

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: August 25, 2026 [X] Consent [] Regular
[] Workshop [] Public Hearing

Department: Engineering and Public Works
Submitted For: Roadway Production Division

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consultant Service Authorization No. 8 (CSA) in the amount of \$220,201.73 to the Annual Civil Engineering Professional Services Contract (R2025-0547) dated May 6, 2025 (Contract) with Masse Consulting Services, LLC (MCS) for the San Castle Area Sidewalks (Project).

Summary: Approval of this CSA will provide the professional services necessary to design and prepare construction plans for sidewalks along Ficus Tree Drive and Hibiscus Tree Drive from Orange Street to San Castle Boulevard; Florence Road from Washington Avenue to Overlook Road; Grove Road/Orchid Road from south of Oleander Road to Mentone Road; and Oleander Road from Grove Road to Washington Avenue. This Contract was presented to the Goal Setting Committee (GSC) on February 21, 2024 and the GSC established the following Affirmative Procurement Initiatives (API): a 20% minimum mandatory Small Business Enterprise (SBE) participation and an SBE evaluation preference. MCS committed to 94% SBE participation for the life of the Contract. For this CSA the proposed SBE participation is 100%. To date, the overall SBE participation achieved on this Contract is 97.55%. MCS has an office located in Palm Beach County (County) and is a certified SBE company. **This Project is included in the Five-Year Road Program. District 7 (YBH)**

Background and Justification: On May 6, 2025, the Board of County Commissioners (BCC) approved the Contract with MCS to provide professional services for civil engineering improvements throughout the County. The fee, as detailed in Exhibit B of the attached CSA, has been negotiated as just and reasonable compensation as follows:

Basic Services (Lump Sum)	\$171,653.88	(Roadway Analysis and Plans, Drainage Analysis and Plans, Permits & Environmental and Utilities)
Reimbursable Services (Not to Exceed)	\$ 39,651.85	(Permit Fees, Prints)
Optional Services (Not to Exceed)	\$ <u>8,896.00</u>	(Post Design)
Total:	\$220,201.73	

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

Attachments:

- 1. Location Map
- 2. CSA No. 8 with Exhibits A, B, C, D and Ebix Insurance Compliance (2)

Recommended by: *[Signature]* 7/16/2026
*YBH/TEL County Engineer Date

Approved By: *[Signature]* 7/22/26
Chief Deputy County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
Capital Expenditures	\$308,202	-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	\$308,202	-0-	-0-	-0-	-0-
# ADDITIONAL FTE POSITIONS (Cumulative)	-0-	-0-	-0-	-0-	-0-

Is Item Included in Current Budget?

Yes ☒ No ☐

Is this item using Federal Funds?

Yes ☐ No ☒

Is this item using State Funds?

Yes ☐ No ☒

Budget Account No:

Fund	Dept	Unit	Object
3500	361	2001-376	6505

Recommended Sources of Funds/Summary of Fiscal Impact:

Transportation Improvmt Fund/
Sidewalk Program - FY2022 /
SAN CASTLE AREA SIDEWALKS

Brief Description: New consultant service authorization (CSA) #8
CSA #8

• Basic Services	\$ 171,653.88
• Reimbursable	\$ 39,651.85
• Optional Services	\$ 8,896.00
Total CSA #8	\$ 220,201.73

Estimated Staff Costs

• Roadway Production	\$ 44,000.00
• Roadway Production: Right-of-Way	\$ 11,000.00
• Survey	\$ 11,000.00
• Traffic	\$ 22,000.00
Total Staff Costs	\$ 88,000.00

Fiscal Impact \$ 308,201.73

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

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

ASD 7/17/26
OFMB
7/17

Brudi Pacheco 7/20/26
Contract Dev and Control 267-20-26

B. Approved as to Form and Legal Sufficiency:

MPH 7/24/26
Assistant County Attorney

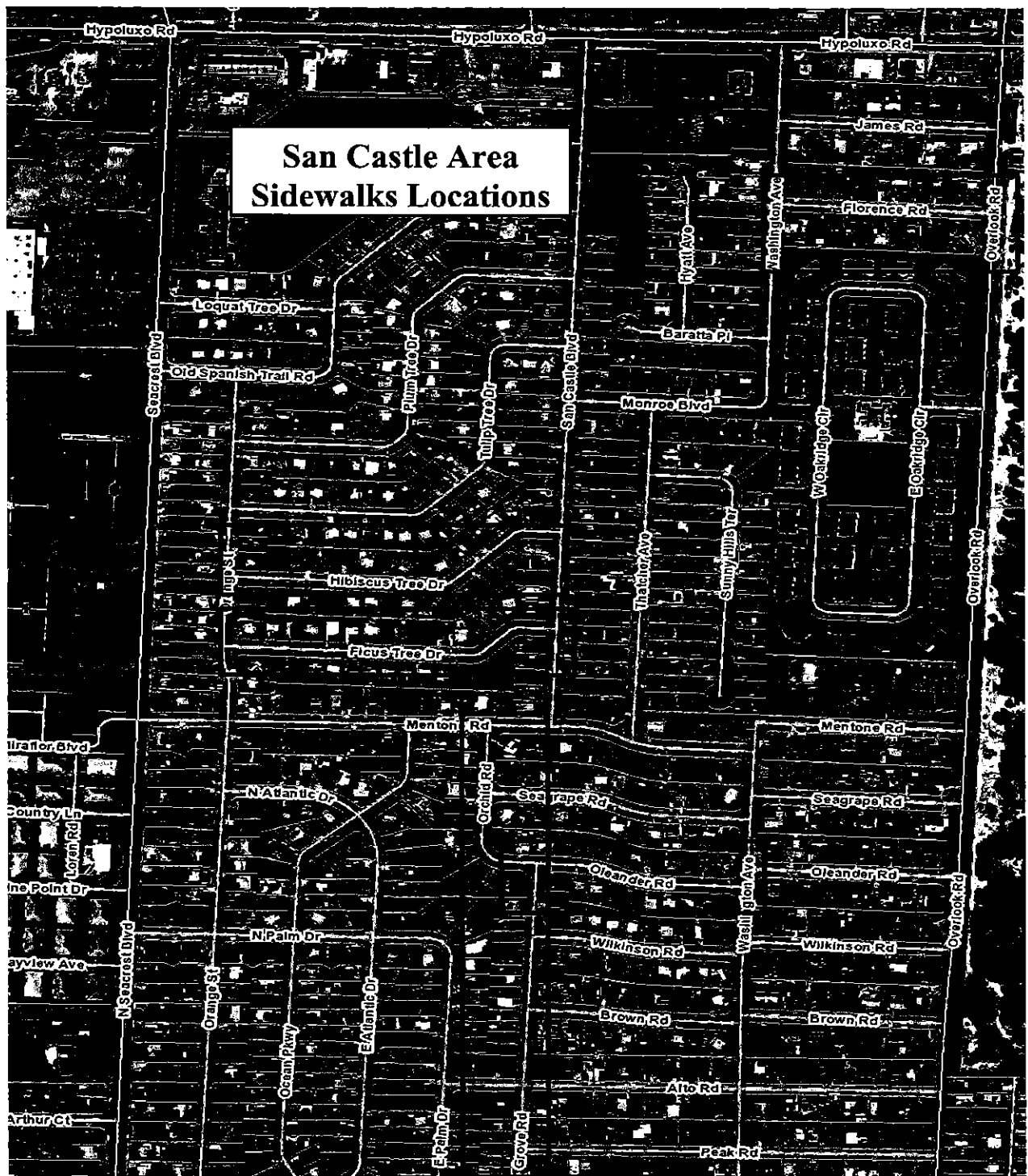
C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment. 2

SAN CASTLE AREA SIDEWALKS

Palm Beach County Project #2022376



LOCATION MAP

ATTACHMENT 1

CONSULTANT SERVICE AUTHORIZATION NO. 8
UNDER THE ANNUAL CIVIL ENGINEERING
PROFESSIONAL SERVICES CONTRACT

Project Name: **San Castle Area Sidewalks**

Project No: **2022376**

Commission District No.: **7**

	SBE
Participation for this authorization	100%
Participation to date for this Contract	97.55%
Contract Commitment	94%
This authorization is under the EBO Ordinance.	

PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

Account No.: 3500-361-2001-376-6505

Consultant Service Authorization No. 8 (CSA) under the Annual Civil Engineering Professional Continuing Services Contract dated May 6, 2025 (R2025-0547) (CONTRACT), between the COUNTY and the CONSULTANT identified herein is for the services described in **EXHIBIT A** and **EXHIBIT B** for this CSA.

1. CONSULTANT: Masse Consulting Services, LLC
2. Address: 1132 Cala Lily CV, West Palm Beach, FL 33415
3. CONSULTANT shall begin work promptly on the requested Services, per the schedule attached as part of **EXHIBIT A**.
4. Scope of Services to be provided by CONSULTANT: Provide professional engineering services to Palm Beach County for the San Castle Area Sidewalks project. Design and develop construction plans for sidewalk improvements in accordance with the attached **EXHIBIT A** dated March 2, 2026
5. The compensation to be paid CONSULTANT for providing the requested services as detailed in **EXHIBIT B** shall be:

☒ Basic Services in a lump sum fee of	\$171,653.88
☒ Reimbursable Expenses capped at	\$ 39,651.85
☒ Optional Services capped at	\$ 8,896.00
Totaling	\$220,201.73

☒ OSBD Schedules 1 & 2 **EXHIBIT C**

☒ Project History **EXHIBIT D**

6. All terms of the CONTRACT shall apply to this CSA.

This Contract, including all Schedules, Forms, and attachments, is subject to the County Emergency Ordinance 2025-014, approved by the BCC on June 3, 2025. As a result, the M/WBE participation will not be enforced.

CONSULTANT SERVICE AUTHORIZATION NO. 8
UNDER THE ANNUAL CIVIL ENGINEERING
PROFESSIONAL SERVICES CONTRACT

IN WITNESS WHEREOF, this CSA is accepted as of the date signed by the COUNTY below, subject to the terms and conditions of the aforementioned CONTRACT.

CONSULTANT: Masse Consulting
Services, LLC

Federal ID: 84-2958439

COUNTY:

Approved as to Terms and Conditions

Signed: Basher Khan

Typed Name: Md Abul Basher Khan

Title: Manager

Date: 3/18/2026

(Corporate Seal)



ATTEST WITNESS:

Title: MANAGER

Date: 3/18/2026

Typed Name: FENSON MASSE

Signed: Fenson Masse

CONSULTANT SERVICE AUTHORIZATION NO. 8
UNDER THE ANNUAL CIVIL ENGINEERING
PROFESSIONAL SERVICES CONTRACT

{SIGNATURE PAGES CONTINUED}

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

Signed: _____

Typed Name: Sara Baxter

Title: Mayor

Date: _____

ATTEST:

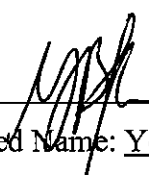
Michael A. Caruso

Clerk of the Circuit Court & Comptroller

By: _____

Deputy Clerk

Approved as to Form and Legal Sufficiency

By:  _____

Typed Name: Yelizaveta B. Herman

Title: Assistant County Attorney

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SCOPE OF SERVICES
FOR
SAN CASTLE AREA SIDEWALKS-DESIGN
PALM BEACH COUNTY PROJECT NO. 2022376

*OK to proceed as
to scope & fee.
Hofmann
3/3/26*

PREPARED FOR:
Palm Beach County Engineering and Public Works Department
Roadway Production Division
2300 N. Jog Road, 3rd floor W., West Palm Beach, FL 33411



*OK!
Sandra Milenz Ripin
3/3/2026*

PREPARED BY:
MASSE CONSULTING SERVICES, LLC
2101 Vista Parkway, Suite 237, West Palm Beach, 33411
Mobile Phone: (561) 568-3197
bkhan@masseconsultingfirm.com

March 2, 2026 (revised)
October 9, 2025 (revised)
September 30, 2025 (revised)
September 29, 2025 (revised)
May 12, 2025 (revised)
April 15, 2025

**SCOPE OF SERVICES FOR
SAN CASTLE AREA SIDEWALKS-DESIGN
Palm Beach County Project No.: 2022376**

I. INTRODUCTION

Palm Beach County (the County) intends to issue a Consultant Service Authorization (CSA) under the Civil Annual Contract (R2025-0547) to Masse Consulting Services, LLC (Masse Consulting) for sidewalk improvements associated with the following project:

**SAN CASTLE AREA SIDEWALKS-DESIGN
Palm Beach County Project No. 2022376**

The project covers the following roads:

- Ficus Tree Drive
- Florence Road
- Grove Road/Orchid Road
- Hibiscus Tree Drive
- Oleander Road

Masse Consulting, in collaboration with its sub-consultant Ritzel-Mason, Inc., will provide professional engineering services to design and develop construction plans for sidewalk improvements in the San Castle Community.

The location and length of the sidewalk are described below.

- Ficus Tree Drive: an estimated 1,120 LF of 6’ asphalt sidewalk from Orange Street to San Castle Boulevard on the south side.
- Florence Road: An estimated 660 LF of 6’ asphalt sidewalk from Washington Avenue to Overlook Road on the north side.
- Grove Road/Orchid Road: An estimated 570 LF of 6’ asphalt sidewalk on the west and east sides. The sidewalk on Grove Road will be along the west side from the current terminus of the existing sidewalk to Oleander Road. The sidewalk on Orchid Road will be along the east side from Oleander Road to Mentone Road
- Hibiscus Tree Drive: Estimated 1,170 LF of 6’ asphalt sidewalk from Orange Street to San Castle Boulevard on the north side.
- Oleander Road: Estimated 1,270 LF of 6’ asphalt sidewalk from Orchid Road to Overlook Road on the north side.

The total sidewalk length is estimated to be 4,790 LF. The summary of quantities and the engineer’s estimate will be based on the total length of the sidewalk. Masse Consulting will provide the following engineering services: **General Tasks, Roadway Analysis, Roadway Plans, Drainage Analysis, Drainage Plans, Permits and Environmental, Utilities, and Optional Post Design Services.**

The design and construction documents will adhere to the following regulatory standards and guidelines:

- Palm Beach County Roadway Design Procedures (January 2019)
- Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Street and Highways, commonly known as the Florida Greenbook (2023 Edition)
- FDOT Drainage Manual (January 2025) and all other applicable manuals
- FDOT FY 2024-25 Standard Plans for Road Construction

**SCOPE OF SERVICES FOR
SAN CASTLE AREA SIDEWALKS-DESIGN
Palm Beach County Project No.: 2022376**

- SFWMD Environmental Resource Permit Handbook Vol 1 & 2

II. SCOPE OF SERVICES

The scope of services is categorized into three sections: Basic, Reimbursable, and Optional Services.

A. Basic Services

Masse Consulting will provide the following services:

1. General Tasks

- 1.1 Project Manager Progress Meetings: Two review meetings with the County (Typical Section & Masterplan and 65% submittals).
- 1.2 Field Visits: Two field visits.
- 1.3 Post Design Services (see task description under Section C. Optional Services).

2. Roadway Analysis

The specific tasks include:

- 2.1 Typical Section Package
- 2.2 Horizontal/Vertical Master Design Files
- 2.3 Computation Book and Quantities
- 2.4 Cost Estimate

3. Roadway Plans

The roadway construction plans will be prepared with aerial background and plotted on 11"x 17" at a scale of 1"= 40' horizontally and 1"= 4' vertically. The set of plans will include:

- 3.1 Key Sheet
- 3.2 Typical Sections
- 3.3 General Notes/Pay Item Notes/Summary of Quantities
- 3.4 Profile Sheet
- 3.5 Plan Sheet
- 3.6 Driveway Profiles
- 3.7 Miscellaneous Details
- 3.8 Cross Sections

4. Drainage Analysis

The specific tasks include:

- 4.1 Drainage Analysis Report: To analyze historical drainage flow.

5. Drainage Plans

The specific tasks include:

- 5.1 Miscellaneous Drainage Detail Sheets: Regrade existing swales (plans) as needed.

6. Permits and Environmental

Masse Consulting will review and research any existing drainage permits to analyze the existing drainage conditions. Permit modification is not included in the project scope of services. The following services will be provided:

- 6.1 Existing Permit Analysis

**SCOPE OF SERVICES FOR
SAN CASTLE AREA SIDEWALKS-DESIGN
Palm Beach County Project No.: 2022376**

7. Utilities

Masse Consulting Services will assist the County in the utility coordination by providing utility coordination, preparing meeting minutes, and following up on action items. The following services are included:

- 7.1 Develop Initial Utility Contact Plan
- 7.2 Incorporate existing utility facilities
- 7.3 Prepare utility conflict matrix
- 7.4 Identify and incorporate conflict resolutions
- 7.5 Attend two (2) meetings (at 65% and 100%)
- 7.6 Utility Coordination directly with utility agencies

B. Reimbursable Services**1. Reimbursable Expenses****Masse Consulting**

This includes reproduction costs (four sets in 11"x17" color).

2. Specific Purpose Survey by Ritzel-Mason, Inc.

See the attached scope of services from Ritzel-Mason, Inc.

C. Optional Services**1. Post-Design Services by Masse Consulting**

Masse Consulting will provide post-design services during the construction phase, including responses to RFI during the bid, shop drawing reviews, and clarifying plans.

III. DELIVERABLES AND SUBMITTALS

Submittals will be provided for the Typical Section & Master Plan, 35%, 65%, 96%, 100%, and final design phases. The phase submittals will be provided in PDF format. The final signed and sealed construction plans (4 sets in 11"x17" color) will be provided in both PDF and hard copy formats.

IV. SCHEDULE

Final construction plans are expected to be completed within 11 months from the Notice to Proceed (NTP). A tentative schedule is enclosed.

V. EXCLUDED SERVICES

- Signing and Pavement Marking Plans
- Stormwater Drainage Design
- Right-of-way acquisition Services
- Public Involvement and Outreach Meeting
- Coordination with Property Owners or Homeowners' Associations
- Traffic Control Plans (MOT)
- Utility Adjustment Plans

PROJECT SCHEDULE

For

San Castle Area Sidewalks-Design

PALM BEACH COUNTY PROJECT NO.: 2022376

Notice to Proceed Date: 12/10/2025

ID	TASK NAME	START	END	DAYS
1	Data Collection			
1.1	Survey Data & Geotechnical Collection 1st Submittal	Wed 12/10/25	Mon 1/19/26	41
1.2	County review of Survey Data, 1st Review	Thu 1/22/26	Wed 2/11/26	21
1.3	Revise and Resubmit Survey Data 2nd Submittal	Thu 2/12/26	Wed 2/18/26	7
1.4	County review of Survey Data, 2nd Review	Thu 2/19/26	Wed 3/11/26	21
1.5	Survey Data Final Submittal	Thu 3/12/26	Mon 3/23/26	12
2	Phase IA			
2.1	Prepare Initial Utility Contact Plans	Tue 12/16/25	Thu 12/18/25	3
2.2	Distribution of Utility Plans & Recieve Markups	Fri 12/19/25	Fri 1/09/26	22
3	PHASE IB-IC- TYPICAL SECTION AND MASTERPLAN			
3.1	Prepare & Submit Typical Section and Master Plan	Thu 1/22/26	Wed 2/18/26	28
3.2	County Review Typical Section and Master Plan	Thu 2/19/26	Wed 3/11/26	21
4	65% Plans Phase II			
4.1	Prepare & Submit 65% Plans	Thu 3/12/26	Thu 4/09/26	29
4.2	County Review 65% Plans	Fri 4/10/26	Thu 4/30/26	21
4.3	Utility Coordination Meetings (1st Meeting)	Tue 5/05/26	Tue 5/05/26	1
4.4	Utility Pothole information provided by owners	Wed 5/06/26	Tue 6/16/26	42
4.5	Utility Coordination Meeting (2nd Meeting)	Tue 6/23/26	Tue 6/23/26	1
4.6	Prepare & Submit Permit Applications	Wed 6/24/26	Tue 7/07/26	14
5	96% Plans Phase III			
5.1	Prepare & Submit 96% Plans (w utility information)	Wed 7/08/26	Tue 8/04/26	28
5.2	County Review 96% Plans	Wed 8/05/26	Tue 8/25/26	21
5.3	Utility Coordination Meeting (Final Meeting)	Tue 9/01/26	Tue 9/01/26	1
6	100% Plans Phase IV			
6.1	Prepare/Submit 100% Plans	Wed 9/02/26	Thu 10/01/26	30
6.2	County Review 100% Plans	Fri 10/02/26	Thu 10/22/26	21
7	Final/Construction Plans			
7.1	Prepare & Submit Final/Construction Plans	Mon 10/26/26	Mon 11/23/26	29

Project Staff Hour Summary

Name of Project:		San Castle Area Sidewalks-Design					Consultant Name:		MASSE CONSULTING SERVICES, LLC	
PBC Project Number:		2022376					Consultant Number:		2025-106	
							Date:		10/9/2025	
Task Description		Total Staff Hours	Staff Categories				Staff Hours By Activity	Salary Cost By Activity	Average Rate Per Task	
			Principal Engineer	Project Manager	Senior Engineer	Project Engineer				Engineering Intern
			\$85.00	\$80.00	\$70.00	\$56.00	\$37.00			
BASIC SERVICES										
1	General Tasks	24	2	4	9	9	0	24	\$1,624.00	\$67.67
2	Roadway Analysis	190	19	38	48	67	18	190	\$12,433.00	\$65.44
3	Roadway Plans	545	55	109	136	191	54	545	\$35,609.00	\$65.34
4	Drainage Analysis	32	3	6	8	11	4	32	\$2,059.00	\$64.34
5	Drainage Plans	40	4	8	10	14	4	40	\$2,612.00	\$65.30
6	Permits & Environmental	32	3	6	8	11	4	32	\$2,059.00	\$64.34
7	Utilities	82	8	16	21	29	8	82	\$5,350.00	\$65.24
Total Staff Hours (Basic Services)		945	94	187	240	332	92	945		\$65.34
Total Staff Cost (Basic Services)			\$7,990.00	\$14,960.00	\$16,800.00	\$18,592.00	\$3,404.00		\$61,746.00	
OPTIONAL SERVICES										
1	Post Design	40	16	16	8	0	0	40	\$3,200.00	\$80.00
Total Staff Hours (Optional Services)		40	16	16	8	0	0	40		
Total Staff Cost (Optional Services)			\$1,360.00	\$1,280.00	\$560.00	\$0.00	\$0.00		\$3,200.00	

EBO SBE Calculation for this Fee Summary		SBE \$	Non-SBE \$
Prime-Masse Consulting Services, LLC		\$180,701.48	
Ritzel-Mason, Inc.		\$39,500.25	
Totals		\$220,201.73	\$0.00

SBE % Achieved	100.00%
SBE % Committed	94.00%

Basic Services:	
Salary Related Costs (Masse Consulting Services, LLC):	\$61,746.00
Contract Multiplier	2.78
Subtotal Basic Services (Masse Consulting Services, LLC):	\$171,653.88
Basic Services Total:	\$171,653.88

Reimbursables:	
Masse Consulting Services, LLC (Reproduction/Prints)	\$151.60
Ritzel-Mason, Inc.	\$39,500.25
Reimbursable Total:	\$39,651.85

Optional Services:	
Masse Consulting Services, LLC (Unloaded)	\$3,200.00
Contract Multiplier	2.78
Masse Consulting Services, LLC(Loaded)	\$8,896.00
Optional Services Total:	\$8,896.00

GRAND TOTAL ESTIMATED FEES: \$220,201.73

Project Activity 1: General Tasks						
Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
1.1	Project Manager Progress Meetings	EA	2	4	8	Two meetings (2-PBC review meetings); 2 persons includes meeting preparation and meeting minutes; 2 meetings x 2 persons x 2 hrs/meeting
1.2	Field Visits	EA	2	8	16	Two field visits (8 hrs x 2), includes travel time
1. General Tasks Total					24 ✓	
1.3	Post Design Services	LS	1	40	40 ✓	Optional services including RFIs during bidding & Construction, Pre-Construction Meetings, Shop drawing reviews

Project Activity 2: Roadway Analysis						
Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
2.1	Typical Section Package	EA	5	3	15	5 typical sections
2.2	Horizontal /Vertical Master Design Files	EA	10	8	80	For horizontal/vertical master design files (10 sheets for 5 roads)
2.3	Computation Book and Quantities	EA	5	15	75	35%, 65%, 96%, 100%, and final submittals (10 sheets, 1.5 avg hours for each sheet, 5 submittals)
2.4	Cost Estimate	EA	5	4	20	35%, 65%, 96%, 100% and final submittals
2. Roadway Analysis Total					190	✓

Project Activity 3: Roadway Plans						
Task No.	Task	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
3.1	Key Sheet	Sheet	1	6	6	Cover sheet
3.2	Typical Sections	EA	5	3	15	1-Ficus Tree Drive, 1-Florence Road, 1-Grove Road, 1-Hibiscus Tree Drive, and 1-Oleander Road for sidewalks (5 Typical Sections)
3.3	General Notes/Pay Item Notes/Summary of Quantities	Sheet	2	4	8	2 sheets; General Notes (1 sheet), Pay Item Notes and Summary of Quantities (1 sheet)
3.4	Profile Sheet	Sheet	10	5	50	Back of sidewalk profile
3.5	Plan Sheet	Sheet	10	6	60	Sidewalk plans
3.6	Driveway Profiles	EA	66	3	198	66 driveways profiles
3.7	Miscellaneous Details	EA	1	16	16	Typical Section for driveway reconstruction, thickened edge sidewalk, shielding drop off hazards, etc., as needed
3.8	Cross Sections	EA	96	2	192	96 cross sections @ 50' spacing
3. Roadway Plans Total					545 ✓	

Project Activity 4: Drainage Analysis						
Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
4.1	Drainage Analysis Report	LS	1	32	32	To analyze histotical drainage flow
4. Drainage Analysis Total					32 ✓	

Project Activity 5: Drainage Plans						
Task No.	Task	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
5.1	Miscellaneous Drainage Detail Sheets	Sheet	10	4	40	Regrade existing swale in plans as needed (10 sheets)
5. Drainage Plans Total					40 ✓	

Project Activity 6: Permits and Environmental						
Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
6.1	Existing Permit Analysis	LS	1	32	32	Research and review existing permits
6. Permits and Environmental Total					32 ✓	

Project Activity 7: Utilities						
Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
7.1	Develop Initial Utility Contact Plan and request initial markups to utilities	EA	6	1	6	To be used by PBC to facilitate markups by facility owners
7.2	Incorporate existing utility facilities	EA	6	4	24	Assume 6 utilities; Utilities identified by PBC in markup request letter + updating plans to show any relocations to be done prior to construction by facility owner. Assume multiple markups per utility Level D and B
7.3	Utility Conflict Matrix	EA	4	4	16	65%, 96%, 100% and final submittals
7.4	Identify and incorporate conflict resolutions	LS	1	12	12	Update conflict matrix with resolutions (for 2 meetings)
7.5	Meetings	EA	2	6	12	2 meetings (65% and 100%), 2 persons; includes meeting preparation, conduct meetings, and develop minutes (2 meetings x 2 persons x 3 hrs per meeting)
7.6	Utility Coordination with utility agencies	EA	6	2	12	Coordination with 6 agencies for utility markups for two submittals (96% and 100%) (2 submittals x 1 hr/submittal x 6 agencies)
7. Utilities Total					82✓	

REIMBURSABLE EXPENSES (REPRODUCTION FEES)					
Name of Project:		San Castle Area Sidewalks-Design			
PBC Project Number:		2022376			
PLANS	No of Sets	Pages Per Set	Cost Per Page	Total Units	Comments
Permit Plans	0	0		\$ -	
35% Plans	0	0		\$ -	
65% Plans	0	0		\$ -	
96% Plans	0	0		\$ -	
100% Plans	0	0		\$ -	
Final Plans	4	16	\$ 1.40	\$ 89.60	Color Copies (11"x17")
Computation Book and Quantities	2	24	\$ 0.25	\$ 12.00	B&W Copies (8.5" x 11")
Drainage Report	2	100	\$ 0.25	\$ 50.00	B&W Copies (8.5" x 11")
TOTAL				\$151.60	✓



February 27, 2026

Basher Khan, PE
Masse Consulting, LLC
2101 Vista Parkway, Suite 277
West Palm Beach, Florida 33411

Ritzel-Mason, Inc.

5330 Van Buren Road
Delray Beach, FL 33484

Phone: 786.472.0358

www.ritzel-mason.com

Subject: Fee Proposal for Surveying Services

Project: San Castle Community Sidewalk Design – PBC Project No.2022376

Dear Mr. Khan:

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

Project Limits: The limits of our investigation will encompass the below sidewalk limits plus 50 feet additional from each terminus point. The survey also will be from centerline of road to right-of-way line plus 25 feet additional for the respective side of road specified.

- Ficus Tree Drive: Estimated 1,120 LF of 6' asphalt sidewalk from Orange Street to San Castle Boulevard on south side.
- Florence Road: Estimated 660 LF of 6' asphalt sidewalk from Washington Avenue to Overlook Road on the north side.
- Grove Road/Orchid Road: Estimated 570 LF of 6' asphalt sidewalk on west and east sides. The sidewalk on Grove Road will be along the west side from the current terminus of existing sidewalk to Oleander Road. And the sidewalk on Orchid Road will be along the east side from Oleander Road to Mentone Road
- Hibiscus Tree Drive: Estimated 1,170 LF of 6' asphalt sidewalk from Orange Street to San Castle Boulevard on north side.
- Oleander Road: Estimated 1,270 LF of 6' asphalt sidewalk from Orchid Road to Overlook Road on north side.

See attached exhibit for a depiction of the project limits as outlined in red as provided by the Client via email on April 10, 2025.

San Castle Community Sidewalk Design

February 27, 2026



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

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

Above ground data will be obtained to create a surface of the existing conditions. Topography will include visible fixed improvements such as bank lines, natural ground, curbing, asphalt, medians, sidewalks, mast arms, overhead utility lines & directions, driveway aprons, drop curbs, above ground utilities, etc. Sufficient data will be obtained to create a DTM surface. Grade breaks will be included. The maximum interval between points on a straight line will be 50 feet and 25 feet on a curve.

Trees 4-inch DBH and greater will be located. Finish Floor Elevations within the above project limits. Maintained water elevation and edge of water for ponds are ditches are included.

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

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

Ritzel-Mason proposes **Cross Sections** as described below:

- 50-foot interval cross sections will be shown on the survey from the centerline of the right-of-way to right-of-way plus 25 feet. Minimum text size for cross section elevations will be reduced in order to fit the data on 1"=40' sheets.

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

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

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

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

www.ritzel-mason.com

San Castle Community Sidewalk Design

February 27, 2026

**Deliverables (Basic Services):**

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

Schedule for Basic Services:

We propose to mobilize for this work 10 business days from receipt of this proposal duly signed and barring weather and any unforeseen condition. The work will be submitted 40 business days from receipt of this proposal duly signed and barring weather and any unforeseen condition.

Client Responsibilities:

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

Fees: See attached spreadsheet.

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

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

Sincerely,

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

Estimate of Work Effort and Cost

Name of Project:			San Castle Community Sidewalk Design			Consultant Name: Ritzel-Mason, Inc.			EXHIBIT B-Page 14 of 17		
PBC Project Number:						Consultant Number: N/A					
BASIS SERVICES						Date: 2/27/2026					
Task Description				Total Staff Hours				Staff Hours By Activity	Salary Cost By Activity	Average Rate Per Task	
					Project Surveyor	Survey-CADD Technician	3 Man Crew SUE				3 Man Crew Survey
					\$50.00	\$30.00	\$73.50	\$66.75	\$48.25		
BASIC SERVICES (Ritzel-Mason, Inc.)											
14.00	Survey - Field			143.00	4.00	0.00	0.00	0.00	139.00	143.00	\$ 6,906.75 \$ 48.30
15.00	Survey - Plans			190.00	28.00	162.00	0.00	0.00	0.00	190.00	\$ 6,260.00 \$ 32.95
Total Staff Hours (Basic Services)				333.00	32.00	162.00	0.00	0.00	139.00	333.00	
Total Staff Cost (Basic Services)					\$1,600.00	\$4,860.00	\$0.00	\$0.00	\$6,706.75		\$13,166.75 \$39.54
									Basic Services:		
									Basic Services (Ritzel-Mason, Inc.)		\$13,166.75
									Raw Rate Basic Services Total:		\$ 13,166.75
									Loaded Fees:		
									Raw Rate Basic Services Total:		13166.75
									Multiplier Rate:		3.00
									Loaded Total:		\$ 39,500.25
									Grand Total Estimated Fees (Ritzel-Mason, Inc.):		\$ 39,500.25
</											

Project Activity 14: Survey - Field						
Task No.	Task	Units	No of Units	Hours/Unit	Total Hours	Comments
14.1	Horizontal Project Control (HPC)					
	2-Lane Roadway	LM	0.91	16.00	14	Establish horizontal control. Establish secondary control points. Redundant RTK VRS GPS. Datum will be NAD 83/90.
	Multi-lane Roadway	LM	0.00	0.00	0	
14.2	Vertical PC / Bench Line					
	2-Lane Roadway	LM	2.00	8.00	16	Verify vertical on PNC sheet control. Established vertical data on control. NAVD88.
	Multi-lane Roadway	LM	0.00	0.00	0	
14.3	Reference Points					
	2-Lane Roadway	EA	8.00	0.50	4	Set baseline reference points
	Multi-lane Roadway	EA	0.00	0.00	0	
14.4	Baseline Layout	LM	0.91	15.50	14	Establish baseline and rights-of-way on street and lands. The baselines will be staked in the field.
14.5	Section, Subdivision & Property Ties	LM	0.91	15.50	14	Locate centerlines and property corners
14.6	Topography/DTM (3D)	LM	0.91	50.00	45	from center of RW to RW, plus 25 feet
14.7	Cross Sections	EA	96.00	0.10	9	Perform 50 foot sections. 96 cross sections, CL to R/W + 25 feet.
14.8	Side Street Surveys	LM	0.00	0.00	0	
14.9	SUE	EA	0.00	0.00	0	
14.10	Locales - Pothole	EA	0.00	0.00	0	
14.11	Outfall Survey	LM	0.00	0.00	0	
14.12	Drainage Survey	EA	25.00	0.60	15	Drainage structures
14.13	Bridge Survey	EA	0.00	0.00	0	
14.14	Canal Survey	LM	0.00	0.00	0	
14.15	Channel Survey and Soundings	LS	0.00	0.00	0	
14.16	Pond Site Survey	EA	0.00	0.00	0	

Task No.	Task	Units	No of Units	Hours/Unit	Total Hours	Comments
14.17	Jurisdictional Line Survey	LS	0.00	0.00	0	
14.18	Tree Survey	EA	100.00	0.10	10	Locate trees CL to R/W + 25 feet
14.19	Route/Corridor Survey	LM	0.00	0.00	0	
14.20	Boundary Survey	LS	0.00	0.00	0	
14.21	Topographic Survey	LS	0.00	0.00	0	
14.22	Specific Purpose Survey	LS	0.00	0.00	0	
14.23	Hydrographic Survey	LS	0.00	0.00	0	
14.24	Quantity Survey	LS	0.00	0.00	0	
14.25	Record/As-Built Survey	LS	0.00	0.00	0	
14.26	R/W Staking					
	Parcel	EA	0.00	0.00	0	
	R/W Line	LM	0.00	0.00	0	
14.27	Meetings	EA	1.00	2.00	2	Kick off meeting
14. Survey - Field Total					143	

Project Activity 15: Survey Plans						
Task No.	Task	Units	No. of Units	Hours/ Unit or Sheet	Total Hours	Comments
15.1	Alignment	EA	1.00	15.00	15	Establish baseline on street and lands.
15.2	Section and 1/4 Section Lines	EA	1.00	6.00	6	Search and process section corners
15.3	Subdivisions / Property Lines	EA	1.00	10.00	10	Search and process property corners
15.4	Existing R/W	EA	1.00	10.00	10	Establish existing right-of-way on street and lands
15.5	Topography	LM	0.91	30.00	27	Process topography
15.6	Parent Tract Properties/Existing Easements	EA	0.00	0.00	0	
15.7	Title Review	LS	0.91	15.00	14	Review road right-of-way reports
15.8	Jurisdictional/Agency Lines	LM	0.00	0.00	0	
15.9	Survey Key Sheet	Sheet	2.00	6.00	12	Prepare key map and cover sheet
15.10	Survey Detail & Legend Sheet	Sheet	0.00	0.00	0	
15.11	Reference Point Sheet	Sheet	0.00	0.00	0	
15.12	Project Control Sheet	Sheet	8.00	6.00	48	Prepare PNC Sheets
15.13	Specific Purpose & Topographic Survey	Sheet	8.00	6.00	48	Prepare Specific Purpose & Topographic Survey
15.14	Boundary Survey	EA	0.00	0.00	0	
15.15	Technical Meetings	EA	0.00	4.00	0	
15. Survey Plans Total					190	

OSBD SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: San Castle Area Sidewalks-Design

SOLICITATION/PROJECT/BID NO.: 2022376

SOLICITATION OPENING/SUBMITTAL DATE: May 14, 2024

COUNTY DEPARTMENT: Engineering & Public Works

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

NAME OF PRIME RESPONDENT/BIDDER: MASSE CONSULTING SERVICES, LLC ADDRESS: 1132 Cala Lily Cv., West Palm Beach, FL 33415

CONTACT PERSON: Md Abul Basher Khan PHONE NO.: 561-568-3197 E-MAIL: Bkhan@masseconsultingfirm.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$180,701.48
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. Ritzel-Mason, Inc.	☐	☒	\$39,500.25
2.	☐	☐	
3.	☐	☐	
4.	☐	☐	
5.	☐	☐	

(Please use additional sheets if necessary)

Total Bid/Offer Price \$ \$220,201.73 Total \$39,500.25
Total Certified SBE Participation \$ \$220,201.73/100%

I hereby certify that the above information is accurate to the best of my knowledge: MD ABUL BASHER KHAN Basher Khan Manager
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.

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: 2022376
SOLICITATION/PROJECT NAME: San Castle Area Sidewalks-Design

Prime Contractor: MASSE CONSULTING SERVICES, LLC Subcontractor: N/A
(Check box(s) that apply)

☒ SBE ☐ Non-SBE ☐ Supplier Date of Palm Beach County Certification (if applicable): 3/11/24 to 3/10/27

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	Contingendes/ Allowances	Total Price/Percentage
	Sidewalk Design				\$180,701.48

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: \$180,701.48

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

Masse Consulting Services, LLC

Print Name of Prime

By: Basher Khan
Authorized Signature

Md Abul Basher Khan

Print Name

Manager

Title

Date: 3/2/2026

N/A

Print Name of Subcontractor/subconsultant

By: _____
Authorized Signature

Print Name

Title

Date: _____

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: 2022376SOLICITATION/PROJECT NAME: San Castle Area Sidewalks-DesignPrime Contractor: Masse Consulting Services, LLC Subcontractor: Ritzel-Mason, Inc.

(Check box(es) that apply)

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

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

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	Engineering Surveying				\$39,500.25

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: \$39,500.25

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/AName of 2nd/3rd tier Subcontractor/subconsultantPrice or Percentage: N/AMasse Consulting Services, LLC

Print Name of Prime

By: Basher Khan
Authorized SignatureMd Abul Basher Khan

Print Name

Manager

Title

Date: 3/3/2026Ritzel-Mason, Inc.

Print Name of Subcontractor/subconsultant

By: Dennis Ritzel
Authorized SignatureDENNIS RITZEL

Print Name

VICE PRESIDENT

Title

Date: 3/3/2026

Civil Engineering Annual Services Contract							
Project # 2024055 - R2025-0547 - Masse Consulting Services, LLC							
Contract API(s):				20% SBE & SBE Preferred			
Contract Commitment:				94% SBE			
GSC Date:				6-May-25			
Executed By	Project #	CSA #	Supplement #	Date Approved	Total Amount	SBE	
						Total \$	Total %
Lead	2024363	1		7/2/25	\$ 85,716.85	\$ 85,716.85	100.00%
Lead	2020601	2		8/28/2025	\$ 79,121.58	\$ 79,121.58	100.00%
CRC	2024519	3		Pending	\$ 277,974.37	\$ 252,362.75	90.78%
Lead	2025903	4		10/9/25	\$ 76,739.43	\$ 76,739.43	100.00%
BCC	2025902	5		Pending	\$ 232,466.09	\$ 232,466.09	100.00%
Wud Task		6					
Lead	2025505	7		Pending	\$ 73,656.11	\$ 73,656.11	100.00%
BCC	2022376	8		Pending	\$ 220,201.73	\$ 220,201.73	100.00%
Project Totals \$					1,045,876.16	\$ 1,020,264.54	97.55%
This Contract is subject to the provisions of Emergency Ordinance 2025-014 approved by the BCC on June 3, 2025. As a result, the M/WBE participation is not enforceable.							

[illegible]