Agenda Item #3K-2

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	**December 1, 2026**	**Consent [X]** **Public Hearing [ ]**	**Regular [ ]**
Department:	**Water Utilities Department**		

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consultant Services Authorization (CSA) No. 15 to the Consulting/Professional Services General Utility, Architectural and Value Engineering Services (Contract) with Chen Moore and Associates, Inc., (Consultant) for Engineering Services during Construction for the Air Release Valve Rehabilitation Program (Project) for a not to exceed amount of $862,012.20.

Summary: On December 5, 2023, the Board of County Commissioners (BCC) approved the Palm Beach County Water Utilities Department (PBCWUD) Contract (R2023-1786) with the Consultant. CSA No. 15 provides for professional engineering services during construction for the construction associated with rehabilitation and repair of seventy-two Air Release Valves throughout PBCWUD's Eastern service area.

This Contract was presented to the Goal Setting Committee (GSC) on April 5, 2023, and the GSC established an Affirmative Procurement Initiative (API): 20% Small Business Enterprise (SBE) subcontracting goal. The Consultant committed to 31% SBE participation for the life of the Contract. For this CSA No. 15, the proposed SBE participation is 32.81%. To date, the overall participation achieved on this Contract is 22.98%. The Consultant is headquartered in Fort Lauderdale, Florida but maintains an office in Palm Beach County, from which the majority of the work will be undertaken. The Project is included in the PBCWUD FY 2027 Budget. (PBCWUD Project No. 20-029) Countywide (MWJ)

Background and Justification: Consultant will assist PBCWUD with monitoring the construction phase and coordinate with both PBCWUD and the contractor during construction of the Project. These engineering services during construction will maximize the value of the County's rehabilitation project during construction through services to enforce contract requirements, coordinate construction activities with stakeholders, and review the contractor's documentation, including pay applications.

Attachments:

1. Two (2) Originals of Consultant Services Authorization No. 15
2. Location Map
3. Ebix Compliance Summary Report

Recommended By: Ali Bayat — 10/26/26
Department Director — **Date**

Approved By: PdL — 11/13/26
Chief Deputy County Administrator — **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2027	2028	2029	2030	2031
Capital Expenditures	$862,013	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	$862,013	0	0	0	0
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

KWB **Budget Account No.:** Fund 4011 Dept 721 Unit W019 Object 6547

Is Item Included in Current Budget? Yes X No ____

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

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

Reporting Category **N/A**

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

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

C. Department Fiscal Review: Bonnie Foreman KWB

III. REVIEW COMMENTS

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

11/5/2026
OFMB

11/4
11.5.26

11/5/24
Contract Development and Control

B. Legal Sufficiency:

11/6/26
Chief Assistant County Attorney

C. Other Department Review:

Department Director

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

CONSULTANT SERVICES AUTHORIZATION NO. 15
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
Resolution No. R2023-1786 Contract Dated 12/05/23

1 Project Title: Air Release Valve Rehabilitation Program Construction, Engineering and Inspection

PBCWUD Project No.: 20-029

Consultant: Chen Moore and Associates, Inc.

Address: 500 Australian Avenue South, Suite 850, West Palm Beach, FL 33401

Budget Line Item No.: 4011 - 721 - W019 - 6547

District No.: 1, 2, 3, 4, 5

This Consultant Services Authorization provides for: engineering during construction and inspection services in coordination with the air release valve (ARV) rehabilitation program throughout the Palm Beach County Water Utilities Department service areas (Zones 1 - 5). A total of seventy-two (72) ARVs will be rehabilitated, which includes all appurtenances associated with installation and function.

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

The Contract provides for 31% SBE participation. This Consultant Services Authorization includes 32.81% overall SBE participation. The cumulative SBE participation, including this Consultant Services Authorization is 22.98%.

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 $862,012.20

   B. Fixed price of $0.00

   C. Total $862,012.20

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 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.

Project Title: Air Release Valve Rehabilitation Program Construction, Engineering and Inspection

PBCWUD Project No.: 20-029

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 12/05/2023, which remains in full force and effect.

7. All Attachments to this Authorization are incorporated herein and made a part of this Consultant Services Authorization.

8. The Contract and this Consultant Services Authorization are subject to the County Emergency Ordinance 2025-014, approved by the Board of County Commissioners on June 3, 2025.

CONSULTANT SERVICES AUTHORIZATION NO. 15
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
Resolution No. R2023-1786 Contract Dated 12/05/23

Project Title: Air Release Valve Rehabilitation Program Construction, Engineering and Inspection

PBCWUD Project No.: 20-029

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

Yvette Drucker
Clerk of the Circuit Court & Comptroller

Palm Beach County, Board
of County Commissioners

ATTEST:

Signed:_____

Typed Name:_____
Clerk

Signed:_____
AB
, Mayor

_____
(Date)

Approved as to Form and Legal
Sufficiency

Signed:_____

Typed Name: Michael W. Jones
Chief Assistant County Attorney

Chen Moore and Associates, Inc.
(Consultant)

Suzanne Dombrowski, P.E., ENV SP
(Print Name)

_____
(Signature)

Principal Engineer
(Title)

9/25/2026
(Date)

STATE OF FLORIDA
COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 25 day of September, 2026, by Suzanne Dombrowski who is ☒ personally known to me or ☐ has produced _____ as identification.

Notary Public State of Florida
Justin Tagle
My Commission HH 586203
Expires 12/16/2028

_____
Signature of Notary Public - State of Florida)

Justin Tagle
(Print, type, or Stamp Commissioned Name of Notary Public)

chenmoore

February 12, 2024

SENT VIA E-MAIL (kberntsen@pbcwater.com)

Mrs. Krystin Berntsen, P.E., PMP
Deputy Director
Palm Beach County Water Utilities Department
8100 Forest Hill Boulevard
West Palm Beach, FL 33416

Re: Request for Addition of Signature Authority
Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
PBCWUD Project #23-029

Dear Mrs. Berntsen:

With this letter, I am allowing Suzanne Dombrowski, Principal Engineer, to have signature authority on behalf of Chen Moore and Associates, Inc. for letters, forms, contracts and other related documents under Contract #WUD 23-029 Consulting/Professional Services General Utility, Architectural and Value Engineering Services.

Should you have any questions, please do not hesitate to contact me at (561)746-6900 ext. 1002 or pmoore@chenmoore.com

Respectfully submitted,

Peter Moore, P.E., F.ASCE, ENV SP, LEED AP, President
Chen Moore and Associates, Inc.

CC: Suzanne Dombrowski, P.E., ENV SP, Principal Engineer
Chen Moore and Associates, Inc.

CONSULTANT SERVICES AUTHORIZATION NO. __15___
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
Resolution No. _R2023-1786_ Contract Dated _12/05/23__

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.: 20-029

Project Title: Air Release Valve Rehabilitation Program Construction, Engineering and Inspection

Chen Moore and Associates, Inc. (CONSULTANT) shall perform engineering during construction and inspection services in coordination with the air release valve (ARV) rehabilitation program throughout the Palm Beach County Water Utilities Department (PBCWUD) service areas (Zones 1 to 5). A total of seventy-two (72) ARVs will be rehabilitated, which includes all appurtenances associated with installation and function. The project work entails demolition and modifications, including but not limited to, the furnishing and installation of piping and valves; replacing corporation stops; installing tapping saddles, solid sleeve saddles and valves.

CONSULTANT shall perform the following construction phase services as described herein.

TASK 1. PROJECT MANAGEMENT

The purpose of this task is to sustain project activities required as part of the administrative and management elements of the project, such as progress reporting, invoicing, construction coordination and subconsultant management.

1.1 Progress Reporting

CONSULTANT shall provide a weekly report to PBCWUD documenting work progress, outstanding issues, coordination needs with stakeholders, and other related items.

1.2 Invoicing

CONSULTANT shall provide a monthly invoice with associated progress documenting the staff hours of the CONSULTANT team and detailing the efforts performed during the month. Monthly invoicing will also include related forms required by the Office of Small Business Development (OSBD).

1.3 Construction Coordination and Subconsultant Management

CONSULTANT shall provide coordination through the construction phase and routine oversight of subconsultants throughout the project duration.

TASK 1 DELIVERABLES:

- *Progress Reports: Letter sized - Electronic Portable Document Format (PDF)*
- *Payment Applications*

TASK 2. PROJECT MEETINGS

2.1 Project Startup Meeting

CONSULTANT shall conduct a pre-construction Project Startup Meeting with representatives from PBCWUD, the chosen construction contractor (CONTRACTOR), and other pertinent parties. CONSULTANT shall be responsible for preparing and issuing the meeting agenda and summary.

2.2 Progress Meetings

CONSULTANT shall prepare agendas, attend meetings, and prepare meeting summaries for up to fifty-one (51) progress meetings over the course of the anticipated project schedule.

2.3 Project and Public Meetings

CONSULTANT shall prepare agendas, attend meetings, and prepare meeting summaries for up to six (6) public meetings with PBCWUD staff, CONTRACTORS, subconsultants, or stakeholders on an as-needed basis, if requested by PBCWUD.

Project meetings shall include discussions to confirm completion of all identified reparations required and review the status of the large diameter pipelines requiring bypass operations. These meetings will also be used to evaluate next steps, coordinate project sequencing, and develop strategies for addressing more complex construction activities. It is assumed an additional ten (10) meetings will be required for this effort.

2.4 Punch List Meetings

CONSULTANT will attend a final inspection meeting to review the punch list for completion prior to final acceptance of the project. It is expected that a substantial completion and final completion walkthrough meetings will be scheduled.

TASK 2 DELIVERABLES:

- *Meeting Agendas: Letter sized - Electronic PDF*
- *Summaries: Letter sized - Electronic PDF*

TASK 3. CONSTRUCTION ADMINISTRATION

CONSULTANT shall provide construction administration services throughout the duration of the construction project. Tasks include reviewing all submittals from the CONTRACTOR in conformance with the timelines and format of the Contract Documents, Permit Coordination, and Project Closeout. Items reviewed shall include shop drawings, Requests for Information (RFI), payment applications, change orders, construction schedules, and As-Built drawings.

3.1 Shop Drawings

CONSULTANT shall review, evaluate, and approve acceptable shop drawings, various CONTRACTOR selections on the PBCWUD Approved Materials List, diagrams, illustrations, catalog data, product schedules, samples, results of tests and inspections, and other data. Other data consists of required items the CONTRACTOR provides that the proposed materials comply with the CONSULTANT's drawings and specifications. All requested substitutions presented by the CONTRACTOR will also be evaluated if submitted. CONSULTANT shall maintain a log of all documentation.

3.2 Request for Information

CONSULTANT shall review each RFI submitted by the CONTRACTOR. Each RFI and the corresponding response will be tracked in accordance with the timelines defined in the Contract requirements and be logged for project records. RFI responses will be reviewed by the Engineer of Record. A draft will be provided to PBCWUD for review prior to submission to the CONTRACTOR. It is assumed that twenty-five (25) RFI responses will be submitted and logged.

3.3 Payment Applications

CONSULTANT shall review each Payment Application from the CONTRACTOR based on conformance with the Contract Documents and agreement with quantities measured in the field. The CONSULTANT will then make a recommendation for payment to PBCWUD. It is assumed that up to twenty-five (25) payment applications will be reviewed, one for each scheduled month of construction and one to close the project.

3.4 Change Orders

In the event of a change to the Contract Documents based on unforeseeable or unforeseen field conditions and the CONTRACTOR submits a Change Order, then the CONSULTANT shall review the Change Order for viability as a claim in conformance with the requirements of the Contract Documents. It is assumed that up to six (6) change orders will be reviewed by the CONSULTANT.

3.5 Construction Schedules

CONSULTANT shall review the initial construction schedule for approval and each monthly update as required in the Contract Documents.

3.6 As-Built Drawings

CONSULTANT shall review the final As-Built drawings for accuracy with the completed construction and for conformance with the Contract Documents. The review effort shall be limited to two (2) submittal cycles of As-Built drawings for each project with the CONSULTANT providing comments on each submittal.

3.7 Permit Coordination and Project Closeout

CONSULTANT shall provide coordination with the following entities to ensure conformance with regulatory requirements during construction and after completion of the work:

- Palm Beach County Engineering and Public Works
- Florida Department of Health in Palm Beach County
- Florida Department of Transportation
- Lake Worth Drainage District
- South Florida Water Management District
- Village of Royal Palm Beach

In addition to closing the permits with regulatory agencies and stakeholders, CONSULTANT shall provide a review of all project closeout related documentation including final release of liens.

TASK 3 DELIVERABLES:

- *Logs for Shop Drawings, RFIs and Change Orders: Letter sized – PDF*
- *Shop Drawing Review: Letter sized - Electronic PDF*
- *RFI Response: Letter sized - Electronic PDF*
- *Payment Application Review and Recommendation: Letter sized - Electronic PDF*
- *Change Order Review and Recommendation: Letter sized - Electronic PDF*
- *Construction Schedule Review: Letter sized - Electronic PDF*
- *As-Built Drawing Review: Letter sized - Electronic PDF*
- *Permit Related Documentation*
- *Project Closeout Documentation*

TASK 4. FIELD OBSERVATION

CONSULTANT shall provide construction observation and inspection services throughout the duration of the construction project.

4.1 Field Observation

CONSULTANT shall provide full-time [eight (8) hours per day, five (5) days per week] construction observation services during the construction phase. It is assumed the CONTRACTOR shall be on site 471 working days during the construction phase, equivalent to approximately 3,768 working hours between CONSULTANT and SUBCONSULTANT.

It is further assumed that SUBCONSULTANT will provide construction observation services for 260 working days and CONSULTANT will provide construction observation services for 211 working days. The transition between CONSULTANT and SUBCONSULTANT observation services shall be coordinated to provide continuity of inspection services throughout the construction phase.

CONSULTANT shall observe the CONTRACTOR'S construction means and methods as well as the quality of the ongoing work. This effort will determine if the work is proceeding in compliance with the construction drawings and specifications. CONSULTANT will not be responsible for the work of the CONTRACTOR or others, nor shall CONSULTANT assume responsibility for construction means, methods, sequences, procedures, schedule, or safety measures selected by the CONTRACTOR or others.

CONSULTANT will provide full-time construction observation but may not be present at the site during the course of all of the work by the CONTRACTOR. CONSULTANT will keep in close contact with the CONTRACTOR and PBCWUD's project manager with respect to the project progress throughout the duration of construction and will be present for all scheduled work that requires inspection.

If unacceptable work is observed, then CONSULTANT will immediately notify PBCWUD and CONTRACTOR. The CONTRACTOR is responsible for correcting the work in accordance with the Contract Documents. CONSULTANT will inform all pertinent parties who are tasked with the responsibility of observing specific components of this project construction, upon receiving proper advanced notice from the CONTRACTOR and learning of the CONTRACTOR'S plan to execute various relevant tasks.

The following items outline a general schedule of the CONSULTANT's required field observations and other activities for each site component:

- Prepare daily construction observation report summary
- ARV rehabilitation including structure, frame, cover, and collar replacement
- Cleaning, prepping, and coating piping
- Fan guard replacement
- Drainage holes rehabilitation
- General site restoration
- Sidewalk, curb, and asphalt restoration
- Erosion control devices/measures
- Review concrete forming and pours
- CONSULTANT shall coordinate with the CONTRACTOR and the CONTRACTOR'S representatives (e.g. geotechnical testing firm) to determine the quantity, locations and depths of all density tests to be performed in accordance with specified requirements
- Review backfill density test reports prepared by others for compliance with design specifications when necessary
- Review As-Built drawings, generate comments to coordinate with the CONTRACTOR in providing closeout documentation
- Attend walk-through(s) with pertinent regulating agency and CONTRACTOR and prepare meeting notes
- Prepare punch list of items to complete the construction
- Attend Substantial Completion and Final Completion walk-throughs and prepare meeting notes

PROJECT ASSUMPTIONS

The following assumptions define the basis of the scope of work provided by the CONSULTANT.

- Site inspection is based on eight (8) hours per day, Monday through Friday.
- CONSULTANT shall not be responsible for scheduling or coordination of any building permit inspections and closeout. It is expected that the CONTRACTOR shall perform all building permit coordination required.
- PBCWUD shall process all change orders.
- PBCWUD shall provide the template for all resident and construction flyers to be distributed by the CONTRACTOR. CONSULTANT will review and provide information for the public outreach. Final approval from PBCWUD is required prior to distribution.

ATTACHMENT B

SUMMARY AND STATUS OF CONSULTANT SERVICES AUTHORIZATIONS

Auth No.	PBCWUD Project No.	Title	Status	Project Total Amount	SBE Total Amount	SBE Participation %	Approved	
							By	Date
1	20-045	Septic to Sewer Project at Okeeheelee Park, Lake Ida Park and Caloosa Park	Approved	$473,271.87	169,509.12	35.81%	BCC	9/17/2024
1.1	20-045	Septic to Sewer Project at Okeeheelee Park, Lake Ida Park and Caloosa Park	Approved	$40,440.85	(29,373.96)	-72.63%	Director	6/5/2026
2	19-051	Northlake Boulevard from East of Seminole Pratt Whitney Road to East of Hall Boulevard	Approved	$58,736.49	0.00	0.00%	CRC	9/11/2024
2.1	19-051	Northlake Boulevard from East of Seminole Pratt Whitney Road to East of Hall Boulevard	Approved	$131,607.60	0.00	0.00%	CRC	9/17/2025
3	20-054	Forest Hill Boulevard and Military Trail Utility Relocation	Approved	$33,393.90	0.00	0.00%	CRC	9/18/2024
4	24-025	Countywide Hydraulic Modeling Evaluation and Training	Approved	$97,543.68	0.00	0.00%	CRC	6/5/2024
4.1	24-025	Countywide Hydraulic Modeling Evaluation and Training	Approved	($75.00)	45,069.00	100.00%	Director	8/4/2025
5	24-015	Lead Service Line Inventory	Approved	$82,835.60	0.00	0.00%	CRC	5/8/2024
5.1	24-015	Lead Service Line Inventory	Approved	$67,935.60	0.00	0.00%	CRC	8/14/2024
6	24-028	Lyons Road Force Main between Yamato Road and L-38	Approved	$282,492.68	100,384.52	35.53%	BCC	2/11/2025
6.1	24-028	Lyons Road Force Main between Yamato Road and L-38	Pending	$250,867.17	92,062.20	36.69%	BCC	Pending
7	24-038	Septic to Sewer Conversion for Parks Department	Approved	$386,785.00	146,790.91	37.95%	BCC	6/10/2025

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Auth No.	PBCWUD Project No.	Title	Status	Project Total Amount	SBE Total Amount	SBE Participation %	Approved	
							By	Date
8	25-031	Zone 6 Condition Assessment and Leak Detection Analysis	Approved	$188,854.28	29,434.60	15.58%	Director	7/30/2025
8.1	25-031	Zone 6 Condition Assessment and Leak Detection Analysis	Approved	$109,373.92	0.00	0.00%	CRC	10/29/2025
8.2	25-031	Zone 6 Condition Assessment and Leak Detection Analysis	Approved	$61,571.12	0.00	0.00%	Director	11/10/2025
8.3	25-031	Zone 6 Condition Assessment and Leak Detection Analysis	Approved	$109,373.92	0.00	0.00%	CRC	4/15/2026
8.4	25-031	Zone 6 Condition Assessment and Leak Detection Analysis	Approved	$134,415.84	0.00	0.00%	CRC	8/19/2026
9	26-005	Glades SmartBall Insertion Pilot Program	Approved	$161,122.68	0.00	0.00%	CRC	3/25/2026
10	25-042	Engineer's Bond & Insurance Report 2025	Approved	$69,807.73	0.00	0.00%	Director	3/5/2026
11	26-009	Western Region Wastewater Treatment Facility Water Main	Approved	$159,732.08	27,121.02	16.97%	CRC	5/13/2026
11.1	26-009	Western Region Wastewater Treatment Facility Water Main	Pending	$9,802.12	2,042.00	20.83%	Director	Pending
12	26-012	Countywide Septic to Sewer Master Plan	Pending	$198,003.00	0.00	0.00%	CRC	Pending
15	20-029	Air Release Valve Rehabilitation Program CEI	Pending	$862,012.20	282,901.44	32.81%	BCC	Pending
16	24-048	Lyons Road Force Main Construction, Engineering and Inspection	Pending	$393,970.30	148,308.84	37.64%	BCC	Pending

ATTACHMENT C

OSBD SCHEDULE 1

OFFICE OF SMALL BUSINESS DEVELOPMENT

REVISED 08-21-26

OSBD SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: Air Release Valve Rehabilitation Program Construction, Engineering and Inspection

SOLICITATION/PROJECT/BID NO.: 20-029

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: Chen Moore and Associates, Inc.

ADDRESS: 800 S. Australian Avenue, Suite 850, West Palm Beach, FL 33401

CONTACT PERSON: Suzanne Dombrowski, P.E., ENV SP

PHONE NO.: (561) 746-6900

E-MAIL: sdombrowski@chenmoore.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: $579,110.76

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) Non-SBE	SBE	DOLLAR AMOUNT OR PERCENTAGE OF WORK
1. HBC Engineering Company 9675 Northwest 117 Avenue, #305 Miami, FL 33178	☐	☑	$282,901.44
2.	☐	☐	$
3.	☐	☐	$
4.	☐	☑	$
5.	☐	☑	$

(Please use additional sheets if necessary)

Total $282,901.44

Total Bid/Offer Price $ 862,012.20

Total Certified SBE Participation $ 282,901.44

I hereby certify that the above information is accurate to the best of my knowledge: Suzanne Dombrowski _____ Principal Engineer

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 OEBO Affirmative Procurement Initiative (API). Please check the applicable box and list the dollar amount or percentage under the appropriate demographic category.**
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

REVISED 08-21-26

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: 20-029

SOLICITATION/PROJECT NAME: Air Release Valve Rehabilitation Program Construction, Engineering and Inspection

Prime Contractor: Chen Moore and Associates, Inc. Subcontractor: HBC Engineering Company

(Check box(s) that apply)

■ SBE ☐ Non-SBE ☐ Supplier Date of Palm Beach County Certification (if applicable): 05/24/25 - 05/23/28.

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

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Engineering Services	$282,901.44	1		$282,901.44

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: $282,901.44

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

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

Price or Percentage: N/A

Chen Moore and Associates, Inc.
Print Name of Prime

By: _____
Authorized Signature

Suzanne Dombrowski, P.E., ENV SP
Print Name

Principal Engineer
Title

Date: 8/19/2026

HBC Engineering Company
Print Name of Subcontractor/subconsultant

By: _____
Authorized Signature

Edgardo Diaz, MS, PE, PSM
Print Name

Vice President
Title

Date: 8/19/2026

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)*
Task 1 Project Management	*760*
Task 2 Project Meetings	*760*
Task 3 Construction Administration	*760*
Task 4 Field Observation	*760*

REVISED 08-21-26

ATTACHMENT E
BUDGET SUMMARY

Palm Beach County Water Utilities Department
Contract For Consulting/Professional Services General Utility, Architectural and Value Engineering Services
Resolution No. R2023-1786 **Contract Dated** 12/05/2023
Consultant Services Authorization No.: 15
Consultant: Chen Moore and Associates, Inc.
Sub Consultant: HBC Engineering Company
Project Title: Air Release Valve Rehabilitation Program Construction, Engineering and Inspection
PBCWUD Project No.: 20-029

Task Number	Task Description	Labor Classification and Hourly Rate: Principal	Principal Engineer	Senior Engineer	Senior Constr. Specialist	Project Engineer	Associate Engineer	Senior Designer	Engineer	Senior Technician	Administrative Assistant	Intern	Total Labor	Sub Consultant Services
	Labor Raw Costs	$ 107.00	$ 107.00	$ 71.00	$ 49.00	$ 54.00	$ 44.00	$ 53.00	$ 40.00	$ 38.00	$ 40.00	$ 25.00		
1	**Project Management**													
1.1	Progress Reporting	4		26									$ 6,822.00	$ -
1.2	Invoicing	7		26							102		$ 20,025.00	$ -
1.3	Construction Coordination and Subconsultant Management			51									$ 10,863.00	$ -
	Subtotal Task 1	**11**	**0**	**103**	**0**	**0**	**0**	**0**	**0**	**0**	**102**	**0**	**$ 37,710.00**	**$ -**
2	**Project Meetings**													
2.1	Project Startup Meeting	2		4									$ 1,494.00	$ -
2.2	Progress Meetings	11		51		102							$ 30,918.00	$ -
2.3	Project and Public Meetings	25		50		50							$ 26,775.00	$ -
2.4	Punch List Meetings	8		9		69							$ 15,663.00	$ -
	Subtotal Task 2	**46**	**0**	**114**	**0**	**221**	**0**	**0**	**0**	**0**	**0**	**0**	**$ 74,850.00**	**$ -**
3	**Construction Meetings**													
3.1	Shop Drawings			40		80							$ 21,480.00	$ -
3.2	Request for Information	8		25		50							$ 15,993.00	$ -
3.3	Payment Applications	8		14		106							$ 22,722.00	$ -
3.4	Change Orders	8		24		48							$ 15,456.00	$ -
3.5	Construction Schedules	8		24		48							$ 15,456.00	$ -
3.6	As-Built Drawings			18		69		69					$ 25,983.00	$ -
3.7	Permit Coordination and Project Closeout	20		80		80							$ 36,420.00	$ -
	Subtotal Task 3	**52**	**0**	**225**	**0**	**481**	**0**	**69**	**0**	**0**	**0**	**0**	**$ 153,510.00**	**$ -**
4	**Field Observation**													
4.1	Field Observation	30		102	1688	203							$ 312,378.00	$ 272,101.44
	Subtotal Task 4	**30**	**0**	**102**	**1,688**	**203**	**0**	**0**	**0**	**0**	**0**	**0**	**$ 312,378.00**	**$ 272,101.44**
	Labor Subtotal Hours	139	0	544	1,688	905	0	69	0	0	102	0	3,447	
	Labor Raw Costs	$ 107.00	$ 107.00	$ 71.00	$ 49.00	$ 54.00	$ 44.00	$ 53.00	$ 40.00	$ 38.00	$ 40.00	$ 25.00		
	Labor Multiplier	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
	Labor Subtotal	$ 44,619.00	$ -	$ 115,872.00	$ 248,136.00	$ 146,610.00	$ -	$ 10,971.00	$ -	$ -	$ 12,240.00	$ -		
	Labor Total	$ 578,448.00												
	Reimbursables - ChenMoore	$ 662.76												
	ChenMoore Total	**$ 579,110.76**												
	Sub Consultant Labor Total	$ 272,101.44												
	Sub Consultant Multiplier	1.00												
	Sub Consultant Sub Total	$ 272,101.44												
	Reimbursables - HBC Engineering Company	$ 10,800.00												
	Sub Consultant Total	**$ 282,901.44**												
	Project Total	**$ 862,012.20**												

REVISED 01-27-26

ATTACHMENT E

BUDGET SUMMARY Reimbursables - Chen Moore and Associates, Inc.

Palm Beach County Water Utilities Department

Contract For Consulting/Professional Services	General Utility, Architectural and Value Engineering Services		
Resolution No.	R2023-1786	**Contract Dated**	12/05/2023
Consultant Services Authorization No.:	15		
Consultant:	Chen Moore and Associates, Inc.		
Sub Consultant:	HBC Engineering Company		
Project Title:	Air Release Valve Rehabilitation Program Construction, Engineering and Inspection		
PBCWUD Project No.:	20-029		

Item No.	Item	Description	Unit	Unit Price	Quantity	Project Cost
1	Postage	FedEx or Courier	each	$ -		$ -
2	Reproduction Charges	Photocopies 8 1/2 x 11 (B & W)	each	$ 0.07		$ -
2.1	Reproduction Charges	Photocopies 11 x 17 (B & W)	each	$ 0.23	252.0	$ 57.96
2.2	Reproduction Charges	Photocopies 8 1/2 x 11 (Color)	each	$ 0.05		$ -
2.3	Reproduction Charges	Photocopies 11 x 17 (Color)	each	$ 0.89		$ -
3	Deliveries	Deliveries	each	$ 70.00		$ -
4	Bond Copies By Vendor (Billed At Cost - Vendor Invoices Provided)	24 x 36 (B & W) Prints by Vendor	each	$ 1.20	504.0	$ 604.80
5	Mileage	Mileage	$\miles	$ 0.760		$ -
	Total Reimbursables					**$ 662.76**

ATTACHMENT E

BUDGET SUMMARY - HBC ENGINEERING COMPANY

Palm Beach County Water Utilities Department

Contract For Consulting/Professional Services	General Utility, Architectural and Value Engineering Services
Resolution No.	R2023-1786 **Contract Dated** 12/05/2023
Consultant Services Authorization No.:	15.0
Consultant:	Chen Moore and Associates, Inc.
Sub Consultant:	HBC Engineering Company
Project Title:	Air Release Valve Rehabilitation Program CEI Services
PBCWUD Project No.:	26-xxx

Task Number	Task Description	Labor Classification and Hourly Rate: Senior Project Engineer	Senior Inspector				Sub Consultant Services
	Labor Raw Costs	$72.12	$ 40.00		$ -	$ -	
1	**Project Management**						
1.1	Progress Reporting						$ -
1.2	Invoicing						$ -
1.3	Construction Coordination and Subconsultant Management						$ -
	Subtotal Task 1	**0**	**0**	**0**	**0**	**0**	**$ -**
2	**Project Meetings**						
2.1	Project Startup Meeting						$ -
2.2	Progress Meetings						$ -
2.3	Project and Public Meetings						$ -
2.4	Punch List Meetings						$ -
	Subtotal Task 2	**0**	**0**	**0**	**0**	**0**	**$ -**
3	**Construction Meetings**						
3.1	Shop Drawings						$ -
3.2	Request for Information						$ -
3.3	Payment Applications						$ -
3.4	Change Orders						$ -
3.5	Construction Schedules						$ -
3.6	As-Built Drawings						$ -
3.7	Permit Coordination and Project Closeout						$ -
	Subtotal Task 3	**0**	**0**	**0**	**0**	**0**	**$ -**
4	**Field Observation**						
4.1	Field Observation	104	2080				$ 272,101.44
	Subtotal Task 4	**104**	**2,080**	**0**	**0**	**0**	**$ 272,101.44**
	Labor Subtotal Hours	104	2,080	0	0	0	2,184
	Labor Raw Costs	$ 72.12	$ 40.00	$ -	$ -	$ -	
	Labor Multiplier	3.00	3.00	3.00	3.00	3.00	
	Labor Subtotal	$ 22,501.44	$ 249,600.00	$ -	$ -	$ -	
	Labor Total	**$ 272,101.44**					
	Reimbursables - HBC	**$ 10,800.00**					
	Project Total	**$ 282,901.44**					

REVISED 01-27-26

ATTACHMENT E
BUDGET SUMMARY - HBC Engineering Company Reimbursables

Palm Beach County Water Utilities Department

Contract For Consulting/Professional Services	General Utility, Architectural and Value Engineering Services		
Resolution No.	R2023-1786	**Contract Dated**	12/05/2023
Consultant Services Authorization No.:	15		
Consultant:	Chen Moore and Associates, Inc.		
Sub Consultant:	HBC Engineering Company		
Project Title:	Air Release Valve Rehabilitation Program CEI Services		
PBCWUD Project No.:	26-xxx		

Item No.	Item	Description		Unit Price	Quantity	Project Cost
1	Postage	FedEx or Courier		$ -		$ -
2	Reproduction Charges			$ 0.07		$ -
2.1			each	$ 0.23		$ -
2.2			each	$ 0.49		$ -
2.3		Photocopies 11 x 17 (Color)	each	$ 0.89		$ -
3	Deliveries	Deliveries	each	$ -		$ -
5	Mileage	Mileage	$\miles	$ 0.72	15,000.0	$ 10,800.00
	Total Reimbursables					**$ 10,800.00**

REVISED 01-27-26

Proposal for Palm Beach County Water Utilities Department (PBCWUD)

Construction, Engineering, and Inspection (CEI) services for the Air Release Valve (ARV) Rehabilitation Program

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Prepared for:

cma
chen moore and associates

500 S Australian Ave., Suite 850
West Palm Beach, FL 33401

Prepared by:

HBC Engineering Company

9675 NW 117th Ave, Suite 305
Miami, FL 33178

Prepared for Chen Moore and Associates, Inc. (CMA)
Scope of Services
Air Release Valve (ARV) Rehabilitation Program

EXECUTIVE SUMMARY

This Consultant Services Authorization (CSA) provides for professional Construction Engineering and Inspection (CEI) services for the rehabilitation of ninety-nine (99) Air Release Valves (ARVs) across Palm Beach County Water Utilities Department (PBCWUD) service areas (Zones 1–5). HBC Engineering Company will provide full-time field observation for a 12-month (365-day) construction duration and coordinate with CMA's designated Project Manager. Services will be provided based on time charges plus expenses on a "Not to Exceed" amount of $ $282,901.44 over a one year contract term.

PROJECT UNDERSTANDING

The Air Release Valve (ARV) Rehabilitation Program is a critical infrastructure maintenance initiative for the Palm Beach County Water Utilities Department (PBCWUD). The primary objective is the rehabilitation of ninety-nine (99) ARVs and their associated appurtenances to ensure the continued integrity and functionality of the County's water distribution and wastewater collection systems across Zones 1 through 5.

We understand that CMA will serve as the **CEI Project Manager/Administrator** for this contract and will retain responsibility for overall project management, engineering review, and contract administration. HBC will primarily provide **full-time field inspection services** and support project execution through field observations, documentation, and field-related input as needed.

SCOPE OF SERVICES

Task 1: Project Management – Pay Applications

HBC will focus primarily on full-time field inspection services, perform daily field documentation, review field quantities and provide supporting information for payment applications.

Task 2: Project Meetings

HBC inspection staff will attend meetings and provide field observations and project updates as needed, while CMA leads and manages the meetings.

Task 3: Construction Administration

HBC will provide field input and observations to support CMA's review of RFIs, Submittals and change orders.

Task 4: Field Observation (Full-Time)

HBC will provide full-time inspection services (8 hours/day, 5 days/week) throughout the 365-calendar-day contract duration. Prepare daily construction inspection reports documenting field activities, work progress, contractor operations, observations, and any issues or conditions encountered during construction.

9675 NW 117th Avenue, Suite 305, Miami, Florida 33178 | (305) 232-7932 | www.hbcengineeringco.com

COMPENSATION SUMMARY

The total compensation for these services is a "Not to Exceed" amount of $ $282,901.44 over a one year contract term based on time charges plus expenses.

PROJECT SCHEDULE

All services will be completed within 365 calendar days from the receipt of the Notice to Proceed.

COMPLETED FEE SPREADSHEET

The detailed labor breakdown supporting this proposal is provided in the attached Excel file.



Edgar Diaz, Vice-President

HBC Engineering Company

9675 NW 117th Avenue, Suite 305, Miami, Florida 33178 | (305) 232-7932 | www.hbcengineeringco.com

ATTACHMENT F

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
Resolution No. R2023-1786 Contract Dated 12/05/23

SUMMARY OF
SBE BUSINESS TRACKING

Master Contract Participation	**SBE: 31%**
Current Proposal	
Value of Authorization No. 15	$862,012.20
Value of SBE Letters of Intent	$282,901.44
Actual Percentage	32.81%
Signed/Approved Authorizations	
Total Value of Authorizations	$2,649,219.84
Total Value of SBE Signed Subcontractors	$488,935.21
Actual Percentage	18.45%
Signed/Approved Authorizations Plus Current Proposal	
Total Value of Authorization	$3,511,232.04
Total Value of Subcontractors & Letters of Intent	$771,836.65
Actual Percentage	21.98%

ATTACHMENT G

Location Map

PBCWUD Project No. 20-029



Palm Beach County Vicinity Map | NOT TO SCALE

REVISED 08-21-26

Water Utilities Department
Engineering Division

8100 Forest Hill Blvd

West Palm Beach, FL 33413

(561) 493-6000

Fax: (561) 493-6085

www.pbcwater.com

Palm Beach County
Board of County
Commissioners

Maria G. Marino, Mayor

Sara Baxter, Vice Mayor

Gregg K. Weiss

Joel G. Flores

Marci Woodward

Maria Sachs

Bobby Powell Jr.

Interim County Administrator

Todd J. Bonlarron

"An Equal Opportunity Employer"

Official Electronic Letterhead

July 14, 2025

Mr. Peter Moore, P.E, President
Chen Moore and Associates, Inc.
500 Australian Avenue South Suite 530
West Palm Beach, Florida 33401

Re: Project Number: 23-029
General Utility, Architectural And Value Engineering Services
Notification of Contract Clauses No Longer Being Enforced Pursuant to Emergency Ordinance 2025-014

Dear Mr. Moore,

On June 3, 2025, the Board of County Commissioners (BCC) approved an emergency ordinance to suspend the race and gender conscious provisions of the County's EBO ordinance. The suspension will remain in effect for two years or until further direction by the BCC, whichever comes first. As a result, the provisions relating to minority/women-owned business enterprise (M/WBEs) participation contained in the contract document (R2023-1786) 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:

CHEN MOORE & ASSOCIATES INC.
(Consultant)

PETER MOORE
(Print Name)

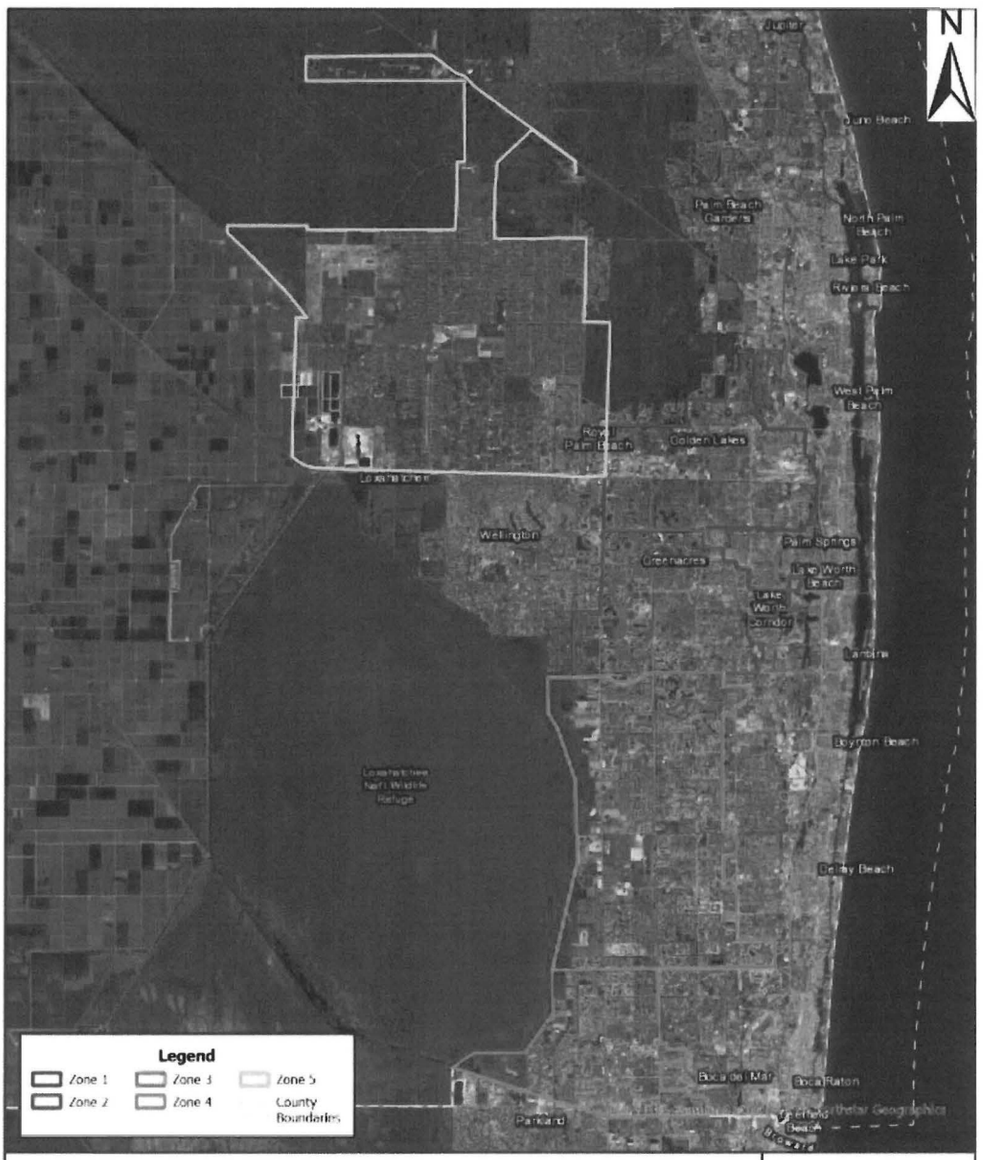
(Signature)

July 15, 2025
(Date)

Attachment 2

Location Map

PBCWUD Project No. 20-029



Palm Beach County Vicinity Map	NOT TO SCALE

REVISED 08-21-26

Attachment 3

EBIX

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
DX00002560	**Chen Moore And Associates, Inc.**	Modified	Compliant					23-029	Contract For Consulting/Professional Services General Utility, Architectural And Value Engineering Services
		A++ , XV	Travelers Casualty and Surety Company of America	BA2W150087	1/1/2026	1/1/2027	Auto Liability		
		A++g , XV	Travelers Property Casualty Company of America	CUPA7921917	1/1/2026	1/1/2027	Excess Liability		
		A++g , XV	The Travelers Indemnity Company	660A365479A	1/1/2026	1/1/2027	General Liability		
		A+r , XV	Crum & Forster Specialty Insurance Company	21oh086102026	1/1/2026	1/1/2027	Professional Liability		
		Ap , VIII	American Interstate Insurance Company	AVWCFL3444142026	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 :