

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: April 14, 2026 Consent [X] Regular []
Public Hearing []

Department: Water Utilities Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: **A)** Consultant Services Authorization (CSA) No. 2 to the Consulting/Professional Services Capital Improvement Plan Program Management Contract (Contract) with Parsons Environment & Infrastructure Group Inc., (Parsons) for the Capital Improvement Plan Program Management (Project) for a not to exceed amount of \$2,098,847.08; and **B)** CSA No. 2 to the Contract with CES Consultants, Inc., (CES) for the Project for a not to exceed amount of \$2,354,504.82.

Summary: On January 14, 2025, the Board of County Commissioners (BCC) approved the Palm Beach County Water Utilities Department (PBCWUD) Contract with Parsons (R2025-0092) and CES (R2025-0093). The Contract will provide consulting/professional services to assist with the implementation of the PBCWUD 2025-2030 Capital Improvement Plan (CIP). Under CSA No. 2 Parsons and CES will provide the resources needed to support the implementation of CIP projects for one (1) year. Parsons and CES will provide services throughout the project life cycle of water, wastewater and reclaimed water treatment and transmission projects in the areas of delivery, controls, permitting, communications, and asset management.

This Contract was presented to the Goal Setting Committee (Committee) on March 29, 2024, and the Committee established an Affirmative Procurement Initiative (API) of a minimum mandatory 20% Small Business Enterprise (SBE) subcontracting goal.

Parsons committed to 26% SBE participation. The proposed SBE participation for this CSA No. 2 with Parsons is 26.27%. To date, the overall participation achieved on this Contract is 26.51% SBE participation. While Parsons is headquartered in Chantilly, Virginia, most members of the project team will be co-located with PBCWUD staff at the Central Region Operations Center (CROC) from which the majority of the work required will be undertaken. CSA No. 2 for Parsons is included in PBCWUD FY 2026 Budget. (PBCWUD Project No. 25-009)

CES committed to 32% SBE participation. The proposed SBE participation for this CSA No. 2 with CES is 37.50%. To date, the overall participation achieved on this Contract is 36.71% SBE participation. While CES is headquartered in Miami, Florida, most members of the project team will be co-located with PBCWUD staff at the CROC from which the majority of the work required will be undertaken. CSA No. 2 for CES is included in PBCWUD FY 2026 Budget. (PBCWUD Project No. 25-009) Countywide (MWJ)

Background and Justification: Under CSA No. 2, Parsons and CES will provide communications, planning services, oversight of staff and design professionals for projects from design through construction, coordination of permitting and approvals, and support of strategic asset management principles. The tools and processes developed will allow continued efficiencies in implementation and delivery of CIP projects throughout the duration of the Contract.

Attachments:

1. Two (2) Consultant Service Authorization No. 2 for Parsons Environment & Infrastructure Group Inc.
2. Two (2) Consultant Service Authorization No. 2 for CES Consultants, Inc.
3. Location Map
4. Ebix Compliance Summary Report for Parsons Environment & Infrastructure Group Inc.
5. Ebix Compliance Summary Report for CES Consultants, Inc.

Recommended By: Al. Bayat 3/16/26
 Department Director Date

Approved By: [Signature] 3/19/26
 Deputy County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
Capital Expenditures	\$4,453,352	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	\$4,453,352	0	0	0	0
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

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

Is Item Included in Current Budget? Yes X No
 Is this item using Federal Funds? Yes No X
 Is this item using State Funds? Yes No X

Reporting Category N/A

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

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

C. Department Fiscal Review: Jonny Lorenson

III. REVIEW COMMENTS

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

Asst. Dir. 3/13/26
 OFMB
 CDA 3/12
 Edw 3-13-26

Brundage 3/16/26
 Contract Development and Control
 26 3-18-26

B. Legal Sufficiency:

[Signature]
 Assistant County Attorney
 3/17/26

C. Other Department Review:

 Department Director

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

CONSULTANT SERVICES AUTHORIZATION NO. 2
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2025-0092 Contract Dated January 14, 2025

Project Title: Capital Improvement Plan Program Management

PBCWUD Project No.: 25-009

Consultant: Parsons Environment & Infrastructure Group, Inc.

Address: 500 W. Cypress Creek Rd., Suite 200, Fort Lauderdale, Florida 33309

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

District No.: Countywide

This Consultant Services Authorization provides for: Resources and personnel required to support the delivery of the Palm Beach County Water Utilities Department's (PBCWUD) Capital Improvement Plan (CIP) projects. Consultant Services Authorization (CSA) No. 2 provides staff augmentation to support the design and construction projects identified through the planning phases. In addition, project controls, project administration, and technical staff are provided to support the CIP planning, design, and construction phases.

(See **ATTACHMENT A** for detailed scope of services)

The Contract provides for 26% SBE participation. This Consultant Services Authorization includes 26.27% overall SBE participation. The cumulative SBE participation, including this Consultant Services Authorization is 26.51%.

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 \$ 2,098,847.08

B. Fixed price of \$ 0.00

C. Total \$ 2,098,847.08

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. 2
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2025-0092 Contract Dated January 14, 2025

Project Title: Capital Improvement Plan Program Management

PBCWUD Project No.: 25-009

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 January 14, 2025 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. 2
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2025-0092 Contract Dated January 14, 2025

Project Title: Capital Improvement Plan Program Management

PBCWUD Project No.: 25-009

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: _____

SA
1/13

Sara Baxter, Mayor

Typed Name: _____
Deputy Clerk

(Date)

Approved as to Form and Legal
Sufficiency

Parsons Environment & Infrastructure Group, Inc.
(Consultant)

Signed: _____

William Rathbun
(Print Name)

William Rathbun

Typed Name: Michael W. Jones
County Attorney

(Signature)

Vice President
(Title)

January 29, 2026
(Date)

STATE OF FLORIDA
COUNTY OF Miami-Dade

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,
this 29th day of January, 2026, by William Rathbun who is personally
known to me or has produced _____ as identification.



Ellie A. Perez

(Signature of Notary Public - State of Florida)

Ellie Perez

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

CONSULTANT SERVICES AUTHORIZATION NO. 2
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2025-0092 Contract Dated January 14, 2025

LIST OF ATTACHMENTS

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

ATTACHMENT A

SCOPE OF SERVICES

PBCWUD Project No.: 25-009

Project Title: Capital Improvement Plan Program Management

Parsons Environment & Infrastructure Group, Inc. (CONSULTANT) shall perform the services as described below:

Under this CSA No. 2, CONSULTANT shall provide supplemental resources and personnel to support the PBCWUD Program Management Office (PMO) staff through various project delivery phases, including planning, design, construction, and the maintenance and development of systems to manage and document the information throughout the duration of the PROGRAM.

CSA No. 2 will focus on the following services required to augment the program management team, transition new staff, and continue to support PBCWUD's program management team. The CONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources.
2. Specialized technical experts in water and wastewater/reclamation treatment, collection, transmission, and distribution to assist in planning, design, construction, and closeout of projects.

SCOPE OF SERVICES

Task No. 1 – Program Management

A. Services:

Consultant shall provide personnel to perform administrative activities to support the on-site program/project design/construction management team. The overall or partial management and administration to support the defined total scope of services will be required. These services will extend through the duration of the CSA, and include the following activities:

1. Direct support of the PMO, which includes the core Program Team consisting of CONSULTANT and PBCWUD staff.
2. Management of CONSULTANT staff.
3. Progress reporting and presentations to PBCWUD Program Manager(s) and Department Leaders

- a. Attendance at meetings as requested by PBCWUD
- b. Provide documents in support and as required for meetings.

B. Deliverables

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

Task No. 2 – Project Management

A. Services:

The PROGRAM involves the delivery of the projects outlined in the CIP and each of the projects will typically develop from the planning stage, through design, permitting, procurement and construction. PBCWUD has requested one (1) treatment plant design project manager and one (1) Hydrogeologist to manage the projects and augment PBCWUD's project management staff. The CONSULTANT's project managers shall be fully responsible for the management of the assigned projects through design and construction.

CONSULTANT may also support efforts to implement standardized Program Management Plans (PMP) processes for design reviews, constructability assessments, and procurement support to better ensure adherence to timelines and budgets. CONSULTANT may be asked to facilitate knowledge sharing sessions with PBCWUD and PMO staff to enable continuous skill enhancement, leveraging CONSULTANT's robust expertise in delivering large-scale infrastructure CIP programs.

Specific services to be performed are:

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

4. Prepare correspondence and other documents required as part of the PDS for delivery of assigned projects.
5. Assist in mentoring and training PBCWUD project managers in capital projects management techniques and best practices.

B. Deliverables:

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

Task No. 3 – Program Reporting and Controls

No services will be provided under this task at this time.

Task No. 4 – Technical Support

A. Services:

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

1. Development or revision of a PBCWUD Standard Operating Procedures (SOP) as requested.
2. Development of standards and technical specifications.
3. Development and implementation of PDS modules for design-build and/or other alternative delivery methods.
4. Technical experts in the areas of water, wastewater and water reclamation treatment, water chemistry, process, hydraulics, pump stations, Supervisory Control and Data Acquisition (SCADA), instrumentation & controls, electrical, structural, pipe rehabilitation methodologies, hydrogeology, resiliency, Information Technology (IT), alternative delivery procurement, and utility management.
5. Best practices in program and project management.
6. Alternatives analysis as part of Planning and Design
7. Cost estimating
8. Construction Scheduling

9. Value engineering
10. Providing technical expertise not readily available within PBCWUD or through PBCWUD's current consulting/professional services engineering contracts on short notice as required during planning, design, construction, or closeout.

B. Deliverables:

1. Technical memoranda or reports, as warranted, identifying the work performed, alternatives developed, value engineering recommendations, or issues investigated, and findings used for project and/or PROGRAM purposes.

Task No. 5 – Outreach Services

A. Services:

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

The outreach services to the public will consist of the development of materials to be used to inform the public regarding specific project-related activities. These materials may be in the form of door hangers, flyers, or letters to be used by PBCWUD's contractors to inform the public of project related work in their neighborhood.

Additional communications support as requested by PBCWUD may include, but not be limited to:

1. Branding
2. Advice and suggestions regarding public outreach means and methods for the various projects or PROGRAM.
3. Preparation of documents for presentation to the Board of County Commissioners.
4. Support PBCWUD with right-of-way acquisition and permanent and temporary easement acquisition, as requested.
5. Support Palm Beach County Office of Small Business Development (OSBD) for public outreach events such as meetings, mailings, and web-based information sharing to attract resources, contractors, and vendors.

B. Deliverables:

1. Informational materials (door hangers, posters, letters, flyers, etc.)
2. Documents in support of PBCWUD presentations, if requested.
3. Public outreach materials when requested by PBCWUD (i.e., assistance with planning and/or

coordinating events, such as public meetings)

Task No. 6 – Construction Management

A. Services:

The PROGRAM involves the construction of treatment plant projects as outlined in the CIP. PBCWUD has requested one (1) full-time Senior Construction Manager for the treatment plants and two (2) full-time equivalents (FTEs) inspectors to augment PBCWUD's construction management and inspection staff at the treatment plants.

The CONSULTANT construction manager and construction inspectors will support the construction project they are assigned to and will be supported by the project managers. Their duties will consist of coordinating field inspection resources, attending progress meetings with contractors, monitoring contractor performance under the construction contract, maintaining project documentation, coordinating with engineers of record, and identifying additional specialist resources that may be required to address emergent issues on construction projects in support of PBCWUD. Specific services to be performed:

1. Provide Construction Managers to work as part of an integrated team with PBCWUD staff.
2. Prepare and provide input to monthly project status reports used to document progress and to inform PBCWUD senior leadership regarding project and Program status.
3. Prepare correspondence and other documents required as part of the PDS for delivery of assigned projects.
4. Assist in mentoring and training PBCWUD construction managers in capital projects management techniques and best practices.

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

B. Deliverables:

1. Daily inspection reports and other documentation associated with the construction contracts (i.e., contractor requests for information (RFI), contractor submittal reviews, monthly payment applications)
2. Constructability reviews where appropriate and documentation of comments and resolution.
3. Documentation associated with the review and revision of construction contracts being prepared for procurement.
4. Preparation of presentations to support procurement of contractors and update PBCWUD

senior leadership regarding project status.

Task No. 7 – Strategic Asset Management

No services will be provided under this task at this time.

Task No. 8 – Information Technology Group Support Services

No services will be provided under this task at this time.

ATTACHMENT C

OSBD SCHEDULE 1

Office of Small Business Development

OSBD SCHEDULE 1*

SOLICITATION/PROJECT/BID NAME: Capital Improvement Plan Program Management

SOLICITATION/PROJECT/BID NO.: 25-009

SOLICITATION OPENING/SUBMITTAL DATE: _____

COUNTY DEPARTMENT: Water Utilities Department

Section A

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

NAME OF PRIME RESPONDENT/BIDDER: Parsons Environment & Infrastructure Group, Inc.

ADDRESS: 500 W. Cypress Rd., Ste. 200, Fort Lauderdale, FL 33309

CONTACT PERSON: William Rathbun

PHONE NO.: 305-507-5579

E-MAIL: william.rathbun@parsons.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$1,467,729.24

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

Non-SBE

SBE

Section B

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

Subcontractor/Sub consultant Name	(Check all Applicable Categories)		DOLLAR AMOUNT OR PERCENTAGE OF WORK
	Non-SBE	SBE	
1. MCO Construction and Services, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$551,425.84
2. Nova Consulting, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$79,692.00
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 \$631,117.84

Total Bid/Offer Price \$ \$2,098,847.08

Total Certified SBE Participation \$ \$551,425.84

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



Vice President

Name & Authorized Signature

Title

- Note:**
- The amount listed on this form for a Subcontractor/sub consultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
 - Only those firms certified by Palm Beach County at the time of solicitation due date are eligible to meet the established OSBD Affirmative Procurement Initiative (API). Please
 - 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

OSBD SCHEDULE 2

Office of Small Business Development

OSBD 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: 25-009

SOLICITATION/PROJECT NAME: Capital Improvement Plan Program Management

Prime Contractor: Parsons Environment & Infrastructure Group, Inc. Subcontractor: MCO Construction and Services, Inc.

(Check box(s) that apply)

SBE Non-SBE Supplier

Date of Palm Beach County Certification (if applicable): 4/17/24 - 4/16/27

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	Construction Management Support and Outreach Services	N/A	N/A	N/A	\$551,425.84

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

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

_____ Price or Percentage: _____

Name of 2nd/3rd tier Subcontractor/subconsultant

Parsons Environment & Infrastructure Group, Inc.

Print Name of Prime

By: _____
Authorized Signature

William Rathbun

Print Name

Vice President

Title

Date: February 13, 2026

MCO Construction and Services, Inc.

Print Name of Subcontractor/subconsultant

By: _____
Authorized Signature

Ann McNeill

Print Name

President

Title

Date: February 13, 2026

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

OSBD 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: 25-009

SOLICITATION/PROJECT NAME: Capital Improvement Plan Program Management

Prime Contractor: Parsons Environment & Infrastructure Group, Inc. Subcontractor: Nova Consulting, 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	Technical Engineering Support	N/A	N/A	N/A	\$79,692.00

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$79,692.00

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.

Not Applicable _____ Price or Percentage: _____
 Name of 2nd/3rd tier Subcontractor/subconsultant

Parsons Environment & Infrastructure Group, Inc.

Print Name of Prime

By: 
 Authorized Signature

William Rathbun

Print Name

Vice President

Title

Date: January 26, 2026

Nova Consulting, Inc.

Print Name of Subcontractor/subconsultant

By: 
 Authorized Signature

Maria J. Molina

Print Name

Principal

Title

Date: January 26, 2026

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> (Calendar Days)
<i>Task No. 1 - Program Management</i>	365
<i>Task No. 2 – Project Management</i>	365
<i>Task No. 3 – Program Reporting and Controls</i>	N/A
<i>Task No. 4 – Technical Support</i>	365
<i>Task No. 5 – Outreach Services</i>	365
<i>Task No. 6 – Construction Management</i>	365
<i>Task No. 7 – Strategic Asset Management</i>	N/A
<i>Task No. 8 – Information Technology Group Support Services</i>	N/A

ATTACHMENT E

BUDGET SUMMARY

**ATTACHMENT E
BUDGET SUMMARY**

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services - Capital Improvement Plan Program Management
 Resolution No.:R2025-0092 Contract Dated: January 14, 2025
 Consultant Services Authorization No.: 2
 Consultant: Parsons Environment & Infrastructure Group Inc.
 Project Title: Capital Improvement Plan Program Management
 PBCWUD Project No.: 25-009

PRIME CONSULTANT LABOR

Task Number	Task Description	Role, Labor Classification, Name & Raw Hourly Labor Rate										Total Labor
		Program Manager	PM - W/WW Treatment	PM - Hydrogeologist	W/WW Technical Support	W/WW Technical Support	I&C/Elec. Technical Support	Mechanical Technical Support	Estimating Technical Support	W/WW CM	Program Manager Support	
		Vice President	Project Manager	Senior Project Engineer	Senior Project Manager	Senior Project Manager	Senior Project Manager	Sr. Engineering Manager	Chief Estimator	Sr. Construction Manager	Project Controls Manager	
		W. Rathbun	J. Greenfield	TBD	J. Daily / TBD	T. Champlin / TBD	R. Creavalle / TBD	I. Dobre / TBD	R. Randolph / TBD	H. Flores	V. Olaya / TBD	
		\$ 120.85	\$ 75.00	\$ 82.75	\$ 110.69	\$ 110.69	\$ 110.69	\$ 113.60	\$ 114.15	\$ 92.00	\$ 70.69	
1	Program Management	208	0	0	0	0	0	0	0	0	48	\$ 72,466.00
2	Project Management	0	1920	1920	0	0	0	0	0	0	0	\$ 696,624.00
3	Program Reporting and Controls	0	0	0	0	0	0	0	0	0	0	\$ -
4	Technical Support	60	0	0	180	180	180	180	180	0	0	\$ 274,367.24
5	Outreach Services	0	0	0	0	0	0	0	0	0	0	\$ -
6	Construction Management	0	0	0	0	0	0	0	0	1920	0	\$ 406,272.00
Labor Subtotal		\$ 1,449,729.24										\$ 1,449,729.24

												Total Hours	
Labor Subtotal Hours		268	1920	1920	180	180	180	180	180	180	1920	48	6,976
Labor Raw Costs	\$	32,387.80	\$ 144,000.00	\$ 158,880.00	\$ 19,924.20	\$ 19,924.20	\$ 19,924.20	\$ 20,448.00	\$ 20,547.00	\$ 176,640.00	\$ 3,393.12		
Labor Multiplier		2.54	2.3	2.3	2.54	2.54	2.54	2.54	2.54	2.54	2.3	2.54	
Labor Subtotal	\$	82,265.01	\$ 331,200.00	\$ 365,424.00	\$ 50,607.47	\$ 50,607.47	\$ 50,607.47	\$ 51,937.92	\$ 52,189.38	\$ 406,272.00	\$ 8,618.52		
Labor Total	\$	1,449,729.24											

Parsons Labor Total	\$	616,068.52	
Parsons Overall Labor Multiplier		2.35	
Parsons Labor Subtotal	\$	1,449,729.24	
Subconsultant Labor Total	\$	624,117.84	
Subcontract SubTotal	\$	624,117.84	
Parsons Other Direct Costs Subtotal	\$	18,000.00	(Included In ODC Breakdown)
Subcontract Other Direct Costs SubTotal	\$	7,900	(Included In ODC Breakdown)
Project Other Direct Costs Subtotal	\$	25,000	
Project Total	\$	2,098,847.08	

**ATTACHMENT E
BUDGET SUMMARY**

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services - Capital Improvement Plan Program Management
 Resolution No.:R2025-0092 Contract Dated: January 14, 2025
 Consultant Services Authorization No.: 2
 Consultant: Parsons Environment & Infrastructure Group Inc.
 Subconsultant: MCO Construction and Services, Inc.
 Project Title: Capital Improvement Plan Program Management
 PBCWUD Project No.: 25-009

SUB-CONSULTANT LABOR

Task Number	Task Description	Role, Labor Classification, Name & Raw Hourly Labor Rate			Total Labor
		Principal	Senior Inspector	Senior Inspector	
		A. McNeill	TBD	K. Stubbs	
		\$ 95.44	\$ 69.66	\$ 57.91	
1	Program Management	0	0	0	\$ -
2	Project Management	0	0	0	\$ -
3	Program Reporting and Controls	0	0	0	\$ -
4	Technical Support	0	0	0	\$ -
5	Outreach Services	150	0	0	\$ 30,063.60
6	Construction Management	0	1920	1920	\$ 514,362.24
Subtotal		\$ 544,425.84			

				Total Hours
Labor Subtotal Hours	150	1920	1920	3,990
Labor Raw Costs	\$ 14,316.00	\$ 133,747.20	\$ 111,187.20	
Labor Multiplier	2.1	2.1	2.1	
Labor Subtotal	\$ 30,063.60	\$ 280,869.12	\$ 233,493.12	
Labor Total	\$ 544,425.84			

Subconsultant Labor Total \$ 259,250.40
 MCO Overall Labor Multiplier 2.1
Subcontract Labor Total \$ 544,425.84

ODCs (Mileage Reimbursement) \$7,000 (Included in ODC Breakdown)

Project Total \$ 551,425.84

**ATTACHMENT A - LEVEL OF EFFORT
BUDGET SUMMARY**

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services - Capital Improvement Plan Program Management
 Resolution No.:R2025-0092 Contract Dated: January 14, 2025
 Consultant Services Authorization No.: 2
 Consultant: Parsons Environment & Infrastructure Group Inc.
 Subconsultant: Nova Consulting, Inc.
 Project Title: Capital Improvement Plan Program Management
 PBCWUD Project No.: 25-009

SUB-CONSULTANT LABOR

Task Number	Task Description	Role, Labor Classification	Total Labor
		Technical Support	
		Senior Project Engineer	
		Caroline Herman	
		\$ 57.25	
1	Program Management	0 \$	-
2	Project Management	0 \$	-
3	Program Reporting and Controls	0 \$	-
4	Technical Support	480 \$	79,692.00
5	Outreach Services	0 \$	-
6	Construction Management	0 \$	-
Subtotal		\$ 79,692.00	

		Total Hours
Labor Subtotal Hours	480	480
Labor Raw Costs	\$ 27,480.00	
Labor Multiplier	2.9	
Labor Subtotal	\$ 79,692.00	
Labor Total	\$ 79,692.00	

Subconsultant Labor Total	\$ 27,480.00
Nova Overall Labor Multiplier	2.90
Subcontract Labor Total	\$ 79,692.00
Project Total	\$ 79,692.00

**ATTACHMENT E
BUDGET SUMMARY**

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services - Capital Improvement Plan Program Management
 Resolution No.:R2025-0092 Contract Dated: January 14, 2025
 Consultant Services Authorization No.: 2
 Consultant: Parsons Environment & Infrastructure Group, Inc.
 Subconsultant: N/A (TBD)
 Project Title: Capital Improvement Plan Program Management
 PBCWUD Project No.: 25-009

OTHER DIRECT COSTS (ODC) DETAILS

Task Number	Task Description	Cost Description, Unit Rate and Quantity			Total Cost
		Mileage \$/Mile	Travel Cost/Trip (2-nights)	Mai/Print/Graphics Cost/Month	
		\$ 0.67	\$ 860.00	\$ 110.50	
1	Program Management and Administration	1000	0	0	\$ 670.00
2	Design Project Management	4000	0	0	\$ 2,680.00
3	Program Controls	0	0	0	\$ -
4	Technical and Engineering Support Services	1200	4	0	\$ 4,244.00
5	Public Outreach Coordination and Implementation	0	0	12	\$ 1,326.00
6	Construction Management and Inspection Services	24000	0	0	\$ 16,080.00

Subtotal \$ **25,000.00**

Raw Costs \$ 20,234.00 \$ 3,440.00 \$ 1,326.00

Cost Subtotal \$ 20,234.00 \$ 3,440.00 \$ 1,326.00

Other Direct Costs Total \$ **25,000.00**

Project Total \$ **25,000.00**



February 17, 2026

Re: **Project Title: Capital Improvement Plan Program Management**
PBCWUD Project No.: 25-009
CSA No.: 2

Dear Mr. Rathbun:

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

SCOPE OF SERVICES

Scope of Work:

Task No. 5 – Outreach Services

Services:

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

The outreach services to the public will consist of the development of materials to be used to inform the public regarding specific project-related activities. These materials may be in the form of door hangers, flyers, or letters to be used by PBCWUD's contractors to inform the public of project related work in their neighborhood.

Additional communications support as requested by PBCWUD may include, but not be limited to:

1. Branding
 1. Advice and suggestions regarding public outreach means and methods for the various projects or PROGRAM.
 2. Preparation of documents for presentation to the Board of County Commissioners.
 3. Support PBCWUD with right-of-way acquisition and permanent and temporary easement acquisition, as requested.
 4. Support Palm Beach County Office of Equal Business Opportunity (OEBO) for public outreach events such as meetings, mailings, and web-based information sharing to attract resources, contractors, and vendors.

Deliverables:

1. Informational materials (door hangers, posters, letters, flyers, etc.)
2. Documents in support of PBCWUD presentations, if requested.



3. Public outreach materials when requested by PBCWUD (i.e., assistance with planning and/or coordinating events, such as public meetings)

Task No. 6 – Construction Management

A. Services:

The PROGRAM involves the construction of treatment plant projects as outlined in the CIP. PBCWUD has requested two (2) full-time equivalents (FTEs) inspectors to augment PBCWUD's construction management and inspection staff at the treatment plants.

The CONSULTANT construction inspectors will support the construction project they are assigned to and will be supported by the project managers. Their duties will consist of coordinating field inspection resources, attending progress meetings with contractors, monitoring contractor performance under the construction contract, maintaining project documentation, coordinating with engineers of record, and identifying additional specialist resources that may be required to address emergent issues on construction projects in support of PBCWUD. Specific services to be performed:

1. Provide Inspectors to work as part of an integrated team with PBCWUD staff.
2. Prepare and provide input to monthly project status reports used to document progress and to inform PBCWUD senior leadership regarding project and Program status.
3. Prepare correspondence and other documents required as part of the PDS for delivery of assigned projects.
4. Assist in mentoring and training PBCWUD construction managers in capital projects management techniques and best practices.

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

B. Deliverables:

1. Daily inspection reports and other documentation associated with the construction contracts (i.e., contractor requests for information (RFI), contractor submittal reviews, monthly payment applications)
2. Constructability reviews where appropriate and documentation of comments and resolution.
3. Documentation associated with the review and revision of construction contracts being prepared for procurement.

MCO

CONSTRUCTION & SERVICES, INC.

4. Preparation of presentations to support procurement of contractors and update PBCWUD senior leadership regarding project status.

Total Cost for Services shall be \$561,447.04

Task No.	Labor Category	Raw Rate	Billing Rate (*)	Hours	Total for Category
Task 5	Principal	\$ 95.44	\$ 200.42	150	\$ 30,063.60
Task 6	Senior Inspector	\$ 69.66	\$ 146.29	1920	\$ 280,869.12
Task 6	Senior Inspector	\$ 57.91	\$ 121.61	1920	\$ 233,493.12
	Labor Category Subtotal				\$ 544,425.84
	ODCs (Mileage Reimbursement)				\$ 7,000.00
				TOTAL	\$ 551,425.84

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

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

Sincerely,



Ann McNeill, President



December 3, 2025 (*Revised January 7, 2026*)

William Rathbun, PE
Parsons Environment & Infrastructure Group, Inc.
500 W. Cypress Creek Road
Suite 200
Fort Lauderdale, FL 33309

Reference: Capital Improvement Plan Program Management
PBCWUD Project No. – 23-035
Consultant Service Agreement (CSA) No. 2.

Dear Mr. Rathbun:

BACKGROUND

The PBCWUD has adopted a strategic approach to manage the PROGRAM outlined in the three (3) Integrated Utility Master Plans completed in 2023 with planning horizons through 2030, 2040 and 2050, with this CONTRACT focusing on delivering the projects that will take priority between now and 2030.

To assist PBCWUD staff in meeting their strategic plan and schedule, the COUNTY selected two consultants to provide program, project and construction management services and to augment the COUNTY's staff with experienced staff to be co-located at the Central Regional Operations Center (CROC) and various facilities, and the necessary specialized technical experts to support the PROGRAM.

Based on the IUMPs there is nearly \$1B to be constructed in the next decade. In order to meet the requirements summarized in the IUMPs requires that PBCWUD double their current spend on capital, repair, and replacement projects. This entails the use of multiple design consultants and contractors which will be managed by the CONSULTANT and therefore the CONSULTANT will assist and support PBCWUD staff with all the resources and staff to deliver the PROGRAM, including project planning and management, procurement and execution, engineering support and design management, construction management and inspections, program controls, permitting, asset management, and public outreach.

SCOPE OF SERVICES

CONSULTANT shall provide supplemental resources and personnel to support the PBCWUD Program Management Office (PMO) staff through various project delivery phases, including planning, design, construction, and the maintenance and development of systems to manage and document the information throughout the duration of the Program.

CSA No. 2 will focus on the following services required to augment the program management team, transition new staff, and continue to support PBCWUD's program management team. The CONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources.
2. Specialized technical experts in water and wastewater/reclamation treatment, collection, transmission, and distribution to assist in planning, design, construction, and closeout of projects.

Task No. 4 – Technical Support

A. Services:

Throughout the PROGRAM delivery, situations will arise when specialized technical expertise may be



needed. CONSULTANT shall support PBCWUD in these situations by providing technical resources on an as required basis. Specific services to be performed may include, but are not limited to:

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

B. Deliverables:

1. Technical memoranda or reports, as warranted, identifying the work performed, alternatives developed, value engineering recommendations, or issues investigated, and findings used for project and/or PROGRAM purposes.


Assumptions

- One (1) Senior Project Engineer programmed part-time for a total of twelve (12) months – 480 hours.
- If hours in excess of 40 per week are required for the Senior Project Engineer, they will be paid hourly in accordance with the Contract. NOVA will obtain written authorization from Parsons Representative in advance prior to working any hour in excess of 40 per week. Additional funds will be required to compensate for hours in excess of 40 per week.
- No engineering and/or specialty inspections and/or geotechnical/structural testing / investigations are included in this scope of work or fee.
- The following services are not included:
 - Design Services
 - Permitting Services
 - Materials and Geotechnical field exploration and laboratory testing services
 - Surveying services
 - Structural inspections and threshold inspection services

We trust that this proposal is acceptable to you and look forward to providing our professional services for this important project. Should you have any questions or require additional information, please do not hesitate to contact me at 305-436-9200.

Very truly yours,

NOVA CONSULTING, INC.


Maria J. Molina, PE
Principal

Attachment A – Level of Effort



CONSULTANT SERVICES AUTHORIZATION NO. 2
ENGINEERING SERVICES: LEVEL OF EFFORT (LOE)

Attachment A

**ATTACHMENT A - LEVEL OF EFFORT
BUDGET SUMMARY**

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services - Capital Improvement Plan Program Management
 Resolution No.: Contract Dated: January 14, 2025
 Consultant Services Authorization No.: 2
 Consultant: Parsons Environment & Infrastructure Group, Inc.
 Subconsultant: Nova Consulting, Inc.
 Project Title: Capital Improvement Plan Program Management
 PBCWUD Project No.: 23-035

SUB-CONSULTANT LABOR

Task Number	Task Description	Role, Labor Classification, Name & Raw Hourly Labor Rate		Total Labor
		Senior Project Engineer	TITLE	
		TBD	TBD	
		\$ 57.25	\$ -	
1	Program Management	0	0	\$ -
2	Project Management	0	0	\$ -
3	Program Reporting and Controls	0	0	\$ -
4	Technical Support	480	0	\$ 79,692.00
5	Outreach Services	0	0	\$ -
6	Construction Management	0	0	\$ -

Subtotal	\$ 79,692.00
-----------------	---------------------

			Total Hours
Labor Subtotal Hours	480	0	480
Labor Raw Costs	\$ 27,480.00	\$ -	
Labor Multiplier	2.9	2.9	
Labor Subtotal	\$ 79,692.00	\$ -	
Labor Total	\$ 79,692.00		

Subconsultant Labor Total	\$ 27,480.00
Subconsultant Multiplier	2.90
Subcontract Total	\$ 79,692.00
Project Total	\$ 79,692.00

ATTACHMENT F

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2025-0092 Contract Dated January 14, 2025

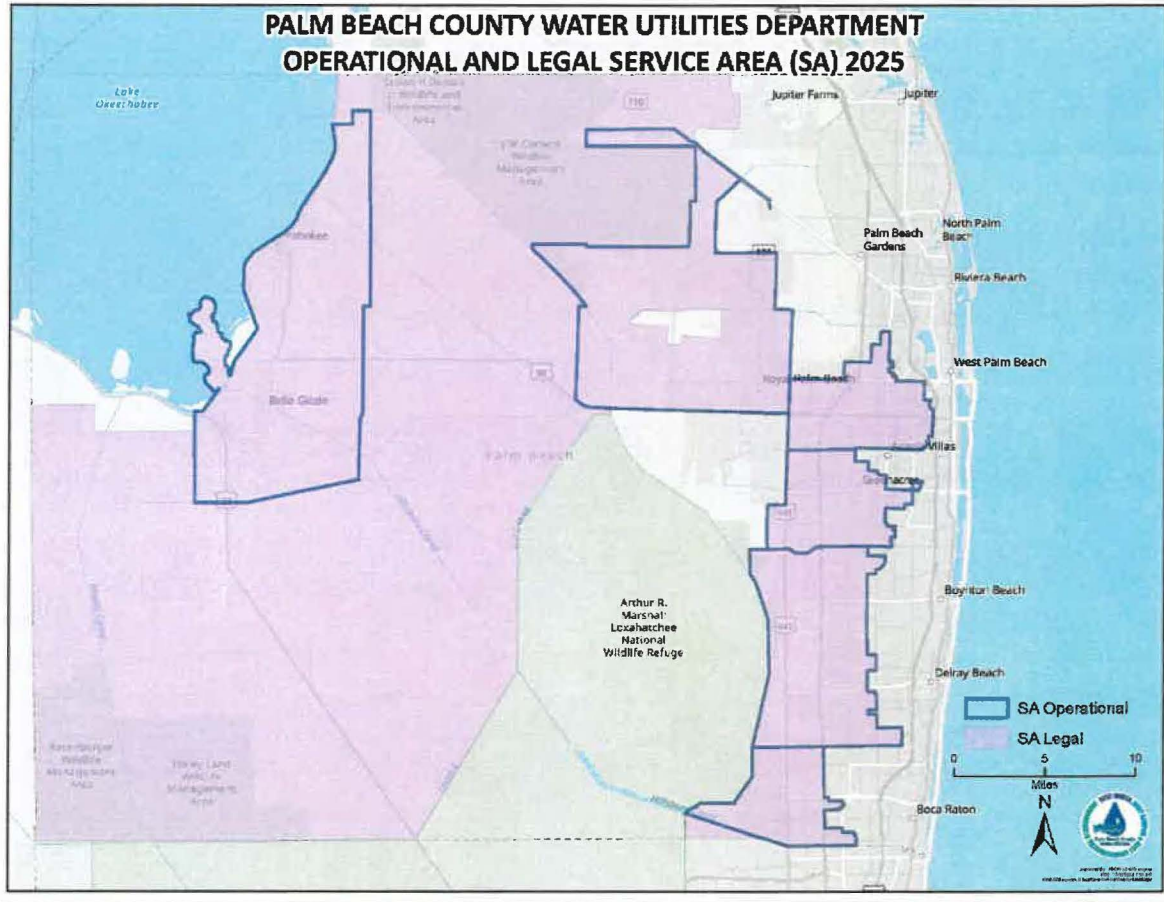
SUMMARY OF SBE BUSINESS TRACKING

Master Contract Participation	SBE: 26%
Current Proposal	
Value of Authorization No. <u>2</u>	\$2,098,847.08
Value of SBE Letters of Intent	\$551,425.84
Actual Percentage	26.27%
Signed/Approved Authorizations	
Total Value of Authorizations	\$1,954,010.22
Total Value of SBE Signed Subcontractors	\$523,068.00
Actual Percentage	26.77%
Signed/Approved Authorizations Plus Current Proposal	
Total Value of Authorization	\$4,052,857.30
Total Value of Subcontractors & Letters of Intent	\$1,074,493.84
Actual Percentage	26.51%

ATTACHMENT G

Location Map

PBCWUD Project No. 25-009





July 14, 2025

Mr. William Rathbun, Principal Project Manager
Parsons Environment & Infrastructure Group Inc.
8333 Northwest 53rd Street, Suite 602
Doral, Florida 33166

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

Re: Project Number: 23-035
Capital Improvement Plan Program Management
Notification of Contract Clauses No Longer Being
Enforced Pursuant to Emergency Ordinance 2025-014

Dear Mr. Rathbun,

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 (R2025-0092) 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 or at (561) 493 5203.

Cordially,

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

Receipt Acknowledged and In Agreement:

Parsons Environment & Infrastructure Group Inc.
(Consultant)

Patrick C. Brooks

(Print Name)

(Signature)

July 15, 2025

(Date)

CONSULTANT SERVICES AUTHORIZATION NO. 2
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2025-0093 Contract Dated January 14, 2025

Project Title: Capital Improvement Plan Program Management

PBCWUD Project No.: 25-009

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 January 14, 2025 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. 2
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2025-0093 Contract Dated January 14, 2025

Project Title: Capital Improvement Plan Program Management

PBCWUD Project No.: 25-009

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: _____

BA
A13

Sara Baxter, Mayor

Typed Name: _____

Deputy Clerk

(Date)

Approved as to Form and Legal
Sufficiency

CES Consultants, Inc.
(Consultant)

Signed: _____

Juan Alfonso, AIA, NCARB, RID, CCM
(Print Name)

Typed Name: Michael W. Jones
County Attorney

(Signature)

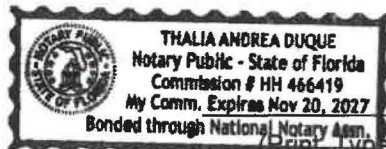
President & COO
(Title)

1/9/2026
(Date)

STATE OF FLORIDA

COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 9th day of January, 2026, by Juan Alfonso who is personally known to me or has produced _____ as identification.



Thalia A. Duque
(Signature of Notary Public - State of Florida)

CONSULTANT SERVICES AUTHORIZATION NO. 2
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2025-0093 Contract Dated January 14, 2025

LIST OF ATTACHMENTS

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

ATTACHMENT A

SCOPE OF SERVICES

PBCWUD Project No.: 25-009

Project Title: Capital Improvement Plan Program Management

CES Consultants, Inc. (CONSULTANT) shall perform:

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT), Palm Beach County Water Utilities Department (PBCWUD) Project No. 23-035 with CONSULTANT to provide engineering and program management services for various general activities. This Consultant Services Authorization (CSA) will be performed under that Contract.

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

BACKGROUND

PBCWUD's 2025-2030 Program is a continuation of its 2020-2025 Program and includes projects from its 2025-2030 Capital Improvement Plan (CIP). To assist PBCWUD staff in meeting the schedule for completion of the Capital and Repair and Replacement (R&R) projects that are being developed as part of the utility's Asset Management Program, CONSULTANT was selected to provide Program Management Services, under PBCWUD Project No. 25-009. CONSULTANT's role is to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, construction inspections, program analytics and project controls, and overall program management and reporting. PBCWUD and CONSULTANT personnel shall work together in the Program Management Office (PMO) located at the PBCWUD Central Region Operations Center (CROC). PBCWUD shall provide all office support infrastructure for all PMO staff.

SCOPE OF SERVICES

During this phase of implementation and execution of the Program, PBCWUD shall fulfill the role of Program Manager to support specific project delivery procedures and protocols, follow CIP project delivery priorities and guide PMO staff through project delivery phases to meet PBCWUD's expenditure target.

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

In addition, the CONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources, specialized technical expertise resources, systems, and tools to assist in progressing projects through the planning, design, construction, and closeout phases.
2. PMO support that may include but is not limited to developing and integrating advanced program management methodologies, providing structured mentoring and facilitating knowledge transfer strategies to enhance PMO capabilities.
3. Additional project management and technical support services for implementation of projects with the PBCWUD Information Technology Group.

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

Task No. 1: Program Management and Administration

A. Services:

The CONSULTANT shall provide personnel to perform on-site program/project/construction management and will provide management oversight, technical support and administrative support on a routine basis. The CONSULTANT may develop and integrate modern program management methodologies tailored to support the execution of PBCWUD's Capital Improvement Plan (CIP). The CONSULTANT may also help the Program Management Office (PMO) to develop and adopt a governance framework that ensures alignment with International Organization for Standardization (ISO) 55001 standards and emphasizes institutional capacity building through structured mentoring and knowledge transfer. Additionally, real-time dashboards may be developed to track program progress, risks, and performance metrics, improving transparency and decision-making. Communication Plans will formalize internal and external stakeholder engagement to streamline workflows and reporting.

The CONSULTANT shall:

1. Support the PMO, which includes the core Program Team consisting of CONSULTANT and PBCWUD staff.
2. Manage CONSULTANT staff and maintain a level of readiness to provide advice, support and resources to the PMO on a timely basis.
3. Assist PBCWUD staff in reporting on program progress and status as requested:
 - i. Provide documentation in support of internal and external PBCWUD meetings.
 - ii. Attend meetings as requested by PBCWUD.

The CONSULTANT may (at PBCWUD direction):

1. Establish a governance framework for the PMO, ensuring alignment with PBCWUD's strategic goals.
2. Provide personnel to support administrative, reporting, and coordination functions.
3. Develop and implement structured mentoring and knowledge-sharing sessions for PBCWUD staff to foster institutional capacity building.
4. Develop and utilize advanced tools such as Microsoft Power BI dashboards for real-time tracking of program metrics, risks, and performance.

B. Deliverables:

1. Monthly invoices, progress reports, and real-time dashboards

2. Structured templates for internal and external reporting.
3. Meeting minutes and follow-up documentation for stakeholder engagements.

Task No. 2: Project Management

A. Services:

The Program involves successful delivery of the capital projects detailed in the CIP. Each project requires management from pre-design planning to construction completion. CONSULTANT shall provide Project Managers to augment PBCWUD's project management staff. CONSULTANT's Project Managers shall be fully responsible for the management of assigned projects, with reach-back support available as needed from CONSULTANT. CONSULTANT's Project Management support may be expanded to include comprehensive project lifecycle strategies including the provision of centralized support to PMO Project Managers utilizing tools such as Primavera P6 for schedule optimization and cost management or the PMO's preferred PMIS (Project Management Information System). CONSULTANT may also support efforts to implement standardized PMP processes for design reviews, constructability assessments, and procurement support to better ensure adherence to timelines and budgets. CONSULTANT may be asked to facilitate knowledge-sharing sessions with PBCWUD and PMO staff to enable continuous skill enhancement, leveraging CONSULTANT's robust expertise in delivering large-scale infrastructure CIP programs.

Specific services to be performed are:

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

B. Deliverables:

1. Documentation required for project delivery pursuant to the PDS (e.g. completed checklists, budget requests, procurement related documents).

2. Project-specific scopes, schedules, budgets, and progress reports.
3. Project documentation including consultant and contractor deliverables, performance evaluations and PM recommendations.
4. Lessons-learned summaries to inform future project phases and future CIP projects.
5. Preparation of presentations to support procurement of engineering consultants and update PBCWUD senior leadership regarding project status.

Task No. 3: Reporting and Controls

A. Services:

The CONSULTANT will utilize the PMO's document management systems and tools to promote the efficient delivery of the CIP and further refine those tools or develop and implement new tools as may be required to meet Program objectives and needs. CONSULTANT may introduce integrated Project Management Information Systems, utilize Power BI dashboards or connect to OnBase and/or SharePoint for seamless data visualization and accessibility. Enhanced document control processes will ensure regulatory compliance and data integrity across project phases. A dynamic risk management framework will incorporate predictive analytics to proactively address project delays or cost overruns. CIP Program Controls Plans will outline cost control measures, change management processes, and Key Performance Indicator (KPI) tracking mechanisms for real-time oversight. Specifically, these tools are intended to help PBCWUD to effectively manage the Program and provide project controls and document control support. PBCWUD will use these tools in the delivery of the CIP.

Efforts under this task will involve the CONSULTANT's staff with PBCWUD Information Technology (IT) staff to maintain those systems and tools being hosted by PBCWUD.

Task 3.1 Planning & Scheduling

The CONSULTANT will support the program with planning & scheduling services that include but are not limited to:

1. Assist in the project scope development process
2. Develop and maintain a master CIP program schedule
3. Synchronize discreet project schedules and subcontractors' schedule updates into the CIP master schedule on a monthly basis
4. Review bids, change orders, and claims to ensure time validity

Task 3.2 Document Management System

The CONSULTANT may utilize, maintain, and refine as needed, the OnBase Document Management System already in use for the Program. CONSULTANT shall provide administrative support to perform document management functions in support of the Program. If beneficial to the PMO, CONSULTANT may develop Document Management Standard Operating Procedures.

Task 3.3 SharePoint Collaboration Site

The CONSULTANT may support the program with SharePoint services as required. Services include but are not limited to:

1. Maintain content
2. Create SharePoint sites as needed
3. Synchronize SharePoint data with other Microsoft 365 tools like Power BI

Task 3.4 Reporting and Dashboards

The CONSULTANT may be asked to develop Power BI dashboards and status reports with PBCWUD using project data included in PBCWUD's internal CIP Tools. If beneficial to the PMO, CONSULTANT may be asked to develop Reporting & Communications Standard Operating Procedures.

Task 3.5 Estimating, Budget, and Cost Control

The CONSULTANT will track funding awarded against the project budgets to ensure alignment with financial resources and program objectives, while simultaneously creating and maintaining a comprehensive Capital Improvement Plan (CIP) budget. This includes tracking commitments and expenditures to monitor and manage project finances effectively. CONSULTANT may assist in the Request For Qualifications (RFQ) development process, providing expertise in developing and managing procurement strategies in alignment with PBC Purchasing Code and PPMs, reviewing and analyzing bids received to ensure compliance, and evaluating subcontractor claims with a focus on accuracy and fairness. Furthermore, the CONSULTANT may implement and maintain robust change and risk management processes, ensuring that project adjustments and potential challenges are proactively identified, assessed, and addressed to safeguard the program's success and integrity.

B. Deliverables:

1. Updated systems and tools documentation as required.
2. Program and project status report templates and dashboards.
3. Program Controls Plan
4. Communications Plan
5. Real-Time Power BI Dashboards

Task No. 4: Technical Support

A. Services:

Throughout the delivery of the CIP Program, situations may arise when specialized technical expertise is needed. The CONSULTANT shall support PBCWUD in these situations by providing technical resources on an as needed basis. Specific services that PBCWUD may request include, but are not limited to:

1. Development or revision of a PBCWUD Standard Operating Procedure (SOP) as requested.
2. Development and implementation of PDS modules for design-build and/or other alternative delivery methods.
3. Technical experts in the areas of water and wastewater treatment, water chemistry, pipe rehabilitation methodologies, hydrogeology, alternative delivery procurement, and utility management.
4. Best practices in program and project management. Evaluate SOPs and determine whether to create new processes or optimize existing CIP processes.
5. Alternatives analysis as part of Planning and Design.

6. Cost estimating.
7. Value engineering.
8. Constructability reviews.
9. Independent Peer reviews.
10. Providing technical expertise not readily available within PBCWUD or through PBCWUD's current consulting/professional engineering services contracts, on short notice, as required during planning, design, construction, or closeout.

B. Deliverables:

1. Technical memoranda detailing alternatives analysis and recommendations.
2. Reports on constructability reviews and engineering independent peer review findings.
3. Updated Standard Operating Procedures (SOPs) for enhanced project delivery.

Task No. 5: Public Outreach

A. Services:

Public Outreach Services: The CONSULTANT shall support CIP delivery by providing outreach services to both the public and to the local small business community. Public outreach initiatives will adopt a multifaceted approach to engage the community and stakeholders effectively. A cohesive branding strategy will highlight the benefits of the CIP, utilizing digital platforms such as a public-facing CIP dashboard, newsletters, and social media updates to keep stakeholders informed. Regular community meetings, town halls, and informational flyers will ensure proactive communication and address public concerns. A comprehensive Public Outreach Plan will include crisis communication protocols, ensuring rapid response to potential issues.

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

1. Support with PBCWUD easement acquisition and public outreach activities, as requested.
2. Preparation of documents for presentation to the Board of County Commissioners.
3. Coordination for and support to Palm Beach County Office of Small Business Development (OSBD) for public outreach events such as meetings, mailings, and web-based information sharing.
4. Advice and suggestions regarding public outreach means and methods for various projects.
5. CIP and PMO Branding & Communications plans, tools and other deliverables.

Communications Strategy and Outreach Consulting Services: Working directly with PBCWUD's Public Information Manager, the CONSULTANT shall provide communications strategy and outreach consulting services to enhance existing communications channels. The intent is to improve public understanding of PBCWUD's infrastructure improvements, job opportunities, and community impact. The services provided under this task may include, but are not limited to the following:

Project 1: Website Frequently Asked Questions (FAQ) and Engineering Content Development

1. Working through PBCWUD's Public Information Manager, Consultant shall develop industry standard FAQ content and interview PBCWUD staff/stakeholders from utility divisions to develop additional, relevant FAQs for PBCWUD's public-facing website.
 - Interview internal stakeholders from utility divisions to ascertain the FAQs for their section.
 - Develop and write FAQs; submit to PBCWUD in plain-text format; PBCWUD will review and upload to website. External vendors are not permitted access to the website.
 - Public Information Manager will serve as liaison introducing CONSULTANT to internal subject-matter experts (SMEs) in each relevant area to gather information and develop and test FAQ content.
 - Utility sections that need FAQs developed for external website(s) include:
 - Contract Management/Finance
 - Hydrant Meter Applications
 - Hydrant Awareness/Safety (e.g., "What should I do if I see someone illegally tapping a hydrant in my neighborhood?")
 - Developer Agreements
 - Payment Process/How-To/Office Hours
 - Engineering
 - Bids
 - Projects
 - Capital Improvement Program
 - Plan Review
 - Process
 - As-Built Requests
 - Environmental Health & Safety (EHS) (existing FAQs on website might need to be updated or added to, in consultation with SMEs from the EHS team)
 - Backflow
 - Pretreatment Program
 - Other EHS-related FAQs
2. Engineering Projects Page Content:
 - Enhance information published to the Engineering section of PBCWUD's website (<https://discover.pbcgov.org/waterutilities/Pages/default.aspx>). CONSULTANT shall interview relevant PBCWUD Engineering Department Subject Matter Experts (SMEs) to identify appropriate projects to feature.
 - Consultant will research informational materials provided by PBCWUD in reference to individual projects. CONSULTANT shall then draft narrative and graphical content for PBCWUD to upload to its website. Potential examples include Belle Glade's Wastewater Treatment Plant (WWTP) remodel, Plant 2 projects, Kings Point, or other similarly large projects.
 - A benchmark example for potential webpage design, layout, and content can be found at: <https://www.miamidade.gov/global/water/capital-improvement-program.page>
 - This benchmark sample webpage is cited for creative reference purposes

only.

Project 2: Recruitment Campaign Creative Assets

- Develop creative advertising assets to promote utility job opportunities.

B. Deliverables:

1. Public Outreach services
 - a. Informational materials (e.g. door hangers, letters, flyers, presentations).
 - b. Documents in support of PBCWUD presentations to the Board of County Commissioners, if requested.
 - c. CIP updates for public and stakeholder dissemination.
 - d. Other public outreach materials and support as directed by PBCWUD staff (e.g. assistance with planning and coordinating public outreach events such as public meetings).
2. Communications Strategy and Outreach Consulting Services
 - a. FAQs and public-facing web content.
 - b. Engineering project summaries and visual content.
 - c. Recruitment campaign materials (e.g., social media ads, vehicle decals).
 - d. Advertising strategy documentation with reach, duration, and cost.
 - e. Other public outreach assets and event support as requested by PBCWUD staff.

Task No. 6: Construction Management and Inspection Services

A. Services:

The CONSULTANT will support the delivery of the Capital Improvement Projects (CIP) and Rehabilitation and Replacement (R&R) projects by providing construction management professionals, equipment, and services tailored to meet the evolving needs of the program and its projects. These efforts will include implementing enhanced inspection protocols and advanced monitoring tools to ensure compliance with design specifications and safety standards. With PMO concurrence, CONSULTANT may utilize real-time reporting software to enable accurate and timely oversight, while the "Single PM" model will be bolstered by regular reviews and training sessions to address site-specific challenges. Rigorous closeout procedures will ensure seamless project transitions, incorporating lessons learned, defect resolution, and the preparation of as-built documentation.

In the pre-construction phase, the CONSULTANT will organize and lead pre-construction conferences, ensuring comprehensive documentation of meeting outcomes. During the construction phase, the CONSULTANT will conduct routine and surprise on-site inspections to monitor compliance with the Construction Contract Documents, submittals, and permits. Any issues, including non-conformances, will be reported promptly to the contractor, with detailed records maintained to document deficiencies and their resolution. The CONSULTANT will also oversee equipment and system testing, ensuring adherence to operational and maintenance training requirements.

The CONSULTANT will manage project reporting by preparing detailed daily and monthly

construction progress reports. These reports will document work progress, personnel involvement, issues encountered, and corrective actions taken. CONSULTANT's Project controls will include the review of contractor schedule updates, monitoring the availability of materials and equipment, and ensuring timely progress. The CONSULTANT will maintain electronic records of all construction-related documentation and support cost accounting for work performed under change orders. CONSULTANT will also assist in evaluating and processing change orders, ensuring transparency and alignment with project objectives.

Safety remains a critical focus, with the CONSULTANT verifying contractor adherence to safety standards and coordinating health, safety, and environmental programs to mitigate risks. The CONSULTANT will also ensure all required permits are maintained on-site and address any compliance issues proactively. For payment procedures, the CONSULTANT will evaluate contractor submissions, including applications for payment and redline drawings, to ensure accuracy and adherence to contract requirements.

Consultant will provide Project Managers, Construction Managers, Inspectors, and support staff to work as part of an integrated PMO team with PBCWUD staff. In conjunction with PBCWUD's PMO leadership, the Consultant will help plan and manage identified CIP construction projects in accordance with the Project Delivery System (PDS) and other PBCWUD requirements. These activities will include planning, coordinating, and conducting various meetings; providing construction management and inspection support during construction; assisting project managers in project close-out activities; and supporting the review and processing of consultant and contractor invoices. Additionally, the Consultant will prepare or provide input to monthly project status reports to document progress and inform PBCWUD senior leadership about project and Program status. The Consultant will also prepare correspondence and other documents required as part of the PDS for delivering assigned projects and assist in mentoring and training PBCWUD project managers in construction management and inspection techniques and best practices.

In the final stages of a construction project, CONSULTANT will develop and update project punch lists in collaboration with the Engineer of Record and Owner. CONSULTANT will ensure all deficiencies are addressed before determining readiness for substantial and final completion. By overseeing payment processing and compiling comprehensive project records, the CONSULTANT will facilitate smooth project closeouts, ensuring a high-quality, fully compliant delivery of PBCWUD's construction projects.

B. Deliverables:

1. Documentation required for project delivery pursuant to the PDS (e.g. completed checklists, budget requests, procurement related documents).
2. Project-specific schedules, budgets, and progress reports.
3. Project documentation including consultant and contractor deliverables, performance evaluations and PM recommendations.
4. Lessons-learned summaries to inform future project phases and future CIP projects.
5. Preparation of presentations to support procurement of contractors and update PBCWUD senior leadership regarding project status.
6. Daily inspection reports, and other documentation associated with management of capital construction contracts (e.g. responses to contractor Requests for Information (RFIs), monthly payment application reviews, contractor submittal reviews)
7. Constructability reviews where appropriate and documentation of comments and resolution.

8. Documentation associated with the review and revision of construction contracts being prepared for procurement.
9. Closeout documentation, including as-built drawings and lessons-learned summaries.

Task No. 7: Strategic Asset Management

No services provided under this task at this time.

Task No. 8: Information Technology Group Support Services

No services provided under this task at this time.

ATTACHMENT C

OSBD SCHEDULE 1

Office of Small Business Development Compliance Programs

OSBD SCHEDULE 1*

SOLICITATION/PROJECT/BID NAME: Capital Improvement Plan Program Management

SOLICITATION/PROJECT/BID NO.: WUD 25-009

SOLICITATION OPENING/SUBMITTAL DATE: January 13, 2025

COUNTY DEPARTMENT: Water Utilities Department

Section A

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

NAME OF PRIME RESPONDENT/BIDDER: CES Consultants, Inc.

ADDRESS: 2056 Vista Parkway, Suite 200, West Palm Beach, FL 33411

CONTACT PERSON: Christopher R. Bennett, Vice President

PHONE NO.: 954-613-4353

E-MAIL: cbennett@cesconsult.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$ 1,168,189.32

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

Non-SBE

SBE

Section B

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

Subcontractor/Sub consultant Name	(Check all Applicable Categories)		<u>DOLLAR AMOUNT OR PERCENTAGE OF WORK</u>
	Non-SBE	SBE	
1. Arcadis U.S., Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>\$ 303,222.20</u>
2. "2" SBW & Associates, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>\$ 384,272.00</u>
3. Kreation Avenue LLC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>\$ 84,012.50</u>
4. MCO Construction & Services, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>\$ 362,592.80</u>
5. The Merchant Strategy, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>\$ 52,216.00</u>

(Please use additional sheets if necessary)

Total \$ 1,186,315.50

Total Bid/Offer Price \$ 2,354,504.82

Total **Certified** SBE Participation \$ 883,093.30

I hereby certify that the above information is accurate to the best of my knowledge: Christopher R. Bennett Vice President

Name & Authorized Signature

Title

- Note:**
1. 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.
 2. **Only those firms certified by Palm Beach County at the time of solicitation due date are eligible to meet the established OSBD Affirmative Procurement Initiative (API). Please**
 3. Modification of this form is not permitted and will be rejected upon submittal.
 4. 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

OSBD SCHEDULE 2

[Office of Small Business Development Compliance Programs](#)

OSBD 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: WUD 25-009

SOLICITATION/PROJECT NAME: Capital Improvement Plan Program Management

Prime Contractor: CES Consultants, Inc. Subcontractor: Arcadis U.S., Inc.

(Check box(s) that apply)

SBE Non-SBE Supplier

Date of Palm Beach County Certification (if applicable): N/A

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
Task 2	Project Management	n/a	n/a	\$2,000.00	\$303,222.20

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: \$303,222.20

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

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

CES Consultants, Inc.

Print Name of Prime

By:  Authorized Signature

Charles Moseley

Print Name

Senior Vice President

Title

Date: 1/9/2026

Arcadis, U.S., Inc.

Print Name of Subcontractor/subconsultant

By:  Authorized Signature

Melissa L. Pomales

Print Name

Senior Vice President

Title

Date: January 8, 2026

OSBD 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: WUD 25-009

SOLICITATION/PROJECT NAME: Capital Improvement Plan Program Management

Prime Contractor: CES Consultants, Inc. Subcontractor: Kreation Avenue LLC

(Check box(s) that apply)

SBE Non-SBE Supplier

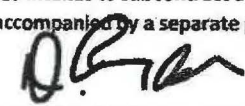
Date of Palm Beach County Certification (if applicable): 4/8/24-4/7/27

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
Task 5	Outreach Services	n/a	n/a	\$500.00	\$84,012.50

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: \$84,012.50

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

n/a  Price or Percentage: n/a

Name of 2nd/3rd tier Subcontractor/subconsultant _____

CES Consultants, Inc.

Print Name of Prime

By:  _____

Authorized Signature

Charles Moseley

Print Name

Senior Vice President

Title

Date: 1/9/2026

Kreation Avenue LLC

Print Name of Subcontractor/subconsultant

By:  _____

Authorized Signature

DeAndre French

Print Name

MGR

Title

Date: 1/7/26

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: WUD 25-009

SOLICITATION/PROJECT NAME: Capital Improvement Plan Program Management

Prime Contractor: CES Consultants, Inc. Subcontractor: "2" SBW & Associates, Inc.

(Check box(s) that apply)

SBE Non-SBE Supplier

Date of Palm Beach County Certification (if applicable): 8/17/23-8/16/26

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
Task 6	Construction Management	n/a	n/a	\$2,000.00	\$384,272.00

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$384,272.00

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

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

CES Consultants, Inc.

Print Name of Prime

By: _____

Authorized Signature

Charles Moseley

Print Name

Senior Vice President

Title

Date: 1/9/2026

"2" SBW & Associates, Inc.

Print Name of Subcontractor/subconsultant

By: _____

Signature

Authorized Signature

Javin L. Walker

Print Name

President

Title

Date: January 8, 2026

OSBD 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: WUD 25-009
 SOLICITATION/PROJECT NAME: Capital Improvement Plan Program Management

Prime Contractor: CES Consultants, Inc. Subcontractor: MCO Construction & Services, Inc.

(Check box(s) that apply)

SBE Non-SBE Supplier

Date of Palm Beach County Certification (if applicable): 4/17/24-4/16/27


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
Task 3	Program Reporting & Controls	n/a	n/a	\$500.00	\$362,592.80

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$362,592.80

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

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

CES Consultants, Inc.
 Print Name of Prime
 By: 
 Authorized Signature
Charles Moseley
 Print Name
Senior Vice President
 Title
 Date: 1/9/2026

MCO Construction & Services, Inc.
 Print Name of Subcontractor/subconsultant
 By: 
 Authorized Signature
Ann McNeill
 Print Name
President
 Title
 Date: 1/8/2026

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

OSBD 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: WUD 25-009
 SOLICITATION/PROJECT NAME: Capital Improvement Plan Program Management

Prime Contractor: CES Consultants, Inc. Subcontractor: The Merchant Strategy, Inc.
(Check box(s) that apply)

SBE Non-SBE Supplier Date of Palm Beach County Certification (if applicable): 8/16/23-8/15/26


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
Task 5	Outreach Services	n/a	n/a	\$500.00	\$52,216.00

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$52,216.00

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

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

CES Consultants, Inc.
 Print Name of Prime
 By: 
 Authorized Signature
Charles Moseley
 Print Name
Senior Vice President
 Title
 Date: 1/9/2026

The Merchant Strategy, Inc.
 Print Name of Subcontractor/subconsultant
 By: Sharon J. Merchant
 Authorized Signature
Sharon J. Merchant
 Print Name
President
 Title
 Date: 1/7/26

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

ATTACHMENT D

PROJECT SCHEDULE

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

Engineering Services

Completion Date from Notice to Proceed

(Calendar Days)

Tasks 1 through 8

365

Task 1: Program Management

Task 2: Project Management

Task 3: Reporting and Controls

Task 4: Technical Support

Task 5: Public Outreach

Task 6: Construction Management and Inspection Services

Task 7: Strategic Asset Management (not used in this CSA)

Task 8: Information Technology Group Support Services (not used in this CSA)

ATTACHMENT E BUDGET SUMMARY

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services: Capital Improvement Plan Program Management
Resolution No. R2025-0093 Contract Dated January 14, 2025
Consultant Services Authorization No.: 2
Consultant: CES Consultants, Inc.
Project Title: Capital Improvement Plan Program Management
PBCWUD Project No.: 25-009

Task No.	Task Description	CES	Arcadis	2-SBW	Greywood	MCO	Kreation Ave	Merchant	Total
Task 1	Program Management	\$ 125,698.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,698.92
Task 2	Project Management	\$ 388,012.80	\$ 301,222.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 689,235.00
Task 3	Program Reporting & Controls	\$ -	\$ -	\$ -	\$ -	\$ 362,092.80	\$ -	\$ -	\$ 362,092.80
Task 4	Technical Support	\$ 188,892.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,892.00
Task 5	Outreach Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,512.50	\$ 51,716.00	\$ 135,228.50
Task 6	Construction Management	\$ 450,585.60	\$ -	\$ 382,272.00	\$ -	\$ -	\$ -	\$ -	\$ 832,857.60
Task 7	Strategic Asset Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 8	Information Technology Group Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Direct Labor		\$ 1,153,189.32	\$ 301,222.20	\$ 382,272.00	\$ -	\$ 362,092.80	\$ 83,512.50	\$ 51,716.00	\$ 2,334,004.82
Task 9 - Other Direct Costs (ODCs)		\$ 15,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 20,500.00
TOTAL CSA No. 2									\$ 2,354,504.82

ATTACHMENT E BUDGET SUMMARY

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services: Capital Improvement Plan Program Management
Resolution No. R2025-0093 Contract Dated January 14, 2025
Consultant Services Authorization No.: 2
Consultant: CES Consultants, Inc.
Project Title: Capital Improvement Plan Program Management
PBCWUD Project No.: 25-009

Task No.	Task Description	CES Technical Director	CES Clerical, Document Control Clerk, Project Accountant	CES Project Manager	CES Technical Director / Quality Director	CES Senior Technical Specialist	CES Project Manager, Senior	Subtotal
		CES Bennett, Christopher	CES Caceres, Angie	CES Fernandes, Ernesto	CES Cabrera-Marini, Rafael (Javier)	CES Various Sr. Tech Spclst	CES Raihl, Thomas	
Task 1	Program Management	282	229					511
Task 2	Project Management			1920				1920
Task 3	Program Reporting & Controls				0			0
Task 4	Technical Support					450		450
Task 5	Outreach Services							0
Task 6	Construction Management						1920	1920
Task 7	Strategic Asset Management							0
Task 8	Information Technology Group Support Services							0
Labor Subtotal Hours		282	229	1920	0	450	1920	4801
Raw Salary Rate		\$ 126.20	\$ 27.76	\$ 85.82	\$ 126.20	\$ 146.92	\$ 100.17	
**max allowable rate		\$ 133.42	\$ 27.56	\$ 82.15	\$ 133.42	\$ 139.92	\$ 95.40	
Multiplier		3.000	3.000	2.460	3.000	3.000	2.460	
Billing Rate = **Raw Salary Rate X Multiplier		\$ 378.60	\$ 82.68	\$ 202.09	\$ 378.60	\$ 419.76	\$ 234.68	
SUBTOTAL DIRECT LABOR		\$ 106,765.20	\$ 18,933.72	\$ 388,012.80	\$ -	\$ 188,892.00	\$ 450,585.60	\$ 1,153,189.32
Task 9 - Other Direct Costs (ODCs)								\$ 15,000.00
TOTAL CSA No. 2								\$ 1,168,189.32

**Task 9 – ODCs estimated as approx. 21k miles of potential PM/CM/Inspector project drive miles, which is just under 575mi/mo for 3 staff

ATTACHMENT E BUDGET SUMMARY

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services: Capital Improvement Plan Program Management
Resolution No. R2025-0093 Contract Dated January 14, 2025
Consultant Services Authorization No.: 2
Consultant: CES Consultants, Inc.
Sub-Consultant: Arcadis U.S., Inc.
Project Title: Capital Improvement Plan Program Management
PBCWUD Project No.: 25-009

Task No.	Task Description	ARCADIS Project Manager, Senior	ARCADIS Project Manager, Senior	ARCADIS Clerical, Document Control Clerk, Project Accountant	ARCADIS Principal	ARCADIS Principal	Subtotal
		ARCADIS Russell, Katherine	ARCADIS Lynch, Nichole & Various	ARCADIS Demma, Sandra	ARCADIS Pomales, Melissa	ARCADIS Richter, Leah	
Task 1	Program Management						0
Task 2	Project Management	1664	52	144	24	24	1908
Task 3	Program Reporting & Controls						0
Task 4	Technical Support						0
Task 5	Outreach Services						0
Task 6	Construction Management						0
Task 7	Strategic Asset Management						0
Task 8	Information Technology Group Support Services						0
Labor Subtotal Hours		1664	52	144	24	24	1908
Raw Salary Rate		\$ 67.50	\$ 85.01	\$ 33.72	\$ 115.21	\$ 106.07	
**max allowable rate		\$ 97.00	\$ 97.00	\$ 37.00	\$ 151.00	\$ 151.00	
Multiplier		2.300	2.940	2.940	2.940	2.940	
Billing Rate = **Raw Salary Rate X Multiplier		\$ 155.25	\$ 249.93	\$ 99.14	\$ 338.72	\$ 311.85	
SUBTOTAL DIRECT LABOR		\$ 258,336.00	\$ 12,996.36	\$ 14,276.16	\$ 8,129.28	\$ 7,484.40	\$ 301,222.20
Task 9 - Other Direct Costs (ODCs)							\$ 2,000.00
TOTAL CSA No. 2							\$ 303,222.20

**Task 9 – ODCs estimated as approx. 2.8k miles of potential PM/CM/Inspector project drive miles, which is under 230mi/mo for 1 staff

REVISED 1-07-2026

ATTACHMENT E BUDGET SUMMARY

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services: Capital Improvement Plan Program Management
Resolution No. R2025-0093 Contract Dated January 14, 2025
Consultant Services Authorization No.: 2
Consultant: CES Consultants, Inc.
Sub-Consultant: "2" SBW & Associated, Inc.
Project Title: Capital Improvement Plan Program Management
PBCWUD Project No.: 25-009

Task No.	Task Description	2-SBW Construction Manager, Senior	Subtotal
		2-SBW TBD Sr. CM	
Task 1	Program Management		0
Task 2	Project Management		0
Task 3	Program Reporting & Controls		0
Task 4	Technical Support		0
Task 5	Outreach Services		0
Task 6	Construction Management	1920	1920
Task 7	Strategic Asset Management		0
Task 8	Information Technology Group Support Services		0
Labor Subtotal Hours		1920	1920
Raw Salary Rate		\$ 95.03	
**max allowable rate		\$ 90.50	
Multiplier		2.200	
Billing Rate = **Raw Salary Rate X Multiplier		\$ 199.10	
SUBTOTAL DIRECT LABOR		\$ 382,272.00	\$ 382,272.00
Task 9 - Other Direct Costs (ODCs)			\$ 2,000.00
TOTAL CSA No. 2			\$ 384,272.00

**Task 9 – ODCs estimated as approx. 2.8k miles of potential PM/CM/Inspector project drive miles, which is under 230mi/mo for 1 staff

ATTACHMENT E BUDGET SUMMARY

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services: Capital Improvement Plan Program Management
Resolution No. R2025-0093 Contract Dated January 14, 2025
Consultant Services Authorization No.: 2
Consultant: CES Consultants, Inc.
Sub-Consultant: Kreation Avenue LLC
Project Title: Capital Improvement Plan Program Management
PBCWUD Project No.: 25-009

Task No.	Task Description	KREATION Videographer/Editor	KREATION Videographer/Editor	KREATION Videographer/Editor	KREATION QC Manager	KREATION Graphic Designer	KREATION Project Support Specialist	Subtotal
		KREATION PM Joseph Serrano	KREATION FAQ Spclst Charles Simmons	KREATION Senior Designer Kathia Green	KREATION French, De'Andre	KREATION Eliab Caudio	KREATION Vernal Lightbourn	
Task 1	Program Management							0
Task 2	Project Management							0
Task 3	Program Reporting & Controls							0
Task 4	Technical Support							0
Task 5	Outreach Services	90	90	90	90	90	300	750
Task 6	Construction Management							0
Task 7	Strategic Asset Management							0
Task 8	Information Technology Group Support Services							0
Labor Subtotal Hours		90	90	90	90	90	300	750
Raw Salary Rate		\$ 63.00	\$ 68.25	\$ 70.11	\$ 51.17	\$ 42.00	\$ 31.30	
**max allowable rate		\$ 66.77	\$ 66.77	\$ 66.77	\$ 48.73	\$ 47.69	\$ 29.81	
Multiplier		2.400	2.400	2.400	2.400	2.400	2.400	
Billing Rate = **Raw Salary Rate X Multiplier		\$ 151.20	\$ 160.25	\$ 160.25	\$ 116.95	\$ 100.80	\$ 71.54	
SUBTOTAL DIRECT LABOR		\$ 13,608.00	\$ 14,422.50	\$ 14,422.50	\$ 10,525.50	\$ 9,072.00	\$ 21,462.00	\$ 83,512.50
Task 9 - Other Direct Costs (ODCs)								\$ 500.00
TOTAL CSA No. 2								\$ 84,012.50

**Task 9 – ODCs estimated as approx. 650 pages of color 8.5x11 prints at approx. \$.75/pg – other “specialty” prints and/or mailers may cost more

ATTACHMENT E BUDGET SUMMARY

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services: Capital Improvement Plan Program Management
Resolution No. R2025-0093 Contract Dated January 14, 2025
Consultant Services Authorization No.: 2
Consultant: CES Consultants, Inc.
Sub-Consultant: MCO Construction & Services, Inc.
Project Title: Capital Improvement Plan Program Management
PBCWUD Project No.: 25-009

Task No.	Task Description	MCO Project Coordinator	MCO Document Controls Specialist	Subtotal
		MCO Williams, Kerry	MCO TBD	
Task 1	Program Management			0
Task 2	Project Management			0
Task 3	Program Reporting & Controls	1920	1920	3840
Task 4	Technical Support			0
Task 5	Outreach Services			0
Task 6	Construction Management			0
Task 7	Strategic Asset Management			0
Task 8	Information Technology Group Support Services			0
Labor Subtotal Hours		1920	1920	3840
Raw Salary Rate		\$ 47.85	\$ 43.83	
**max allowable rate		\$ 46.85	\$ 42.95	
Multiplier		2.100	2.100	
Billing Rate = **Raw Salary Rate X Multiplier		\$ 98.39	\$ 90.20	
SUBTOTAL DIRECT LABOR		\$ 188,908.80	\$ 173,184.00	\$ 362,092.80
Task 9 - Other Direct Costs (ODCs)				\$ 500.00
TOTAL CSA No. 2				\$ 362,592.80

**Task 9 – ODCs estimated as approx. 600 miles of potential project-related drive miles and/or to cover other unknown, allowable direct costs incurred during execution of work as directed by PBCWUD. The incursion of billable expenses will be solely at the direction and approval of PBCWUD.

REVISED 1-07-2026

ATTACHMENT E BUDGET SUMMARY

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services: Capital Improvement Plan Program Management
Resolution No. R2025-0093 Contract Dated January 14, 2025
Consultant Services Authorization No.: 2
Consultant: CES Consultants, Inc.
Sub-Consultant: The Merchant Strategy, Inc.
Project Title: Capital Improvement Plan Program Management
PBCWUD Project No.: 25-009

Task No.	Task Description	MERCHANT Sr. Engagement/Outreach Specialist/PI Mgr	MERCHANT Engagement/Outreach Specialist/Public Involvement Specialist	Subtotal
		MERCHANT Scott, Cheryl	MERCHANT Gonzalez, Justin	
Task 1	Program Management			0
Task 2	Project Management			0
Task 3	Program Reporting & Controls			0
Task 4	Technical Support			0
Task 5	Outreach Services	200	150	350
Task 6	Construction Management			0
Task 7	Strategic Asset Management			0
Task 8	Information Technology Group Support Services			0
Labor Subtotal Hours		200	150	350
Raw Salary Rate		\$ 175.69	\$ 127.76	
**max allowable rate		\$ 167.32	\$ 121.68	
Multiplier		1.000	1.000	
Billing Rate = **Raw Salary Rate X Multiplier		\$ 167.32	\$ 121.68	
SUBTOTAL DIRECT LABOR		\$ 33,464.00	\$ 18,252.00	\$ 51,716.00
Task 9 - Other Direct Costs (ODCs)				\$ 500.00
TOTAL CSA No. 2				\$ 52,216.00

**Task 9 – ODCs estimated for mailer translation services on approx. 1.5k mailers at \$.15-\$.20/mailer and up to 2 project-related printing/postage efforts to send notices/authorization letters/release requests to private properties at approx. \$100/mailing. \$500 is less than what was billed in CSA 1.

REVISED 1-07-2026

ATTACHMENT E.1

Arcadis U.S., Inc. SUBCONSULTANT SCOPE OF SERVICES

PBCWUD Project No.: 25-009

Project Title: Capital Improvement Plan Program Management

Arcadis U.S., Inc. (SUBCONSULTANT) shall perform:

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT), Palm Beach County Water Utilities Department (PBCWUD) Project No. 23-035 with CES Consultants Inc. (CONSULTANT) to provide engineering and program management services for various general activities. SUBCONSULTANT is part of the CES team and may perform the following services under that Contract.

BACKGROUND

PBCWUD's 2025-2030 Program is a continuation of its 2020-2025 Program and includes projects from its 2025-2030 Capital Improvement Plan (CIP). To assist PBCWUD staff in meeting the schedule for completion of the Capital and Repair and Replacement (R&R) projects that are being developed as part of the utility's Asset Management Program, CONSULTANT was selected to provide Program Management Services, under PBCWUD Project No. 25-009. CONSULTANT's role is to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, construction inspections, program analytics and project controls, and overall program management and reporting. PBCWUD and CONSULTANT personnel shall work together in the Program Management Office (PMO) located at the PBCWUD Central Region Operations Center (CROC). PBCWUD shall provide all office support infrastructure for all PMO staff.

SCOPE OF SERVICES

During this phase of implementation and execution of the Program, PBCWUD shall fulfill the role of Program Manager to support specific project delivery procedures and protocols, follow CIP project delivery priorities and guide PMO staff through project delivery phases to meet PBCWUD's expenditure target.

The SUBCONSULTANT shall provide supplemental resources and personnel for management of the CIP projects from planning through construction completion, and maintenance of policies, procedures, systems and tools in use for program, project and document management.

In addition, the SUBCONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources, specialized technical expertise resources, systems, and tools to assist in progressing projects through the planning, design, construction, and closeout phases.
2. PMO support that may include but is not limited to developing and integrating advanced program management methodologies, providing structured mentoring and facilitating knowledge transfer strategies to enhance PMO capabilities.
3. Additional project management and technical support services for implementation of projects with the PBCWUD Information Technology Group.

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

Task No. 1: Program Management and Administration

No services provided by SUBCONSULTANT under this task at this time.

Task No. 2: Project Management

A. Services:

The Program involves successful delivery of the capital projects detailed in the CIP. Each project requires management from pre-design planning to construction completion. SUBCONSULTANT shall provide Project Managers to augment PBCWUD's project management staff. SUBCONSULTANT's Project Managers shall be fully responsible for the management of assigned projects, with reach-back support available as needed from SUBCONSULTANT. SUBCONSULTANT's Project Management support may be expanded to include comprehensive project lifecycle strategies including the provision of centralized support to PMO Project Managers utilizing tools such as Primavera P6 for schedule optimization and cost management or the PMO's preferred PMIS (Project Management Information System). SUBCONSULTANT may also support efforts to implement standardized PMP processes for design reviews, constructability assessments, and procurement support to better ensure adherence to timelines and budgets. SUBCONSULTANT may be asked to facilitate knowledge-sharing sessions with PBCWUD and PMO staff to enable continuous skill enhancement, leveraging SUBCONSULTANT's robust expertise in delivering large-scale infrastructure CIP programs.

Specific services to be performed are:

1. Provide Project Managers, Construction Managers, Inspectors and support staff to work as part of an integrated PMO team with PBCWUD staff.
2. In conjunction with PBCWUD's PMO leadership, help plan and manage identified CIP projects in accordance with the Project Delivery System (PDS) and other PBCWUD requirements. Activities include, but are not limited to: planning,

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

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

B. Deliverables:

1. Documentation required for project delivery pursuant to the PDS (e.g. completed checklists, budget requests, procurement related documents).
2. Project-specific scopes, schedules, budgets, and progress reports.
3. Project documentation including consultant and contractor deliverables, performance evaluations and PM recommendations.
4. Lessons-learned summaries to inform future project phases and future CIP projects.
5. Preparation of presentations to support procurement of engineering consultants and update PBCWUD senior leadership regarding project status.

Task No. 3: Reporting and Controls

No services provided by SUBCONSULTANT under this task at this time.

Task No. 4: Technical Support

No services provided by SUBCONSULTANT under this task at this time.

Task No. 5: Public Outreach

No services provided by SUBCONSULTANT under this task at this time.

Task No. 6: Construction Management and Inspection Services

A. Services:

The SUBCONSULTANT will support the delivery of the Capital Improvement Projects (CIP) and Rehabilitation and Replacement (R&R) projects by providing construction management professionals, equipment, and services tailored to meet the evolving needs of the program and its projects. These efforts will include implementing enhanced inspection protocols and advanced monitoring tools to ensure compliance with design specifications and safety standards. With PMO concurrence, SUBCONSULTANT may utilize real-time reporting software to enable accurate and timely oversight, while the “Single PM” model will be bolstered by regular reviews and training sessions to address site-specific challenges. Rigorous closeout procedures will ensure seamless project transitions, incorporating lessons learned, defect resolution, and the preparation of as-built documentation.

In the pre-construction phase, the SUBCONSULTANT will organize and lead pre-construction conferences, ensuring comprehensive documentation of meeting outcomes. During the construction phase, the SUBCONSULTANT will conduct routine and surprise on-site inspections to monitor compliance with the Construction Contract Documents, submittals, and permits. Any issues, including non-conformances, will be reported promptly to the contractor, with detailed records maintained to document deficiencies and their resolution. The SUBCONSULTANT will also oversee equipment and system testing, ensuring adherence to operational and maintenance training requirements.

The SUBCONSULTANT will manage project reporting by preparing detailed daily and monthly construction progress reports. These reports will document work progress, personnel involvement, issues encountered, and corrective actions taken. SUBCONSULTANT's Project controls will include the review of contractor schedule updates, monitoring the availability of materials and equipment, and ensuring timely progress. The SUBCONSULTANT will maintain electronic records of all construction-related documentation and support cost accounting for work performed under change orders. SUBCONSULTANT will also assist in evaluating and processing change orders, ensuring transparency and alignment with project objectives.

Safety remains a critical focus, with the SUBCONSULTANT verifying contractor adherence to safety standards and coordinating health, safety, and environmental programs to mitigate risks. The SUBCONSULTANT will also ensure all required permits are maintained on-site and address any compliance issues proactively. For payment procedures, the SUBCONSULTANT will evaluate contractor submissions, including applications for payment and redline drawings, to ensure accuracy and adherence to contract requirements.

SUBCONSULTANT will provide Project Managers, Construction Managers, Inspectors, and support staff to work as part of an integrated PMO team with PBCWUD staff. In conjunction with PBCWUD's PMO leadership, the SUBCONSULTANT will help plan and manage identified CIP construction projects in accordance with the Project Delivery System (PDS) and other PBCWUD requirements. These activities will include planning, coordinating, and conducting various meetings; providing construction management and inspection support during construction; assisting project managers in project close-out activities; and supporting the review and processing of SUBCONSULTANT and contractor invoices. Additionally, the SUBCONSULTANT will prepare or provide input to monthly project status reports to document

progress and inform PBCWUD senior leadership about project and Program status. The SUBCONSULTANT will also prepare correspondence and other documents required as part of the PDS for delivering assigned projects and assist in mentoring and training PBCWUD project managers in construction management and inspection techniques and best practices.

In the final stages of a construction project, SUBCONSULTANT will develop and update project punch lists in collaboration with the Engineer of Record and Owner. SUBCONSULTANT will ensure all deficiencies are addressed before determining readiness for substantial and final completion. By overseeing payment processing and compiling comprehensive project records, the SUBCONSULTANT will facilitate smooth project closeouts, ensuring a high-quality, fully compliant delivery of PBCWUD's construction projects.

B. Deliverables:

1. Documentation required for project delivery pursuant to the PDS (e.g. completed checklists, budget requests, procurement related documents).
2. Project-specific schedules, budgets, and progress reports.
3. Project documentation including SUBCONSULTANT and contractor deliverables, performance evaluations and PM recommendations.
4. Lessons-learned summaries to inform future project phases and future CIP projects.
5. Preparation of presentations to support procurement of contractors and update PBCWUD senior leadership regarding project status.
6. Daily inspection reports, and other documentation associated with management of capital construction contracts (e.g. responses to contractor Requests For Information (RFIs) monthly payment application reviews, contractor submittal reviews)
7. Constructability reviews where appropriate and documentation of comments and resolution.
8. Documentation associated with the review and revision of construction contracts being prepared for procurement.
9. Closeout documentation, including as-built drawings and lessons-learned summaries.

Task No. 7: Strategic Asset Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 8: Information Technology Group Support Services

No services provided by SUBCONSULTANT under this task at this time

BUDGET SUMMARY: Arcadis U.S., Inc.

Task No.	Task Description	Arcadis	Total
Task 2	Project Management	\$301,222.20	\$301,222.20
Subtotal Direct Labor		\$301,222.20	\$301,222.20
Task 9	Other Direct Costs (expenses)	\$2,000.00	\$2,000.00
Total Cost – Labor & Expenses			\$303,222.20

**See Section E Budget Summary for Task 9 – ODCs breakdown

ATTACHMENT E.2

“2” SBW & Associates, Inc. SUBCONSULTANT SCOPE OF SERVICES

PBCWUD Project No.: 25-009

Project Title: Capital Improvement Plan Program Management

“2” SBW & Associates, Inc. (SUBCONSULTANT) shall perform:

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT), Palm Beach County Water Utilities Department (PBCWUD) Project No. 23-035 with CES Consultants Inc. (CONSULTANT) to provide engineering and program management services for various general activities. SUBCONSULTANT is part of the CES team and may perform the following services under that Contract.

BACKGROUND

PBCWUD's 2025-2030 Program is a continuation of its 2020-2025 Program and includes projects from its 2025-2030 Capital Improvement Plan (CIP). To assist PBCWUD staff in meeting the schedule for completion of the Capital and Repair and Replacement (R&R) projects that are being developed as part of the utility's Asset Management Program, CONSULTANT was selected to provide Program Management Services, under PBCWUD Project No. 25-009. CONSULTANT's role is to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, construction inspections, program analytics and project controls, and overall program management and reporting. PBCWUD and CONSULTANT personnel shall work together in the Program Management Office (PMO) located at the PBCWUD Central Region Operations Center (CROC). PBCWUD shall provide all office support infrastructure for all PMO staff.

SCOPE OF SERVICES

During this phase of implementation and execution of the Program, PBCWUD shall fulfill the role of Program Manager to support specific project delivery procedures and protocols, follow CIP project delivery priorities and guide PMO staff through project delivery phases to meet PBCWUD's expenditure target.

The SUBCONSULTANT shall provide supplemental resources and personnel for management of the CIP projects from planning through construction completion, and maintenance of policies, procedures, systems and tools in use for program, project and document management.

In addition, the SUBCONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources, specialized technical expertise resources, systems, and tools to assist in progressing projects through the planning, design, construction, and closeout phases.
2. PMO support that may include but is not limited to developing and integrating advanced program management methodologies, providing structured mentoring and facilitating knowledge transfer strategies to enhance PMO capabilities.
3. Additional project management and technical support services for implementation of projects with the PBCWUD Information Technology Group.

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

Task No. 1: Program Management and Administration

No services provided by SUBCONSULTANT under this task at this time.

Task No. 2: Project Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 3: Reporting and Controls

No services provided by SUBCONSULTANT under this task at this time.

Task No. 4: Technical Support

No services provided by SUBCONSULTANT under this task at this time.

Task No. 5: Public Outreach

No services provided by SUBCONSULTANT under this task at this time.

Task No. 6: Construction Management and Inspection Services

A. Services:

The SUBCONSULTANT will support the delivery of the Capital Improvement Projects (CIP) and Rehabilitation and Replacement (R&R) projects by providing construction management

professionals, equipment, and services tailored to meet the evolving needs of the program and its projects. These efforts will include implementing enhanced inspection protocols and advanced monitoring tools to ensure compliance with design specifications and safety standards. With PMO concurrence, SUBCONSULTANT may utilize real-time reporting software to enable accurate and timely oversight, while the "Single PM" model will be bolstered by regular reviews and training sessions to address site-specific challenges. Rigorous closeout procedures will ensure seamless project transitions, incorporating lessons learned, defect resolution, and the preparation of as-built documentation.

In the pre-construction phase, the SUBCONSULTANT will organize and lead pre-construction conferences, ensuring comprehensive documentation of meeting outcomes. During the construction phase, the SUBCONSULTANT will conduct routine and surprise on-site inspections to monitor compliance with the Construction Contract Documents, submittals, and permits. Any issues, including non-conformances, will be reported promptly to the contractor, with detailed records maintained to document deficiencies and their resolution. The SUBCONSULTANT will also oversee equipment and system testing, ensuring adherence to operational and maintenance training requirements.

The SUBCONSULTANT will manage project reporting by preparing detailed daily and monthly construction progress reports. These reports will document work progress, personnel involvement, issues encountered, and corrective actions taken. SUBCONSULTANT's Project controls will include the review of contractor schedule updates, monitoring the availability of materials and equipment, and ensuring timely progress. The SUBCONSULTANT will maintain electronic records of all construction-related documentation and support cost accounting for work performed under change orders. SUBCONSULTANT will also assist in evaluating and processing change orders, ensuring transparency and alignment with project objectives.

Safety remains a critical focus, with the SUBCONSULTANT verifying contractor adherence to safety standards and coordinating health, safety, and environmental programs to mitigate risks. The SUBCONSULTANT will also ensure all required permits are maintained on-site and address any compliance issues proactively. For payment procedures, the SUBCONSULTANT will evaluate contractor submissions, including applications for payment and redline drawings, to ensure accuracy and adherence to contract requirements.

SUBCONSULTANT will provide Project Managers, Construction Managers, Inspectors, and support staff to work as part of an integrated PMO team with PBCWUD staff. In conjunction with PBCWUD's PMO leadership, the SUBCONSULTANT will help plan and manage identified CIP construction projects in accordance with the Project Delivery System (PDS) and other PBCWUD requirements. These activities will include planning, coordinating, and conducting various meetings; providing construction management and inspection support during construction; assisting project managers in project close-out activities; and supporting the review and processing of SUBCONSULTANT and contractor invoices. Additionally, the SUBCONSULTANT will prepare or provide input to monthly project status reports to document progress and inform PBCWUD senior leadership about project and Program status. The SUBCONSULTANT will also prepare correspondence and other documents required as part of the PDS for delivering assigned projects and assist in mentoring and training PBCWUD project managers in construction management and inspection techniques and best practices.

In the final stages of a construction project, SUBCONSULTANT will develop and update project punch lists in collaboration with the Engineer of Record and Owner. SUBCONSULTANT will ensure all deficiencies are addressed before determining readiness for substantial and final completion. By overseeing payment processing and compiling comprehensive project records, the SUBCONSULTANT will facilitate smooth project closeouts, ensuring a high-quality, fully compliant delivery of PBCWUD’s construction projects.

B. Deliverables:

1. Documentation required for project delivery pursuant to the PDS (e.g. completed checklists, budget requests, procurement related documents).
2. Project-specific schedules, budgets, and progress reports.
3. Project documentation including SUBCONSULTANT and contractor deliverables, performance evaluations and PM recommendations.
4. Lessons-learned summaries to inform future project phases and future CIP projects.
5. Preparation of presentations to support procurement of contractors and update PBCWUD senior leadership regarding project status.
6. Daily inspection reports, and other documentation associated with management of capital construction contracts (e.g. responses to contractor Requests For Information (RFIs), monthly payment application reviews, contractor submittal reviews)
7. Constructability reviews where appropriate and documentation of comments and resolution.
8. Documentation associated with the review and revision of construction contracts being prepared for procurement.
9. Closeout documentation, including as-built drawings and lessons-learned summaries.

Task No. 7: Strategic Asset Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 8: Information Technology Group Support Services

No services provided by SUBCONSULTANT under this task at this time

BUDGET SUMMARY: “2” SBW & Associates, Inc.

Task No.	Task Description	2-SBW	Total
Task 6	Construction Management	\$382,272.00	\$382,272.00
Subtotal Direct Labor		\$382,272.00	\$382,272.00
Task 9	Other Direct Costs (expenses)	\$2,000.00	\$2,000,00
Total Cost – Labor & Expenses			\$384,272.00

**See Section E Budget Summary for Task 9 – ODCs breakdown

ATTACHMENT E.3

Kreation Avenue LLC SUBCONSULTANT SCOPE OF SERVICES

PBCWUD Project No.: 25-009

Project Title: Capital Improvement Plan Program Management

Kreation Avenue LLC (SUBCONSULTANT) shall perform:

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT), Palm Beach County Water Utilities Department (PBCWUD) Project No. 23-035 with CES Consultants Inc. (CONSULTANT) to provide engineering and program management services for various general activities. SUBCONSULTANT is part of the CES team and may perform the following services under that Contract.

BACKGROUND

PBCWUD's 2025-2030 Program is a continuation of its 2020-2025 Program and includes projects from its 2025-2030 Capital Improvement Plan (CIP). To assist PBCWUD staff in meeting the schedule for completion of the Capital and Repair and Replacement (R&R) projects that are being developed as part of the utility's Asset Management Program, CONSULTANT was selected to provide Program Management Services, under PBCWUD Project No. 25-009. CONSULTANT's role is to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, construction inspections, program analytics and project controls, and overall program management and reporting. PBCWUD and CONSULTANT personnel shall work together in the Program Management Office (PMO) located at the PBCWUD Central Region Operations Center (CROC). PBCWUD shall provide all office support infrastructure for all PMO staff.

SCOPE OF SERVICES

During this phase of implementation and execution of the Program, PBCWUD shall fulfill the role of Program Manager to support specific project delivery procedures and protocols, follow CIP project delivery priorities and guide PMO staff through project delivery phases to meet PBCWUD's expenditure target.

The SUBCONSULTANT shall provide supplemental resources and personnel for management of the CIP projects from planning through construction completion, and maintenance of policies, procedures, systems and tools in use for program, project and document management.

In addition, the SUBCONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources, specialized technical expertise resources, systems, and tools to assist in progressing projects through the planning, design, construction, and closeout phases.
2. PMO support that may include but is not limited to developing and integrating advanced program management methodologies, providing structured mentoring and facilitating knowledge transfer strategies to enhance PMO capabilities.
3. Additional project management and technical support services for implementation of projects with the PBCWUD Information Technology Group.

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

Task No. 1: Program Management and Administration

No services provided by SUBCONSULTANT under this task at this time.

Task No. 2: Project Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 3: Reporting and Controls

No services provided by SUBCONSULTANT under this task at this time.

Task No. 4: Technical Support

No services provided by SUBCONSULTANT under this task at this time.

Task No. 5: Public Outreach

A. Services:

Public Outreach Services: The SUBCONSULTANT shall support CIP delivery by providing outreach services to both the public and to the local small business community. Public outreach initiatives will adopt a multifaceted approach to engage the community and stakeholders effectively. A cohesive branding strategy will highlight the benefits of the CIP, utilizing digital platforms such as a public-facing CIP dashboard, newsletters, and social media updates to keep stakeholders informed. Regular community meetings, town halls, and informational flyers will ensure proactive communication and address public concerns. A comprehensive Public Outreach Plan will include crisis communication protocols, ensuring rapid response to potential

issues.

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

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

Communications Strategy and Outreach Consulting Services: Working directly with PBCWUD's Public Information Manager, the SUBCONSULTANT shall provide communications strategy and outreach consulting services to enhance existing communications channels. The intent is to improve public understanding of PBCWUD's infrastructure improvements, job opportunities, and community impact. The services provided under this task may include, but are not limited to the following:

Project 1: Website Frequently Asked Questions (FAQ) and Engineering Content Development

1. Working through PBCWUD's Public Information Manager, SUBCONSULTANT shall develop industry standard FAQ content and interview PBCWUD staff/stakeholders from utility divisions to develop additional, relevant FAQs for PBCWUD's public-facing website.
 - Interview internal stakeholders from utility divisions to ascertain the FAQs for their section.
 - Develop and write FAQs; submit to PBCWUD in plain-text format; PBCWUD will review and upload to website. External vendors are not permitted access to the website.
 - Public Information Manager will serve as liaison introducing SUBCONSULTANT to internal subject-matter experts (SMEs) in each relevant area to gather information and develop and test FAQ content.
 - Utility sections that need FAQs developed for external website(s) include:
 - Contract Management/Finance
 - Hydrant Meter Applications
 - Hydrant Awareness/Safety (e.g., "What should I do if I see someone illegally tapping a hydrant in my neighborhood?")
 - Developer Agreements
 - Payment Process/How-To/Office Hours

- Engineering
 - Bids
 - Projects
 - Capital Improvement Program
- Plan Review
 - Process
 - As-Built Requests
- Environmental Health & Safety (EHS) (existing FAQs on website might need to be updated or added to, in consultation with SMEs from the EHS team)
 - Backflow
 - Pretreatment Program
 - Other EHS-related FAQs

2. Engineering Projects Page Content:

- Enhance information published to the Engineering section of PBCWUD's website (<https://discover.pbcgov.org/waterutilities/Pages/default.aspx>). CONSULTANT shall interview relevant PBCWUD Engineering Department Subject Matter Experts (SMEs) to identify appropriate projects to feature.
- Consultant will research informational materials provided by PBCWUD in reference to individual projects. CONSULTANT shall then draft narrative and graphical content for PBCWUD to upload to its website. Potential examples include Belle Glade's Wastewater Treatment Plant (WWTP) remodel, Plant 2 projects, Kings Point, or other similarly large projects.
- A benchmark example for potential webpage design, layout, and content can be found at: <https://www.miamidade.gov/global/water/capital-improvement-program.page>
 - This benchmark sample webpage is cited for creative reference purposes only.

Project 2: Recruitment Campaign Creative Assets

- Develop creative advertising assets to promote utility job opportunities.

B. Deliverables:

1. Public Outreach services

- a. Informational materials (e.g. door hangers, letters, flyers, presentations).
- b. Documents in support of PBCWUD presentations to the Board of County Commissioners, if requested.
- c. CIP updates for public and stakeholder dissemination.
- d. Other public outreach materials and support as directed by PBCWUD staff (e.g. assistance with planning and coordinating public outreach events such as public meetings).

2. Communications Strategy and Outreach Consulting Services
 - a. FAQs and public-facing web content.
 - b. Engineering project summaries and visual content.
 - c. Recruitment campaign materials (e.g., social media ads, vehicle decals).
 - d. Advertising strategy documentation with reach, duration, and cost.
 - e. Other public outreach assets and event support as requested by PBCWUD staff.

Task No. 6: Construction Management and Inspection Services

No services provided by SUBCONSULTANT under this task at this time.

Task No. 7: Strategic Asset Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 8: Information Technology Group Support Services

No services provided by SUBCONSULTANT under this task at this time

BUDGET SUMMARY: Kreation Avenue LLC

Task No.	Task Description	Kreation Avenue	Total
Task 5	Public Outreach	\$83,512.50	\$83,512.50
Subtotal Direct Labor		\$83,512.50	\$83,512.50
Task 9	Other Direct Costs (expenses)	\$500.00	\$500.00
Total Cost – Labor & Expenses			\$84,012.50

**See Section E Budget Summary for Task 9 – ODCs breakdown

ATTACHMENT E.4

MCO Construction & Services, Inc. SUBCONSULTANT SCOPE OF SERVICES

PBCWUD Project No.: 25-009

Project Title: Capital Improvement Plan Program Management

MCO Construction & Services, Inc. (SUBCONSULTANT) shall perform:

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT), Palm Beach County Water Utilities Department (PBCWUD) Project No. 23-035 with CES Consultants Inc. (CONSULTANT) to provide engineering and program management services for various general activities. SUBCONSULTANT is part of the CES team and may perform the following services under that Contract.

BACKGROUND

PBCWUD's 2025-2030 Program is a continuation of its 2020-2025 Program and includes projects from its 2025-2030 Capital Improvement Plan (CIP). To assist PBCWUD staff in meeting the schedule for completion of the Capital and Repair and Replacement (R&R) projects that are being developed as part of the utility's Asset Management Program, CONSULTANT was selected to provide Program Management Services, under PBCWUD Project No. 25-009. CONSULTANT's role is to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, construction inspections, program analytics and project controls, and overall program management and reporting. PBCWUD and CONSULTANT personnel shall work together in the Program Management Office (PMO) located at the PBCWUD Central Region Operations Center (CROC). PBCWUD shall provide all office support infrastructure for all PMO staff.

SCOPE OF SERVICES

During this phase of implementation and execution of the Program, PBCWUD shall fulfill the role of Program Manager to support specific project delivery procedures and protocols, follow CIP project delivery priorities and guide PMO staff through project delivery phases to meet PBCWUD's expenditure target.

The SUBCONSULTANT shall provide supplemental resources and personnel for management of the CIP projects from planning through construction completion, and maintenance of policies, procedures, systems and tools in use for program, project and document management.

In addition, the SUBCONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources, specialized technical expertise resources, systems, and tools to assist in progressing projects through the planning, design, construction, and closeout phases.
2. PMO support that may include but is not limited to developing and integrating advanced program management methodologies, providing structured mentoring and facilitating knowledge transfer strategies to enhance PMO capabilities.
3. Additional project management and technical support services for implementation of projects with the PBCWUD Information Technology Group.

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

Task No. 1: Program Management and Administration

No services provided by SUBCONSULTANT under this task at this time.

Task No. 2: Project Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 3: Reporting and Controls

A. Services:

The SUBCONSULTANT will utilize the PMO's document management systems and tools to promote the efficient delivery of the CIP and further refine those tools or develop and implement new tools as may be required to meet Program objectives and needs. SUBCONSULTANT may introduce integrated Project Management Information Systems, utilize Power BI dashboards or connect to OnBase and/or SharePoint for seamless data visualization and accessibility. Enhanced document control processes will ensure regulatory compliance and data integrity across project phases. A dynamic risk management framework will incorporate predictive analytics to proactively address project delays or cost overruns. CIP Program Controls Plans will outline cost control measures, change management processes, and Key Performance Indicator (KPI) tracking mechanisms for real-time oversight. Specifically, these tools are intended to help PBCWUD to effectively manage the Program and provide project controls and document control support. PBCWUD will use these tools in the delivery of the CIP.

Efforts under this task will involve the SUBCONSULTANT's staff with PBCWUD Information Technology (IT) staff to maintain those systems and tools being hosted by PBCWUD.

Task 3.1 Planning & Scheduling

The SUBCONSULTANT will support the program with planning & scheduling services that

include but are not limited to:

1. Assist in the project scope development process
2. Develop and maintain a master CIP program schedule
3. Synchronize discreet project schedules and subcontractors' schedule updates into the CIP master schedule on a monthly basis
4. Review bids, change orders, and claims to ensure time validity

Task 3.2 Document Management System

The SUBCONSULTANT may utilize, maintain, and refine as needed, the OnBase Document Management System already in use for the Program. SUBCONSULTANT shall provide administrative support to perform document management functions in support of the Program. If beneficial to the PMO, SUBCONSULTANT may develop Document Management Standard Operating Procedures.

Task 3.3 SharePoint Collaboration Site

The SUBCONSULTANT may support the program with SharePoint services as required. Services include but are not limited to:

1. Maintain content
2. Create SharePoint sites as needed
3. Synchronize SharePoint data with other O365 tools like Power BI

Task 3.4 Reporting and Dashboards

The SUBCONSULTANT may be asked to develop Power BI dashboards and status reports with PBCWUD using project data included in PBCWUD's internal CIP Tools. If beneficial to the PMO, SUBCONSULTANT may be asked to develop Reporting & Communications Standard Operating Procedures.

Task 3.5 Estimating, Budget, and Cost Control

The SUBCONSULTANT will track funding awarded against the project budgets to ensure alignment with financial resources and program objectives, while simultaneously creating and maintaining a comprehensive Capital Improvement Plan (CIP) budget. This includes tracking commitments and expenditures to monitor and manage project finances effectively. SUBCONSULTANT may assist in the Request For Qualifications (RFQ) development process, providing expertise in developing and managing procurement strategies, reviewing and analyzing bids received to ensure compliance, and evaluating subcontractor claims with a focus on accuracy and fairness. Furthermore, the SUBCONSULTANT may implement and maintain robust change and risk management processes, ensuring that project adjustments and potential challenges are proactively identified, assessed, and addressed to safeguard the program's success and integrity.

B. Deliverables:

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

3. Program Controls Plan
4. Communications Plan
5. Real-Time Power BI Dashboards

Task No. 4: Technical Support

No services provided by SUBCONSULTANT under this task at this time.

Task No. 5: Public Outreach

No services provided by SUBCONSULTANT under this task at this time.

Task No. 6: Construction Management and Inspection Services

No services provided by SUBCONSULTANT under this task at this time.

Task No. 7: Strategic Asset Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 8: Information Technology Group Support Services

No services provided by SUBCONSULTANT under this task at this time.

BUDGET SUMMARY: MCO Construction & Services, Inc.

Task No.	Task Description	MCO	Total
Task 3	Reporting & Controls	\$362,092.80	\$362,092.80
Subtotal Direct Labor		\$362,092.80	\$362,092.80
Task 9	Other Direct Costs (expenses)	\$500.00	\$500.00
Total Cost – Labor & Expenses			\$362,592.80

**See Section E Budget Summary for Task 9 – ODCs breakdown

ATTACHMENT E.5

The Merchant Strategy, Inc. SUBCONSULTANT SCOPE OF SERVICES

PBCWUD Project No.: 25-009

Project Title: Capital Improvement Plan Program Management

The Merchant Strategy, Inc. (SUBCONSULTANT) shall perform:

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT), Palm Beach County Water Utilities Department (PBCWUD) Project No. 23-035 with CES Consultants Inc. (CONSULTANT) to provide engineering and program management services for various general activities. SUBCONSULTANT is part of the CES team and may perform the following services under that Contract.

BACKGROUND

PBCWUD's 2025-2030 Program is a continuation of its 2020-2025 Program and includes projects from its 2025-2030 Capital Improvement Plan (CIP). To assist PBCWUD staff in meeting the schedule for completion of the Capital and Repair and Replacement (R&R) projects that are being developed as part of the utility's Asset Management Program, CONSULTANT was selected to provide Program Management Services, under PBCWUD Project No. 25-009. CONSULTANT's role is to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, construction inspections, program analytics and project controls, and overall program management and reporting. PBCWUD and CONSULTANT personnel shall work together in the Program Management Office (PMO) located at the PBCWUD Central Region Operations Center (CROC). PBCWUD shall provide all office support infrastructure for all PMO staff.

SCOPE OF SERVICES

During this phase of implementation and execution of the Program, PBCWUD shall fulfill the role of Program Manager to support specific project delivery procedures and protocols, follow CIP project delivery priorities and guide PMO staff through project delivery phases to meet PBCWUD's expenditure target.

The SUBCONSULTANT shall provide supplemental resources and personnel for management of the CIP projects from planning through construction completion, and maintenance of policies, procedures, systems and tools in use for program, project and document management.

In addition, the SUBCONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources, specialized technical expertise resources, systems, and tools to assist in progressing projects through the planning, design, construction, and closeout phases.
2. PMO support that may include but is not limited to developing and integrating advanced program management methodologies, providing structured mentoring and facilitating knowledge transfer strategies to enhance PMO capabilities.
3. Additional project management and technical support services for implementation of projects with the PBCWUD Information Technology Group.

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

Task No. 1: Program Management and Administration

No services provided by SUBCONSULTANT under this task at this time.

Task No. 2: Project Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 3: Reporting and Controls

No services provided by SUBCONSULTANT under this task at this time.

Task No. 4: Technical Support

No services provided by SUBCONSULTANT under this task at this time.

Task No. 5: Public Outreach

A. Services:

Public Outreach Services: The SUBCONSULTANT shall support CIP delivery by providing outreach services to both the public and to the local small business community. Public outreach initiatives will adopt a multifaceted approach to engage the community and stakeholders effectively. A cohesive branding strategy will highlight the benefits of the CIP, utilizing digital platforms such as a public-facing CIP dashboard, newsletters, and social media updates to keep stakeholders informed. Regular community meetings, town halls, and informational flyers will ensure proactive communication and address public concerns. A comprehensive Public Outreach Plan will include crisis communication protocols, ensuring rapid response to potential issues.

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

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

B. Deliverables:

1. Public Outreach services
 - a. Informational materials (e.g. door hangers, letters, flyers, presentations).
 - b. Documents in support of PBCWUD presentations to the Board of County Commissioners, if requested.
 - c. CIP updates for public and stakeholder dissemination.
 - d. Other public outreach materials and support as directed by PBCWUD staff (e.g. assistance with planning and coordinating public outreach events such as public meetings).
2. Communications Strategy and Outreach Consulting Services
 - a. FAQs and public-facing web content.
 - b. Engineering project summaries and visual content.
 - c. Recruitment campaign materials (e.g., social media ads, vehicle decals).
 - d. Advertising strategy documentation with reach, duration, and cost.
 - e. Other public outreach assets and event support as requested by PBCWUD staff.

Task No. 6: Construction Management and Inspection Services

No services provided by SUBCONSULTANT under this task at this time.

Task No. 7: Strategic Asset Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 8: Information Technology Group Support Services

No services provided by SUBCONSULTANT under this task at this time

BUDGET SUMMARY: The Merchant Strategy, Inc.

Task No.	Task Description	Merchant Strategy	Total
Task 5	Public Outreach	\$51,716.00	\$51,716.00
Subtotal Direct Labor		\$51,716.00	\$51,716.00
Task 9	Other Direct Costs (expenses)	\$500.00	\$500.00
Total Cost – Labor & Expenses			\$52,216.00

**See Section E Budget Summary for Task 9 – ODCs breakdown

ATTACHMENT F

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT
Resolution No. R2025-0093 Contract Dated January 14, 2025

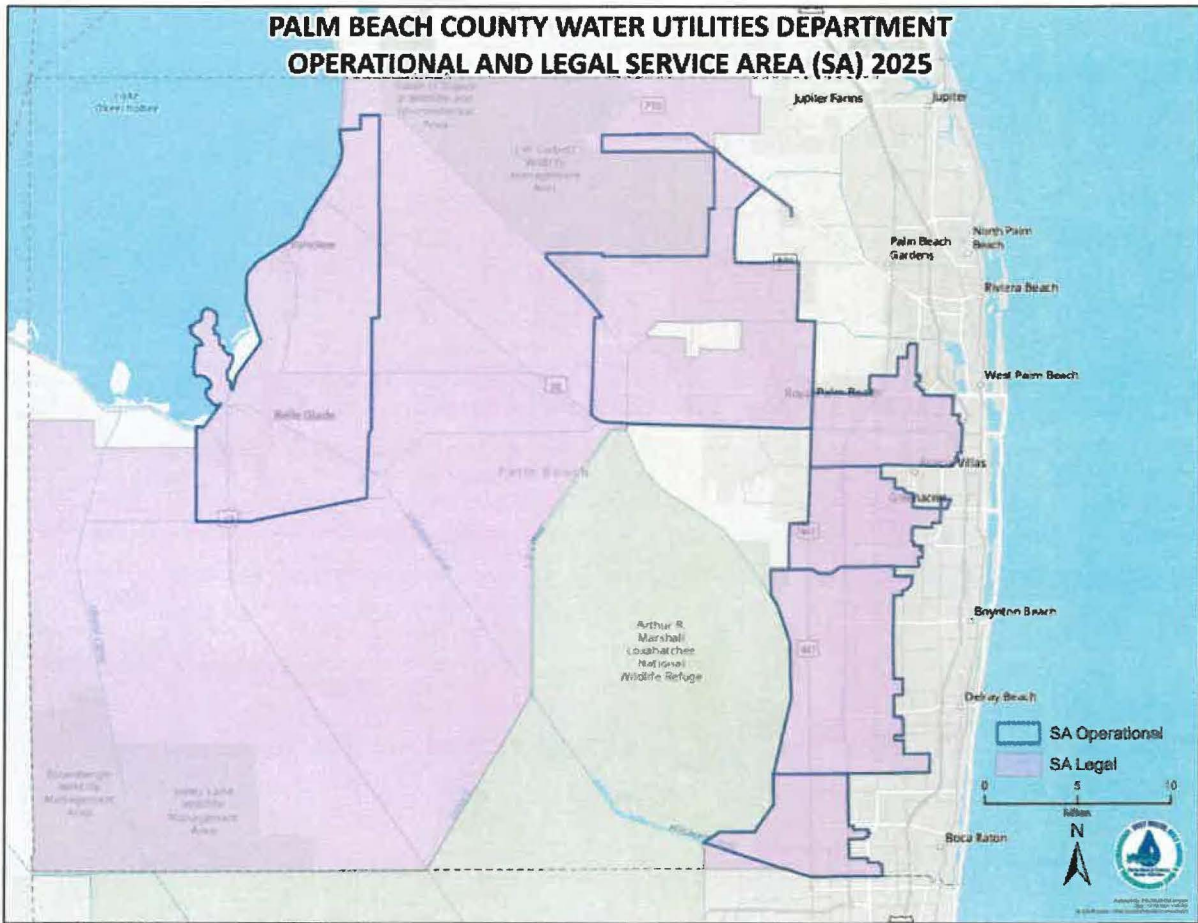
SUMMARY OF SBE BUSINESS TRACKING

Master Contract Participation	SBE: 32%
Current Proposal	
Value of Authorization No. <u> 2 </u>	\$2,354,504.82
Value of SBE Letters of Intent	\$883,093.30
Actual Percentage	37.50%
Signed/Approved Authorizations	
Total Value of Authorizations	\$2,303,662.89
Total Value of SBE Signed Subcontractors	\$826,954.28
Actual Percentage	35.89%
Signed/Approved Authorizations Plus Current Proposal	
Total Value of Authorizations	\$4,658,167.71
Total Value of SBE Subcontractors & Letters of Intent	\$1,710,047.58
Actual Percentage	36.71%

ATTACHMENT G

Location Map

PBCWUD Project No. 25-009





July 14, 2025

Mr. Juan Alfonso, AIA, NCARB, RID, CCM
President and COO
CES Consultants, Inc.
2056 Vista Parkway, Suite 200
West Palm Beach, Florida 33411

**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

Re: Project Number: 23-035
Capital Improvement Plan Program Management
Notification of Contract Clauses No Longer Being
Enforced Pursuant to Emergency Ordinance 2025-014

Dear Mr. Alfonso,

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 (R2025-0093) 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 or at (561) 493 5203.

Cordially,

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

Receipt Acknowledged and In Agreement:

CES Consultants, Inc
(Consultant)

Juan Alfonso, AIA, NCARB, RID, CCM
(Print Name)

(Signature)

07/15/2025
(Date)

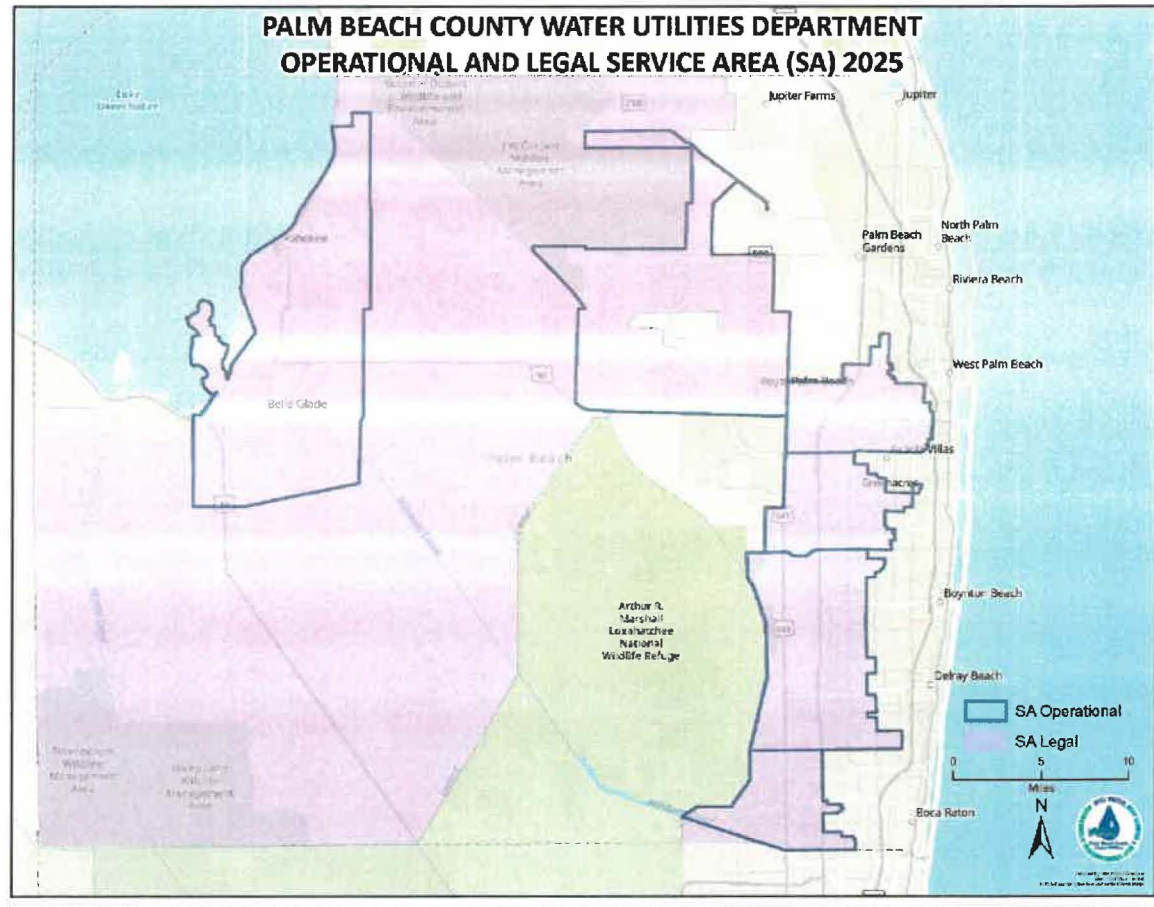
"An Equal Opportunity Employer"

Official Electronic Letterhead

ATTACHMENT No. 3

Location Map

PBCWUD Project No. 25-009





ATTACHMENT NO. 4

**Palm Beach County
Compliance Summary Report**

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eff. Date	Exp. Date	Coverage	Contract Number	Contract Name
DX00003098	Parsons Environment & Infrastructure Group Inc.	Modified	Compliant					23-035	Contract for Consulting/Professional Services Capital Improvement Plan Program Management
		Ap , XV	National Union Fire Insurance Company of Pittsburg	CA027783450(NJ)	1/1/2026	1/1/2027	Auto Liability		
		Ap , XV	National Union Fire Insurance Company of Pittsburg	CA1341446(AOS)	1/1/2026	1/1/2027	Auto Liability		
		Ap , XV	Lexington Insurance Company	11665435	1/1/2026	1/1/2027	Excess Liability		
		Ap , XV	National Union Fire Insurance Company of Pittsburg	GL17587105	1/1/2026	1/1/2027	General Liability		
		Ap , XV	Lexington Insurance Company	11665420	1/1/2026	1/1/2027	Professional Liability		
		Ar , XV	AIU Insurance Company	WC013751746	1/1/2026	1/1/2027	Workers Comp		

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



ATTACHMENT NO. 5

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
DX00003099	CES Consultants, Inc.	Modified	Compliant					23-035	Contract for Consulting/Professional Services Capital Improvement Plan Program Management
		A++g , XV	Travelers Property Casualty Company of America	BA2R165655	12/6/2025	12/6/2026	Auto Liability		
		A++g , XV	Travelers Property Casualty Company of America	CUP4K364717	12/6/2025	12/6/2026	Excess Liability		
		A++g , XV	Travelers Property Casualty Company of America	6609D349718TCT24	12/6/2025	12/6/2026	General Liability		
		A+g , XV	XL Specialty Insurance Company	DPR5051511	12/6/2025	12/6/2026	Professional Liability		
		A++g , XV	The Phoenix Insurance Company	UB0P573198	12/6/2025	12/6/2026	Workers Comp		

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