

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date:	October 7, 2025	☒ [X]	Consent	☐ []	Regular
		☐ []	Workshop	☐ []	Public Hearing
Department:	Engineering and Public Works Department				
Submitted By:	Engineering and Public Works Department				
Submitted For:	Roadway Production Division				

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: a contract with HSQ Group, LLC (HSQ) in the amount of \$1,831,869.34 for Prosperity Farms Road from 800 feet north of Northlake Boulevard to Donald Ross Road (Project).

SUMMARY: Approval of this contract will provide the professional services necessary to prepare design plans and construction bid documents for providing bike lanes, signal upgrades, drainage modifications, and pavement markings. This Project was presented to the Goal Setting Committee on November 15, 2023 and the Committee established Affirmative Procurement Initiatives (API) of a 20% minimum mandatory Small Business Enterprise (SBE) participation and an SBE evaluation preference. HSQ committed to 21% SBE participation. The proposed SBE participation for this Project is 28.79%. On December 11, 2024, the Consultant's Competitive Negotiations Act Selection Committee selected HSQ and, in accordance with PPM No. CW-O-048, the Board of County Commissioners (BCC) was notified of the selection on December 12, 2024. HSQ has an office located in Palm Beach County (County). **This Project is included in the Five-Year Road Program. District 1 (YBH)**

Background and Justification: The County is now contracting with HSQ to provide professional services necessary for the Project. The fee, as detailed in Exhibit B of the attached contract, has been negotiated as just and reasonable compensation as follows:

Basic Services (Lump Sum)	\$ 1,576,402.11	(Roadway Analysis and Plans, Drainage Analysis and Plans, and Utilities, Environmental Permits, Signing and Pavement Marking)
Reimbursable Services (Not to Exceed)	\$ 54,899.35	(Geotechnical, Permit Fees)
Optional Services (Not to Exceed)	\$ 200,567.88	(Post Design, Utility Locating, Signal Design)
Total:	\$ 1,831,869.34	

After reviewing the attached contract and finding it in proper order, the Engineering and Public Works Department recommends BCC approval.

- Attachments:**
- 1. Location Map
 - 2. Contract with Exhibits A, B, C, D, E, F and Ebix Insurance Compliance (2)

Recommended by:	 YBH/TEL	 David Rick Col. Engineer	Date
Approved By:			9/19/25 Date
	Deputy County Administrator		

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
Capital Expenditures	\$2,464,870	-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	\$2,464,870	-0-	-0-	-0-	-0-
# ADDITIONAL FTE					
POSITIONS (Cumulative)	-0-	-0-	-0-	-0-	-0-

Is Item Included in Current Budget?

Yes ☒ No ☐

Is this item using Federal Funds?

Yes ☐ No ☒

Is this item using State Funds?

Yes ☐ No ☒

Budget Account Number:

Fund Dept Unit Object

3500 361 1964 6505

Recommended Sources of Funds/Summary of Fiscal Impact:

Transportation Improvmt Fund/Prosperity Farms Rd., Northlake Blvd. to Donald Ross Rd. (Bi

Brief Description: New consultant service authorization (CSA)

CSA	
• Basic Services	\$1,576,402.11
• Reimbursable	\$ 54,899.35
• Optional Services	\$ 200,567.88
• Contingency	0.00
Total CSA	\$1,831,869.34

Estimated Staff Costs

• Roadway Production	\$ 316,500.00
• Roadway Production: Right-of-Way	\$ 79,125.00
• Survey	\$ 79,125.00
• Traffic	\$ 158,250.00
Total Staff Costs	\$ 633,000.00

Fiscal Impact \$2,464,869.34

Fiscal Note - This project was allocated \$ 1,500,000 in Fiscal Year 2026 in the Capital Improvement Plan. The non-board transfer will be completed in the beginning of fiscal year 2026.

C. Departmental Fiscal Review:

Danny Ramalsingh

III. REVIEW COMMENTS

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

ASD 9/10/25
OFMB
MD 9/10

Brund's 9/15/25
Contract Dev. and Control 26, 9.15.25

B. Approved as to Form and Legal Sufficiency:

MP 9/16/25
Assistant County Attorney

C. Other Department Review:

Department Director

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

PROSPERITY FARMS ROAD
FROM 800 FEET NORTH OF NORTHLAKE BOULEVARD TO DONALD ROSS ROAD
Palm Beach County Project #2024502



LOCATION MAP

ATTACHMENT 1

DISCLOSURE OF OWNERSHIP INTERESTS

TO: Palm Beach County Board of County Commissioners, a political subdivision of the State of Florida

BEFORE ME, the undersigned authority, this day personally appeared Nour Shehadeh, hereinafter referred to as Affiant, who being by me first duly sworn, under oath, deposes and states as follows:

- Affiant appears herein as:
☐ an individual or
☒ the Managing Member (title) of HSQ Group, LLC (firm).
The Affiant or the entity the Affiant represents herein seeks to do business with Palm Beach County through its Board of County Commissioners.
- Affiant's address is: 1001 Yamato Road, Suite 105, Boca Raton, FL 33431
- Attached hereto as **Exhibit A** is a complete listing of the names and addresses of every person or entity having a five percent (5%) or greater interest in the Affiant's corporation, partnership, or other principal. Disclosure does not apply to nonprofit corporations, government agencies, or to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.
- Affiant acknowledges that this Affidavit is given to comply with Palm Beach County policy, and will be relied upon by Palm Beach County and the Board of County Commissioners. Affiant further acknowledges that he or she is authorized to execute this document on behalf of the entity identified in paragraph one, if any.
- Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.
- Under penalty of perjury, Affiant declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief it is true, correct and complete.

FURTHER AFFIANT SAYETH NAUGHT.

Jay Huebner, Affiant
(Print Affiant Name)

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 15th day of September, 2025, by Jay Huebner (name) as Managing Member (title) for HSQ Group, LLC (firm), on behalf of the corporation, who is ☒ personally known to me or has produced _____ (type of identification) as identification.

(Stamp/Seal)



BethAnn Shay
Notary Signature
Notary Public, State of Florida

BethAnn Shay
Print Notary Name

Commission Number HH 452258

My Commission Expires 10/8/2027

EXHIBIT A

DISCLOSURE OF OWNERSHIP INTERESTS IN AFFILIANT

Affiant must identify all entities and individuals owning five percent (5%) or more ownership interest in Affiant's corporation, partnership or other principal, if any. Affiant must identify individual owners. For example, if Affiant's principal is wholly or partially owned by another entity, such as a corporation, Affiant must identify the other entity, its address, and the individual owners of the other entity. Disclosure does not apply to any nonprofit corporation, government agency, or to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

[illegible]

**CONTRACT FOR PROFESSIONAL SERVICES
BY AND BETWEEN PALM BEACH COUNTY
AND HSQ GROUP, LLC FOR
PROSPERITY FARMS ROAD
FROM 800 FEET NORTH OF NORTHLAKE BOULEVARD TO DONALD ROSS ROAD
PROJECT # 2024502**

This Contract for Prosperity Farms Road from 800 feet north of Northlake Boulevard to Donald Ross Road bike lane improvements (PROJECT) is made as of October 7, 2025 (CONTRACT), by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners (COUNTY) and HSQ Group, LLC, a Florida Limited Liability Company (CONSULTANT) whose Federal ID is 20-2052928 (individually Party and collectively Parties).

The COUNTY intends to have the CONSULTANT provide bike lanes for the corridor, signal upgrades, drainage modifications and pavement markings on Prosperity Farms Road from 800' north of Northlake Boulevard to Donald Ross Road for the PROJECT.

In consideration of the mutual promises contained herein, the COUNTY and the CONSULTANT agree as follows:

The following Exhibits are attached to and made a part of this CONTRACT.

- Exhibit A** - Scope of Work including Work Schedule
- Exhibit B** - Fee Schedule
- Exhibit C** – Affirmative Procurement Initiatives for Professional Services Contracts
- Exhibit D** – OEBO Schedules 1 and 2
- Exhibit E** – Human Trafficking Affidavit
- Exhibit F** – Project History

ARTICLE 1 - SERVICES

1.1 GENERAL - The CONSULTANT'S responsibility under this CONTRACT is to provide professional/consultation services in the area of civil engineering study, as more specifically set forth in the Scope of Work detailed in **Exhibit A**.

- 1.1.1** The COUNTY'S representative/liaison during the performance of this CONTRACT shall be Morton L. Rose, P.E., telephone no. (561) 684-4150. This person shall have complete authority to transmit instructions, receive information, interpret and define the COUNTY policies and decisions with respect to the CONSULTANT'S services for the PROJECT.
- 1.1.2** The CONSULTANT'S representative/liaison during the performance of this CONTRACT shall be Nour Shehadeh, P.E., telephone no. (561) 392-0221.

1.2 - BASIC SERVICES - The CONSULTANT shall prepare all plans in accordance with Palm Beach County Thoroughfare Design Procedures, current standards adopted by the Americans with Disabilities Act (ADA), American Association of State Highway and Transportation Officials (AASHTO), the Florida Department of Transportation Manual of Uniform Minimum Standards, and all other applicable professional and technical standards. Plans shall be based on the North American Datum of 1983 (NAD 83) 1990 Adjustment and the North American Vertical Datum of 1988 (NAVD 88). Plans shall be accurate, legible, complete in design, drawn to scale, and shall be suitable for bidding purposes, unless otherwise stated in **Exhibit A**.

- 1.2.1** The CONSULTANT has, during the selection and negotiation process which has preceded this CONTRACT, represented to the COUNTY that the CONSULTANT is possessed of that level of skill, knowledge, experience and expertise that is commensurate with engineering firms of national repute in the areas of practice required for this PROJECT. The CONSULTANT acknowledges that the COUNTY has relied on the CONSULTANT'S representations of skill, knowledge, experience and expertise. By executing this CONTRACT, the CONSULTANT agrees that the CONSULTANT will exercise that degree of care, knowledge, skill and ability as other engineering firms possessing the degree of skill, knowledge, experience and expertise which the CONSULTANT has claimed. The CONSULTANT shall perform such duties as may be assigned without neglect. The CONSULTANT covenants with the COUNTY to cooperate with the COUNTY and to utilize the CONSULTANT'S skill, efforts and judgment commensurate with engineering firms of national repute in the areas of practice required for this PROJECT. The CONSULTANT agrees to perform each assignment in an efficient and economical manner consistent with the COUNTY'S interests and consistent with the COUNTY'S stated objectives and recognized professional engineering standards.
- 1.2.2** Prior to commencement of study/design, the CONSULTANT shall become familiar with the needs of COUNTY Microstation standards, obtain any seed or Microstation files, CADD standards, and standard sheets so that Microstation deliverables can be utilized by the COUNTY. CONSULTANT shall submit electronic files (in Microstation compatible format and Adobe PDF format) of the study/design, survey, and any related data used for the PROJECT, with the final document(s) submittal, or when otherwise directed by COUNTY.

- 1.2.3** The CONSULTANT shall provide to the COUNTY all cost summaries/estimates and Summary of Pay Items in an electronic file (as requested). The CONSULTANT shall apply descriptions to the pay items as called out in the COUNTY'S Standard Nomenclature listing, which is available on the following website <http://discover.pbcgov.org/engineering/roadwayproduction/Pages/CCNA.aspx>.

Since CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, the CONSULTANT'S opinions of probable construction cost provided for herein are to be made on the basis of the CONSULTANT'S experience and qualifications and represent the CONSULTANT'S best judgment as an experienced and qualified professional engineer, familiar with the construction industry; but the CONSULTANT cannot and does not guarantee that proposals, bids or construction costs will not vary from opinions of probable cost prepared by the CONSULTANT. If prior to the Bidding or Negotiating Phase, the COUNTY wishes greater assurance as to construction costs, the COUNTY shall employ an independent cost estimator.

1.3 – REIMBURSABLE SERVICES – These services shall be listed in the Fee Schedule, **Exhibit B** and will include such fixed cost items as permit fees, reprographics fees, and certain subconsultant fees as negotiated.

1.4 – OPTIONAL SERVICES – REQUIRING AUTHORIZATION IN ADVANCE If authorized in writing by the COUNTY'S authorized representative, the CONSULTANT shall furnish or obtain from others Optional Services. These services shall be listed in the Fee Schedule, **Exhibit B** and will include such items as post design services, contingent services and certain subconsultant fees as negotiated. These will be paid for by the COUNTY, only when specifically authorized and in accordance with Article 3 of this CONTRACT.

1.5 - SUPPLEMENTAL SERVICES– REQUIRING AUTHORIZATION IN ADVANCE - If authorized in writing by the COUNTY'S authorized representative, the CONSULTANT shall furnish or obtain from others services of the types listed below in paragraphs 1.5.1 through 1.5.9 inclusive. These services are not included as part of Basic Services except to the extent provided otherwise in the Fee Schedule, **Exhibit B**. These will be paid for by the COUNTY, only when specifically authorized and in accordance with Article 3 of this CONTRACT.

- 1.5.1** Preparation of applications and supporting documents for governmental grants, loans or advances in connection with the PROJECT.
- 1.5.2** Services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by the COUNTY.
- 1.5.3** Services resulting from significant changes in the general scope, extent or character of the PROJECT including, but not limited to:

- change in PROJECT size
 - change in PROJECT complexity
 - change in the COUNTY'S schedule
 - change in the character of construction
 - change in the method of financing
 - revising previously accepted studies, reports, design documents or contract documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to the preparation of such studies, reports or documents, or are due to any other causes beyond the CONSULTANT'S control
- 1.5.4** Preparing documents for alternate bids requested by the COUNTY for contractor(s) work which is not executed or documents for out-of-sequence work.
- 1.5.5** Furnishing the services of a special consultant for any services not covered in **Exhibit A**.
- 1.5.6** Services during out-of-town travel required of the CONSULTANT other than visits to the site or the COUNTY'S office as required by Section 1.2 of Article 1 of this CONTRACT.
- 1.5.7** Assistance in connection with a bid protest, rebidding or renegotiating a contract for construction, materials, equipment or services.
- 1.5.8** Preparing to serve or serving as a consultant or witness for the COUNTY in any litigation or other legal proceeding involving the PROJECT.
- 1.5.9** Additional services in connection with the PROJECT, including services which are to be furnished by the COUNTY in accordance with Section 1.4 of this CONTRACT, and services not otherwise provided for in this CONTRACT.

1.6 - COUNTY'S RESPONSIBILITY - The COUNTY shall do the following in a timely manner so as not to delay the services of the CONSULTANT.

- 1.6.1** Provide all criteria and full information as to the COUNTY'S requirements for the PROJECT, including study/design objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations; and furnish copies of all design and construction standards which the COUNTY will require to be included in the drawings and specifications.
- 1.6.2** Assist the CONSULTANT by providing all available information pertinent to the PROJECT including previous reports and any other data relative to study/design or construction of the PROJECT.
- 1.6.3** Furnish deliverables to the CONSULTANT if any are listed in **Exhibit A**.

- 1.6.4 Arrange for access to and make all provisions for the CONSULTANT to enter upon public and private property as reasonably required for the CONSULTANT to perform services under this CONTRACT.
- 1.6.5 Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by the CONSULTANT, obtain advice of an attorney, insurance counselor and other consultants as the COUNTY deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the CONSULTANT.
- 1.6.6 Furnish approvals and permits from all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from others as may be necessary for completion of the PROJECT.
- 1.6.7 Providing such legal, accounting, independent cost estimating and insurance counseling services as may be required for the PROJECT, and such auditing service as COUNTY may require to ascertain how or for what purpose any contractor has used the monies paid to him.
- 1.6.8 Attend the pre-bid conference, bid opening, preconstruction conference, construction progress and other job related meetings and substantial completion inspections and final payment inspections.
- 1.6.9 Give reasonable notice to the CONSULTANT whenever the COUNTY observes or otherwise becomes aware of any development that affects the scope or timing of the CONSULTANT'S services, or any defect or non-conformance in the work of any contractor.
- 1.6.10 Furnish, or direct the CONSULTANT to provide, Optional or Supplemental Services pursuant to Sections 1.4 and 1.5 of this CONTRACT as required.

ARTICLE 2 - SCHEDULE

2.1 – NOTICE TO PROCEED - The COUNTY will issue a written Notice to Proceed to the CONSULTANT within sixty (60) days of CONTRACT execution by the COUNTY. The CONSULTANT will immediately commence work on the PROJECT and all schedule dates shall be determined from the date of the Notice to Proceed. Final completion of all work under this CONTRACT shall be in accordance with the Schedule, as shown in **Exhibit A**, or as otherwise approved in writing by the COUNTY.

2.2 – DELIVERABLES - Deliverables shall be defined as progress reports, prepared maps, bid documents, completed drawings, specific reports, work plans, documentation of meetings attended, assessment study reports, analysis reports, summary reports, recommendation reports

and related draft reports and verifiable deliverables. Deliverables shall be provided to the COUNTY in accordance with the schedule set forth in **Exhibit A**.

ARTICLE 3 - PAYMENTS TO CONSULTANT – **Amount:** - The total amount to be paid by the COUNTY under this CONTRACT for all services and materials including, if applicable, out of pocket expenses (specified in paragraph 3.3 below) shall not exceed a total contract amount of One Million Eight Hundred Thirty-One Thousand Eight Hundred Sixty-Nine Dollars and Thirty-Four Cents (\$1,831,869.34). The CONSULTANT shall notify the COUNTY'S representative in writing when 90% of the not to exceed amount has been reached. The CONSULTANT will bill the COUNTY on a monthly basis, no later than the 15th of the following month or as otherwise provided, at the amounts set forth in **Exhibit B** for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date. Should this CONTRACT have approved subconsultant(s), the CONSULTANT shall pay the subconsultant(s) within ten (10) business days of receipt of payment from the COUNTY.

3.1 – CONTRACT MULTIPLIER – The Contract Multiplier for this CONTRACT is **2.78**. Salary costs times the Contract Multiplier for services rendered by principals and employees assigned to the PROJECT plus all reimbursable expenses shall be utilized in computing fees. Contract Multiplier is defined in Palm Beach County Policy and Procedure Manual CW-F-066.

3.2 - BASIC SERVICES - The COUNTY will pay the CONSULTANT the lump sum of One Million Five Hundred Seventy-Six Thousand Four Hundred Two Dollars and Eleven Cents (\$1,576,402.11) for completion of the Basic Services set forth in **Exhibit A** and **Exhibit B**.

3.3 - REIMBURSABLE OUT-OF-POCKET EXPENSES - Reimbursable Out-of-pocket expenses will be reimbursed up to an amount not to exceed Fifty-Four Thousand Eight Hundred Ninety-Nine Dollars and Thirty-Five Cents (\$54,899.35), and in accordance with the list of the types and amounts of expenditures eligible for reimbursement as set forth in **Exhibit B**.

3.3.1 All requests for payment of out-of-pocket expenses eligible for reimbursement under the terms of this CONTRACT shall include copies of paid receipts, invoices, or other documentation acceptable to the Palm Beach County Financial Management and Budget Department. Such documentation shall be sufficient to establish that the expense was incurred and necessary in the performance of the Scope of Work described in this CONTRACT. Any travel, per diem, mileage, meals, or lodging expenses which may be reimbursable under the terms of this CONTRACT will be paid in accordance with the rates and conditions set forth in Section 112.061, Florida Statutes.

3.3.2 Reimbursable Expenses shall mean the expenses of soils testing, printing and similar PROJECT related items when authorized by the COUNTY, in accordance with law.

3.4 - OPTIONAL SERVICES

The COUNTY will pay the CONSULTANT for completion of the Optional Services set forth in **Exhibit A** and **Exhibit B** when the provision of each service is specifically authorized in writing by the COUNTY. These expenses will not exceed Two Hundred Thousand Five Hundred Sixty-Seven Dollars and Eighty-Eight Cents (\$200,567.88) without additional authorization from the COUNTY.

3.5 – SUPPLEMENTAL SERVICES - Additional services and reimbursable expenses authorizations shall be issued in accordance with COUNTY policies and procedures.

3.5.1 Services rendered by the CONSULTANT'S principals and employees as consultants or witnesses in any litigation, arbitration or other legal or administrative proceeding in accordance with Section 1.5.8 of this CONTRACT shall be at the rate of **\$800.00** per day or any portion thereof (but compensation for time spent in preparing to appear in any such litigation, arbitration or proceeding will be on the basis provided in Section 3.1 of Article 3 of this CONTRACT).

3.6 – INVOICES - Invoices received from the CONSULTANT pursuant to this CONTRACT will be reviewed and approved by the COUNTY'S representative, to verify that services have been rendered in conformity with the CONTRACT. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval.

3.6.1 Progress reports and/or payment invoices shall be submitted monthly by the CONSULTANT. Payments to the CONSULTANT shall be in proportion to the percentage of engineering services approved and accepted by the COUNTY based on said lump sum fee until 90% of the Basic Services are completed. There will be no additional payments until all Services, including permits, but with the exception of any Optional Services, are completed and accepted by the COUNTY.

3.6.2 Final Invoice: In order for both Parties herein to close their books and records, the CONSULTANT will clearly state "final invoice" on the CONSULTANT'S final/last invoice to the COUNTY. This shall constitute CONSULTANT'S certification that all services have been properly performed and all charges and costs have been invoiced to the COUNTY. Any other charges not properly included on this final invoice are waived by the CONSULTANT.

3.6.3 Upon satisfactory completion of all Services, including permits, described in this CONTRACT and approval and acceptance of the plans by the COUNTY, full payment for all completed Services provided will be made, and the CONTRACT will be closed. If the CONTRACT has an authorization for Post Design Services the CONTRACT will remain open until all Post Design Services (if applicable) are complete.

- 3.6.4 Final payment shall be due and payable to the CONSULTANT upon satisfactory completion, approval and acceptance by the COUNTY, of all the Services described in this CONTRACT, including Post Design Services.
- 3.6.5 Due to the nature of the work flow and the small size of expected projects to be performed by the CONSULTANT, the COUNTY recognizes that the purpose of withholding retainage may not be applicable for all projects and the COUNTY may waive the requirement upon written request from the CONSULTANT.
- 3.6.6 Contract Closeout Period: CONSULTANT shall submit any pending invoice(s) and/or report(s), along with any required documents, to the COUNTY within forty-five (45) business days after the termination or expiration of the contract in order to close-out the contract (Closeout Period). These invoice(s) and/or report(s), including but not limited to vendor performance report(s), shall reflect work required and completed during the contract term. The COUNTY shall deem invoices received during and prior to the expiration of the Closeout Period as final billing for goods and services provided under the contract. CONSULTANT's failure to submit pending invoices during the Closeout Period shall serve as an admission that no pending invoices remain. Nothing herein shall limit the COUNTY's discretion to make the final determination whether payment may be made to CONSULTANT after the expiration or termination of the contract.

3.7 - OTHER PROVISIONS CONCERNING PAYMENTS

- 3.7.1 If this CONTRACT is terminated prior to its completion other than due to default on the part of the CONSULTANT, the CONSULTANT shall be paid for Basic Services called for under Section 1 an amount equal to the percentage complete at the time of termination, times the lump sum fee stated in Article 3 of this CONTRACT. Further, the CONSULTANT shall be paid for the completed portion of reimbursable and optional services authorized under Article 3 of this CONTRACT, in accordance with Section 3.3 and 3.4 of this CONTRACT.
- 3.7.2 Records of the CONSULTANT'S Salary Costs pertinent to the CONSULTANT'S compensation under this CONTRACT will be kept in accordance with generally accepted accounting practices. Copies will be made available to the COUNTY on request prior to final payment for the CONSULTANT'S services.
- 3.7.3 The Salary Costs used as a basis for payment shall mean the salaries and wages paid to principals and employees engaged on the PROJECT. Time spent on this PROJECT by stenographers, typists and clerk skills shall not be charged to the PROJECT nor shall any fringe benefits such as social security contributions, unemployment, excise and payroll taxes, workman's compensation, etc., be included in the Salary Costs.
- 3.7.4 VSS Registration Required: In order to do business with Palm Beach County, the CONSULTANT is required to create a Vendor Registration Account OR activate an

existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>

If CONSULTANT intends to use sub-consultants, CONSULTANT must also ensure that all sub-consultants are registered as consultants in VSS. All subcontractor agreements must include a contractual provision requiring that the sub-consultant register in VSS. COUNTY will not finalize a contract award until the COUNTY has verified that the CONSULTANT and all of its sub-consultants are registered in VSS.

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

4.1 Signature of this CONTRACT by the CONSULTANT shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this CONTRACT are accurate, complete and current as of the date of the CONTRACT and no higher than those charged the CONSULTANT'S most favored customer for the same or substantially similar service.

4.2 The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The COUNTY shall exercise its rights under this Article 4 of this CONTRACT within three (3) years following final payment.

ARTICLE 5 – TERMINATION - This CONTRACT may be terminated by the CONSULTANT upon sixty (60) days' prior written notice to the COUNTY in the event of substantial failure by the COUNTY to perform in accordance with the terms of this CONTRACT through no fault of the CONSULTANT. It may also be terminated, in whole or in part, by the COUNTY, with cause upon five (5) business days written notice to the CONSULTANT or without cause upon ten (10) business days written notice to the CONSULTANT. Unless the CONSULTANT is in breach of this CONTRACT, the CONSULTANT shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice, except as otherwise directed by the COUNTY, in writing, the CONSULTANT shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.

D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 6 - PERSONNEL

- 6.1 The CONSULTANT represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this CONTRACT. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.
- 6.2 All of the services required herein under shall be performed by the CONSULTANT or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.
- 6.3 Any changes or substitutions in the CONSULTANT'S key personnel, as may be listed in **Exhibit B**, must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY'S representative before said change or substitution can become effective.
- 6.4 The CONSULTANT warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.
- 6.5 All of the CONSULTANT'S personnel (and all Subcontractors), while on County premises, will comply with all COUNTY requirements governing conduct, safety and security.
- 6.6 During the term of this CONTRACT, the COUNTY may require professional services that are the same or similar to those described in this CONTRACT. The COUNTY may, at its sole discretion, obtain said services in accordance with the State of Florida Consultants Competitive Negotiation Act. If the COUNTY so elects, it is mutually understood that the relationship between the CONSULTANT and the COUNTY under this CONTRACT shall be considered as neither barring the CONSULTANT from, nor granting special consideration to the CONSULTANT, in participating in the selection process for a consultant to provide such additional services.

ARTICLE 7 - SUBCONTRACTING

7.1 The COUNTY reserves the right to accept the use of a subconsultant or to reject the selection of a particular subconsultant and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subconsultant to perform properly under this CONTRACT. The CONSULTANT is encouraged to seek additional small business enterprises for participation in subcontracting opportunities. If the CONSULTANT uses any subconsultants on this CONTRACT the following provisions of this Article shall apply:

7.2 If a subconsultant fails to perform or make progress, as required by this CONTRACT, and it is necessary to replace the subconsultant to complete the work in a timely fashion, the

CONSULTANT shall promptly do so, subject to acceptance of the new subconsultant by the COUNTY.

7.3 It is the policy of the COUNTY that all segments of its business population including, but not limited to, small, local owned businesses, have an equitable opportunity to participate in the COUNTY'S procurement process, prime contract and subcontract opportunities. In pursuance of that policy, the COUNTY adopted an Equal Business Opportunity (EBO) Ordinance which is codified in Sections 2-80.20 through 2-80.30 (as may be amended) of the Palm Beach County Code. The EBO Ordinance sets forth the COUNTY'S requirements for the EBO program, and is incorporated herein and made part of this CONTRACT. Non-compliance with the EBO Ordinance must be corrected within fifteen (15) days of notice of non-compliance. Failure to comply with the EBO Ordinance may result in any of the following penalties:

- Suspension of CONTRACT;
- Withholding of funds;
- Termination of the CONTRACT based upon a material breach of contract pertaining to the EBO Program compliance;
- Suspension or debarment of CONSULTANT from eligibility for providing goods or services to the COUNTY for a period not to exceed three (3) years; and
- Liquidated damages equal to the difference in dollar value of small business enterprise (SBE) participation as committed to in the CONTRACT, and the dollar value of SBE participation as actually achieved.

7.4 The CONSULTANT must adhere to the Affirmative Procurement Initiatives (APIs) as incorporated herein as **Exhibit C**, including the Request for Proposals (RFP), and the specifications set forth in CONSULTANT'S response, which are both incorporated herein by reference. Failure to comply with this Article 7 is a material breach of this CONTRACT.

- i. CONSULTANT shall report all subconsultant payment information on EBO forms 3a and 4, or as otherwise required by EBO, and, when the EBO portal is available, input subconsultant payment information directly into the CONSULTANT'S contract management system.

CONSULTANT shall pay subconsultants undisputed amounts within ten (10) days after COUNTY pays the CONSULTANT. In the event of a disputed invoice, the CONSULTANT shall send the subconsultant(s) and COUNTY a written notice of the dispute within five (5) days after receipt of the subject invoice.

- ii. CONSULTANT must notify the Office of EBO of changes in SBE utilization and get prior approval for any substitutions.

7.5 The CONSULTANT agrees to pay its subconsultants in compliance with the Florida Prompt Payment Act. In the event CONSULTANT fails to comply with payment(s) to its subconsultants in accordance with the Florida Prompt Payment Act, CONSULTANT shall be subject to any and all penalties and sanctions available under the terms of the EBO Program, its CONTRACT with the COUNTY, or any other applicable law.

7.6 The Office of EBO has the right to review CONSULTANT'S records and interview subconsultants.

ARTICLE 8 - FEDERAL AND STATE TAX

8.1 The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the CONSULTANT authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

8.2 The CONSULTANT shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this CONTRACT.

ARTICLE 9 - AVAILABILITY OF FUNDS

9.1 The COUNTY'S performance and obligation to pay under this CONTRACT for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Board of County Commissioners.

ARTICLE 10 - INSURANCE

10.1 The CONSULTANT shall maintain at its sole expense, in force and effect at all times during the term of this CONTRACT, insurance coverage and limits (including endorsements) as described herein. Failure to maintain at least the required insurance shall be considered default of the CONTRACT. The requirements contained herein, as well as COUNTY's review or acceptance of insurance maintained by CONSULTANT, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by CONSULTANT under the CONTRACT. CONSULTANT agrees to notify the COUNTY at least ten (10) days prior to cancellation, non-renewal or material change to the required insurance coverage. Where the policy allows, coverage shall apply on a primary and non-contributory basis.

10.2 Commercial General Liability - CONSULTANT shall maintain Commercial General Liability at a limit of liability not less than \$500,000 combined single limit for bodily injury and property damage each occurrence. Coverage shall not contain any endorsement(s) excluding Contractual Liability or Cross Liability.

Additional Insured Endorsement: The Commercial General Liability policy shall be endorsed to include, "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents" as an Additional Insured. A copy of the endorsement shall be provided to COUNTY upon request.

10.3 Workers' Compensation Insurance & Employer's Liability - CONSULTANT shall maintain Workers' Compensation & Employer's Liability in accordance with Chapter 440 of the Florida Statutes.

10.4 Professional Liability - CONSULTANT shall maintain Professional Liability, or equivalent Errors & Omissions Liability, at a limit of liability not less than \$1,000,000 each occurrence, and \$2,000,000 per aggregate. When a self-insured retention (SIR) or deductible exceeds \$10,000, COUNTY reserves the right, but not the obligation, to review and request a copy of CONSULTANT's most recent annual report or audited financial statement. For policies written on a "claims-made" basis, CONSULTANT warrants the Retroactive Date equals or precedes the effective date of this CONTRACT. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the term of this CONTRACT, CONSULTANT shall purchase a SERP with a minimum reporting period not less than three (3) years after the expiration of the CONTRACT term. The requirement to purchase a SERP shall not relieve the CONSULTANT of the obligation to provide replacement coverage. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims-made" form. If coverage is provided on a "claims-made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage.

10.5 Waiver of Subrogation - Except where prohibited by law, CONSULTANT hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy except Professional Liability. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then CONSULTANT shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy that includes a condition to the policy specifically prohibiting such an endorsement or voids coverage should CONSULTANT enter into such an agreement on a pre-loss basis.

10.6 Certificates of Insurance - On execution of this CONTRACT, renewal, within forty-eight (48) hours of a request by COUNTY, and upon expiration of any of the required coverage throughout the term of this CONTRACT, the CONSULTANT shall deliver to the COUNTY or COUNTY'S designated representative a signed Certificate(s) of Insurance evidencing that all types and minimum limits of insurance coverage required by this CONTRACT have been obtained and are in force and effect. Certificates shall be issued to:

Palm Beach County Board of County Commissioners

And may be addressed:

c/o Engineering Department / Roadway Production
2300 N. Jog Road 3rd Floor West
West Palm Beach, FL 33411

Using the address as indicated in the "Notices" article or another address on agreement of the parties.

10.7 Right to Revise or Reject - COUNTY, by and through its Risk Management Department in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject, or accept any required policies of insurance, including limits, coverage, or endorsements.

10.8 Unmanned Aircraft Systems - CONSULTANT shall maintain Unmanned Aircraft Systems (UAS) insurance, if UAS are used in the performance of this CONTRACT, at a limit of liability not less than \$1,000,000 each occurrence, and \$2,000,000 per aggregate. Coverage shall include property damage, injury to persons, personal injury (including invasion of privacy), medical expenses, premises liability, and war perils such as damage sustained from a malicious act. This coverage shall not contain any endorsement(s) excluding Contractual Liability or Cross Liability.

ARTICLE 11 – INDEMNIFICATION - CONSULTANT shall indemnify and hold harmless COUNTY, and its officers and employees, from liabilities, damages losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of the CONTRACT.

ARTICLE 12 - SUCCESSORS AND ASSIGNS - The COUNTY and the CONSULTANT each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this CONTRACT. Except as above, neither the COUNTY nor the CONSULTANT shall assign, sublet, convey or transfer its interest in this CONTRACT without the prior written consent of the other.

ARTICLE 13 - REMEDIES - This CONTRACT shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the CONTRACT will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter

existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

13.1 No provision of this CONTRACT is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this CONTRACT, including but not limited to any citizen or employees of the COUNTY and/or CONSULTANT.

ARTICLE 14 - CONFLICT OF INTEREST - The CONSULTANT represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. The CONSULTANT further represents that no person having any such conflict of interest shall be employed for said performance of services.

14.1 The CONSULTANT shall promptly notify the COUNTY'S representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the CONSULTANT'S judgement or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the CONSULTANT. The COUNTY agrees to notify the CONSULTANT of its opinion by certified mail within thirty (30) days of receipt of notification by the CONSULTANT. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CONSULTANT, the COUNTY shall so state in the notification and the CONSULTANT shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the CONSULTANT under the terms of this CONTRACT.

ARTICLE 15 - EXCUSABLE DELAYS - The CONSULTANT shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the CONSULTANT or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

15.1 Upon the CONSULTANT'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the CONSULTANT'S failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this CONTRACT shall be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 16 - ARREARS - The CONSULTANT shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this CONTRACT.

ARTICLE 17 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

17.1 The CONSULTANT shall deliver to the COUNTY'S representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this CONTRACT.

17.2 To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the CONSULTANT and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this CONTRACT for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

17.3 All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this CONTRACT and the consummation of the transactions contemplated hereby.

17.4 Notwithstanding any other provision in this CONTRACT, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 - 2 440, as amended.

17.5 Upon completion and acceptance of the final work, the CONSULTANT shall furnish to the COUNTY the original drawings, field notes and all documents and materials prepared by and for the COUNTY under this CONTRACT. The CONSULTANT may keep a reproducible set of the original drawings and shall keep all other data collected during the provision of the services. The COUNTY may, at its expense, obtain copies of any data which the CONSULTANT has accumulated in the process of providing the services on this PROJECT'S tasks. Any reuse without written verification or adaptation by the CONSULTANT for the specific purpose intended will be at the COUNTY'S sole risk and without liability or legal exposure to the CONSULTANT.

17.6 All written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the CONSULTANT and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful order. All drawings, maps, sketches, programs, data base, reports and other data developed or purchased

under this CONTRACT at the COUNTY'S expense shall be, and remain, the COUNTY'S property, and may be reproduced and reused at the discretion of the COUNTY.

17.7 The COUNTY and the CONSULTANT shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

17.8 All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this CONTRACT and the consummation of the transactions contemplated hereby.

17.9 - Reuse of Documents - Notwithstanding any breach of this CONTRACT by either Party nor the status of payment to the CONSULTANT, nor the COUNTY'S exercise of its rights of termination, it is hereby agreed between the Parties that copies of any and all property, work product, documentation, reports, computer systems and software, schedules, graphs, outlines, books, manuals, logs, files, deliverables, photographs, videos, tape recordings or data relating to this PROJECT which have been created as a part of the CONSULTANT'S services, or authorized by the COUNTY as a reimbursable expense, whether generated directly by the CONSULTANT, or by or in conjunction or consultation with any other party whether or not a party to this CONTRACT, whether or not in privity of contract with the COUNTY or CONSULTANT, and wherever located shall be the property of the COUNTY.

ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP

18.1 The CONSULTANT is, and shall be, in the performance of all work services and activities under this CONTRACT, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this CONTRACT shall at all times, and in all places, be subject to the CONSULTANT'S sole direction, supervision, and control. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONSULTANT'S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

18.2 The CONSULTANT does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 19 - CONTINGENT FEES - The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this CONTRACT and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this CONTRACT.

ARTICLE 20 - ACCESS AND AUDITS

20.1 The CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion or termination of this CONTRACT. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the CONSULTANT'S place of business.

20.2 Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed COUNTY contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the CONSULTANT, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

20.3 Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

ARTICLE 21 - NONDISCRIMINATION

21.1 The COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2025-0748, as may be amended, the CONSULTANT warrants and represents that throughout the term of the CONTRACT, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, or genetic information. Failure to meet this requirement shall be considered default of the CONTRACT.

21.2 As a condition of entering into this CONTRACT, the CONSULTANT represents and warrants that it will comply with the COUNTY'S Commercial Nondiscrimination Policy as described in Resolution R2025-0748, as amended. As part of such compliance, the CONSULTANT shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the CONSULTANT retaliate against any person for reporting instances of such discrimination. The CONSULTANT shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the COUNTY'S relevant marketplace in Palm Beach County. The CONSULTANT understands and agrees that a material violation of this clause shall be considered a material breach of this CONTRACT and may result in termination of this

CONTRACT, disqualification or debarment of the company from participating in COUNTY contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

CONSULTANT shall include this language in its subcontracts.

ARTICLE 22 - AUTHORITY TO PRACTICE - The CONSULTANT hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY'S representative upon request.

ARTICLE 23 - SEVERABILITY - If any term or provision of this CONTRACT, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this CONTRACT, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this CONTRACT shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 24 - PUBLIC ENTITY CRIMES - As provided in Florida Statutes (F.S.) 287.132-133, by entering into this CONTRACT or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

ARTICLE 25 - MODIFICATIONS OF WORK - The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the CONSULTANT of the COUNTY'S notification of a contemplated change, the CONSULTANT shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the CONSULTANT'S ability to meet the completion dates or schedules of this CONTRACT.

25.1 If the COUNTY so instructs in writing, the CONSULTANT shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

25.2 If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the CONSULTANT shall not commence work on any such change until such written amendment is signed by the CONSULTANT and approved and executed on behalf of the COUNTY.

ARTICLE 26 - NOTICE - All notices required in this CONTRACT shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance.

26.1 If sent to the COUNTY, notices shall be addressed to:

Morton L. Rose, P.E.
Palm Beach County Engineering Department
2300 N. Jog Road Room 3W-33
West Palm Beach, FL 33411

With copy to:

Yelizaveta B. Herman
Palm Beach County Attorney's Office
301 North Olive Avenue
West Palm Beach, FL 33401

26.2 If sent to the CONSULTANT, notices shall be addressed to:

Nour Shehadeh, P.E.
HSQ Group, LLC
1001 Yamato Road, Suite 105
Boca Raton, FL 33431

ARTICLE 27 - ENTIRETY OF CONTRACTUAL AGREEMENT - The COUNTY and the CONSULTANT agree that this CONTRACT sets forth the entire agreement between the Parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this CONTRACT may be added to, modified, superseded or otherwise altered, except by written instrument executed by the Parties hereto in accordance with Article 25 of this CONTRACT.

ARTICLE 28 - CRIMINAL HISTORY RECORDS CHECK

28.1 The CONSULTANT, CONSULTANT'S employees, subcontractors of CONSULTANT and employees of subcontractors shall comply with Palm Beach County Code, Section 2-371 - 2-377, the Palm Beach County Criminal History Records Check Ordinance (Ordinance), for unescorted access to critical facilities (Critical Facilities) or criminal justice information facilities (CJI Facilities) as identified in Resolutions R2013-1470, R2015-0572 and R2024-0549, as amended. The CONSULTANT is solely responsible for the financial, schedule, and/or staffing implications of this Ordinance. Further, the CONSULTANT acknowledges that its CONTRACT price includes any and all direct or indirect costs associated with compliance with this Ordinance, except for the applicable FDLE/FBI fees that shall be paid by the COUNTY.

28.2 This CONTRACT may include sites and/or buildings which have been designated as either Critical Facilities or CJI Facilities pursuant to the Ordinance and above referenced Resolutions, as amended. COUNTY staff representing the COUNTY department will contact the CONSULTANT and provide specific instructions for meeting the requirements of this Ordinance. Individuals passing the background check will be issued a badge. The CONSULTANT shall make every effort to collect the badges of its employees and its subcontractors' employees upon conclusion of the CONTRACT and return them to the COUNTY. If the CONSULTANT or its subcontractor(s) terminates an employee who has been issued a badge, the CONSULTANT must notify the COUNTY within two (2) hours. At the time of termination, the CONSULTANT shall retrieve the badge and shall return it to the COUNTY in a timely manner.

28.3 The COUNTY reserves the right to suspend the CONSULTANT if the CONSULTANT 1) does not comply with the requirements of County Code Section 2-371 - 2-377, as amended; 2) does not contact the COUNTY regarding a terminated CONSULTANT employee or subcontractor employee within the stated time; or 3) fails to make a good faith effort in attempting to comply with the badge retrieval policy.

ARTICLE 29 - REGULATIONS; LICENSING REQUIREMENTS - The CONSULTANT shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. CONSULTANT is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

ARTICLE 30 - SCRUTINIZED COMPANIES

30.1 As provided in F.S. 287.135, by entering into this CONTRACT or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725. Pursuant to F.S. 287.135(3)(b), if CONSULTANT is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, this CONTRACT may be terminated at the option of the COUNTY.

30.2 When contract value is greater than \$1 million: As provided in F.S. 287.135, by entering into this CONTRACT or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

30.3 If the COUNTY determines, using credible information available to the public, that a false certification has been submitted by CONSULTANT, this CONTRACT may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this CONTRACT shall be

imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of CONTRACT renewal, if applicable.

ARTICLE 31 - PUBLIC RECORDS

31.1 Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the CONSULTANT: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2) F.S., the CONSULTANT shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The CONSULTANT is specifically required to:

- A. Keep and maintain public records required by the COUNTY to perform services as provided under this CONTRACT.
- B. Upon request from the COUNTY'S Custodian of Public Records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The CONSULTANT further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the CONTRACT, if the CONSULTANT does not transfer the records to the public agency.
- D. Upon completion of the CONTRACT the CONSULTANT shall transfer, at no cost to the COUNTY, all public records in possession of the CONSULTANT unless notified by COUNTY'S representative/liaison, on behalf of the COUNTY'S Custodian of Public Records, to keep and maintain public records required by the COUNTY to perform the service. If the CONSULTANT transfers all public records to the COUNTY upon completion of the CONTRACT, the CONSULTANT shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the CONSULTANT keeps and maintains public records upon completion of the CONTRACT, the CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically by the CONSULTANT must be provided to COUNTY, upon request of the COUNTY'S Custodian of Public Records, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

31.2 Failure of the CONSULTANT to comply with the requirements of this article shall be a material breach of this CONTRACT. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. CONSULTANT acknowledges that it has familiarized itself with the requirements of Chapter 119, F.S., and other requirements of state law applicable to public records not specifically set forth herein.

31.3 IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

**RECORDS REQUEST
PALM BEACH COUNTY PUBLIC AFFAIRS DEPT.
301 N. OLIVE AVENUE
WEST PALM BEACH, FL 33401**

**BY E-MAIL AT RECORDSREQUEST@PBC.GOV
OR BY TELEPHONE AT 561-355-6680**

ARTICLE 32 – COUNTERPARTS - This CONTRACT, including the exhibits referenced herein, may be executed in one or more counterparts, all of which shall constitute collectively but one and the same CONTRACT. The COUNTY may execute the CONTRACT through electronic or manual means. CONSULTANT shall execute by manual means only, unless the COUNTY provides otherwise.

ARTICLE 33 - E-VERIFY - EMPLOYMENT ELIGIBILITY – CONSULTANT warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify System (E-Verify.gov), and uses the E-Verify System to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of CONSULTANT's subconsultants performing the duties and obligations of this CONTRACT are registered with the E-Verify System, and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

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

COUNTY shall terminate this CONTRACT if it has a good faith belief that CONSULTANT has knowingly violated Section 448.09(1), Florida Statutes, as may be amended. If COUNTY has a good faith belief that CONSULTANT's subconsultant has knowingly violated section 448.09(1), Florida Statutes, as may be amended, COUNTY shall notify CONSULTANT to terminate its contract with the subconsultant and CONSULTANT shall immediately terminate its contract with the subconsultant. If COUNTY terminates this CONTRACT pursuant to the above, CONSULTANT shall be barred from being awarded a future contract by COUNTY for a period of one (1) year from the date on which this CONTRACT was terminated. In the event of such contract termination, CONSULTANT shall also be liable for any additional costs incurred by COUNTY as a result of the termination.

ARTICLE 34 - DISCLOSURE OF FOREIGN GIFTS AND CONTRACTS WITH FOREIGN COUNTRIES OF CONCERN

Pursuant to F.S. 286.101, as may be amended, by entering into this CONTRACT or performing any work in furtherance thereof, the CONSULTANT certifies that it has disclosed any current or prior interest of, any contract with, or any grant or gift received from a foreign country of concern where such interest, contract, or grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous five (5) years.

ARTICLE 35 – HUMAN TRAFFICKING AFFIDAVIT

CONSULTANT warrants and represents that it does not use coercion for labor or services as defined in section 787.06, Florida Statutes. CONSULTANT has executed Exhibit E, Nongovernmental Entity Human Trafficking Affidavit, which is attached hereto and incorporated herein by reference.

ARTICLE 36 – WAIVER OF JURY TRIAL - The Parties hereby waive any rights either of them may have to a jury trial in any litigation arising out of or related to this CONTRACT and agree that they shall not elect a trial by jury. The Parties hereto have separately, knowingly and voluntarily given this waiver of right to trial by jury with the benefit of competent legal counsel.

ARTICLE 37 – LAW AND VENUE; REMEDIES - This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now

or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida, has made and executed this CONTRACT for the PROJECT, on behalf of the COUNTY, and CONSULTANT has hereunto set its hand the day and year above written.

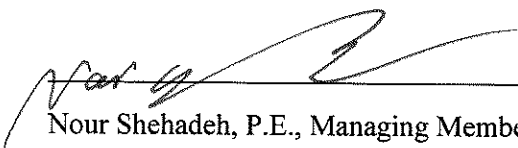
COUNTY:

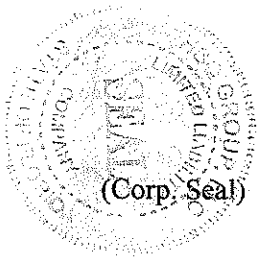
APPROVED AS TO TERMS
AND CONDITIONS

By: 
KOT Morton L. Rose, P.E.
Director of Roadway Production

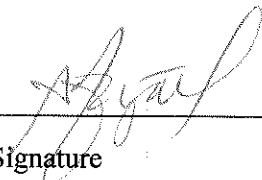
CONSULTANT:

HSQ Group, LLC


Nour Shehadeh, P.E., Managing Member



ATTEST WITNESS:


Signature

Alberto Zuniga
Name (type or print)


Signature

Jay Huebner
Name (type or print)

{SIGNATURE PAGES CONTINUED}

ATTEST:

Michael A. Caruso
Clerk of the Circuit Court & Comptroller

COUNTY:

Palm Beach County, a Political Subdivision of the
State of Florida, by and through its Board of County
Commissioners

By: _____
Deputy Clerk

By: _____
Maria G. Marino, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

(Seal)

By:  _____
Yelizaveta B. Herman
Assistant County Attorney

**HSQ GROUP, LLC****Engineers • Planners**1001 Yamato Road • Boca Raton, Florida 33431, Suite 105 • Phone (561) 392-0221 hsqgroupinc.com**SCOPE OF SERVICES****Prosperity Farms Road****From 800-foot N. of Northlake Boulevard to Donald Ross Road****Palm Beach County Project No. 2024502****2/18/2025****3/11/2025****4/30/2025****5/22/2025****7/7/2025****7/28/2025****7/30/2025****8/4/2025****8/5/2025**OKMA
NB 8/5/25**Project Limits:**

HSQ Group, LLC (HSQ), will provide engineering services required in connection with the proposed improvements for the Prosperity Farms Road bike lane Improvements from Lorraine Court (800' N. of Northlake Boulevard) to Donald Ross Road. The total project length is approximately 5 miles.

The area along Prosperity Farms Road between Richard Road and Ibis Way is currently under design (Palm Beach County project number 2018200). This section of Prosperity Farms Road will be excluded from this roadway project. HSQ Group will coordinate with the County's Consultant Sclar Consulting Group to match the alignment and grades at the project limits.

Project Description:

The typical sections and design speeds for the project will be based on the following:

1. Lorraine Court to Burns Road:
 - a. Three lane undivided section
 - b. Single 11-foot thru lane in each direction
 - c. 12-foot center two way left turn lane
 - d. 4-foot bike lanes. The existing shoulders will be converted to bike lanes.
The pavement will be widened where required to provide for the bike lanes.
 - e. Existing curb and gutter and sidewalk to remain
 - f. The existing pavement will be milled and resurfaced
 - g. Design speed – 40 MPH
2. Burns Road to PGA Boulevard:
 - a. Five lane undivided section
 - b. Two 11-foot wide travel lanes in each direction
 - c. 11-foot wide center two way left turn lane
 - d. 4-foot bike lanes. The existing shoulders will be converted to bike lanes.
The pavement will be widened where required to provide for the bike lanes.

Scope of Services
Prosperity Farms Road

**HSQ GROUP, LLC****Engineers • Planners**1001 Yamato Road • Boca Raton, Florida 33431, Suite 105 • Phone (561) 392-0221 hsqgroupinc.com

- e. The existing pavement will be milled and resurfaced.
 - f. Existing curb and gutter will remain where widening is not required for the new bike lanes. New curb and gutter and sidewalk will be provided in pavement widening areas.
 - g. Design speed – 45 MPH
3. PGA Boulevard to Inland Cove Road
- a. Two to three lane undivided section
 - b. Single 11-foot thru lane in each direction
 - c. 11-foot center two way left turn lane (existing to remain between PGA Boulevard and Driftwood Circle)
 - d. 4-foot bike lanes. The existing shoulders will be converted to bike lanes. The pavement will be widened where required to provide for the bike lanes.
 - e. Existing curb and gutter will remain where widening is not required for the new bike lanes. New curb and gutter and sidewalk will be provided in pavement widening areas.
 - f. The existing pavement will be widened for the bike lanes and then milled and resurfaced
 - g. Design speed – 40 MPH
4. Inland Cove Road to Donald Ross Road
- a. Two to three lane undivided section
 - b. Single 11-foot thru lane in each direction
 - c. 11-foot center two way left turn lane (existing to remain between Snug Harbor Drive and north of Hood Road).
 - d. 5-foot bike lanes with 3-foot wide stabilized shoulders
 - e. Flush Shoulders, no curb and gutter
 - f. The existing pavement will be widened from north of Hood Road to north of Windsor Road to provide for a center left turn lane.
 - g. Design speed – 40 MPH
5. The existing right of way width varies between 80-feet and 126-feet. No additional right of way or easements will be acquired for this project.
6. New asphalt sidewalk will be installed along the west side of Prosperity Farms Road between Prosperity Oaks Court and Nature's Way (380 linear feet) and on the east side of Prosperity Farms Road between Hope Lane and approximately 520-feet north of La Porte Drive (1,500 linear feet +/-).
7. A new mid-block pedestrian crosswalk for pedestrians will be installed approximately 520-feet north of La Porte Drive. The mid-block crosswalk signage will include rectangular rapid-flashing beacon (RRFB) assemblies. A sketch showing the location of the midblock crosswalk will be prepared and submitted to the Traffic Division for approval during the master plan phase.

The plans will be prepared in accordance with the following standards:

- a. Palm Beach County, Roadway Design Procedures (January 2019)

Scope of Services
Prosperity Farms Road

**HSQ GROUP, LLC****Engineers • Planners**1001 Yamato Road • Boca Raton, Florida 33431, Suite 105 • Phone (561) 392-0221 hsqgroupinc.com

- b. Palm Beach County Typicals for Pavement Markings, Signing & Geometrics (T-P-18) (July 2024)
- c. Florida Greenbook, 2018 edition.
- d. American Association of State Highway and Transportation Officials (AASHTO) "Geometrics Design of Highway and Streets", dated 2011
- e. Florida Department of Transportation (FDOT) Florida Design Manual (FDM) 2022
- f. Florida Department of Transportation (FDOT) Drainage Manual 2018
- g. Manual of Uniform Traffic Control Devices MUTCD, 2023
- h. Florida Department of Transportation (FDOT) Standard plans, FY 2025-2026
- i. Palm Beach County Traffic Signal Installation Standards and Details 2024

Drainage Design:

The existing drainage system on Prosperity Farms will be modified / supplemented as needed to accommodate the improvements. A closed drainage system exists between Lorraine Court and Inland Cove Road. Calculations will be performed to confirm that the existing drainage system has adequate capacity to accommodate the runoff from the proposed roadway section along with runoff spread calculations that will be performed for all curb inlets. From Inland Cove Road to Donald Ross Road the drainage is accommodated in an open swale system. The swales within this area will be designed and re-graded to provide for additional capacity and water quality treatment. The existing stormwater outfalls located within the project corridor will remain.

An existing ditch is located on the west side of Prosperity Farms Road between Prosperity Oaks Court and north of Canal Road. The ditch will be re-graded within the Prosperity Farms Road right of way to accommodate the sidewalk construction. The capacity of the ditch will be evaluated to determine if the open ditch section can remain or if the installation of a culvert pipe will be required.

The underground inlet and pipe system will be evaluated to confirm that the system has adequate capacity to accommodate runoff from the 5-year 1-day design storm per current FDOT design standards utilizing Automated Storm Sewer Analysis & Design (ASAD) hydraulic design software. Rainfall intensities as shown in National Oceanic and Atmosphere Administration (NOAA) Atlas 14 will be utilized for the design calculations. The existing roadway proposed grade line elevations will remain, and flood routing calculations for the 25 year-3-day storm event will not be prepared. Additional water quality treatment and attenuation will be provided in exfiltration trenches where roadway widening is performed in curb and gutter sections and by re-grading the existing border swales in flush shoulder areas.

Scope of Services
Prosperity Farms Road

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Offsite historical flows directed to Prosperity Farms Road will be investigated and incorporated into the drainage calculations. The offsite contributory drainage areas will be identified from:

1. As-built plans provided by Palm Beach County.
2. Visual inspection of the project area and adjacent neighborhoods.
3. Available Geographic Information System (GIS) maps or drainage maps.

Master Plan Preparation:

A roadway alignment Master Plan with aerial background will be prepared on 11" x 17" in accordance with the approved Typical Sections. The Master Plan will detail the existing right of way, typical section, roadway horizontal alignment, and bike lanes.

If necessary to avoid the need for right of way acquisition from the Sun Cove development, Prosperity Farms Road will be re-aligned between approximately Dogwood Road and Pepperwood Circle South. A review of the curve lengths for the reverse curves located between Cinnamon Road and Sun Cove Lane will be performed and reviewed with the County to determine if realignment of the existing curves is feasible and warranted.

The section from approximately 400 feet north of Hood Road to 300 feet north of Windsor Road will be widened from two lanes to three lanes to provide for exclusive left turn lanes at Holly Lane and Windsor Road.

Pavement markings will be shown on the alignment plans in accordance with Palm Beach County Standards. Master Plan services shall include the preparation of alignment plans. *Due to the short time schedule the Master Plan will be produced before the actual survey is completed to allow for early submittal of the initial plans to the FDOT and for initial utility coordination markup requests.*

Construction Plans:

Following completion of the approved Master Plan by the County, construction plans will be prepared. The construction plans will be prepared on 11"x17" sheets at 1" = 40' scale for the horizontal and 1" = 4' for the vertical. Separate plan and profile sheets will be prepared. The following plan sheets are anticipated:

1. Cover Sheet
2. Summary of Pay Items
3. Summary of Drainage Structures
4. Roadway Plans
5. Roadway Profiles
6. Drainage Maps
7. Typical Sections
8. General Notes
9. Drainage Structure Sheets
10. Miscellaneous Details

Scope of Services
Prosperity Farms Road

**HSQ GROUP, LLC****Engineers • Planners**1001 Yamato Road • Boca Raton, Florida 33431, Suite 105 • Phone (561) 392-0221 hsqgroupinc.com

11. Driveway Profiles
12. Side street Profiles
13. Drainage Details
14. Cross Sections
15. Utility Adjustment Plans
16. Temporary Traffic Control Plans (TTCP) consisting of notes and phasing typical sections
17. Stormwater Pollution Prevention Plans
18. Reference Points
19. Project Network Control Sheet
20. Pavement Marking and Signage Plans
21. Signalization Plans (by subconsultant)
22. Structural/Bridge Plans (by subconsultant)

Submittals will include **Master Plan, 35%, 65%, 100% and Final**. Plan submittal will be made in hard copies and electronically. Final signed and sealed fully permitted set of plans will be delivered for construction.

Utility Coordination:

HSQ will assist Palm Beach County in the utility coordination effort as follows:

1. Contact Utility Agency Owners and continue coordinating with them to the final resolution of utility clearances.
2. Prepare Initial utility contact plans to be sent to Utility Agency/Owner (UAO) for markups on the plans.
3. Prepare utility cadd drawings based on UAO markups for inclusion in the construction plans.
4. Attend three utility coordination meetings, prepare meeting minutes and follow up on action items.
5. Attend field meeting with individual utility owners as needed.
6. Prepare utility conflict matrix for resolution of potential conflict with proposed improvement.

Pavement Marking and Signing Plans:

Pavement Marking and Signing Plans will be prepared for the proposed roadway improvements. These plans will be prepared as a separate set of documents as follows:

1. Cover Sheet
2. General Notes
3. Summary of Quantity Sheets
4. Plan Sheets
5. Prepare details for midblock cross walk
6. Prepare details for school zone flasher improvements if necessary

Scope of Services
Prosperity Farms Road

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Survey Services:

A Specific Purpose and Topographic Survey will be prepared by Ritzel-Mason and Zeman Consulting Group as detailed in the attached scope of services.

Structural Design:

Structural Engineering services for the project will be provided by ASA Consultants. The preparation of plans for the widening of the existing bridges is not included in this scope of services. Structural design for improvements to the bridges will be limited to providing plans and details for the replacement of bridge guardrail connections and for the installation of pedestrian barriers and railings at the bridge over the RCA Canal and the bridge over Frenchman's Creek. Structural design of special foundations (if necessary) will be provided for the new traffic signals at the Burns Road, RCA Boulevard, Lighthouse Drive, Allamanda Drive East, and Lone Pine Road intersections. ASA Consultant's scope and fee proposal is attached.

HSQ Group will provide coordination with the consultant for the replacement of the bridge over the C-17 canal as needed.

Signalization Design:

Design services for the preparation of traffic signalization plans will be provided by Goal Associates. The existing traffic signals will be removed and replaced with mast arm traffic signals at the following intersections:

1. Burns Road
2. RCA Boulevard
3. Lighthouse Drive
4. Allamanda Drive East
5. Lone Pine Road

Luminaires will be provided on signal mast arms unless conflicts with overhead utilities prohibit the luminaire installation.

Miscellaneous Traffic signal improvements to the existing signal at Gardens Parkway will be designed if necessary. The miscellaneous signal improvements will include the design of pedestrian push buttons, installation of flexible backplates, and the installation of flashing yellow arrow assemblies. The existing school zone flasher at St Claire School will be upgraded to current solar power school zone warning flashers. Goal Associates scope and fee proposal is attached.

Geotechnical Engineering:

Geotechnical engineering services will be provided by Pacifica Engineering Services. The geotechnical engineering services will include obtaining:

1. Standard penetration test borings along the roadway alignment for roadway design purposes.

Scope of Services
Prosperity Farms Road

**HSQ GROUP, LLC****Engineers • Planners**1001 Yamato Road • Boca Raton, Florida 33431, Suite 105 • Phone (561) 392-0221 hsqgroupinc.com

2. Percolation tests for use in the design of the drainage exfiltration trenches.
3. Pavement cores on the existing pavement structure.
4. Two Standard penetration tests will be conducted diagonally at the intersections for use in the design of the mast arm traffic signals.

The geotechnical engineering scope and fee as prepared by Pacifica Engineering Services is attached.

Permitting:

Coordination with FDOT for the preparation and submission of Local Agency Program documents required for the grant funding will be provided. Assistance to the County in the preparation of documents required as listed in the Preliminary, Initial, Constructability, and Production Phase Checklists will be provided.

HSQ will prepare and process needed documents for permitting from the following agencies:

1. South Florida Water Management District-Environmental Resource Permit (SFWMD-ERP) – Permit Exemption per F.A.C. 62-330.051(c)4
2. SFWMD - temporary short-term dewatering permit
3. Northern Palm Beach County Improvement District
4. Palm Beach County Environmental Resource Permit (PBCo ERM) (vegetation removal permit)
5. Village of North Palm Beach (if required for tree removal permit). The preparation of a tree survey for a tree removal permit is not included.
6. City of Palm Beach Gardens (if required for tree removal permit). The preparation of a tree survey for a tree removal permit is not included.

Permitting through the U.S. Army Corps of Engineers (USACOE) is not included in this scope of services.

Plans will be forwarded to the Village of North Palm Beach and the City of Palm Beach Gardens for their information.

Permit application fees will be paid for by HSQ and reimbursed by the County.

**Optional Services****Public Involvement:**

Public Involvement and Community Outreach services will be provided for the project if requested. HSQ Group can provide services for the following tasks if required:

1. Preparation of a Public Involvement and Community Outreach Plan.
2. Preparation of project information sheets and flyers.

Scope of Services
Prosperity Farms Road



HSQ GROUP, LLC

Engineers • Planners

1001 Yamato Road • Boca Raton, Florida 33431, Suite 105 • Phone (561) 392-0221 hsqgroupinc.com

3. Attendance at agency, board, commission, and homeowners meeting as requested by the County.
4. Organize and coordinate a public information meeting for the project.
5. Prepare exhibits showing the proposed roadway improvements for the County's use. The exhibits will consist of typical sections and an overall map showing the project limits.

Post Design Services:

1. HSQ will provide post design services during the construction phase. These services will include the following items:
 - a. Preparation of the bid proposal form.
 - b. Preparation of technical special provisions if required.
 - c. Responding to contractor's requests for information during the bidding phase.

Scope of Services
Prosperity Farms Road

Estimate of Work Effort and Cost

Name of Project: Prosperity Farms Road From 800-foot N. of Northlake Boulevard to Donald Ross Road
PBC Project Number: 2024502

Consultant Name: HSQ Group, LLC
Consultant Number: VC0000016826

Date: 7/30/2025

Task Description	Total Staff Hours	Staff Categories							Staff Hours By Activity	Salary Cost By Activity	Average Rate Per Task
		Principal Engineer	Senior Engineer	Project Manager	Project Engineer	Engineer Intern	Senior Surveyor	Surveyor			
BASIC SERVICES		\$95.00	\$84.00	\$79.00	\$65.00	\$42.00					
4 Roadway Analysis	✓ 824.00	41.00	165.00	412.00	82.00	124.00			✓ 824	\$60,841.00	\$ 73.84
5 Roadway Plans	✓ 2874.00	57.00	144.00	575.00	862.00	1236.00			✓ 2874	\$170,878.00	\$ 59.46
6a Drainage Analysis	✓ 658.00	132.00	132.00	197.00	132.00	65.00			✓ 658	\$50,501.00	\$ 76.75
6b Drainage Plans	✓ 299.50	15.50	15.00	90.00	90.00	45.00			✓ 299.50	\$19,430.50	\$ 64.88
7 Utilities	✓ 226.00	0.00	23.00	113.00	45.00	45.00			✓ 226	\$15,674.00	\$ 69.35
8 Environmental Permits, Compliance & Clearances	✓ 292.00	44.00	117.00	58.00	29.00	44.00			✓ 292	\$22,323.00	\$ 76.45
20 Signing & Pavement Marking Plans	✓ 846.00	0.00	68.00	169.00	254.00	355.00			✓ 846	\$50,483.00	\$ 59.67
Total Staff Hours (Basic Services)	✓ 6019.5	✓ 289.5	✓ 664.0	✓ 1614.0	✓ 1494.0	✓ 1958.0	0.0	0.0	✓ 6019.5	✓ \$390,130.50	\$ 64.81
Total Staff Cost (Basic Services)		✓ \$27,502.50	✓ \$85,776.00	✓ \$127,506.00	✓ \$97,110.00	✓ \$82,236.00	\$0.00	\$0.00			
OPTIONAL SERVICES											
1 Roadway Post Design Services	✓ 670.0	177.0	183.0	202.0	55.0	53.0			✓ 670.0	✓ \$53,946.00	\$ 80.52
Total Staff Hours (Optional Services)	0.0	✓ 177.0	✓ 183.0	✓ 202.0	✓ 55.0	✓ 53.0	0.0	0.0	✓ 670.0	✓ \$53,946.00	\$ 80.52
Total Staff Cost (Optional Services)		✓ \$16,815.00	✓ \$15,372.00	✓ \$15,958.00	✓ \$3,575.00	✓ \$2,226.00	\$0.00	\$0.00			

ERO SBE Calculation for this Fee Summary		
Prime (HSQ)		
Pacifica Engineering Services, LLC	✓ \$52,299.35	Non-SBE \$
Goal Associates, Inc.	✓ \$121,375.56	✓ \$1,237,132.67
ASA Consultants, Inc.	✓ \$67,255.05	
Zeman Consulting Group, Inc.	✓ \$167,293.02	
Ritzel-Mason, Inc.	✓ \$186,513.69	
Totals \$	✓ \$27,481.62	✓ \$1,304,387.72

SBE % Achieved 28.79%
SBE % Committed 21.00%

Salary Related Costs:	Basic Services:	✓ \$390,130.50
	Contract Multiplier	✓ 2.78
	Subtotal Basic Services (Prime Firm)	✓ \$1,084,562.79
	Signal Design (Goal Associates, Inc.)	✓ \$96,762.06
	Structural Engineering (ASA Consultants, Inc.)	✓ \$67,255.05
	Survey (Zeman Consulting Group, Inc.)	✓ \$167,293.02
	Survey (Ritzel-Mason, Inc.)	✓ \$160,529.19
	Subtotal Basic Services (Subconsultants)	✓ \$491,839.32
	Basic Services Total:	✓ \$1,576,402.11
	Reimbursables:	
	Geotechnical Services (Pacifica Engineering Services, LLC)	✓ \$52,299.35
	Permit Fees (HSQ Group, LLC)	✓ \$2,600.00
	Reimbursables Total:	✓ \$54,899.35
	Optional Services:	
	Prime Consultant (Unloaded)	✓ \$53,946.00
	Contract Multiplier	✓ 2.78
	Prime Consultant (loaded)-HSQ Group, LLC	✓ \$149,969.88
	Utility Locating Services - (Ritzel Mason, Inc.)	✓ \$25,984.50
	Signal Design (Goal Associates, Inc.)	✓ \$24,613.50
	Optional Services Total:	✓ \$200,567.88
	Grand Total Estimated Fees:	✓ \$1,831,869.34

Project Activity 5: Roadway Plans

Prosperity Farms Road
2024502

Task No.	Task	Scale	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
5.1	Cover Sheet		Sheet	1	6	✓ 6	
5.2	Summary of Pay Items and pay item notes		Sheet	2	14	✓ 28	
5.5	Typical Sections and typical section details		EA	6	6	✓ 36	
5.6	General Notes		Sheet	1	6	✓ 6	
5.7	Project Layout		Sheet	10	4	✓ 40	200 scale 10 sheets
5.9	Profile Sheet		Sheet	45	15	✓ 675	Total Length - 26,980 LF - 600 ft/sheet = 45 sheets
5.10	Plan Sheet		Sheet	45	15	✓ 675	Total Length - 26,980 LF - 600 ft/sheet = 45 sheets
5.12	Miscellaneous Details		Sheet	2	12	✓ 24	
5.14	Driveways Profiles		Sheet	3	15	✓ 45	10 driveways , assume 4 per sheet = 3 sheets
5.15	Side Street Profiles		Sheet	6	15	✓ 90	4 per sheet
5.16	Utility Adjustment Plans		Sheet	45	7	✓ 315	Includes ITS plans
5.17	Roadway Soil Survey Sheets		LS	1	4	✓ 4	Coordination with Geotechnical Engineer and Inclusion of soils data in the plan set.
5.18	Cross Sections		EA	270	3	✓ 810	at 100 foot intervals
5.19	Temporary Traffic Control Plans		LS	1	60	✓ 60	assume 3 phases + 3 typicals plus phase notes
5.20	Stormwater Pollution Plans		Sheet	12	5	✓ 60	200 scale plans, 9 plans plus general notes and standard details
5. Roadway Plans Total						✓ 2874	

Project Activity 6a: Drainage Analysis

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
6a.1	Drainage Map	Per Map	0	0	0	for evaluating the overall drainage systems
6a.2	Flood routing	EA	7	30	210	Flood routing calculations to determine pre vs post discharges will be performed for the widening areas only (Driftwood Circle to Snug Harbour Drive & Holly Lane to Donald Ross Road). Discharge rates and peak stages will not be modeled for sections where milling and resurfacing is proposed.
6a.3	Spread Calculations	LS	1	32	32	To be provided in curb and gutter sections only (Lorraine Court to Inland Cove Road)
6a.4	ASAD Pipe Hydraulic Calculations	EA	10	10	100	Hydraulic capacity of the existing system will be analyzed based on a 5-year 1-day design storm. Recommendations will be made to address any deficiencies found. Design of plans for improvements to existing system will be considered as supplemental work. there are 17 existing drainage systems, assuming 10 will be analyzed
6a.5	Design of Ditches	LS	1	70	70	Analysis of existing ditch/canal between Burns Road and PGA Boulevard and between Hope Lane and St. Patrick Catholic Church. Analysis includes ICPR modelling and review to determine required canal cross section.
6a.6	Design of Stormwater Management Facility (Offsite or Infield Pond)	EA				
6a.7	Design of Stormwater Management Facility (Roadside Treatment Swales and Linear Ponds)	EA				
6a.8	Design of Floodplain Compensation	Per Floodplain Basin	3	12	36	Prosperity Farms Road is in a floodplain within the following approximate locations: 1) Prosperity Oaks Court to Village Square Crossing 2) Canal Road to Laurel lane 3) Hope Lane to Frenchmans Creek. SFVMD will require a floodplain fill analysis.
6a.9	Design of Storm Drains	EA	25	3	75	Assumes new drainage structure and storm drain improvements will be required in widening areas to provide for water quality treatment and attenuation. No storm drain design is included in areas of milling and resurfacing with no widening. Driftwood Circle to Snug Harbour Drive - 2156 ft. Holly Lane to Donald Ross Road - 5408 ft. Total length = 7562 ft. 2 structures (one each side of road) @ 60' intervals = 25 structures.
6a.10	Optional Culvert Material	EA				
6a.11	French Drain Systems	Per Cell	10	5	50	Assume 10 French Drains for conformance with nutrient loading and water quality requirements
6a.11.a	Existing French Drain Systems	Per Cell				
6a.12	Drainage Wells	EA				
6a.13	Drainage Design Documentation Report	LS	1	60	60	To include pipe sizing calculations, ditch analysis calculations, flood plain discussion, water quality treatment, and nutrient loading calculations.
6a.19	Existing Permit Analysis	LS	1	25	25	
6a. Drainage Analysis Total					658	

6b. Drainage Plans

Prosperity Farms Road
2024502

Task No.	Task	Scale	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
6b.1	Drainage Map		Sheet	10	16	✓ 160	PLAN VIEW ONLY, NO PROFILE
6b.2	Bridge Hydraulics Recommendation Sheets		Sheet		0	✓ 0	
6b.3	Summary of Drainage Structures		Sheet	2	10	✓ 20	
6b.4	Optional Pipe/Culvert Material		Sheet		0	✓ 0	
6b.5	Drainage Structure Sheet(s)		per structure	25	3.5	✓ 87.50	Sheets to include drainage within the areas of pavement widening only. No drainage structure sheets in areas of milling and resurfacing. Driftwood Circle to Snug Harbour Drive - 2136 ft. Holly Lane to Donald Ross Road - 5406 ft. Total length = 7562 ft. 2 structures (one each side of road) @ 600' intervals = 25 structures.
6b.6	Drainage Detail Sheets		Sheet	4	8	✓ 32	CONTROL STRUCTURES + EXFILTRATION TRENCH DETAILS + misc details
6b.7	Lateral Ditch Plan/Profile		Sheet		0	✓ 0	
6b.8	Lateral Ditch Cross Sections		EA		0	✓ 0	
6b.9	Retention/Detention Ponds Detail Sheet(s)		Sheet	0	0	✓ 0	
6b.10	Retention Pond Cross Sections		EA	0	0	✓ 0	
6b.11	Erosion Control Plan Sheet(s)		Sheet	0	0	✓ 0	
6b.12	SWPPP Sheet(s)		Sheet	0	0	✓ 0	
6. Drainage Plans Total						✓ 299.5	

Project Activity 7: Utilities

Prosperity Farms Road
2024502

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
7.1	Utility Kickoff Meeting	LS				
7.2	Identify Existing Utility Agency Owner(s)	LS				
7.3	Make initial Utility Contact plans	LS	1	30	30	30 sheets set of plans
7.4	Exception Processing	LS				
7.5	Utility Meetings (VIRTUAL)	LS	1	12	12	3 meeting for 2 people
7.6	Coordination Meeting Minutes	LS	1	12	12	prepare minutes for 3 utility coordination meetings
7.7	Collect and Review Utility Markup Plans / create dgn	LS	1	80	80	
7.8	Subordination of Easements Coordination	LS				
7.9	Utility Design Meeting	LS				
7.10	Pothole coordination for traffic signal foundation design	LS	1	12	12	
7.11	Utility Conflict Matrix	LS	1	80	80	
7.12	Review of Utility Permit Applications	LS				Included in Optional Services
7.13	Additional Utility Services	LS				
7.14	Processing Utility Work by Highway Contractor (UWHC)	LS				
7.15	Contract Plans to UAO(s)	LS				
7.16	Certification/Close-Out	LS				
7.17	Other Utilities	LS				
7. Utilities Total					226	

Prosperity Farms Road
2024502

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
	Environmental Permits and Environmental Clearances					
8.4	Complete And Submit All Required Permit Applications					
8.4.1	Northern Palm Beach County Improvement District	LS	1	32	✓ 32	
8.4.2	SFWMD ERP	LS	1	100	✓ 100	
8.5	SFWMD - Dewatering permit	LS	1	40	✓ 40	
8.6	PBCo ERM Vegetation Removal Permit	LS	1	40	✓ 40	Preparation of a tree survey, tabular tree list, tree disposition plans, tree tagging, vegetation assessment, and similar documents is not included.
8.7	City of Palm Beach Gardens	LS	1	40	✓ 40	Includes submittal of 35%, 65%, and final plans to City for information purposes. Includes assistance in coordination between City and County to address Village comments and concerns.
8.7	Village of North Palm Beach	LS	1	40	✓ 40	Includes submittal of 35%, 65%, and final plans to Village for information purposes. Includes assistance in coordination between Village and County to address Village comments and concerns.
	Environmental Permits and Environmental Clearances/Reevaluations Technical Subtotal				✓ 292	
8.17	Technical Meetings	LS	0		✓ 0	
	Environmental Permits and Environmental Clearances Nontechnical Subtotal					
	8. Environmental Permits and Environmental Clearances Total				✓ 292	

[illegible]

ESTIMATE OF WORK EFFORT AND COST PRIME CONSULTANT

Name of Project:
County: Palm Beach

Prosperity Farms Road - Optional Services

Consultant Name: HSQ Group, LLC
Estimator: NS

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Principal Engineer	Senior Engineer	Project Manager	Project Engineer	Engineer Intern	SH By	Salary Cost By	Average Rate Per Task
		✓ \$95.00	✓ \$84.00	✓ \$79.00	✓ \$65.00	✓ \$42.00	Activity	Activity	
3. Public Involvement	✓ 170	51	51	34	22	12	✓ 170	✓ \$13,749	\$80.88
4 . Bid Assistance	✓ 340	102	68	136	17	17	✓ 340	✓ \$27,965	\$82.25
8. Environmental Permits and Clearances	✓ 160	24	64	32	16	24	✓ 160	✓ \$12,232	\$76.45
Total Optional Services Staff Hours	✓ 670	✓ 177	✓ 183	✓ 202	✓ 55	✓ 53	✓ 670	✓ \$53,946.00	
Total Optional Services Staff Cost		✓ \$16,815.00	✓ \$15,372.00	✓ \$15,968.00	✓ \$3,575.00	✓ \$2,226.00		✓ \$53,946.00	\$80.52

Approved Multiplier 2.78

SALARY RELATED OPTIONAL SERVICES STAFF COSTS X 2.78:	✓ \$149,969.88
GRAND TOTAL ESTIMATED FEE:	✓ \$149,969.88

Project Activity 3: Public Involvement

Prosperity Farms Road - Optional Services
2024502

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.1	Public Involvement					
3.1.1	Community Awareness Plan	LS				
3.1.2	Preparation of Project Information Sheets and Flyers	LS	1	8	✓ 8	Includes preparation of 1 Project Information Sheet and One Flyer on 8-1/2" X 11" paper
3.1.3	Preparing Mailing Lists	LS				
3.1.4	Median Modification Letters	LS				
3.1.5	Driveway Modification Letters	LS				
3.1.6	prepare typical sections for public meeting	LS	4	5	✓ 20	4 typical sections in color on 24"x36" boards
3.1.7	Power point and presentation boards	EA	6	12	✓ 72	
3.1.8	PowerPoint Presentation	LS	1	50	✓ 50	prepare boards using 40 scale, each board is 10' long, will need 6 in color with raster background help the county in preparation for powerpoint
3.1.9	Public Meeting Preparations	EA				
3.1.10	Public Meeting Attendance	LS	2	10	✓ 20	2 people to attend 2 meetings
3.1.11	Other Agency Meetings	LS				
3.1.12	Web Site	LS				
	3.1 Public Involvement Subtotal				✓ 170	
3.6	Prime Consultant Project Manager Meetings	LS				
3.7	Plans Update	LS				
	3. Public Involvement Tasks Total				✓ 170	

Project Activity 4: Bid Assistance

Prosperity Farms Road - Optional Services
2024502

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
4.1	Preparation of Bid Proposal Form	EA	1	40	✓ 40	Based on template provided by Palm Beach County
4.2	Technical Special Provisions	LS	1	0	✓ 0	
4.3	Construction Support Services	LS	1	200	✓ 200	Shop drawing review, respond to Contractor's RFIs, site visits, meeting attendance as requested by PBCo. Review as built
4.4	Review utility and right of way permit applications on behalf of the county related to this project	EA	20	5	✓ 100	This is to cover time to review projects along the corridor and utility permits as applied for by UAO. Assume 20 reviews at 6 hrs each
4. Bid Assistance Total					✓ 340	

Project Activity 8: Environmental Permits

Prosperity Farms Road - Optional Services
2024502

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
Environmental Permits and Environmental Clearances						
8.4.1	U.S. Army Corps of Engineers	LS	1	160	160	
Environmental Permits and Environmental Clearances/Reevaluations Technical Subtotal						
					160	
8.17	Technical Meetings	LS	0	0	0	
Environmental Permits and Environmental Clearances Nontechnical Subtotal						
					0	
8. Environmental Permits and Environmental Clearances Total						
					160	

Northern Palm Beach County Improvement District

Fees

Submittal Fee:

Single Family Residential: \$250

All others: \$500

(This includes POAs, Governmental Agencies, Utility Companies, Developers, etc.)

For review, approval and execution of a Permit, there shall be due and payable a fee to be determined by Northern. The fee must be paid prior to execution and issuance of the Permit by Northern's officials.

Review Fees:

Permit review fees are based on actual engineering costs associated with the permit review process. If during the review process the review fees exceed \$2,000 prior to permit approval, an interim invoice will be issued to the permittee. For review fees less than \$2,000, an invoice for the actual cost of review will be sent prior to permit issuance.

There will be a \$250 administrative fee due for any permit modification requests submitted subsequent to the issuance of the permit plus any applicable review fees.

Legal Fees:

All legal fees incurred by Northern in connection with the project being permitted will be invoiced at this time.

Inspection/Usage Fees:

The invoice referenced above will also include a minimum inspection fee of \$250 or 3% of the Engineer's Cost Estimate for construction, whichever is greater. The cost estimate is to be based on Northern permitted activities and affected facilities. This fee will cover Northern's cost to inspect permitted activities, attend project meetings and deal with any other miscellaneous items that come up before the permit is closed. Please note that the Permittee is required to submit a signed and sealed cost estimate from their Engineer of Record with the initial submittal. When the permit is complete and has been closed by Northern, all remaining inspection fees will be returned to the Permittee. Please allow 4 to 6 weeks from the time of closure for delivery of the check.

• Under Section 373.414(17), F.S.....	\$ 1,125
General Permit Verification (f/k/a Noticed General Permit).....	\$ 250
Exemption Verification.....	\$ 100
Use of Electronic Certification System.....	\$ 0

Proprietary Authorization (SLERP). Link to FDEP (<http://www.dep.state.fl.us/legal/Rules/rulelist.htm>),

Chapter 18-21:

- Consent of Use
- Lease
- Easement

Fee Reductions

- Applications by entity qualifying under Section 218.075, F.S. (where fee > \$100).....\$ 100
- Applications submitted by U.S. Department of Defense.....\$ 0
- Applications withdrawn and resubmitted within 365 days, any fee paid is applied toward resubmitted application.

Lake Okeechobee Drainage Basin Works of the District Permits

Individual Permit.....	\$ 150
Notice of Intent for a General Permit.....	\$ 100

Everglades Agricultural Area (EAA) Basin Works of the District Permits

Individual EAA Permit

- New Individual Permit.....\$ 1,880
(plus \$1.50/acre for each acre over 320 acres, maximum fee \$30,000)
- Renewal Individual Permit (with or without modifications).....\$ 1,560
(plus \$0.25/acre for each acre over 320 acres, maximum fee \$5,000)
- Modification of an existing Individual Permit.....\$ 1,880
- Letter Modification of an existing Individual Permit.....\$ 500
- Admin Info Update to an existing Individual Permit.....No Fee
- Transfer (ownership) of an existing Individual Permit.....\$ 200

Master EAA Permit

- New Master Permit.....\$ 1,880
(plus \$1.50/acre for each acre over 320 acres, maximum fee \$750,000)
- Renewal Master Permit (with or without modifications).....\$ 1,680
(plus \$0.25/acre for each acre over 320 acres, maximum fee \$150,000)
- Modification of an existing Master Permit.....\$ 1,880
- Letter Modification of an existing Master Permit.....\$ 500
- Admin Info Update to an existing Master Permit.....No Fee
- Transfer (ownership) of an existing Master Permit.....\$ 500

8/7/2016

Date: 2025-04-30

FJ
8-5-2025

Project No: 2024502
Project Title: Prosperity Farms Road from 800' N. of Northlake Blvd. to Donald Ross Road
Consultant: HSQ Group, LLC
Subconsultant Name: ASA Consultants, Inc.

SCOPE OF SERVICES

Description: Prosperity Farms Road from 800' N. of Northlake Blvd. to Donald Ross Road
County: Palm Beach County

SCOPE:

Perform structural analysis and design for the following:

- New mast arm traffic signals at the following intersections:
 1. Burns Road
 2. RCA Boulevard

- Replacement of the existing span wire traffic signals at the following locations; performing structural analysis and design of the new proposed system.
 1. Lighthouse Drive
 2. Allamanda Drive
 3. Gardens Parkway
 4. Lone Pine Road-

- Replacement of the guardrail attachments at all the bridges and culverts to conform to the current standards.
- Design of the barrier required for the pedestrian drop off is the southwest corner of RCA Boulevard & Prosperity Farms Road.
- Design & detail of the bullet railing in the east side of the bridge over Frenchman's Creek.

ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT

Name of Project:
County:
FPN:
FAP No.:

Prosperity Farms Road from 800' N. of Northlake Blvd. to Donald Ross Road
Palm Beach
999999-1-32-01
54321

Consultant name
Date
Estimator

ASA Consultants
7/31/2025
SSADOUGH

Staff Classification	Total Staff Hours From "SH Summary Firm"	Chief Engineer 1		Sr Engineer 2		Engineer 2		Engineer 1		Sr. Designer		Eng. Technician		CADD Technician		Designer		SH	Salary		Average
		By Activity	Rate	By Activity	Rate	By Activity	Rate	By Activity	Rate	By Activity	Rate	By Activity	Rate	By Activity	Rate	By Activity	Rate		By Activity	Rate	
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	72	✓	\$92.00	✓	\$75.33	✓	\$68.00	✓	\$54.00	✓	\$45.00	✓	\$34.00	✓	\$30.00	✓	\$30.00	✓	72	✓	\$61.54
12. Structures - Short Span Concrete Bridge	136	✓		✓		✓		✓		✓		✓		✓		✓		✓	136	✓	\$58.28
18. Structures - Miscellaneous	170	✓		✓		✓		✓		✓		✓		✓		✓		✓	170	✓	\$59.18
Total Staff Hours	378	✓		✓		✓		✓		✓		✓		✓		✓		✓	378	✓	
Total Staff Cost		✓	\$3,496.00	✓	\$7,156.35	✓	\$3,876.00	✓	\$2,052.00	✓	\$3,690.00	✓	\$918.00	✓	\$1,230.00	✓	\$0.00	✓		✓	\$59.31

1. This sheet to be used by Subconsultant to calculate its fee.

SALARY RELATED COSTS:

EXPENSES:

SUBTOTAL ESTIMATED FEE:

Survey (Field)

Geotechnical Field and Lab Testing

SUBTOTAL ESTIMATED FEE:

Optional Services

GRAND TOTAL ESTIMATED FEE:

Contract Multiplier

Subtotal Basic Services

Contract Multiplier	✓	3.00
Subtotal Basic Services	✓	\$67,255.05

Project Activity 9: Structures Summary and Miscellaneous Tasks and Drawings

Task No.	Task	Units	No. of Units	Hours per Unit	Total	Comments
9.11	Field Reviews	LS	1	12	✓ 12	
9.12	Technical Meetings	LS	1	6	✓ 6	Meetings are listed below
9.13	Quality Assurance/Quality Control	LS	%	5%	✓ 15	5% of total hours for QC
9.14	Independent Peer Review	LS	1	0	✓ 0	
9.15	Supervision	LS	%	5%	✓ 15	5% of Total hours for Supervision
Structures Nontechnical Subtotal					✓ 48	
9.16	Coordination	LS	1	24	✓ 24	Coordination efforts: Geotech; Roadway & Signalization
9. Structures - Summary and Miscellaneous Tasks and Drawings					✓ 72	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting	Number
BDR Coordination/Review	EA	0	0	✓ 0			0
90/100% Comment Review	EA	0	0	✓ 0			0
Aesthetics Coordination	EA	0	0	✓ 0			0
Regulatory Agency	EA	0	0	✓ 0			0
Local Governments (cities, counties)	EA	0	0	✓ 0			0
Utility Companies	EA	0	0	✓ 0			0
Other Meetings	EA	0	0	✓ 0			0
Subtotal Technical Meetings				✓ 0			0
Progress Meetings (if required by FDOT)	EA	0	0	✓ 0	Attendance at Progress Meetings is manually entered on General		--
Phase Review Meetings	EA	2	3	✓ 6	Attendance at Phase Review Meetings is manually entered on General		--
Total Meetings				✓ 6	Total Project Manager Meetings (carries to Tab 3)		0

Carries to 9, 12

Carries to Tab 3

Project Activity 12: Structures- Short Span Concrete

Estimator:SSADOUGH

Prosperity Farms Road from 800' N. of Northlake Blvd. to Donald Ross Road

Task No.	Task	Units	No. of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
General Layout Design and Plans							
12.1	Overall Bridge Final Geometry	LS	1	16		✓ 16	bridge over Frenchman's Creek to find the limits of the required bullet railing
12.2	Expansion/Contraction Analysis	EA Unit	0	0		✓ 0	
12.3	General Plan and Elevation	Sheet	1	24	1	✓ 24	bridge over Frenchman's Creek to show the addition of the bullet railing
12.4	Construction Staging	Sheet	0	0	0	✓ 0	
12.5	Approach Slab Plan and Details	Sheet	0	0	0	✓ 0	
12.6	Miscellaneous Details	Sheet	3	32	3	✓ 96	Replacement of the guardrail attachments at all the bridges and culverts to conform to the current standards Design of the barrier required for the pedestrian drop off is the southwest corner of RCA Boulevard & Prosperity Farms Road Design & detail of the bullet railing in the east side of the bridge over Frenchman's Creek
End Bent Design and Plans							
12.7	End Bent Geometry	A End Bent	0	0		✓ 0	
12.8	End Bent Structural Design	EA Design	0	0		✓ 0	
12.9	End Bent Plan and Elevation	Sheet	0	0	0	✓ 0	
12.10	End Bent Details	Sheet	0	0	0	✓ 0	
Intermediate Bent Design and Plans							
12.11	Bent Geometry	EA Bent	0	0		✓ 0	
12.12	Bent Stability Analysis	EA Analysis	0	0		✓ 0	
12.13	Bent Structural Design	EA Design	0	0		✓ 0	
12.14	Bent Plan and Elevation	Sheet	0	0	0	✓ 0	
12.15	Bent Details	Sheet	0	0	0	✓ 0	

Project Activity 12: Structures- Short Span Concrete

Task No.	Task	Units	No. of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
Miscellaneous Substructure Design and Plans							
12.16	Foundation Layout	Sheet	0	0	0	✓ 0	
Miscellaneous Superstructure Design and Plans							
12.17	Finish Grade Elevation Calculation	LS	1	0		✓ 0	
12.18	Finish Grade Elevations	Sheet	0	0	0	✓ 0	
Cast-In-Place Slab Bridges							
12.19	Bridge Deck Design	EA Unit	0	0		✓ 0	
12.20	Superstructure Plan	Sheet	0	0	0	✓ 0	
12.21	Superstructure Sections and Details	Sheet	0	0	0	✓ 0	
Prestressed Slab Unit Bridges							
12.22	Prestressed Slab Unit Design	EA Design	0	0		✓ 0	
12.23	Prestressed Slab Unit Layout	Sheet	0	0	0	✓ 0	
12.24	Prestressed Slab Unit Details and Schedule	Sheet	0	0	0	✓ 0	
12.25	Deck Topping Reinforcing Layout	Sheet	0	0	0	✓ 0	
12.26	Superstructure Sections and Details	Sheet	0	0	0	✓ 0	
Reinforcing Bar List							
12.27	Preparation of Reinforcing Bar List	Sheet	0	0	0	✓ 0	
Load Rating							
12.28	Load Ratings	EA Unit	0	0		✓ 0	
12. Structures - Short Span Concrete Bridge Total					✓ 4	✓ 136	

Project Activity 18: Miscellaneous Structures

Estimator:SSADDOUGH

Prosperity Farms Road from 800' N. of Northlake Blvd. to Donald Ross Road

Task No.	Task	Unit	No. of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
Concrete Box Culvert							
18.1	Concrete Box Culverts	EA	0	0		✓ 0	
18.2	Concrete Box Culverts Extensions	EA Extension	0	0		✓ 0	
18.3	Concrete Box Culvert Data Table Plan Sheets	Sheet	0	0	0	✓ 0	
18.4	Concrete Box Culvert Special Details Plan Sheets	Sheet	0	0	0	✓ 0	
Strain Poles							
18.5	Steel Strain Poles	Initial Config	0	0		✓ 0	
		EA Add'l Config	0	0		✓ 0	
		Initial Config	0	0		✓ 0	
18.6	Concrete Strain Poles	EA Add'l Config	0	0		✓ 0	
		Initial Config	0	0		✓ 0	
18.7	Strain Pole Data Table Plan Sheets	Sheet	0	0	0	✓ 0	
18.8	Strain Pole Special Details Plan Sheets	Sheet	0	0	0	✓ 0	
Mast Arms							
18.9	Mast Arms	EA Design	16	10		✓ 160	New Mast Arms at intersections: Burns Rd, RCA Blvd, Lighthouse Dr, Allamanda Dr, Gardens Parkway & Lone Pine Rd
18.10	Mast Arms Data Table Plan Sheets	Sheet	2	5	2	✓ 10	
18.11	Mast Arm Special Details Plan Sheets	Sheet	0	0	0	✓ 0	
Overhead/Cantilever Sign Structures							
18.12	Cantilever Sign Structures	EA Design	0	0		✓ 0	
18.13	Overhead Span Sign Structures	EA Design	0	18		✓ 0	
18.14	Special (Long Span) Overhead Span Sign Structures	EA Design	0	0		✓ 0	
18.15	Monotube Overhead Sign Structure	EA Design	0	0		✓ 0	
18.16	Bridge Mounted Signs (Attached to Superstr.)	EA Design	0	0		✓ 0	
18.17	Overhead and Cantilever Sign Structures Data Table Plan Sheets	Sheet	0	6	0	✓ 0	
18.18	Overhead and Cantilever Sign Structures Special Details Plan Sheets	Sheet	0	0	0	✓ 0	

Project Activity 18: Miscellaneous Structures

High Mast Lighting					
18.19	Non-Standard High Mast Lighting Structures	EA Design	0	0	✓ 0
18.20	High Mast Lighting Special Details Plan Sheets	Sheet	0	0	✓ 0
Noise Barrier Walls (Ground Mount)					
18.21	Horizontal Wall Geometry	EA Wall	0	0	✓ 0
18.22	Vertical Wall Geometry	EA Wall	0	0	✓ 0
18.23	Summary of Quantities - Aesthetic Requirements	Sheet	0	0	✓ 0
18.24	Control Drawings	Sheet	0	0	✓ 0
18.25	Design of Noise Barrier Walls Covered by Standards	EA Design	0	0	✓ 0
18.26	Design of Noise Barrier Walls Not Covered by Standards	EA Design	0	0	✓ 0
18.27	Aesthetic Details	LS	1	0	✓ 0
Special Structures					
18.28	Fender System	LS	1	0	✓ 0
18.29	Fender System Access	LS	1	0	✓ 0
18.30	Special Structures	LS	1	0	✓ 0
18.31	Other Structures	LS	1	0	✓ 0
Ancillary Structures Report					
18.32	Condition Evaluation of Signal and Sign Structures, and High Mast Light Poles	EA structure	0	0	✓ 0
18.33	Condition Evaluation of Signal and Sign Structures, and High Mast Light Poles (No As built or Design Plans Available)	EA structure	0	0	✓ 0
18.34	Analytical Evaluation of Signal and Sign Structures, and High Mast Light Poles	EA structure	0	0	✓ 0
18.35	Ancillary Structures Report	LS	1	0	✓ 0
18. Structures - Miscellaneous Total					2 ✓ 170

July 31, 2025

SCOPE OF SERVICES SIGNALIZATION AND LIGHTING

Prosperity Farms Road from 800' N. of Northlake Boulevard to Donald Ross Road
Estimated 5 Miles, Bike Lanes
County Project No. 2024502

FJ
8-5-2025

1.0 BACKGROUND:

HSQ and GOAL Associates Inc. (Consultant) was retained by the Palm Beach County to provide design services for Prosperity Farms Road from 800' N. of Northlake Boulevard to Donald Ross Road, estimated 5 Miles, Bike Lanes, County Project No. 2024502.

2.0 PURPOSE:

The principal purpose of this project is to provide bike lanes for the corridor. Scope also includes the Signalization design of Six (6) Intersections.

3.0 SCOPE OF DESIGN FOR SIGNALIZATION AND LIGHTING:

Design services for the preparation of traffic signalization plans will be provided. All signalized intersections within the project limits are to be upgraded with new controller cabinets, power service points, illuminated signs, pedestrian features per Palm Beach County (PBC) requirements. The following existing traffic signals will be removed and replaced with Mast Arm Poles traffic signals at the following Five (5) intersections:

1. Burns Road
2. RCA Boulevard
3. Lighthouse Drive
4. Allamanda Drive East
5. Lone Pine Road

At the intersection of Prosperity Farms Road and Gardens Parkway, there are existing mast arm poles to be retained, however if impacted by project improvements, new mast arm poles will be proposed. Miscellaneous Traffic signal improvements to the existing signal at Gardens Parkway will be designed.

The existing school zone flasher at St Claire School will be upgraded to current solar power school zone warning flashers. Luminares will be provided on signal mast arms unless conflicts with overhead utilities prohibit the installation of luminares. No structural analysis for signals shall begin prior to getting approval from Traffic of the proposed pole locations.

For all intersections signalization improvements will include the design of pedestrian push buttons, installation of flexible backplates, and the installation of flashing yellow arrow assemblies.

SIGNALIZATION ANALYSIS AND PLANS-BASIC

CADD format will follow PBC standards & Layout as shown in PBC Typical. CADD layers to be followed.

SIGNALIZATION ANALYSIS AND PLANS-OPTIONAL

- To prepare As Built signalization plans per PBC format to include Signalization plans CADD files and signalization plans layouts for all Six (6) signalized intersections, One(1) school zone flasher. The AS Built plans should reflect the existing field conditions of the entire intersection when construction is complete. Preparation of spec package for all the signal plans component.

The Consultant will complete all necessary signalization analysis for the successful completion of this project including:

- Prepare signalization analysis to upgrade pedestrian signals at the signalized intersections to meet Palm Beach County Signalization Design Standards, Florida Department of Transportation (FDOT), Manual on Uniform Traffic Control Devices (MUTCD) and Americans with Disability Act (ADA) requirements.
- Prepare signalization plans to provide the necessary upgrades,
- Prepare notes, pay items, and detail for the signalization plans, and
- Perform digital delivery for the signalization plan set.
- The project quantities will be completed and placed in the Summary of Quantities sheets and the construction cost estimates will be prepared and updated per project submittal.

4.0 PROJECT COMMON AND PROJECT GENERAL TASKS:

The Consultant will attend all technical and other project-related meetings. The contract maintenance will be provided throughout the duration of the contract, and the project will be submitted in digital format via digital delivery.

5.0 CONSULTANT RESPONSIBILITIES:

The Consultant's responsibilities remain the same as in the Original Agreement and any Supplemental Amendments to date shall remain the same.

ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT

Name of Project:
County:
FPN:
FAP No.:

PROSPERITY FARMS ROAD FROM 800' OF NORTHLAKE BLVD. TO DONALD ROSS RD.
Palm Beach

Owner: GOAL ASSOCIATES
Consultant No.: 2024502
Date: 8/5/2025

Estimator: Amazia Kiboko, PE

Staff Classification	Total Staff Hours From "SH Summary Firm"	Chief Engineer 2	Senior Engineer 2	Sr Engineer 1	Senior Designer	SH		Salary Cost By Activity	Average Rate Per Task
						By	Activity		
21. Signalization Analysis	✓ 383	✓ \$93.00	✓ \$85.00	✓ \$78.00	✓ \$37.33		✓ 383	✓ \$25,413.49	✓ \$66.35
22. Signalization Plans	✓ 103	5	57	0	153		✓ 103	✓ \$6,840.53	✓ \$66.42
Total Staff Hours	✓ 486	✓ 24	✓ 268	✓ 0	✓ 194		✓ 486		
Total Staff Cost		✓ \$2,232.00	✓ \$22,780.00	✓ \$0.00	✓ \$7,242.02			✓ \$32,254.02	✓ \$66.36

SALARY RELATED COSTS (MULTIPLIER = 3.0):		Check =	\$96,762.06
MULTIPLIER:		✓	3.0
SUBTOTAL ESTIMATED FEE:		✓	\$96,762.06
Survey (Fid 0 4-pers \$ - / day			\$0.00
Geotechnical Field and Lab Testing			\$0.00
SUBTOTAL ESTIMATED FEE:		✓	\$96,762.06
GRAND TOTAL ESTIMATED FEE:		✓	\$96,762.06

Project Activity 21: Signalization Analysis

Estimator: Amazia Kiboko, PE (Goal Associates, Inc.)

PROSPERITY FARMS ROAD FROM 800' OF NORTHLAKE BLVD. TO DONALD ROSS RD.

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
21.1	Traffic Data Collection	LS	0	0	✓ 0	
21.2	Traffic Data Analysis	PI	0	0	✓ 0	
21.3	Signal Warrant Study	LS	0	0	✓ 0	
21.4	System Timings	LS	0	0	✓ 0	
21.5	Reference and Master Signalization Design File	LS	1	250	✓ 250	The existing traffic signals will be removed and replaced with Mast Arm Poles traffic signals at the following Five (5) Intersections: 1. Burns Road 2. RCA Boulevard 3. Lighthouse Drive 4. Allamanda Drive East 5. Lone Pine Road 40 hours for each intersection to be upgraded to mast arms and 25 hours each at Gardens Parkway and for school zone flasher. 40 X 5 = 200 + 25 + 25 = 250 Total Hrs
21.6	Reference and Master Interconnect Communication Design File	LS	1	12	✓ 12	Using Mid Upper: 8 hrs set up + 4 hrs = 12 hrs
21.7	Overhead Street Name Sign Design	EA	6	2	✓ 12	Includes effort to evaluate overhead street name sign, lettering, description, street block numbers, and information to develop the layout of a sign. 1. Burns Road 2. RCA Boulevard 3. Lighthouse Drive 4. Allamanda Drive East 5. Lone Pine Road Total Street Name Signs = Five (5) + (1) Prosperity Farm Rd = Six (6)
21.8	Pole Elevation Analysis	LS	1	6	✓ 6	2 hrs 1st intersection + 1 hr (4 intersection) = 6 hrs
21.9	Traffic Signal Operation Report	LS	0	0	✓ 0	n/a
21.10	Signalization Quantities	Signalized Intersections	6	4	✓ 24	Use Six (6) signalized intersections
21.11	Cost Estimate	LS	1	16	✓ 16	1 LRE @ 4 hrs +3 EE @ 4 hrs = 16 hrs
21.12	Technical Special Provisions and Modified Special Provisions	LS	1	0	✓ 0	
21.13	Other Signalization Analysis	LS	0	0	✓ 0	
Signalization Analysis Technical Subtotal					✓ 320	

Project Activity 21: Signalization Analysis

21.14	Field Reviews	LS	1	32	✓ 32	2 field reviews * 2 people * 8 hrs = 32 hrs
21.15	Technical Meetings	LS	1	15	✓ 15	Meetings are listed below
21.16	Quality Assurance/Quality Control	LS	%	5%	✓ 16	
21.17	Independent Peer Review	LS	%	0%	✓ 0	n/a
21.18	Supervision	LS	%	0%	✓ 0	
Signalization Analysis Nontechnical Subtotal						✓ 63
21.19	Coordination	LS	%	0%	✓ 0	
21. Signalization Analysis Total						✓ 383

Technical Meetings		Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
FDOT Traffic Operations		EA	0	0	✓ 0			0
FDOT Traffic Design		EA	0	0	✓ 0			0
Power Company (service point coordination)		EA	2	1	✓ 2			0
Maintaining Agency (cities, counties)		EA	2	1	✓ 2			0
Railroads		EA	0		✓ 0			0
Other Meetings		EA	0		✓ 0			0
Subtotal Technical Meetings					✓ 4		Subtotal Project Manager Meetings	✓ 0
Progress Meetings (if required by FDOT)		EA	0	0	✓ 0	PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings		EA	0	0	✓ 0	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
Total Meetings					✓ 4	Total Project Manager Meetings (carries to Tab 3)		✓ 0

Carries to 21.15

Carries to Tab 3

Estimator: Amazia Kiboko, PE (Goal Associates, Inc.)										22: Signalization Plans Staff Hours										PROSPERITY FARMS ROAD FROM BOT OF NORTH LAKE BLVD TO DONALD ROSS RD									
Representing										Print Name										Signature / Date									
FDOT District																													
Consultant Name										Amazia Kiboko, PE (Goal Associates)																			
NOTE: Signature Block is optional per District Preference																													
Task No.	Task	Project Parameter			Staff Hours			Documentation																					
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.																				
What is the overall project complexity? (See Signalization Guidelines)																													
22.1	Key Sheet		1	Upper	4	0	4	✓	4																				
	Signature Sheet		1		2	0	2	✓	2																				
22.2	General Notes/Pay Item Notes		1	Complex	12	0	12	✓	12																				
22.3	Signalization Plan Sheets	Signalized Intersections	7	Upper	42	0	56	✓	56																				
22.4	Interconnect Plan Sheets	Length (Miles)	0.00	Upper	0	0	0	✓	0																				
		Sites (Loop Detect.)	0		0	0	0	✓	0																				
22.5	Traffic Monitoring Site	Sites (Other Detect.)	0		0	0	0	✓	0																				
22.6	Guide Sign Data	Sign Panel	0		0	0	0	✓	0																				
			0	Simple	0	0	0	✓	0																				
22.7	Special Details	Details	4	Standard	8	0	0	✓	0																				
			0	Complex	0	0	0	✓	0																				
22.8	Service Point Details	Service Point	0	Simple	0	0	0	✓	0																				
			0	Standard	0	0	0	✓	0																				
22.9	Mast Arm / Monolube Data	Signal Arm	40	Single Mast Arm	40	0	8	✓	8																				
			0	Double Mast Arm	0	0	0	✓	0																				
22.10	Strain Pole Schedule	Span	0		0	0	0	✓	0																				
		Intersections w/o ped signal	0	Upper	0	0	0	✓	0																				
22.11	TTCP Signal	Intersections with ped signal	0	Upper	0	0	0	✓	0																				
22.12	Temporary Detection Sheet	Intersections	4		16	0	16	✓	16																				
Signalization Plans Technical Hours Subtotal										124	0	98	✓	98															
20.13	Quality Assurance/Quality Control	%	1	5%	7	0	5	✓	5																				
20.14	Supervision	%	0	5%	0	0	0	✓	0																				
Signalization Plans Total										131	0	103	✓	103															

Project Activity 21: Signalization Analysis

Estimator: Amazia Kiboko, PE (Goal Associates, Inc.)

PROSPERITY FARMS ROAD FROM 800' OF NORTHLAKE BLVD. TO DONALD ROSS RD.

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
21.1	Traffic Data Collection	LS	0	0	✓ 0	
21.2	Traffic Data Analysis	PI	0	0	✓ 0	
21.3	Signal Warrant Study	LS	0	0	✓ 0	
21.4	System Timings	LS	0	0	✓ 0	
21.5	Reference and Master Signalization Design File	PI	0	0	✓ 0	
21.6	Reference and Master Interconnect Communication Design File	LS	0	0	✓ 0	
21.7	Overhead Street Name Sign Design	EA	0	0	✓ 0	
21.8	Pole Elevation Analysis	LS	0	0	✓ 0	
21.9	Traffic Signal Operation Report	LS	0	0	✓ 0	
21.10	Signalization Quantities for EQ Report	Signalized Intersections	0	Calculated Hours 0	✓ 0	
21.11	Cost Estimate	LS	0	0	✓ 0	
21.12	Technical Special Provisions and Modified Special Provisions	LS	0	0	✓ 0	
21.13	Other Signalization Analysis	LS	1	124	✓ 124	OPTIONAL SERVICES: To prepare As Built signalization plans per PBC CADD standard and layout for all Six (6) signalized intersections, 1 school zone flasher, and for midblock if warranted, prepare spec.package for the signal component, etc...broken down by each tasks . Add 16 Hrs AS BUILT per intersection = 5 X 16 = 80 Hrs; Add 20 Hrs for Midblock ; Add 24 Hrs for Spec Package. Total Hous 80 +20 + 24 = 124 Hrs
Signalization Analysis Technical Subtotal						✓ 124
21.14	Field Reviews	LS	0	0	✓ 0	
21.15	Technical Meetings	LS	0	0	✓ 0	Meetings are listed below
21.16	Quality Assurance/Quality Control	LS	%	0%	✓ 0	
21.17	Independent Peer Review	LS	%	0%	✓ 0	n/a
21.18	Supervision	LS	%	0%	✓ 0	
Signalization Analysis Nontechnical Subtotal						✓ 0



REVISED April 30, 2025
REVISED March 10, 2025
REVISED February 4, 2025
REVISED January 13, 2025
December 27, 2024

HSQ GROUP, LLC
1001 Yamato Road, Suite 105
Boca Raton, Florida 33431

Attention: Mr. Nour Shehadeh, P.E.

Re: Scope of Services for Geotechnical Engineering Services
**Prosperity Farms Road from 800' N of Northlake Boulevard
to Donald Ross Road, Estimated 5 Miles, Bike Lanes**
Palm Beach County, Florida
PACIFICA Proposal No.: 610-120110243
PBC Project No.: 2024502

Dear Mr. Shehadeh:

In accordance with your email and site map provided by **HSQ GROUP, Pacifica Engineering Services, LLC (PACIFICA)**, is pleased to submit this scope of services to perform a subsurface exploration program for the above-referenced project. Included herein is our understanding of the proposed development along with a scope of services, cost estimates, and anticipated schedules.

We understand that plans for this project include the construction of new mast arms at five different intersections; Prosperity Farms Road and its intersection with Burns Road, RCA Boulevard, Lighthouse Drive, Allamanda Drive East and Lone Pine Road in Palm Beach Gardens, Florida. We also understand that Prosperity Farms Road is planned to be widened on either side from its intersection with Burns Road to its intersection with Donald Ross Road (approximately 3.6 miles in total).

GEOTECHNICAL SCOPE OF SERVICES

Based on the requested scope and locations, PACIFICA proposes to perform the following geotechnical field services:

Basic Services

- eighty-four (84) roadway Standard Penetration Test (SPT) borings to a depth of 10 feet as shown in the location plan.
- ten (10) SPT borings to a depth of 25 feet at diagonal corners of the intersections with Burn Road, RCA Boulevard, Lighthouse Drive, Allamanda Drive East and Lone Pine Road; and
- two (2) percolation tests in accordance with SFWMD procedures located between Inland Cove Road and the Frenchman's Creek bridge.

The SPT borings will be performed with truck-mounted machinery using rotary drilling procedures. Samples of the in-place materials will be recovered with a standard split barrel driven with a 140-pound hammer falling 30 inches (the Standard Penetration Test in accordance with ASTM D1586). After completion of drilling, all boreholes will be grouted, asphalt cold patch applied not in the wheel path, where needed, and the site generally cleaned, as required.

Underground utility clearance will be required prior to the commencement of the geotechnical field exploration. Therefore, PACIFICA will contact "Sunshine One-Call" Service to obtain underground public utility clearance. PACIFICA understands that private utilities will be marked by others prior to each mobilization.

Due to the proximity of the boring locations to the roadway, lane closures and Maintenance of Traffic (MOT) will be needed to perform some of the geotechnical scope of work. PACIFICA will submit MOT plans with an estimated schedule in accordance with FDOT standards for **HSQ Group LLC** for approval prior to the start of fieldwork. PACIFICA will use FDOT Maintenance of Traffic (MOT) Plans Design Standards Index Series 600 when developing MOT plans.

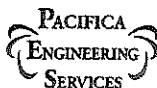
GEOTECHNICAL REPORT DELIVERABLES

After the geotechnical field exploration is completed, a geotechnical engineer will review the soil samples and select samples will be tested for physical properties such as gradation, moisture content and organic content, if deemed necessary. The results of the geotechnical exploration will be transmitted in a report which will specifically contain the information listed below:

1. a location plan of the site showing the location of the soil borings and percolation tests;
2. logs of the exploratory borings, which furnish the results of the borings and SPT sampling;
3. results of the percolation tests including hydraulic conductivity value "k";
4. the existence of organic soils or any other soil conditions;
5. groundwater readings during the time of the field exploration;
6. on-site soil suitability;
7. recommendations for the preparation of the subgrade / paving recommendations; and
8. soil parameters for mast arms.

GEOTECHNICAL SCHEDULE

Our study can begin one day after we receive authorization to proceed. We will start drilling after public underground utilities have been located and identified, which may take 2-4 business days. The geotechnical field exploration should be completed in ten to twelve business days. Laboratory testing should be completed within one to two weeks following final field demobilization. The written report of the subsurface exploration will be available within two weeks following the completion of final laboratory testing. We estimate that our study will be completed within 5 weeks from your notice to proceed.



COST BREAKDOWN THE LINK

30-Apr-25

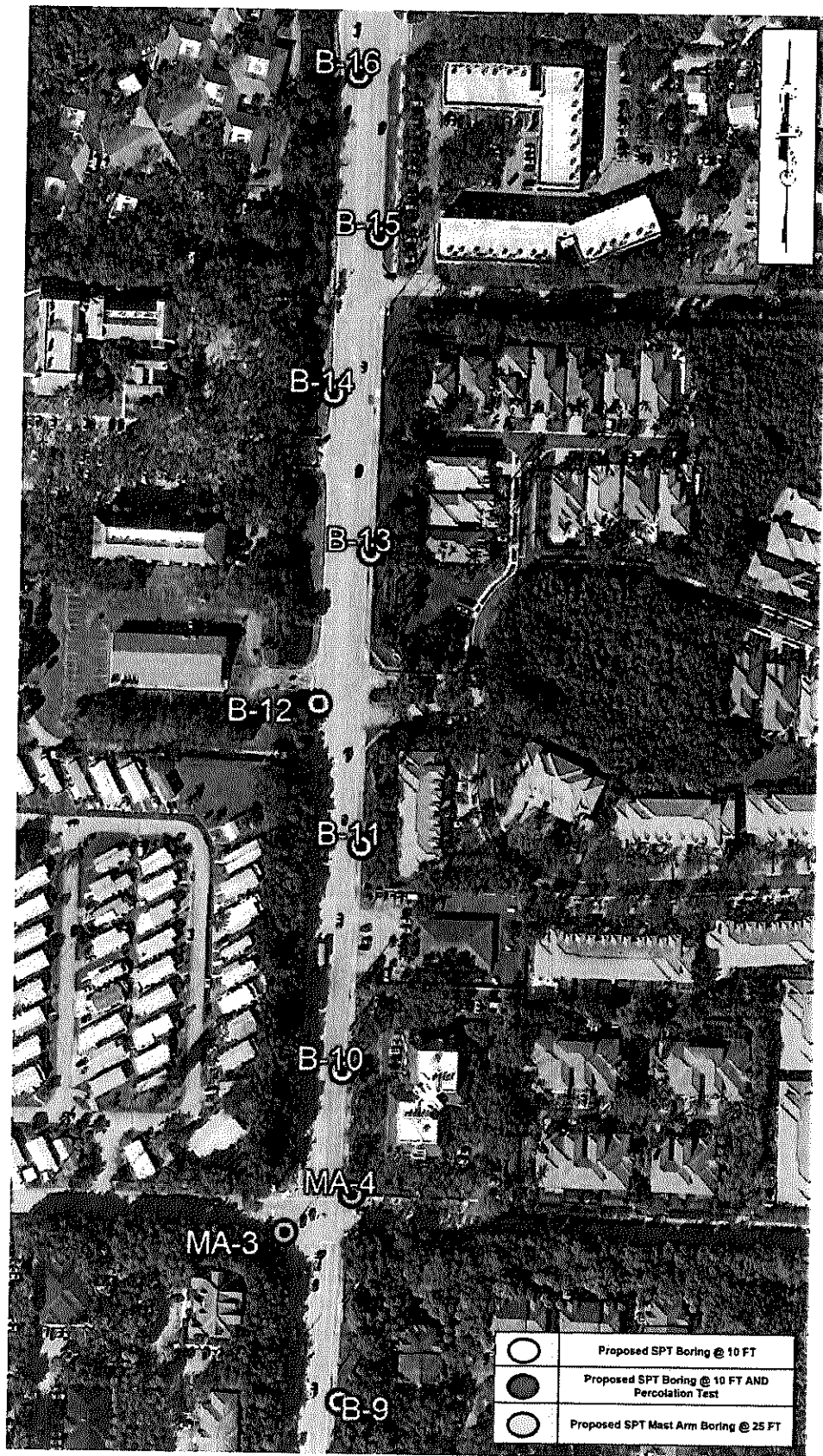
DESCRIPTION	UNIT	# OF UNITS	UNIT RATE	TOTAL
I. FIELD EXPLORATIONS				
Mobilization of Drill Equipment	each	5.0	✓ \$420.00	✓ \$2,100.00
Soil Test Borings with Truck Mounted Rig (ASTM D-1586) - 0 to 50 Feet	feet	1090.0	✓ \$16.00	✓ \$17,440.00
Casing (3 in) - Truck Mounted Rig - 0 to 50 feet	feet	250.0	✓ \$9.80	✓ \$2,450.00
Grout - Truck Mounted Rig - 0 to 50 feet	feet	1090.0	✓ \$6.40	✓ \$6,976.00
Percolation Test per SFVMD	each	2.0	✓ \$390.00	✓ \$780.00
Engineering Technician (Site Reconnaissance, Boring Layout and Underground Utility Clearance) (Raw Rate: \$31*2.94)	hour	16.0	✓ \$91.14	✓ \$1,458.24
II. LABORATORY TESTING				
Organic Content Test	each	18.0	✓ \$55.00	✓ \$990.00
Natural Sample Moisture Content	each	23.0	✓ \$20.00	✓ \$460.00
Grain size determination: Full grain size (8 sieves)	each	23.0	✓ \$78.00	✓ \$1,794.00
Grain size determination: Wash through (#200)	each	18.0	✓ \$60.00	✓ \$1,080.00
III. ENGINEERING SERVICES				
Principal Engineer, P.E. (Raw Rate: \$84.10*2.94)	hour	3.0	✓ \$247.25	✓ \$741.75
Senior Geotechnical Engineer (Raw Rate: \$69.3*2.94)	hour	15.0	✓ \$203.74	✓ \$3,056.10
Engineer, P.E. (Raw Rate: \$49.05*2.94)	hour	24.0	✓ \$144.21	✓ \$3,461.04
Drafter / CADD (Raw Rate: \$31.35*2.94)	hour	38.0	✓ \$92.17	✓ \$3,502.46
IV. REIMBURSABLES				
Maintenance of Traffic (MOT) including MOT Plan	day	1.0	✓ \$1,450.00	✓ \$1,450.00
MOT Plan and MOT Permitting	hour	12.0	✓ \$180.00	✓ \$2,160.00
Advance MOT Technician	hour	24.0	✓ \$99.99	✓ \$2,399.76
ESTIMATED GEOTECHNICAL FEE FOR THE PROJECT				✓ \$52,299.35



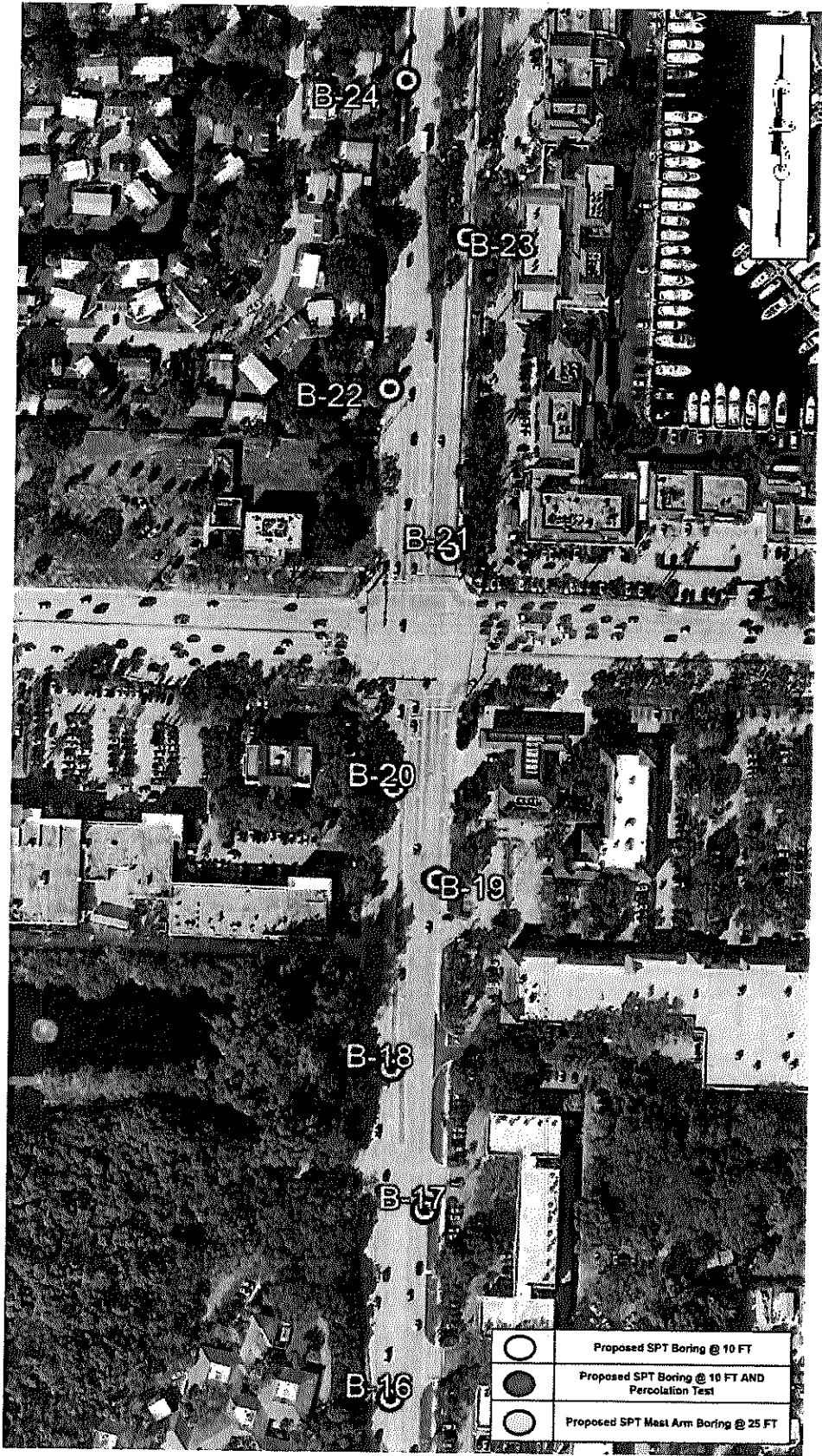
GEOTECHNICAL ENGINEERING SERVICES Prosperity Farms Road from 800' N of Northlake Boulevard to Donald Ross Palm Beach County, Florida		DATE: 01/13/2025	
		DRAWN: MR	
SHEET NO.: 1	PBC PROJ. NO: 2024502	CHKD: RV	



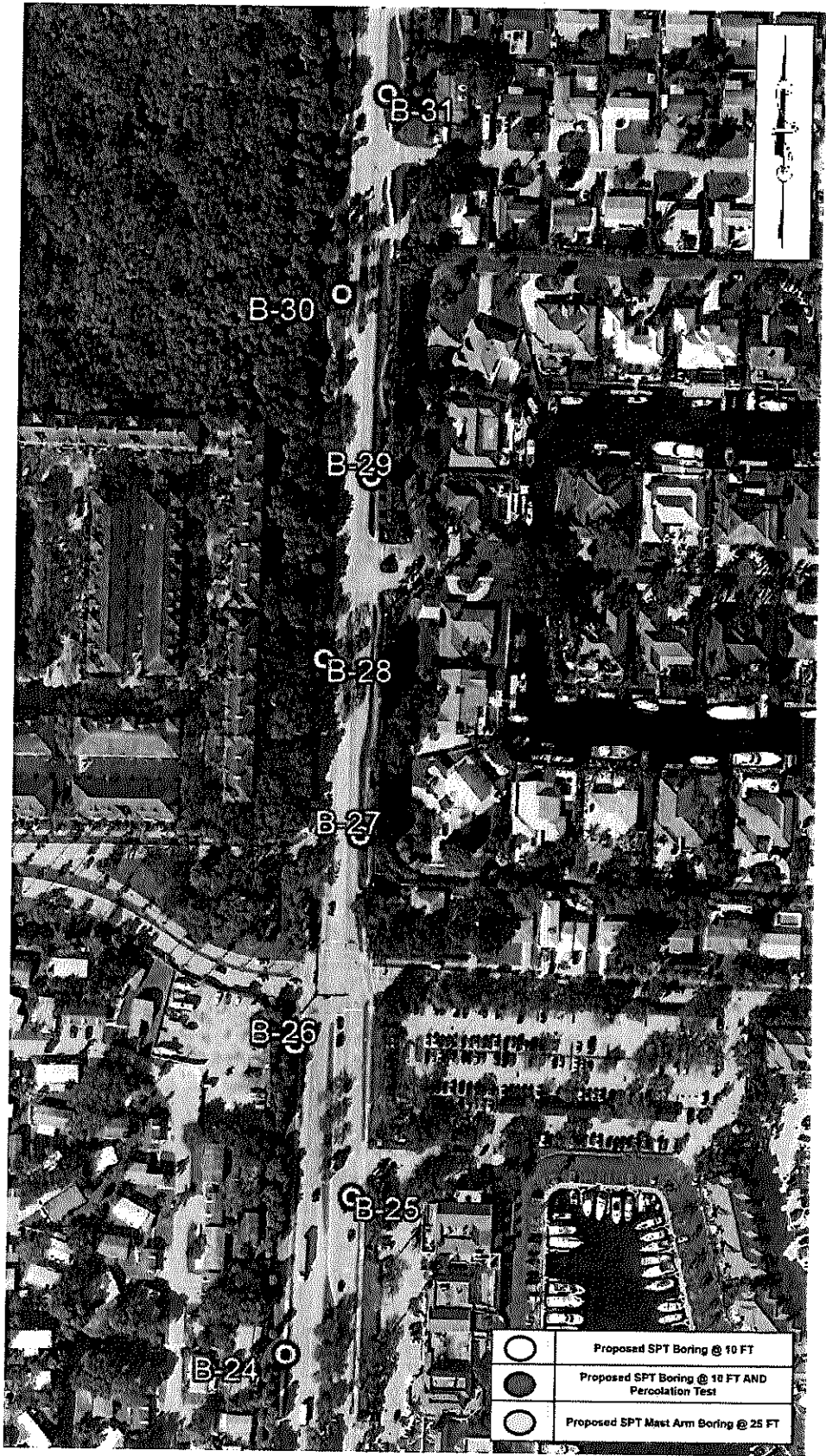
GEOTECHNICAL ENGINEERING SERVICES Prosperity Farms Road from 800' N of Northlake Boulevard to Donald Ross Palm Beach County, Florida		DATE: 01/13/2025	
		DRAWN: MR	
SHEET NO.: 2	PBC PROJ. NO: 2024502	CHKD: RV	



GEOTECHNICAL ENGINEERING SERVICES Prosperity Farms Road from 800' N of Northlake Boulevard to Donald Ross Palm Beach County, Florida		DATE: 01/13/2025	
		DRAWN: MR	
SHEET NO.: 3	PBC PROJ. NO: 2024502	CHKD: RV	



GEOTECHNICAL ENGINEERING SERVICES Prosperity Farms Road from 800' N of Northlake Boulevard to Donald Ross Palm Beach County, Florida		DATE: 01/13/2025	
		DRAWN: MR	
SHEET NO.: 4	PBC PROJ. NO: 2024502	CHKD: RV	



GEOTECHNICAL ENGINEERING SERVICES Prosperity Farms Road from 800' N of Northlake Boulevard to Donald Ross Palm Beach County, Florida		DATE: 01/13/2025	
		DRAWN: MR	
SHEET NO.: 5	PBC PROJ. NO: 2024502	CHKD: RV	



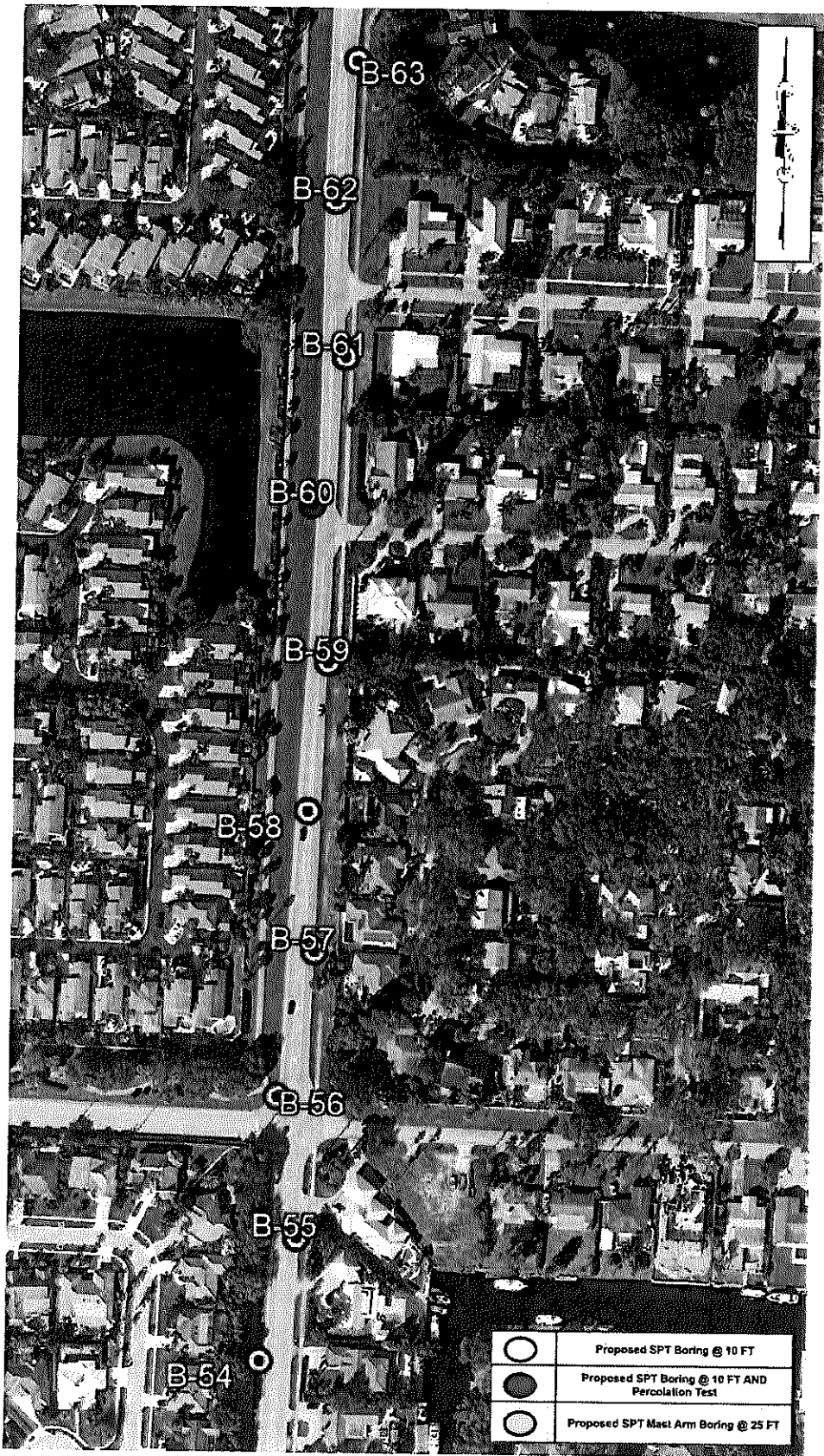
GEOTECHNICAL ENGINEERING SERVICES Prosperity Farms Road from 800' N of Northlake Boulevard to Donald Ross Palm Beach County, Florida		DATE: 01/13/2025	PACIFICA ENGINEERING SERVICES
		DRAWN: MR	
		CHKD: RV	
SHEET NO.: 6	PBC PROJ. NO: 2024502		



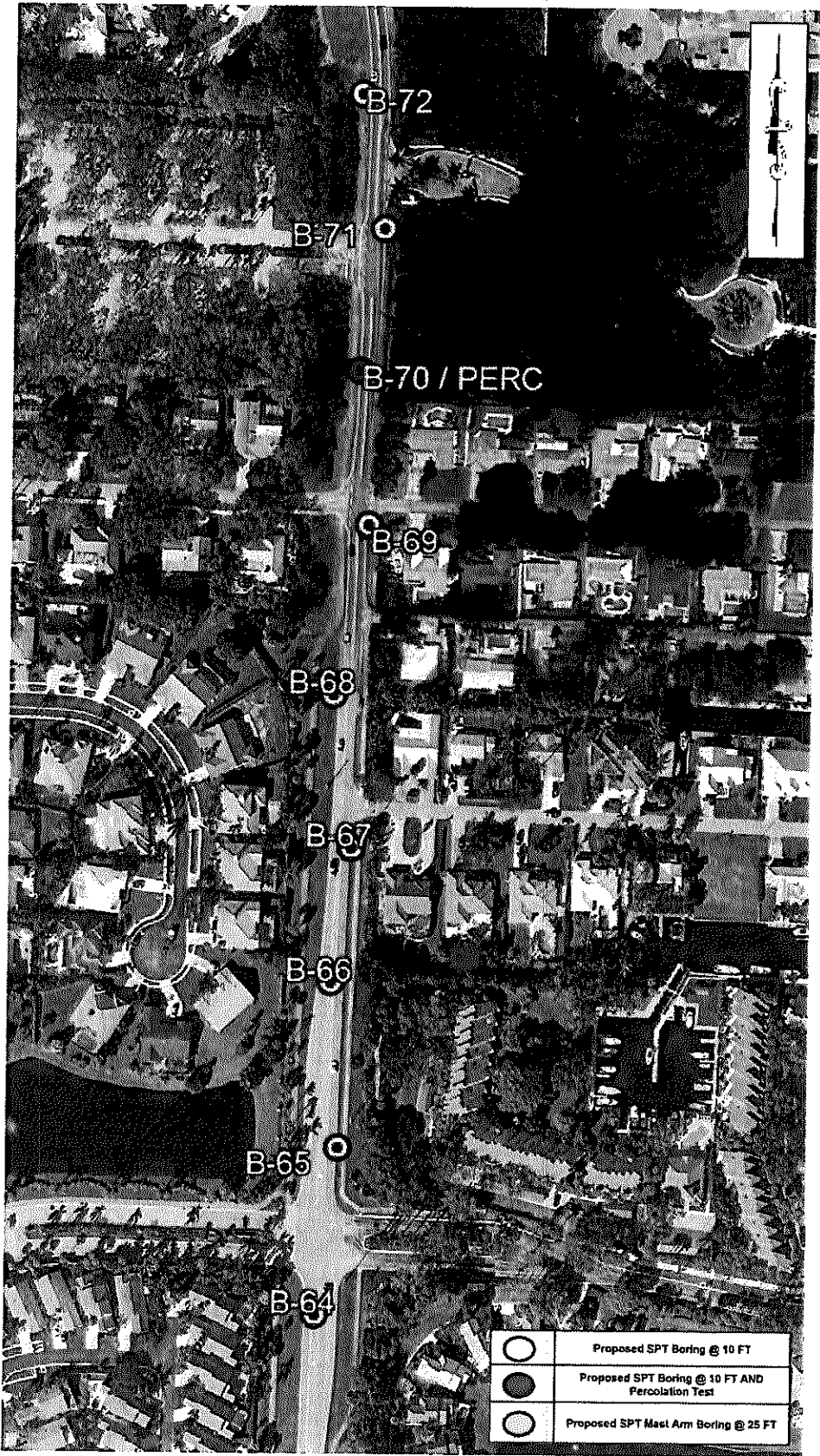
GEOTECHNICAL ENGINEERING SERVICES Prosperity Farms Road from 800' N of Northlake Boulevard to Donald Ross Palm Beach County, Florida		DATE: 01/13/2025	
		DRAWN: MR	
SHEET NO.: 7	PBC PROJ. NO: 2024502	CHKD: RV	



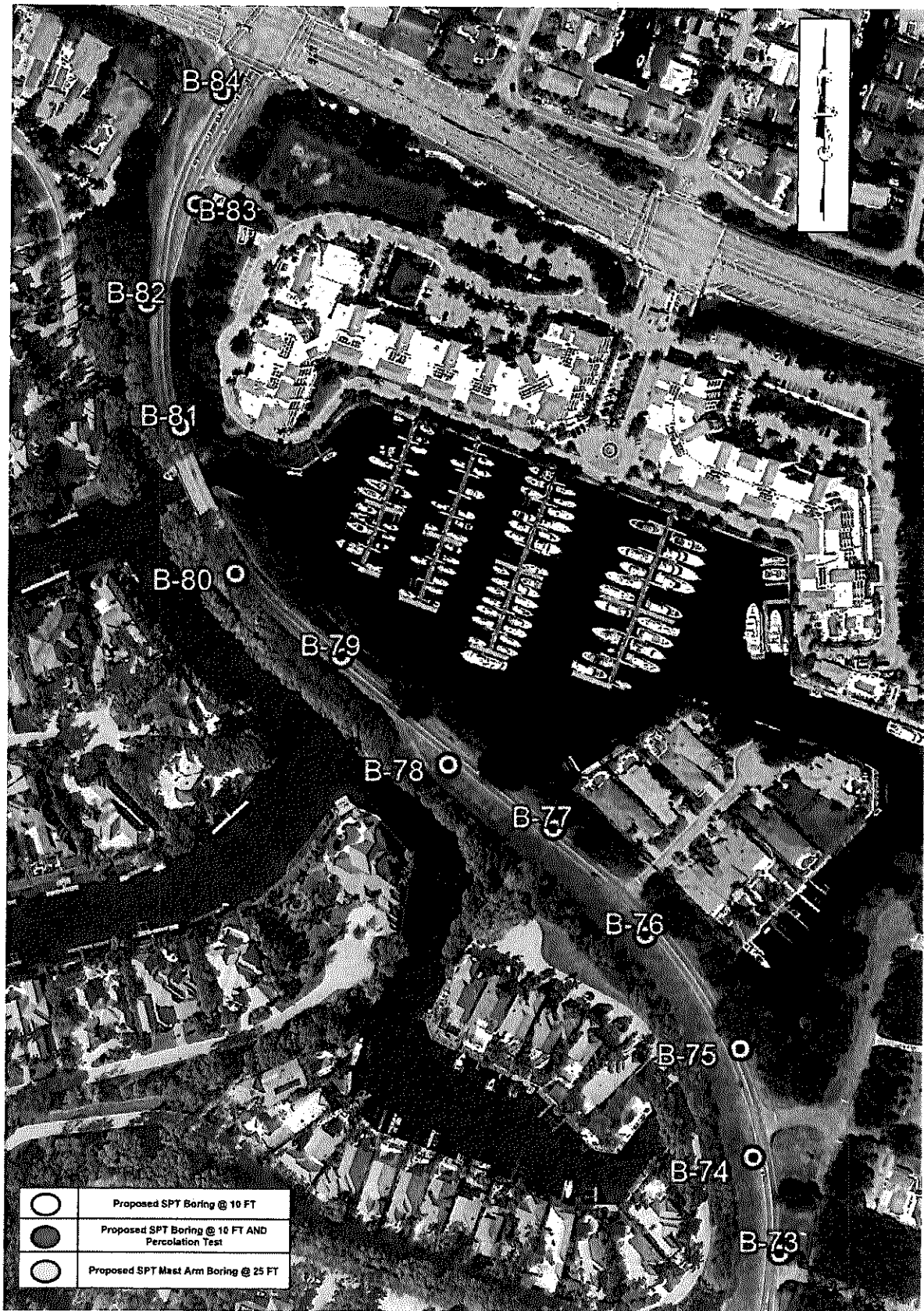
GEOTECHNICAL ENGINEERING SERVICES Prosperity Farms Road from 800' N of Northlake Boulevard to Donald Ross Palm Beach County, Florida		DATE: 01/13/2025	
		DRAWN: MR	
SHEET NO.: 8	PBC PROJ. NO: 2024502	CHKD: RV	



GEOTECHNICAL ENGINEERING SERVICES Prosperity Farms Road from 800' N of Northlake Boulevard to Donald Ross Palm Beach County, Florida		DATE: 01/13/2025	PACIFICA ENGINEERING SERVICES
		DRAWN: MR	
		CHKD: RV	
SHEET NO.: 9	PBC PROJ. NO: 2024502		



GEOTECHNICAL ENGINEERING SERVICES Prosperity Farms Road from 800' N of Northlake Boulevard to Donald Ross Palm Beach County, Florida		DATE: 01/13/2025	PACIFICA ENGINEERING SERVICES
		DRAWN: MR	
		CHKD: RV	
SHEET NO.: 10	PBC PROJ. NO: 2024502		



GEOTECHNICAL ENGINEERING SERVICES
Prosperity Farms Road from 800' N of Northlake Boulevard to Donald Ross
Palm Beach County, Florida

DATE: 01/13/2025

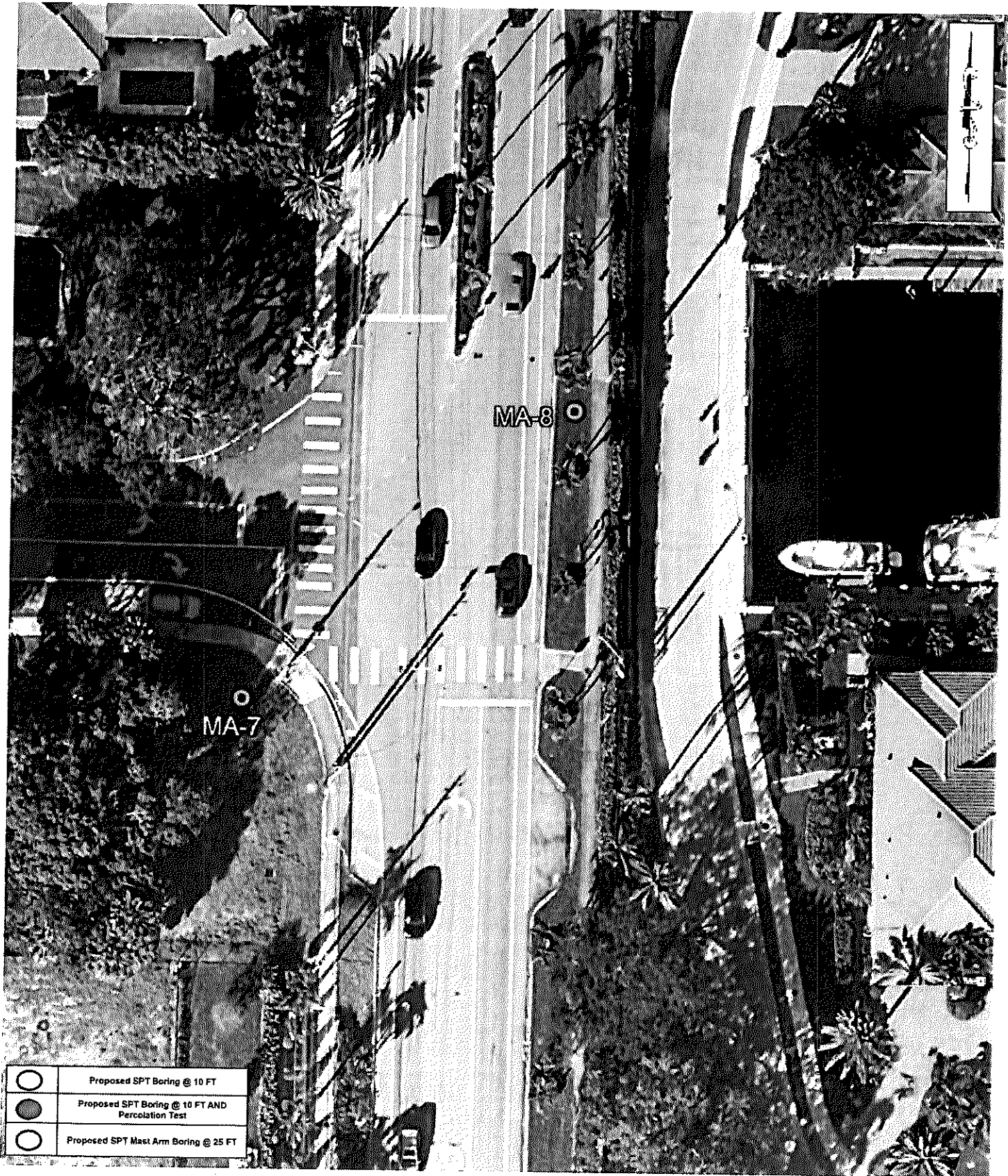
DRAWN: MR

SHEET NO.: 11

PBC PROJ. NO: 2024502

CHKD: RV

PACIFICA
ENGINEERING
SERVICES



GEOTECHNICAL ENGINEERING SERVICES Prosperity Farms Road from 800' N of Northlake Boulevard to Donald Ross Palm Beach County, Florida		DATE: 01/13/2025
		DRAWN: MR
		CHKD: RV
SHEET NO.: 12	PBC PROJ. NO: 2024502	



GEOTECHNICAL ENGINEERING SERVICES Prosperity Farms Road from 800' N of Northlake Boulevard to Donald Ross Palm Beach County, Florida		DATE: 01/13/2025	PACIFICA ENGINEERING SERVICES
		DRAWN: MR	
		CHKD: RV	
SHEET NO.: 13	PBC PROJ. NO: 2024502		



April 30, 2025

Nour Shehadeh, PE
HSQ Group, LLC
1001 Yamato Road, Suite 105
Boca Raton, Florida 33431

Ritzel-Mason, Inc.

5330 Van Buren Road
Delray Beach, FL 33484

Phone: 786.472.0358

www.ritzel-mason.com

Subject: Fee Proposal for Surveying and SUE Services

Project: 2024502 – Prosperity Farms Road from 800' N. of Northlake Blvd. to Donald Ross Road

Dear Mr. Shehadeh:

Ritzel-Mason appreciates the opportunity to prepare this fee proposal for providing specific purpose / topographic services on the above referenced project. Ritzel-Mason is registered and licensed in the state of Florida. This letter will serve as our official scope of services and is accompanied by the included fee estimate. Ritzel-Mason has been requested by the Client to provide above survey control, subsurface utility engineering (SUE) and right-of-way mapping services.

Project Limits: The limits of our investigation will include 800 feet north of Northlake Boulevard to Donald Ross Road, full right-of-way width in Palm Beach Gardens, Florida. Some areas the project limits have been extended to 25 feet outside the right-of-way. The area between Richard Road and Ibis Way has been removed from the project limits. Project limits will be extended to include 100 feet on each side street.

Scope of Basic Services: Ritzel-Mason proposed **Specific Purpose Survey / Topographic Survey** as described below:

Existing horizontal and vertical control will be recovered and/or set as needed. Control will be referenced to the Palm Beach County Control Network which is the NAD83/90 and NAVD88 datums. A closed level run will be performed through set control points.

Horizontal control points associated with the baseline will be set at the beginning and end of each baseline and at PCs, PTs, PIs where applicable no more than 1000 feet apart. Alternate monumentation may be used for horizontal control in areas where the baseline is not feasible to occupy due to traffic conditions. Beginning and ending of baseline points shall be tied to a pair of certified government corners at each end. Vertical control points will be set no more than 600 feet apart outside of the construction limits with stationing, offsets, elevations with state plane coordinates at each location relative to the baseline.

2024502 Prosperity Farms Road

April 30, 2025



A Specific Purpose / Topographic Survey will be prepared and will meet and be certified to the applicable portions of the Standards of Practice as set forth in the Florida Board of Professional Surveyors and Mappers in rule 5J-17.050-0.52, Florida Administrative Code, pursuant to Chapter 472.027, Florida Statutes and this Appendix C and D of the Palm Beach County Roadway Design Procedures (January 2019), codes, rules and Statutes governing Surveying and Mapping. 11"x17" sheets at 1"=40' scale will be prepared.

DGN of the topography base, cross sections, DTM and ASCII of points will be provided by Zeman Consulting. Ritzel-Mason will be responsible for topographic sheet layout.

Ritzel-Mason proposes **drainage services** as described below:

Ritzel-Mason will locate drainage features and pipes including invert elevations, top of structure elevations, bottom of structure elevations, pipe directions, pipe connectivity, pipe sizes and pipe materials. Upstream and downstream structures will be located.

The surface/tops of the drainage structures will be provided by Zeman Consulting.

Ritzel-Mason proposes **right-of-way and baseline services** as described below:

Ritzel-Mason will provide right-of-way and baseline on the project limits. If a historic baseline does not exist, one will be created (established from south to north and west to east). Information will be based on readily available data such as plats, deeds, and property appraiser website. Property lines will be shown. Field monumentation will be searched and located. Road right-of-way reports will be included, if provided by Palm Beach County. The baselines will be staked in the field. The County will be advised of any apparent missing right-of-way documentation or of any apparent gaps or overlaps in the right-of-way per the documents provided. State plane coordinates and ties to section corners or geodetic control points will be added at the beginning and ending of the baseline.

* **Optional Services Scope of Services:** Ritzel-Mason will complete a SUE investigation in general accordance with ASCE Standard 38-02: Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data. *SUE services will be limited to the area highlighted in yellow in the attached exhibit.* Ritzel-Mason will search for the existence and approximate location of subsurface utilities within the project limits except those listed under Exclusions below. The specific work includes:

- A. Records Research through customary means:
 - a. Identify utilities anticipated to exist in the project limits.
 - b. Document responses and compile record information.
- B. Field Investigation using appropriate surface geophysical techniques:
 - a. Documented conductive utilities – designate with the objective of achieving Quality Level B for conductive utilities. Where not possible, lower Quality Levels will be established. Utilities of non-conductive material installed with serviceable tracer wire or tape will be considered conductive. It is important to note, however, that the depicted location of such utilities represents the tracer rather than the actual utility.
 - b. Documented non-conductive utilities – investigate with the objective of achieving Quality Level C. Where not possible, depict at Quality Level D.

www.ritzel-mason.com

2024502 Prosperity Farms Road

April 30, 2025



- c. Undocumented utilities – are those utilities that may exist in the project area that have not been previously identified, are not discovered during records research, and for which there is no prior knowledge. Ritzel will use our standard search protocol in an attempt to determine the existence and approximate location of undocumented utilities; however, this work cannot guarantee that all utilities will be found and depicted.
- C. Quality Level exceptions – the following utilities will be investigated with the objective of achieving the specific Quality Level stated:
 - a. Gravity sanitary sewers – Quality Level C.
 - b. Non-conductive utilities with ready access allowing sonde, metal tape or detection rod insertion and tracking – Quality Level B.
 - c. Subaqueous crossings – Quality Level D.
- D. Exclusions – the following utilities and/or components will not be investigated:
 - a. Storm sewers and drains.
 - b. Utility vault or manhole interiors
 - c. Service lines
 - d. Traffic control loops
 - e. Street light and signage wiring
 - f. Irrigation lines
 - g. Cathodic protection
 - h. Thrust blocks.
 - i. Septic systems.
 - j. Underground storage tanks, piping and wiring.
 - k. Overhead utilities
- E. Vacuum Excavation – Test holes
 - a. Ritzel-Mason proposes to use vacuum excavation equipment to perform up **40 test holes** at locations as directed by the client. Vacuum excavation methods will enable Ritzel-Mason to visualize the utility in question for a high degree of certainty. Ritzel-Mason will make every effort to vacuum excavate to a depth of eight (8) feet using high pressure air methods. However, vacuum excavation will cease when these methods are unable to progress below refusal, such as bedrock or flowable fill. Ritzel-Mason will not employ destructive methods, such as jackhammers or chipping hammers, to break up bedrock or other refusal within a test hole due the high risk of damage to buried utilities and safety risk to employees. Utilities deeper than 8 feet may not be found.
 - b. At the completion of each excavation Ritzel-Mason will place an iron rod and cap or a nail and disk at the test hole location and further identify the test hole location with paint marks on the ground surface. We will backfill with native material and compact the soil in 6"-12" lifts as well as provide a permanent restoration of the pavement or ground surface within the limits of the original excavation. We will record maximum depth of the test hole as well as vertical depth of any utility encountered. If a utility is encountered, we will also provide utility type, size, shape, material and orientation to the extent we are able to ascertain this information.

www.ritzel-mason.com

2024502 Prosperity Farms Road
April 30, 2025



- c. Ritzel-Mason will notify Sunshine 811 2 full business days in advance of excavation. Ritzel-Mason will mark the conductive utilities by inductive methods utilizing electromagnetic geophysical prospecting equipment. Known non-conductive utilities will be marked utilizing 2-D Radar (GPR).
- d. Due to mobilization costs a minimum of 4 test holes can be requested or mobilization costs will be charged.
- e. Ritzel-Mason cannot provide vacuum excavation in areas where obstructions, such as unmovable vehicles or storage exist.
- f. Specific pin point (non-linear) requests such as tees or end caps may require 1 to 3 test holes.
- g. The quantity of test holes will be determined at a later date.

Deliverables (Basic Services):

- DGN (SURVRD01.dgn) and PDF (digitally signed) of Specific Purpose / Topographic Survey, 11"x17" sheets at 1"=40' scale
- Project Network Control Sheet and reference point sheets
- Digitally signed Specific Purpose / Topographic Survey
- DTM DGN and XML (provided by Zeman)
- An ASCII file of points (x,y,z) (provided by Zeman)



Deliverables (Optional Services):

- Utility designates added to SURVRD01 (optional)
- Test hole Data sheets (optional)
- DGN and PDF of Verified Utility Locates (optional)

Schedule for Basic Services:

We propose to mobilize for this immediately after receipt of this proposal is duly signed and barring weather and any unforeseen condition.

Fees: See attached spreadsheet.

Basis: The fees listed above are based on Ritzel-Mason's crews being able to work during the hours of 7:00am to 6:00pm and being granted access to the site. Ritzel-Mason is equipped to supply minor MOT services. Ritzel-Mason's field crews and equipment are not equipped or prepared to work in any area that possibly are, or may have been, contaminated with hazardous materials at any time. Any fee or permit requested in order to perform the work will be submitted to the client at cost.

2024502 Prosperity Farms Road

April 30, 2025



Again, we appreciate the opportunity to provide our surveying services for HSQ Group. Please call me directly at 786.472.0358, if you have any questions or comments. We look forward to beginning work on this project upon receiving your authorization to proceed.

Sincerely,



Dennis Ritzel, PSM
Director of Business Operations
786.472.0358
Email: dennis@ritzel-mason.com

www.ritzel-mason.com

Project Activity 14: Survey - Field						
Task No.	Task	Units	No of Units	Hours/Unit	Total Hours	Comments
14.1	Horizontal Project Control (HPC)					
	2-Lane Roadway	LM	5.00	8.00	✓ 40	Set and establish horizontal control on 66 PNC control points. Redundant RTK VRS GPS. Datum will be NAD 83/90.
	Multi-lane Roadway	LM	0.00	0.00	✓ 0	
14.2	Vertical PC / Bench Line					
	2-Lane Roadway	LM	6.00	8.00	✓ 48	Verify vertical on record monuments. Established vertical data on 66 control points, 34 Lidar targets and 33 verification points. NAVD88.
	Multi-lane Roadway	LM	0.00	0.00	✓ 0	
14.3	Reference Points					
	2-Lane Roadway	EA	0.00	0.00	✓ 0	
	Multi-lane Roadway	EA	0.00	0.00	✓ 0	
14.4	Baseline Layout	LM	5.00	3.00	✓ 15	The baselines will be staked in the field.
14.5	Section, Subdivision & Property Ties	EA	28.00	2.10	✓ 58.80	Locate section corners, 1/4 section corners, centerlines and property corners
14.6	Topography/DTM (3D)	LM	0.00	0.00	✓ 0	Topography provided by others
14.7	Cross Sections	EA	0.00	0.00	✓ 0	Cross sections provided by others
14.8	Side Street Surveys	LM	0.00	0.00	✓ 0	
14.9	SUE	EA	0.00	0.00	✓ 0	
14.10	Locates - Pothole	EA	0.00	0.00	✓ 0	
14.11	Outfall Survey	LM	0.00	0.00	✓ 0	
14.12	Drainage Survey	EA	255.00	0.70	✓ 178.50	Collected data on 255 drainage structures
14.13	Bridge Survey	EA	0.00	0.00	✓ 0	
14.14	Canal Survey	LM	0.00	0.00	✓ 0	
14.15	Channel Survey and Soundings	LS	0.00	0.00	✓ 0	
14.16	Pond Site Survey	EA	0.00	0.00	✓ 0	
14.17	Jurisdictional Line Survey	LS	0.00	0.00	✓ 0	

Task No.	Task	Units	No of Units	Hours/Unit	Total Hours	Comments
14.18	Tree Survey	EA	0.00	0.07	✓ 0	
14.19	Route/Corridor Survey	LM	0.00	0.00	✓ 0	
14.20	Boundary Survey	LS	0.00	0.00	✓ 0	
14.21	Topographic Survey	LS	0.00	0.00	✓ 0	
14.22	Specific Purpose Survey	LS	0.00	0.00	✓ 0	
14.23	Hydrographic Survey	LS	0.00	0.00	✓ 0	
14.24	Quantity Survey	LS	0.00	0.00	✓ 0	
14.25	Record/As-Built Survey	LS	0.00	0.00	✓ 0	
14.26	R/W Staking					
	Parcel	EA	0.00	0.00	✓ 0	
	R/W Line	LM	0.00	0.00	✓ 0	
14.27	Meetings	EA	1.00	2.00	✓ 2	Kick off meeting
14. Survey - Field Total					✓ 342.50	

Project Activity 15: Survey Plans						
Task No.	Task	Units	No. of Units	Hours/ Unit or Sheet	Total Hours	Comments
15.1	Alignment	EA	1.00	25.00	✓ 25	Determine centerline of Prosperity Farms Road and side streets.
15.2	Section and 1/4 Section Lines	EA	28.00	0.50	✓ 14	Search and process section corners.
15.3	Subdivisions / Property Lines	EA	1.00	20.00	✓ 20	Determine property lines from monumentation and record data
15.4	Existing R/W	EA	1.00	25.00	✓ 25	Establish existing right-of-way on street and lands
15.5	Topography	EA	255.00	0.15	✓ 38.25	Process drainage data for 255 structures. Topography provided by others.
15.6	Parent Tract Properties/Existing Easements	EA	0.00	0.00	✓ 0	
15.7	Title Review	LS	1.00	20.00	✓ 20	Review and process Road RW package
15.8	Jurisdictional/Agency Lines	LM	1.00	0.00	✓ 0	
15.9	Survey Key Sheet	Sheet	1.00	10.00	✓ 10	Prepare 1 key sheet
15.10	Survey Detail & Legend Sheet	Sheet	1.00	10.00	✓ 10	Prepare cover sheet
15.11	Reference Point Sheet	LM	0.00	0.50	✓ 0	
15.12	Project Control Sheet	Sheet	44.00	7.00	✓ 308	Prepare 44 sheets of PNC sheets
15.13	Specific Purpose & Topographic Survey	Sheet	44.00	5.00	✓ 220	Prepare Specific Purpose & Topographic Survey - 44 sheets
15.14	Boundary Survey	EA	0.00	0.00	✓ 0	
15.15	Technical Meetings	EA	0.00	4.00	✓ 0	
15. Survey Plans Total					✓ 690.25	

Estimate of Work Effort and Cost

Name of Project: PBC Project Number:		Prosperity Farms Rd from 800' N. of Northlake Blvd. to Donald Rd 2024502		Consultant Name: Ritzel-Mason, Inc. Consultant Number: N/A	
				4/30/2025	

Task Description	Total Staff Hours	Surveyor	CADD Technician	3 Man Crew SUE	3 Man Crew Survey	2 Man Crew Survey	Staff Hours By Activity	Salary Cost By Activity	Average Rate Per Task
OPTIONAL SERVICES (Ritzel-Mason, Inc.)									
14.00 Survey - Field	84.00	0.00	8.00	76.00	0.00	0.00	84.00	\$ 6,920.00	\$ 82.38
15.00 Survey - Plans	43.00	4.00	39.00	0.00	0.00	0.00	43.00	\$ 1,741.50	\$ 40.50
Total Staff Hours (Optional Services)	127.00	4.00	47.00	76.00	0.00	0.00	127.00		
Total Staff Cost (Optional Services)		\$248.00	\$1,809.50	\$6,612.00	\$0.00	\$0.00		\$8,661.50	\$68.20
Optional Services:									
Optional Services (Ritzel-Mason, Inc.)									
Raw Rate Optional Services Total: \$8,661.50									
Loaded Fees:									
Raw Rate Optional Services Total: \$8,661.50									
Multiplier Rate: 3.00									
Loaded Total: \$ 25,984.50									
Grand Total Estimated Fees (Ritzel-Mason, Inc.): \$ 25,984.50									

X

Project Activity 14: Survey - Field (Optional Services)						
Task No.	Task	Units	No of Units	Hours/Unit	Total Hours	Comments
14.1	Horizontal Project Control (HPC)					
	2-Lane Roadway	LM	0.00	13.00	0	
	Multi-lane Roadway	LM	0.00	0.00	0	
14.2	Vertical PC / Bench Line					
	2-Lane Roadway	LM	0.00	9.00	0	
	Multi-lane Roadway	LM	0.00	0.00	0	
14.3	Reference Points					
	2-Lane Roadway	EA	0.00	0.50	0	
	Multi-lane Roadway	EA	0.00	0.00	0	
14.4	Baseline Layout	LM	0.00	13.00	0	
14.5	Section, Subdivision & Property Ties	EA	0.00	2.00	0	
14.6	Topography/DTM (3D)	LM	0.00	72.00	0	
14.7	Cross Sections	EA	0.00	0.25	0	
14.8	Side Street Surveys	LM	0.00	0.00	0	
14.9	SUE	EA	40.00	0.50	20.0	Utility designates for pin pointing purposes, Sunshine 811.
14.10	Locates - Pothole	EA	40.00	1.60	64.0	Vacuum excavation. Includes survey of test holes. MOT not included.
14.11	Outfall Survey	LM	0.00	0.00	0	
14.12	Drainage Survey	EA	0.00	0.75	0	
14.13	Bridge Survey	EA	0.00	0.00	0	
14.14	Canal Survey	LM	0.00	0.00	0	
14.15	Channel Survey and Soundings	LS	0.00	0.00	0	
14.16	Pond Site Survey	EA	0.00	0.00	0	

Task No.	Task	Units	No of Units	Hours/Unit	Total Hours	Comments
14.17	Jurisdictional Line Survey	LS	0.00	0.00	✓ 0	
14.18	Tree Survey	EA	0.00	0.10	✓ 0	
14.19	Route/Corridor Survey	LM	0.00	0.00	✓ 0	
14.20	Boundary Survey	LS	0.00	0.00	✓ 0	
14.21	Topographic Survey	LS	0.00	0.00	✓ 0	
14.22	Specific Purpose Survey	LS	0.00	0.00	✓ 0	
14.23	Hydrographic Survey	LS	0.00	0.00	✓ 0	
14.24	Quantity Survey	LS	0.00	0.00	✓ 0	
14.25	Record/As-Built Survey	LS	0.00	0.00	✓ 0	
14.26	R/W Staking				✓ 0	
	Parcel	EA	0.00	0.00	✓ 0	
	R/W Line	LM	0.00	0.00	✓ 0	
14.27	Meetings	EA	0.00	0.00	✓ 0	
14. Survey - Field Total					✓ 84.0	

Project Activity 15: Survey Plans (Optional Services)						
Task No.	Task	Units	No. of Units	Hours/ Unit or Sheet	Total Hours	Comments
15.1	Alignment	EA	0.00	24.00	✓ 0	
15.2	Section and 1/4 Section Lines	EA	0.00	7.50	✓ 0	
15.3	Subdivisions / Property Lines	EA	0.00	7.50	✓ 0	
15.4	Existing R/W	EA	0.00	24.00	✓ 0	
15.5	Topography	LM	0.00	45.00	✓ 0	
15.6	Parent Tract Properties/Existing Easements	EA	0.00	0.00	✓ 0	
15.7	Title Review	LS	0.00	0.00	✓ 0	
15.8	Jurisdictional/Agency Lines	LM	0.00	0.00	✓ 0	
15.9	Survey Key Sheet	Sheet	0.00	10.00	✓ 0	
15.10	Survey Detail & Legend Sheet	Sheet	0.00	13.00	✓ 0	
15.11	Reference Point Sheet	Sheet	40.00	0.50	✓ 20.0	Prepare test hole data sheet
15.12	Project Control Sheet	Sheet	2.00	9.50	✓ 19.0	Verified Utility Locate sheet
15.13	Specific Purpose & Topographic Survey	EA	40.00	0.10	✓ 4.0	Update specific purpose survey with test hole locations
15.14	Boundary Survey	EA	0.00	0.00	✓ 0	
15.15	Technical Meetings	EA	0.00	4.00	✓ 0	
15. Survey Plans Total					✓ 43.0	

3970 RCA Blvd. Suite #7750
Palm Beach Gardens, FL 33410

Nour Shehadeh, PE
HSQ Group, LLC
1001 Yamato Road, Suite 105
Boca Raton, Florida 33431

January 13, 2025
revised February 19, 2025
revised March 6, 2025
revised May 1, 2025

Subject: Fee Proposal for Surveying Services

Project: 2024502 - Prosperity Farms Road from 800' N. of Northlake Blvd. to Donald Ross Road (5-Miles).

Dear Mr. Shehadeh:

Zeman Consulting Group (ZCG) appreciates the opportunity to prepare this fee proposal to provide specific purpose / topographic services on the above-referenced project. Zeman Consulting Group (ZCG) is registered and licensed in the state of Florida. This letter will serve as our official scope of services and is accompanied by the included fee estimate. Zeman Consulting Group (ZCG) has been requested by the Client to provide above-ground topographic survey services.

Project Limits: The limits of our investigation will include 800 feet north of Northlake Boulevard to Donald Ross Road, full right-of-way width, in Palm Beach Gardens, Florida. The total project length is approximately 5 miles.

Scope of Basic Services: Zeman Consulting Group (ZCG) proposed:

Specific Purpose Survey / Topographic Survey as described below:

A Specific Purpose / Topographic Survey will be prepared and will meet and be certified to the applicable portions of the Standards of Practice as set forth in the Florida Board of Professional Surveyors and Mappers in rule 5J-17.050-0.52, Florida Administrative Code, pursuant to Chapter 472.027, Florida Statutes and this Appendix C and D of the Palm Beach County Roadway Design Procedures (January 2019), codes, rules and Statutes governing Surveying and Mapping.

Existing improvements within the R/W for locations and elevations including paving, curbs, striping, medians, sidewalks, driveway aprons, drop curbs, catch basins tops, sewer manhole tops, utility manholes, signage, utility poles and overhead wire directions, swales, ditches and all visible above ground surface utilities, etc. within the R/W. Sufficient data will be obtained to create a DTM surface. Grade breaks will be included. The maximum interval between points on a straight line will be 50 feet and 25 feet on a curve, plus high and low points.

- Set (34) LiDAR Targets and (33) Verification Points. Obtain horizontal data through redundant GPS observations.
- Side streets will include pavement, curb and striping 100' east and west of Prosperity Farms Road.
- Trees 4-inch DBH and greater will be located.
- The maintained water elevation and the edge of water for ponds and ditches are included.

Cross Sections

- 100-foot interval cross sections will be shown on the survey

Additional Survey of 25' past right of way for sidewalk design in 2 areas (5,200' total)

- Section 2 from Prosperity Oaks Court to 700' South of PGA on the east side (3,500')
- Section 4 from Old Gates Lane to 600' past La Porte Drive on the west side (1,700')
- Trees 4-inch DBH and greater will be located.

Intersection Survey of 2 Intersections. RCA Blvd and Burns Road

- Obtain 3D information on aerial utility wires and traffic signalization.

3970 RCA Blvd. Suite #7750
Palm Beach Gardens, FL 33410

Exclusions: – The following utilities and/or components will not be investigated:

- a. Tree tags or separate "Tree Survey".
- b. Survey outside the right of way except for 5,200' mentioned above.
- c. Survey at the bridge area from Richard Road to Ibis Way.(this is being done by others).
- d. Utility inverts, pipe sizes, pipe material, and bottom of structure information.(to be done by Ritzel-Mason).
- e. Horizontal and vertical control, baseline, right-of-way mapping, and final drafting is not included in this proposal and will be the responsibility of Ritzel-Mason.
- f. Subsurface Utilities or Vacuum Excavation.

Clarification of Responsibilities between Zeman Group and Ritzel-Mason.

Ritzel-Mason and Zeman Group have collaborated on Project Scoping for this Survey.

Zeman Group is responsible for the following Services:

- Obtaining elevations and topographic locations throughout the project limits.
- Preparing CAD linework and annotation of features and symbols for all topographic features and elevations (other than sanitary and drainage inverts).
- Preparation of Digital Terrain Model (DTM)
- Delivery of electronic CAD files to the EOR and Ritzel-Mason to be combined with the R/W Mapping for the preparation of the final survey drawing.
- Certification and Signing of Joint Specific Purpose / Topographic Survey

Deliverables (Basic Services):

- DGN (SURVRD01.dgn) and PDF (digitally signed) of Specific Purpose/Topographic Survey (Final deliverable will be performed by Ritzel -Mason)
- Digitally signed Specific Purpose/Topographic Survey (Jointly Signed with Ritzel-Mason)
- DTM DGN and XML
- An ASCII file of points (x,y,z)

Schedule for Survey Services:

We propose to mobilize for this immediately after receipt of this proposal is duly signed.

Fees: See attached

Thank you for the opportunity to offer a proposal as outlined above and we look forward to working with you on this project.

Sincerely,



**Derek Zeman-President
Zeman Consulting Group**

Estimate of Work Effort and Cost

Name of Project: Prosperity Farms Road from 800' N. of Northlake Blvd. to Donconsultant Name: Zeman Consulting Group
PBC Project Number: 2024502

Consultant Number: N/A
Date: 05/01/2025

Task Description	Total Staff Hours	Basic Services				Staff Hours By Activity	Salary Cost By Activity	Average Rate Per Task
		Senior Surveyor	Professional Surveyor	Survey /GIS/SUE ANALYST 2	3 Person Survey Crew	3 Person SUE Crew		
BASIC SERVICES (Zeman Consulting Group)								
14.00 Survey - Field	✓ 658.35	10.00	40.00	28.00	580.35	0.00	✓ \$0 49,895.00	\$ 75.79
15.00 Survey - Plans	✓ 135.00	10.00	46.00	79.00	0.00	0.00	✓ \$1 5,869.34	\$ 43.48
Total Staff Hours (Basic Services)	✓ 793.35	✓ 20.00	✓ 86.00	✓ 107.00	✓ 580.35	✓ 0.00	✓ 793.35	
Total Staff Cost (Basic Services)		✓ \$1,280.00	✓ \$4,754.94	✓ \$3,638.00	✓ \$46,091.40	✓ \$0.00	✓ \$55,764.34	\$70.29

Basic Services:	
Basic Services (Zeman Group)	✓ \$55,764.34
Raw Rate Basic Services Total:	✓ \$ 55,764.34

Loaded Fees:	
Raw Rate Basic Services Total:	\$ 55,764.34
Multiplier Rate:	✓ 3.00
Loaded Total:	✓ \$ 167,293.02

Grand Total Estimated Fees (Zeman Group): \$ 167,293.02

Project Activity 14: Survey - Field						
Task No.	Task	Units	No of Units	Hours/Unit	Total Hours	Comments
14.1	Horizontal Project Control (HPC)					
	2-Lane Roadway	LM	0.00	0.00	✓ 0	
	Multi-lane Roadway	LM	0.00	0.00	✓ 0	
14.2	Vertical PC / Bench Line					
	2-Lane Roadway	LM	0.00	0.00	✓ 0	
	Multi-lane Roadway	LM	0.00	0.00	✓ 0	
14.3	Reference Points					
	2-Lane Roadway	EA	0.00	0.00	✓ 0	
	Multi-lane Roadway	EA	0.00	0.00	✓ 0	
14.4	Baseline Layout	LM	0.00	0.00	✓ 0	
14.5	Section, Subdivision & Property Ties	EA	0.00	2.00	✓ 0	
14.6	Topography/DTM (3D)	LM	5.00	83.00	✓ 415.00	Topographic Survey 3D With DTM
14.7	Cross Sections	EA	270.00	0.25	✓ 67.50	5.0 miles
14.8	Side Street Surveys	LM	1.83	95.00	✓ 173.85	93 side streets @ 100' each direction
14.9	SUE	LM	0.00	0.00	✓ 0	
14.10	Locates - Pothole	EA	0.00	0.00	✓ 0	
14.11	Outfall Survey	LM	0.00	0.00	✓ 0	
14.12	Drainage Survey	EA	0.00	0.00	✓ 0	

Task No.	Task	Units	No of Units	Hours/Unit	Total Hours	Comments
14.13	Bridge Survey	EA	0.00	0.00	✓ 0	
14.14	Canal Survey	LM	0.00	0.00	✓ 0	
14.15	Channel Survey and Soundings	LS	0.00	0.00	✓ 0	
14.16	Pond Site Survey	EA	0.00	0.00	✓ 0	
14.17	Jurisdictional Line Survey	LS	0.00	0.00	✓ 0	
14.18	Tree Survey	EA	0.00	0.10	✓ 0	
14.19	Route/Corridor Survey	LM	0.00	0.00	✓ 0	
14.20	Boundary Survey	LS	0.00	0.00	✓ 0	
14.21	Topographic Survey	LS	0.00	50.00	✓ 0	
14.22	Specific Purpose Survey	LS	0.00	0.00	✓ 0	
14.23	Hydrographic Survey	LS	0.00	0.00	✓ 0	
14.24	Quantity Survey	LS	0.00	0.00	✓ 0	
14.25	Record/As-Built Survey	LS	0.00	0.00	✓ 0	
14.26	R/W Staking					
	Parcel	EA	0.00	0.00	✓ 0	
	R/W Line	LM	0.00	0.00	✓ 0	
14.27	Meetings	EA	1.00	2.00	✓ 2	Scoping and Coordination Meetings
14. Survey - Field Total					✓ 658.35	

Project Activity 15: Survey Plans						
Task No.	Task	Units	No. of Units	Hours/ Unit or Sheet	Total Hours	Comments
15.1	Alignment	EA	0.00	0.00	✓ 0	
15.2	Section and 1/4 Section Lines	EA	0.00	0.00	✓ 0	
15.3	Subdivisions / Property Lines	EA	0.00	0.00	✓ 0	
15.4	Existing R/W	EA	0.00	0.00	✓ 0	
15.5	Topography	LM	4.50	30.00	✓ 135.00	Topo and DTM CAD Drafting
15.6	Parent Tract Properties/Existing Easements	EA	0.00	0.00	✓ 0	
15.7	Title Review	LS	0.00	0.00	✓ 0	
15.8	Jurisdictional/Agency Lines	LM	0.00	0.00	✓ 0	
15.9	Survey Key Sheet	Sheet	0.00	0.00	✓ 0	
15.10	Survey Detail & Legend Sheet	Sheet	0.00	0.00	✓ 0	
15.11	Reference Point Sheet	EA	0.00	0.00	✓ 0	
15.12	Project Control Sheet	Sheet	0.00	0.00	✓ 0	
15.13	Specific Purpose & Topographic Survey	LM	0.00	0.00	✓ 0	
15.14	Boundary Survey	EA	0.00	0.00	✓ 0	
15.15	Technical Meetings	EA	0.00	0.00	✓ 0	
15. Survey Plans Total					✓ 135.00	

**AFFIRMATIVE PROCUREMENT INITIATIVES
FOR PROFESSIONAL SERVICES CONTRACTS (API's)**

The API(s) approved for this project are shown below. Any proposal/response/bid that fails to comply with the API requirements after the period allowed for waiver requests has lapsed shall be deemed non-responsive. Capitalized terms are defined as set forth in the EBO Ordinance. The Office of Equal Business Opportunity website at

<http://discover.pbcgov.org/oebo/Pages/Compliance-Programs.aspx>

and incorporated herein by reference, includes all forms related to the EBO Program, including waiver forms and good faith documentation. Also, see the EBO Ordinance and Countywide PPM CW-O-043 for further information on APIs.

SBE Evaluation Preference for SBE Participation (Contracts \$500,000 or greater) (EBO Ordinance Section 2-80.27(3)(d) option 2)

15 Points (0 to 15%) total evaluation points shall be awarded based on the level of SBE dollar participation committed to on the prime respondent/bidder's team.

Evaluation Preference points shall be awarded on a sliding scale from zero up to 15 percent (15%) of the total available evaluation points for scoring of proposals to those firms responding to Professional Services Solicitations valued at \$500,000 or greater. The sliding scale shall be based upon the relative level of SBE dollar participation that has been committed to on the prime respondent/bidder's team (e.g., zero SBE participation on a prime respondent/bidder's team shall yield zero evaluation points, whereas the maximum SBE participation among all prime bidders, at the prime Contract and subcontract levels combined, shall yield award of fifteen Evaluation Preference points out of 100; and a prime respondent/bidder's team that achieves only half as many dollars in SBE participation as the firm with the greatest SBE dollar participation at the prime Contract and subcontract levels combined shall be awarded 7.5 evaluation points out of 100.

SBE Subcontracting Goals for Professional Services (EBO Ordinance Section 2-80.27(3)(e))

A 20% SBE subcontracting participation goal is established for this CONTRACT.

The CONSULTANT has agreed to provide **21% SBE Participation**.

A minimum mandatory goal of 5% of the total estimated dollar value of the CONTRACT shall be subcontracted to SBEs, however the EBO Office shall reduce or waive this goal when there is inadequate availability of SBE prime and / or subcontractor firms.

OEBO SCHEDULE 1 *

Prosperity Farms Road from 800' N. of Northlake
SOLICITATION/PROJECT/BID NAME: Boulevard to Donald Ross Road

SOLICITATION/PROJECT/BID NO.: 2024502

SOLICITATION OPENING/SUBMITTAL DATE: 10/15/2024

COUNTY DEPARTMENT: Engineering and Public Works

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: HSQ Group, LLC

ADDRESS: 1001 Yamato Road, Suite 105, Boca Raton, FL 33431

CONTACT PERSON: Nour Shehadeh

PHONE NO.: 561-392-0221

E-MAIL: nour@hsggroup.net

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$1,237,132.67

Non-SBE ☒ SBE ☐

SBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.

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	SBE	
1. Goal Associates, Inc.	☐	☒	\$121,375.56
2. ASA Consultants, Inc.	☒	☐	\$67,255.05
3. Zeman Consulting Group, Inc.	☐	☒	\$167,293.02
4. Ritzel-Mason, Inc.	☐	☒	\$186,513.69
5. Pacifica Engineering Services, LLC	☐	☒	\$52,299.35

(Please use additional sheets if necessary)

Total Bid/Offer Price \$ 1,831,869.34

Total \$594,736.67

Total Certified SBE Participation \$ 527,481.62

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



Name & Authorized Signature

Nour Shehadeh

Managing Member

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.
 - If a Mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation.

*Revised 6.5.2025 pursuant to Emergency Ordinance 2025-014, approved on June 3, 2025

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. All Subcontractors/subconsultants, including any tiered Subcontractors/ subconsultants, must properly execute this document. If a Mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 2024502

SOLICITATION/PROJECT NAME: Prosperity Farms Road from 800' N. of Northlake Boulevard to Donald Ross Road

Prime Contractor: HSQ Group, LLC Subcontractor: N/A

(Check box(s) that apply)

☐ SBE ☒ Non-SBE ☐ Supplier Date of Palm Beach County Certification (if applicable):

SBE PARTICIPATION – SBE Primes must document all work to be performed by their own work force on this form. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Roadway Basic Services	1	1	0	\$1,084,562.79
2	Reimbursable Services	1	1	0	\$2,600.00
3	Roadway Optional Services	1	1	0	\$149,969.88

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: \$1,237,132.67

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

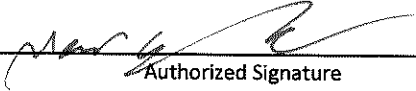
N/A

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage:

HSQ Group, LLC

Print Name of Prime

By: 

Authorized Signature

Nour Shehadeh

Print Name

Managing Member

Title

Date: 8/28/2025

N/A

Print Name of Subcontractor/subconsultant

By:

Authorized Signature

Print Name

Title

Date:

*Revised 6.5.2025 pursuant to Emergency Ordinance 2025-014, approved on June 3, 2025

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SOLICITATION/PROJECT NUMBER: 2024502
SOLICITATION/PROJECT NAME: Prosperity Farms Road from 800' N. of Northlake Boulevard to Donald Ross Road

Prime Contractor: HSQ Group, LLC Subcontractor: Goal Associates, Inc.
(Check box(s) that apply)

☒ SBE ☐ Non-SBE ☐ Supplier Date of Palm Beach County Certification (if applicable): 11/12/24-11/11/27

SBE PARTICIPATION – SBE Primes must document all work to be performed by their own work force on this form. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

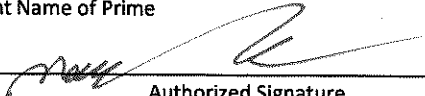
Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Basic Signal Design	1	1	0	\$96,762.06
1	Optional Signal Design	1	1	0	\$24,613.50

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: \$121,375.56

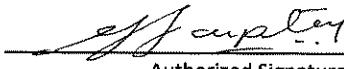
If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

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

Price or Percentage:

HSQ Group, LLC
Print Name of Prime
By: 
Authorized Signature

Nour Shehadeh
Print Name
Managing Member
Title
Date: 9/8/2025

Goal Associates, Inc.
Print Name of Subcontractor/subconsultant
By: 
Authorized Signature

Godfrey Lamptey, PE, PTOE
Print Name
President
Title
Date: 08/29/2025

*Revised 6.5.2025 pursuant to Emergency Ordinance 2025-014, approved on June 3, 2025

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SOLICITATION/PROJECT NUMBER: 2024502
SOLICITATION/PROJECT NAME: Prosperity Farms Road from 800' N. of Northlake Boulevard to Donald Ross Road

Prime Contractor: HSQ Group, LLC Subcontractor: ASA Consultants Inc.
(Check box(s) that apply)

☐ SBE ☒ Non-SBE ☐ Supplier Date of Palm Beach County Certification (if applicable):

SBE PARTICIPATION – SBE Primes must document all work to be performed by their own work force on this form. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Structural Engineering	1	1	0	\$67,255.05

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$67,255.05

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

N/A Price or Percentage:

Name of 2nd/3rd tier Subcontractor/subconsultant

HSQ Group, LLC
Print Name of Prime

By: Authorized Signature

Nour Shehadeh
Print Name

Managing Member
Title

Date: 9/8/2025

ASA Consultants, Inc.
Print Name of Subcontractor/subconsultant

By: Authorized Signature

Soheila Sadough
Print Name

President
Title

Date: 09-03-25

*Revised 6.5.2025 pursuant to Emergency Ordinance 2025-014, approved on June 3, 2025

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SOLICITATION/PROJECT NUMBER: 2024502

SOLICITATION/PROJECT NAME: Prosperity Farms Road from 800' N. of Northlake Boulevard to Donald Ross Road

Prime Contractor: HSQ Group, LLC Subcontractor: Zeman Consulting Group, Inc.

(Check box(s) that apply)

☒ SBE ☐ Non-SBE ☐ Supplier Date of Palm Beach County Certification (if applicable):9/16/24-9/15/27.

SBE PARTICIPATION – SBE Primes must document all work to be performed by their own work force on this form. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Surveying Services	1	1	0	\$167,293.02

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: \$167,293.02

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

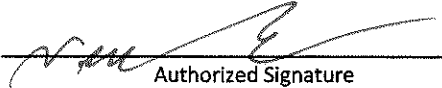
N/A

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage:

HSQ Group, LLC

Print Name of Prime

By: 

Authorized Signature

Nour Shehadeh

Print Name

Managing Member

Title

Date: 9/18/2025

Zeman Consulting Group, Inc.

Print Name of Subcontractor/subconsultant

By: 

Authorized Signature

DEREK ZEMAN

Print Name

PRESIDENT

Title

Date: 9/29/2025

*Revised 6.5.2025 pursuant to Emergency Ordinance 2025-014, approved on June 3, 2025

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. All Subcontractors/subconsultants, including any tiered Subcontractors/ subconsultants, must properly execute this document. If a Mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 2024502

SOLICITATION/PROJECT NAME: Prosperity Farms Road from 800' N. of Northlake Boulevard to Donald Ross Road

Prime Contractor: HSQ Group, LLC Subcontractor: Ritzel Mason, Inc.

(Check box(s) that apply)

☒ SBE ☐ Non-SBE ☐ Supplier Date of Palm Beach County Certification (if applicable): 4/10/25-4/9/28.

SBE PARTICIPATION – SBE Primes must document all work to be performed by their own work force on this form. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Surveying Services	1	1	0	\$160,529.19
2	Utility Locating Services	1	1	0	\$25,984.50

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: \$186,513.69

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

N/A

Price or Percentage:

Name of 2nd/3rd tier Subcontractor/subconsultant

HSQ Group, LLC

Print Name of Prime

By: 

Authorized Signature

Nour Shehadeh

Print Name

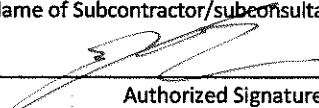
Managing Member

Title

Date: 9/8/2025

Ritzel Mason, Inc.

Print Name of Subcontractor/subconsultant

By: 

Authorized Signature

Clyde R. Mason II

Print Name

PRESIDENT

Title

Date: 8/29/2025

*Revised 6.5.2025 pursuant to Emergency Ordinance 2025-014, approved on June 3, 2025

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SOLICITATION/PROJECT NUMBER: 2024502

SOLICITATION/PROJECT NAME: Prosperity Farms Road from 800' N. of Northlake Boulevard to Donald Ross Road

Prime Contractor: HSQ Group, LLC Subcontractor: Pacifica Engineering Services, LLC
(Check box(s) that apply)

☒ SBE ☐ Non-SBE ☐ Supplier Date of Palm Beach County Certification (if applicable):10/25/24-10/24/27.

SBE PARTICIPATION – SBE Primes must document all work to be performed by their own work force on this form. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Geotechnical Services	1	1	0	\$52,299.35

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: \$52,299.35

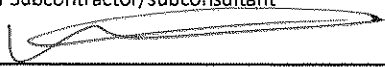
If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

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

Price or Percentage:

HSQ Group, LLC
Print Name of Prime
By: 
Authorized Signature

Nour Shehadeh
Print Name
Managing Member
Title
Date: 9/8/2025

Pacifica Engineering Services, LLC
Print Name of Subcontractor/subconsultant
By: 
Authorized Signature

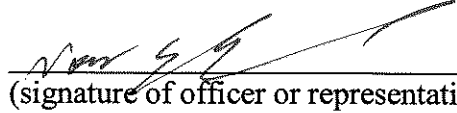
Wesley Foster
Print Name
President
Title
Date: AUGUST 28 2025

*Revised 6.5.2025 pursuant to Emergency Ordinance 2025-014, approved on June 3, 2025

**NONGOVERNMENTAL ENTITY HUMAN
TRAFFICKING AFFIDAVIT (§ 787.06(13), Fla. Stat.)**
THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED

I, the undersigned, am an officer or representative of HSQ Group, LLC (CONSULTANT) and attest that CONSULTANT does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

Under penalty of perjury, I hereby declare and affirm that the above stated facts are true and correct.


(signature of officer or representative)

Nour Shehadeh
(printed name of officer or representative)

State of Florida, County of Palm Beach

Sworn to and subscribed before me by means of ☒ physical presence or ☐ online notarization this, 28th day of August, 2025, by Nour Shehadeh.

Personally known ☒ OR produced identification ☐.

Type of identification produced _____.


NOTARY PUBLIC
My Commission Expires: 10/8/2027
State of Florida at large



(Notary Seal)

Prosperity Farms Road from 800' N. of Northlake Blvd. to Donald Ross Rd.					
Project # 2024502					
Contract API(s):		SBE Subcontracting of Minimum Mandatory of 20% and SBE Evaluation Preference			
Contract Commitment:		21% SBE			
GSC Date:		15-Nov-23			
Executed By	Supplement #	Date Approved	Total Amount	SBE	
				Total \$	Total %
BCC		Pending	\$1,831,869.34	\$527,481.62	28.79%
Project Totals \$			1,831,869.34	\$ 527,481.62	28.79%
This Contract is subject to the provisions of Emergency Ordinance 2025-014 approved by the BCC on June 3, 2025. As a result, the M/WBE participation is not enforceable.					



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
D000003197	HSQ Group, LLC		Compliant					2024502	Prosperity Farms Road from 800' N. of Northlake Blvd, to Donald Ross Road
		A+g , XV	American Guarantee and Liability Insurance Company	SXS445976201	11/1/2024	11/1/2025	Excess Liability		
		A+g , XV	Zurich American Insurance Company	GLO429303601	11/1/2024	11/1/2025	General Liability		
		A+p , XV	Pacific Insurance Company, Limited	83oh058521724	12/15/2024	12/15/2025	Professional Liability		
		A+g , XV	Zurich American Insurance Company	WC429303601	1/1/2025	11/1/2025	Workers Comp		

Risk Profile :

Standard - Professional Services

Required Additional Insured : Palm Beach County Board of County Commissioners

Ownership Entity :



**Engineering and
Public Works Department**

P.O. Box 21229
West Palm Beach, FL 33416-1229
(561) 684-4000
FAX: (561) 684-4050
www.pbc.gov

**Palm Beach County
Board of County
Commissioners**

Maria G. Marino, Mayor

Sara Baxter, Vice Mayor

Gregg K. Weiss

Joel G. Flores

Marci Woodward

Maria Sachs

Bobby Powell Jr.

County Administrator

Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*

Official Electronic Letterhead

June 18, 2025

HSQ Group, LLC
1001 Yamato Road, Suite 105
Boca Raton, FL 33431
Attn: Nour Shehadeh, P.E., Managing Member

**RE: NOTIFICATION OF CHANGES PURSUANT TO
EMERGENCY ORDINANCE 2025-014
PROSPERITY FARMS RD. FROM 800' N. OF
NORTHLAKE BLVD. TO DONALD ROSS ROAD
PALM BEACH COUNTY PROJECT NO.: 2024502**

Dear Mr. Shehadeh,

On June 3, 2025, the Board of County Commissioners (BCC) approved an emergency ordinance to suspend the race and gender conscious provisions of the County's EBO ordinance. As a result, the minority/women-owned business enterprise (M/WBE) participation provisions contained in section 7.3 through 7.6 of the sample contract included in the Request for Proposals, project number 2024502, will not apply to the contract to be recommended for approval, only the small business enterprise (SBE) provisions will apply. To avoid delaying processing of this contract, rather than require your company to submit new EBO Schedules 1 and 2, County staff has stamped the ones already submitted with the following statement *"This Schedule is subject to the provisions of Emergency Ordinance 2025-014 approved by the BCC on June 3, 2025. As a result, the M/WBE participation is not enforceable."*

Please sign and date the following page and return to our office to acknowledge your concurrence with the aforementioned modification to the solicitation documents. This acknowledgement will be included, and made part of, the proposal submitted by your company to Palm Beach County.

Should you require any additional information please contact Holly B. Knight, P.E. at HKnight@pbc.gov.



June 18, 2025

**PROSPERITY FARMS RD. FROM 800' N. OF NORTHLAKE BLVD.
TO DONALD ROSS RD.**

PALM BEACH COUNTY PROJECT NO.: 2024502

NOTIFICATION OF EMERGENCY ORDINANCE 2025-014

Sincerely,


Morton L. Rose, P.E., Director
Roadway Production Division

Receipt Acknowledged and In Agreement:

25 day of June, 2025


(signature)

Nour Shehadeh

(printed name)

Managing Member

(title)

cc: David L. Ricks, P.E., County Engineer
Joanne M. Keller, P.E., Deputy County Engineer
Steven B. Carrier, P.E., Assistant County Engineer
Morton L. Rose, P.E., Director, Roadway Production Division
Kathleen O. Farrell, P.E., Assistant Director, Roadway Production Division
Maroun Azzi, P.E., Thoroughfare Roads Manager, Roadway Production Division
Carlos Bojorge, P.E., Special Projects Manager, Roadway Production Division
Kristine Frazell-Smith, P.E., Local Roads Manager, Roadway Production Div.
Holly B. Knight, P.E., Contracts Section Manager, Roadway Production Division
Motasem Al-Turk, P.E., Director, Traffic Division
Melissa Ackert, P.E., Assistant Director, Traffic Division
Albert Hoffman, Director, Construction Coordination
JaeAnn Dean, Technical Assistant II, Roadway Production Division
Yelizaveta B. Herman, Assistant County Attorney
Fay Reynolds, Legal Secretary, County Attorney's Office

F:\ROADWAY\CCNA\2024\2024502 Prosperity Farms Rd. from 800' N. of Northlake Blvd. to Donald Ross Rd\Project\Template Letter #1- Closed Solicitations 6.09.25v2 EBO Schedules Mod.docx

Page 2 of 2