

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: August 22, 2023
Consent [X] Regular []
Public Hearing []

Department: Water Utilities Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Supplement 1 to the Consultant Services Authorization (CSA) No. 5 to the Consulting/Professional Services for General Utility, Architectural and Value Engineering Services Contract (Contract) with Chen Moore and Associates, Inc. (Consultant) for the Torry Island Force Main Improvements (Project) for a not to exceed amount of \$132,449.22.

Summary: On December 15, 2020, the Board of County Commissioners approved the Palm Beach County Water Utilities Department (PBCWUD) Contract (R2020-1891) with Consultant. Supplement 1 to the CSA No. 5 provides for professional consulting services relating to additional topographic survey, construction inspection services and post-construction monitoring and emergency services to meet the South Florida Water Management District (SFWMD) permit conditions associated with the force main interim repairs downstream of the Torry Island lift station.

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 of a 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 African American owned firms. . The Contract provides for 27.00% SBE participation, which includes 17.00% MBE participation, 17.00% MBE (B). Supplement 1 to the CSA No. 5 includes 30.73% SBE participation, which includes 30.73% MBE participation, 30.73% MBE (B). The cumulative SBE participation including Supplement 1 is 25.99% SBE participation, which includes 11.46% MBE participation, 9.95% MBE (B). 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 FY23 budget. (PBCWUD Project No. 21-063) District 6 (MWJ)

Background and Justification: This Project will temporarily improve the 6-inch force main on the south side of the Hillsboro Canal that conveys wastewater from the Torry Island Campground to the Western Region Wastewater Treatment Facility. This portion of the force main is approaching the end of its useful life, requires frequent maintenance, and will be relocated in the future as required by SFWMD. Remaining portions of the force main, including the subaqueous canal crossings, will be also replaced in the future with new piping. The improvements will increase the reliability and operability of PBCWUD's wastewater collection system.

Attachments:

- 1. Two (2) Originals of Supplement 1 to the Consultant Services Authorization No. 5
- 2. Location Map
- 3. Ebix Compliance Summary Report

Recommended By: Ali Bayat Department Director
Date: 7/20/23

Approved By: Wesley B. Blum Assistant County Administrator
Date: 7/27/23

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures	\$132,450	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	\$132,450	0	0	0	0
 # ADDITIONAL FTE POSITIONS (Cumulative)	 0	 0	 0	 0	 0

Budget Account No.: Fund **4011** Dept **721** Unit **W026** Object **6547**

Is Item Included in Current Budget? Yes X No

Does this item include the use of federal 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: See letter FA 4B

III. REVIEW COMMENTS

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

 <hr/> OFMB 9A 721	 <hr/> Contract Development and Control
7/21/23 EDW 7-21-2023	7/26/23 TH 7/24/23

B. Legal Sufficiency:

 M. Jones 2/27/23
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

SUPPLEMENT NO. 1
CONSULTANT SERVICES AUTHORIZATION NO. 5
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
Resolution No. R2020-1891 Contract Dated December 15, 2020

Project Title: Torry Island Force Main Improvements

PBCWUD Project No.: 21-063

Consultant: Chen Moore and Associates, Inc.

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

Budget Line Item No.: 4011-721-W026-6547

District No.: 6

This Supplement Consultant Services Authorization provides for: professional consulting services to perform additional topographic survey for the pipeline design, inspection services and post-construction monitoring and emergency services associated with the force main repairs downstream of the Torry Island lift station.

(See ATTACHMENT A for detailed scope of services)

The Contract provides for 27.00% SBE participation, which includes 17.00% MBE participation, 17.00% MBE (B).

This Supplement Consultant Services Authorization includes 30.73% overall participation which includes, 30.73% MBE participation, 30.73% MBE (B).

The cumulative SBE participation, including this Supplement Consultant Services Authorization is 25.99%, which includes 11.46% MBE participation, 9.95% MBE (B).

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 \$132,449.22

B. Fixed price of \$0.00

C. Total \$132,449.22

4. This Authorization may be terminated by the County without cause or prior notice. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed through the date of termination, together with reimbursable expenses (if applicable) then due.

SUPPLEMENT NO. 1
CONSULTANT SERVICES AUTHORIZATION NO. 5
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
Resolution No. R2020-1891 Contract Dated 12/15/2020

Project Title: Torry Island Force Main Improvements

PBCWUD Project No.: 21-063

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 December 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.

SUPPLEMENT NO. 1
CONSULTANT SERVICES AUTHORIZATION NO. 5
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
Resolution No. R2020-1891 Contract Dated 12/15/2020

Project Title: Torry Island Force Main Improvements

PBCWUD Project No.: 21-063

IN WITNESS WHEREOF, this Authorization is accepted, subject to the terms, conditions and obligations of the aforementioned Contract.

Joseph Abruzzo, Clerk of the Circuit Court
& Comptroller, Palm Beach County

Palm Beach County, Board
of County Commissioners

ATTEST:

Signed: _____

HMA

Signed: _____

Gregg K. Weiss, Mayor

A13

Typed Name: _____
Deputy Clerk

(Date)

Approved as to Form and Legal
Sufficiency

Chen Moore and Associates, Inc.
(Consultant)

Signed: *[Signature]* *for M. Jones*

Suzanne Dombrowski, P.E.
(Print Name)

Typed Name: Michael W. Jones
County Attorney

[Signature]
(Signature)

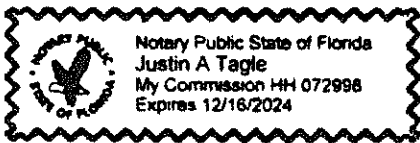
Principal Engineer
(Title)

4/14/2023
(Date)

STATE OF FLORIDA

COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 14 day of April, 2023, by Suzanne Dombrowski, who is personally known to me or has produced _____ as identification.



Signature of Notary Public - State of Florida)

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

500 S. Australian Ave., Suite 850
West Palm Beach, FL 33401
Office: +1 (561) 746-6900



March 10, 2022

SENT VIA E-MAIL (kbernstn@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 # WUD 19-077R

Dear Mrs. Berntsen,

With this letter I am allowing Suzanne Dombrowski, Senior Engineer, to have signature authority on behalf of Chen Moore and Associates, Inc. for letters, forms, contracts and other related documents under Contract WUD-19-077R, 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,



CHEN MOORE AND ASSOCIATES
Peter Moore, P.E., F.ASCE, ENV SP, LEED AP, President

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

chenmoore.com

SUPPLEMENT NO. 1
CONSULTANT SERVICES AUTHORIZATION NO. 5
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
General Utility, Architectural and Value Engineering Services
Resolution No. R2020-1891 Contract Dated 12/15/2020

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 12/20/2022

ATTACHMENT A

SCOPE OF SERVICES

PBCWUD Project No.: 21-063

Project Title: Torry Island Force Main Improvements

Chen Moore and Associates, Inc. (CONSULTANT) will provide engineering services to Palm Beach County Water Utilities Department (PBCWUD) with support during construction of the Torry Island Force Main repairs. The CONSULTANT will also perform post-construction compliance services to meet the permit conditions for interim operations of the Torry Island pump station and force main. These compliance services include monitoring and emergency response to meet the requirements of the South Florida Water Management District (SFWMD) Right-of-Way (ROW) Permit No. 7795, Torry Island Emergency Force Main Repair. Permit requirements are noted in the permit's staff report as well as additional special conditions that are captured in the following three (3) reports: Preliminary Investigation Report, Monitoring Plan, and Emergency Action Plan (EAP).

The permit conditions require the designation of an Engineer of Record (EOR) to certify construction, lead the monitoring program, implement the EAP, and be responsible for ensuring compliance with all terms and conditions. Per permit requirements, the EOR shall be the engineer that signs the approved Monitoring Plan and the EAP. The CONSULTANT's EOR shall be responsible for assigning staff and managing performance of the CONSULTANT's responsibilities.

Additionally, surveying services beyond the original Consultant Services Authorization (CSA) will be performed. This is due to the new force main being installed across the North New River Canal instead of the existing force main being rehabilitated. The additional survey areas include portions of the Torry Island Campground and the SFWMD ROW.

The scope of services and the work to be performed by the CONSULTANT under this CSA includes the following:

Task 1. Project Meetings

CONSULTANT shall coordinate all project related meetings as needed throughout the duration of the work.

CONSULTANT shall prepare agendas, attend meetings, and prepare meeting summaries for up to three (3) progress meetings over the course of the anticipated project schedule.

Task 1 Deliverables:

- *Meeting Agendas: Letter sized - Electronic Portable Document Format (PDF)*
- *Meeting Summaries: Letter sized - Electronic PDF*

Task 2. Submittal Reviews

CONSULTANT shall review all submittals from the Contractor in conformance with the timelines and format of the Contract Documents. Items reviewed shall include Requests for Information (RFI), payment applications, change orders, construction schedules, and as-built drawings. Due to the small scope of this project, short duration submittals for this project are expected to be minimal compared to typical construction projects.

- 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 and a draft will be provided to PBCWUD for review prior to submission to the Contractor. It is assumed that two (2) RFI responses will be submitted and logged.
- 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 one (1) payment application will be reviewed.
- In the event there is a change to the Contract Documents based on unforeseeable or unforeseen field conditions and the Contractor submits a Change Order, 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 one (1) change order will be reviewed by the CONSULTANT.
- CONSULTANT shall review the initial construction schedule for approval and each monthly update as required in the Contract Documents.
- CONSULTANT shall review the final "As-Built" drawings for accuracy with the completed construction and for conformance with the Contract Documents.
- CONSULTANT shall provide coordination with the following entities to ensure conformance with regulatory requirements during construction and after completion of the work:
 - Permit coordination with SFWMD to close-out construction phase activities will include preparation of construction documentation such as construction photos, testing results, as-built drawings, and signature by the EOR of a construction completion certification form.

Task 2 Deliverables:

- *Logs for RFIs and Change Orders: Letter sized - Electronic 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 3. Field Observation

CONSULTANT shall provide part-time inspection (four (4) hours per day on site, two (2) hours per day commute time, five (5) days per week) construction observation services for the duration of the site work, estimated at three (3) weeks. CONSULTANT shall observe the Contractor's construction means and methods and 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 and will not be responsible for construction means, methods, sequences, procedures, schedule, or safety measures selected by the Contractor or others. The CONSULTANT will keep in close contact with the Contractor and PBCWUD's project manager with respect to the project's progress throughout the duration of construction.

CONSULTANT will not be responsible for unacceptable work or impacts to the project's schedule or sequence of work should the Contractor fail to engage in timely communication or provide adequate prior notice regarding their work pertaining to required inspections. CONSULTANT will inform all pertinent parties who are tasked with the responsibility of observing specific components of this project's construction, upon receiving proper advanced notice from the Contractor and learning of the Contractor's plan to execute various relevant tasks.

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

- Prepare daily construction observation report summary
- Force main installation, including trenching excavations, unsuitable soil removal, and backfilling operations
- General site restoration
- Joints and restraint of proposed pipeline
- Installation of valves
- Erosion control devices/measures
- Pressure testing of force mains
- CONSULTANT shall coordinate with the Contractor and its 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
- Attend walk-through(s) with pertinent regulating agency and Contractor and prepare meeting notes
- Prepare a punch list of items to complete the construction
- Attend Substantial Completion and Final Completion walk-throughs and prepare meeting notes

Task 3 Deliverables:

- *Field observation and inspection reports: Letter sized - Electronic PDF*

Task 4. Post Construction Permit Compliance:

The SFWMD ROW permit for this project includes post-construction monitoring and adherence to an emergency action plan in the event of a potential levee breach should the United States Army Corps of Engineers (USACE) protective levee be damaged due to operations of the Torry Island force main. Post-construction activities are laid out in two (2) supplemental reports, the Monitoring Plan and the EAP, included in the approved permit.

4.1 Visual Levee Inspections

Visual inspections of the force main are required on a weekly basis and will be documented in field reports. It is anticipated that most of these inspections will be performed by PBCWUD field station staff. However, the CONSULTANT shall perform one (1) field inspection each month for a one (1) year period, which shall include photos and field notes on the condition of the alignment. In addition, the CONSULTANT shall collect and store any field inspections and documentation performed by PBCWUD staff. Upon request from SFWMD, the CONSULTANT shall compile all field information requested and transmit it to SFWMD. The CONSULTANT shall also create a Field Inspection template to identify field inspection data and allow consistency between inspections performed by PBCWUD staff and those of the CONSULTANT.

Task 4.1 Deliverables:

- Inspection report template: *Letter sized - Electronic PDF*
- Weekly inspection reports, including both CONSULTANT and PBCWUD staff inspections, will be compiled and submitted to PBCWUD quarterly: *Letter sized - Electronic PDF*

4.2 Canal Stage Monitoring

Operation of Lift Station (LS) No. 8129 is required to cease when stages in the Hillsboro Canal (L-14) meet or exceed elevation 9.8 feet, North American Vertical Datum (NAVD). The CONSULTANT shall be responsible for daily monitoring of the L-14 Canal and notifying the PBCWUD of stage exceedance. PBCWUD is responsible for ceasing LS operations when notified by CONSULTANT. The period of monitoring will be one (1) year from the commencement of operation of the force main.

Task 4.2 Deliverables:

- CONSULTANT will log canal stages in an electronic Excel format and provide to PBCWUD upon request.

4.3 Emergency Action Response

In the event that the L-14 Canal stages reach 9.8 feet, NAVD 1988 or higher and levee deficiencies have been observed then the EAP will go into effect. The CONSULTANT shall provide additional on-site inspections and coordination of preventative measures. Preventative measures may include placement of sandbags, riprap or other activities to mitigate potential levee breaks or contain levee breaches. The CONSULTANT will contact the SFWMD to coordinate the EAP with PBCWUD field station staff and provide input on mitigation measures. The CONSULTANT shall document performance, actions and damages occurring during implementation of the EAP and submit a report summarizing the incident.

Task 4.3 Deliverables:

- An EAP Incident Reports will be submitted for each incident: Letter sized - Electronic PDF

Task 5. Topographic Survey:

CONSULTANT shall coordinate with licensed surveyor Brown & Phillips, Inc., to obtain the required topographic data within the additional project limits, including portions of the Torry Island Campground and the SFWMD ROW, across the North New River Canal. Surveyor control will be in North American Vertical Datum NAVD of 1988 (NAVD 1988) utilized from previously prepared surveys. Surveyor shall locate all above-ground features within the identified alignment, including trees, culverts, swales, levees, irrigation systems, fire hydrants, valves, and overhead utilities.

Within the Torry Island area, Surveyor shall obtain spot elevations on approximately 100 feet sections with high and low points and points of location. Three (3) bathymetric cross sections will be obtained at each of the five (5) finger canals, for a total of fifteen (15) cross sections. Soundings

for cross sections will be taken at a maximum of 20-foot intervals, from top of bank to top of bank.

The topographic survey within the SFWMD ROW will be expanded from the original CSA. The survey will show ROW lines and obtain ground elevations at 10-foot intervals on the cross sections. Surveyor will perform six (6) additional bathymetric cross sections across the North New River Canal from ROW to ROW. Soundings for cross sections will be taken at a maximum of 10-foot intervals. Cross sections will be prepared in accordance with SFWMD requirements. The plan will include a conversion equation from NAVD 1988 to the National Geodetic Vertical Datum of 1929 (NGVD 1929).

This will not constitute a boundary or ROW survey as defined in the Minimum Technical Standards for Land Surveying and Mapping. Ownership and title searches are not included. Easements will be based on information obtained from record plats.

Task 5 Deliverables:

- Signed and sealed survey plans on 24" x 36" drawings at 1:20 scale.

ASSUMPTIONS

- Easement sketch and legal descriptions are not included.
- Design services are not included.
- Material or field testing is to be performed solely by the Contractor.
- Construction submittal reviews are not included. They will be performed under a different Authorization.
- CONSULTANT will certify project based on compliance with the approved regulatory requirements.
- Design of Supervisory Control and Data Acquisition (SCADA) or LS components for monitoring of force main pressures is not included. This will be installed by PBCWUD.
- CONSULTANT will not be responsible for breaks or damage of the existing force main or associated cleanup efforts. Under this CSA, CONSULTANT will utilize reports prepared by PBCWUD staff to supplement CONSULTANT observations for reporting to SFWMD. Full time on site inspections or monitoring for spill documentation are not included. Documentation of spills for regulatory agencies other than SFWMD is not included.

ATTACHMENT B

SUMMARY AND STATUS OF CONSULTANT AUTHORIZATIONS

Auth. No.	WUD Project No.	Title	Status	Project Total Amount	SBE Total Amount	SBE Participation %	Approved	
							By	Date
1	21-017	Satellite Leak Detection	Approved	\$93,268.00	\$0.00	0.00%	CRC	3/3/2021
1.1	21-017	Satellite Leak Detection	Approved	\$25,365.92	\$0.00	0.00%	WUD	7/27/2021
2	21-042	Water Treatment Plant No. 11 Energy Isolation and Safety Procedures	Approved	\$82,682.00	\$28,000.00	33.86%	CRC	9/29/2021
3	21-043	I.S.O. 55001 Audits	Approved	\$182,280.00	\$0.00	0.00%	BCC	6/8/2021
4	21-055	Utility Location Services	Approved	\$48,604.00	\$40,000.00	82.29%	WUD	6/30/2021
4.1	21-055	Utility Location Services	Approved	\$48,604.00	\$40,000.00	82.29%	WUD	11/19/2021
5	21-063	Torry Island Force Main Improvements	Approved	\$326,842.72	\$64,123.72	19.61%	BCC	10/5/2021
5.1	21-063	Torry Island Force Main Improvements	Pending	\$132,449.22	\$40,702.92	30.73%	BCC	Pending
6	21-078	Utility Location Services Phase 2	Approved	\$97,328.00	\$80,000.00	82.19%	CRC	12/8/2021
7	21-065	S.R.-15/U.S.-441 from South of Shirley Dr. to East of Main Street; F.D.O.T.#443994	Approved	\$98,327.00	\$9,501.00	9.66%	CRC	12/22/2021
7.1	21-065	S.R.-15/U.S.-441 from South of Shirley Dr. to East of Main Street; F.D.O.T. # 443994	Pending	(\$38,189.00)	\$539.00	-1.41%	WUD	Pending
8	19-065	Integrated Utility Master Plan Utility Overview	Approved	\$349,819.00	\$161,340.00	46.12%	BCC	12/21/2021
9	19-065	Integrated Utility Master Plan Utility Overview	Approved	\$470,600.00	\$32,505.00	6.90%	BCC	1/4/2022
10	22-001	Lift Station Rehabilitation Priority Work Phase 2	Approved	\$351,981.16	\$109,006.06	30.96%	BCC	3/8/2022

Revised 12/20/2022

10.1	22-001	Lift Station Rehabilitation Priority Work Phase 2	Approved	\$93,239.11	\$27,463.28	29.45%	CRC	3/29/2023
11	22-006	Charleston Street Site Improvements	Approved	\$197,451.75	\$99,667.18	50.47%	BCC	6/7/2022
12	22-038	Acoustic Water Leak Detection Survey Services	Approved	\$98,346.00	\$0.00	0.00%	CRC	12/7/2022
12.1	22-038	Acoustic Water Leak Detection Survey Services	Pending	\$98,346.00	\$0.00	0.00%	CRC	Pending
13	22-029	Engineeirng Services During Construction (Roadway Projects)	Approved	\$35,520.00	\$0.00	0.00%	WUD	9/7/2022
14	22-027	Digital Capability Review	Approved	\$84,404.00	\$0.00	0.00%	CRC	7/27/2022
15	22-031	WPT No. 3 Energy Isolation and Safety Procedures	Pending	\$91,965.00	\$31,143.66	33.86%	CRC	Pending

ATTACHMENT C

OEBO SCHEDULE 1

Office of Equal Business Opportunity Compliance Programs

OEBO SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: Torry Island Force Main Improvements
 SOLICITATION OPENING/SUBMITTAL DATE: N/A

SOLICITATION/PROJECT/BID NO.: 21-063
 COUNTY DEPARTMENT: PBCWUD

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: 500 S. Australian Avenue, Suite 850, West Palm Beach, FL 33401
 CONTACT PERSON: Suzanne Dombrowski, PE PHONE NO.: 561-746-6900x1035 E-MAIL: sdombrowski@chenmoore.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$91,746.30
 *SMWBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.

Non-SBE
 MBE
 WBE
 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	MBE	WBE	SBE	Black	Hispanic	Women	Caucasian	Asian	Other
		Minority Business	Women Business	Small Business						
Brown & Phillips, Inc. 901 Northpoint Parkway 1. West Palm Beach, FL 33407 (561) 615-3988	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$40,702.92					
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

(Please use additional sheets if necessary)

Total \$40,702.92

Total Bid/Offer Price \$ \$132,449.22 Total Certified S/M/WBE Participation \$ 40,702.92

I hereby certify that the above information is accurate to the best of my knowledge: Suzanne Dombrowski, P.E.  Principal Engineer
 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 OEBO Affirmative Procurement Initiative (API). Please check the applicable box and list the dollar amount or percentage under the appropriate demographic category.
 - Modification of this form is not permitted and will be rejected upon submittal.

ATTACHMENT C

OEBO SCHEDULE 2

Office of Equal Business Opportunity Compliance Programs

Revised 12/20/2022

OEBO 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. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 21-063

SOLICITATION/PROJECT NAME: Torry Island Force Main Improvements

Prime Contractor: Chen Moore and Associates, Inc. Subcontractor: Brown & Phillips, Inc.

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 1/31/22-1/30/25

The undersigned affirms they are the following (select one from each column if applicable):

Column 1	Column 2	Column 3
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input checked="" type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input type="checkbox"/> Caucasian American	<input type="checkbox"/> Supplier
	<input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American	

S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any **S/M/WBE** participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

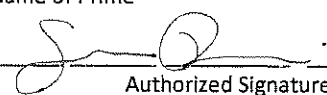
Line Item	Item Description	Unit Price	Quantity/Units	Contingencies/Allowances	Total Price/Percentage
1	Engineering Survey	\$40,702.92	1		\$40,702.92

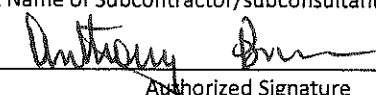
The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$40,702.92

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

_____ Price or Percentage: _____

Name of 2nd/3rd tier Subcontractor/subconsultant

Chen Moore and Associates, Inc.
 Print Name of Prime
 By: 
 Authorized Signature
Suzanne Dombrowski, P.E., ENV SP
 Print Name
Principal Engineer
 Title
 Date: 4/11/2023

Brown & Phillips, Inc.
 Print Name of Subcontractor/subconsultant
 By: 
 Authorized Signature
Anthony S. Brown
 Print Name
DCEO
 Title
 Date: 4/11/2023

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)

<u>Task No.</u>	<u>Task Description</u>	<u>Cal Days</u>
1	Project Meetings	120
2	Submittal Reviews	120
3	Field Observations	120
4	Post-Construction Permit Compliance	365
5	Topographic Survey	60
Total Anticipated Duration		365 Calendar Days

Revised 12/20/2022

Attachment E Budget Summary

Palm Beach County Water Utilities Department
Contract for Consulting / Professional Services: General Utility, Architectural and Value Engineering Services
 Construction Services Authorization: 5.1
 Consultant: **Chen Moore and Associates, Inc.**
 Project name: **Torry Island Force Main Improvements**
 WUD Project No.: **21-063**

Resolution **R2020-1891**

Contract Dated **December 15, 2020**

Task Number	Chen Moore and Associates, Inc.	Labor classification & hourly rate													Consultant Total Hours per Task	Consultant Raw Total Amount per Task	Consultant Final Total Amount per Task	Brown & Phillips, Inc. Engineering Surveying	TOTAL PER TASK
		Principal (\$/hr)	Project Director (\$/hr)	Sr. Project Manager (\$/hr)	Project Manager (\$/hr)	Sr. Engineer (\$/hr)	Sr. Construction Specialist (\$/hr)	Project Engineer (\$/hr)	Associate Engineer (\$/hr)	Senior Designer (\$/hr)	Engineer (\$/hr)	Senior Technician (\$/hr)	Clerical (\$/hr)	Engineering Intern (\$/hr)					
	Task Description	\$120.00	\$94.00	\$94.00	\$69.00	\$65.00	\$40.00	\$50.00	\$40.00	\$43.00	\$34.00	\$30.00	\$31.00	\$17.00					
1	Project Meetings																		
1.1	Project Meetings			3	6		12	12							33	\$1,776.00	\$5,328.00	\$5,328.00	
2	Submittal Reviews																		
2.1	Submittal Reviews			4	8		8	29							49	\$2,698.00	\$8,094.00	\$8,094.00	
3	Field Observations																		
3.1	Field Observations			4	16		102	24							146	\$6,760.00	\$20,280.00	\$20,280.00	
4	Post-Construction Permit Compliance																		
4.1	Visual Field Observations			4	8		72	24							108	\$5,008.00	\$15,024.00	\$15,024.00	
4.2	Canal stage Monitoring			2	8				52						62	\$2,820.00	\$8,460.00	\$8,460.00	
4.3	Emergency action Response			40	8		60	40							148	\$8,712.00	\$26,136.00	\$26,136.00	
5	Topographic Survey																		
5.1	Topographic Survey			4	4			12							20	\$1,252.00	\$3,756.00	\$40,702.92	
Consultant Labor Total hours per Personnel		0	0	61	58	0	254	141	52	0	0	0	0	0	566				
Consultant Labor Raw Costs per Personnel		\$0.00	\$0.00	\$5,734.00	\$4,002.00	\$0.00	\$10,160.00	\$7,050.00	\$2,080.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,026.00	\$29,026.00	\$0.00	\$0.00	
Labor Multiplier per Personnel		3	3	3	3	3	3	3	3	3	3	3	3	3					
Total Cost per Personnel		\$0.00	\$0.00	\$17,202.00	\$12,006.00	\$0.00	\$30,480.00	\$21,150.00	\$6,240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$87,078.00	\$40,702.92	
Reimbursable Expenses (Not to Exceed)		\$4,668.30	Mileage													\$4,668.30		\$4,668.30	
Consultant Eng. (Fixed Fee):		\$0.00																	
Consultant Eng. (Not to Exceed Fee):		\$91,746.30																	
Total Consultant Eng. Fee:		\$91,746.30	General Utility, Architectural and Value Engineering Services													69.269%			
Sub Consultants																			
Not to Exceed	Brown & Phillips, Inc.	\$40,702.92	Engineering Surveying													30.731%			
Sub consultant Multiplier:		1																	100.000%
Consultant Profit from Sub-Consultants:		\$0.00																	
Subcontract Total (Not to Exceed):		\$40,702.92																	
Consultant Labor Total:		\$91,746.30																	
Project CSA Total:		\$132,449.22																	
Total Project CSA Total:		\$132,449.22																	
Total Project CSA Total (Fixed Fee):		\$0.00																	
Total Project CSA Total (Not to Exceed):		\$132,449.22																	

Revised 12/20/2022

Attachment E Budget Summary

Palm Beach County Water Utilities Department
Contract for Consulting / Professional Services: General Utility, Architectural and Value Engineering Services
Construction Services Authorization: 5.1
Consultant: Chen Moore and Associates, Inc.
Project name: Torry Island Force Main Improvements
WUD Project No.: 21-063

Resolution R2020-1891

Contract Dated December 15, 2020

Miles Round Trip	90
Total Trips	78
Construction Inspections	60
Meetings	4
Field Inspections and EPA	14
\$/Mile	\$0.665
Total Reimbursable Expenses	\$4,665.30

March 28, 2023

Ms. Suzanne Dombrowski, P.E.
Chen Moore and Associates, Inc.
500 Australian Avenue South, Suite 850
West Palm Beach, FL 33401

**Re: Torry Island Force Main Rehabilitation and Replacement
Palm Beach County Water Utilities Department (PBCWUD) Proposed 6" Force Main
Additional Topographic Survey and Bathymetric Survey for Torry Island Campground
and South Florida Water Management District (SFWMD) Right-of-Way**

Dear Suzanne:

Thank you for the opportunity to provide you with the following services for the subject site. This proposal is based on documentation and information provided by your office. The scope of services is as follows:

SCOPE OF SERVICES

I. TORRY ISLAND CAMPGROUND ADDITIONAL TOPOGRAPHIC SURVEY AND BATHYMETRIC SURVEY

We will perform an additional topographic survey in the area of the Torry Island Campground (approximate limits are outlined in pink on Attachment 'B') utilizing the survey control from the survey previously prepared by this office (B&P Project 21-116). The survey tasks for the additional topographic survey will conform to the survey tasks in the original WUD 21-063 Torry Island Force Main Improvements Contract. We will tie in all above ground features and obtain elevations on the site on an approximate 100' grid. We will locate sufficient points to give an accurate representation of the lay of the land. We will perform three (3) bathymetric cross sections across each of the five (5) finger canals (total of 15 cross sections). Soundings for cross sections will be taken at maximum 20' intervals, from top of bank to top of bank.

II. SFWMD RIGHT-OF-WAY ADDITIONAL TOPOGRAPHIC SURVEY AND BATHYMETRIC SURVEY

We will expand the portion of the route topographic survey within SFWMD right-of-way (area outlined in blue on Attachment 'B'). The survey tasks for the additional topographic survey will conform to the survey tasks in the original WUD 21-063 Torry Island Force Main Improvements Contract. The survey will show the right-of-way lines and we will obtain ground elevations at 10' intervals on the cross sections.

We will perform six (6) additional bathymetric cross sections across the Okeechobee Rim Ditch from right-of-way line to right-of-way line. Soundings for cross sections will be taken at maximum 10' intervals. We will prepare a cross section plan meeting the requirements of SFWMD. The plan will include the NAVD 1988 to NGVD 1929 conversion equation.

1860 Old Okeechobee Road • Suite 509 • West Palm Beach, Florida 33409

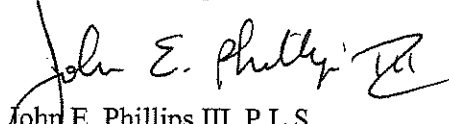
(561) 615-3988 • Fax (561) 615-3991

M:\PROPOSALS\BY COMPANY\Chen Moore\Torry Island Force Main\Additional areas\topographic survey.docx

III. CLOSURE

We will add the information for the additional areas to the survey previously prepared by this office (B&P Project 21-116). We propose to provide Chen Moore and Associates, Inc. with hard copies, a digitally signed PDF file, and an AutoCAD file in the version requested. We will perform the scope of services for an **hourly, not to exceed fee of \$40,702.92 for the additional surveying services** (see Attachment 'A' for an estimated hourly breakdown). Please do not hesitate to call me with any questions you might have regarding this proposal. We look forward to working with you on this project.

Brown & Phillips, Inc.


John E. Phillips III, P.L.S.
Principal

Attachment

JEP/mb

This Proposal accepted this ____ day of _____, 2023,

By: _____
Chen Moore and Associates, Inc.

Print Name: _____

Title: _____

ATTACHMENT 'A' (1 of 2)

Torry Island Force Main Rehabilitation and Replacement
Palm Beach County Water Utilities Department (PBCWUD) Proposed 6" Force Main

Type of Survey: Additional Topographic Survey and Bathymetric Survey

Size:

Date: March 28, 2023

TASK - Area I Torry Island Campground	SURVEY CREW (2 PERSON)	CADD TECHNICIAN	SURVEY TECHNICIAN	PROFESSIONAL LAND SURVEYOR	COMMENTS
Meetings and Coordination				2	
Horizontal Project Network Control	10		2	1	Set control points
Vertical Project Network Control	24		2		Establish onsite benchmarks
Section Ties	4		1		Tie in PBCo. Horizontal control
Topography & Cross Sections	60		9	3	Locate all above ground features and 100' cross sections
Soundings - Canal Cross Sections	20		2	1	Across finger canals - 3 cross sections per canal
Asbuilts	6		1		Asbuilt structures
Drawing		32	8	5	Prepare topographic survey
Address comments			4	2	
Total Hours:	124	32	29	14	
Rate/Hour	\$42.17	\$30.12	\$30.12	\$41.75	unloaded rates
Subtotal:	\$5,229.08	\$963.84	\$873.48	\$584.50	
Total Fee Unloaded:					\$7,650.90
Multiplier:					3
Total Fee Loaded:					\$22,952.70



BROWN & PHILLIPS, Inc.
 PROFESSIONAL SURVEYING SERVICES

ATTACHMENT 'A' (2 of 2)

Torry Island Force Main Rehabilitation and Replacement
 Palm Beach County Water Utilities Department (PBCWUD) Proposed 6" Force Main

TASK - Area II SFWMD Right-of-Way	SURVEY CREW (2 PERSON)	CADD TECHNICIAN	SURVEY TECHNICIAN	PROFESSIONAL LAND SURVEYOR	COMMENTS
Meetings and Coordination				2	
Horizontal and Vertical Project Network Control	8		2	1	Find and set control points
Topography & Cross Sections	24		3	1	Locate all above ground features and 10' cross sections
Soundings - 6 Canal Cross Sections	50		5	2	Across Lake Okeechobee Rim Ditch
Prepare Cross Section Plan for SFWMD Permitting		28	6	3	7 profiles
Drawing		16	5	3	Prepare topographic survey
Address comments					
Total Hours:	82	44	21	12	
Rate/Hour	\$42.17	\$30.12	\$30.12	\$41.75	unloaded rates
Subtotal:	\$3,457.94	\$1,325.28	\$632.52	\$501.00	
Total Fee Unloaded:					\$5,916.74
Multiplier:					3
Total Fee Loaded:					\$17,750.22

TOTAL PRICE

\$40,702.92



Attachment B



ATTACHMENT F

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services
 General Utility, Architectural and Value Engineering Services
 Resolution No. R2020-1891 Contract Dated December 15, 2020

SUMMARY OF SBE-M/WBE BUSINESS TRACKING

Master Contract Goals	SBE: 27.00%	MBE: 17.00%%	MBE (B): 17.00%%
Current Proposal			
Value of Authorization No. <u>5.1</u>	\$132,449.22		
Value of SBE-M/WBE Letters of Intent	\$40,702.92	\$40,702.92	\$40,702.92
Actual Percentage	30.73%	30.73%	30.73%
Signed/Approved Authorizations			
Total Value of Authorizations	\$2,684,662.66		
Total Value of SBE-M/WBE Signed Subcontractors	\$691,606.24	\$282,248.95	\$239,746.03
Actual Percentage	25.76%	10.51%	8.93%
Signed/Approved Authorizations Plus Current Proposal			
Total Value of Authorization	\$2,817,111.88		
Total Value of Subcontractors & Letters of Intent	\$732,309.16	\$322,951.87	\$280,448.95
Actual Percentage	25.99%	11.46%	9.95%

Revised 12/20/2022

Attachment G Location Map

N.T.S.

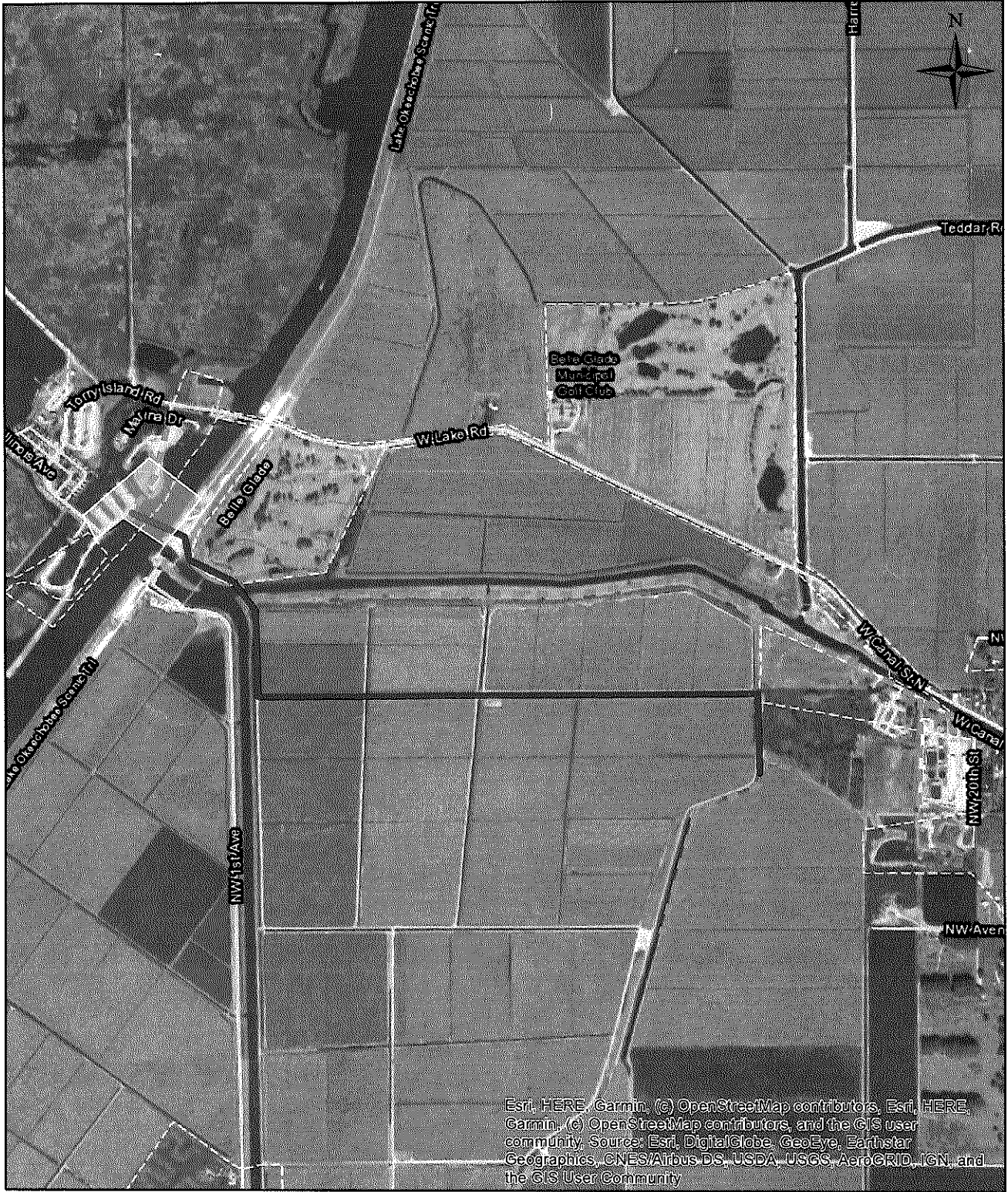


PBCWUD PROJECT NO. 21-063

Legend




- Proposed Force Main
- - Existing Force Main
- Additional Project Area

ATTACHMENT 2 LOCATION MAP



PBCWUD PROJECT NO. 21-063

Legend

-  Proposed Force Main
-  Existing Force Main
-  Additional Project Area



**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
DX00001236	Chen Moore And Associates, Inc.	Modified	Compliant with Minor/Expiring Deficiencies					19-077R	Contract for Consulting/Professional Services General Utility, Architectural and Value Engineering Services
		A++g , XV	Travelers Casualty Insurance Company of America	BA2W1500872247G	12/16/2022	12/16/2023	Auto Liability		
		Ar , XV	Crum & Forster Specialty Insurance Company	EFX121958	1/1/2023	1/1/2024	Excess Liability		
		Ar , XV	Crum & Forster Specialty Insurance Company	EPK142287	1/1/2023	1/1/2024	General Liability		
		Ar , XV	Crum & Forster Specialty Insurance Company	EPK142287	1/1/2023	1/1/2024	Professional Liability		
		A++g , XV	Travelers Casualty and Surety Company	UB2W148891	12/16/2022	12/16/2023	Workers Comp		

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