidding assistance and construction administration for the first and second floor south wing proposed building renovations at the West County Administration Building.

Table with 2 columns: Category and Amount. Rows include CONSTRUCTION (\$), PROFESSIONAL SERVICES (\$180,258.51), STAFF COSTS\* (\$), EQUIP. / SUPPLIES (\$), CONTINGENCY (\$), and TOTAL (\$180,258.51).

\* By signing this BAS your department agrees to these CID staff charges and your account will be charged upon receipt of this BAS by FD&O. Unless there is a change in the scope of work, no additional staff charges will be billed. If this BAS is for construction costs of \$250,000 or greater, staff charges will be billed as actual and reconciled at the end of the project. If the project requires Facilities Management or ESS staff your department will be billed actual hours worked upon project completion.

BUDGET ACCOUNT NUMBER(S) (Specify distribution if more than one and order in which funds are to be used):

FUND: 3804 DEPT: 411 UNIT: B704 OBJ: 4907

IDENTIFY FUNDING SOURCE FOR EACH ACCOUNT: (check and provide detail for all that apply)

- Ad Valorem (Amount \$ ) Infrastructure Sales Tax (Amount \$ )
State (source/type: Amount \$ ) Federal (source/type: Amount \$ )
Grant (source/type: Amount \$ ) Impact Fees: (Amount \$ )
Other (source/type: Amount \$ )

Department: FD+O

BAS APPROVED BY: [Signature]

DATE 3/15/2022

ENCUMBRANCE NUMBER:

**SUMMARY SHEET  
SUPPLEMENT #1 TO CONSULTANT SERVICES AUTHORIZATION # 13**

**COLOME' & ASSOCIATES, INC.**  
*Architectural Services Consultant*

**PBC WEST COUNTY ADMINISTRATION SOUTH WING BUILDING RENOVATIONS  
PROJECT NO. 2021-005625**

This Supplement #1 to Consultant Services Authorization # 13 is for professional architectural services for the PBC West County Administration South Wing Building Renovations project located at 2976 State Road 15, Belle Glade, Florida.

Professional services shall include design, construction and permit document preparation, bidding assistance and construction administration for the first and second floor south wing proposed building renovations at the West County Administration Building.

Building renovations are required in accordance with the CIP 5 year plan authorized by the Board of County Commissioners at their workshop dated April 27, 2021.

**EBO Program**

*The API established for this contract is a mandatory minimum of 20% SBE participation. The consultant committed to an SBE goal of 85%. SBE participation for this CSA is 94.34 %. When added to the Consultant's participation to date, the resulting SBE participation is 95.19%.*

**SUPPLEMENT NO. 1 TO CONSULTANT SERVICES AUTHORIZATION # 13**

**COLOME' & ASSOCIATES, INC.**  
*Architectural Services Consultant*

**PBC WEST COUNTY ADMINISTRATION SOUTH WING BUILDING  
RENOVATIONS  
PROJECT NO. 2021-005625  
DISTRICT NO. 6**

**THIS SUPPLEMENT NO. 1 TO CONSULTANT SERVICES AUTHORIZATION (CSA) NO. 13** to the Contract dated 12/17/19 (R2019-1899) (the "Contract") between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners and the Consultant identified herein is for the consultant services described in Item 4 of this CSA.

**1. CONSULTANT: COLOME' & ASSOCIATES, INC.**, whose Federal Tax ID# is 65-0993244.

<b>2. History: CSA</b>	<b>Amount</b>	<b>Approval Date</b>	<b>Approved By</b>
CSA #13	\$24,512.29	5/28/21	DIR

**3. Services completed to date:** CSA No. 13 authorized architectural and mechanical, plumbing and electrical engineering, building assessment for the existing 2-story building.

**4. Description of Services to be provided by Consultant:** Professional services shall include design, construction and permit document preparation, bidding assistance and construction administration for the first and second floor south wing proposed building renovations at the West County Administration, as detailed on the attached revised proposal dated February 10, 2022. In the event of a conflict between the terms and conditions of the Contract and the terms and conditions of Consultant's proposal, the terms and conditions of the Contract shall control.

**5. Compensation:** The compensation to be paid to the Consultant for the requested services shall be: Lump Sum charge of **\$180,258.51**.

**6. This CSA may be terminated, in whole or in part, by the County with or without cause in accordance with the Contract terms. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed to termination date, together with reimbursable expenses (if applicable) then due in accordance with the Contract terms.**

**Consultant agrees to waive any and all claims for lost profits or anticipated future profits in the event of a termination with or without the cause under this Contract.**

**7. If not previously provided or for a new project, the Consultant shall provide County with an executed Conflict of Interest Disclosure Form, attached hereto and incorporated herein.**

8. All terms, conditions, and obligations of the original Contract shall remain in full force and effect, unless specifically noted as follows:

E-VERIFY - EMPLOYMENT ELIGIBILITY

*CONSULTANT warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify System (E-Verify.gov), and beginning January 1, 2021, uses the E-Verify System to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of the CONSULTANT's subconsultants performing any duties and obligations under this Contract are registered with the E-Verify System and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.*

*CONSULTANT shall obtain from each of its subconsultants an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in section 448.095(1)(k), Florida Statutes, as may be amended. CONSULTANT shall maintain a copy of any such affidavit from a subconsultant for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this Contract which requires a longer retention period.*

*COUNTY shall terminate this Contract if it has a good faith belief that CONSULTANT has knowingly violated Section 448.09(1), Florida Statutes as may be amended.*

*If COUNTY has a good faith belief that CONSULTANT's subconsultant has knowingly violated Section 448.09(1), Florida Statutes, as may be amended, COUNTY shall notify CONSULTANT to terminate its contract with the subconsultant and CONSULTANT shall immediately terminate its contract with the subconsultant.*

*If COUNTY terminates this Contract pursuant to the above, CONSULTANT shall be barred from being awarded a future contract by COUNTY for a period of one (1) year from the date on which this Contract was terminated. In the event of such contract termination, CONSULTANT shall also be liable for any additional costs incurred by COUNTY as a result of the termination.*

**9. Time of Commencement:** Consultant shall begin work immediately on the requested services upon receipt of this executed document which shall constitute official "Notice to Proceed".

**10. EBO Program:** *The API established for this contract is a mandatory minimum of 20% SBE participation. The consultant committed to an SBE goal of 85%. SBE participation for this CSA is 94.34 %. When added to the Consultant's participation to date, the resulting SBE participation is 95.19%.*

**THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY**

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

ATTEST:  
JOSEPH ABRUZZO, CLERK &  
COMPTROLLER

PALM BEACH COUNTY,  
A Political Subdivision of the State of Florida  
BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Robert S. Weinroth, Mayor

APPROVED AS TO  
LEGAL SUFFICIENCY

APPROVED AS TO TERMS  
AND CONDITIONS

By: \_\_\_\_\_  
County Attorney

By: \_\_\_\_\_  
Isamí C. Ayala-Collazo, Director - FD&O

WITNESS:

CONSULTANT:  
Colomé & Associates, Inc.

\_\_\_\_\_  
Signature

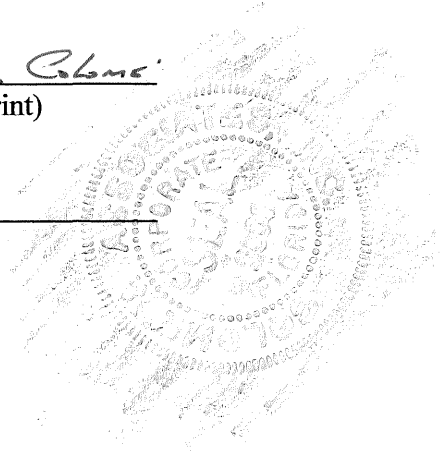
By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Title

(Corporate Seal)





Revised – February 10, 2022

Mr. Bill Munker  
Project Manger  
Facilities Development & Operations Dept.  
Palm Beach County Capital Improvements Division  
2633 Vista Parkway  
West Palm Beach, Florida 33411

Re: **PBC West County Administration South Wing Building Renovations**  
**(Site Plan / Design / Bidding / CA Phases)**  
**Project No. 2021-005625**  
Belle Glade, Florida

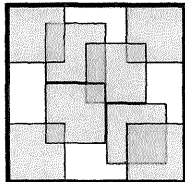
Dear Mr. Munker:

Our Firm – Colome' & Associates, Inc. (Architect) – would like to thank you for the opportunity to provide Palm Beach County Facilities Development & Operations Department with this proposal for professional services for the proposed building renovations to the existing first floor of approximately 5,225 square feet and second floor of approximately 4,890 square feet of the existing two-story south wing building located at 2976 State Road 15, Belle Glade, Florida.

The project will consist of architectural conceptual design, construction documents, cost estimating, permit documents, bidding, and construction administration phases for the first and second floor south wing proposed building renovations. Including, plan layout and accessibility reconfigurations, add interior perimeter wall insulation and new furred wall finish, modernize existing elevator, equipment and controls, new electrical lighting, modifications to the existing fire alarm system, modifications to existing tele data systems, modifications to existing access control, modifications to existing security cameras, new low voltage system, new mechanical ductwork, new tele data room, men's and women's restroom renovations, new ceilings, floors, and wall finishes, new doors and frames, new customer services counters, replace all plumbing fixtures, modify way finding building signage, new identification room signage throughout renovated area, and coordination with PBC artist to incorporate the art work into the architectural design.

Exterior renovations consist of re-working concrete slab and grades at south building wing, replace exterior doors and entrance storefront, wall infill modifications to existing exterior 1<sup>st</sup> floor and 2<sup>nd</sup> floor window openings for new impact resistant windows, and replace existing HPS site lighting fixtures with new LED type fixtures.

The project will consist of providing professional services for architectural conceptual design, cost estimating, construction documents, bidding, and construction administration phases, for the scope of work describe above and the Building Assessment Report provided by Colome' & Associates, Inc., dated August 25, 2021. The fees are based on the executed Annual Contract for Architectural Services R-2019-1899, PBC – Capital Improvements Division Policy and Procedures Manual for Design Professionals, latest edition (October 2017), meetings and information provided to our office by Palm Beach County Capital Improvements Division.

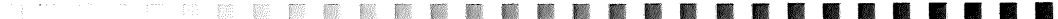


**Colomé & Associates, Inc.**

Florida Registration AA0003439

Architecture □ Planning □ Interiors

530 24th Street □ West Palm Beach, Florida 33407 □ Telephone: (561) 833-9147 □ Facsimile: (561) 833-9356 □ E-mail: colome@colome-arch.net



- Design and Construction Documents

Based on the approved conceptual design plans submittal to be prepared by this office, provide working drawings and specifications, described in detail sufficient for construction, including topographic surveying, civil engineering, structural engineering, mechanical, electrical, and plumbing engineering, elevator consultant services, (limited to the proposed building renovations) and interior finish selection within the completed set of construction documents. Interior and exterior furnishing shall be selected and purchased by Palm Beach County.

- Preparation and Permitting Submissions

- Prepare and submit documents for permitting to the Palm Beach County Building Department.

- Bidding

- Assist Palm Beach County in preparation of addenda and respond to General Contractor's or Construction Manager's RFI's during Bidding process.

- Construction Administration

- Make a minimum of one visit per week by the architect, engineer, or subconsultants to the site to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the Contract Documents. The Architect / Engineer shall not be required to make exhaustive or continuous on-site inspections to check the quality of work, nor shall the Architect be responsible for the means, methods, techniques or procedures of construction selected by Contractor(s).
- Review and approve the Contractor's shop drawings, or take other appropriate action, but only for the limited purpose of checking for conformance with information given and the design concepts expressed in the contract documents.
- Prepare substantial and final punch list.
- Prepare Final "As-Built" CAD files for owner based on general contractor's record drawings.
- Expenses – The Architect and Design Professionals shall be paid for all expenses such as owner requested reproduction, postage and plotting expenses as an addition to the basic compensation at a stipulated lump sum of three thousand three hundred fifty (\$3,350.00) dollars, which is included in the total professional services fee.

- Fees

- Construction Documents, Bidding, Construction Administration, and Expenses – Architectural, Surveying, and Engineering design: Fees for performing services as outlined above shall be based upon the stipulated lump sum of one hundred eighty thousand two hundred fifty-eight dollars and fifty-one (\$180,258.51) cents.

**The schedule and estimated task completion is as follows:**

- Architectural Conceptual Design phase (8 weeks from PBC N.T.P)
- 50% Construction Document phase (6 weeks from PBC Review)
- 95% Construction Document phase (4 weeks from PBC Review)
- Bidding phase (T.B.D.)
- Construction Administration phase (T.B.D.)

**Fee Breakdown:**

<u>Architectural Conceptual Design Phase</u>	<u>\$ 12,427.26</u>
<u>Survey / Design / Construction Document Phase</u>	<u>\$121,281.79</u>
<u>Construction Administration Phase</u>	<u>\$ 43,199.46</u>
<u>Expenses</u>	<u>\$ 3,350.00</u>
<b>Total Fee</b>	<b>\$180,258.51</b>

**Fee Breakdown per Discipline:**

Architect: (Colome' & Associates)	\$123,506.05
M.E.P. Engineering: (Hammond & Associates, Inc.)	\$ 20,586.00
Civil Engineering: (Civil Design, Inc.)	\$ 4,763.00
Structural Engineering (ONM&J, Inc.)	\$ 18,650.00
Surveying Services (Brown & Phillips, Inc)	\$ 2,556.00
<u>Elevator Consultant Services (Lerch Bates, Inc)</u>	<u>\$ 10,197.46</u>
Total Professional services -	\$180,258.51

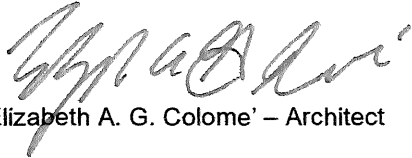
• Additional Services

- Additional Services as requested by the Owner shall be on the Architectural and Engineering Hourly Basis as set forth in the executed Annual Contract for Architectural Service (R-2019-1899) or stipulated lump sum.
- Items excluded from this professional services fee proposal:

The following items are not included as part of this professional services fee proposal: This proposal does not include the documentation or analysis of green or sustainable building components or measures incorporated into this design. If the documentation or analysis (including life cycle analysis) of this building is required to meet Florida Statutes 255.251-255.259, this service can be provided as an "Additional Services", LEED design services, Fees related to project applications, registrations, and permitting, additional site plan amendment submissions, asbestos studies related to demolition of existing building, geotechnical engineering, landscape architectural, irrigation design, environmental surveys, mechanical life cycle cost analysis, asbestos studies or abatement, replacement of existing site utilities, offsite improvements, site lighting, fees related to water flow tests for fire sprinklers, documentation of existing data outlets and associated power receptacles for ISS reference, specialty signage or monitors, complete fire protection system replacement, replacement of existing electrical FPL services, PBC Art in Public Place services, CCTV, Wireless Access points (WAP) systems design, A/V systems design, lightning protection, emergency power, public address system design, interior design services, acoustical design services, Kitchen Hood & Fire Suppression system Design Services, re-design as a result of value engineering, and conformance documents.

G24. FS558.0035. –PURSUANT TO FLORIDA STATUTE 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

Sincerely,



Elizabeth A. G. Colome' – Architect

Labor/Fee Estimate Summary (Colome & Associates, Inc.) - PBC WEST COUNTY ADMIN. SOUTH WING BUILDING RENOVATIONS											
Billing Rate:		\$ 169.04	\$ 138.65	\$ 116.88	\$ 85.96						
Labor Estimate (Hours)											
Task Description	Principal		Senior Project Manager		Project Coordinator		Architectural Drafting		Labor Total	Expenses	Total
PBC Project No. 2021-005625											
Task Description	Total	37	117		349		661		\$121,656.05	\$1,850.00	\$123,506.05
<b>Architect Administration</b>											
Contract Administration	4	\$676.16	6	\$831.90		\$0.00		\$0.00	\$ 1,508		\$ 1,508
Field Work		\$0.00	4	\$554.60	14	\$1,636.32	14	\$1,203.44	\$ 3,394		\$ 3,394
Design Coordination		\$0.00	4	\$554.60	6	\$701.28	6	\$515.76	\$ 1,772		\$ 1,772
Building Code Review	2	\$338.08	6	\$831.90	4	\$467.52		\$0.00	\$ 1,638		\$ 1,638
\$8,311.56											
<b>Architectural Conceptual Design Documents</b>											
Architectural Drawings	2	\$338.08	4	\$554.60	18	\$2,103.84	68	\$5,845.28	\$8,841.80	\$ 250.00	\$ 9,092
Coordination of Subconsultants		\$0.00	2	\$277.30	2	\$233.76	2	\$171.92	\$682.98		\$ 683
PBC Review Meeting		\$0.00	2	\$277.30	2	\$233.76	1	\$85.96	\$97.02		\$ 97
Incorporate PBC Review Comments	1	\$169.04	2	\$277.30	2	\$233.76	16	\$1,375.36	\$2,055.46		\$ 2,055
\$12,427.26											
<b>50% Construction Documents</b>											
Architectural Drawings	2	\$338.08	4	\$554.60	40	\$4,675.20	160	\$13,753.60	\$19,321.48	\$ 250.00	\$ 19,571
Specifications	2	\$338.08	4	\$554.60	12	\$1,402.56	2	\$171.92	\$2,467.16	\$ -	\$ 2,467
Cost Estimating	1	\$169.04	2	\$277.30	6	\$701.28	4	\$343.84	\$1,491.46		\$ 1,491
Coordination of Subconsultants		\$0.00	2	\$338.08	4	\$467.52	6	\$515.76	\$1,321.36		\$ 1,321
PBC Review Meeting		\$0.00	1	\$138.65	1	\$116.88	1	\$85.96	\$341.49		\$ 341
Incorporate PBC Review Comments	1	\$169.04	1	\$138.65	2	\$233.76	8	\$687.68	\$1,229.13		\$ 1,229
\$26,422.08											
<b>95% Construction Documents</b>											
Architectural Drawings	2	\$338.08	4	\$554.60	52	\$6,077.76	180	\$15,472.80	\$22,443.24	\$ 250.00	\$ 22,693
Specifications	2	\$338.08	4	\$554.60	12	\$1,402.56	2	\$171.92	\$2,467.16	\$ -	\$ 2,467
Cost Estimating	1	\$169.04	2	\$277.30	6	\$701.28	4	\$343.84	\$1,491.46		\$ 1,491
Coordination of Subconsultants		\$0.00	2	\$277.30	4	\$467.52	6	\$515.76	\$1,260.58		\$ 1,261
PBC Review Meeting		\$0.00	1	\$138.65	1	\$116.88	1	\$85.96	\$341.49		\$ 341
Incorporate PBC Review Comments	1	\$169.04	1	\$138.65	2	\$233.76	8	\$687.68	\$1,229.13		\$ 1,229
\$29,483.06											
<b>Permit Documents</b>											
Architectural Drawings	4	\$676.16	4	\$554.60	6	\$701.28	52	\$4,469.92	\$6,401.96	\$ 250.00	\$ 6,652
Specifications	2	\$338.08	1	\$138.65	4	\$467.52		\$0.00	\$944.25	\$ -	\$ 944
Coordination of Subconsultants		\$0.00		\$0.00	2	\$233.76	4	\$343.84	\$577.60		\$ 578
PBC Bldg Review	2	\$338.08	4	\$554.60	4	\$467.52	2	\$171.92	\$1,532.12	\$ 200	\$ 1,732
Incorporate PBC Review Comments	1	\$169.04	4	\$554.60	6	\$701.28	24	\$2,063.04	\$3,487.96		\$ 3,488
\$13,393.89											
<b>Bid Documents</b>											
Bid RFI Review / Response	2	\$338.08	4	\$554.60	12	\$1,402.56	12	\$1,031.52	\$ 3,327		\$ 3,327
Coordination of Subconsultants		\$0.00	2	\$277.30	2	\$233.76	2	\$171.92	\$ 683		\$ 683
\$4,009.74											
<b>Construction Administration Phase</b>											
RFI Review / Response	2	\$338.08	4	\$554.60	18	\$2,103.84	16	\$1,375.36	\$ 4,372		\$ 4,372
Submittal / Shop Drawing Review	2	\$338.08	2	\$277.30	14	\$1,636.32	8	\$687.68	\$ 2,939		\$ 2,939
Project Construction Meetings		\$0.00	12	\$1,663.80	62	\$7,246.56	8	\$687.68	\$ 9,598	\$ 400	\$ 9,998
Field Bulletins	2	\$338.08	6	\$831.90	1	\$116.88		\$0.00	\$ 1,287		\$ 1,287
Field Observation Reports	2	\$338.08	6	\$831.90	2	\$233.76	2	\$171.92	\$ 1,576		\$ 1,576
CCP Reviews	1	\$169.04	12	\$1,663.80	2	\$233.76	2	\$171.92	\$ 2,239		\$ 2,239
Substantial Comp. Punch List		\$0.00		\$0.00	8	\$935.04	8	\$687.68	\$ 1,623		\$ 1,623
Final Completion Punch List		\$0.00		\$0.00	8	\$935.04	8	\$687.68	\$ 1,623		\$ 1,623
Close Out Documents		\$0.00	2	\$277.30	4	\$467.52		\$0.00	\$ 745		\$ 745
As-Builts		\$0.00	2	\$277.30	4	\$467.52	24	\$2,063.04	\$ 2,808	\$ 250	\$ 3,058
\$29,458.46											
<b>Grand Total</b>	<b>41.00</b>	<b>\$6,930.64</b>	<b>123.00</b>	<b>\$17,114.73</b>	<b>349.00</b>	<b>\$40,791.12</b>	<b>661.00</b>	<b>\$56,819.56</b>	<b>\$121,656.05</b>	<b>\$1,850.00</b>	<b>\$123,506.05</b>

Source: Colome & Associates, Inc. (Labor Breakdown is based on FAR Audit Dated 2-24-2021)

Multiplier 2.77



**Colome & Associates, Inc.**  
 ARCHITECTURE, PLANNING, INTERIORS  
 Florida Registration - AA 0003439  
 530 24th Street West Palm Beach Florida 33407  
 Phone: (561) 833-8147 Fax: (561) 833-9350

# HAMMOND & ASSOCIATES

## CONSULTING ENGINEERS

499 NW 70<sup>th</sup> Avenue Suite 201, Plantation, FL 33317 • 954-327-7111 • [hammondengineers.com](http://hammondengineers.com)

To: Joe Colome - Senior Project Manager, Colome' & Associates, Inc.  
From: Nate Hammond - Vice President, Hammond & Associates Consulting Engineers  
Subject: West County Admin. South Wing Building Renovations – MEP Fee Proposal  
Date: November 11, 2021

We are pleased to provide MEP Engineering Services for **West County Admin. South Wing Building Renovations**. The scope of work will be the interior renovation of the first(5,224 SF) and second floor(4,880 SF) space new A/C Units 1st and 2nd floors, new ductwork, new restroom facilities 1st and 2nd floors, new lighting, and fire alarm

Our basic Services to cover this scope of work is as follows:

**Mechanical:**

- Perform site visit to verify existing conditions and/or utilize as-built plans (if available)
- Perform HVAC load and Energy Calculations for the new HVAC equipment as required
- Provide new HVAC floor plans for new HVAC equipment and duct layout.
- Provide HVAC schedules, details, and notes.

**Electrical:**

- Perform site visit to verify existing conditions and/or utilize as-built plans (if available)
- Provide new electrical power and fire alarm floor plans for the new electrical layout.
- Provide new electrical lighting plans for the new lighting layout.
- Provide new electrical panel schedules and riser diagrams as required.
- Provide electrical details and notes as required.

**Plumbing:**

- Perform site visit to verify existing conditions and/or utilize as-built plans (if available)
- Provide new plumbing plans for the new space.
- Provide new sanitary and domestic water isometrics.
- Provide Plumbing details and notes as required.

All work provided under Mechanical, Electrical, and Plumbing shall also include the following:

- a) The engineering calculations & construction documents shall be signed and sealed by a Professional Licensed Engineer
- b) Make all review submittals as required by the Prime Contract.
- c) Attend review meetings and incorporate review comments.
- d) Obtain all approvals, permits, etc., from applicable Federal, State and Local agencies having jurisdiction for the construction of the project.

Our fee to provide the design services for **West County Admin. South Wing Building Renovations** is summarized below which includes 2 site visits is provided in the fee breakdown below.

Design Fee Schedule	
Construction Document Submittal	\$15,644
Construction Administration	\$3,942
Reimbursables Expenses	1,000
<b>Total</b>	<b>\$20,586</b>

**\*Expenses are included in the above fee breakdown**

Our **Construction Administration Services** for **West County Admin. South Wing Building Renovations** will include:

- a) Review all pertinent shop drawings and maintain shop drawing log.
- b) Provide two (2) site visits during construction is included to verify the installation is in compliance with the design documents.
- c) Answer contractor's RFIs, issue clarifications, etc., during the construction phase.
- d) Prepare punch list prior to the issuance of substantial completion.



January 12, 2022

O'Donnell, Naccarato, Mignogna Jackson, Inc.

Joe Colome
Colome & Associates, Inc.
530 24th Street
West Palm Beach, FL 33407

Re: 2021-005625 West Country Admin. South Wing Building Renovation
Belle Glade, FL
Project No.: 271.171

We are pleased to submit the following proposal for Consulting Structural Engineering Services for the subject project. Our proposal is based on information supplied by your office. This project consists of the structural design and drafting which shall include reconfiguration of exterior wall openings for new impact resistant windows (Make some openings smaller). There will also be some work related to helical piles at sidewalks and A/C pads, interior slab removal 1st floor to accommodate restroom reconfigurations. A new steel stair to replace the existing concrete stair.

Our services during the design development phase will include the following:

- 1. Provide drawings that specify design elements.
2. Produce floor plans and sections that provide structural sizes and outline material specifications.

Our services during the construction document phase will include the following:

- 1. Preparation of structural drawings, which will be signed and sealed for building permit application.
2. Building Department review comment response to obtain the building permit.

Our services during construction administration phase will include the following:

- 1. Review of structural submittals only for their general conformance with the design concept of the project.
2. Make up to (1) field visits/meetings to the site during construction when requested by the client.
3. Responding to the Building Department or construction questions.

Our base fee for these services will be broken down as follows:

Table with 2 columns: Service Category and Amount. Rows include Design Development (\$6,750.00), Construction Documents (\$7,250.00), Bidding (\$920.00), Construction Administration (\$3,730.00), and Total (\$18,650.00).

If additional field visits during construction are required, they will be billed \$700.00 per visit, plus expenses, but only if requested by the client.

Early release structural drawings require two (2) permitting processes and are not included in our base fee.

We assume the structure is located above the floodplain. Hydrostatic slab design is not included in our base fee.

We will invoice for the expense of all printing. Reimbursable expenses such as air travel, mileage to and from the job site and Federal Express unless the client or time restraints require a courier service, will be invoiced with a multiplier of 1.2.

This proposal is valid for six (6) months from the date issued. If work is stopped for more than three (3) months, additional fees will be required to restart the project. Additional services beyond the scope of this proposal may be provided on a flat fee basis or on an hourly basis.

Our hourly rates are as follows:

RATE SCHEDULE

Table with 2 columns: Role and Hourly Rate. Roles include Principal (\$176.76/hour), Project Manager (\$162.66/hour), Senior Engineer (\$138.60/hour), Project Engineer (\$123.60/hour), and CADD Operator (\$102.06/hour).

Multiplier 3.0

The prevailing rates and contract amount shall be effective on January 1, 2022 and are expected to remain as stated through December 31, 2022. Should circumstances require an adjustment to these rates prior to December 31, 2022, 30 days written notification shall be submitted in advance of the effective date of the change.

**Payment is due upon receipt of services.**

**Contract Terms:**

1. A Geotechnical Engineer will be retained by others and we will coordinate our foundation design with his findings.
2. **A conventional spread footing foundation system will be used. If deep foundations, grade beams or structurally supported slabs are required, we will increase the fee accordingly.**
3. Design of sheathing, shoring, scaffolding, formwork and other means and methods of construction will be provided by engineers retained by the contractors.
4. Our fee will be increased for revisions of design or drawings to suit changes after work is released for pricing or permits.
5. Miscellaneous iron items such as stairs, ladders, catwalk and railings will be designed and signed and sealed by the fabricator's engineer and reviewed by O'Donnell, Naccarato, Mignogna & Jackson, Inc.
6. Services related to mold, asbestos materials, detection, modification or process will be provided by others.
7. The scope of services for this project does not include any other structural work in the existing building **including engineering to repair unforeseen problems with the existing structure or to upgrade the existing structure to meet current building codes.**
8. The scope of services for this project does not include design and drafting of specialty engineering items such as heavy timber, wood trusses, precast concrete, MEP roof top equipment attachments, light poles, or aluminum framing. We will provide performance specifications only for any cold-formed steel framing where required at the exterior walls and soffits. We will require signed and sealed shop drawings and calculations from the cold-formed steel contractor's engineer. If the cold form designer requests additional structural steel for the purpose of reducing cost or complexity of exterior curtain wall system, this will be considered value engineering and will be treated as an additional service.
9. The creation of record documents, which generally include incorporation of RFI information into our drawings or construction related changes to contract documents, is considered additional services.

**PURSUANT TO F. S. 558, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

Our base fee does not include reinforcing/changing existing walls, foundations, columns, beams, or roof structure for change of occupancy, or other code necessities that require upgrading the building to meet increased envelope wind pressures.

Structural elements are not water resistant. Water proofing, roofing and envelope water resistance scope of work is specifically excluded and not provided by ONM&J.

If the Client requests in writing that our firm provide any specific construction phase services and if our firm agrees in writing to provide such services, then we shall be compensated as Additional Services as provided for in this contract.

In the event of a claim of breach of contract or professional negligence the client agrees that the liability of O'Donnell, Naccarato, Mignogna & Jackson, Inc. and its professionals, employees, consultants and inspectors is limited to the amount of the fee or applicable limits of professional liability insurance, whichever is lesser.

The General Contractor is solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. O'Donnell, Naccarato, Mignogna & Jackson, Inc. and its professionals, inspectors and employees are not responsible for the means and methods of construction or for related safety precautions and programs.

Payment for services is your direct obligation and is not contingent upon any other payment schedules pursuant to other contracts or financial arrangements. If payment is not received within 30 days of your receiving our invoice, you agree to actively participate with us in our efforts to collect our fee directly from your client. Also, we have the option to cease providing services during that time and we cannot be held responsible for costs generated by our work stoppage.

Please call if you have any questions or if additional information is required. Kindly indicate your acceptance by signing and returning this document within ten (10) days. Should this document not be executed and returned to us, all parties acknowledge and agree that "authorization to proceed" through any other means constitutes formal acceptance of all terms and conditions contained herein.

**O'DONNELL, NACCARATO, MIGNOGNA & JACKSON, INC.**

Dwayne R. Jackson, P.E.  
President

DRJ/bm

ACCEPTED BY \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ TITLE \_\_\_\_\_





2021-005625 West County Admin. South Wing Building Renovation

Multiplier 3.0

ONM&J Project No.: 271.171

Fee Breakdown - Attachment "A"	CADD Operator	Project Engineer	Project Manager	Principal	Total
	\$ 102.06	\$ 123.60	\$ 162.66	\$ 176.76	
Design Development	30.7	12.0	12.0	1.0	\$ 6,750.00
Construction Documents	25.1	30.0	6.0		\$ 7,250.00
Bidding		6.0	1.1		\$ 920.00
Construction Administration		24.0	4.7		\$ 3,730.00
Sub Total	\$ 5,704.16	\$ 8,899.20	\$ 3,869.88	\$ 176.76	\$ 18,650.00
<b>TOTAL PROJECT FEE</b>					<b>\$ 18,650.00</b>

**Palm Beach County Project No. 2021-005625**  
**West County Admin. South Wing Building Renovations**  
**January 13, 2022**

**Description**

This request is described as civil engineering services to perform design and construction phase services relative to sidewalk replacements and ADA parking space re-working on the south and southwest sides of the building as marked on sheet C-1 by architect.

**Scope of Services**

1. Services. Consultant will provide services as follows:
  - 1.1. Prepare construction documents, plans and details, depicting sidewalk and ADA space revisions.
  - 1.2. Perform construction phase services to include:
    - 1.2.1. Shop drawing review.
    - 1.2.2. In-progress field visits (3 assumed).
    - 1.2.3. Punch list and final site walk throughs.
    - 1.2.4. Prepare record drawings from contractor provided asbuilts.
    - 1.2.5. Certification letter for completed work for building department.
  - 1.3. Excludes civil permitting as there is no pervious/impervious change to the site or utility impacts.
2. Fee Breakdown & Summary:

Project: West County Admin. South Wing Building Renovations (2021-005625)     
 CDI Proposal #: 21-069     
 Date: 1/13/2022

Task	CDI CIVIL DESIGN, INC. Service Driven Design ~ Engineered Results					TOTAL HOURS	Summary
	Principal Engineer \$201.93	Senior Engineer \$158.64	Project Engineer \$129.81	CAD Technician \$87.00	Project Costs \$1.00		
<b>01 Design Phase Services</b>	<b>\$0</b>	<b>\$793</b>	<b>\$519</b>	<b>\$696</b>	<b>\$0</b>		<b>\$2,008</b>
001 Site visit to verify conditions		3				3	\$476
002 Prepare plans (Demolition, PG&D, Details)		2	4	8		14	\$1,533
<b>Subtotal Hrs</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>8</b>		<b>17</b>	
<b>02 Construction Phase Services</b>	<b>\$0</b>	<b>\$159</b>	<b>\$2,596</b>	<b>\$0</b>	<b>\$0</b>		<b>\$2,755</b>
001 Shop drawing review			3			3	\$389
002 Field visits (3 assumed)			9			9	\$1,168
003 Punch and final site visits			6			6	\$779
004 Record Draw ings			2			2	\$260
005 Certification letter		1				1	\$159
<b>Subtotal Hrs</b>	<b>0</b>	<b>1</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>21</b>	
<b>PROJECT TOTALS</b>	<b>0</b>	<b>6</b>	<b>24</b>	<b>8</b>		<b>38</b>	<b>\$4,763</b>

Multiplier 3.0

December 7, 2021

Mr. Joe O. Colomé  
Colomé & Associates, Inc.  
530 24<sup>th</sup> Street  
West Palm Beach, FL 33407

**Re: West County Admin South Wing Building Renovations  
2976 State Road 15, Belle Glade  
Specific Purpose Survey**

Dear Joe:

Thank you for the opportunity to provide you with the following services for the subject site. This proposal is based on documentation and information provided by your office. The scope of services is as follows:

#### SCOPE OF SERVICES

##### I. HORIZONTAL PROJECT NETWORK CONTROL

A traverse will be run through the site, and all found monumentation will be tied in. The survey will be oriented to Palm Beach County horizontal control (NAD 83/11 Adjustment). We will obtain the sectional and geodetic control information from the Palm Beach County Survey Department.

##### II. VERTICAL PROJECT NETWORK CONTROL

A level run will be performed onsite using the existing Palm Beach County benchmarks (NAVD 1988). At least two benchmarks will be set onsite.

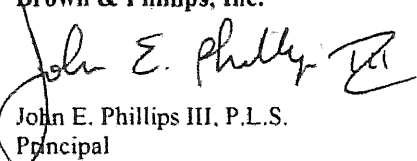
##### III. SPECIFIC PURPOSE SURVEY

We will prepare a specific purpose survey for the area clouded in red on Attachment 'B', tying in all above ground features. This will include but not be limited to sidewalks, steps and building finish floor elevations. We will obtain elevations on the site on an approximate 10' grid, along with enough sidewalk elevations for ADA slope determination. Limits of the survey are clouded in red on Attachment 'B'. Not a boundary survey.

##### IV. CLOSURE

A drawing will be produced which will show all the features located. We propose to provide Colomé & Associates, Inc. with hard copies, a digitally signed PDF file, and an AutoCAD file in the version requested. We will perform the scope of services for a **lump sum fee of \$2,556.00** (see Attachment 'A' for an hourly breakdown). Any additional work will be done on an hourly basis as approved by you. Please do not hesitate to call me with any questions you might have regarding this proposal. We look forward to working with you on this project.

Brown & Phillips, Inc.

  
John E. Phillips III, P.L.S.  
Principal

Attachment

JEP/mb

This Proposal accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2021

By: \_\_\_\_\_  
**Colomé & Associates, Inc.**

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

1860 Old Okeechobee Road • Suite 509 • West Palm Beach, Florida 33409  
(561) 615-3988 • Fax (561) 615-3991

ATTACHMENT 'A'

West County Admin South Wing Building Renovations  
2976 State Road 15, Belle Glade

Type of Survey: Specific Purpose  
Date: December 7, 2021

TASK	SURVEY CREW	CADD TECH	SURVEY TECH	PLS	COMMENTS
Meetings and Coordination					
Horizontal Project Network Control	2		1		Find/recover control points
Vertical Project Network Control	3		0.5		Establish onsite benchmarks
Tie In Improvements and Cross Sections	5		1		Locate above ground features, building FFE, 10' cross sections & spot elevations
Asbuilt	1				Obtain asbuilt data
Drawing		7	2	1	Prepare specific purpose survey
<b>Total Hours:</b>	11	7	4.5	1	
<b>Rate/Hour</b>	\$126.51	\$90.36	\$90.36	\$125.25	
<b>Subtotal:</b>	\$1,391.61	\$632.52	\$406.62	\$125.25	
<b>Total Labor Cost:</b>					<b>\$2,556.00</b>

<u>Other Direct Costs:</u>	<u>quantity</u>	<u>unit</u>	<u>cost/unit</u>	<u>total</u>
Prints		sheet	\$1.50	\$0.00
Shipping		cost x markup	1.20	\$0.00
Other				\$0.00
<b>Total Other Direct Costs:</b>				<b>\$0.00</b>
<b>TOTAL PRICE</b>				<b>\$2,556.00</b>

Mu Hipler 30

**NOVEMBER 2, 2021**

**PBC WEST COUNTY ADMIN SOUTH WING (2021-005125)  
BELLE GLADE, FL**

**MODERNIZATION  
CONSULTING SERVICES PROPOSAL**

*Prepared For:*

Joe Colome'  
Senior Project Manager  
Email: jcolome@colome-arch.net  
Phone: (561) 833-9147

Colome' & Associates  
530 24th Street  
West Palm Beach, FL 33407

*Prepared By:*

Frank Williams  
Consultant  
Email: frank.Williams@lerchbates.com  
Phone: (954) 8090-8985

LB Project Number 01000336601

Cc: Julie Haehnlein

## I. BASIC VERTICAL TRANSPORTATION CONSULTING SERVICES

Lerch Bates Inc. (Lerch Bates) agrees to provide Colome' & Associates/ PBC (Client) with the following consulting services:

One (1) hydraulic passenger elevator

Number of Units:	1	Type of Units:	Elevator
		Machine Type:	Hydraulic

### A. Survey

1. Conduct a detailed survey of all the existing accessible equipment to determine its condition, remaining service life, and potential for reuse. The survey will include, but not be limited to, the following:
  - a. Machine Room: power unit, controller, power conversion unit.
  - b. Hoistway: Guide rails/brackets, car sling and platform, guide shoes, buffers, car door operating equipment, hoistway door operating equipment, cables, wiring, switches, sills and supports.
  - c. Corridor: Pushbuttons, signal fixtures, hoistway entrances.
  - d. Car Enclosure: Pushbuttons, signal fixtures, emergency lighting, ventilation, normal lighting, car door protection, interior finishes.
  - e. Other: Fire/life safety provisions, architectural finishes, security features, monitoring panels.

### B. Construction Documents

1. Prepare Division documents including:
  - a. Request for Quotation
  - b. Instruction to Providers
  - c. Quotation Form
  - d. Supplemental Conditions
  - e. Summary of Work
  - f. Alternates
  - g. Project Procedures
  - h. Submittals
  - i. Material and Handling
  - j. Final Contract Compliance Review
  - k. Maintenance
  - l. Related Work by General Contractor
2. Prepare a detailed, performance-based equipment specification for the appropriate Division 14 section(s) in the Lerch Bates standard PDF electronic files. Specification will include:
  - a. Specific performance criteria relating to quality of equipment, performance times, ride quality, noise and vibration.
  - b. Established level of quality.
  - c. Compliance with accessibility standards.

- d. Compliance with prevailing Codes directly related to the equipment application selected.
- 3. Prepare an after installation continuing Preventive Maintenance Agreement in the standard Lerch Bates format.
- 4. Configure Construction Documents to encourage competitive bidding.
- 5. Provide a Bid Form in the standard format, if requested.
- C. Construction Administration
  - 1. Review the Elevator Contractor's submittal for compliance with Construction Documents and Design Information provided by Lerch Bates. Review comments will be incorporated on one original and two (2) copies. Reviews will be limited to the initial submittal and two (2) revision(s).
  - 2. Respond to Requests for Information (RFIs).
  - 3. Assist with resolution of modernization problems.
  - 4. Review Temporary Acceptance forms.
  - 5. Conduct one (1) final installation review for equipment and performance compliance in accordance with the Construction Documents and Design Information provided by Lerch Bates and the approved submittals. Submit written report. Report will include:
    - a. Measured performance data.
    - b. Itemized deficiencies.
  - 6. Establish substantial completion dates.
  - 7. Review contract close-out documents and warranties.

II. FEES AND EXPENSES

- A. Fee for Basic Services will be \$10,197.46
  - 1. Note, fee sheet for PBC attached. Agreed to Rates based on multiplier (see page 3)
- B. The fee schedule for the work is listed below:

Phase	Fee	Hours	PBC Agreed Hourly Rate
Survey (One Site visit)	\$ 1,363.03	6.75	\$201.93 / Hr
Construction Documents Phase	\$ 5,401.63	26.75	\$201.93 / Hr
Construction Administration Phase			
Shop Drawing Review	\$ 706.75	3.5	\$201.93 / Hr
Final Review (One site visit)	\$ 2,726.05	13.5	\$201.93 / Hr

C. Reimbursable Expenses

- Travel expense, lodging, meals, parking, all mileage charged at standard per mile rates, not to exceed \$500.00. Document reproduction, photographic reproduction, all mailing costs, special document handling, any applicable local service/sales tax, and other authorized expenses are not included in the Agreement fee and will be billed at cost.

Lerch Bates Inc.  
9780 S. Meridian Blvd., Suite 450  
Englewood, CO 80112

**CONFIDENTIAL COMPENSATION INFORMATION**

Unloaded labor rate X Fringe X Overhead X G&A X Profit = Loaded Labor Rate					Fully Burdened Hourly Labor Rates				
Firm Name / Discipline	Labor Category	Unloaded Hrly Labor Rate	2020-21 Overhead Rate	Profit Rate	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
			222.02%	10.00%					
Lerch Bates, Vertical Transportation Consulting Services			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Consultant (Frank Williams)	\$ 67.31	\$ 149.44	\$ 21.68	\$ 238.43	\$ 245.58	\$ 252.95	\$ 260.54	\$ 268.35
	Administrative								
	CADD-Design								
AUDITED RATES With Back up Audit Financial Report (Available Upon Request)									

Escalation Rate between Option Years:	-	-	-	-	3%	3%	3%	3%
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PROPOSED SERVICES	Flat Fee	Hours	Burdened Rate
Survey	\$ 1,363.03	6.75	\$ 201.93
Construction Documents	\$ 5,401.63	26.75	\$ 201.93
Construction Admin: Shop Draw	\$ 706.76	3.5	\$ 201.93
Construction Admin: Final Review	\$ 2,726.06	13.5	\$ 201.93
	\$ 10,197.47	50.50	

Client Capped Multiplier

3%

Rates Verified by: Julie Hæhnlein, Business Manager

D. Invoice Payment, Interest on Unpaid Amount and Disputed Invoices

Lerch Bates will submit progress invoices which are due upon receipt and considered past due if not paid within thirty (30) days of invoice date. If payment in full is not received by Lerch Bates within sixty (60) calendar days of invoice date, invoices will bear interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) of the unpaid amount per month, which will be calculated from the invoice date. Furthermore, if the Client has not objected to the invoice, as provided for below, and the invoice is more than sixty (60) days outstanding, Lerch Bates may proceed immediately to collection of the invoice without mediation as a condition precedent. Payment thereafter will first be applied to accrued interest and then to the unpaid principal.

Lerch Bates shall be compensated to the extent that Lerch Bates' services are requested, directed, and provided regardless of project schedule or Client's billing arrangement with Owner.

If the Client objects to any portion of an invoice, the Client shall so notify Lerch Bates in writing within fifteen (15) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement.



Any dispute over invoiced amounts due which the Client has objected to and cannot be resolved within twenty-five (25) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved in accordance with the following Disputed Invoice Resolution process:

1. A demand for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation.
2. The other party shall deliver a written response to the party demanding mediation within seven (7) calendar days of receipt of the demand for mediation indicating that the other party agrees to mediate.
3. Should the other party fail to provide a written response to the demand for mediation within the seven (7) daytime period, the requirement of mediation as a condition precedent under Terms and Conditions paragraph A.17 shall be deemed waived, and Lerch Bates may proceed directly with the filing of a civil complaint in a court of competent jurisdiction.

**E. Termination of Services**

Lerch Bates reserves the right to terminate this agreement upon seven (7) days' advance notice in the event Client fails to perform, including failure to make timely payment of invoices. Lerch Bates may, at its option, suspend work in the event payments are not received and will have no liability for any delay caused thereby.

**F. Documents**

All documents furnished by Lerch Bates are instruments of service and shall remain the sole property of Lerch Bates. Lerch Bates shall retain all common law, statutory, and other reserved rights, including the copyright thereto. They are to be used only for this project and are not to be modified, distributed, or used for any other project, in whole or in part, except with the written authorization of Lerch Bates. Lerch Bates accepts no liability for any unauthorized use or modification of these documents.

**G. Additional Services**

Lerch Bates' services exceeding the scope of the basic services will be considered additional services and will be provided based upon a mutually agreeable fee and terms, or at the following Lerch Bates hourly rates:

Agreed to hourly rates – See above under Fees.

**H. Insurance**

See attached sample Lerch Bates Certificate of Insurance. Insurance Certificates for this project will be provided to the Client upon execution of this agreement. In the event of insurance cancellation, the Client will be given thirty (30) days' written notice.

**III. TERMS AND CONDITIONS**

**A. Lerch Bates Responsibilities**

1. **Confirmation of Verbal Authorization:** Until such time that a written agreement is concluded, we will proceed based upon the terms of this proposal, including the Basic Services, Compensation, Reimbursable Expenses, and Terms and Conditions therein.

If that process is not acceptable to you, please notify Lerch Bates Inc. immediately in writing.

2. **Standard of Care:** Services provided by Lerch Bates in connection with the Project will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession practicing at the same time under similar circumstances.
3. **Cost Estimates:** Lerch Bates' opinions of probable cost, if any, will be based on training and experience. However, Lerch Bates does not have control over contractors' costs of labor or materials or other conditions affecting market pricing, and accordingly Lerch Bates does not warrant its opinions, nor that contractors' actual or quoted costs will not vary from its opinions of probable cost.
4. **Submittal Review:** Lerch Bates review of shop drawings and other submittals will be for conformance with the general intent of the Lerch Bates documents, and action taken, or comments made by Lerch Bates shall not create or transfer responsibility for the content of such submittals. Responsibility will remain with the contractor or the party preparing said submittals.
5. **Review of Pay Applications:** Lerch Bates' review of the contractor's applications for payment, if any, will constitute Lerch Bates' opinion based on its review of the work in progress but will neither be a warranty nor a representation that the contractor has appropriately applied payments for any purpose of the contractor's work.
6. **Construction Observation:**
  - a. Lerch Bates shall visit the site at intervals appropriate to the state of construction, or as otherwise agreed to in writing by the Client and Lerch Bates, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observations are not intended to be an exhaustive check nor a detailed inspection of the Contractor's work but rather are to allow Lerch Bates to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. Based on this general observation, Lerch Bates shall keep the Client informed about the progress of the Work and shall advise the Client about observed deficiencies in the Work.
  - b. If the Client desires more extensive project observation or full-time project representation, the Client shall request that such services be provided by Lerch Bates as Additional Services in accordance with the terms of this Agreement.
  - c. Lerch Bates shall not supervise, direct, nor have control over the Contractor's work nor have any responsibility for construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents.
7. **Services Excluded:** Lerch Bates has offered a scope of services which its judgment is needed and required for a successful project outcome. Such services are not offered on a phased or a-la-carte basis. In the event Client does not authorize all services offered, Client assumes full responsibility for interpretation of the Lerch Bates deliverables.

8. **Matters Outside Parties' Control:** Client acknowledges that Lerch Bates, by undertaking this engagement, assumes no obligation nor responsibility to Client or its employees, guests, customers, suppliers, or vendors, nor any other person whatsoever, for prevention or mitigation of property damage, personal or bodily injury, loss detention, or delay caused by accidents, strikes, lockouts, and any other cause including those resulting from force majeure.
9. **Schedule:** Lerch Bates will perform its services as expeditiously as is consistent with professional care and diligence. Lerch Bates shall not be responsible nor liable for any loss, damage, detention, or delay caused by accidents, strikes, lockouts, or by any other cause which is unavoidable or beyond Lerch Bates' control, to include any event for consequential damages of any kind or nature.
10. **Consequential Damages:** Notwithstanding any other part of this Agreement, and to the fullest extent permitted by law, neither the Client nor Lerch Bates, their respective employees, agents, or subconsultants, shall be liable to the other Party for any incidental, indirect, or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, and any other consequential damages that either party may have incurred, whether caused by negligence, breach of contract, express or implied warranty, or any other theory.
11. **Use of Equipment:** Lerch Bates shall have no responsibility for property damage or personal or bodily injury occurring while in, on, or about the equipment which is the subject of this agreement, or for the consequences of such damage or injury.
12. **Code Opinions:** Client acknowledges that Lerch Bates' recommendations, interpretations, opinions, and conclusions regarding requirements of applicable codes, ordinances, laws, and regulations shall be based on the current versions of said authorities as they exist at the time of the site review and may not reflect versions existing before or after the date of the review.
13. **Maintenance:** Client also acknowledges that preventive maintenance is required on all mechanical and electrical systems to assure safe, proper, and consistent operation of the equipment, and that as between Client and Lerch Bates said preventive maintenance is Client's sole responsibility.
14. **Client Information:** Client is responsible for providing, at its expense, to Lerch Bates such information as may be necessary to facilitate Lerch Bates' services herein; Lerch Bates shall be entitled to rely on all Client-supplied information being current, complete, and accurate regardless of the original source.
15. **Corporate Protection:** It is intended by the parties to this Agreement that Lerch Bates' services in connection with the Project shall not subject Lerch Bates' individual employees, officers, or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim demand or suit shall be directed and/or asserted only against Lerch Bates, a Colorado corporation, and not against any of Lerch Bates' individual employees, officers, or directors.

16. **Limitation of Liability and Indemnity:**
  - a. In recognition of the relative risks and benefits of the Project to both the Client and Lerch Bates, the risks have been allocated such that the Client agrees to limit the liability of Lerch Bates and its employees to the Client for any and all claims, losses, costs and damages of any nature whatsoever arising from Lerch Bates' work on the Project, including but not limited to additional services not referred to in the parties' contract, so that the total aggregate liability of Lerch Bates and its employees to the Client shall not exceed Lerch Bates' total fees for work on the Project or \$50,000.00, whichever is greater. It is intended that this limitation shall apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
  - b. Lerch Bates shall not be liable for Client's employees or agents who accompany Lerch Bates while in or on Client's property. Client agrees to indemnify and hold harmless Lerch Bates, its employees, officers, directors, subsidiaries and consultants from and against any and all claims, demands, losses, damages, costs, or expenses, including attorneys' fees, which result or arise from, or relate to Client, or an agent or employee acting on behalf of Client, accompanying Lerch Bates' employees or consultants at any time during Lerch Bates' onsite activities.
  - c. Further, Client agrees to indemnify and hold harmless Lerch Bates, its employees, and its consultants from and against any and all claims, demands, losses, damages, costs, or expenses, including attorneys' fees, which are asserted by any other party, firm, or individual and which are alleged to result from or be related to this Agreement or the services hereunder, and which exceed the sum of \$50,000.00 or Lerch Bates' fee for the services hereunder, whichever is greater.
17. **Mediation:**
  - a. The Client and Lerch Bates agree that all disputes between them arising out of or relating to this Agreement, or the Project shall be submitted to nonbinding mediation as a pre-condition to litigation or arbitration.
  - b. The Client and Lerch Bates further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their respective subcontractors, subconsultants, suppliers, and fabricators.
18. **Collection Costs:** Should litigation or arbitration be necessary to collect any portion of amounts due Lerch Bates for work on the Project, Lerch Bates shall also be entitled to all costs of collection, including reasonable attorneys' and expert fees and costs.
19. **Extent of Agreement:** This agreement, when executed by authorized representatives of both Lerch Bates and Client, constitutes the Contract between the parties hereto and all prior representations or agreements, oral or written, not expressly incorporated herein, are superseded.
20. This Agreement shall be governed by the state laws of the local Lerch Bates office, and all actions pertaining to or arising out of this Agreement shall be filed in the county of the local Lerch Bates office.
21. If applicable, Lerch Bates and Client hereby incorporate the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a), and 29 CFR § 471. These regulations prohibit discrimination against qualified individuals based on their status as protected

veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered entities take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

22. This proposal expires thirty (30) days from the submission date.

FOR: Colome' & Associates

FOR: LERCH BATES INC.

ACCEPTED

ACCEPTED



BY: \_\_\_\_\_

BY: \_\_\_\_\_

Frank Williams

TITLE: \_\_\_\_\_

TITLE: Consultant

DATE: \_\_\_\_\_


DATE: November 2, 2021

With an accepted contract we request that you complete the following information and return:

Project Name:	
Internal Project #:	
P.O. No.:	
Bill To Person [or] Project Manager:	
Phone	
Email	
Billing Address:	
Project Billing Schedule?	(If a project billing schedule exists, please provide)
Accounts Payable Contact:	
Phone:	
Email Address:	
Insurance Certificate:	Blanket COI attached on next page (If specific COI is required then please send requirements or Addt'l insured)
Lien Waivers Required:	
Expenses Billable:	
Other Instructions:	

**OEBO SCHEDULE 1**

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

SOLICITATION/PROJECT/BID NAME: PBC West County Admin. South Wing Building  SOLICITATION/PROJECT/BID No.: #2021-005625 (PAGE 1 OF 2)  
 NAME OF PRIME RESPONDENT/BIDDER: Colome' & Associates, Inc. ADDRESS: \_\_\_\_\_  
 CONTACT PERSON: Ms. Elizabeth A.G. Colome' PHONE NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 SOLICITATION OPENING/SUBMITTAL DATE: February 10, 2022 DEPARTMENT: \_\_\_\_\_

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

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK					
	Non-SBE	M/WBE	SBE	Black	Hispanic	Women	Caucasian	Other (Please Specify)	
		Minority/Women Business	Small Business						
1. Colome' & Associates, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	\$123,506.05	_____	_____	
2. Hammond & Associates, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$20,586.00	_____	_____	_____	_____	
3. ONM&J, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	\$18,650.00	_____	
4. Civil Design, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	\$4,763.00	_____	_____	_____	
5. Brown & Phillips, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$2,556.00	_____	_____	_____	(FROM PAGE 2)	
(Please use additional sheets if necessary)				Total	\$23,142.00	\$4,763.00	\$123,506.05	\$18,650.00	\$10,197.46

Total Bid Price \$ \$180,258.51

Total SBE - M/WBE Participation 94%

I hereby certify that the above information is accurate to the best of my knowledge: \_\_\_\_\_  
 Signature \_\_\_\_\_ Title President

- 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.

# OEBO SCHEDULE 1

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

SOLICITATION/PROJECT/BID NAME: PBC West County Admin. South Wing Building +  
 NAME OF PRIME RESPONDENT/BIDDER: Colome' & Associates, Inc.  
 CONTACT PERSON: Ms. Elizabeth A.G. Colome'  
 SOLICITATION OPENING/SUBMITTAL DATE: February 10, 2022

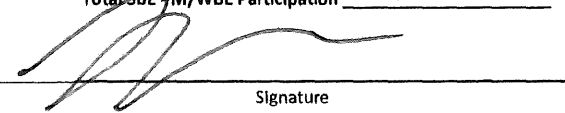
SOLICITATION/PROJECT/BID No.: #2021-005625 (PAGE 2 OF 2)  
 ADDRESS: \_\_\_\_\_  
 PHONE NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 DEPARTMENT: \_\_\_\_\_

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

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK					
	Non-SBE	M/WBE Minority/Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)	
1. <u>Lerch Bates, Inc.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	\$10,197.46	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(FROM PAGE 1) _____	(FROM PAGE 1) _____	(FROM PAGE 1) _____	(FROM PAGE 1) _____	_____	
(Please use additional sheets if necessary)				Total	\$23,142.00	\$4,763.00	\$123,506.05	\$18,650.00	\$10,197.46

Total Bid Price \$ \$180,258.51

Total SBE/M/WBE Participation 94%

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

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



**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: #2021-005625  
 SOLICITATION/PROJECT NAME: PBC West Admin. South Wing Building Renovations

Prime Contractor: Colome' & Associates, Inc. Subcontractor: Colomé & Associates, Inc.

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

SBE  WBE  MBE  M/WBE  Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 3/14/19 to 3/13/22

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.

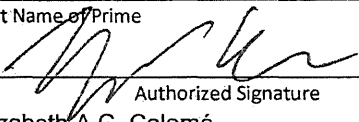
Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Professional Architectural Services	1	1		\$123,506.05

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: \$123,506.05

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

N.A Price or Percentage: N.A  
 Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant

Colomé & Associates, Inc.

Print Name of Prime  
 By:   
 Authorized Signature  
Elizabeth A.G. Colomé  
 Print Name  
President  
 Title  
 Date: 12-7-2021

Colomé & Associates, Inc.

Print Name of Subcontractor/subconsultant  
 By: \_\_\_\_\_  
 Authorized Signature  
Elizabeth A.G. Colomé  
 Print Name  
President  
 Title  
 Date: 12-7-2021

**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: #2021-005625

SOLICITATION/PROJECT NAME: West County Admin. South Wing Building Renovations

Prime Contractor: Colome' & Associates, Inc. Subcontractor: Hammond & Associates, Inc.

(Check box(s) that apply) 08/11/2020  
SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): \_\_\_\_\_

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

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

**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	Professional Mechanical, Electrical & Plumbing Engineering Services	1	1		\$20,586

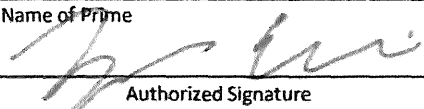
The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$20,586

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

N.A Price or Percentage: N.A  
 Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant

**Colomé & Associates, Inc.**

Print Name of Prime

By:   
 Authorized Signature

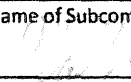
Elizabeth A.G. Colomé  
 Print Name

President  
 Title

Date: 12/7/2021

**Hammond & Associates, Inc.**

Print Name of Subcontractor/subconsultant

By:   
 Authorized Signature

Nathaniel Hammond, P.E.  
 Print Name

Vice President  
 Title

Date: 11/11/2021

**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: 2021-005625  
 SOLICITATION/PROJECT NAME: West County Admin. South Wing Building Renovation

Prime Contractor: Colome & Associate Subcontractor: ONM&J

**(Check box(s) that apply)**  
 SBE  WBE  MBE  M/WBE  Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 7/17/2023

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	


**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.

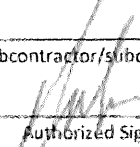
Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	STRUCTURAL ENGINEERING				\$18,650.00

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: \_\_\_\_\_

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

Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant \_\_\_\_\_ Price or Percentage: \_\_\_\_\_

Colome & Assoc., Inc.  
 Print Name of Prime  
 By:   
 Authorized Signature  
Elizabeth A. G. Colome  
 Print Name  
President  
 Title  
 Date: 12/7/2021

ONM&J  
 Print Name of Subcontractor/subconsultant  
 By:   
 Authorized Signature  
Dwayne R. Jackson, P E  
 Print Name  
PRESIDENT  
 Title  
 Date: 11/05/2021

**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: 2021-005625

SOLICITATION/PROJECT NAME: West County Admin. South Wing Building Renovations

Prime Contractor: Colome' & Associates, Inc.

Subcontractor: Civil Design, Inc.

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

SBE    WBE    MBE    M/WBE    Non-S/M/WBE   Date of Palm Beach County Certification (if applicable): 5/20/19-5/19/22

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

**Column 1**

**Column 2**

**Column 3**

Male    Female

African-American/Black    Asian American    Caucasian American

Supplier

Hispanic American    Native American

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

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Civil Engineering	Ea	1	N/A	\$4,763.00

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: \$4,763.00

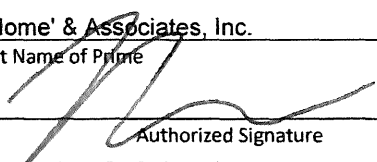
If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

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

Price or Percentage: N/A

Colome' & Associates, Inc.

Print Name of Prime

By:   
Authorized Signature

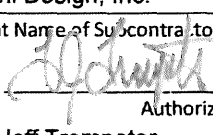
Elizabeth A.G. Colome'  
Print Name

President  
Title

Date: 1/14/2022

Civil Design, Inc.

Print Name of Subcontractor/subconsultant

By:   
Authorized Signature

T. Jeff Trompeter  
Print Name

President  
Title

Date: 01/13/2022

**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: 2021-005625

SOLICITATION/PROJECT NAME: West County Admin. South Wing Building Renovations

Prime Contractor: Colome' & Associates, Inc. Subcontractor: Brown & Phillips, Inc.

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

SBE  WBE  MBE  M/WBE  Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 1/31/19-1/30/22

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 checked="" type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input type="checkbox"/> Caucasian American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American	<input type="checkbox"/> Supplier

**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	Surveying	Ea	1	N/A	\$2,556.00

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: \$2,556.00

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.

N/A Price or Percentage: N/A  
 Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant

Colome' & Assoc., Inc.  
 Print Name of Prime  
 By: [Signature]  
 Authorized Signature  
Elizabeth A. G. Colome'  
 Print Name  
President  
 Title  
 Date: 12/2/2021

Brown & Phillips, Inc.  
 Print Name of Subcontractor/subconsultant  
 By: John E Phillips Digitally signed by John E Phillips  
Date: 2021.12.07 11:14:48 -05 00'  
 Authorized Signature  
John E. Phillips  
 Print Name  
President  
 Title  
 Date: 12-07-2021

**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: #2021-005625

SOLICITATION/PROJECT NAME: PBC West Admin. South Wing Building Renovations

Prime Contractor: Colome' & Associates, Inc. Subcontractor: Lerch Bates, Inc.

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

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

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

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<input checked="" type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/> African-American/Black <input checked="" type="checkbox"/> Asian American <input checked="" type="checkbox"/> Caucasian American	<input checked="" type="checkbox"/> Supplier
	<input checked="" type="checkbox"/> Hispanic American <input checked="" 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	Elevator Consultant Services	1	1		\$10,197.46

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$10,197.46

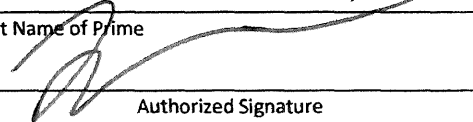
If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

N.A Price or Percentage: N.A

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

**Colomé & Associates, Inc.**

Print Name of Prime

By:  Authorized Signature

Elizabeth A.G. Colomé

Print Name


**President**

Title

Date: 2-10-2022

**Lerch Bates, Inc.**

Print Name of Subcontractor/subconsultant

By:  Authorized Signature

Frank Williams

Print Name

**Consultant**

Title

Date: 2-10-2022

**CONFLICT OF INTEREST DISCLOSURE FORM**

**Project Name:** PBC West County Administration South Wing Building Renovations

**Project Number:** #2021-005625

**Contract/CSA/ Supplement Number:** Contract No. – R2019-1899

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

**NONE**

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(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County.

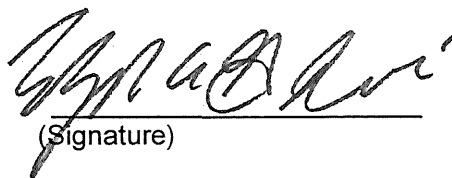
CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT'S judgment or quality of services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

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

THIS DISCLOSURE is submitted by Elizabeth A. G. Colome', as  
(Name of Individual)

Owner / President, of Colome' & Associates, Inc.  
(Title/Position) (Firm Name of Consultant)

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

  
(Signature)

November 29, 2021  
(Date)

**CONFLICT OF INTEREST DISCLOSURE FORM**

**Project Name:** West County Admin. South Wing Building Renovations

**Project Number:** # 2021-005625

**Contract/CSA/ Supplement Number:**

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

**NONE**

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(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County.


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

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

THIS DISCLOSURE is submitted by Nathaniel Hammond, P.E., as  
(Name of Individual)

Vice President, of Hammond & Associates, Inc.  
(Title/Position) (Firm Name of Consultant)

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

  
(Signature)

November 11, 2021  
(Date)



**CONFLICT OF INTEREST DISCLOSURE FORM**

**Project Name:** West County Admin. South Wing Building Renovation

**Project Number:** 2021-005625

**Contract/CSA/ Supplement Number:** Contract No. – N/A

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

**NONE**

(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County.

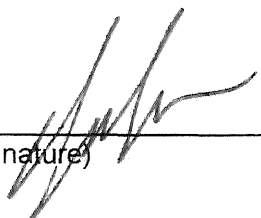
CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT'S judgment or quality of services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

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

**THIS DISCLOSURE** is submitted by DWAYNE R. JACKSON, as  
(Name of Individual)

**Owner / President**, of ONM&J, Inc.  
(Title/Position) (Firm Name of Consultant)

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

  
(Signature)

**November 5, 2021**  
(Date)

**CONFLICT OF INTEREST DISCLOSURE FORM**

**PROJECT: 2021-005625; West County Admin. South Wing Building Renovations**

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

NONE

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(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County.

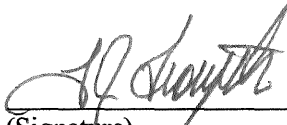
CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT'S judgment or quality of services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

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

THIS DISCLOSURE is submitted by T. Jeff Trompeter, as  
(Name of Individual)

President, of Civil Design, Inc.  
(Title/Position) (Firm Name of Consultant)

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

  
\_\_\_\_\_  
(Signature)

November 29, 2021  
(Date)

**CONFLICT OF INTEREST DISCLOSURE FORM**

**Project:** West County Admin. South Wing Building Renovations

**Project No.:** 2021-005625

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

N/A

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*(Attach additional sheets as needed)*

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

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

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

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

**THIS DISCLOSURE** is submitted by John E. Phillips *(name)*,  
as President *(title)*, of Brown & Phillips, Inc. *(firm)*.  
who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the CONSULTANT/ANNUAL CONSULTANT on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the CONSULTANT/ANNUAL CONSULTANT.

John E. Phillips, President

*(Print Name and Title)*

*(Signature)*

12-07-2021

*(Date)*

**CONFLICT OF INTEREST DISCLOSURE FORM**

**Project Name: PBC West County Administration South Wing Building Renovations**

**Project Number: #2021-005625**

**Contract/CSA/ Supplement Number: N/A**

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

**NONE**

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(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County.

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

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

**THIS DISCLOSURE** is submitted by Julie Haehnlein, as  
(Name of Individual)

**Business Manager**, of Learch Bates, Inc.  
(Title/Position) (Firm Name of Consultant)

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



\_\_\_\_\_  
(Signature)

**February 18, 2022**  
(Date)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/23/2022

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> Celedinas Insurance Group A Marsh & McLennan Agency LLC 4400 PGA Blvd, Ste. 1000 Palm Beach Gardens FL 33410	<b>CONTACT NAME:</b> _____	
	<b>PHONE (A/C, No, Ext):</b> 305-591-0090	<b>FAX (A/C, No):</b> _____
<b>E-MAIL ADDRESS:</b> FLCertificates@MarshMMA.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Nationwide Insurance Company of America		25453
<b>INSURER B:</b> Depositors Insurance Company		42587
<b>INSURER C:</b> ALLIED Property & Casualty Insurance Co		42579
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**INSURED** COLOMASSOC  
 Colome & Associates Inc  
 Joe Colome  
 530 24 St  
 West Palm Beach FL 33407

**COVERAGES**

CERTIFICATE NUMBER: 1949950249


REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	Y	Y	ACBPPOZ5905421609	3/30/2022	3/30/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	ACBPAPD5905421609	3/30/2022	3/30/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			ACPCAP5905421609	3/30/2022	3/30/2023	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ACPWCP5905421609	3/30/2022	3/30/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Palm Beach County, a political subdivision of the State of Florida, its officers, agents and employees as Additional Insured for all required insurance coverages except Workers Compensation and Business Auto Liability.

**CERTIFICATE HOLDER****CANCELLATION**

Palm Beach County, Facilities Development and Operations c/o Capital Improvements Division 2633 Vista Parkway West Palm Beach FL 33411-5604	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/25/2022

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 AssuredPartners 19689 7th Avenue NE STE 183, PMB#369 Poulsbo WA 98370	CONTACT NAME: Sarah Fish	
	PHONE (A/C, No, Ext): 360-626-2961	FAX (A/C, No): 360-626-2961
E-MAIL ADDRESS: sarah.fish@assuredpartners.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : LIBERTY INSURANCE UNDERWRITERS INC		19917
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

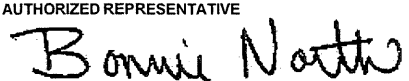
INSURED 2258  
Colome & Associates Inc  
530 24th Street  
West Palm Beach FL 33407

COVERAGES CERTIFICATE NUMBER: 1564400834 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab; Claims Made	N	Y	AEXNYABLV5G005	3/21/2022	3/21/2023	Per Claim Aggregate \$2,000,000 \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Additional Insured Status is not available on Professional Liability Policy.

<b>CERTIFICATE HOLDER</b>  Palm Beach County c/o Capital Improvements Division 2633 Vista Parkway West Palm Beach FL 33411-5603	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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CSA History

Consultant:		Colome & Associates				Total:	\$921,539.17	\$877,252.71	95.19%		
Contract Award Date:		17-Dec-19						API:	20%		
Resolution Number:		R2019-1899						SBE Goal:	85%*		
Annual Type:		Architectural Services						Monitored By:	CID		
Expiration Date:		16-Dec-2024									
Renewal Options:		None						*Adjusted by EBO on 7-27-21			
Prefix	CSA#	Amount	SBE Amount	Requested By	Request Date	Project#	Project Name	Services	Approved	By	SBE %
	1	\$82,384.28	\$82,384.28	Gus Arnold		19339	Fire Rescue Station No. 33 Renovations	Design, construction documents, bidding and CA services	2/12/2020	CRC	100.00%
	2	\$7,453.50	\$7,453.50	Tom McNamara	17-Jan-20	19436	PBSO District \$ New Interior Door	Design, construction documents, bidding and CA services	3/2/2020	AW	100.00%
	3	\$28,274.20	\$28,274.20	Jim Daley	7-Feb-20	20149	PBSO Temporary Space at SFWMD Building	Design, construction documents, bidding and CA services	3/2/2020	AW	100.00%
	4	\$20,967.00	\$20,967.00	Jim Daley	4-Feb-20	2020-026896	PBSO NCCH Temporary Space 2nd Floor Renovations	Design, construction documents, bidding and CA services	4/26/2020	AW	100.00%
1	3	\$14,480.66	\$14,480.66	Jim Daley	3-Apr-20	20149	PBSO Temporary Space at SFWMD Building	Additional Services for reconfiguration of existing modular partition walls.	5/3/2020	AW	100.00%
	5	\$40,185.04	\$40,185.04	Brian	19-May-20	20165	South County FMD Carpenter Shop Building Roof Replacement	Design, bidding, & CA services	8/21/2020	AW	100.00%
	6	\$46,758.85	\$46,758.85	Jim Daley	17-Jun-20	19217	Medical Examiners Building Renovations	Design, bidding, & CA services	8/25/2020	AW	100.00%
	7	\$94,772.39	\$94,772.39	David Lavinsky	18-Aug-20	2020-022398	John Prince Park Triplex Restroom Building Replacement	Design, bidding, & CA services	10/7/2020	CRC	100.00%
	8	\$15,940.48	\$15,940.48	Fernando	21-Dec-20	2021-014105	Pahokee Building Assessment	Building Assessment	1/7/2021	DIR	100.00%
	9	\$4,209.20	\$4,209.20	Ben	21-Dec-20	2021-013598	FDO Admin 2nd Floor Office 2N-07	Design, construction documents, permitting and CA services	3/8/2021	DIR	100.00%
1	1	\$7,289.00	\$7,289.00	Gus Arnold	21-Dec-20	19339	Fire Rescue Station No. 33 Renovations	Additional services to add CCTV cameras, site security fencing and motorized gates to previously completed 95% CD's	11-Feb-21	DIR	100.00%
1	6	\$6,015.44	\$6,015.44	Jim Daley	25-Mar-21	19217	Medical Examiners Building Renovations	Update construction documents to current Florida Building Code 2020 7th Edition	12-Apr-21	DIR	100.00%
	10	\$12,297.79	\$5,007.79	Ben Carroll	4-May-21	18365	PBC Main County Courthouse Helpad Assessment	Professional services for the rooftop at Helpad Assessment MCCCH	13-Sep-21	DIR	40.72%
	11	\$98,082.76	\$82,409.76	Tom McNamara	8-Apr-21	2021-017947	PBC WUD SROC & WTP #3 Roof Replacement	Replacing the five (5) existing building roofs (Building A, B, C, K and L)	1-Sep-21	CRC	84.02%
	12	\$7,520.75	\$7,520.75	Tom McNamara	31-Mar-21	19467	WUD WTP #8 Ozone Building Renovations	Additional services - revise previously submitted 6th Edition FBC 2017 to comply with requirements of 7th Edition FBC	10-May-21	DIR	100.00%
	13	\$24,512.29	\$24,512.29	William Munker	21-Apr-21	2021-005625	PBC West County Administration Building Assessment	Building Assessment	28-May-21	DIR	100.00%
	14	\$22,789.27	\$22,789.27	Gus Arnold	24-May-21	18388	PBC Fire Rescue No. 17 Modular Building Replacement	Additional Professional services architectural and site planning services	20-Aug-21	DIR	100.00%
1	14	\$6,761.00	\$6,761.00	Gus Arnold	12-Jul-21	18388	PBC Fire Rescue No. 17 Modular Building Replacement	Additional Professional services architectural and site planning services	13-Oct-21	DIR	100.00%
	15	\$13,694.09	\$8,086.09	Andy Gamble	21-Jun-21	2020-022252	Public Defender Lobby Acoustics	Professional services for acoustical study, design, construction documents, bidding documents and construction administration.	8-Sep-21	DIR	59.05%
	16	\$7,393.64	\$7,393.64	Andy Gamble	25-Aug-21	2019-028557	Government Center 5th Floor Life Safety	Professional services for the review and preparation of the 5th Floor Life Safety Plan	5-Oct-21	DIR	100.00%
	17	\$119,945.83	\$119,945.83	Tom McNamara	29-Sep-21	2021-033741	PBC WUD WTP#8 Administration Building Addition and Renovations	Design, site plan, bidding, & CA services	7-Dec-21	BCC R2021-1794	100.00%
	18	\$29,082.31	\$29,082.31	David Lavinsky	14-Oct-21	20138	PBC South County Courthouse Mens and Women's 1st Floor ADA restroom renovations	Professional services for the 1st floor east side men's and women's ADA Restroom Renovations	7-Dec-21	DIR	100.00%
2	14	\$1,456.00	\$1,456.00	Gus Arnold	22-Oct-21	18388	Fire Rescue Station No. 17 Modular Building Replacement	Additional civil engineering services for permit revisions	12-Nov-21	DIR	100.00%
1	12	\$25,766.82	\$21,166.82	Tom McNamara	21-Oct-21	19467	WUD WTP #8 Ozone Building Renovations	Additional services No. 3 - Construction Administration Phase Services	1-Dec-21	DIR	82.15%
2	6	\$3,248.07	\$2,330.07	Terri Wolfe	21-Nov-21	19217	Medical Examiners Building Renovations	Add Services to updated drawings for value engineering items	5-Jan-22	DIR	71.74%
1	13	\$180,258.51	\$170,061.05	William Munker	17-Feb-22	2021-005625	PBC West County Administration South Wing Building Renovations	Additional professional services for 1st and 2nd floor of the existing two-story south wing interior and exterior building renovations.			94.34%
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	<b>TOTAL</b>	<b>\$921,539.17</b>	<b>\$877,252.71</b>								<b>95.19%</b>

1/1/2017 12/31/2017 0.00