

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: December 15, 2020 Consent [X] Regular [ ]  
Public Hearing [ ]

Department: Water Utilities Department

I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to approve:** Consultant Services Authorization (CSA) No. 19 to the Consulting/Professional Services General Utility, Architectural, and Value Engineering Services Contract (Contract) with Baxter & Woodman, Inc. (Consultant) for Engineering Services During Construction for Rehabilitation of Master Repump Station 9-North, Repump Station 8310, and Five (5) Lift Stations (Project) for a not to exceed amount of \$498,278.43.

**Summary:** On June 20, 2017, the Board of County Commissioners approved the Palm Beach County Water Utilities Department (PBCWUD) Contract (R2017-0815) with the Consultant. CSA No. 19 provides for professional engineering services during construction for Master Repump Station 9-North, Repump Station 8310, and five (5) Lift Stations (393, 1023, 8168, 5195, and 8119) including, but not limited to, additional permitting services, construction administration services, preparation of conformed contract documents, meetings, field observations, review of deliverables (schedule, submittals, request for additional information, payment application, contract change orders and recommendations, as-built drawings and operation and maintenance manuals), start-up support services, Substantial Completion certification, and Final Completion certification. This Contract was procured under the requirements of the 2002 Small Business Enterprise (SBE) Ordinance (R2002-0064) prior to the adoption of the new Equal Business Opportunity Ordinance on October 16, 2018. The SBE goal established under the 2002 Ordinance was 15% overall participation. The Contract provides for 26% SBE participation. CSA No. 19 includes 23.89% SBE participation. The cumulative SBE participation, including CSA No. 19, is 28.14%. Consultant is headquartered in Crystal Lake, IL, 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 FY21 Budget. (PBCWUD Project No. 20-061) Districts 2, 5 and 6 (MJ)

**Background and Justification:** Performance of the referenced engineering services during construction will ensure construction is completed in accordance with the design documents to improve the long-term operability and reliability of the County's wastewater collection system.

**Attachments:**

1. Four (4) Originals of Consultant Services Authorization No. 19
2. Location Map
3. Certificate of Liability Insurance

Recommended By: Jim Stiles 11-12-2020  
Department Director Date

Approved By: [Signature] 12/3/20  
Assistant County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2021	2022	2023	2024	2025
Capital Expenditures	\$498,279	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match County	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>NET FISCAL IMPACT</b>	<b><u>\$498,279</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

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

Is Item Included in Current Budget? Yes  No

Does this item include the use of federal funds? Yes  No

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:** \_\_\_\_\_

**III. REVIEW COMMENTS**

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

<p><u>Raleigh Kewer</u> 11/13/2020 OFMB <u>11/12</u></p>	<p><u>8/11/13</u></p>	<p><u>Dr. J. Jacobson</u> 11/24/2020 Contract Development and Control <u>11-24-20 TW</u></p>
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**B. Legal Sufficiency:**

[Signature] 12/2/2020  
Assistant County Attorney

**C. Other Department Review:**

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Department Director

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