

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: February 6, 2024 Consent [X] Regular []
Public Hearing []

Department: Water Utilities Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: A) Amendment No. 2 to the Consulting/Professional Services Capital Improvement Plan Program Management (Contract) with Stantec Consulting Services Inc., (Stantec) providing for the renewal of the contract for one (1) year; and B) Consultant Services Authorization (CSA) No. 5 to the Consulting/Professional Services Capital Improvement Plan Program Management (Contract) with Stantec for Program Management and Implementation Services (Project) for a not to exceed amount of \$3,017,625.

Summary: On February 11, 2020, the Board of County Commissioners (BCC) approved the Palm Beach County Water Utilities Department (PBCWUD) Contract (R2020-0161) with Stantec. CSA No. 5 provides for the resources needed to support the implementation of Capital Improvement Plan projects for one (1) year. The Consultant will provide services of water, wastewater and reclaimed water treatment and transmission projects in the areas of delivery, controls, permitting, communications, and asset management.

The Contract was procured under the requirements of the Equal Business Opportunity Ordinance. On March 20, 2019, the Goal Setting Committee applied an Affirmative Procurement Initiative (API) of a mandatory 20% Small Business Enterprise (SBE) subcontracting goal and an evaluation preference for up to 15 points based upon the relative level of dollar participation by certified African American owned firms. The Contract provides for 25% SBE participation which includes 25% M/WBE participation, 22% MBE (B), and 3% WBE. CSA No. 5 includes 52.67% SBE participation, which includes 52.67% M/WBE, 48.12% MBE (B) and 4.55% WBE. The cumulative SBE participation including CSA No. 5 is 38.54% SBE, which includes 38.54% M/WBE participation, 34.97% MBE (B) and 3.57% WBE. Stantec is a New York registered U.S. company whose parent company is domiciled in Canada. Most members of Stantec's project team will be co-located with PBCWUD staff at the Central Region Operations Center from which the majority of the work under CSA No. 5 will be undertaken.

Article 2 of the Contract provides for a term of three (3) years with two one (1) year renewal options. On February 7, 2023, the BCC approved Amendment No. 1 (R2023-0164) to the Contract. Amendment No. 2 to the Contract provides for the second of the optional renewals that will provide continuity and the continued effective and efficient implementation of the PBCWUD program implementation process. The renewal will authorize Stantec to continue the program implementation process from February 10, 2024 to February 9, 2025. The Project is included in the PBCWUD FY24 budget. (PBCWUD Project No. 20-010 CSA No. 5 and PBCWUD Project No. 19-028 Contract) Countywide (MWJ)

Continued on Page 3

Attachments:

1. Two Originals of Amendment No. 2
2. Two (2) Originals of Consultant Services Authorization No. 5
3. Location Map
4. Ebix Compliance Summary Report

Recommended By: AL: Bayat 9/1/24
 Department Director Date

Approved By: [Signature] 1/26/24
 Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Capital Expenditures	\$ <u>3,017,625</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match County	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	\$<u>3,017,625</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Budget Account No.: Fund **4001** Dept **720** Unit **2323** Object **3120**

Is Item Included in Current Budget? Yes No

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

Is this item using State Funds? Yes No

Reporting Category N/A

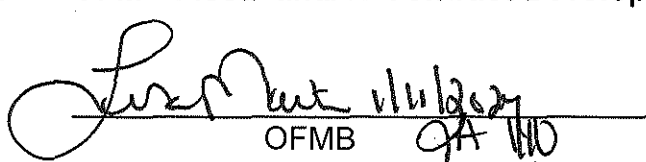
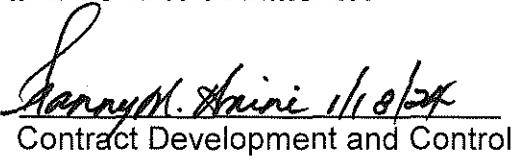
B. Recommended Sources of Funds/Summary of Fiscal Impact:

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


C. Department Fiscal Review: LA EA FN EB

III. REVIEW COMMENTS

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

 OFMB <i>QA NO MF-11</i>	 Contract Development and Control
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B. Legal Sufficiency:


Assistant County Attorney *1/23/24*

C. Other Department Review:

Department Director

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

Background and Justification: The Project provides for program, project, and construction management services throughout PBCWUD's service area. This allows for the implementation of program management processes and continuous improvement towards PBCWUD's Asset Management Program to support the Strategic Initiatives Plan to include International Organization for Standardization (ISO) 55001 certification goals. Under CSA No. 5, Consultant will provide communications, planning services, oversight of staff and design professionals for projects from design through construction, coordination of permitting and approvals, and support of strategic asset management principles.

**AMENDMENT NO. 2 TO CONTRACT FOR
CONSULTING/PROFESSIONAL SERVICES
CAPITAL IMPROVEMENT PLAN PROGRAM
MANAGEMENT - PBCWUD PROJECT NO. 19-028
WITH STANTEC CONSULTING SERVICES INC**

This Amendment No. 2 dated February 9, 2024_ to the Contract for Consulting/Professional Services Capital Improvement Plan Program Management - PBCWUD Project No. 19-028 (R2020-0161)("Contract") dated February 11, 2020 by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the COUNTY, and **Stantec Consulting Services Inc.**, a corporation authorized to do business in the State of Florida, hereinafter referred to as the CONSULTANT, whose Federal I.D. is 11-2167170.

W I T N E S S E T H

WHEREAS, the parties have entered into the Contract under which the CONSULTANT provides certain professional services to the COUNTY in relation to Capital Improvement Plan Program Management; and

WHEREAS, the Contract was amended by Amendment No. 1 dated February 7, 2023 (R2023-0164) in order to extend the Contract for an additional one (1) year term; and

WHEREAS, the parties hereto desire to extend the Contract for an additional one (1) year period; and

NOW, THEREFORE, in consideration of the premises and of the mutual covenants hereinafter set forth and for such other good and valuable consideration, the receipt of which the parties hereto expressly acknowledge, the parties covenant and agree to the following terms and conditions:

1. Pursuant to Article 2 of the Contract, the term of the Contract is renewed for one (1) additional year from February 11, 2024 to February 10, 2025, with no more renewal options remaining.
2. The period of service shall continue until completion of all outstanding

Consultant Services Authorizations issued within the period of this Contract, unless otherwise terminated as provided herein.

3. Except as specifically modified above, the terms and conditions of the Contract, as amended by Amendment No. 1, are hereby confirmed and remain in full force and effect.

THE REST OF THIS PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Amendment No. 2 on behalf of the COUNTY and CONSULTANT has hereunto set its hand the day and year above written.

ATTEST:
JOSEPH ABRUZZO, CLERK OF
THE CIRCUIT COURT AND
COMPTROLLER, PALM BEACH
COUNTY

PALM BEACH COUNTY, BY ITS
BOARD OF COUNTY COMMISSIONERS

Deputy Clerk

By: KB MB _____
Maria Sachs, Mayor

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY

[Signature]
Assistant County Attorney

APPROVED AS TO TERMS AND
CONDITIONS

Ali Bayat
Ali Bayat, P.E., PMP, Director
Water Utilities Department

CONSULTANT

STANTEC CONSULTING SERVICES INC.

[Signature]
(witness signature)

DEANON UTER
(witness name printed)

By: [Signature]
(signatory)

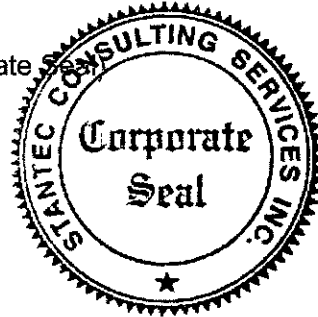
[Signature]
(witness signature)

Brian Norris
(print signatory's name)

EDUARDO TORRES
(witness name printed)

Senior Vice President
(print title)

(Corporate





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

January 8, 2024

Project/File: 224901145

Ali Bayat, PE, PMP
Palm Beach County Water Utilities Department
8100 Forest Hill Boulevard
West Palm Beach, FL 33413

Dear Mr. Bayat,

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

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

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

Regards,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink that reads "Stuart E. Lerner". The signature is fluid and cursive.

Stuart Lerner
Executive Vice President
Chief Operating Officer – North America
Phone: (646) 490-3873
stuart.lerner@stantec.com

CC: Brian Norris, Senior Vice President
Jeff Schulz, Vice President
Deavon Uter, Senior Project Manager

CONSULTANT SERVICES AUTHORIZATION NO. 5
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2020-0161 Contract Dated February 11,2020

Project Title: Program Management and Implementation Services

PBCWUD Project No.: 20-010

Consultant: Stantec Consulting Services, Inc.

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

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

District No.: Countrywide

This Consultant Services Authorization provides for: the resources and personnel necessary to support the delivery of the Palm Beach County Water Utilities Department's (PBCWUD) Capital Improvement Plan (CIP) projects. In addition to providing staff to expedite planning and design activities, Consultant Authorization (CSA) No. 5 provides for additional staff augmentation to support the delivery of construction projects identified through the planning and design process

(See ATTACHMENT A for detailed scope of services)

The Contract provides for 25.00% SBE participation, which includes 25.00% M/WBE participation, 22.00% MBE (B) and 3.00% WBE. This Consultant Services Authorization includes 52.67% overall participation which includes, 52.67% M/WBE participation, 48.12% MBE (B) and 4.55% WBE. The cumulative SBE participation, including this Consultant Services Authorization is 38.54%, which includes 38.54% M/WBE participation, 34.97% MBE (B) and 3.57% WBE.

1. Services completed by the Consultant to date :

See ATTACHMENT B.

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

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

A. Computation of time charges plus expenses, not to exceed \$ 3,017,625.00

B. Fixed price of \$ 0.00

C. Total \$ 3,017,625.00

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. 5
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2020-0161 Contract Dated February 11, 2020

Project Title: Program Management and Implementation Services

PBCWUD Project No.: 20-010

5. SBE participation is included in **ATTACHMENT C** under this Authorization. The attached Schedule 1 defines the SBE applied to this Authorization and Schedule 2 establishes the SBE contribution from each Sub-Consultant (Letter of Intent).
6. This Authorization does not amend, change, or modify the Contract dated February 11, 2020 which remains in full force and effect.
7. All Attachments to this Authorization are incorporated herein and made a part of this Consultant Services Authorization.

CONSULTANT SERVICES AUTHORIZATION NO. 5
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2020-0161 Contract Dated February 11, 2020

Project Title: Program Management and Implementation Services

PBCWUD Project No.: 20-010

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

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

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

Palm Beach County, Board
of County Commissioners

ATTEST:

Signed: _____

Signed: _____
KB
MB
Maria Sachs, Mayor

Typed Name: _____
Deputy Clerk

(Date)

Approved as to Form and Legal
Sufficiency

Stantec Consulting Services, Inc.
(Consultant)

Signed: _____

Brian Norris
(Print Name)

Typed Name: Michael W. Jones
County Attorney

(Signature)

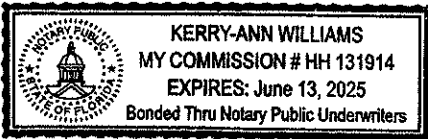
Senior Vice President
(Title)

(Date) 1/10/2024

STATE OF FLORIDA
COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,
this 10th day of January 2024, by Brian Norris who is personally
known to me or has produced _____ as identification.

(Signature of Notary Public - State of Florida)



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



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

January 8, 2024

Project/File: 224901145

Ali Bayat, PE, PMP
Palm Beach County Water Utilities Department
8100 Forest Hill Boulevard
West Palm Beach, FL 33413

Dear Mr. Bayat,

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

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

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

Regards,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink, appearing to read 'Stuart Lerner', written over a light blue horizontal line.

Stuart Lerner
Executive Vice President
Chief Operating Officer – North America
Phone: (646) 490-3873
stuart.lerner@stantec.com

CC: Brian Norris, Senior Vice President
Jeff Schulz, Vice President
Deavon Uter, Senior Project Manager

CONSULTANT SERVICES AUTHORIZATION NO. 5
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2020-0161 Contract Dated February 11, 2020

LIST OF ATTACHMENTS

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.: 20-010

Project Title: Program Management and Implementation Services

Stantec Consulting Services, Inc. shall perform:

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

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

BACKGROUND

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

SCOPE OF SERVICES

During this phase of implementation and execution of the Program, PBCWUD shall fulfill the role of Program Manager to support specific project delivery procedures and protocols, follow CIP project delivery priorities and guide PMO staff through project delivery phases to meet PBCWUD's expenditure target. This represents a change from the scope and role of CONSULTANT from CSA No. 1 and No. 2 and is implemented at PBCWUD's direction to better align the supporting services and resources with PBCWUD's plan for Program implementation moving forward.

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

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In addition, CONSULTANT shall provide:

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

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

Task No. 1: Program Management and Administration

A. Services:

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

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

B. Deliverables:

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

Task No. 2: Project Management

A. Services:

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

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

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

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

B. Deliverables:

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

Task No. 3: Reporting and Controls

A. Services:

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

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

Task 3.1 Scheduling

No services will be provided under this subtask.

Task 3.2 Document Management System

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

Task 3.3 SharePoint Collaboration Site

No services will be provided under this subtask.

Task 3.4 Reporting and Dashboards

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

B. Deliverables:

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

Task No. 4: Technical Support

A. Services:

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

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

B. Deliverables:

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

Task No. 5: Public Outreach

A. Services:

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

Outreach services to the public will consist of the development of materials to be used to inform the public regarding specific project-related activities. These materials may be in the form of door

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hangers, flyers, or letters to be used by PBCWUD's contractors to inform the public of project-related work in their neighborhood. Additional communications support as requested by PBCWUD may include, but not be limited to:

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

B. Deliverables:

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

Task No. 6: Construction Management

A. Services:

CONSULTANT will provide staff augmentation to support the PBCWUD Construction Management (CM) team in the delivery of the growing volume of Capital Improvement Projects (GIP) and Rehabilitation and Replacement (R&R) projects in construction phase.

PBCWUD recently directed that current CONSULTANT Project Managers (PM) will also manage the project construction phase on most capital construction projects. CONSULTANT provides construction inspectors to support each construction project but previously specialist Construction Managers were also assigned. PBCWUD acknowledges that the CONSULTANT Project Managers assigned are not specialist Construction Managers. Their duties will consist of coordinating field inspection resources, attending progress meetings with contractors, monitoring contractor performance under the construction contract, maintaining project documentation, coordinating with engineers of record, and identifying additional specialist resources that may be required to address emergent issues on construction projects in support of PBCWUD.

In addition to assisting in the day-to-day administration of construction contracts, CONSULTANT will continue to support the Program with constructability reviews, support preparation of construction contracts and procurement documents, and support to PBCWUD regarding construction matters as applicable.

B. Deliverables:

1. Daily inspection reports, and other documentation associated with management of capital construction contracts (e.g. responses to contractor Requests For Information (RFIs), monthly payment application reviews, contractor submittal reviews)

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2. Constructability reviews where appropriate and documentation of comments and resolution.
3. Documentation associated with the review and revision of construction contracts being prepared for procurement.

Task No. 7: Strategic Asset Management

A. Services:

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

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

CONSULTANT has provided experience and expert knowledge in asset management and assisted in PBCWUD obtaining ISO 55001 certification and compliance. CONSULTANT will continue to provide experience and expert knowledge in the ISO 55001 maintenance, planning, supporting document development, meeting facilitation, and review of the PBCWUD's Asset Management System. As requested, CONSULTANT will assist in tracking and management of activities to support the delivery of the approved roadmap's activities.

B. Deliverables:

1. Development and support of Asset Management related activities, including, but not limited to, coaching, to move PBCWUD towards maintenance of its ISO 55001 compliance.
2. Development of content (e.g. templates and other example documents), as requested.

Task No. 8: Information Technology Group Support Services

A. Services:

CONSULTANT will provide support services to the PBCWUD Information Technology Group, as requested. These services may include, but not be limited to, overseeing the implementation of internal projects, guiding the work of others, coordinating with stakeholders, and communicating progress with senior leadership.

B. Deliverables:

Deliverables to be determined based on specific activities assigned.

Revised 12/20/2022

ATTACHMENT B

SUMMARY AND STATUS OF CONSULTANT SERVICES AUTHORIZATIONS

Auth. No.	PBCWUD Project No.	Title	Status	Project Total Amount	SBE Total Amount	SBE Participation %	Approved	
							By	Date
1	20-010	Program Management and Implemtation Services	Approved	\$4,096,238.00	\$1,079,445.30	26.35%	BCC	02/11/20
1.1	20-010	Program Management and Implementation Services	Approved	\$87,350.00	\$29,750.00	34.05%	CRC	12/09/20
1.2	20-010	Program Management and Implementation Services	Approved	\$0.00	\$33,000.00	100.00%	DIR	04/26/21
2	20-010	Program Management and Implementation Services	Approved	\$3,886,714.94	\$1,574,827.90	40.51%	BCC	02/09/21
2.1	20-010	Program Management and Implementation Services	Approved	\$0.00	\$40,000.00	100.00%	DIR	06/02/22
3	20-010	Program Management and Implementation Services	Approved	\$4,027,970.60	\$1,547,178.40	38.41%	BCC	02/02/22
3.1	20-010	Program Management and Implementation Services	Approved	\$0.00	\$0.00	100.00%	DIR	06/14/2023
4	20-010	Program Management and Implementation Services	Approved	\$4,719,455.40	\$1,633,798.20	34.61%	BCC	02/07/2023
4.1	20-010	Program Management and Implementation Services	Approved	\$0.00	\$118,847.42	100.00%	DIR	09/20/2023
5	20-010	Program Management and Implementattion Services	Pending	\$3,017,625.00	\$1,589,531.80	52.67%	BCC	Pending

ATTACHMENT C

OEBO SCHEDULE 1

Office of Equal Business Opportunity Compliance Programs

OEBO SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: Program Management and Implementation Services

SOLICITATION/PROJECT/BID NO.: WUD 20-010

SOLICITATION OPENING/SUBMITTAL DATE: N/A

COUNTY DEPARTMENT: 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: Stantec Consulting Services, Inc.

ADDRESS: 2056 Vista Parkway, Suite 100, West Palm Beach, FL

CONTACT PERSON: Brian Norris, Senior Vice President

PHONE NO.: (702) 895-9977

E-MAIL: brian.norris@stantec.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$1,428,093.20

*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
	Business	Minority Business	Women Business	Small Business						
1. Foresight Communications & Consulting Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			\$137,272.00			
2. Greywood Consulting Corp.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$66,965.00					
3. M.C.O. Construction and Services, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$1,385,294.80					
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"/>						
Total					\$1,452,259.80		\$137,272.00			

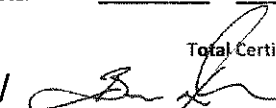
(Please use additional sheets if necessary)

Total Bid/Offer Price \$ 3,017,625.00

Total Certified S/M/WBE Participation \$ 1,589,531.80

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

Brian Norris /



Senior Vice President

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 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 20-010
 SOLICITATION/PROJECT NAME: Program Management and Implementation Services

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

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 01/24/23-01/23/26

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	Construction Liaison / Communications	N/A	N/A	N/A	\$137,272.00

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: \$137,272.00

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

Stantec Consulting Services Inc.
 Print Name of Prime
 By: 
 Authorized Signature
Brian Norris
 Print Name
Senior Vice President
 Title
 Date: 1/9/24

Foresight Communications & Consulting, Inc.
 Print Name of Subcontractor/subconsultant
 By: 
 Authorized Signature
Linda Culbertson
 Print Name
President
 Title
 Date: 1/8/24

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: WUD 20-010

SOLICITATION/PROJECT NAME: Program Management and Implementation Services

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

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 11/06/23-11/05/26

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 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	Program Controls Support; Asset Management Support; Other Support Functions, as required	N/A	N/A	N/A	\$66,965.00

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: \$66,965.00

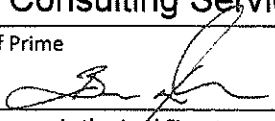
If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage: _____

Stantec Consulting Services Inc.

Print Name of Prime

By: 
Authorized Signature

Brian Norris

Print Name

Senior Vice President

Title

Date: 1/9/24

Greywood Consulting Corp.

Print Name of Subcontractor/subconsultant

By: 
Authorized Signature

Lorna Anderson

Print Name

President

Title

Date: January 3, 2024

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: WUD 20-010

SOLICITATION/PROJECT NAME: Program Management and Implementation Services

Prime Contractor: Stantec Consulting Services, Inc. Subcontractor: MCO Construction and Services, Inc.

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 04/17/21-04/16/24

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

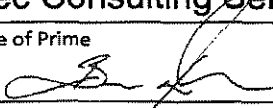
S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or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

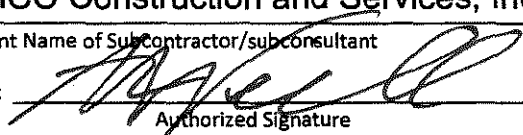
Line Item	Item Description	Unit Price	Quantity/Units	Contingencies/Allowances	Total Price/Percentage
1	S/MBE Business Outreach; Construction Inspection; Other Program Support Functions as required	N/A	N/A	N/A	\$1,385,294.80

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$1,385,294.80

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

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

Stantec Consulting Services, Inc.
 Print Name of Prime
 By: 
 Authorized Signature
 Brian Norris
 Print Name
 Senior Vice President
 Title
 Date: 1/9/24

MCO Construction and Services, Inc.
 Print Name of Subcontractor/subconsultant
 By: 
 Authorized Signature
 Elizabeth Ann McNeill
 Print Name
 President
 Title
 Date: 1/5/24

ATTACHMENT D

PROJECT SCHEDULE

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

Engineering Services

Completion Date from Notice to Proceed

(Calendar Days)

Tasks 1 through 8

365

Task 1: Program Management and Administration

Task 2: Project Management

Task 3: Reporting and Controls

Task 4: Technical Support

Task 5: Outreach Services

Task 6: Construction Management

Task 7: Strategic Asset Management

Task 8: Information Technology Group Support Services

Revised 12/20/2022

Attachment - E Budget Summary

Palm Beach County Water Utilities Department
 Capital Improvement Plan Program Management
 Resolution No. R2020-0161 Contract Dated February 11, 2020
 Consultant Services Authorization: 5
 Consultant: Stantec Consulting Services Inc.
 Project Title: Program Management and Implementation Services
 WUD Project No.: 20-010

Task No.	Task Description	Stantec	MCO	Greywood	Foresight	Total
Task 1	Program Management	\$ 36,924.00	\$ -	\$ -	\$ -	\$ 36,924.00
Task 2	Project Management	\$ 726,244.80	\$ -	\$ -	\$ -	\$ 726,244.80
Task 3	Program Reporting & Controls	\$ -	\$ 341,740.80	\$ 26,786.00	\$ -	\$ 368,526.80
Task 4	Technical Support	\$ 84,697.20	\$ 64,026.00	\$ -	\$ -	\$ 148,723.20
Task 5	Outreach Services	\$ -	\$ 37,816.00	\$ -	\$ 137,272.00	\$ 175,088.00
Task 6	Construction Management	\$ 495,187.20	\$ 941,712.00	\$ -	\$ -	\$ 1,436,899.20
Task 7	Strategic Asset Management	\$ 85,040.00	\$ -	\$ -	\$ -	\$ 85,040.00
Task 8	Information Technology Group Support Services	\$ -	\$ -	\$ 40,179.00	\$ -	\$ 40,179.00
	TOTAL	\$ 1,428,093.20	\$ 1,385,294.80	\$ 66,965.00	\$ 137,272.00	\$ 3,017,625.00

Attachment - E Budget Summary

Palm Beach County Water Utilities Department
 Capital Improvement Plan Program Management
 Resolution No. R2009-0163, Contract Dated February 11, 2020
 Consultant Services Authorization 3
 Consultant: Stabiss Consulting Services, Inc.
 Project Title: Program Management and Implementation Services
 WUD Project No.: 20-010

Task No.	Task Description	Program Advisor	Technical Expert	Technical E, Total	Total
		J. Schulz	K. Gedman	B. Marric	
Task 1	Program Management	0	0	-	\$ 36,974.00
Task 2	Project Management	0	0	3,764.00	\$ 726,244.80
Task 3	Program Reporting & Controls	0	0	0	\$ 468,215.80
Task 4	Technical Support	0	0	3,000.00	\$ 148,725.20
Task 5	Direct Services	0	0	3,000.00	\$ 175,086.00
Task 6	Construction Management	0	0	-	\$ 1,496,692.20
Task 7	Strategic Asset Management	0	300	3,000.00	\$ 85,040.00
Task 8	Information Technology Group Support Services	0	0	-	\$ 40,179.00
	Labor Subtotal Hours	0	300	-	
	Raw Salary Rate \$	145.23	85.50	\$ 7	
	Multiplier	3.00	3.00		
	Billing Rate = Raw Salary Rate X Multiplier \$	435.69	256.50	\$ 21	
	TOTAL \$	-	\$ 77,040.00	\$ 10,507,264.00	\$ 3,017,625.00

NOTES

1 For purposes of Article 3(B) of Contract for Consulting/Professional Services Capital Improvement Plan Program Management 11, 2020 (the "Contract"), hourly raw labor rates for the assigned resources shall remain fixed for the one-year duration of the amounts shown in this Exhibit E.

2 If a new resource under an included labor category in Exhibit C of the Contract is added to the project after the WTP date for the actual hourly raw labor rate at the time of the addition of the resource to the Project. The labor multiplier for the new resource for the assigned labor category applicable for the new resource.

Attachment - E Budget Summary

ODC DETAILS

Palm Beach County Water Utilities Department

Capital Improvement Plan Program Management

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

Consultant Services Authorization: 5

Consultant: Stantec Consulting Services Inc.

Project Title: Program Management and Implementation Services

WUD Project No.: 20-010

Mileage						
	<u>Task</u>	<u>Staff</u>	<u>\$ / Mile</u>	<u>Miles</u>	<u>Total Cost</u>	
Mileage	2	Project Managers	\$ 0.6550	9,563.36	\$ 6,264.00	
Total Mileage Expenses					\$ 6,264.00	Stantec
Travel						
	<u>Task</u>	<u>Staff</u>	<u>Cost/Trip</u>	<u>Quantity</u>	<u>Total Cost</u>	
Travel	4	Tech Support	\$ 1,500.00	4	\$ 6,000.00	
Total Travel Expenses					\$ 6,000.00	Stantec
Misc						
	<u>Task</u>	<u>Description</u>	<u>Cost/Month</u>	<u>Months</u>	<u>Total Cost</u>	
Misc	5	Mailing/Printing/Mileage/Translation Services	\$ 583.33	12	\$ 5,000.00	
Total Foresight Miscellaneous Expenses					\$ 5,000.00	Foresight
Travel						
	<u>Task</u>	<u>Staff</u>	<u>Cost/Trip</u>	<u>Quantity</u>	<u>Total Cost</u>	
Travel	7	Gedman, Ken (One week trip)	\$ 4,000.00	2	\$ 8,000.00	
Travel	7	Gedman, Ken (Two week trip)	\$ 7,000.00	0	\$ 0.00	
Total Travel Expenses					\$ 8,000.00	Stantec UK
Total by Entity						
					Total Cost	
					\$ 12,264.00	
					\$ 8,000.00	
					\$ 5,000.00	
					\$ 25,264.00	



January 4, 2024

Deavon Uter
Program Manager
Stantec Consulting Services, Inc.
2056 Vista Parkway, Suite 100
West Palm Beach FL 33411

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

Dear Mr. Leetch:

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

CONSULTANT shall perform the services as described below.

SCOPE OF SERVICES

A. Services:

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

1. Support with PBCWUD easement acquisition and public outreach activities, as requested.

Program Management and Implementation Services

Palm Beach County Water Utilities Department Project No.: 20-010

CSA No. 5

Task No. 5: Public Outreach

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

B. Deliverables:

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

CONSULTANT will provide these services at a cost of \$137,272.00 in 2024. This includes 700 total labor hours at a charge of \$188.96 per hour (\$132,272.00) and \$5,000.00 in ODCs, which include reimbursed expenses such as mailing, printing, mileage and translation services. Please refer to Attachment E – Foresight for the Budget Summary.

I will be happy to provide additional information if needed.

Best regards,



Linda M. Culbertson, President

Attachment - E Budget Summary

Palm Beach County Water Utilities Department
 Capital Improvement Plan Program Management
 Resolution No. **R2020-0161** Contract Dated **February 11, 2020**
 Consultant Services Authorization: **5**
 Consultant: **Foresight Communications & Consulting, Inc.**
 Project Title: **Program Management and Implementation Services**
 WUD Project No.: **20-010**

Task No.	Task Description	Communications Specialist	Labor Hours Total	Labor Subtotal	ODC's	Total
		L. Culbertson				
Task 1	Program Management	0	0	\$ 0	\$ -	\$ -
Task 2	Project Management	0	0	\$ 0	\$ -	\$ -
Task 3	Program Reporting & Controls	0	0	\$ 0	\$ -	\$ -
Task 4	Technical Support	0	0	\$ 0	\$ -	\$ -
Task 5	Outreach Services	700	700	\$ 132,272.00	\$ 5,000.00	\$ 137,272.00
Task 6	Construction Management	0	0	\$ 0	\$ -	\$ -
Task 7	Strategic Asset Management	0	0	\$ 0	\$ -	\$ -
Task 8	Information Technology Group Support Services	0	0	\$ 0	\$ -	\$ -
	Labor Subtotal Hours	700	700			
	Billing Rate	\$ 188.96				
	TOTAL	\$ 132,272.00	700	\$ 132,272.00	\$ 5,000.00	\$ 137,272.00

NOTES	
1	For purposes of Article 3(B) of Contract for Consulting/Professional Services Capital Improvement Plan Program Management WUD Project No. 19-028, dated February 11, 2020 (the "Contract"), billing rates for the assigned resources shall remain fixed for the one-year duration of the Project Schedule for CSA No. 5 in the amounts shown in this Exhibit F.
2	If a new resource under an included labor category in Exhibit C of the Contract is added to the Project after the NTP date for CSA No. 5, the assigned billing rate will be determined and approved at the time of the addition of the resource to the Project.



GREYWOOD CONSULTING CORP.
PROJECT & PROGRAM MANAGEMENT



www.greywood.us



120 S Olive Ave., #402
West Palm Beach, FL 33401



(561) 323-2585



info@greywood.us

January 3, 2024

Deavon Uter
Program Manager
Stantec Consulting Services Inc.
2056 Vista Parkway, Suite 100
West Palm Beach, FL 33411

Proposal Submittal

Greywood Consulting Corp - Scope of Services

Introduction & Background:

Stantec Consulting Services Inc.(CONSULTANT) will enter into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT) with Palm Beach County (COUNTY). A Consultant Services Authorization (CSA No. 5), entitled Program Management and Implementation Services, will be performed under that CONTRACT for Palm Beach County Water Utilities Department (WUD).

Greywood Consulting Corp (Greywood) will provide services with/for the CONSULTANT for the following project:

Project Title: Program Management and Implementation Services
PBCWUD Project No.: 20-010
CSA No.: 5

Scope of Services:

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

- Task No 3: Reporting and Controls
- Task No 8: Information Technology Group Support Services

Task No. 3: Reporting and Controls

A. Services:

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

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

Task 3.2 Document Management System

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

Task 3.4 Reporting and Dashboards

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

B. Deliverables:

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

Task No. 8: Information Technology Group Support Services

A. Services:

CONSULTANT will provide support services to the PBCWUD Information Technology Support Group, as requested. These services may include, but not be limited to, overseeing implementation of internal projects, guiding the work of others, coordinating with stakeholders and communicating progress with senior leadership.

B. Deliverables:

Deliverables to be determined based on specific activities assigned.

Budget Summary:

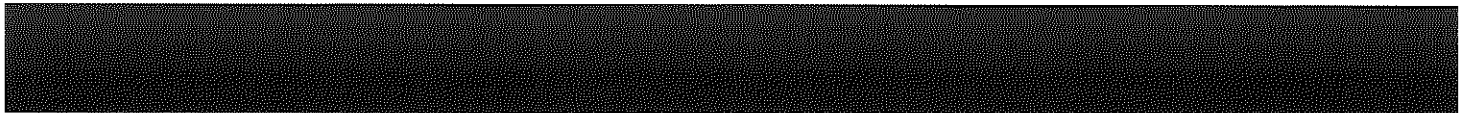
The below summary table identifies the anticipated Greywood personnel by labor classification and billing rate to support the delivery of the referenced services.

Task No.	Task Description	Senior Program Controls Specialist	Labor Subtotal
Task 3	Reporting and Controls	200	\$ 26,786.00
Task 8	Information Technology Group Support Services	300	\$ 40,179.00
	Labor Subtotal Hours	500	
	Billing Rate	\$ 133.93	
	TOTAL		\$ 66,965.00

Sincerely,



Lorna Anderson, PMP
 President
 Greywood Consulting Corp.



Attachment - E Budget Summary

Palm Beach County Water Utilities Department
 Capital Improvement Plan Program Management
 Resolution No. R2020-0161 Contract Dated February 11, 2020
 Consultant Services Authorization: 5
 Consultant: Greywood Consulting Corp.
 Project Title: Program Management and Implementation Services
 WUD Project No.: 20-010

Task No.	Task Description	Senior Controls Specialist	Program Manager	Project Manager	Project Leader	Project Management Specialist	Labor Hours Total	Labor Subtotal	ODCs	Total
Task 1	Program Management	0	0	0	0	0	0	\$ -	\$ -	\$ -
Task 2	Program Management	0	0	0	0	0	0	\$ -	\$ -	\$ -
Task 3	Program Reporting & Controls	200	0	0	0	0	200	\$ 26,786.00	\$ -	\$ 26,786.00
Task 4	Technical Support	0	0	0	0	0	0	\$ -	\$ -	\$ -
Task 5	Outreach Services	0	0	0	0	0	0	\$ -	\$ -	\$ -
Task 6	Construction Management	0	0	0	0	0	0	\$ -	\$ -	\$ -
Task 7	Strategic Asset Management	0	0	0	0	0	0	\$ -	\$ -	\$ -
Task 8	Information Technology Group Support Services	300	0	0	0	0	300	\$ 40,179.00	\$ -	\$ 40,179.00
	Labor Subtotal Hours	500	0	0	0	0	500			
	Billing Rate	\$133.93	\$108.15	\$96.30	\$90.64	\$82.40				
	TOTAL	\$ 66,965.00	\$ -	\$ -	\$ -	\$ -	500	\$ 66,965.00	\$ -	\$ 66,965.00

NOTES
 For purposes of Article 3(e) of Contract for Consulting/Professional Services Capital Improvement Plan Program Management WUD Project No. 19-028, dated February 11, 2020 (the "Contract"), billing rates for the assigned resources shall remain fixed for the one-year duration of the Project Schedule for CSA No. 5 in the amounts shown in this Exhibit E.
 If a new resource under an included labor category in Exhibit C of the Contract is added to the Project after the NTP date for CSA No. 5, the assigned billing rate will be determined and approved at the time of the addition of the resource to the Project.



November 29, 2023

Re: **Project Title:** Program Management and Implementation Services
PBCWUD Project No.: 20-010
CSA No.: 5

Dear Mr. Uter:

MCO Construction and Services, Inc. (CONSULTANT) shall perform the services as described below:

SCOPE OF SERVICES

Task No. 2: Project Management

A. Services:

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

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



B. Deliverables:

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

Task No. 3: Reporting and Controls

A. Services:

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

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

Task 3.2 Document Management System

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

Task 3.4 Reporting and Dashboards

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

B. Deliverables:

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



Task No. 4: Technical Support

A. Services:

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

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

B. Deliverables:

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

Task No. 5: Public Outreach

A. Services:

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

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

MCO

CONSTRUCTION & SERVICES, INC.

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

B. Deliverables:

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

Task No. 6: Construction Management

A. Services:

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

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

B. Deliverables:

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

Total Cost for Services shall be \$1,385,294.80

MCO

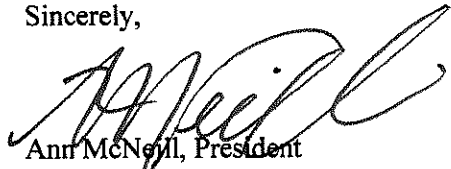
CONSTRUCTION & SERVICES, INC.

Task No.	Labor Category	Raw Rate	Billing Rate (*)	Hours	Total for Category
Task 3	Project Coordinator	\$ 44.24	\$ 92.90	1920	\$ 178,368.00
Task 3	Document Control Specialist	\$ 40.52	\$ 85.09	1920	\$ 163,372.80
Task 4	Project Manager	\$ 101.63	\$ 213.42	300	\$ 64,026.00
Task 5	Project Manager	\$ 90.04	\$ 189.08	200	\$ 37,816.00
Task 6	Construction Manager	\$ 74.26	\$ 155.95	1920	\$ 299,424.00
Task 6	Construction Inspector	\$ 54.64	\$ 114.74	1920	\$ 220,300.80
Task 6	Construction Inspector	\$ 65.72	\$ 138.01	960	\$ 132,489.60
Task 6	Construction Inspector	\$ 71.80	\$ 150.78	1920	\$ 289,497.60
				TOTAL	\$ 1,385,294.80

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

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

Sincerely,



Ann McNeill, President

ATTACHMENT F

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services
 Capital Improvement Plan Program Management

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

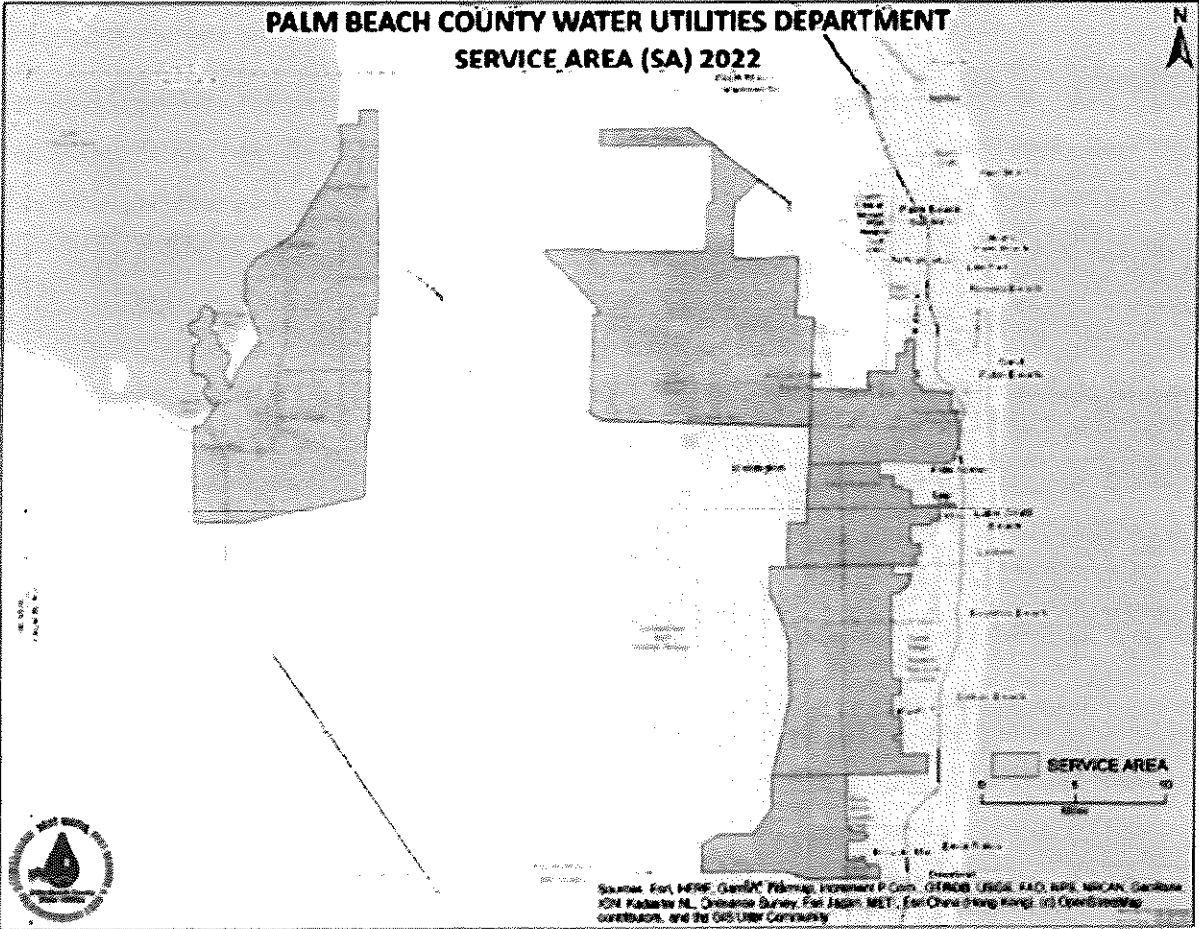
**SUMMARY OF
 SBE-M/WBE BUSINESS TRACKING**

Master Contract Goals	SBE: 25.00%	M/WBE: 25.00%	MBE(B): 22.00%	WBE: 3.00%
Current Proposal				
Value of Authorization No. <u>5</u>	\$3,017,625.00			
Value of SBE-M/WBE Letters of Intent	\$1,589,531.80	\$1,589,531.80	\$1,452,259.80	\$137,272.00
Actual Percentage	52.67%	52.67%	48.12%	4.55%
Signed/Approved Authorizations				
Total Value of Authorizations	\$16,817,728.94			
Total Value of SBE-M/WBE Signed	\$6,056,847.22	\$6,056,847.22	\$5,485,861.52	\$570,985.70
Subcontractors				
Actual Percentage	36.01%	36.01%	32.62%	3.39%
Signed/Approved Authorizations Plus Current Proposal				
Total Value of Authorization	\$19,835,353.94			
Total Value of Subcontractors & Letters of Intent	\$7,646,379.02	\$7,646,379.02	\$6,938,121.32	\$708,257.70
Actual Percentage	38.54%	38.54%	34.97%	3.57%

ATTACHMENT G

Location Map

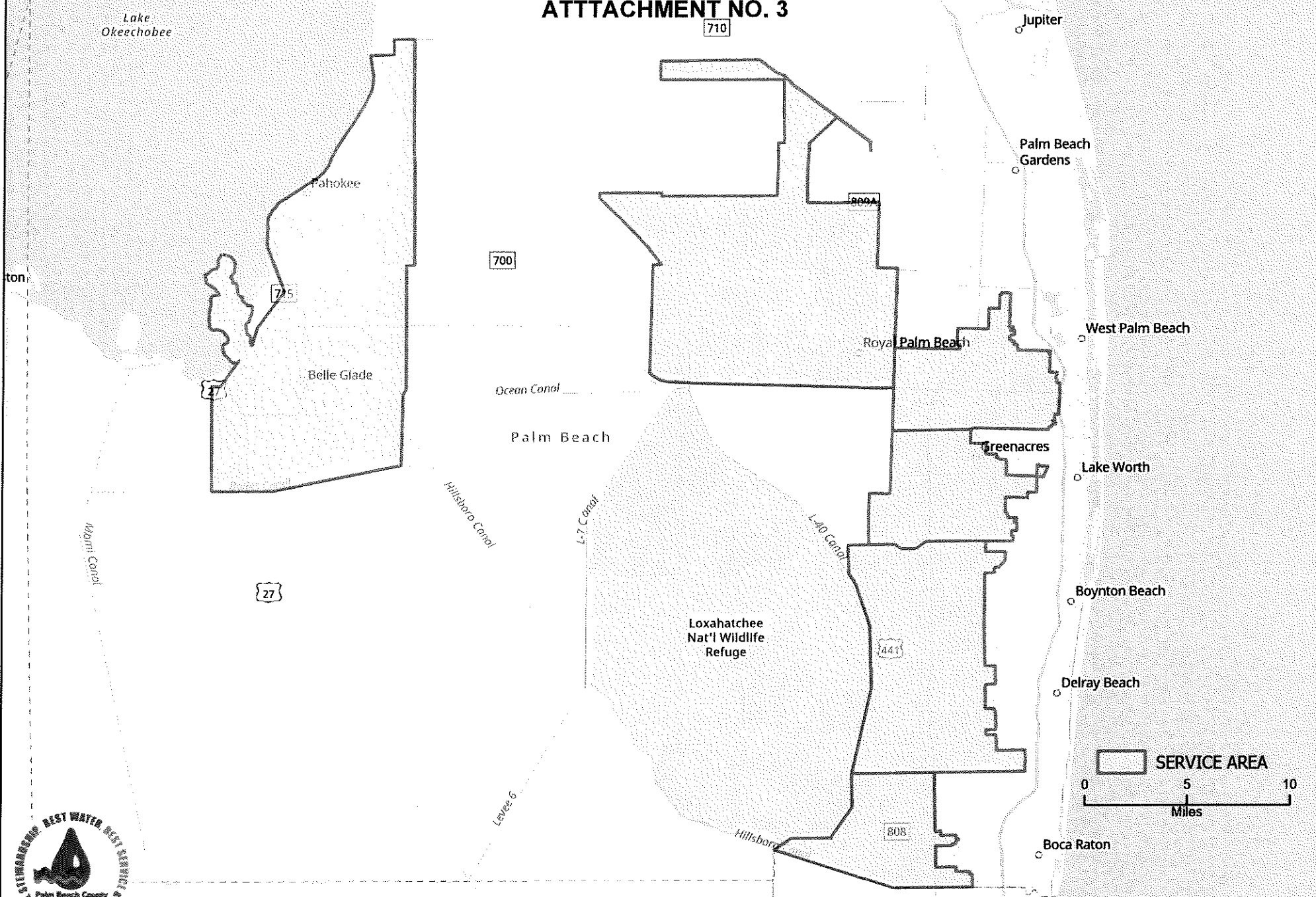
PBCWUD Project No. 20-010



PALM BEACH COUNTY WATER UTILITIES DEPARTMENT

SERVICE AREA (SA) 2023

ATTACHMENT NO. 3



Approved By: [Signature] Date: 10/18/2023
By: [Signature] Date: 10/18/2023



ATTACHMENT NO. 4

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
DX00002050	Stantec Consulting Services Inc.	Modified	Compliant					19-028	Consulting/Professional Services Capital Improvement Plan Program Management
		A++g , XV	Travelers Property Casualty Company of America	TC2J-CAP-8E086819 (AOS)	5/1/2023	5/1/2024	Auto Liability		
		A++g , XV	Berkshire Hathaway Specialty Insurance Company	47umo307585	5/1/2023	5/1/2024	Excess Liability		
		A++g , XV	Travelers Property Casualty Company of America	47glo307584	5/1/2023	5/1/2024	General Liability		
		A++g , XV	Berkshire Hathaway Specialty Insurance Company	47-EPP-308810	10/1/2023	10/1/2024	Professional Liability		
		A++g , XV	Travelers Property Casualty Company of America	UB-3P635310	5/1/2023	5/1/2024	Workers Comp		

Risk Profile : Standard - Professional Services

Required Additional Insured : Palm Beach County Board of County Commissioners

Ownership Entity :