

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: February 3, 2026

Consent [X]

Regular [ ]

Public Hearing [ ]

Department: Water Utilities Department

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: Consultant Service Authorization (CSA) No. 3 to Consulting/Professional Services for Utility Distribution & Collection System Engineering Services (Contract) with Thompson & Associates, Inc., Civil Engineering (Consultant) for the East Main Street Septic to Sewer Conversion (Project) for a not to exceed amount of \$168,270.12.

**Summary:** On December 19, 2023, the Board of County Commissioners (BCC) approved the Palm Beach County Water Utilities Department (PBCWUD) Contract (R2023-1869) with Consultant. The Construction of PBCWUD Project 25-003 East Main Street Septic to Sewer Conversion has received two (2) grants that will cover the entire construction cost. CSA No. 3 provides professional engineering services which includes design, permitting, limited bidding assistance and construction administration services for the conversion from septic to sewer for 14 properties located in the Pahokee.

This Contract was presented to the Goal Setting Committee (Committee) on April 5, 2023, and the Committee established an Affirmative Procurement Initiative (API) of a minimum mandatory 20% Small Business Enterprise (SBE) subcontracting goal. Consultant committed to 100% SBE participation. The SBE proposed participation for this CSA No. 3 is 100%. To date, the overall participation achieved on this Contract is 100%. Consultant is headquartered in Fort Lauderdale, Florida and maintains an office in Palm Beach County from which most of the work will be undertaken. The Project is included in the PBCWUD FY 2026 Budget. (PBCWUD Project No. 25-003) District 6 (MWJ)

**Background and Justification:** The Project will convert 14 septic systems located approximately 1,000 feet from Lake Okeechobee to a centralized wastewater collection system owned by PBCWUD. The Project will help reduce contaminants being released into the environment from the aging septic system, extend access to public sanitary infrastructure within the City of Pahokee, and improve sanitation and quality of life for residents. Completion of this Project will help protect the water quality of Lake Okeechobee and other nearby water bodies, which is crucial for ecological and public health.

**Attachments:**

1. Two (2) Originals of Consultant Service Authorization No. 3
2. Location Map
3. Ebix Compliance Summary Report

Recommended By:

*Ali Bayat*

1/10/2026

Department Director

Date

Approved By:

*Jerry D. B. for Todd Bonkawon* 1/13/26

Chief Deputy County Administrator

Date

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2026	2027	2028	2029	2030
Capital Expenditures	\$168,271	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	\$168,271	0	0	0	0
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

Budget Account No.: Fund 4011 Dept 721 Unit W038 Object 6543

Is Item Included in Current Budget? Yes X No \_\_\_\_\_

Does this item include the use of Federal Funds? Yes \_\_\_\_\_ No X

Does this item include the use of State Funds? Yes \_\_\_\_\_ No X

Reporting Category N/A

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

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

### C. Department Fiscal Review:

*John Foreman*

## III. REVIEW COMMENTS

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

*John Foreman 1/17/26*  
OFMB  
JAF 1/17/26  
CJW 1/17/26

*Thomas Pack 1/17/26*  
Contract Development and Control  
2021-2-26

### B. Legal Sufficiency:

*CC*  
1/12/26  
Assistant County Attorney

### C. Other Department Review:

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

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

CONSULTANT SERVICES AUTHORIZATION NO. 3  
Palm Beach County Water Utilities Department  
Contract for Consulting/Professional Services  
*Utility Distribution & Collection System Engineering Services*  
Resolution No. R2023-1869 Contract Dated December 19, 2023

**Project Title:** East Main Street Septic-to-Sewer Conversion

**PBCWUD Project No.:** 25-003

**Consultant:** Thompson & Associates, Inc., Civil Engineering

**Address:** 412 SE 18 Street Fort Lauderdale, FL 33316

**Budget Line-Item No.:** 4011 - 721 - W026 - 6547

**District No.:** 6

This Consultant Services Authorization provides for: Professional engineering services to design, permit, limited bidding assistance and construction administration services for the conversion from septic to sewer for fourteen (14) properties located in the Pahokee area (Addresses shown in Attachment A). The design services will include limited utility potholes (as needed), review of survey and utility designation (provided by Palm Beach County Water Utilities Department (PBCWUD)), design of lateral connections from private properties to gravity sewer in the right-of-way, restoration plans and details.

(See ATTACHMENT A for detailed scope of services)

The Contract provides for 100% SBE participation. This Consultant Services Authorization includes 100% overall SBE participation. The cumulative SBE participation, including this Consultant Services Authorization is 100%.

1. Services completed by the Consultant to date :

See ATTACHMENT B.

2. Consultant shall begin work upon receipt of Notice to Proceed correspondence.
3. The compensation to be paid to the Consultant for providing the requested services shall be:
  - A. Computation of time charges plus expenses, not to exceed \$ 168,270.12
  - B. Fixed price of \$ 0.00
  - C. Total \$ 168,270.12
4. This Authorization may be terminated, in whole or in part, by the County with or without cause in accordance with the Contract terms. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed to termination date, together with reimbursable expenses (if applicable) then due in accordance with the Contract terms. Consultant agrees to waive any and all claims for lost profits or anticipated future profits in the event of a termination with or without cause under this Contract.

CONSULTANT SERVICES AUTHORIZATION NO. 3  
Palm Beach County Water Utilities Department  
Contract for Consulting/Professional Services  
*Utility Distribution & Collection System Engineering Services*  
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**Project Title:** East Main Street Septic-to-Sewer Conversion

**PBCWUD Project No.:** 25-003

5. SBE participation is included in ATTACHMENT C under this Authorization. The attached Schedule 1 defines the SBE applied to this Authorization and Schedule 2 establishes the SBE contribution from each Sub-Consultant (Letter of Intent).
6. This Authorization does not amend, change, or modify the Contract dated December 19, 2023 which remains in full force and effect.
7. All Attachments to this Authorization are incorporated herein and made a part of this Consultant Services Authorization.
8. The Contract and this Consultant Services Authorization is subject to the County Emergency Ordinance 2025-014, approved by the Board of County Commissioners on June 3, 2025.

CONSULTANT SERVICES AUTHORIZATION NO. 3  
Palm Beach County Water Utilities Department  
Contract for Consulting/Professional Services  
Utility Distribution & Collection System Engineering Services  
Resolution No. R2023-1869 Contract Dated December 19, 2023

Project Title: East Main Street Septic-to-Sewer Conversion

PBCWUD Project No.: 25-003

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

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

Michael A. Caruso, Clerk of the Circuit Court  
& Comptroller, Palm Beach County

Palm Beach County, Board  
of County Commissioners

ATTEST:

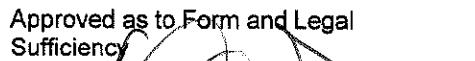
Signed: \_\_\_\_\_

 Signed: \_\_\_\_\_  
Sara Baxter, Mayor

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

(Date)

Approved as to Form and Legal  
Sufficiency

 Thompson & Associates Inc., Civil Engineering  
(Consultant)

Signed: 

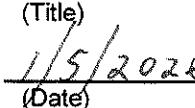
James F. Thompson, P.E.  
(Print Name)

Typed Name: Michael W. Jones  
County Attorney

  
(Signature)

President

(Title)

  
1/5/2026  
(Date)

STATE OF FLORIDA

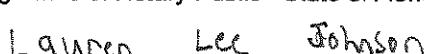
COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization,  
this 5 day of January, 2026, by JAMES F. THOMPSON who is  personally  
known to me or  has produced \_\_\_\_\_ as identification.



LAUREN LEE JOHNSON  
Commission # HH 597917  
Expires October 1, 2028

  
(Signature of Notary Public - State of Florida)

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

CONSULTANT SERVICES AUTHORIZATION NO. 3  
Palm Beach County Water Utilities Department  
Contract for Consulting/Professional Services  
*Utility Distribution & Collection System Engineering Services*  
Resolution No. R2023-1869 Contract Dated December 19, 2023

**LIST OF ATTACHMENTS**

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

## ATTACHMENT A

### SCOPE OF SERVICES

**Project Title:** East Main Street Septic-to-Sewer Conversion

**PBCWUD Project No.:** 25-003

Thompson & Associates, Inc., Civil Engineering (CONSULTANT) shall perform:

Engineering services to design, permit, provide limited bidding assistance and construction administration services for the conversion from septic to sewer for fourteen (14) properties located in the Pahokee area:

Properties Included
890 E Main St.
1049 E Main St.
328 Kismet Ave.
360 Kismet Ave.
1135 Garden Pl.
1649 E Main St.
1798 E Main St.
565 E Main St.
2481 E Main St.
371 E Main St.
337 E Main St.
815 E Main St.
2330 E Main St.
2360 E Main St.

The design services will include limited utility potholes (as needed), review of survey and utility designation (provided by Palm Beach County Water Utilities Department (PBCWUD), septic tank demolition/abandonment plans, design of lateral connections from private properties to gravity sewer in the right-of-way, restoration plans and details.

#### **Task 1 - Engineering Design Services – 60% Submittal**

The CONSULTANT shall coordinate with PBCWUD to gather all necessary files and information to design the proposed septic to sewer conversions. Task shall commence upon a written Notice-to-Proceed (NTP) issued by PBCWUD and will include the following:

- 1.1 Review of Survey and Utility Designation (Provided by PBCWUD) – CONSULTANT shall review the provided survey and utility files for the proposed properties and determine if additional survey or utility locates are needed.
- 1.2 Survey Verification Site Visit (one (1) visit) – CONSULTANT shall perform survey verification site visit to determine if the provided survey is representative of the existing

site. Following the site visit, CONSULTANT shall provide PBCWUD with technical memorandum summarizing the items discussed.

- 1.3 Coordination Meeting via Microsoft (MS) Teams (one (1) meeting) – CONSULTANT shall attend one (1) progress meeting via Microsoft Teams to discuss findings and discuss project contract documents and impacts on existing PBCWUD facilities. CONSULTANT shall provide PBCWUD with meeting minutes summarizing the items discussed.
- 1.4 Coordination with PBCWUD and Stakeholders – CONSULTANT shall coordinate with PBCWUD Surveyor to obtain all files associated with the property surveys. CONSULTANT shall provide comments from survey verification meeting to the PBCWUD surveyor for corrections or edits. CONSULTANT shall coordinate with PBCWUD/Property Owners to obtain sanitary sewer alignment input and preferences. Coordination meetings shall be held to discuss alignment and design to determine the best route for the proposed laterals.
- 1.5 Obtain/Review Record Drawings through Sunshine 811 Design Ticket – CONSULTANT shall obtain a design ticket from the Sunshine 811 and collect as-builts for existing underground infrastructure from utility owners in the proposed locations.
- 1.6 Incorporate project records, as-builts, utility locates, site survey into drawing base file - CONSULTANT shall develop an accurate base for the project locations using the survey, utility locates and as-builts. Each property shall be set up individually (11"x17" format) for permitting purposes.
- 1.7 Prepare Design Plans and Details - CONSULTANT shall prepare engineering design plans for the installation of the proposed sanitary sewer lateral connections and septic tank abandonment. Engineering design plans shall incorporate all findings from coordination, site survey, utility locates and as-built review. Engineering Plans shall meet PBCWUD details and specifications, latest editions. Each property shall be set up individually (11"x17" format) for permitting purposes. The Design Plans shall include the following:
  - a. Existing Conditions Plans
  - b. Existing Septic Tank Demolition/Abandonment
  - c. Proposed Sanitary Sewer Plans/Details
  - d. Restoration Plans/Details
- 1.8 Prepare Opinion of Costs – CONSULTANT shall develop project opinion of costs estimate for the proposed engineering design.
- 1.9 Coordination with subconsultants (Vacuum Excavations) – Zeman Consulting Group LLC (Zeman) shall perform up to seven (7) verification test holes to verify the horizontal and vertical location of the existing utilities for the design of the proposed sanitary lateral connections. Zeman will notify Sunshine 811 three (3) full business days in advance of excavation. Standard Maintenance of Traffic (MOT) is included.

CONSULTANT shall submit the 60% documents to the PBCWUD for review in Portable Document Format (PDF) format 100 calendar days following the issuance of the NTP. PBCWUD shall provide comments within 14 calendar days to the CONSULTANT. PBCWUD project manager shall be responsible for consolidating all review comments into a single matrix, listing each comment by document, or drawing number, to be transmitted to the CONSULTANT. Within seven (7) calendar days from receipt of comments, the CONSULTANT shall acknowledge and accept all comments or clearly justify in writing, for COUNTY review and concurrence, the reasons

for not including any of them in the design. The CONSULTANT shall address comments in the subsequent tasks.

Deliverables for this task shall include:

1. Engineering Design Plans (PDF and Computer-aided design (CAD) format)
2. Engineer's Opinion of Costs (PDF format)

#### **Task 2 - Engineering Design Services - 90% Submittal**

Upon completion of Task 1, The CONSULTANT shall incorporate comments received from PBCWUD and develop the drawings to a 90% completion level. Task 2 shall include the following:

- 2.1 Coordination Meeting via MS Teams (one (1) meeting) – CONSULTANT shall attend coordination and progress meetings with PBCWUD to discuss comments from PBCWUD on the previous phase. Following the meeting, CONSULTANT shall provide PBCWUD with meeting minutes summarizing the items discussed.
- 2.2 Update Design Plans and Details – CONSULTANT shall update engineering design plans for the installation of the proposed sanitary sewer laterals and septic tank abandonments based on the comments received from PBCWUD in the previous phase. The Design Plans shall include the following:
  - a. Existing Conditions Plans
  - b. Existing Septic Tank Demolition/Abandonment
  - c. Proposed Sanitary Sewer Plans/Details
  - d. Restoration Plans/Details
- 2.3 Update Opinion of Costs – CONSULTANT shall update opinion of cost estimate for the proposed engineering design based on the comments received from PBCWUD in the previous phase.
- 2.4 Prepare permit applications for signature – CONSULTANT shall prepare permit applications for all agencies having jurisdiction for the project and submit to PBCWUD for signature.
  - a. Florida Department of Health in Palm Beach County – Lateral Installation
  - b. Florida Department of Health in Palm Beach County – Septic Tank Abandonment
  - c. City of Pahokee's Building, Planning & Zoning Department

CONSULTANT shall begin permitting coordination and submittals during this phase for the City of Pahokee. CONSULTANT shall submit the 90% documents to PBCWUD for review in PDF format within 60 calendar days after the receipt of the Task 2 comments. PBCWUD shall provide comments within 14 calendar days to the CONSULTANT. The PBCWUD project manager shall be responsible for consolidating all review comments into a single matrix, listing each comment by document or drawing number, to be transmitted to the CONSULTANT. Within seven (7) calendar days from receipt of comments, the CONSULTANT shall acknowledge and accept all comments or clearly justify in writing, for PBCWUD review and concurrence, the reasons for not including any of them in the design. The CONSULTANT shall address comments in the subsequent phase.

Deliverables for this task shall include:

1. Revised Engineering Design Plans (PDF and CAD format)
2. Revised Engineer's Opinion of Costs (PDF format)

3. Permit Applications for Signature (PDF format)

### **Task 3 - Engineering Design Services - Permitting**

Upon receipt of comments from the PBCWUD from Task 2, CONSULTANT shall prepare and submit for the permits to the regulatory agencies having jurisdiction on behalf of the PBCWUD. Task 3 shall include the following:

- 3.1 Permitting Submittals – CONSULTANT shall prepare submittals for the following agencies:
  - a. Florida Department of Health in Palm Beach County – Lateral Installation
  - b. Florida Department of Health in Palm Beach County – Septic Tank Abandonment
  - c. City of Pahokee's Building, Planning & Zoning Department
- 3.2 Update plans and respond to request for additional information (RAI) received from permitting agencies - As part of the permitting process, comments and RAIs shall be incorporated into a permitted set of Construction Documents. Drawings shall be revised using clouded revisions and numbers.

The permitting fees shall be paid by PBCWUD. PBCWUD shall provide the CONSULTANT with supporting documentation as may be required by regulatory agencies. PBCWUD understands that permitting is outside the control of the CONSULTANT, and therefore 90 calendar days is an estimation to obtain the required permits.

Deliverables for this task shall include:

1. Permitted Engineering Design Plans (PDF and CAD format)
2. Project Permits/Approvals

### **Task 4 - Engineering Design Services - 100% Submittal**

Upon receipt of approvals from Regulatory Agencies, CONSULTANT shall develop the drawings to a 100% completion level. Task 4 shall include the following:

- 4.1 Coordination Meeting via MS Teams (one (1) meeting) - CONSULTANT shall attend coordination and progress meetings with PBCWUD to discuss comments from PBCWUD on the previous phase. Following the meeting, CONSULTANT shall provide PBCWUD with meeting minutes summarizing the items discussed. CONSULTANT shall attend one (1) meeting to discuss project contract documents and impacts on existing PBCWUD facilities.
- 4.2 Finalize Design Plans and Details - CONSULTANT shall finalize engineering design plans for the installation of the proposed sanitary sewer laterals and septic tank abandonments based on the comments received from PBCWUD and Regulatory Agencies in the previous phase. The Design Plans shall include the following:
  - a. Existing Conditions Plans
  - b. Existing Septic Tank Demolition/Abandonment
  - c. Proposed Sanitary Sewer Plans/Details
  - d. Restoration Plans/Details
- 4.3 Finalize Opinion of Costs - CONSULTANT shall finalize project opinion of costs estimate

for the proposed engineering design based on the comments received from PBCWUD and Regulatory Agencies in the previous phase.

CONSULTANT shall submit the 100% Construction/Bidding Documents, Permits and Cost Estimate to PBCWUD for Bidding within 30 calendar days of receiving all the required permits for this project.

Deliverables for this task shall include:

1. Finalized Engineering Design Plans (PDF and CAD format)
2. Finalized Engineer's Opinion of Costs (PDF format)

#### **Task 5 – Limited Bidding Assistance**

CONSULTANT shall assist PBCWUD in reviewing bids proposals from contractors. The PBCWUD project manager shall be responsible for distributing bid documents and scheduling the bid review meeting. PBCWUD understands that bidding is outside the control of the CONSULTANT, and therefore 30 calendar days is an estimation to complete. The CONSULTANT shall perform the following:

- 5.1 Pre-Bid Meeting (one (1) meeting) – CONSULTANT shall attend pre-bid meeting with PBCWUD and prospective bidders. Following the meeting, CONSULTANT shall provide PBCWUD with meeting minutes summarizing the items discussed.
- 5.2 Review and Respond to Contractor's questions – CONSULTANT shall review and assist PBCWUD in responding to Contractor's questions during the bidding process. CONSULTANT shall provide revised contract documents if required by questions received.
- 5.3 Review Contractor's construction estimate – CONSULTANT shall review Contractor's estimates of construction for accuracy. CONSULTANT shall review cost estimates and provide PBCWUD with findings and recommendations.

Deliverables for this task shall include:

1. Pre-Bid Meeting Minutes (PDF Format)
2. Technical Memorandum of Bid Estimate review findings and recommendations
3. Updated Construction Engineering Design Plans (PDF and CAD format)

#### **Task 7 – Construction Services**

CONSULTANT shall assist PBCWUD providing full-time inspection and construction administration services. PBCWUD understands that construction is outside the control of the CONSULTANT, and therefore 180 calendar days is an estimation to complete. The CONSULTANT shall perform the following:

- 7.1 On-Site Pre-Construction Meeting with PBCWUD and Contractor (one (1) meeting) – CONSULTANT shall attend the pre-construction meeting with PBCWUD and the Contractor to exchange pertinent information, project contact information, project schedule, safety procedures and material procurement.
- 7.2 Review Shop Drawings and Respond – Prior to commencement of construction, CONSULTANT shall review shop drawings and respond to each shop drawing submitted by Contractor within 15 calendar days of receipt.

- 7.3 Provide On-Site Inspector (Assumed one (1) week per Site) – CONSULTANT shall Provide a Resident Project Representative (RPR) to conduct on-site observations and verification of construction in progress (including specialized field tests) and assist in determining if construction is proceeding in substantial accordance with the Contract Documents. The anticipated construction schedule shall be six (6) months. Inspector shall be on-site 3.75 days a week for 7.5 hours per day, calculated portal to portal, during critical parts of the construction. CONSULTANT shall prepare daily reports and submit them to PBCWUD.
- 7.4 Responses to RFIs and plan clarifications – CONSULTANT shall review Contractor's Request for Information (RFI), evaluate the request and provide a response. Responses shall include feedback from PBCWUD.
- 7.5 Progress Meetings with PCBWUD and Contractor (Assumed Bi-weekly Meeting) – CONSULTANT shall participate in twelve (12) bi-weekly progress meetings with Contractor and PBCWUD.
- 7.6 Participate in Substantial and Final Completion Inspection – CONSULTANT shall attend the Substantial Completion Inspection and prepare a list of items requiring completion or correction (i.e., Punch List) for approval by PBCWUD. CONSULTANT shall provide punch list to the Contractor, who will address the deficiencies. CONSULTANT shall update punch list as corrections are made. CONSULTANT shall attend the Final Completion Inspection.
- 7.7 Review of As-builts, Test Results and Permit Close-out Packages – CONSULTANT shall review final as-built drawings, that have been signed and sealed by a surveyor licensed in the State of Florida, supplied by the Contractor. CONSULTANT shall review close-out requirements for permitting agencies and prepare close-out packages.
- 7.8 Provide Final Certification for permitting agencies – CONSULTANT shall provide final certification to permitting agencies as required to close out permits.

Deliverables for this task shall include:

1. Record Drawings (PDF and CAD Formats)
2. Project Certifications/Permit Close-outs and Approvals

**ATTACHMENT B**

## SUMMARY AND STATUS OF CONSULTANT SERVICES AUTHORIZATIONS

**ATTACHMENT C**  
**OEBO SCHEDULE 1**

**Office of Equal Business Opportunity Compliance Programs**

**OEBO SCHEDULE 1\***

SOLICITATION/PROJECT/BID NAME:	East Main Street Septic-to-Sewer Conversion	SOLICITATION/PROJECT/BID NO.:	25-003
SOLICITATION OPENING/SUBMITTAL DATE:	N/A	CITY/ COUNTY DEPARTMENT: Palm Beach County Water Utilities Department	
<b>Section A</b> 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:	Thompson & Associates, Inc. Civil Engineering	ADDRESS:	500 S. Australian Avenue, Suite 623, West Palm Beach, Florida 33401
CONTACT PERSON:	James F Thompson, PE	PHONE NO.:	954-761-1073 E-MAIL: <a href="mailto:jim@thompson-inc.com">jim@thompson-inc.com</a>
PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK:	\$ 161,940.00	Non-SBE	<input type="checkbox"/>
SBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.			
<b>Section B</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)		<u>DOLLAR AMOUNT OR PERCENTAGE OF WORK</u>
	<u>Non-SBE</u>	<u>SBE</u>	
1. Zeman Consulting Group LLC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 6,330.12
2.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	
(Please use additional sheets if necessary)			Total \$ 6,330.12
Total Bid/Offer Price \$	\$168,270.12		
Total Certified SBE Participation \$	\$168,270.12		

I hereby certify that the above information is accurate to the best of my knowledge: **James F. Thompson, P.E.** 

Name & Authorized Signature  
Title

**Note:**

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

**ATTACHMENT C**

**OEBO SCHEDULE 2**

**Office of Equal Business Opportunity**  
**Compliance Programs**

**OEBO LETTER OF INTENT – SCHEDULE 2\***

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. 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: 25-003

SOLICITATION/PROJECT NAME: East Main Street Septic-to-Sewer Conversion

Prime Contractor: Thompson & Associates, Inc., Civil Engineering Subcontractor: Thompson & Associates, Inc., Civil Engineering  
(Check box(s) that apply)

SBE  Non-SBE  Supplier

Date of Palm Beach County Certification (if applicable): 3/24/25 to 3/23/28

**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	Engineering Design Services (Tasks I - IV)	\$67,620.00	1		\$67,620.00
2	Bidding Assistance (Task V)	\$5,520.00	1		\$5,520.00
3	Construction Services (Task VI)	\$88,800.00	1		\$88,800.00
4					

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: \$161,940.00

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

N/A

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

Price or Percentage: \_\_\_\_\_

Thompson & Associates, Inc., Civil Engineering

Print Name of Prime

By: 

Authorized Signature

James F Thompson, P.E.

Print Name

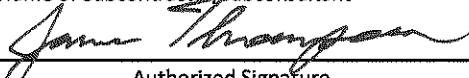
President

Title

Date: 12/03/2025

Thompson & Associates, Inc., Civil Engineering

Print Name of Subcontractor/subconsultant

By: 

Authorized Signature

James F Thompson, P.E.

Print Name

President

Title

Date: 12/03/2025

**OEBO LETTER OF INTENT – SCHEDULE 2\***

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. 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: 25-003

SOLICITATION/PROJECT NAME: East Main Street Septic-to-Sewer Conversion

Prime Contractor: Thompson & Associates, Inc., Civil Engineering Subcontractor: Zeman Consulting Group LLC  
(Check box(s) that apply)

SBE  Non-SBE  Supplier

Date of Palm Beach County Certification (if applicable): 09/16/24 - 09/15/27

**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	Preliminary Site Investigation (Task I)	\$ 6,330.12	1		\$ 6,330.12

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: \$6,330.12

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

N/A

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

Price or Percentage: \_\_\_\_\_

Thompson & Associates, Inc., Civil Engineering

Print Name of Prime

By: 

Authorized Signature

James F. Thompson, P.E.

Print Name

President

Title

Date: 12/03/2025

Zeman Consulting Group LLC

Print Name of Subcontractor/subconsultant

By: 

Authorized Signature

Michael Ross

Print Name

MBR

Title

Date: 12/03/2025

## **ATTACHMENT D**

### **PROJECT SCHEDULE**

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

<u>Engineering Services</u>	<u>Completion Date from Notice to Proceed</u>
TASK 1 – Engineering Design Services - 60% Submittal	100
County Review Time	114
TASK 2 – Engineering Design Services - 90% Submittal	174
County Review Time	188
TASK 3 – Engineering Design Services - Permitting	278
TASK 4 – Engineering Design Services - 100% Submittal	308
TASK 5 – Bidding Assistance	338
TASK 6 – Construction Services	518

ATTACHMENT E - BUDGET SUMMARY

Palm Beach County Water Utilities Department  
Contract for Consulting/Professional Services: Utility Distribution & Collection System Engineering Services  
Resolution No.: R2023-1869 Contract Date: December 19, 2023  
Consultant Services Authorization No.: 3  
Consultant: Thompson & Associates, Inc., Civil Engineering  
Project Title: East Main Street Septic-to-Sewer Conversion  
Project ID: Project No.: 25-1073

Firm/Consultant Totals												
Task Number	Task Description	Labor Classification and Hourly Rate									Total Labor	Reimbursable
		Project Manager	Project Lead	Senior Project Manager	Project Engineer	Project Lead Engineer	Project Manager	Project Lead Engineer	Technician	Support Staff	Administrative Assistant	Total Labor/Reimbursable
	Max Raw Rate (Exhibit B)	\$ 100.00	\$ 90.00	\$ 70.00	\$ 60.00	\$ 40.00	\$ 55.00	\$ 45.00	\$ 30.00			
	Multiplier	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0		
	Max Bill Rate	\$ 300.00	\$ 270.00	\$ 210.00	\$ 180.00	\$ 150.00	\$ 120.00	\$ 105.00	\$ 90.00			
Task #1	Engineering Design Services - 60% Submitted [HOURLY NOT TO EXCEED]											
1.1	Review of Survey and Utility Designation			5						5		\$ 1,050.00
1.2	Survey Verification Site Walk-Off [1 visit]			8						16		\$ 2,880.00
1.3	Coordination Meeting w/ MS Team [one (1) Meeting]			1		1				3		\$ 630.00
1.4	Coordination with PICWUD and Stakeholders			4						8		\$ 1,920.00
1.5	Obtain Review Records Drawing Three Sunshine 313 Design Ticket			4						24		\$ 3,440.00
1.6	Integrate project records, as-built, utility locate/s, site survey into drawing base file			1		5				36		\$ 5,820.00
1.7	Prepare Design Plans and Details.			2		10		35		51		\$ 9,090.00
1.8	Prepare Opinion of Costs.			1		1		14		21		\$ 3,720.00
1.9	Coordination with subconsultants [Vacuum Excavations]			3						3		\$ 630.00
Task #1 - Subtotal	Task #1 - Subtotal	3	11	45	0	0	108	0	0	0	167	\$ 29,520.00
Task #2	Engineering Design Services - 90% Submittal [HOURLY NOT TO EXCEED]											
2.1	Coordination Meeting w/ MS Team [one (1) Meeting]			1		1				2		\$ 480.00
2.2	Updated Design Plans and Details using PICWUD comments received on previous submittal.			2		4		10		51		\$ 9,036.00
2.3	Updated Opinion of Costs using PICWUD comments received on previous submittal.			1		3		5		19		\$ 3,660.00
2.4	Prepare permit application for signature.			1		5				6		\$ 1,320.00
Task #2 - Subtotal	Task #2 - Subtotal	3	9	21	0	0	45	0	0	0	78	\$ 14,490.00
Task #3	Engineering Design Services - Permitting [HOURLY NOT TO EXCEED]											
3.1	Permitting Submittals.			3		5				33		\$ 5,610.00
3.2	Update plans and respond to BAs received from permitting agencies.			2		6		10		60		\$ 9,960.00
Task #3 - Subtotal	Task #3 - Subtotal	2	6	0	0	75	0	0	0	93	\$ 15,570.00	\$ 15,570.00
Task #4	Engineering Design Services - 100% Submittal [HOURLY NOT TO EXCEED]											
4.1	Coordination Meeting w/ MS Team [one (1) Meeting]			1		1				2		\$ 480.00
4.3	Finalized Design Plans and Details using PICWUD/Permitting comments received on previous submittal.			2		3		10		29		\$ 5,610.00
4.4	Finalized Opinion of Costs using PICWUD/Permitting comments received on previous submittal.			1		1		3		10		\$ 1,390.00
Task #4 - Subtotal	Task #4 - Subtotal	3	5	14	0	0	19	0	0	41	\$ 8,040.00	\$ 8,040.00
Task #5	Limited Bidding Assistance [HOURLY NOT TO EXCEED]											
5.1	Pre-Bid Meeting (one (1) Meeting)			4						4		\$ 840.00
5.2	Review and Respond to Contractor's questions			2		5				17		\$ 3,090.00
5.3	Review Contractor's construction estimate			2		5				7		\$ 1,590.00
Task #5 - Subtotal	Task #5 - Subtotal	0	4	14	0	0	10	0	0	28	\$ 5,520.00	\$ 5,520.00

ATTACHMENT - BUDGET SUMMARY

Palm Beach County Water Utilities Department  
Contract for Consulting/Professional Services: Utility Distribution & Collection System Engineering Services  
Resolution No.: RD23-1889 Contract Date: December 19, 2023  
Consultant Services Authorization No.: 3  
Consultant: Thompson & Associates, Inc., Civil Engineering  
Project Name: East Main Street Septic-to-Sewer Conversion  
Project No.: 19-002-0001  
Project Address: 19-002-0001

October 14, 2025

Noel Rodriguez, PE  
Thompson and Associates  
500 S. Australian Avenue, Suite 623  
West Palm Beach, FL 33401

**Subject:** P25042 CSA#3 PBCWUD – East Main Street Septic to Sewer SUE Support

**Overview:** Zeman Consulting Group shall perform Subsurface Utility Engineering (SUE) services described hereon in accordance with the Standards of Practice set forth in Chapter 5J-17.050 of the Florida Administrative Code, pursuant to Chapter 472.027 of the Florida Statutes and/or the ASCE Standard 38-22, Quality Level B and A (if included), "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data".

**Scope of Work:** Perform utility designation and Quality Level "A" test holes in support of the above project. Zeman Group 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). Seven (7) test holes will be performed at the direction of the EOR to verify the horizontal and vertical location of specified utilities. Zeman Group will notify Sunshine 811 3 full business days in advance of excavation.

**Basis and Assumptions:**

- Zeman Group will have ready access to the project area.
- Standard Maintenance of Traffic (MOT) is included. Extraordinary MOT such as lane closures, route detouring, crash trucks, off-duty police officer, railroad flagging fees and other efforts deemed atypical are not included.

**Client Responsibilities:**

- Provide or facilitate access to the project area for field investigations.

**Deliverables:** Zeman Consulting Group will provide seven (7) test hole reports depicting the results of the field investigation.

**Compensation:** Limiting Amount Fee: \$6,330.12

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

Sincerely,



Michael Ross, PSM  
Vice President - Zeman Consulting Group

Accepted By: \_\_\_\_\_

(Authorized Signature)

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

## ATTACHMENT E - BUDGET SUMMARY

Palm Beach County Water Utilities Department  
 Contract for Consulting/Professional Services: Utility Distribution & Collection System Engineering Services  
 Resolution No.: R2023-1869 Contract Dated: December 19, 2023  
 Consultant Services Authorization No.: 3  
 Consultant: Thompson & Associates, Inc., Civil Engineering  
 Sub-Consultant: Zaman Consulting Group, LLC  
 Project Title: East Main Street Septic-to-Sewer Conversion  
 PBCWUD Project No.: 25-003

Task Number	Task Description	Labor Classification and Hourly Rate										Sub-Consultant Totals				
		SENIOR SURVEYOR	SENIOR PSIM SURVEYOR	SENIOR TECH SURVEY	SENIOR TECH CAD	SENIOR TECH	2 PERSON CREW	2 PERSON CREW	2 PERSON CREW	2 PERSON CREW	2 PERSON CREW	2 PERSON CREW	2 PERSON CREW	2 PERSON CREW	Total Labor	Reimbursable
	Max Raw Rate (Exhibit B)	\$ 64.90	\$ 48.08	\$ 36.00	\$ 26.00	\$ 80.50	\$ 59.50	\$ 68.00	\$ 32.45	\$ 74.50	\$ 84.50					
	Multiplier	2.93	2.93	2.93	2.93	2.93	2.93	2.93	2.93	2.93	2.93					
	Max Bill Rate	\$ 190.16	\$ 140.47	\$ 102.48	\$ 76.18	\$ 235.87	\$ 174.34	\$ 199.24	\$ 95.08	\$ 218.39	\$ 241.59					
<b>Task #1 Preliminary Investigation [HOURLY]</b>																
1.6	Utility Delineation/Survey/Coordination	2							14			16		1,711.04	\$	\$ 1,711.04
1.6	Vacuum Excavation - Soft Digs (seven (7) total) [per master contract \$500.00 per hole]											0		0		\$ 3,500.00
1.6	Test Hole Reports	2		7								9		1,118.68	\$	\$ 1,118.68
	Task #1 - Subtotal	4	0	7	0	0	0	0	14	0	0	25		2,830.12	\$	\$ 3,500.00
	Total Labor Hours	4	0	7	0	0	0	0	14	0	0	25		2,830.12	\$	\$ 3,500.00
	Labor Raw Costs	\$ 259.60	\$ -	\$ 252.00	\$ -	\$ -	\$ -	\$ -	\$ 454.30	\$ -	\$ -			965.90		
	<b>Total Labor Cost (Max Bill Rate * Total Labor Costs)</b>	<b>\$ 760.54</b>	<b>\$ -</b>	<b>\$ 738.36</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,331.12</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 2,830.12</b>		
	<b>Project Total</b>											25		<b>\$ 2,830.12</b>	<b>\$ 3,500.00</b>	<b>\$ 6,330.12</b>

## ATTACHMENT F

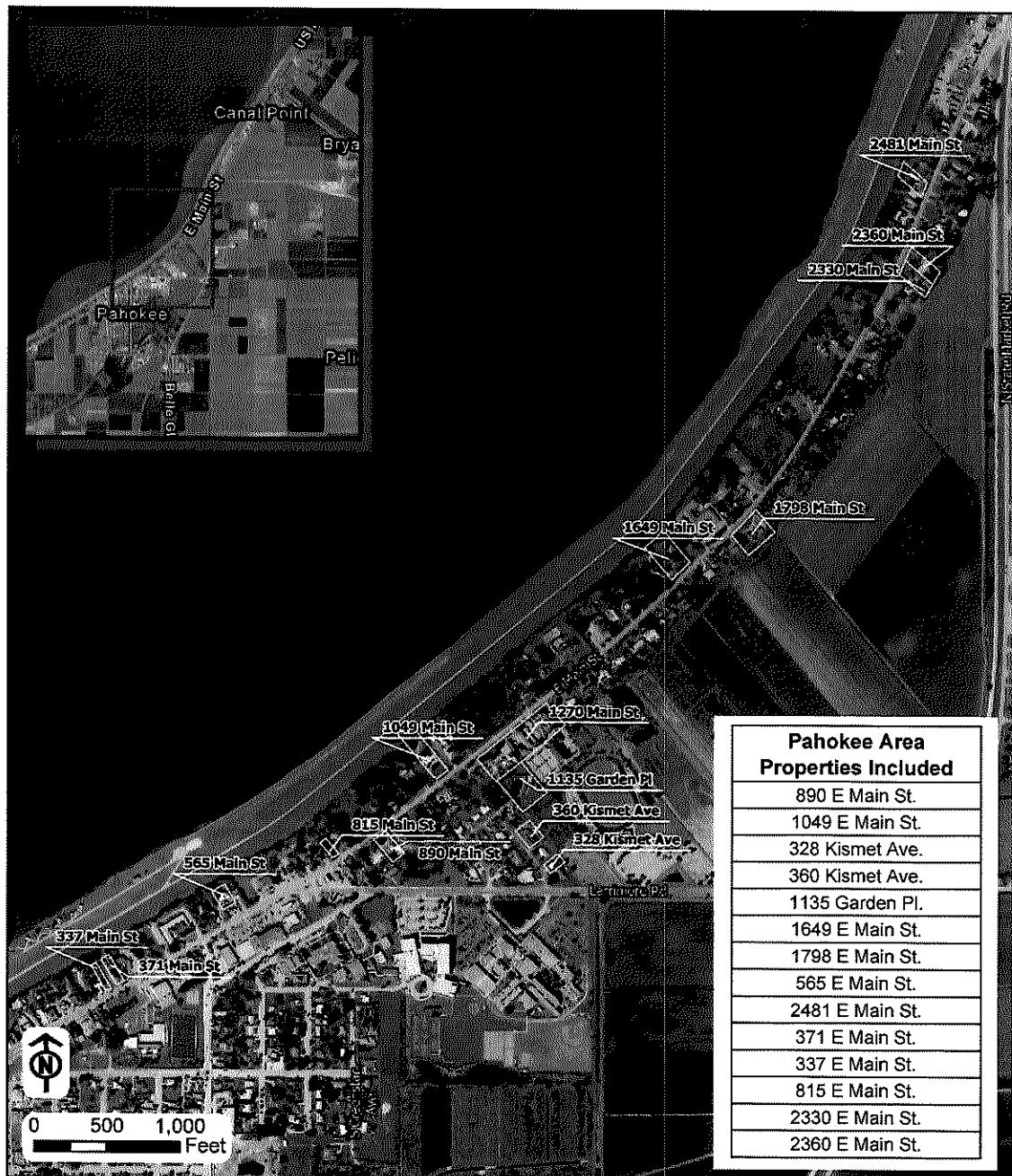
Palm Beach County Water Utilities Department  
Contract for Consulting/Professional Services  
*Utility Distribution & Collection System Engineering Services*  
Resolution No. R2023-1869 Contract Dated December 19, 2023

### SUMMARY OF SBE BUSINESS TRACKING

Master Contract Participation	SBE: 100%
Current Proposal	
Value of Authorization No. <u>3</u>	<b>\$ 168,270.12</b>
Value of SBE Letters of Intent	<b>\$ 168,270.12</b>
Actual Percentage	<b>100%</b>
Signed/Approved Authorizations	
Total Value of Authorizations	<b>\$ 114,692.79</b>
Total Value of SBE Signed Subcontractors	<b>\$ 114,692.79</b>
Actual Percentage	<b>100%</b>
Signed/Approved Authorizations Plus Current Proposal	
Total Value of Authorization	<b>\$ 282,962.91</b>
Total Value of Subcontractors & Letters of Intent	<b>\$ 282,962.91</b>
Actual Percentage	<b>100%</b>

## ATTACHMENT G

### Location Map PBCWUD Project No. 25-003



East Main Street Septic-to-Sewer Conversion  
WUD project No. 25-003





July 14, 2025

Mr. James F. Thompson, P.E, President  
Thompson & Associates, Inc.  
500 S Australian Avenue Suite 623  
West Palm Beach, Florida 33401

Water Utilities Department  
Engineering Division  
8100 Forest Hill Blvd  
West Palm Beach, FL 33413  
(561) 493-6000  
Fax: (561) 493-6085  
www.pbcwater.com

■  
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.

Interim County Administrator

Todd J. Bonlarron

"An Equal Opportunity Employer"

Official Electronic Letterhead

Re: Project Number: 23-025  
Utility Distribution & Collection System Engineering  
Services  
Notification of Contract Clauses No Longer Being  
Enforced Pursuant to Emergency Ordinance 2025-014

Dear Mr. Thompson,

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. The suspension will remain in effect for two years or until further direction by the BCC, whichever comes first. As a result, the provisions relating to minority/women-owned business enterprise (M/WBEs) participation contained in the contract document (R2023-1869) under Article 7- Subcontracting will not be enforced as of June 3, 2025, only the small business enterprise (SBE) provisions will apply.

Please sign below to acknowledge receipt of this notification. This acknowledgement will be included in, and made part of, the contract file.

Should you require any additional information please contact Ms. Christina Bervin at [cbervin@pbcwater.com](mailto:cbervin@pbcwater.com) or at (561) 493 5203.

Cordially,

Jane House, P.E., LEED AP  
Director of Engineering Division

**Receipt Acknowledged and In Agreement:**

Thompson & Associates, Inc., Civil Engineering  
(Consultant)

James F. Thompson, P.E.  
(Print Name)

7/15/2025  
(Date)