

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Capital Expenditures	\$138,460	0	0	0	0
Operating Costs	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income (County)	0	0	0	0	0
In-Kind Match County	0	0	0	0	0
NET FISCAL IMPACT	\$138,460	0	0	0	0
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

Budget Account No.: Fund 4001 Dept 720 Unit 2322 Object 3120

Is Item Included in Current Budget? Yes X No

Does this item include the use of federal funds? Yes No X

Is this item using State Funds? Yes No X

Reporting Category N/A

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

One (1) time expenditure from user fees, connection fees and balance brought forward.

C. Department Fiscal Review: Joony Foreman GE

III. REVIEW COMMENTS

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

Lee Martin 11/3/23
11/3/23 OFMB QA 11/3

Dr. J. Jacoby 11/15/23
 Contract Development and Control

B. Legal Sufficiency:

[Signature]
 Cor M Jones
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

CONSULTANT SERVICES AUTHORIZATION NO. 16
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
Resolution No. R2020-1891 Contract Dated December 15, 2020

Project Title: ISO 55001 Re-Certification Audit and Surveillance Audits

PBCWUD Project No.: 23-049

Consultant: Chen Moore and Associates, Inc.

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

Budget Line Item No.: 4001-720-2322-3120

District No.: Countywide

This Consultant Services Authorization provides for: An International Organization for Standardization (ISO) 55001 certification audit in 2024 and two (2) annual ISO 55001 surveillance audits in 2025 and 2026.

(See ATTACHMENT A for detailed scope of services)

The Contract provides for 27.00% SBE participation, which includes 17.00% MBE participation, 17.00% MBE (B).

This Consultant Services Authorization includes 0.00% overall participation which includes, 0.00% M/WBE participation, 0.00% MBE (B).

The cumulative SBE participation, including this Consultant Services Authorization is 24.82%, which includes 8.97% M/WBE participation, 8.97% MBE (B).

1. Services completed by the Consultant to date :

See ATTACHMENT B.

2. Consultant shall begin work upon receipt of Notice to Proceed correspondence.

3. The compensation to be paid to the Consultant for providing the requested services shall be:

A. Computation of time charges plus expenses, not to exceed \$138,460.00

B. Fixed price of \$0.00

C. Total \$138,460.00

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

CONSULTANT SERVICES AUTHORIZATION NO. 16
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
Resolution No. R2020-1891 Contract Dated 12/15/2020

Project Title: ISO 55001 Re-Certification Audit and Surveillance Audits

PBCWUD Project No.: 23-049

5. SBE participation is included in **ATTACHMENT C** under this Authorization. The attached Schedule 1 defines the SBE applied to this Authorization and Schedule 2 establishes the SBE contribution from each Sub-Consultant (Letter of Intent).
6. This Authorization does not amend, change, or modify the Contract dated 12/15/2020 which remains in full force and effect.
7. All Attachments to this Authorization are incorporated herein and made a part of this Consultant Services Authorization.

CONSULTANT SERVICES AUTHORIZATION NO. 16
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
Resolution No. R2020-1891 Contract Dated 12/15/2020

Project Title: ISO 55001 Re-Certification Audit and Surveillance Audits

PBCWUD Project No.: 23-049

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

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

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

Palm Beach County, Board
of County Commissioners

ATTEST:

Signed: _____

Signed: _____

Mayor Maria Sachs

MB

Typed Name: _____

Deputy Clerk

(Date)

Approved as to Form and Legal
Sufficiency

Chen Moore and Associates, Inc.
(Consultant)

Signed: _____

Suzanne Dombrowski, P.E.
(Print Name)

Typed Name: Michael W. Jones
County Attorney

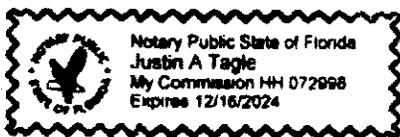
(Signature)

Senior Engineer
(Title)

10/12/2023
(Date)

STATE OF FLORIDA
COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,
this 12 day of October, 2023, by Suzanne Dombrowski who is personally
known to me or has produced _____ as identification.



(Signature of Notary Public - State of Florida)

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

500 S. Australian Ave., Suite 850
West Palm Beach, FL 33401
Office: +1 (561) 746-6900



March 10, 2022

SENT VIA E-MAIL (kbernstn@pbcwater.com)

Mrs. Krystin Berntsen, P.E., PMP
Deputy Director
Palm Beach County Water Utilities Department
8100 Forest Hill Boulevard
West Palm Beach, FL 33416

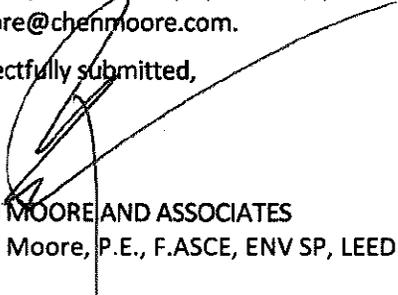
Re: Request for Addition of Signature Authority
Contract # WUD 19-077R

Dear Mrs. Berntsen,

With this letter I am allowing Suzanne Dombrowski, Senior Engineer, to have signature authority on behalf of Chen Moore and Associates, Inc. for letters, forms, contracts and other related documents under Contract WUD-19-077R, Consulting/Professional Services General Utility, Architectural and Value Engineering Services.

Should you have any questions, please do not hesitate to contact me at (561) 746-6900, ext.1002 or pmoore@chenmoore.com.

Respectfully submitted,



CHEN MOORE AND ASSOCIATES
Peter Moore, P.E., F.ASCE, ENV SP, LEED AP, President

Cc: Suzanne Dombrowski, P.E., ENV SP, Principal Engineer, Chen Moore and Associates, Inc.

chenmoore.com

CONSULTANT SERVICES AUTHORIZATION NO. 16
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
Resolution No. R2020-1891 Contract Dated 12/15/2020

LIST OF ATTACHMENTS

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

Revised 12/20/2022

ATTACHMENT A
SCOPE OF SERVICES

PBCWUD Project No.: 23-049

Project Title: ISO 55001 Re-Certification Audit and Surveillance Audits

INTRODUCTION

Palm Beach County Water Utilities Department (PBCWUD) achieved the International Organization for Standardization (ISO) 55001 certification. ISO 55001 is a global standard designed to provide structure and guidance to asset management systems. Having an ISO 55001 compliant asset management program allows PBCWUD to optimize its diverse asset portfolio and improve financial performance, all in accordance with organizational and County strategic goals. This Project provides for consulting services needed to perform a complete three (3) year re-certification cycle for the ISO 55001 certification.

SCOPE OF SERVICES

Chen Moore and Associates, Inc. (CONSULTANT) shall coordinate with UMS Group Inc. (SUBCONSULTANT), to conduct audits using a system that has been approved by the Institute of Asset Management (IAM) and used for similar audits around the world. The audits will focus on determining the maturity of PBCWUD's asset management system and on confirming compliance with ISO 55001 certification requirements and confirmation that conditions for certification continue over the three (3) year certification period.

The re-certification process will consist of a full audit of the asset management system. The subject of this review is to ensure conformity with the requirements of the ISO 55001 standard, as well as the conformity of the system with PBCWUD's own documentation. In the subsequent surveillance phase, the asset management system will be partially checked for each monitoring audit, so that all elements of ISO 55001 are monitored at least once by the end of the cycle.

The main tasks in this approach are described below and will be executed by experienced, IAM-approved assessors. Note that the same cycle of tasks applies for all of the audits.

Task 1: Re-Certification Audit:

1.1 Kick-off Meeting

This task consists of preparatory work to ensure that CONSULTANT and PBCWUD personnel have a common understanding of the project scope and expected outcomes, and to confirm details regarding on-site interviews and required documents/information to support the project.

A kick-off meeting will take place two weeks prior to the commencement of each audit (re-certification, and surveillance). The purpose of the kick-off meeting will be to prepare

for the audit. During the kick-off meeting, the CONSULTANT audit team will be introduced and will explain the audit methodology, the scope of the audit, and the documentation requirements. The PBCWUD team will provide an overview of their asset management system.

As part of this meeting, the combined team will discuss the specific documents to be delivered by PBCWUD, the schedule for document delivery, and the functions and specific personnel to be audited. The end result will be a requested document list and an interview schedule.

1.2 Document Review

Prior to holding interviews with PBCWUD personnel, CONSULTANT will examine the documentation provided to confirm that the asset management system contains all the documentation elements required by the ISO standard. The document review will also serve to inform the content of our questions during the audit interviews.

1.3 Audit Interviews

The purpose of the audit interviews is to test whether the implementation of the asset management system is in alignment with the documentation and is working effectively. The effectiveness of the asset management system in terms of policies, plans, processes and systems is examined through these interviews with employees which may also require presentation/demonstration of asset management activities.

To identify the interviewees, CONSULTANT will start with an organization chart and work with PBCWUD's internal project lead to identify the appropriate personnel for each domain to be assessed. The interviews may need to take place at the respective workstations of the interviewees or at a location where interviewees can access documents or work product that may need to be reviewed by the auditors.

It is important to note that CONSULTANT does not evaluate individual performance of employees, but rather checks the implementation of the asset management system.

Following the document review and audit interviews, CONSULTANT may identify areas in that require additional examination. For those situations, CONSULTANT will request individual interviews or additional documentation.

1.4 Audit Report

Once the document review and interviews have been completed, the auditors will assess the information against the requirements of ISO 55001 and provide a written audit report. This assessment will determine if the requirements of competence (i.e., the level needed for all requirements to be certified) have been achieved. This element-by-element assessment will be detailed in an audit report accompanied by a management summary and a recommendation for resolving non-conformities, if any are found.

The audit report will be submitted in writing, as well as presented in a management review session, so that the audit results can be discussed with PBCWUD to ensure understanding of any non-conformities and the requirements needed to resolve them.

After the audit report has been issued and conformity with all the requirements of the ISO 55001 standard has been established, a certificate will be issued to PBCWUD. The

certificate will accurately describe the activities to which the approval relates and is valid for three (3) years, subject to interim surveillance audits.

Major non-conformities with the ISO 55001 requirements must be resolved before a certificate can be used and require a follow-up audit to verify their resolution. For minor non-conformities, a certificate will be issued as long as a viable correction and improvement plan is developed and deemed acceptable by the auditors. Any minor non-conformities that have been identified and have a correction plan will be reviewed during the ensuing surveillance audit to ensure that they have been resolved.

If desired, CONSULTANT will make a formal presentation of the Certificate to PBCWUD. This provides an opportunity for recognition and celebration of the achievement.

Task 1 Deliverables:

- Meeting minutes
- Mock Audit Report

Task 2: Surveillance Audit 1:

Subtasks 2.1 through 2.4 conducted under this task will match subtasks 1.1 through 1.4 under Task 1.

This surveillance audit is required to maintain the ISO 55001 certification. The audit will include on-site interviews and a surveillance report.

Task 2 Deliverables:

- Meeting minutes
- Surveillance Audit Report

Task 3: Surveillance Audit 2:

Subtasks 3.1 through 3.4 conducted under this task will match subtasks 1.1 through 1.4 under Task 1.

This surveillance audit is required to maintain the ISO 55001 certification. The audit will include on-site interviews and a surveillance report.

Task 3 Deliverables:

- Meeting minutes
- Surveillance Audit Report

ATTACHMENT B

SUMMARY AND STATUS OF CONSULTANT SERVICES AUTHORIZATIONS

Auth. No.	WUD Project No.	Title	Status	Project Total Amount	SBE Total Amount	SBE Participation %	Approved	
							By	Date
1	21-017	Satellite Leak Detection	Approved	\$93,268.00	\$0.00	0.00%	CRC	3/3/2021
1.1	21-017	Satellite Leak Detection	Approved	\$25,365.92	\$0.00	0.00%	WUD	7/27/2021
2	21-042	Water Treatment Plant No. 11 Energy Isolation and Safety Procedures	Approved	\$82,682.00	\$28,000.00	33.86%	CRC	9/29/2021
3	21-043	I.S.O. 55001 Audits	Approved	\$182,280.00	\$0.00	0.00%	BCC	6/8/2021
4	21-055	Utility Location Services	Approved	\$48,604.00	\$40,000.00	82.29%	WUD	6/30/2021
4.1	21-055	Utility Location Services	Approved	\$48,604.00	\$40,000.00	82.29%	WUD	11/19/2021
5	21-063	Torry Island Force Main Improvements	Approved	\$326,842.72	\$64,123.72	19.61%	BCC	10/5/2021
5.1	21-063	Torry Island Force Main Improvements	Pending	\$326,842.72	\$64,123.72	19.61%	BCC	8/22/2023
5.2	21-063	Torry Island Force Main Improvements	Pending	\$3,095.00	\$0.00	0.00%	WUD	Pending
6	21-078	Utility Location Services Phase 2	Approved	\$97,328.00	\$80,000.00	82.19%	CRC	12/08/2021
7	21-065	S.R.-15/U.S.-441 from South of Shirley Dr. to East of Main Street; F.D.O.T.#443994	Approved	\$98,327.00	\$9,501.00	9.66%	CRC	12/22/2021
7.1	21-065	S.R.-15/U.S.-441 from South of Shirley Dr. to East of Main Street; F.D.O.T.#443994	Approved	\$(38,189.00)	\$539.00	-1.41%	WUD	6/8/2023
8	19-065	Integrated Utility Master Plan Utility Overview	Approved	\$349,819.00	\$161,340.00	46.12%	BCC	12/21/2021
9	19-065	Integrated Utility Master Plan Utility Overview	Approved	\$470,600.00	\$32,505.00	6.90%	BCC	1/4/2022
10	22-001	Lift station Rehabilitation Priority Work Phase 2	Approved	\$351,981.16	\$109,006.06	30.96%	BCC	3/8/2022

10.1	22-001	Lift station Rehabilitation Priority Work Phase 2	Approved	\$92,264.83	\$27,463.28	29.76%	CRC	3/29/2023
11	22-006	Charleston Street Site Improvements	Approved	\$197,451.75	\$99,667.18	50.47%	BCC	6/7/2022
12	22-038	Acoustic Water Leak Detection Survey Services	Approved	\$98,346.00	\$0.00	0.00%	CRC	12/7/2022
12.1	22-038	Acoustic Water Leak Detection Survey Services	Pending	\$99,446.00	\$0.00	0.00%	CRC	Pending
13	22-029	Engineering Services During Construction (Roadway Projects)	Authorized	\$35,520.00	\$0.00	0.00%	WUD	9/7/2022
13.1	22-029	Engineering Services During Construction (Roadway Projects)	Pending	\$94,998.00	\$0.00	0.00%	CRC	Pending
14	22-027	Digital Capability Review	Authorized	\$84,404.00	\$0.00	0.00%	CRC	7/27/2022
15	22-031	WTP No. 03 Energy Isolation and Safety Procedures	Pending	\$91,965.00	\$0.00	0.00%	CRC	Pending
16	23-049	ISO 55001 Re-Certification Audit and Surveillance Audits	Pending	\$138,460.00	\$0.00	0.00%	BCC	Pending

ATTACHMENT C

OEBO SCHEDULE 1

Office of Equal Business Opportunity Compliance Programs

OEBO SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: ISO 55001 Re-Certification Audit and Surveillance Audits

SOLICITATION/PROJECT/BID NO.: PBCWUD 23-049

SOLICITATION OPENING/SUBMITTAL DATE: _____

COUNTY DEPARTMENT: Palm Beach County Water Utilities Department

Section A PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT* ON THE PROJECT:

NAME OF PRIME RESPONDENT/BIDDER: Chen Moore and Associates, Inc. ADDRESS: 500 Australian Avenue South, Suite 850, West Palm Beach, FL 33401

CONTACT PERSON: Suzanne Dombrowski, PE PHONE NO.: 561-746-6900x1035 E-MAIL: sdombrowski@chenmoore.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$8,460.00
 *SMWBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.
 Non-SBE MBE WBE SBE

Section B PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT BELOW:

Subcontractor/Sub consultant Name	(Check all Applicable Categories)				DOLLAR AMOUNT OR PERCENTAGE OF WORK					
	Non-SBE	MBE	WBE	SBE	Black	Hispanic	Women	Caucasian	Asian	Other
		Minority Business	Women Business	Small Business						
1. UMS Group Inc. Morris Corporate Center1 300 Interpace Pkwy, C380 Parsippany, NJ 07054	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	\$130,000.00	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____

(Please use additional sheets if necessary) Total _____ \$130,000.00

Total Bid/Offer Price \$ 138,460.00 Total Certified S/M/WBE Participation \$ 0.00

I hereby certify that the above information is accurate to the best of my knowledge: Suzanne Dombrowski, P.E. Senior Engineer
 Name & Authorized Signature _____ Title _____

- Note:**
- The amount listed on this form for a Subcontractor/sub consultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
 - Only those firms certified by Palm Beach County at the time of solicitation opening or due date are eligible to meet the established OEBO Affirmative Procurement Initiative (API). Please check the applicable box and list the dollar amount or percentage under the appropriate demographic category.
 - Modification of this form is not permitted and will be rejected upon submittal.

ATTACHMENT C

OEBO SCHEDULE 2

Office of Equal Business Opportunity Compliance Programs

Revised 12/20/2022

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: PBCWUD 23-049

SOLICITATION/PROJECT NAME: ISO 55001 Re-Certification Audit and Surveillance Audits

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

(Check box(s) that apply)

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

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

Column 1	Column 2	Column 3
<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	ISO 55001 Compliance Assistance	\$130,000.00	1	N/A	\$130,000.00

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: \$130,00.00

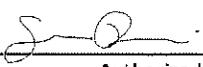
If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

_____ Price or Percentage: _____

Name of 2nd/3rd tier Subcontractor/subconsultant

Chen Moore and Associates, Inc.

Print Name of Prime

By: 
Authorized Signature

Suzanne Dombrowski, P.E., ENV SP

Print Name

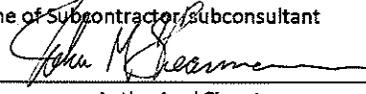
Senior Engineer

Title

Date: 8/17/2023

UMS Group Inc.

Print Name of Subcontractor/subconsultant

By: 
Authorized Signature

John M. Shearman

Print Name

Chief Executive Officer

Title

Date: 08/17/2023

ATTACHMENT D

PROJECT SCHEDULE

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

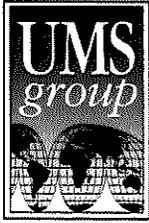
	<u>Engineering Services</u>	<u>Completion Date from Notice to Proceed (Calendar Days)</u>
1	Re-Certification Audit	365
2	Surveillance Audit 1	730
3	Surveillance Audit 2	1,095
	TOTAL PROJECT DURATION	1,095

Revised 12/20/2022

**ATTACHMENT E
BUDGET SUMMARY**

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services General Utility, Architectural and Value Engineering Services
 Resolution No. R2020-1891 Contract Dated: 12/15/2020
 Consulting Service Authorization No.: 16
 Consultant: Chen Moore and Associates, Inc.
 Project Title: ISO 55001 Re-Certification Audit and Surveillance Audits
 PBCWUD Project No.: 23-049

Task No.	Task Description	Labor Classification and Hourly Rate														CMA Total Hours	Sub-Consultant Services	Total Costs
		Principal	Project Director	Senior Project Manager	Project Manager	Senior Engineer	Senior Const. Specialist	Project Engineer	Associate Engineer	Senior Designer	Engineer	Senior Technician	Clerical	Engineering Intern				
Labor Raw Costs		\$120.00	\$94.00	\$94.00	\$69.00	\$65.00	\$40.00	\$50.00	\$40.00	\$43.00	\$34.00	\$30.00	\$31.00	\$17.00				
Task 1	Re-Certification Audit																	
1.1	Kick-off Meeting			2											2	\$ 4,400.00	\$ 4,964.00	
1.2	Document Review			2											2	\$ 13,200.00	\$ 13,764.00	
1.3	Audit Interviews			2											2	\$ 22,000.00	\$ 22,564.00	
1.4	Audit Report			4											4	\$ 15,400.00	\$ 16,528.00	
	Subtotal Task 1	0	0	10	0	0	0	0	0	0	0	0	0	0	10	\$ 55,000.00	\$ 57,820.00	
Task 2	Surveillance Audit 1																	
2.1	Kick-off Meeting			2											2	\$ 2,200.00	\$ 2,764.00	
2.2	Document Review			2											2	\$ 6,600.00	\$ 7,164.00	
2.3	Audit Interviews			2											2	\$ 11,000.00	\$ 11,564.00	
2.4	Audit Report			4											4	\$ 7,700.00	\$ 8,828.00	
	Subtotal Task 2	0	0	10	0	0	0	0	0	0	0	0	0	0	10	\$ 27,500.00	\$ 30,320.00	
Task 3	Surveillance Audit 2																	
3.1	Kick-off Meeting			2											2	\$ 2,200.00	\$ 2,764.00	
3.2	Document Review			2											2	\$ 6,600.00	\$ 7,164.00	
3.3	Audit Interviews			2											2	\$ 11,000.00	\$ 11,564.00	
3.4	Audit Report			4											4	\$ 7,700.00	\$ 8,828.00	
	Subtotal Task 3	0	0	10	0	0	0	0	0	0	0	0	0	0	10	\$ 27,500.00	\$ 30,320.00	
	Labor Subtotal Hours	0	0	30	0	0	0	0	0	0	0	0	0	0	30			
	Labor Raw Costs	\$120.00	\$94.00	\$94.00	\$69.00	\$65.00	\$40.00	\$50.00	\$40.00	\$43.00	\$34.00	\$30.00	\$31.00	\$17.00				
	Labor Multiplier	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00				
	Labor Sub Total	\$0.00	\$0.00	\$8,460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
	Labor Total (Fixed Price)	\$8,460.00																
	Sub Consultant Labor Total	\$110,000.00																
	Sub Consultant Multiplier	1.0																
	Subconsultant Total (Not to Exceed Price)	\$110,000.00																
	Reimbursable Expenses	\$20,000.00																
	Project Total	\$138,460.00																



UMS Group Inc.

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NP9163

June 23, 2023

Melody Tungol
Manager, Asset Management
Palm Beach County Water Utilities Dept.

Subject: Proposal to Conduct ISO 55001 Re-Certification, and Surveillance Audits

Dear Melody,

UMS Group is pleased to have the opportunity to assist Palm Beach County Water Utilities Department (PBCWUD) in its mission to retain ISO 55001 Certification. This proposal outlines our scope of work to perform an ISO 55001 Re-Certification Audit in 2024, and two annual ISO 55001 Surveillance Audits in 2025 and 2026. Our approach will use our IAM-approved and endorsed ISO 55001 assessment methodology and will be performed by IAM-approved Assessors.

We will devote our best professional efforts to this project. Our findings, conclusions and recommendations and all written material that we provide will represent our best professional judgment, based on the information available to us at the time. We guarantee the quality of our services and will continue to work to ensure complete client satisfaction. Our professional liability will be limited to professional fees paid.

I will follow up with you in a few days to ensure that our proposed approach is aligned with your expectations. In the meantime, should you have any questions or issues requiring clarification, please do not hesitate to contact me at 862-812-3070 or bshaw@umsgroup.com

We are looking forward to working with you on this important priority.

Sincerely,

A handwritten signature in black ink, appearing to read "Brett Shaw", with a long horizontal flourish extending to the right.

Brett Shaw
Principal
UMS Group

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Proposal Contents

- I. Our Understanding of Your Requirements
- II. Project Scope
- III. Project Schedule
- IV. Project Cost
- V. About UMS Group

OUR UNDERSTANDING OF YOUR REQUIREMENTS

Palm Beach County Water Utility (PBCWUD) provides a reliable supply of superior quality drinking water to approximately 578,000 residents in the central and south-central unincorporated areas of the County and the western communities. PBCWUD maintains over \$1.3 billion in assets of which a large portion are underground and out of sight. PBCWUD has been working to establish an effective, ISO 55001-compliant asset management program to operate and maintain these assets and to prioritize its investment and resources to repair and replace aging infrastructure over the coming decades.

In order to assist PBCWUD, UMS Group proposes to perform a complete three-year re-certification cycle for ISO 55001 including the following activities:

- A re-certification audit (est. June 2024)
- Two surveillance audits at 1-year intervals following certification (est. June 2025 and June 2026)

PROJECT APPROACH

UMS Group proposes to conduct audits using a system that has been approved by the (IAM) and used for similar audits around the world. The audits will be focused on determining the maturity of the asset management system of PBCWUD to confirm compliance with ISO 55001 requirements for certification, the issuance of a certificate, and confirmation of maintenance of the maturity level over the course of the 3-year certification period to prove that the conditions for the certificate continue.

The re-certification process will consist of a full audit of the asset management system. The subject of this review is to ensure conformity with the requirements of the ISO 55001 standard, as well as the conformity of the system with PBCWUD's own documentation. In the subsequent surveillance phase, the asset management system will be partially checked for each monitoring audit, so that all elements of ISO 55001 are monitored at least once by the end of the cycle.

The main tasks in this approach are described below and will be executed by experienced, IAM-approved assessors. Note that the same cycle of tasks applies for all of the audits.

Task 1: Kick-off Meeting

This task consists of preparatory work to ensure that UMS consultants and PBCWUD personnel have a common understanding of the project scope and expected outcomes, and to confirm details regarding on-site interviews and required documents/information to support the project.

A kick-off meeting will take place approximately two weeks prior to the commencement of each audit (re-certification, and surveillance). The objectives of the kick-off meeting will be to:

- Project team introductions
- Align all stakeholders to audit objectives and schedule
- Review audit methodology
- PBCWUD present overview of their Asset Management System
- Discuss the specific documents to be delivered by PBCWUD.

Task 2: Document Review

Prior to holding interviews with PBCWUD personnel, UMS will examine the documentation provided to confirm that the asset management system contains all the documentation elements required by the ISO standard. The document review will also serve to inform the content of our questions during the audit interviews.

Task 3: Audit Interviews

The purpose of the audit interviews is to test whether the implementation of the asset management system is in alignment with the documentation and is working effectively. The effectiveness of the asset management system in terms of policies, plans, processes and systems is examined through these interviews with employees which may also require presentation/demonstration of asset management activities.

To identify the interviewees, UMS would start with an organization chart and work with PBCWUD's internal project led to identify the appropriate personnel for each domain to be assessed. The interviews may need to take place at the respective workstations of the interviewees or at a location where interviewees can access documents or work product that may need to be reviewed by the auditors.

It is important to note that UMS Group does not evaluate individual performance of employees, but rather checks the implementation of the asset management system.

Following the document review and audit interviews, UMS may identify areas that require additional examination. For those situations, UMS will request individual interviews or additional documentation.

Task 4: Audit Report

Once the document review and interviews have been completed, the auditors will assess the information against the requirements of ISO 50001 and provide a written audit report. This assessment will determine if the requirements of competence (i.e., the level needed for all requirements to be certified) have been achieved. This element-by-element assessment will be detailed in an audit report accompanied by a management summary and a recommendation for resolving non-conformities, if any are found.

The audit report will be submitted in writing, as well as presented in a management review session, so that the audit results can be discussed with PBCWUD to ensure understanding of any non-conformities and the requirements needed to resolve them.

FOR THE RE-CERTIFICATION AUDIT ONLY - After the audit report has been issued and conformity with all the requirements of the ISO 55001 standard has been established, a certificate will be issued to PBCWUD. The certificate will accurately describe the activities to which the approval relates and is valid for three years, subject to interim surveillance audits.

Major non-conformities with the ISO 55001 requirements must be resolved before a certificate can be issued and require a follow-up audit to verify their resolution. For minor non-conformities, a certificate will be issued as long as a viable correction and improvement plan is developed and deemed acceptable by the auditors. Any minor non-conformities that have been identified and have a correction plan will be reviewed during the ensuing surveillance audit to ensure that they have been resolved.

If desired, UMS will make a formal presentation of the Certificate to PBCWUD. This provides an opportunity for recognition and celebration of the achievement.

PROJECT SCHEDULE

UMS can perform the re-certification audit over an 8-week period as shown below. This schedule provides 2 weeks for PBCWUD to provide the requested documentation and any delay in delivery will impact on the rest of the schedule.

	Week Beginning							
	Wk. 1	Wk. 2	Wk. 3	Wk. 4	Wk. 5	Wk. 6	Wk. 7	Wk. 8
Kick-off Meeting								
PBCWUD Gathers Documents								
Document Review								
Interviews and Observation								
Assessment and Report								
Management Review								

The surveillance audits are focused on target areas and cover approximately half of the asset management system each, so can be performed over a 5-week period.

	Week Beginning				
	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Kick-off Meeting					
PBCWUD Gathers Documents					
Document Review					
Interviews and Observation					
Assessment and Report					
Management Review					

PROJECT COST

For the re-certification audit, UMS will use a 2-person audit team which it expects to perform a combined 200 person-hours of work for each audit.

	Re-Certification Audit Person-hours		
	Lead Auditor	Support Auditor	Total
Kick-off Meeting	8	8	16
Document Review	24	24	48
Audit Interviews	40	40	80
Audit Report	<u>28</u>	<u>28</u>	<u>56</u>
Total Hours	100	100	200

For the re-certification audit, the professional fees are estimated to be \$55,000 with the fee breakdown by task as follows:

	Re-Certification Audit		
	Lead Auditor	Support Auditor	Total
Kick-off Meeting	\$2,640	\$1,760	\$4,400
Document Review	\$7,920	\$5,280	\$13,200
Audit Interviews	\$13,200	\$8,800	\$22,000
Audit Report	<u>\$9,240</u>	<u>\$6,160</u>	<u>\$15,400</u>
Total Fees	\$33,000	\$22,000	\$55,000

Any direct expenses incurred for on-site work (i.e., travel, accommodation and subsistence) will be as incurred at cost (i.e., no administrative markup) with a not to exceed amount of \$7400. The estimated expenses for the re-certification audit are shown below.

	Re-Certification Audit		
	Lead Auditor	Support Auditor	Total
Air Transportation	\$1,200	\$1,200	\$2,400
Hotel	\$1,500	\$1,500	\$3,000
Meals	\$500	\$500	\$1,000
Ground Transport	<u>\$500</u>	<u>\$500</u>	<u>\$1,000</u>
Total Est. Expenses	\$3,700	\$3,700	\$7,400

Professional Fees and Expenses will be invoiced on a T&E basis for each of the Tasks.

	Surveillance Audit 1 Person-hours			Surveillance Audit 2 Person-hours		
	Lead Auditor	Support Auditor	Total	Lead Auditor	Support Auditor	Total
Kick-off Meeting	4	4	8	4	4	8
Document Review	12	12	24	12	12	24
Audit Interviews	20	20	40	20	20	40
Audit Report	<u>14</u>	<u>14</u>	<u>28</u>	<u>14</u>	<u>14</u>	<u>28</u>
Total Hours	50	50	100	50	50	100

For the surveillance audits, UMS will similarly use a 2-person audit team which it expects to perform a combined 100 person-hrs. of work for each audit.

For the surveillance audits, the professional fees are estimated to be \$27,500 each with the fee breakdown by task as follows:

	Surveillance Audit 1			Surveillance Audit 2		
	Lead Auditor	Support Auditor	Total	Lead Auditor	Support Auditor	Total
Kick-off Meeting	\$1,320	\$880	\$2,200	\$1,320	\$880	\$2,200
Document Review	\$3,960	\$2,640	\$6,600	\$3,960	\$2,640	\$6,600
Audit Interviews	\$6,600	\$4,400	\$11,000	\$6,600	\$4,400	\$11,000
Audit Report	<u>\$4,620</u>	<u>\$3,080</u>	<u>\$7,700</u>	<u>\$4,620</u>	<u>\$3,080</u>	<u>\$7,700</u>
Total Fees	\$16,500	\$11,000	\$27,500	\$16,500	\$11,000	\$27,500

Any direct expenses incurred for on-site work (i.e., travel, accommodations and subsistence) will be incurred at cost (i.e., no administrative markup) with a not to exceed amount of \$6,300 for each surveillance audit. The estimated expenses for the Surveillance audits are shown below.

	Surveillance Audit 1			Surveillance Audit 2		
	Lead Auditor	Support Auditor	Total	Lead Auditor	Support Auditor	Total
Air Transportation	\$1,200	\$1,200	\$2,400	\$1,200	\$1,200	\$2,400
Hotel	\$1,000	\$1,000	\$2,000	\$1,000	\$1,000	\$2,000
Meals	\$500	\$500	\$1,000	\$500	\$500	\$1,000
Ground Transport	<u>\$450</u>	<u>\$450</u>	<u>\$900</u>	<u>\$450</u>	<u>\$450</u>	<u>\$900</u>
Total Est. Expenses	\$3,150	\$3,150	\$6,300	\$3,150	\$3,150	\$6,300

Professional Fees and Expenses will be invoiced on a T&E basis for each of the Tasks.

All invoices will specify net 30 days for payment with offer of an early payment discount for 15 days of 1% percent.

ABOUT UMS GROUP

UMS Group was founded in 1989 to provide strategic consulting services to an increasingly dynamic and changing utility services industry. Our staff of dedicated, highly energized professionals has many years of operational and consulting experience across a wide range of utility management functions. Our organizational improvement services span a broad range of management needs, including corporate and functional level business planning, benchmarking and best practices assessments, performance management tools and approaches, performance measurement and incentive programs, operational excellence, process reengineering and installation, and change management.

With respect to Asset Management, UMS Group has performed over 200 utility projects covering the full gamut of Asset Management since the early 1990s. Our position as an industry leader is evidenced by our designation as an endorsed assessor and trainer by the Institute of Asset Management, the professional body of those involved in the acquisition, operation and care of physical assets – particularly critical infrastructure.



UMS Group has been a leading provider of Utility Asset Management services for almost 25 years now. We published our first report on this topic – the ISAM Report (“International Strategic Asset Management”) in 1992 after conducting a worldwide search for best practices in Utility Asset Management. In the decades since we have developed and continually adapted our methodologies to align them with emerging industry standards, while retaining and refining our proprietary tools and delivery systems.

Since the 2004 release of PAS 55 (and subsequent update in 2008 and issuance of the ISO 55000 series, of which UMS Group was an active participant), UMS Group has adapted its methodologies to align them with these standards, while retaining our proprietary tools and delivery systems. In assisting utilities in meeting the relevant aspects of PAS 55/ISO 55001 we provide added assurance that they have the programmatic elements in place to manage their assets, and most importantly, manage all known and implied risks, thus creating superior lifecycle value from their owned and/or operating asset base.

In August 2010, UMS Group, as one of the first 11 firms so named, was appointed an Endorsed Assessor by the Institute of Asset Management (IAM). The Endorsed Assessor designation followed a rigorous IAM review of the expertise, practices, tools and techniques which UMS Group applies to Asset Management compliance assessments. As an Endorsed Assessor, UMS Group has provided assessments and certification audits for municipal and utility organizations in both North America, Europe, and the Middle East.

In assisting our clients in meeting the relevant aspects of the international standard, ISO 55001 (management systems focus) and the former UK based standard, PAS 55 (asset specific focus), we provide added assurance that they have all the programmatic elements in place to manage their assets, and importantly, to manage all known and implied risks, thus creating superior lifecycle value from their owned and/or operated asset base. And we bridge the gap between theoretical knowledge and practical application.

UMS Group has extensive experience in leading and facilitating major Strategic Asset Management transformations – perhaps more than any other global consultancy dedicated to the utility infrastructure market. The Major Strategic Asset Management Transformations facilitated by UMS Group for 24 separate major clients are credited with achieving significant cost reductions/productivity improvements, process efficiency and effectiveness improvements,

system reliability and customer satisfaction improvements and OpEx and CapEx optimization. In addition, this practice competency has given rise to a number of asset management decision support tools and a corporate performance dashboard design and implementation practice.

ATTACHMENT F

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
 Resolution No. R2020-1891 Contract Dated 12/15/2020

SUMMARY OF SBE-M/WBE BUSINESS TRACKING

Master Contract Goals	SBE: 27%	MBE: 17%	MBE (B): 17%
Current Proposal			
Value of Authorization No. <u>16</u>	\$138,460.00		
Value of SBE-M/WBE Letters of Intent	\$0.00	\$0.00	\$0.00
Actual Percentage	0.00%	0.00%	0.00%
Signed/Approved Authorizations			
Total Value of Authorizations	\$2,744,945.38		
Total Value of SBE-M/WBE Signed Subcontractors	\$633,862.52	\$231,287.03	\$231,287.03
Actual Percentage	23.09%	8.42%	8.42%
Signed/Approved Authorizations Plus Current Proposal			
Total Value of Authorization	\$2,883,405.38		
Total Value of Subcontractors & Letters of Intent	\$633,862.52	\$231,287.03	\$231,287.03
Actual Percentage	21.98%	8.02%	8.02%

Revised 12/20/2022

ATTACHMENT G

Location Map

PBCWUD Project No. 23-049



Revised 12/20/2022

ATTACHMENT 2 AGENDA ITEM

Location Map

PBCWUD Project No. 23-049



Revised 12/20/2022

Print Date 8/28/2023 8:34:37 AM

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**Palm Beach County
Compliance Summary Report**

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eff. Date	Exp. Date	Coverage	Contract Number	Contract Name
DX00001236	Chen Moore And Associates, Inc.	Modified	Compliant with Minor/Expiring Deficiencies					19-077R	Contract for Consulting/Professional Services General Utility, Architectural and Value Engineering Services
		A++g , XV	Travelers Casualty Insurance Company of America	BA2W1500872247G	12/16/2022	12/16/2023	Auto Liability		
		Ar , XV	Crum & Forster Specialty Insurance Company	EFX121958	1/1/2023	1/1/2024	Excess Liability		
		Ar , XV	Crum & Forster Specialty Insurance Company	EPK142287	1/1/2023	1/1/2024	General Liability		
		Ar , XV	Crum & Forster Specialty Insurance Company	EPK142287	1/1/2023	1/1/2024	Professional Liability		
		A++g , XV	Travelers Casualty and Surety Company	UB2W148891	12/16/2022	12/16/2023	Workers Comp		

Risk Profile : Standard - General Services
Required Additional Insured : Palm Beach County Board of County Commissioners
Ownership Entity :