## PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

#### **AGENDA ITEM SUMMARY**

Meeting Date:

February 1, 2022

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. 4 to the Consulting/Professional Services Utility Distribution & Collection System Engineering Services Contract (Contract) with Holtz Consulting Engineers, Inc. (Consultant) for the Valve Additions - Phase 2 (Project) for a not to exceed amount of \$236,305.02.

**Summary:** On December 15, 2020, the Board of County Commissioners approved the Palm Beach County Water Utilities Department (PBCWUD) Contract (R2020-1897) with Consultant. CSA No. 4 provides for professional engineering services relating to design and permitting of the Project. These services include utility locates, construction plans, permitting and bid support services for the addition of 91 valves on existing water mains at critical locations.

This Contract was procured under the requirements of the Equal Business Opportunity Ordinance. On October 2, 2019, the Goal Setting Committee applied an Affirmative Procurement Initiative (API) of a minimum mandatory 20% Small Business Enterprise (SBE) subcontracting goal and an evaluation preference for up to 15 points based upon the relative level of dollar participation by certified SBE firms were the API applied to the Contract. The Contract provides for 96.00% SBE participation, which includes 90.00% MBE participation, 85.00% MBE (H), and 5.00% MBE (A). CSA No. 4 includes 70.84% SBE participation which includes 70.84% MBE participation, 70.84% MBE (H) and 0% MBE (A). The cumulative SBE participation including CSA No. 4 is 83.82% SBE, which includes 75.23% MBE participation, 73.65% MBE (H) and 1.57% MBE (A). Consultant is a Palm Beach County based company. The Project is included in the PBCWUD FY22 budget. (PBCWUD Project No. 22-003) District 6 (MJ)

**Background and Justification:** This project includes the addition of valves on water mains at critical locations. These valves will benefit PBCWUD by allowing the isolation of pipelines during pipe breaks, thereby reducing emergency repair costs, minimizing the interruption of water service to customers and critical facilities. This is the second phase of the valve addition program. It includes valve additions at critical locations in the Glades area identified by hydraulic modeling and by PBCWUD Operations and Maintenance staff.

#### Attachments:

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

Recommended By: August 1/5/11
Department Director Date

Approved By: Approved By: Approved By:

Approved By:

**Assistant County Administrator** 

#### II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures Operating Costs External Revenues Program Income (County) In-Kind Match County	\$236,306 <u>0</u> 0 0 0 0	<u>0</u> <u>0</u> <u>0</u> <u>0</u>	0 0 0 0	<u>0</u> <u>0</u> <u>0</u> <u>0</u> <u>0</u>	<u>0</u>
NET FISCAL IMPACT	\$ <u>236,306</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Budget Account No.: Fu	und <u>4011</u>	Dept <u>721</u>	Unit <u>W031</u>	Object <u>6543</u>	
Is Item Included in Current E	Budget?		Yes <u>X</u>	No	

Reporting Category N/A

Yes\_\_\_\_ No X

B.	<b>Recommended Sources</b>	of Funds/Summary	of Fiscal Im	pact:

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

C. Department Fiscal Review:

Does this item include the use of federal funds?

III. REVIEW COMMENTS

Α.	OFIVIB FISCAL and/or Contract Development	ent and Control Commer	its:
	•	٨	
		$A \rightarrow A$	

B. Legal Sufficiency:

Assistant County Attornov

C. Other Department Review:

Department Director

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

### CONSULTANT SERVICES AUTHORIZATION NO. 4 Palm Beach County Water Utilities Department Contract for Consulting/Professional Services

Utility Distribution & Collection System Engineering Services
Resolution No. R2020-1897 Contract Dated December 15, 2020

Proj	ect Title	e: Valve Additions – Phase 2
PBC	WUD P	roject No.: <u>22-003</u>
Con	sultant	: Holtz Consulting Engineers, Inc.
Add	ress: <u>2</u>	70 South Central Blvd., Suite 207, Jupiter, FL 33458
Bud	get Lin	e Item No.: <u>4011-721-W031</u> - <u>6543</u>
Dist	rict No.	: <u>6</u>
<u>and</u>	bidding	tant Services Authorization provides for: <u>Engineering services for the design, permitting</u> assistance of ninety-one (91) additional isolation valves on water mains at critica Pahokee, Belle Glade, and South Bay (PBCWUD Zone 6).
		(See ATTACHMENT A for detailed scope of services)
pa in (H A	articipat cludes <u>ī</u> l), and	stract provides for $96.00\%$ SBE participation, which includes $90.00\%$ MBE ion, $85.00\%$ MBE (H), and $5.00\%$ MBE (A). This Consultant Services Authorization $70.84\%$ overall participation which includes $70.84\%$ M/WBE participation, $70.84\%$ MBE $0\%$ MBE (A). The cumulative SBE participation, including this Consultant Services ition is $83.82\%$ , which includes $75.23\%$ MBE participation, $73.65\%$ MBE (H), and BE (A).
1.	Servic	es completed by the Consultant to date :
	See A	TTACHMENT B.
2.	Consu	ultant shall begin work upon receipt of Notice to Proceed correspondence.
3.	The cobe:	ompensation to be paid to the Consultant for providing the requested services shall
	A.	Computation of time charges plus expenses, not to exceed \$236,305.02
	B.	Fixed price of \$ 0.00
	C.	Total \$ <u>236,305.02</u>
4.	event for al	Authorization may be terminated by the County without cause or prior notice. In the of termination not the fault of the Consultant, the Consultant shall be compensated services performed through the date of termination, together with reimbursable uses (if applicable) then due.

#### CONSULTANT SERVICES AUTHORIZATION NO. 4 Palm Beach County Water Utilities Department Contract for Consulting/Professional Services Utility Distribution & Collection System Engineering Services

Resolution No. R2020-1897 Contract Dated December 15, 2020

<b>Project</b>	Title:	Valve	Additions	<ul><li>Phase</li></ul>	2

PBCWUD Project No.: 22-003

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).

- This Authorization does not amend, change, or modify the Contract 6. 12/15/2020 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.

## CONSULTANT SERVICES AUTHORIZATION NO. 4 Palm Beach County Water Utilities Department Contract for Consulting/Professional Services Utility Distribution & Collection System Engineering Services Resolution No. R2020-1897 Contract Dated December 15, 2020

Project Title: Valve Additions – Phase 2	
PBCWUD Project No.: 22-003	
IN WITNESS WHEREOF, this Authorization is acobligations of the aforementioned Contract.	ccepted, subject to the terms, conditions and
PALM BEACH COUNTY, A POLITICAL SUBDIVIS	SION OF THE STATE OF FLORIDA
Joseph Abruzzo, Clerk of the Circuit Court & Comptroller, Palm Beach County	Palm Beach County, Board of County Commissioners
ATTEST:	
Signed:	Signed:Robert S. Weinroth, Mayor
Typed Name: Deputy Clerk	(Date)
Approved as to Form and Legal Sufficiency	CONSULTANT: Holtz Consulting Engineers, Inc.
Signed:	David Hulf
Typed Name: <u>Michael W. Jones</u> County Attorney	(Signature)  David HoHz, VP  (Name and Title)
STATE OF FLORIDA COUNTY OF Talm Beach	11 - 30 - 2021 (Date)
The foregoing instrument was acknowledged before m	e by means of ☐/physical presence or ☐ online notarization,
this 30 day of November, 2021, by V	Lawid Holtz who is Expersonally
APRIL SUZANNE XAROS Notary Public - State of Flor Commission = GG 192051 My Comm. Expires Mar 21, 2 Bonded through National Notary (Print, Typ	022

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#### **LIST OF ATTACHMENTS**

ATTACHMENT A Scope of Services

ATTACHMENT B Summary and Status of Consultant Services Authorizations

ATTACHMENT C OEBO Schedules 1 and 2

ATTACHMENT D Project Schedule

ATTACHMENT E Budget Summary

ATTACHMENT F Summary of SBE-M/WBE Business Tracking

ATTACHMENT G Location Map

Revised 04/26/2021

#### **ATTACHMENT A**

#### **SCOPE OF SERVICES**

PBCWUD Project No.: 22-003

Project Title: Valve Additions – Phase 2

#### **INTRODUCTION:**

The Palm Beach County Water Utilities Department (PBCWUD) will be adding valves in critical locations to allow the isolation of important water mains. PBCWUD has identified ninety-one (91) locations within Zone 6 where new valves need to be installed.

These valves will benefit PBCWUD by allowing the isolation of pipelines during pipe breaks to reduce emergency repair costs and minimize the interruption of water services to customers and critical facilities. This is the second phase of the valve addition program. It includes valve additions at critical locations identified by operations and maintenance staff.

PBCWUD has requested Holtz Consulting Engineers, Inc. (CONSULTANT) to provide the scope of services listed below associated with the design and permitting of ninety-one (91) valves to be added to water mains. The general valve locations will be provided to the CONSULTANT by PBCWUD.

#### **SCOPE OF SERVICES**

CONSULTANT shall perform the engineering Scope of Services as described herein and will be responsible for the following tasks:

#### Task 1 – Kick-off Meeting, Site Visits, and Utility Coordination

- 1.1 Attend one (1) kick-off meeting with PBCWUD staff to discuss project goals, request records, and confirm the proposed improvements; prepare meeting minutes with a list of action items with responsible parties and due dates. Review readily available record drawings, plats, and easements. No survey or title searches are anticipated to be necessary and are not included.
- 1.2 Attend one (1) site visit per each valve location with PBCWUD staff to review the proposed locations for the new valves, the existing locations of the valves to be replaced (if any), and photo document the existing site conditions. The locations selected at the site visits will be the basis of design for the project. Aerial images of each of the valve locations will be obtained and used as the base map for the design drawings along with available Geographic Information System (GIS) data provided by PBCWUD and property line and easement information provided by the Palm Beach County Property Appraiser.
- 1.3 Perform underground utility location services utilizing ground-penetrating radar (GPR) at each proposed valve location. A 20'x20' area will be scanned with the GPR at each of the

ninety-one (91) locations.

Perform soft-dig utility test holes to confirm the existing water main/force main size, material, and depth of cover for up to seventy-one (71) existing mains, as necessary. It is assumed up to ten (10) pothole locations will be in the Palm Beach County road right-of-way (ROW) and up to six (6) of these potholes will require sidewalk restoration and a pedestrian maintenance of traffic (MOT) permit.

1.4 Determine conflict locations and submit base drawings to local utilities for mark-up of their existing utilities. Plot utility locations received on the drawing base sheets. Local utilities include, but are not limited to, power, telephone, cable, gas, as well as PBCWUD pipelines. Additional site visits will occur following the initial submittal as needed to review utilities and record drawings in the field as needed.

#### Task 1 Deliverables:

- · Meeting minutes with list of action items
- · Aerial layouts of the valve locations
- Utility location reports

#### Task 2 - Design Phase Services:

Provide design phase engineering services to develop details for connections, restraints, and suggested sequencing for installation of ninety-one (91) valves at locations selected in Task 1. Water main valves for pipes up to ten (10) inches in diameter shall be gate valves in the vertical position and if sufficient cover is not available, the gate valve shall be specified in the horizontal position. Water main valves for pipes greater than ten (10) inches in diameter shall be butterfly valves.

Develop a set of construction drawings anticipated to consist of a cover sheet, key sheets, up to ninety-one (91) plan sheets, phasing sheets (as needed), and detail sheets. These sheets may be of size 8.5"x11" or 11"x17". The base drawings shall be as developed in Task 1 with the approximate locations of known right-of-way, easement, and property lines from the Palm Beach County Property Appraiser, GIS information provided by PBCWUD, and approximate utility locations.

- 2.1 Submit design drawings at 60 percent completion for review and comment. Project specifications will be submitted with the 90 percent complete drawings.
- 2.2 Meet with PBCWUD staff after the 60 percent submittal to review progress drawings, discuss design options, and respond to comments.
- 2.3 Submit design drawings at 90 percent completion for review and comment. Project specifications and an Engineer's Opinion of Probable Construction Cost (EOPCC) will be submitted with the 90 percent complete drawings.
- 2.4 Meet with PBCWUD staff after the 90 percent submittal to review progress drawings, discuss design options, and respond to comments.
- 2.5 Address comments from the 90 percent review meeting and permitting review. Prepare a final drawing submittal with final specifications and EOPCC for PBCWUD's use in obtaining a proposal from one of its pipeline continuing construction contractors, or for bidding, as

decided by PBCWUD.

2.6 Assist with continuing contractor proposal evaluation if this contractor procurement method is chosen by PBCWUD.

#### Task 2 Deliverables:

- 60 percent progress drawings
- 90 percent progress drawings, specifications, and EOPCC
- Signed and sealed final drawings, specifications, and EOPCC
- Responses to PBCWUD review comments

#### Task 3 - Permitting Phase Services:

- 3.1 Prepare and submit a request for the project to be exempt from Palm Beach County Health Department (PBCHD) permitting.
- 3.2 Prepare and submit up to ten (10) Palm Beach County Engineering and Public Works Department Land Development Division (PBCLD) permit applications to assist PBCWUD to obtain permits for any valves that are anticipated to require a permit because they are located in Palm Beach County road right-of-way. Respond to up to one (1) Request for Additional Information (RAI) for each permit application. No more than twelve (12) sites will be submitted at one time as part of one permit. Valves not in PBCLD right-of-way will be removed from the submittal. Palm Beach County ROW lines will be shown based on the property appraiser's linework overlaid on an aerial and clearly called out on each permit submittal sheet. Each page will have at a minimum, a title block with company name, address, drawing/sheet number, PBCWUD project number, and the date. PBCLD and supplementary details will be provided. A key sheet only depicting valves in PBCLD right-of-way will be included with each permit application. Each sheet of the submittal will be digitally/electronically signed and sealed by a registered Professional Engineer.
- 3.3 Prepare and submit one (1) PBCLD permit application to assist PBCWUD to obtain a permit for the soft-digs performed within the PBCLD road ROW including obtaining pedestrian MOT permits for locations requiring sidewalk removal and restoration. Respond one (1) RAI for the permit application.
- 3.4 Prepare and submit six (6) separate permit applications to the Florida Department of Transportation (FDOT) for up to six (6) valves located on mains within the FDOT right-of-way. CONSULTANT shall respond to one (1) RAI for each permit application.

The 90 percent progress drawings shall be submitted with the permit applications. Revisions based on comments from the permitting process will be incorporated into the final drawings.

#### Task 3 Deliverables:

- PBCHD exemption request
- PBCLD permit applications
- FDOT permit applications

#### Task 4 - Bid Phase Services

- 4.1 CONSULTANT shall assist PBCWUD in advertising and obtaining bids or negotiating proposals for construction (including materials, equipment, and labor). It is anticipated that work shall be awarded under a single Construction Contract. PBCWUD shall receive and process deposits for bidding documents and maintain a record of prospective bidders to whom bidding documents have been issued.
- 4.2 CONSULTANT shall conduct pre-bid conference in conjunction with PBCWUD staff and provide a written summary of issues discussed.
- 4.3 CONSULTANT shall issue addenda and provide supplemental information or clarification (as appropriate) to interpret, clarify, or expand the bidding documents to all prospective bidders during the bid period.
- 4.4 CONSULTANT shall assist PBCWUD in evaluating bids and proposals, including reference checks. CONSULTANT shall submit to PBCWUD written recommendation of award to the lowest responsive responsible bidder.
- 4.5 CONSULTANT shall prepare conformed contract documents for use by the Contractor during construction.

#### Task 4 Deliverables:

• Provide bid analysis letter for recommendation of prospective contractor

#### Task 5 - Project Management

CONSULTANT shall provide project management for engineering and related services including scheduling, preparing monthly progress reports, and providing Quality Assurance and Quality Control (QA/QC) of all communication and deliverables.

- 5.1 Contract Administration The progress of the project will be monitored and resources will be managed to achieve the schedule, budget, and work quality goals of the project. CONSULTANT will keep PBCWUD informed as to the status and progress of the project. Communication with PBCWUD will be conducted under this task. Invoices shall be prepared on a monthly basis.
- 5.2 QA/QC CONSULTANT to conduct internal QA/QC review of the deliverables for conformance to Contract and internal program requirements. The results of these reviews will be incorporated into the deliverables prior to submission to PBCWUD for review and comment.
- 5.3 Monthly Status Report Submit a monthly status report summarizing the progress of the project along with an updated project schedule. This report and schedule will be submitted with each monthly invoice.

#### Task 5 Deliverables:

Schedules, status reports, and invoices

#### **ASSUMPTIONS**

- 1. PBCWUD shall pay all permit and application fees.
- 2. A PBCHD permit will not be required.
- 3. No more than eleven (11) PBCLD permits will be required for the project and it is anticipated the permits will be issued within four (4) months.
- 4. All of the proposed valves will be cut in, where feasible. PBCWUD shall identify and field locate existing isolation valves and confirm their functionality prior to the final design. The design and use of line stops, insertion valves, and flow through line stops will be avoided if possible.
- 5. Up to seventy-one (71) utility test holes are included to confirm main size, depth, material, and joint restraint.
- 6. Existing valves to be replaced are properly restrained and no additional restraints are necessary. Additional restraint will be considered when new valves are to be located away from existing valves.
- 7. All valves and project improvements are located within existing easement/ROW and preparing/obtaining easements for the project will not be required. Survey is not anticipated for the design and not included. The design will be developed based on available aerial images with available GIS information from PBCWUD, parcel lines from the Palm Beach County Property Appraiser, and approximate locations of other utilities as provided by the owners and limited GPR and pothole information.
- 8. Progress submittals will be electronic. It is anticipated that up to six (6) valves will be installed in the FDOT ROW and if additional FDOT permits are required, it will be additional services. PBCWUD will coordinate with private property owners if valves are to be installed in private roadways.
- 9. All pipes are assumed to be installed with a minimum of three (3) feet of cover at valve locations and profile drawings are not anticipated to be required by PBCWUD or for permitting. Record drawings will be reviewed to estimate cover at valve locations.
- 10. Construction phase engineering services are not included.
- 11. Task 4 may be completed prior to obtaining FDOT and PBCLD permits to help expedite the project.

#### **ATTACHMENT B**

#### SUMMARY AND STATUS OF CONSULTANT SERVICES AUTHORIZATIONS

Auth. No.	PBCWUD Project No.			Project Total Amount	SBE Total Amount	SBE Participation %	Appr By	oved Date
1	21-016	Valve Additions – Phase 1	Approved	\$200,714.90	\$143,914.90	71.70%	BCC	4/6/2021
2	21-035	Priority Aerial Canal Crossing Improvements Phase 3	Approved	\$614,585.59	\$555,516.79	90.38%	BCC	5/18/2021
3	21-059	Improvements To Lift Stations 980, 981 and 1051	Approved	\$170,736.11	\$157,826.11	92.43%	ВСС	8/17/2021
3.1	21-059	Improvements To Lift Stations 980, 981 and 1051	Pending	\$98,701.45	Pending	Pending	CRC	Pending
4	22-003	Valve Additions – Phase 2	Pending	\$236,305.02	\$167,405.02	70.84%	BCC	Pending
5	22-002	Finfrock Lift Station and Force Main Rehabilitation	Pending	\$139,845.95	\$130,400.95	93.24%	BCC	Pending
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#### ATTACHMENT C

#### OEBO SCHEDULE 1

## Office of Equal Business Opportunity Compliance Programs

#### **OEBO SCHEDULE 1**

#### LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Valve				· WID 0	0.000					
SOLICITATION/PROJECT/BID NAME:			SOLICITATION/PROJECT/BID No.: WUD 22-003  ADDRESS: 270 South Central Blvd. Suite 207, Jupiter, FL 33458							
NAME OF PRIME RESPONDENT/BIDDER:	Engineers, Inc.		ADDR	ESS: 270 South Central E	Blvd. Suite 207,		facular@kallmanacultian acom			
CONTACT PERSON: Stephen Fowler, P.E.			_ PHON	E NO.: 561-575-2005		E-MAIL:	fowler@holtzconsulting.com			
SOLICITATION OPENING/SUBMITTAL DAT			DEPAI	RTMENT: PBCWUD	· · · · · · · · · · · · · · · · · · ·					
PLEASE LIST THE DOLLAR AMOUNT PLEASE ALSO LIST THE DOLLAR AM PROJECT.	OR PERCEN OUNT OR PE	TAGE OF WO	PRK TO BE C OF WORK TO	OMPLETED BY	THE <u>PRIME CONT</u> FED BY ALL SUBCO	RACTOR/C	ONSULTANT ON S/SUBCONSULT	THIS PROJECT. ANTS ON THE		
	(Check Non-SBE	all Applicable Cate M/WBE	gories) <u>SBE</u>		DOLLAR AMOU	NT OR PERCEN	TAGE OF WORK			
Name, Address and Phone Number		Minority/Women Business	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)		
Holtz Consulting Engineers, Inc. 270 S. Central Blvd., Suite 207 Jupiter, FL 33458 561-575-2005		<b>V</b>	<b>V</b>	-	\$167,405.02 ———					
2. Underdog Utility Detection, LLC 3819 Victoria Drive West Palm Beach, FL 33408 561-687-8536	<b>V</b>					· ·	\$68,900.00			
3.										
4.					***************************************					
5.				,						
(Please use additional sheets if necessary)	<del></del>	<del> </del>	Total	.4 ,	\$167,405.02		<u></u>			
\$236,305.02				- M/WBE Participati	\$167,405.02 / 70.	84% -		g#100		
hereby certify that the above information is accur	ate to the best of r	ny knowledge:	A	ndrea Hol	ltz.		Andrea Holtz	z, President		
				Signatur	$\mathcal{O}$		***************************************	Title		

#### **ATTACHMENT C**

#### **OEBO SCHEDULE 2**

Office of Equal Business Opportunity Compliance Programs

Revised 04/26/2021

#### **OEBO LETTER OF INTENT - SCHEDULE 2**

any tier) both pa	ted Schedule 2 is a binding document between the Prand should be treated as such. The Schedule 2 shall riles recognize this Schedule as a binding document of the such actors/subconsultants, must properly execute this documents.	contain bold ment. All	<u>ed language i</u> Subcontracto	ndicating that by si rs/subconsultants,	gning the Schedule 2, including any tiered
SOLICITA	TION/PROJECT NUMBER: WUD 22-003				······
SOLICITA	TION/PROJECT NAME: Valve Additions - Phase 2	<del>,</del>			
	ntractor: Holtz Consulting Engineers, Inc.	Subco	ntractor: Hol	tz Consulting	Engineers, Inc.
J	ox(s) that apply) ☐WBE ☐MBE ☑ M/WBE ☐Non-S/M/WBE Da	ate of Palm B	each County C	ertification (if applic	able): 10/3/19-10/2/22
The unde	ersigned affirms they are the following (select one from				Column 3
□Male [		Asian Americ Native Amer		sian American	<b>□</b> Supplier
properly e to be perf	PARTICIPATION — S/M/WBE Primes must document all work executed Schedule 2 for any S/M/WBE participation may result or median supplied with the dollar amount and/or percess/M/WBE is certified. A detailed proposal may be attached the litem Description	It in that partic entage for each	ipation not beir work item. S/I	ng counted. Specify in M/WBE credit will only	detail, the scope of work
Item	item bescription	Onit Price	Units	Allowances	Total Frice/Percentage
1	Engineering Services		1		\$167,405.02
			. '	·	
at the foll	rsigned Subcontractor/subconsultant is prepared to self-performing total price or percentage: \$167,405.02				
amount b	ersigned intends to subcontract any portion of this work to elow accompanied by a separate properly executed Schedu ame of 2 <sup>nd</sup> /3 <sup>rd</sup> tier Subcontractor/subconsultant	le 2.	or Percentage:		ne pusiness name and the
	Holtz Consulting Engineers, Inc.			Iting Enginee	<u></u> :
:.	Print Name of Prime			tractor/subconsultan	<b>E</b>
	By: Andrea Holtz Authorized Signature	Ву: _	Andre	a Holtz uthorized Signature	· •
				uthorized Signature	
•	Andrea Holtz		rea Holtz		
	Print Name		Name		
	President	Pre	esident		
	Title	Title	11_0_01		
	Date: 11-9-21	Date:	11-9-21		
				Da	vicad 09/17/2019

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

any tier) : both par Subcontra the bid/pr SOLICITAT	ted Schedule 2 is a binding document between the Prand should be treated as such. The Schedule 2 shall extress recognize this Schedule as a binding document between the Prands recognize this Schedule as a binding document of the Schedule 2 shall of the Schedule 3 shal	<u>contain bold</u> <u>ment</u> . All ument. Each	ed language i Subcontracto properly exe	ndicating that by si rs/subconsultants, cuted Schedule 2 m	gning the Schedule 2, including any tiered
(Check bo	sula) that amply)			ertification (if applic	
The unde Column 1 ☑Male □	Female □ African-American/Black □	•	an 🗹 Cauca		Column 3 ☐Supplier
properly e to be perfo	PARTICIPATION — S/M/WBE Primes must document all work xecuted Schedule 2 for any S/M/WBE participation may resulute or items supplied with the dollar amount and/or perce S/M/WBE is certified. A detailed proposal may be attached to	c to be perforr t in that partic ntage for each	ned by their ow ipation not bein work item. S/I	ng counted. Specify in M/WBE credit will only	detail, the scope of work
Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Underground Utility Locating Services		1		\$68,900.00
<u> </u>					
	signed Subcontractor/subconsultant is prepared to self-perfo \$68,900.00 owing total price or percentage:	rm the above-	described work	in conjunction with th	e aforementioned project
	ersigned intends to subcontract any portion of this work to a elow accompanied by a separate properly executed Schedul		ontractor/subco	nsultant, please list t	he business name and the
Na	ame of 2 <sup>nd</sup> /3 <sup>rd</sup> tier Subcontractor/subconsultant	Price o	or Percentage:		
-	Holtz Consulting Engineers, Inc.  Print Name of Prime  By: Andrea Holtz  Andrea Holtz  Print Name  President  Title	Print I By: _( Just Print	Name of Subcor Justin A in Ryan	tility Detection htractor/subconsultan <i>Ryan</i> whorized Signature	t

Revised 09/17/2019

#### **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 Kick-off Meeting, Site Visits, Utility Coordination	90
Task 2 Design Phase Services	210
Task 3 Permitting Phase Services	240
Task 4 Bid Phase Services	285
Task 5 Project Management	Throughout Project Duration
Total Duration	285 Calendar Days

Revised 04/26/2021

#### ATTACHMENT E BUDGET SUMMARY

Palm Beach County Water Utilities Department

Contract for Consulting/Professional Services Utility Distribution and Collection System Engineering Services
Resolution No.: R2020-1897 Contract Dated 12/15/2020
Consultant Services Authorization No.: 4
Consultant: Holtz Consulting Engineers, Inc.
Project Title: Valve Additions - Phase 2
PBCWUD Project No.: 22-003

5.20	PBCWUD Project No.: 22-003						Labor Classifica	tion and Hourly Rate							
Task No.	- Taek Description	Principal \$ 84.13	Associate -Engineer \$ 70,6	Senior Project Manager 8 \$ 54.39	(PE)	(EI)	er Senior Designo CADD Technicus	r Drafter an	Administrative Assistant B \$ 30.10	Total R. Labor		age OO	C Sub Consultan Services		TASK TOTAL
1.0	Kick-off Meeting, Site Visits, and Utility Coordination Kick-off Meeting Including Agenda and Minutes		] 2	1 2	2.5	1	1	1	1	\$ 352	2.52		T	\$	1,043.4
1.2	Site Visits (2 per location, 92 locations total)			46	92	92				\$ 9,336	.62			\$	27,636.40
									1						
1.3	Underground Utility Location Services  Subconsultant - Underdog Utility Detection, LLC.			6		12		-		\$ 756	.52				2,239.3
	(92 GPR locations, 71 soft-digs, 6 of which are under sidewalks)												\$ 68,900.00	\$	68,900.00
1.4	Prepare Aerial Layouts of Valve Locations and Coordination with Other Local Utilities		3	4	30	55		180		\$ 9,464	.20			\$	28,014.03
	Design Phase Services				4.	- 00		420		t 40 634	72				24 460 07
2.1	60-Percent Progress Drawings		3	22	45	90		132		\$ 10,631	./3				31,469.92
2.2	60-Percent Review Meeting		3	3						\$ 375	.21			\$	1,110.62
2,3	90-Percent Progress Drawings and EOPCC		. 6	22	25	70		90		\$ 7,964	41			\$	23,574.65
2.4	90-Percent Review Meeting		3	3						\$ 375	21			\$.	1,110.62
2.5	Final Drawings and EOPCC		2	12	22	22		45		\$ 3,921.	52			\$	11,607.70
.6	Assist with Contractor Proposal Evaluation		2	2	2				1000	\$ 332	04			\$	982,84
	Permitting Phase Services	100 To			\$1.00 miles										
	PBCHD Exemption Letter and Coordination		DATE-01-7-10-70	4	Ecclication of the contract of	4			TO KEEP PART OF ALTERNAT	\$ 350.	92			\$	1,038.72
	PBCLD Permitting For New Valves (up to 10 permit applications and 1 RAI each)		10	20	30			10		\$ 3,354.	90			\$	9,930.50
	PBCLD Permitting for Pedestrian MOT for Potholing (1 permit application and 1 RAI)		2	4	4			1		\$ 555.	90			\$	1,645.46
.4	FDOT Permitting (up to 6 permit applications and 1 RAI each)		12	18	24			12		\$ 3,208.	14			\$	9,496.09
8,84								a de la companya de							
	Bid Phase Services Bid Advertisement		1	4	-				5	\$ 438.	74	-		\$	1,298.67
				. 5 5 6 6 6	1 1 1										
2	Pre-bid Conference		2	2	2.5					\$ 352.5				\$	1,043.44
3 E	id Clarification/Addenda		1	1	3			3		\$ 347.4	6			\$	1,028.48
4 C	Contract Award			1	3	- 5				\$ 343.9	4			\$	1,018.06
5 C	Conformed Contract Documents					4		1	4	\$ 286,9	4			\$	849.34
	roject Management														
1 C	Contract Administration	3	12	6					8.095	\$ 1,670.5	5			\$	4,944.83
2 C	AVQC	8	. 6	. 6						\$ 1,423.4	6			\$	4,213.44
3 N	lonthly Status Report		7	4						\$ 712.3	2			\$	2,108,47
	Totals	11	77	192	285	354	0	474	18		0	0	\$ 68,900.00	\$	236,305.02
- L	abor Total Hours	11	77	192	285	354 \$ 33.34	0 \$ 38.78	474 \$ 33.18	18 \$ 30.10		+	$\blacksquare$			
L		\$ 925.43		\$ 10,442.88	\$ 11,670.75	\$ 11,802.36	\$ -	\$ 15,727.32	\$ 544.66				<u> </u>		
L		2.96 \$ 2,739.27	2.96 \$ 16,109.38	2.96 \$ 30,910.92	2.96 \$ 34,545.42	2.96 \$ 34,934.98	2,96 \$ -	2.96 \$ 46,552.86	\$ 1,612.19		<u> </u>				\$167,405,02
	abor Total ileage/ODC														\$0.00
s	ubconsultant Total roject Total									_					\$68,900.00 \$236,305.02

# **Underdog Utility Detection LLC.** 3524 Lone Pine Road Delray Beach FI 33445

### **Proposal**

\$68,900.00

**Total** 

**Proposal Date: 10/18/2021** 

Proposal #: 628

Project: PBC Valve Repla...

#### Bill To:

Holtz Consulting 270 Central Blvd Jupiter FL. 33458

Description	Est. Hours/Qty.	Rate	Total
Locate and mark underground utilities utilizing Electromagnetic and Ground Penetrating Radar. 4Hr Min.	184	200.00	36,800.00
Pot hole excavation on soft surfaces.	65	300.00	19,500.00
Pot hole excavation on hard surfaces.	6	350.00	2,100.00
Mobile MOT crew and equipment as needed to close sidewalks/ lanes and re route pedestrian or vehicle traffic if needed to perform digs. This does not include any electronic message boards or permitting if needed. MOT will only be billed as needed and used.  Palm Beach County Phase 2 Valve additions (Zone 6)  Scope: The project involves installing/ replacing valves on existing water mains and force mains. There are 92 valves total in various locations. The attached file has a list of the nearest address for most of the valves. Proposing to scan a 20ft x 20ft around the valve at each location, also to include 71 soft/hard digs to be used at some of the locations to verify the size/material of the main getting the new valve.		1,750.00	10,500.00

#### **ATTACHMENT F**

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Utility Distribution & Collection Engineering Services
Resolution No. R2020-1897 Contract Dated December 15, 2020

## SUMMARY OF SBE-M/WBE BUSINESS TRACKING

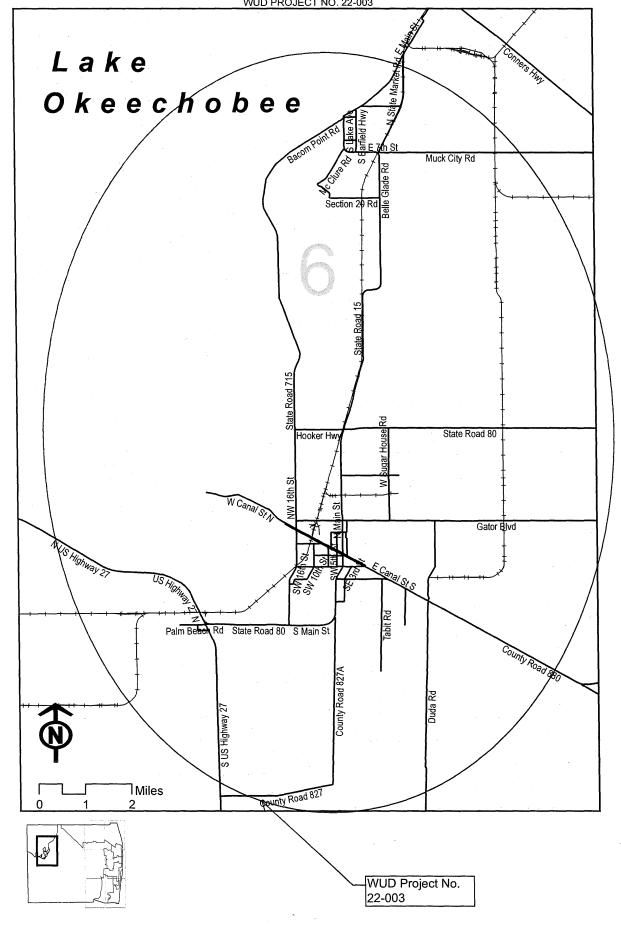
Master Contract Goals	SBE: 96%	M/WBE: 90%	MBE (H): 85%	MBE (A): 5%
Current Proposal				
Value of Authorization No. 4	\$236,305.02			
Value of SBE-M/WBE Letters of Intent	\$167,405.02	\$167,405.02	\$167,405.02	\$0.00
Actual Percentage	70.84%	70.84%	70.84%	0%
Signed/Approved Authorizations				
Total Value of Authorizations	\$986,036.60			
Total Value of SBE-M/WBE Signed	\$857,257.80	\$752,207.80	\$732,937.80	\$19,270.00
Subcontractors				
Actual Percentage	86.93%	76.28%	74.33%	1.95%
Signed/Approved Authorizations Plus Current Proposal				
Total Value of Authorization	\$1,222,341.62			
Total Value of Subcontractors &	\$1,024,662.82	\$919,612.82	\$900,342.82	\$19,270.00
Letters of Intent				
Actual Percentage	83.82%	75.23%	73.65%	1.57%

Revised 04/26/2021

#### **Location Map**

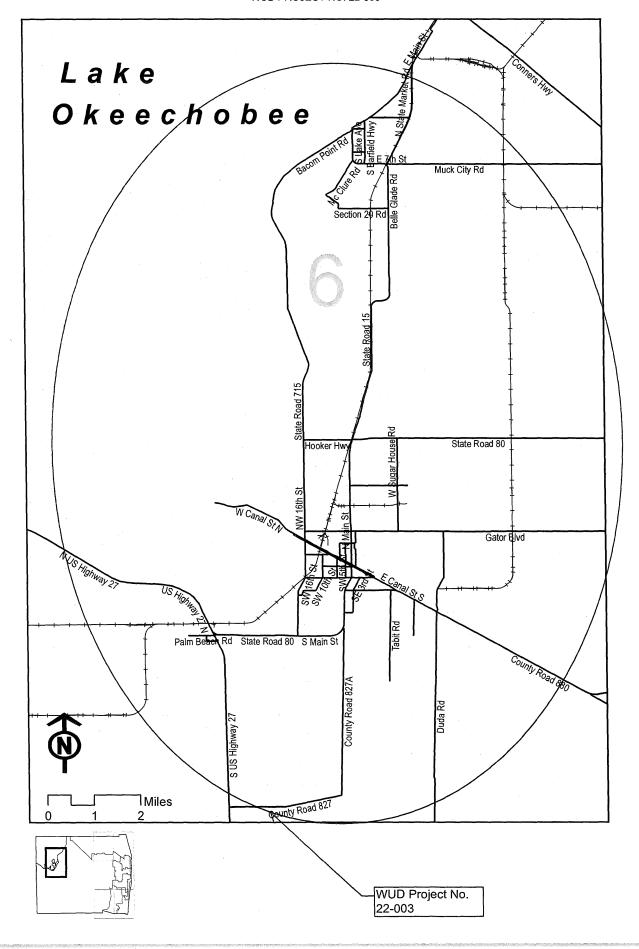
#### ATTACHMENT G

CONSULTANT SERVICES AUTHORIZATION NO. 4 HOLTZ CONSULTING ENGINEERS, INC. WUD PROJECT NO. 22-003



#### **Location Map**

ATTACHMENT 2
HOLTZ CONSULTING ENGINEERS, INC.
WUD PROJECT NO. 22-003



**HOLTCON-04** 

**SNELSON** 

DATE (MM/DD/YYYY)

#### CERTIFICATE OF LIABILITY INSURANCE

CORD

5/14/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

						noute notaer in nea or su						
	PRODUCER				CONTACT Suzanne Nelson							
CAL Risk Management 23 Eganfuskee Street			PHONE (A/C, No, Ext): (561) 868-6291 FAX (A/C, No): (561) 427-6730									
23 Egantuskee Street Suite 102				E-MAIL ADDRESS: Snelson@callic.com								
		FL 33477					7,001,000.			DING COVERAGE		NAIC#
						Forster Sp			44520			
INSU	RED						INSURER B:	<b>Progres</b>	sive Expre	ss ins. Co		10193
Holtz Consulting Engineers, Inc.				INSURER C :	Travele	s Casualty	& Surety Company					
		270 S Central Suite 207	Boulevard				INSURER D :					
		Jupiter, FL 33	458				INSURER E :					
		oupiter, i E oo	400									
							INSURER F:					
CO	VER.	AGES	CER	TIFIC	ATE	NUMBER:				REVISION NUMBER:		
C	IDICA ERTII	TED. NOTWITHST. FICATE MAY BE IS:	ANDING ANY R SUED OR MAY	EQUII PERT	REME FAIN,	SURANCE LISTED BELOW I ENT, TERM OR CONDITION THE INSURANCE AFFORI LIMITS SHOWN MAY HAVE	N OF ANY ( DED BY TH	CONTRAC IE POLICI	CT OR OTHER ES DESCRIB	DOCUMENT WITH RESPE	CT TO	WHICH THIS
								LICY EFF	POLICY EXP			
INSR LTR		TYPE OF INSUR		ADDL INSD	WVD.	POLICY NUMBER	(MM/	/DD/YYYY)	(MM/DD/YYYY)	LIMITS	<u> </u>	2.000.000
Α	X	COMMERCIAL GENERA			İ			1	1	EACH OCCURRENCE	\$	2,000,000
		CLAIMS-MADE	X OCCUR	х	Х	EPK126836	5/1	15/2021	5/15/2023	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	100,000
	X	General Aggrega	ite ap	-				1		MED EXP (Any one person)	\$	10,000
	$\vdash$											2,000,000
	$\vdash$									PERSONAL & ADV INJURY	\$	4,000,000
	GEN	I'L AGGREGATE LIMIT AI	PPLIES PER:							GENERAL AGGREGATE	\$	
		POLICY X PRO-	LOC				1			PRODUCTS - COMP/OP AGG	\$	4,000,000
		OTHER:								HNO Auto	\$	1,000,000
В	TUA	OMOBILE LIABILITY								COMBINED SINGLE LIMIT (Ea accident)	\$	500,000
		ANY AUTO		x	x	028441920	10/	/29/2020	10/29/2021	BODILY INJURY (Per person)	\$	
		OWNED AUTOS ONLY HIRED	SCHEDULED AUTOS NON-OWNED AUTOS ONLY							BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$	
		AUTOS ONLY	AÚTOS ONLY							PIP	\$ \$	10,000
Α		UMBRELLA LIAB	X OCCUR							EACH OCCUPPENCE	\$	4,000,000
	X	EXCESS LIAB	CLAIMS-MADE			EFX116265	5/	15/2021	5/15/2023	EACH OCCURRENCE		4,000,000
	^	EXCESS LIAB	CLAIIVIS-IVIADE	4		2.71.0200	0.	.0,2021	0.10.2020	AGGREGATE	\$	4,000,000
		DED RETENTIO									\$	
C	WOF	NORKERS COMPENSATION AND EMPLOYERS' LIABILITY								X PER OTH-		
					χ UB9K5640712047G	5/1	5/15/2021	5/15/2022	E.L. EACH ACCIDENT	¢	1,000,000	
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A							Ψ	1,000,000		
	If yes	s, describe under					1			E.L. DISEASE - EA EMPLOYEE	\$	1,000,000
-	DÉS	s, describe under CRIPTION OF OPERATIO	ONS below	<del> </del>	<u> </u>	EDK436926		4 510004	FIATIONS	E.L. DISEASE - POLICY LIMIT	\$	
Α		fessional Liab				EPK126836	1	15/2021	5/15/2023	Agg \$4M, Per Occur		3,000,000
Α	Pol	lution Liability				EPK126836	5/	15/2021	5/15/2023	Agg \$4M, Per Occur		2,000,000
The requiab Liab	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) WUD Project – 19-082 - Utility Distribution & Collection System Engineering Services The certificate holder is included as an additional insured for ongoing and completed operations for general liability per forms EN0111 & EN0320 when required by written contract. General Liability is primary and non-contributory when required by written contract. Waiver of subrogation applies to general liability, and workers compensation when required by written contract. Excess Liability extends over General Liability, Employers Liability and Prof/Pollution Liability. Cancellation per policy terms and conditions.  Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents, is included as an SEE ATTACHED ACORD 101											
CF	RTII	FICATE HOLDER					CANCEL	LATION				
Palm Beach County Water Utilities Department c/o Directors Utilities Engineering 8100 Forest Hill Blvd. West Palm Beach, FL 33413					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE							
A CORD 25 (2046(02))								© 1000 2015 A CORD CORPORATION All rights received				

ACORD 25 (2016/03)

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SIN	ᄄ	J.	JIN.

AGENCY CUSTOMER ID: HOLTCON-04

LOC #: 1



#### ADDITIONAL REMARKS SCHEDULE

Page \_ 1 \_ of \_ 1

AGENCY CAL Risk Management POLICY NUMBER SEE PAGE 1 CARRIER NAIC CODE		NAMED INSURED Holtz Consulting Engineers, Inc. 270 S Central Boulevard Suite 207 Jupiter, FL 33458 Palm Beach					
SEE PAGE 1	SEE P 1	EFFECTIVE DATE: SEE PAGE 1					
ADDITIONAL REMARKS							
THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.							

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles: additional insured for ongoing and completed operations for general liability per forms EN0111 & EN0320 when required by written contract. General Liability is primary and non-contributory when required by written contract. Waiver of subrogation applies to

general liability, and workers compensation when required by written contract. Cancellation per policy terms and conditions.

ACORD 101 (2008/01)

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