

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date:	September 17, 2024	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
		<input type="checkbox"/> Workshop	<input type="checkbox"/> Public Hearing

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

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Consultant Service Authorization No. 11 (CSA) to the Civil Engineering Annual Services Contract (R2022-0463) dated May 17, 2022 (Contract) with Masse Consulting Services, LLC (MCS) in the amount of \$266,238.02 for the Englewood Estates Drainage Improvements (Project).

SUMMARY: Approval of this CSA will provide the professional services necessary to design drainage improvement plans that add new drainage pipes, structures and outfalls to alleviate local flooding for the Englewood Estates community. This Contract was presented to the Goal Setting Committee on June 16, 2021, and the Committee established Affirmative Procurement Initiatives (API) of a 20% a minimum mandatory Small Business Enterprise (SBE) participation and a Minority Business Enterprise (MBE) evaluation preference for African American (AA) owned firms. MCS committed to 87% SBE participation and received 15 Evaluation Preference Points. The proposed SBE participation for this CSA is 100%. To date, the overall SBE participation achieved on this Contract is 91.3%. MCS has an office located in Palm Beach County (County) and is a certified SBE company. **This Project is included in the Five-Year Road Program. District 3 (YBH)**

Background and Justification: On May 17, 2022, the Board of County Commissioners (BCC) approved the Contract with MCS to provide the professional services for civil engineering throughout the County. The fee, as detailed in **Exhibit B** of the attached CSA, has been negotiated as just and reasonable compensation as follows:

Basic Services (Lump Sum)	\$169,638.00	(Roadway Analysis and Plans, Drainage Analysis and Plans, Permitting, Environmental And Utilities)
Reimbursable Services (Not to Exceed)	\$ 82,038.77	(Permit Fees, Prints)
Optional Services (Not to Exceed)	<u>\$ 14,561.25</u>	(Post Design)
Total:	\$266,238.02	

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

Attachments:

1. Location Map
2. CSA No. 11 with Exhibits A, B, C, D and Ebix Insurance Compliance (2)

Recommended by: <i>[Signature]</i> YBH/TEL	<i>Jennell Kech</i> County Engineer	08/21/2024 Date
Approved By: <i>[Signature]</i>	Deputy County Administrator	8/30/24 Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Capital Expenditures	\$366,239	-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	\$366,239	-0-	-0-	-0-	-0-
# ADDITIONAL FTE POSITIONS (Cumulative)	-0-	-0-	-0-	-0-	-0-

Is Item Included in Current Budget? Is this item using Federal Funds? Is this item using State Funds?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Budget Account No:

Fund Dept Unit Object
3500 361 1880-116 4612

Recommended Sources of Funds/Summary of Fiscal Impact:

Transportation Improvmt Fund
Drainage Improvement Countywide
Englewood Estates Drainage Improvements

Brief Description: New Consultant Service Authorization

CSA #11

• Basic Services	\$ 169,638.00
• Reimbursable	\$ 82,038.77
• Optional Services	\$ 14,561.25
Total CSA #11	\$ 266,238.02

Estimated Staff Costs

• Roadway Production	\$ 55,000.00
• Roadway Production: Right-of-Way	\$ 10,000.00
• Survey	\$ 10,000.00
• Traffic	\$ 25,000.00
Total Staff Costs	\$ 100,000.00

Fiscal Impact \$ 366,238.02

C. Departmental Fiscal Review:

Danny Ramalasing

III. REVIEW COMMENTS

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

ASD/CA 8/22/24
OFMB *8/22 MD 8/22*

Therese A. Mack 9/26/24
Contract Dev. and Control
M 8/23/24

B. Approved as to Form and Legal Sufficiency:

[Signature] 8/29/24
Assistant County Attorney

C. Other Department Review:

Department Director

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

PROJECT LOCATION

ENGLEWOOD ESTATES DRAINAGE IMPROVEMENTS

Palm Beach County Project #2021606



LOCATION MAP

ATTACHMENT 1

CONSULTANT SERVICE AUTHORIZATION NO. 11
UNDER THE CIVIL ENGINEERING ANNUAL SERVICES CONTRACT

Project Name: **Englewood Estates Drainage Improvements**

Project No: **2021606**

Commission District No.: **3**

SBE Participation for this authorization is **100%**

SBE Participation to date for this Contract is **91.3%**

SBE Commitment is **87%**

This authorization is under the EBO Ordinance.

PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

Account No.: 3500-361-1880-116-4612

Consultant Service Authorization No. 11 (CSA) under the Civil Engineering Annual Services Contract dated May 17, 2022 (R2022-0463) (CONTRACT), between the COUNTY and the CONSULTANT identified herein is for the services described in **EXHIBIT A** and **EXHIBIT B** for this CSA.

1. CONSULTANT: Masse Consulting Services, LLC

2. Address: 2102 Vista Parkway, Suite 277, West Palm Beach, FL 33411

3. CONSULTANT shall begin work promptly on the requested Additional Services, per the schedule attached as part of **EXHIBIT A.**

4. Scope of Services to be provided by CONSULTANT: Provide professional engineering services to Palm Beach County for the Englewood Estates Drainage Improvements project. Provide drainage improvement plans in accordance with the attached **EXHIBIT A dated May 22, 2024.**

5. The compensation to be paid CONSULTANT for providing the requested services as detailed in **EXHIBIT B shall be:**

<input checked="" type="checkbox"/> Basic Services in a lump sum fee of	\$169,638.00
<input checked="" type="checkbox"/> Reimbursable Expenses capped at	\$ 82,038.77
<input checked="" type="checkbox"/> Optional Services capped at	<u>\$ 14,561.25</u>
Totaling	\$266,238.02

OEBO Schedules 1 & 2 **EXHIBIT C**

Project History **EXHIBIT D**

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

ATTACHMENT 2

CONSULTANT SERVICE AUTHORIZATION NO. 11
UNDER THE CIVIL ENGINEERING ANNUAL SERVICES CONTRACT

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

CONSULTANT:
Masse Consulting Services, LLC
Federal ID: **84-2958439**

COUNTY:
Approved as to Terms and Conditions

Signed: Basher Khan

By: Morton L. Rose

Typed Name: Md Abul Basher Khan

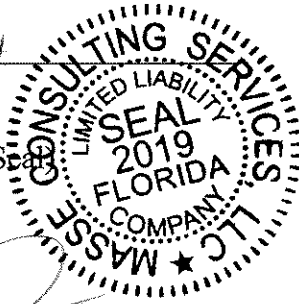
Typed Name: Morton L. Rose, P.E.

Title: Vice President

Title: Division Director

Date: 8/16/2024

(Corporate Seal)



ATTEST WITNESS:

Signed: Wateara Sims

Typed Name: Wateara Sims

Title: Asst Property mgr

Date: 8.10.24

CONSULTANT SERVICE AUTHORIZATION NO. 11
UNDER THE CIVIL ENGINEERING ANNUAL SERVICES CONTRACT

{SIGNATURE PAGES CONTINUED}

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

Signed: _____

Typed Name: Maria Sachs

Title: Mayor

Date: _____

ATTEST:

Joseph Abruzzo
Clerk of the Circuit Court & Comptroller

By: _____
Deputy Clerk

Approved as to Form and Legal Sufficiency

By: _____

Typed Name: Yelizaveta B. Herman

Title: Assistant County Attorney

F:\ROADWAY\CCNA\ANNUALS\CIVIL\Masse\2021\2021606 Engelwood Estates Drainage\CSA and Supplement Template.docx

SCOPE OF SERVICES
For
ENGLEWOOD ESTATES DRAINAGE IMPROVEMENTS
PALM BEACH COUNTY PROJECT NO. 2021606

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



PREPARED BY:
MASSE CONSULTING SERVICES, LLC
2101 Vista Parkway, Suite 277, West Palm Beach, 33411
Mobile Phone: (561) 568-3197
bkhan@masseconsultingfirm.com

September 26, 2023
November 28, 2023 (Revised)
March 8, 2024 (Revised)
May 15, 2024 (Revised)
May 22, 2024 (Revised)

SCOPE OF SERVICES

Englewood Estates Drainage Improvements

Palm Beach County Project No.: 2021606

INTRODUCTION

Masse Consulting Services, LLC (Masse Consulting), in collaboration with its sub-consultants, is prepared to offer professional services on a Consultant Service Authorization (CSA) basis for the proposed drainage improvements at Englewood Estates which will cover a total roadway length of approximately 3,000 LF.

Englewood Estates is located within unincorporated Palm Beach County (the County) in Lake Worth. It is bordered by Congress Avenue to the west, the LWDD E-4 Canal to the east, the LWDD L-11 Canal to the north, and partially 2nd Avenue N. to the south. This established community, consisting of single-family houses, has been experiencing recurrent flooding issues. Consequently, the County has decided to study the existing drainage conditions and provide drainage improvements.

The proposed drainage improvements will encompass the establishment of positive outfalls, as outlined in subsequent sections, aimed at alleviating the flooding concerns.

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

- Palm Beach County Thoroughfare Roadway Design Procedures (January 2019).
- Florida Greenbook (2018 Edition).
- FDOT Drainage Manual (January 2023) and all other applicable manuals.
- FDOT Standard Plans for Road Construction.
- SFWMD Environmental Resource Permit Information Manual.

PROJECT UNDERSTANDING

The County conducted a drainage study in 2022 and 2023 through their consultant, Baxter and Woodman, Inc. (BWI). The following is a summary of our understanding of the project based on BWI's recommendations, along with additional elements discussed during the project scope meeting on August 2, 2023:

- The project will require drainage improvements at the following locations:
 - Engle Road from 2nd Avenue to Vassallo Avenue.
 - Vassallo Avenue from Engle Road to Elizabeth Road.
 - Elizabeth Road from Vassallo Avenue to LWDD L-11 Canal.
 - Engle Road from Buckley Avenue to LWDD L-11 Canal with a new outfall pipe.
 - Theresa Road from Buckley Avenue to LWDD L-11 Canal with a new outfall pipe.
- The County initially decided to keep the following two existing outfall connections in their current conditions due to constructability issues: the existing 24" corrugated metal pipe (CMP) outfall from the intersection of Vassallo Avenue and Elizabeth Road to LWDD E-4 Canal (SE outfall), and from the intersection of Scanlan Avenue and Elizabeth Road to LWDD E-4 Canal (East outfall). However, the County informed us via e-mail on September 5, 2023, that the SE outfall has collapsed, necessitating its replacement.

SCOPE OF SERVICES

Englewood Estates Drainage Improvements

Palm Beach County Project No.: 2021606

- Two existing outfalls from Elizabeth Road to LWDD L-11 Canal were not identified in the BWT's report, and the legality of these outfalls was questionable. On September 5, 2023, the County informed us via e-mail that they were repaired by County's Road and Bridge Division. Masse Consulting will coordinate with LWDD and replace the existing outfall(s) if needed. We have also been requested to investigate the issue of excessive standing water at the intersection of Engle Road and 2nd Avenue N.

Based on our understanding of the project, Masse Consulting will prepare construction documents for the following:

- Design a storm drain system with a pipe network to pick up and carry the drainage from the above locations to the proposed and existing outfall structures.
- Design three new outfall connections from Engle Road, Theresa Road, and Elizabeth Road to LWDD L-11 Canal.
- Design to replace the SE outfall pipe with a new pipe since the existing outfall pipe has collapsed.
- Design of conveyance swales on both sides of Engle Road, Vassallo Avenue, Elizabeth Road, and Theresa Road within their existing right-of-way for the limits described above.
- Replace the existing driveways within the right-of-way limits that will be affected for providing the positive drainage flow in the roadside swale systems.
- Provide drainage computations and Storm Water Management (SWM) modeling, which will include the road's right-of-way plus 25 feet on both sides to account for contributing historical drainage into the proposed improvements.
- Prepare a drainage map for the overall community based on existing permits and record drawings.
- Provide pavement restoration at the locations of the new drainage pipe crossing the roadway. The pavement restoration will be provided in accordance with the County Land Development's Standards. No milling and resurfacing will be provided except at the location of the pavement restorations.
- Prepare permit applications, submit them to the regulatory agencies, and obtain permits.
- Provide public involvement with a limited capacity.

The following services are excluded from the scope of work:

- Sidewalk construction.
- Signing and pavement markings.
- Existing driveway geometries will remain unchanged.
- Existing bubble up structures and associated piping will remain in their current conditions. The County understands that the piping may be CMP under the existing roadway pavement.
- Right-of-way services.
- Traffic Control Plans (MOT).

SCOPE OF SERVICES
Englewood Estates Drainage Improvements
 Palm Beach County Project No.: 2021606

- Utility Adjustment Plans.

SCOPE OF SERVICES

Services are categorized into three sections: Basic, Reimbursable, and Optional Services.

A. Basic Services

Masse Consulting will provide the following services:

1. General Tasks

- Public Involvement, limited to preparing flyers and maps. See Optional Services for additional items.
- Project Manager Coordination Meetings, including five plans review with PBC (Typical Section and Master Plans, 35%, 65%, 96%, and 100%), one pre-application meeting with South Florida Water Management District SFWMD, and one pre-application meeting with Lake Worth Drainage District (LWDD).
- Field Visits: two field visits, one possibly after a heavy rainfall event.

2. Roadway Analysis

The specific tasks are:

- Typical Section.
- Master Design Files.
- Computation Book and Quantities.
- Cost Estimate.

3. Roadway Plans

The roadway plans include the design of driveway replacements, swales along both sides of the roadway, and pavement restorations. The plans with aerial background will be prepared on 11" x 17" at 1" = 40' scale for the horizontal and 1" = 4' for the vertical. The specific tasks under these services will consist of analyzing and developing the following:

- Key Sheet.
- Typical Sections (swale).
- General Notes/Pay Items Notes/Summary of Quantities.
- Profile Sheet (swale profiles).
- Plan Sheet (driveways, swales, and pavement restorations).
- Driveway Profiles.
- Miscellaneous Details (pavement restorations).
- Soil Survey Sheets.
- Cross Sections (swales).

4. Drainage Analysis

The specific tasks under Drainage Analysis are:

- Drainage Map Hydrology.
- Design of Storm Drains.

SCOPE OF SERVICES
Englewood Estates Drainage Improvements
 Palm Beach County Project No.: 2021606

- French Drain Systems.
- Drainage Design Report, including computation for water quality and attenuation requirements.

5. Drainage Plans

The specific tasks under Drainage Plans are:

- Drainage Area Map.
- Drainage Structures.
- Miscellaneous Drainage Detail Sheets.
- SWPPP Sheets.

6. Permits and Environmental

Permits from the following agencies will be required for this project: **SFWMD** (Environment Resource Permit), and **LWDD** (Drainage connection permit). Tasks under these services include:

- Existing Permit Analysis.
- Complete and submit all required permit applications, respond to RAIs and obtain permits.

7. Utility Coordination

Masse Consulting Services will assist the County in the utility coordination by providing plans to the County for initial utility contact and all other utility coordination, preparing meeting minutes, and following up on action items. In addition to these general tasks, Masse Consulting will provide the following services:

- Incorporate existing utility facilities.
- Prepare a conflict matrix.
- Identify and incorporate conflict resolutions.
- Attend three (3) Meetings.

B. Reimbursable Services

1. Engineering Survey by Ritzel-Mason, Inc.

The survey will pick up all topographic information, including utility, storm drainage (drainage structures, pipes, elevations, etc.), fence, tree, finish floor elevation, cross sections, canal water level, etc. See the attached scope of services from Ritzel-Mason, Inc.

2. Geotechnical Services by Pacifica Engineering Services, LLC

Pacifica's services consist of performing twelve (12) auger borings and three (3) percolation tests. See attached scope of services from Pacifica Engineering Services, LLC.

SCOPE OF SERVICES
Englewood Estates Drainage Improvements
Palm Beach County Project No.: 2021606

3. Reimbursable Expenses

- Reproduction costs include five sets of plans (11"X17") color copies and 2 copies of drainage report for each phase submittal to the County.
- All permit fees.

C. Optional Services

- Public Involvement
This will be limited to attending meetings and preparing meeting minutes.
- Post Design Services
Masse Consulting will provide post-design services for drainage works as needed during the construction phase. The post-design services include answering RFI during the bid, reviewing shop drawings, and clarifying plans during construction.

DELIVERABLES AND SUBMITTALS

Plan submittals will include Typical Section and Master Plan, 35%, 65%, 96%, 100%, and Final Plan. Deliverables will include PDFs, five (5) hard copies, and electronic files. Engineer's estimates will be submitted at 65% and final submittals. The final deliverables will consist of signed and sealed construction-ready plans.

SCHEDULE

An estimated thirteen (13) months from the issuance of the Notice to Proceed (NTP) is anticipated for the completion of final construction plans.

COUNTY PROVIDED ITEMS

The County will provide plats, title search, and all easement documents to the consultant.

PROJECT SCHEDULE

For

Englewood Estates Drainage Improvements

PALM BEACH COUNTY PROJECT NO.: 2021606

Notice to Proceed Date: 6/3/2024

ID	TASK NAME	START	END	DAYS	WORK DAYS
1	Data Collection				
1.1	Survey Data & Geotechnical Collection 1st Submittal	Mon 6/03/24	Mon 7/01/24	29	21
1.2	County review of Survey Data, 1st Review	Tue 7/02/24	Mon 7/22/24	21	15
1.3	Revise and Resubmit Survey Data 2nd Submittal	Tue 7/23/24	Mon 8/05/24	14	10
1.4	County review of Survey Data, 2nd Review	Tue 8/06/24	Tue 8/27/24	22	16
1.5	Survey Data Final Submittal	Wed 8/28/24	Mon 9/02/24	6	4
2	Phase IA - IC				
2.1	Prepare & Submit Master Plan & Typ. Sections	Tue 9/03/24	Mon 9/23/24	21	15
2.2	County Review & Approve Master Plan & Typ. Sections	Tue 9/24/24	Mon 10/14/24	21	15
2.3	Prepare Initial Utility Contact Plans	Thu 10/17/24	Mon 10/21/24	5	3
2.4	Distribution of Utility Plans & Recieve Markups	Tue 10/22/24	Mon 11/11/24	21	15
3	PHASE ID- 35% SUBMITTAL				
3.1	Prepare & Submit 35% Plans	Thu 11/14/24	Mon 12/09/24	26	18
3.2	County Review 35% Plans	Tue 12/10/24	Mon 12/30/24	21	15
4	65% Plans Phase II				
4.1	Prepare & Submit 65% Plans	Tue 12/31/24	Mon 2/03/25	35	25
4.2	County Review 65% Plans	Tue 2/04/25	Mon 2/24/25	21	15
4.3	Utility Coordination Meetings (1st Meeting)	Tue 2/25/25	Tue 2/25/25	1	1
4.4	Utility Pothole information provided by owners	Wed 2/26/25	Tue 3/18/25	21	15
4.5	Utility Coordination Meeting (2nd Meeting)	Wed 3/19/25	Wed 3/19/25	1	1
4.6	Prepare & Submit Permit Applications	Thu 3/20/25	Wed 4/09/25	21	15
5	96% Plans Phase III				
5.1	Prepare & Submit 96% Plans (w utility information)	Thu 4/10/25	Wed 4/30/25	21	15
5.2	County Review 96% Plans	Thu 5/01/25	Wed 5/21/25	21	15
5.3	Utility Coordination Meeting (Final Meeting)	Thu 5/22/25	Thu 5/22/25	1	1
6	100% Plans Phase IV				
6.1	Prepare/Submit 100% Plans	Fri 5/23/25	Thu 6/12/25	21	15
6.2	County Review 100% Plans	Fri 6/13/25	Wed 7/02/25	20	14
7	Final/Construction Plans				
7.1	Prepare & Submit Final/Construction Plans	Thu 7/03/25	Wed 7/16/25	14	10

Estimate of Work Effort and Cost

Name of Project:		Englewood Estates Drainage Improvements					Consultant Name:		Masse Consulting Services, LLC																						
PBC Project Number:		2021606					Consultant Number:		2023-121																						
		✓					Date:		5/22/2024																						
Task Description	Total Staff Hours	Staff Categories					Staff Hours By Activity	Salary Cost By Activity	Average Rate Per Task																						
		Project Manager	Senior Engineer	Project Engineer	Engineer Intern	CAD Technician																									
		\$67.00	\$62.00	\$47.00	\$33.00	\$30.00																									
BASIC SERVICES																															
1	General Tasks	52	10	14	18	5	5	52	\$2,699.00	\$51.90																					
2	Roadway Analysis	175	35	44	60	18	18	175	\$9,027.00	\$51.58																					
3	Roadway Plans	469	94	117	164	47	47	469	\$24,221.00	\$51.64																					
4	Drainage Analysis	125	25	30	44	13	13	125	\$6,422.00	\$51.38																					
5	Drainage Plans	117	23	29	41	12	12	117	\$6,022.00	\$51.47																					
6	Permits & Environmental	98	20	24	34	10	10	98	\$5,056.00	\$51.59																					
7	Utilities	60	12	15	21	6	6	60	\$3,099.00	\$51.65																					
Total Staff Hours (Basic Services)		1096	219	273	382	111	111	1096	\$56,546.00	\$51.59																					
Total Staff Cost (Basic Services)			\$14,673.00	\$16,926.00	\$17,954.00	\$3,663.00	\$3,330.00																								
OPTIONAL SERVICES																															
1.11	Post Design Services	40	8	16	16			40	\$2,280.00	\$57.00																					
1.12	Public Involvement-Part 2	12	2	5	5			12	\$679.00	\$56.58																					
Total Staff Hours (Optional Services)		52	10	21	21	0	0	52	\$2,959.00	\$56.90																					
Total Staff Cost (Optional Services)			\$670.00	\$1,302.00	\$987.00	\$0.00	\$0.00																								
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Reimbursables Total:	\$82,038.77 ✓																														
								<table border="1"> <tr> <th colspan="2">Optional Services:</th> </tr> <tr> <td>Masse Consulting Services, LLC (Unloaded)</td> <td>\$2,959.00</td> </tr> <tr> <td>Contract Multiplier:</td> <td>3.00 ✓</td> </tr> <tr> <td>Masse Consulting Services, LLC (Loaded)</td> <td>\$8,877.00</td> </tr> <tr> <td>Ritzel-Mason, Inc.</td> <td>\$5,684.25</td> </tr> <tr> <td>Optional Services Total:</td> <td>\$14,561.25 ✓</td> </tr> <tr> <td>Grand Total Estimated Fees:</td> <td>\$266,238.02 ✓</td> </tr> </table>		Optional Services:		Masse Consulting Services, LLC (Unloaded)	\$2,959.00	Contract Multiplier:	3.00 ✓	Masse Consulting Services, LLC (Loaded)	\$8,877.00	Ritzel-Mason, Inc.	\$5,684.25	Optional Services Total:	\$14,561.25 ✓	Grand Total Estimated Fees:	\$266,238.02 ✓								
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Optional Services Total:	\$14,561.25 ✓																														
Grand Total Estimated Fees:	\$266,238.02 ✓																														

Project Activity 1: General Tasks						
Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
1.1	Public Involvement-Part 1	LS	1	12	12	This will be limited to preparing flyers and maps (12 hrs)
1.9	Project Manager Coordination Meetings	EA	7	4	28	Seven meetings (5-County, 1-SFWMD, 1-LWDD); 2 persons includes meeting preparation and travel time
1.10	Field Visits	EA	2	6	12	Two field visits (6 hrs x 2), includes travel time
1. General Tasks Total					52	
1.11	Post Design Services	LS	1	40	40	OPTIONAL SERVICES
1.12	Public Involvement-Part 2	LS	1	12	12	OPTIONAL SERVICES-prepare and attending meetings (8 hrs), and preparing meeting minutes (4 hrs)

Project Activity 2: Roadway Analysis						
Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
2.1	Typical Section Package	EA	4	3	12	Four typical sections, 1-Engle Road, 1-Vassallo Avenue, 1-Elizabeth Road and 1-Theresa Road
2.2	Horizontal /Vertical Master Design Files	LS	1	135	135	For master design files
2.5	Computation Book & Quantities	EA	4	6	24	65%, 96%, 100% and final submittals
2.6	Cost Estimate	EA	2	2	4	65% and final submittals
2. Roadway Analysis Total					175	

Project Activity 3: Roadway Plans						
Task No.	Task	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
3.1	Key Sheet	Sheet	1	4	4	Cover sheet
3.2	Typical Sections	EA	4	6	24	4 Typical Sections
3.4	General Notes/Pay Item Notes/Summary of Quantities	Sheet	2	12	24	General Notes (8 hrs), Foot Notes (4 hrs), Summary of Quantities (24 hrs)
3.8	Profile Sheet	Sheet	9	10	90	9 sheets showing swale profiles
3.9	Plan Sheet	Sheet	9	10	90	9 plan sheets showing driveways, swales and pavement open and restoration
3.10	Driveway Profiles	EA	58	3	174	58 driveways
3.15	Miscellaneous Details	EA	1	4	4	Pavement restoration details
3.17	Roadway Soil Survey Sheets	Sheet	1	4	4	Insert Soil Survey Sheets in Plan Set provided by geotechnical consultant
3.19	Cross Sections	EA	22	2.5	55	22 cross sections @ 100' spacing
3. Roadway Plans Total					469	

Project Activity 4: Drainage Analysis						
Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
4.1	Drainage Map Hydrology	LS	1	16	16	
4.6	Design of Storm Drains	EA	15	3	45	Estimated 10 new structures and modification of 5 existing structures
4.7	French Drain Systems	LS	3	8	24	For water quality and attenuation (3 locations)
4.8	Drainage Design Report	LS	1	40	40	Drainage design documentation
4. Drainage Analysis Total					125	

Project Activity 5: Drainage Plans							
Task No.	Task	Scale	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
5.1	Drainage Area Map		Sheet	2	12	24	2 sheets, 1:200 scale for overall community; no profile
5.3	Drainage Structures		EA	15	3	45	15 drainage structures
5.4	Miscellaneous Drainage Detail Sheets		Sheet	1	12	12	French drain details (4 hrs), 2 new control structure (8 hrs), etc.
5.9	SWPPP Sheets		Sheet	9	4	36	For SFWMD
5. Drainage Plans Total						117	

Project Activity 6: Permits and Environmental						
Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
6.3	Existing Permit Analysis	LS	1	18	18	Review existing permits
6.4	Complete and Submit All Required Permit Applications	LS	1	80	80	SFWMD-40 hrs, LWDD-40 hrs, including RAI for both applications and obtain permits
6. Permits and Environmental Total					98	

Project Activity 7: Utilities						
Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
7.1	Incorporate Existing Utility Facilities	EA	1	20	20	Make utility contacts (4 hrs), Follow up with PBC & provide PDF files (4 hrs), Collect and review plans & incorporate (12 hrs)
7.2	Conflict Matrix	EA	1	12	12	Prepare conflict matrix and coordinate with utility owners
7.3	Identify and Incorporate Conflict Resolutions	LS	1	16	16	incorporate conflict resolution, prepare & submit plans at all phases, and follow up with utility owners
7.4	Meetings	EA	3	4	12	3 meetings (85%, 98% and 100%), 2 hrs/meeting incl. meeting prep, 2 persons
7. Utilities Total					60	

REIMBURSABLE PERMIT FEES

Name of Project: Englewood Estates Drainage Improvements
County: Palm Beach County
Project No.: 2021606

Agency	Amount	Comment
South Florida Water Management District	\$7,500.00	New ERP Permit
LWDD	\$6,250.00	
Total Permit Fee	\$13,750.00	

LWDD Permit Fees				
	Cost	Per	No. of conenction	Costs
Drainage Outfall Connection				
Permit App Fee	\$500.00	Per connection	5	\$2,500.00
One-time R/W usage	\$750.00	Per connection	5	\$3,750.00
Total Permit Fee				\$6,250.00

Greater than 300 mgm.	\$3,200
Noticed General Water Use Permit.	
Applications filed electronically at www.sfwmd.gov/ePermitting .	\$100
Application filed by other means.	\$350
Aquifer Storage and Recovery: cost added to the applicable use type listed above.	\$1,000
Permit Transfer to Another Entity Pursuant to Rules 40E-0.107 and 40E-2.351, F.A.C.	\$300
Letter Modification.	no fee
General Permit by Rule.	no fee

(2) Water Well Construction Permit Application processing fees are in the following table:

TABLE 40E-1.607(2)
 PERMIT APPLICATION PROCESSING FEES FOR
 WATER WELL CONSTRUCTION PERMIT APPLICATIONS
 REVIEWED PURSUANT TO CHAPTER 40E-3, F.A.C.

Category	Amount
Water Well Construction.	\$100
Water Well Abandonment.	no fee

(3)(a) Environmental Resource Permit Application processing fees are in the following table:

TABLE 40E-1.607(3)(a)
 PERMIT APPLICATION PROCESSING FEES FOR
 ENVIRONMENTAL RESOURCE PERMIT APPLICATIONS
 REVIEWED PURSUANT TO CHAPTER 62-330, F.A.C.

For the purposes of determining the applicable processing fee, "project area" means the total area wherein works occur as part of an activity requiring a permit under Chapter 373, Part IV, F.S., including all portions of the stormwater management system serving the project area.

1. Use of the reviewing agency's electronic self-certification system.	\$0
2. Verification of exemption under Section 373.406 or 403.813(1), F.S. or under Rules 62-330.050 through 62-33.051, F.A.C.	\$100
3. Verification of qualification to use a General Permit.	\$250
4. Individual or Conceptual Approval Permits, excluding Permits for a Mitigation Bank.	
a. New applications – the processing fee for a new permit application shall be as determined from the categories below:	
(I) Total project area of less than 10 acres and no activities in, on or over wetlands or other surface waters, except where exempt under paragraphs 62-330.051(9)(a) through (c), F.A.C.	\$2,000
(II) Project exceeds any of the thresholds in sub-sub-subparagraphs (3)(a)4.a.(I), above involves a total project area of less than 10 acres, less than 1 acre of works (i.e. dredging, filling, construction, or alteration) in, on or over wetlands and other surface waters, AND less than 10 new boat slips.	\$3,500
(III) Project exceeds any of the thresholds in sub-sub-subparagraph (3)(a)4.a.(II), above, but involves a total project area of less and 40 acres, less than 3 acres of works in, on or over wetlands and other surface waters, AND less than 30 new boat slips.	\$5,500
(IV) Project exceeds any of the thresholds in sub-sub-subparagraph (3)(a)4.a.(III), above, but involves a total project area of less than 100 acres, less than 10 acres of works in, on or over wetlands and other surface waters, AND less than 50 new boats ships.	\$7,500
(V) Project exceeds any of the thresholds in sub-sub-subparagraph (3)(a)4.a.(IV), above, but involves a total project area of less than 640 acres, AND less than 50 acres of works in, on or over wetlands and other surface waters.	\$13,125
(VI) Project exceeds any of the thresholds sub-sub-subparagraph (3)(a)4.a.(V), above.	\$25,000

(VII) Projects that are exclusively for agriculture or silviculture, and that involve a total project area of less than 10 acres AND less than 1 acre of works (i.e. dredging, filling, construction, or alternatiion) in, on or over wetlands and other surface waters.	\$859
(VIII) Projects that are exclusively for agriculture of silviculture, and that exceed any of the thresholds in sub-sub-subparagraph (3)(a)4.a.(VII), above, but involves a total project area of less than 40 acres AND less than 3 acres of works in, on or over wetlands and other surface waters.	\$2,444
(IX) Projects that are exclusively for agriculture or silviculture, and that exceed any of the thresholds in sub-sub- subparagraph (3)(a)4.a.(VIII), above, but involve a total project area of less than 100 acres AND less than 10 acres of works in, on or over wetlands and other surface waters.	\$4,029
(X) Projects that are exclusively for agriculture or silviculture, and that exceed any of the thresholds in sub-sub-subparagraph (3)(a)4.a.(IX), above, but involve a total project area of less than 640 acres AND less than 50 acres of works in, on or over wetlands and other surface waters.	\$5,284
(XI) Projects that are exclusively for agriculture or silviculture, and that exceed any of the thresholds in sub-sub-subparagraph (3)(a)4.a.(X), above.	\$6,605
(XII) Individual or Conceptual Permits solely for environmental restoration or enhancement activities, provided such activities are not associated with a mitigation bank and are not being implemented as mitigation for other activities that require a permit under Chapter 373, Part IV, F.S. For the purposes of this provision, the term “environmental restoration or enhancement” means an action or actions designed and implemented solely to convert degraded or altered uplands, wetlands, or other surface waters to intact communities typical of those historically present, or to improve the quality and condition of currently degraded wetlands or other surface waters to the more healthy, functional, and sustaining condition for fish, wildlife, and listed species.	\$250
(XIII) Individual or Conceptual Permit solely to retrofit an existing stormwater management system or systems to add treatment to and reduce stormwater pollutant loadings from the system or systems.	\$250
(XIV) An Individual Permit for a phase of construction that is consistent with an existing Conceptual Approval Permit.	\$1,500
b. Major Modifications that exceed any of the thresholds in subsection 62-330.315(3), F.A.C.	
(I) Major Modification to an Individual or Conceptual Approval Permit that increase the project area.	60% of fee for new permit for the same activity
(II) All other Major Modification.	60% of fee for new permit for the same activity
c. Minor Modifications that do not exceed any of the thresholds in subsection 62-330.315(2), F.A.C.	
(I) Time Extensions of Permits, where not exempt from fees under Florida Statutes.	\$500
(II) Minor Modifications to correct minor errors that do not involve technical review, to transfer ownership of a permit, or to transfer a permit from the construction to the operation phase.	\$0
(III) All other Minor Modifications.	\$250
5. Individual or Conceptual Permits for a Mitigation Bank.	
a. New applications.	
(I) For a Mitigation Bank with a permit area less than 100 acres.	\$7,500
(II) For a Mitigation Bank with a permit area greater than 100 acres but less than 640 acres.	\$13,125
(III) For a Mitigation Bank with a permit area of 640 acres or more.	
b. Major Modifications involving changes to one or more of the following components: service area; credit assessment; success or release criteria; hydrologic structures or alterations; constructions or mitigation design that does not increase the project area; elimination of lands; or monitoring or management plans:	
(I) Affecting one of the above components.	20% of the fee under 5.a.
(II) Affective to of the above components.	40% of the fee under 5.a.
(III) Affective three of the above components.	60% of the fee under 5.a.



Lake Worth Drainage District Right-of-Way Operating Policies
Chapter 1 – General Provisions

1.3.2 Right-of-Way Permit Fee Schedule

Right-of-Way Permit Types	Permit Application Fee	One-Time Right-of-Way Usage or Occupancy Fee	Notes
Access Gate	\$610.00 each	Not Applicable	Access gates must be fabricated and installed according to LWDD approved plans and specifications. If the applicant requests, LWDD will supply the access gate and bollards, after the fee below is paid by the Applicant and the permit is issued. Access Gate (including bollards) \$ 2125.00 each The fees shown above for LWDD to supply the access gate and bollards includes all fees for LWDD to fabricate, deliver to the job site, and install the access gate and bollards as permitted. LWDD will not fabricate, deliver to the job site, or install any chain link fence material, even if permitted. Refer to Subsection 2.2.1 - Access Gate.
Bridge	\$0.25 per S.F. of bridge surface (min. \$300.00)	\$0.40 per S.F. of bridge surface (min. \$450.00)	Bridge surface includes the entire length of the bridge (including the length of approach slabs) multiplied by the entire bridge width. Refer to Subsection 2.2.2 - Bridge.
Bulkheads	\$10.00 per L.F. of bulkhead within canal right-of-way (min. \$500.00)	\$15.00 per L.F. of bulkhead within canal right-of-way (min. \$750.00)	Refer to Subsection 2.2.3 - Bulkheads.
Canal Rehabilitation	\$20.00 per L.F. of canal frontage (min. \$4000.00)	Not Applicable	Refer to Subsection 1.8 - Conditional Required Work within Canal Right-of-Way.
Culvert Crossing	\$9.00 per L.F. of culvert within canal right-of-way (min. \$300.00)	\$14.00 per L.F. of culvert within canal right-of-way (min. \$450.00)	Culverts 200 feet or longer (as measured along the channel) are considered to be piping of a LWDD canal and will require Board approval. Refer to Subsections 2.2.9 - Piping of Canal and 2.2.4 - Culvert Crossing.
Docks, Davits, & Boatlifts			
Docks	\$2.00 per S.F. of dock surface within canal right-of-way (min. \$300.00)	\$5.00 per S.F. of dock surface within canal right-of-way (min. \$450.00)	Dock permit application fees and one-time right-of-way usage or occupancy fees include fees to permit required erosion control such as a bulkhead or rock rubble riprap. Refer to Subsection 2.2.5 - Docks, Davits & Boatlifts.
Davits	\$300.00 per davit lift arm within canal right-of-way	\$450.00 per davit lift arm within canal right-of-way	Davit permit application fees and one-time right-of-way usage or occupancy fees include fees to permit required erosion control such as a bulkhead or rock rubble riprap. Refer to Subsection 2.2.5 - Docks, Davits & Boatlifts.
Boatlifts	\$2.00 per S.F. of boat lift platform horizontal area within canal right-of-way (min. \$300.00)	\$5.00 per S.F. of boat lift platform horizontal area within canal right-of-way (min. \$450.00)	Boat lift permit application fees and one-time right-of-way usage or occupancy fees include fees to permit required erosion control such as a bulkhead or rock rubble riprap. Refer to Subsection 2.2.5 - Docks, Davits & Boatlifts.



Lake Worth Drainage District Right-of-Way Operating Policies
Chapter 1 – General Provisions

Right-of-Way Permit Types	Permit Application Fee	One-Time Right-of-Way Usage or Occupancy Fee	Notes
Drainage Connection:	\$500.00 per application	\$750.00 each	A drainage outfall connection is defined as that facility conveying stormwater from the internal stormwater management system to the LWDD canal beginning at and including the internal stormwater management system's discharge control structure and ending at the outfall within LWDD right-of-way. The drainage outfall connection facility includes but may not be limited to stormwater discharge control structures, swales, ditches, pipes, manholes, catchbasins, endwalls, canal berms, canal channel side slopes, and revetment for channel side slope stabilization. Refer to Subsection 2.2.6 – Drainage Connection.
Irrigation Connection	\$6.50 per L.F. of irrigation connection pipe and intake equipment within canal right-of-way (min. \$300.00)	\$10.00 per L.F. of irrigation connection pipe and intake equipment within canal right-of-way (min. \$450.00)	Refer to Subsection 2.2.7 - Irrigation Connection.
Monitoring Well	\$580.00 each	\$870.00 each (Not Applicable for U.S.G.S. Wells)	Refer to Subsection 2.2.8 - Monitoring Well.
Piping of Canal	\$9.00 per L.F. of piping (min. \$1,800.00)	\$20.00 per L.F. of piping (min. \$4,000.00)	LWDD will not consider approval to pipe a canal unless the applicant demonstrates a substantial hardship and provides reasonable assurances that drainage works and maintenance functions will not be harmed. All requests to pipe a LWDD canal require approval by the Board of Supervisors. Any pipe (culvert) 200 L.F. or longer installed parallel to, and within the channel of a LWDD canal shall pay an annual re-occurring right-of-way usage, or occupancy, fee of \$4.00 per L.F. for piping the LWDD canal channel. This annual re-occurring right-of-way usage, or occupancy, fee will be adjusted every five (5) years in accordance with the compounded Consumer Price Index (CPI). Any pipe less than 200 L.F. is considered a culvert crossing and will be subject to the appropriate culvert crossing fees. Refer to Subsection 2.2.9 - Piping of Canal.
Signs	\$610.00 each	\$915.00 each	Refer to Subsection 2.2.10 - Signs.
Temporary Access	\$670.00 each	Not Applicable	Requests for an extension of temporary access will be considered a permit extension and permittees will be charged accordingly. Refer to Subsections 1.3.3 - General Permit Fees and 2.2.11 - Temporary Access.



Lake Worth Drainage District Right-of-Way Operating Policies
Chapter 1 – General Provisions

Right-of-Way Permit Types	Permit Application Fee	One-Time Right-of-Way Usage or Occupancy Fee	Notes
Utility Lines Running Parallel to Canal Channel (including Reclaimed (Re-Use) Water Lines)	\$2.00 per L.F. of utility line within canal right-of-way (min. \$300.00)	\$20.00 per L.F. of utility line within canal right-of-way (min. \$450.00)	With the exception of reclaimed (re-use) water lines, each utility line installed within canal right-of-way and running parallel to the canal channel shall pay an annual re-occurring right-of-way usage, or occupancy, fee of \$4.00 per L.F. for the portion of the utility line is running parallel within the LWDD canal right-of-way. This annual re-occurring right-of-way usage, or occupancy, fee will be adjusted every five (5) years in accordance with the compounded Consumer Price Index (CPI). Two (2) utility lines running parallel, within the canal right-of-way, ten feet or less apart and constructed at the same time, will be considered as one line. Refer to Subsection 2.2.12 - <u>Utility Installations</u> .
Utility Lines Running (Crossing) Perpendicular to Canal Channel			
Aerial Crossing (Pile Supported)	\$16.00 per L.F. of utility line within canal right-of-way (min. \$300.00)	\$24.00 per L.F. of utility line within canal right-of-way (min. \$450.00)	Refer to Subsection 2.2.12 - <u>Utility Installations</u> .
Attached-to-Bridge Crossing	\$8.50 per L.F. of utility line within canal right-of-way (min. \$300.00)	\$13.00 per L.F. of utility line within canal right-of-way (min. \$450.00)	
Pole-to-Pole Crossing	\$8.00 per L.F. of utility line within canal right-of-way (min. \$300.00)	\$12.00 per L.F. of utility line within canal right-of-way (min. \$450.00)	
Subaqueous Crossing (Directional Bore or Jack and Bore)	\$8.50 per L.F. of utility line within canal right-of-way (min. \$300.00)	\$13.00 per L.F. of utility line within canal right-of-way (min. \$450.00)	
Subaqueous Crossing – Open Channel (Dry Installation – Buried Under Bottom of Channel)	\$13.50 per L.F. of utility line within canal right-of-way (min. \$300.00)	\$21.00 per L.F. of utility line within canal right-of-way (min. \$450.00)	
Underground Crossing (Under or Over Existing Culvert)	\$8.00 per L.F. of utility line within canal right-of-way (min. \$300.00)	\$12.00 per L.F. of utility line within canal right-of-way (min. \$450.00)	
Utility Pole or Mastarm Installation	\$710.00 each pole or mastarm within canal right-of-way	\$1065.00 each pole or mastarm within canal right-of-way	An annual re-occurring right-of-way usage or occupancy fee will be assessed in the amount of \$1,065.00 per pole if vacated utility poles are not removed from the LWDD canal right-of-way within one year following installation and construction completion of new poles. This annual re-occurring fee will be adjusted every five (5) years in accordance with the compounded Consumer Price Index (CPI). Refer to Subsection 2.2.12- <u>Utility Installations</u> .



Lake Worth Drainage District Right-of-Way Operating Policies
Chapter 1 – General Provisions

All Other Right-of-Way Authorizations
(Requests for all other right-of-way uses require Board approval)

Right-of-Way Permit Types	Permit Application Fee	One-Time Right-of-Way Usage or Occupancy Fee	Annual Re-Occurring Right-of-Way Usage or Occupancy Fee	Notes
Linear Uses	\$500.00 each	\$20.00 per L.F. (min \$1500.00)	\$4.00 per L.F. (min \$500.00)	LWDD does not permit right-of-way uses not listed in the fee schedule shown in this Operating Policies manual (e.g., parallel fences, structures, landscaping, bike paths). Applicants requesting an alternative use or a use of the right-of-way other than the uses established in this Operating Policies manual (variance) must submit an application, with applicable application fees, for staff review and consideration by the Board of Supervisors. The \$500.00 permit application fee is non-refundable and is required prior to requesting approval from the LWDD Board of Supervisors (Board) for uses of the right-of-way other than the uses established in this Operating Policies manual. The Applicants must demonstrate a substantial hardship or a public purpose and must provide assurances that drainage works, and maintenance functions will not be harmed. If approved by the Board of Supervisors, the Applicant shall pay the one-time right-of-way usage or occupancy fee and the annual re-occurring right-of-way usage, or occupancy, fee for that portion of the LWDD canal right-of-way being used or occupied, prior to permit issuance. The annual re-occurring right-of-way usage, or occupancy, fee will be adjusted every five (5) years in accordance with the compounded Consumer Price Index (CPI). In lieu of payment of the one-time right-of-way usage or occupancy fee, mitigation may be considered. The Applicant must demonstrate how this mitigation will benefit the mission of LWDD.
Area Uses	\$500.00 each	\$5.00 per S.F. (min \$1500.00)	\$0.10 per S.F. (min \$500.00)	

Last Revised: 2/12/2020



Lake Worth Drainage District Right-of-Way Operating Policies
Chapter 1 – General Provisions

1.3.3 General Permit Fees

Permit fees will be doubled if improvements are constructed or installed without a permit or backfilled without inspection.

General Fee Type	Fee	Notes	
Minor Permit Modification(s)	\$ 300.00	Minor modifications and/or revisions made may be requested by the Applicant after the issuance of a Permit. Major modifications and/or revisions will be considered new permit applications and will be subject to the current fee schedule.	
Permit Transfer to New Owner	\$ 300.00	Requests for permit transfer for change of property ownership or to transfer operation/management responsibilities must be submitted within 90 days of purchase of property by new owner or assumption of operation/management responsibilities to a new entity. A new application and applicable permit fees will be required beyond this timeframe.	
Transfer to Operating Entity	\$ 300.00	Requests for permit conversion and transfer from construction phase to operation phase must be submitted within 90 days after LWDD has issued a Final Acceptance to the current property owner.	
Permit Extension	\$ 300.00	Requests to extend a permit must be submitted prior to permit expiration; otherwise, permittee may be required to submit a new permit application subject to applicable permit fees.	
Administrative Processing Fees	Clerical	\$ 35.00/hour	Permits requiring additional administrative work or legal review may be charged additional processing fees based upon the respective rates.
	Financial	\$ 55.00/hour	
	Legal Assistant	\$ 45.00/hour	
	Technical	\$ 65.00/hour	
	Attorney's Fees	\$ 225.00/hour	
Record Copy Fees	Photocopy Fees	\$ 0.15/one-sided 11" x 17" or smaller	Requests for printed copies of permits, engineering plans or other associated correspondence will be subject to the respective charges.
		\$ 0.20/two-sided 11" x 17" or smaller	
	Engineering Plans - Black & White	\$ 1.00/copy one-sided larger than 11" x 17"	
	Engineering Plans - Color	\$ 5.00/copy one-sided larger than 11" x 17"	
	CD/DVD	\$ 10.00/disk	
Recording Fees	The LWDD may record a Notice of Permit with the Palm Beach County Clerk of Court for certain types of permits. In addition to the application and usage fees, recording fees based upon current fees charged by the Palm Beach County Clerk of Court will be assessed and collected prior to permit issuance.		



Lake Worth Drainage District Right-of-Way Operating Policies
Chapter 1 – General Provisions

1.3.4 Other Fees

Fee Type	Fee		Notes
Quit Claim Deed for Release of LWDD interests in real estate	\$ 250.00 each		Additional fees, such as attorney's fees, recording fees, etc. may apply (refer to Subsection 1.3.3 - <u>General Permit Fees</u>). Also, fair-market value of right-of-way interests may apply. Refer to Subsections 4.1 - <u>Chancery Case 407</u> and 4.5 - <u>Sale of LWDD's Interests in Real Estate</u> .
Quit Claim Deed for release of canal reservations	Less than 100 acres	\$ 250.00 each	Additional fees, such as attorney's fees, recording fees, etc. may apply (refer to Subsection 1.3.3 - <u>General Permit Fees</u>).
	100 to 217 acres	\$ 350.00 each	
	More than 217 acres	\$ 500.00 each	Refer to Subsection 4.4 - <u>Release of Rights & Reservations</u> .
Quit Claim Deed for release of oil/mineral reservations or release of exploration rights	Less than 10 acres	\$ 250.00 each	Additional fees, such as attorney's fees, recording fees, etc. may apply (refer to Subsection 1.3.3 - <u>General Permit Fees</u>).
	10 acres to 75 acres	\$ 350.00 each	
	More than 75 acres	\$ 500.00 each	Refer to Subsection 4.4 - <u>Release of Rights & Reservations</u> .
Agreement Reinstatement Fee or Agreement Extension Fee	The fee required to reinstate or extend agreements	\$1000.00 each	
Petition for Annexation	\$ 500.00/Petition		
Service Agreement	\$ 500.00/Agreement		In addition to the required recording fees and attorney's fees
Temporary Easements for Ingress/Egress	One-time processing fee	\$ 480.00 each	Refer to Subsection 4.3 - <u>Temporary Easement for Ingress/Egress Requirements</u> .
Recording fees for Permits, Agreements, Conveyance Documents, etc.	Current fees charged by the Palm Beach County Clerk of Court		

Last Revised: 2/12/2020

REIMBURSABLE SERVICES (REPRODUCTION COSTS)
 (ESTIMATED MISCELLANEOUS OUT OF POCKET EXPENSES)

Name of Project: Englewood Estates Drainage Improvements
 Palm Beach County Project No. 2021606

Date: 11/25/2023

	Plan Sheets	Xerox Copies (11"x17")	Color Copies (11"x17")	Xerox Copies (24"x36")	Color Copies (24"x36")
PLANS					
Permit Plans	70		70		
35% Plans	28		28		
65% Plans	70		70		
96% Plans	70		70		
100% Plans	70		70		
Final Plans	70		70		
Utility Contact Plans	0		0		
S&PM Plans included	0		0		
WORKING COPIES (20%)	0		0		

TOTAL PLANS (5 sets)		0	1890	0	0
UNIT COSTS		\$0.35	\$1.20	\$2.25	\$7.50
TOTAL COSTS		\$0.00	\$2,268.00	\$0.00	\$0.00

Shipping Costs
 Miscellaneous

REPRODUCTION TOTAL \$3,283.16 ✓

	Sheets Reports	Xerox Copies (8"x11")	Color Copies (8"x11")	Xerox Copies (11"x17")	Color Copies (11"x17")
ENG REPORTS					
Pavement Design Report Typical Section/Variations					
RRR Report					
Drainage Report	400		396		4
Comp. Book (3 copies) Specs					
ENVIR. REPORTS					
Permit Apps					
Permit Sketches					
Contamination Report					
Others					
TOTAL REPORT (2 sets, 2 submittals)		0	1584	0	24
		\$0.17	\$0.60	\$0.35	\$1.20
		\$0.00	\$950.40	\$0.00	\$28.80

Spiral Binding (2 reports x 2 submittals)		4			
		\$8.99			
		\$35.96			



September 13, 2022
Revised November 15, 2023

Masse Consulting Services, LLC
2101 Vista Parkway, Suite 277
West Palm Beach, FL 33411

Attention: Mr. Basher Khan, P.E.

Re: Scope of Services for Geotechnical Engineering Services
Englewood Estates Drainage Improvements
Palm Beach County, Florida
PBC Project No. 2021606
PACIFICA Proposal No.: 610-12014999

Dear Mr. Basher:

In accordance with your emails dated September 11, 2023, **Pacifica Engineering Services, LLC (PACIFICA)**, is pleased to submit this scope of services to perform a subsurface exploration program for the above-referenced project. Included herein is our understanding of the proposed development along with a scope of services, cost estimates, and anticipated schedules.

It is understood that plans for this project include the design of drainage improvements on the following streets: Engle Road, Vassallo Avenue, Elizabeth Road, Theresa Road and 2nd Avenue. These roads are frequently flooded; therefore, the project will consist of designing drainage improvements which will be routed to the nearby L-11 and E-4 Canals.

GEOTECHNICAL SCOPE OF SERVICES

Based on the requested scope, PACIFICA proposes to perform the following geotechnical field services:

- Performed twelve (12) Soil Auger borings to a depth of 6 to 10 feet below the existing grade at the proposed locations.
- Perform three (3) percolation tests in accordance with SFWMD "Usual Open-Hole Test" procedures to a depth of 10 feet below grade.

Underground utility clearance will be required prior to the commencement of the geotechnical field exploration. Therefore, PACIFICA will contact "Sunshine One-Call" Service to obtain underground public utility clearance. PACIFICA understands that private utilities will be marked by others prior to each mobilization. **PACIFICA will conduct Ground Penetrating Radar (GPR) to identify any utilities as an additional layer of security in the areas of the boring locations.**

Maintenance of Traffic (MOT) will be needed to perform the geotechnical scope of work. PACIFICA will submit MOT plans with an estimated schedule in accordance with FDOT standards for PBC for approval prior to the start of fieldwork. PACIFICA will use FDOT Maintenance of Traffic (MOT) Plans Design Standards Index Series 600 when developing MOT plans.

GEOTECHNICAL REPORT DELIVERABLES

After the geotechnical field exploration is completed, a geotechnical engineer will review the soil samples and will perform a visual classification of the soil samples. The results of the geotechnical exploration will be transmitted in a report which will specifically contain the information listed below:

1. A location plan of the site showing the location of the auger borings.
2. Logs of the exploratory borings, which furnish the results of the auger borings.
3. The existence of organic soils or any other soil conditions.
4. Results of the percolation tests including the hydraulic conductivity value "k".
5. Onsite soil suitability
6. Groundwater readings during the time of the field exploration.
7. Some construction considerations.

GEOTECHNICAL SCHEDULE

Our study can begin one day after we receive authorization to proceed. We will start drilling after public underground utilities have been located and identified, which may take 2-4 business days. The geotechnical field exploration should be completed in 2 to 3 business days. The written report of the subsurface exploration will be available within two weeks following the fieldwork. We estimate that our study will be completed within 4 weeks from your notice to proceed.



COST BREAKDOWN

15-Nov-23

DESCRIPTION	UNIT	# OF UNITS	UNIT RATE	TOTAL
I. FIELD EXPLORATIONS				
Mobilization of Drill Equipment (50-mile travel)	each	1.0	\$375.00	\$375.00
Senior Engineering Technician (Site Reconnaissance, Boring Layout and Underground Utility Clearance) (Raw Rate: \$31.44*2.63)	hour	5.0	\$82.69	\$413.45
Percolation Test per SFWMD	each	3.0	\$325.00	\$975.00
Hand Auger	feet	120.0	\$9.90	\$1,188.00
II. SOIL & AGGREGATE TESTING				
Visual Soil Classification by Senior Geotechnical Engineer (Raw Rate: \$50.22*2.63)	hour	3.0	\$132.08	\$396.24
III. ENGINEERING SERVICES (MULTIPLIER: 2.63)				
Principal Engineer, P.E. (Raw Rate: \$74.05*2.63)	hour	3.0	\$194.75	\$584.25
Senior Geotechnical Engineer (Raw Rate: \$50.22*2.63)	hour	22.0	\$132.08	\$2,905.76
Drafter / CADD (Raw Rate: \$28.35*2.63)	hour	5.0	\$74.56	\$372.80
IV. MOT AND GPR				
Traffic Control Devices	day	2.0	\$1,450.00	\$2,900.00
MOT Advance Certified - Senior Engineering Technician (Raw Rate: \$31.44*2.63)	hour	5.0	\$82.69	\$413.45
MOT Permitting - Senior Geotechnical Engineer (Raw Rate: \$50.22*2.63)	each	2.0	\$132.08	\$264.16
Ground Penetrating Radar (GPR)	each	1.0	\$1,800.00	\$1,800.00
ESTIMATED GEOTECHNICAL FEE FOR THE PROJECT				\$12,588.11



May 22, 2024

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

Ritzel-Mason, Inc.

5119 Beechwood Road
Delray Beach, FL 33484

Phone: 786.472.0358

www.ritzel-mason.com

Subject: Fee Proposal for Surveying Services

Project: 2021606 - Englewood Estates Drainage Improvements

Dear Mr. Khan:

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

Project Limits: The limits of our investigation will include the full right-of-way width, plus 25 feet of:

- 2nd Avenue N, 200' east and west of Engle Road, and Engle Road.
- Engle Road from 200' south of 2nd Avenue N. to Vassallo Avenue, and from Buckley Avenue to LWDD L-11 Canal.
- Vassallo Avenue from Engle Road to Elizabeth Road.
- Elizabeth Road from Vassallo Avenue to LWDD L-11 Canal.
- Theresa Road from Buckley Avenue to LWDD L-11 Canal.

as shown in the attached exhibit as emailed to Ritzel-Mason on September 11, 2023.

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

Existing horizontal and vertical control will be recovered and/or set as needed. Control will be referenced to the Palm Beach County Control Network which is the NAD83/90 and NGVD88 datums. A closed level run will be performed through set control points.

Above ground data will be obtained to create a surface of the existing conditions. Topography will include visible fixed improvements such as bank lines, natural ground, curbing, asphalt, above ground utilities, etc. Sufficient data will be obtained to create a DTM

Englewood Estates Drainage Improvements

May 22, 2024



surface. Grade breaks will be included. The maximum interval between points on a straight line will be 75 feet and 25 feet on a curve.

Trees 4-inch DBH and greater will be located. Finish Floor Elevations within the above project limits. Maintained water elevation and water control elevation for LWDD L-11 and E-4 Canals. Topographic information along the outfall pipes within any existing easement or 20' wide corridor @ 50' spacing.

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

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

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

- At all driveways within the above project limits. The driveway limit shall extend to the building line.
- One cross section for the swale areas in between every two consecutive driveways.
- Additional cross sections at every 100' but shall be spaced from the above two locations.
- Provide LWDD L-11 Canal Cross Sections at Theresa Road, Engle Road, and Elizabeth Road with 50' spacing for up to 50' feet in each direction at the 3 locations. This yields 3 cross sections at each location.
- Provide LWDD E-4 Canal Cross Sections at two existing outfall locations with 50' spacing for up to 50' feet in each direction at the 2 locations. This yields 3 cross sections at each location.

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

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

- All existing outfall pipes information from the community to LWDD L-11 and E-4 Canals.
- Locate and provide outfall information to E-4 Canal along 2nd Avenue N.
- Any existing drainage structures at all corners of the intersection of Engle Road and 2nd Avenue N.

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

Ritzel-Mason will provide right-of-way and baseline on the project limits. If a historic baseline does not exist, one will be created (established from south to north and west to east). Information will be based on readily available data such as plats, deeds, and property appraiser website. Property lines will be shown. Field monumentation will be searched and located. Title search reports will be included, if provided by Palm Beach County. The baselines will be staked in the field.

www.ritzel-mason.com



Englewood Estates Drainage Improvements

May 22, 2024

Ritzel-Mason proposes **PNC Sheets** as described below:

Ritzel-Mason will provide Project Control sheets depicting baseline and control points.

Client Responsibilities:

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

Deliverables:

- DGN (SURVRD01.dgn) and PDF, digitally signed and sealed Specific Purpose / Topographic Survey in accordance with all applicable requirements, Roadway Design Standards of 2019 (Appendix C & D), codes, rules and Statues governing Surveying and Mapping in the deliverables, 11"x17" sheets at 1"=40' scale
- DTM DGN and XML

Schedule:

We propose to mobilize for this work 10 business days from receipt of this proposal duly signed and barring any unforeseen condition.

Fees: See attached spreadsheet.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis Ritzel". The signature is stylized and cursive.

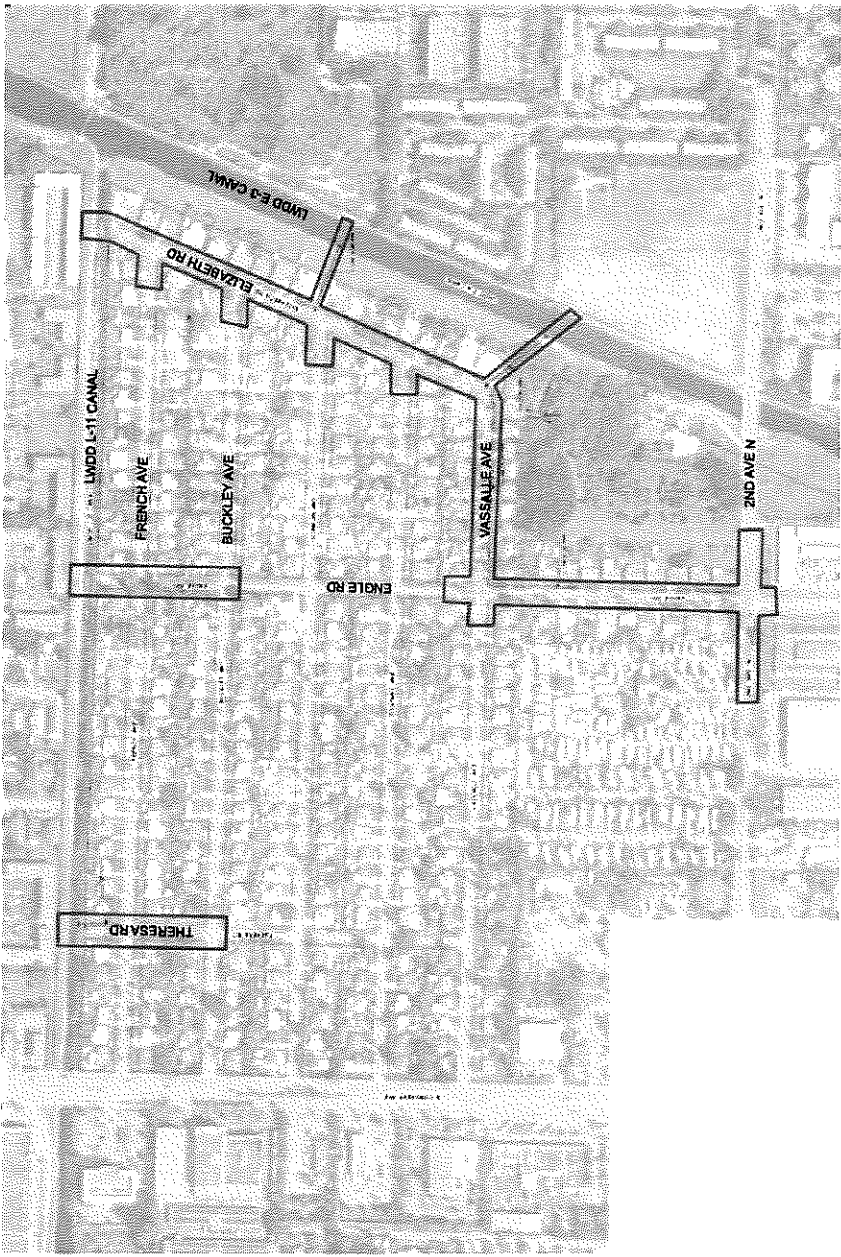
Dennis Ritzel, PSM
Director of Business Operations
786.472.0358
Email: dennis@ritzel-mason.com



Englewood Estates Drainage Improvements

May 22, 2024

Exhibit



Estimate of Work Effort and Cost

Name of Project:		Englewood Estates Drainage Improvements					Consultant Name: Ritzel-Mason, Inc.			
PBC Project Number:		2021606					Consultant Number: N/A			
							Date: 5/22/2024			
Task Description	Total Staff Hours	Project Surveyor	Survey-CADD Technician	3 Man Crew SUE	3 Man Crew Survey	2 Man Crew Survey	Staff Hours By Activity	Salary Cost By Activity	Average Rate Per Task	
		\$50.00	\$30.00	\$73.50	\$66.75	\$48.25				
BASIC SERVICES (Ritzel-Mason, Inc.)										
14.00	Survey - Field	210.00	0.00	0.00	0.00	40.00	170.00	210.00	\$ 10,872.50	\$ 51.77
15.00	Survey - Plans	190.00	45.00	145.00	0.00	0.00	0.00	190.00	\$ 6,600.00	\$ 34.74
Total Staff Hours (Basic Services)		400.00	45.00	145.00	0.00	40.00	170.00	400.00		
Total Staff Cost (Basic Services)			\$2,250.00	\$4,350.00	\$0.00	\$2,670.00	\$8,202.50		\$17,472.50	\$43.68
Basic Services:										
Basic Services (Ritzel-Mason, Inc.)									\$17,472.50	
Raw Rate Basic Services Total:									\$ 17,472.50	
Loaded Fees:										
Raw Rate Basic Services Total:									17472.50	
Multiplier Rate:									3.00	
Loaded Total:									\$ 52,417.50	
Grand Total Estimated Fees (Ritzel-Mason, Inc.):									\$ 52,417.50	

Project Activity 14: Survey - Field						
Task No.	Task	Units	No of Units	Hours/Unit	Total Hours	Comments
14.1	Horizontal Project Control (HPC)					
	2-Lane Roadway	LM	0.88	22.00	19	Establish horizontal control. Establish secondary control points. Redundant RTK VRS GPS. Datum will be NAD 83/90.
	Multi-lane Roadway	LM	0.00	0.00	0	
14.2	Vertical PC / Bench Line					
	2-Lane Roadway	LM	2.00	9.00	18	Verify vertical on PNC sheet control. Established vertical data on control. NGVD88.
	Multi-lane Roadway	LM	0.00	0.00	0	
14.3	Reference Points					
	2-Lane Roadway	EA	0.00	0.00	0	
	Multi-lane Roadway	EA	0.00	0.00	0	
14.4	Baseline Layout	LM	0.88	13.00	11	Establish baseline and rights-of-way on street and lands. The baselines will be staked in the field.
14.5	Section, Subdivision & Property Ties	EA	8.00	2.50	20	Locate centerlines and property corners
14.6	Topography/DTM (3D)	LF	0.88	105.00	92	<p>full right-of-way width, plus 25 feet of:</p> <ul style="list-style-type: none"> •2nd Avenue N, 200' east and west of Engle Road, and Engle Road. •Engle Road from 200' south of 2nd Avenue N. to Vassallo Avenue, and from Buckley Avenue to LWDD L-11 Canal. •Vassallo Avenue from Engle Road to Elizabeth Road. •Elizabeth Road from Vassallo Avenue to LWDD L-11 Canal. •Theresa Road from Buckley Avenue to LWDD L-11 Canal.
14.7	Cross Sections	EA	65.00	0.40	26	<i>Perform 100 foot sections. 25 cross sections, R/W to R/W + 25 feet. 15 cross sections at outfalls.</i>
14.8	Side Street Surveys	LM	0.00	0.00	0	
14.9	SUE	EA	0.00	0.00	0	
14.10	Locales - Pothole	EA	0.00	0.00	0	
14.11	Outfall Survey	LM	0.00	0.00	0	
14.12	Drainage Survey	EA	15.00	1.00	15	Drainage structures (15).
14.13	Bridge Survey	EA	0.00	0.00	0	
14.14	Canal Survey	LM	0.00	0.00	0	
14.15	Channel Survey and Soundings	LS	0.00	0.00	0	
14.16	Pond Site Survey	EA	0.00	0.00	0	

Task No.	Task	Units	No of Units	Hours/Unit	Total Hours	Comments
14.17	Jurisdictional Line Survey	LS	0.00	0.00	0	
14.18	Tree Survey	LM	0.88	10.00	9	Locate trees RW to RW + 25 feet
14.19	Route/Corridor Survey	LM	0.00	0.00	0	
14.20	Boundary Survey	LS	0.00	0.00	0	
14.21	Topographic Survey	LS	0.00	0.00	0	
14.22	Specific Purpose Survey	LS	0.00	0.00	0	
14.23	Hydrographic Survey	LS	0.00	0.00	0	
14.24	Quantity Survey	LS	0.00	0.00	0	
14.25	Record/As-Built Survey	LS	0.00	0.00	0	
14.26	R/W Staking					
	Parcel	EA	0.00	0.00	0	
	R/W Line	LM	0.00	0.00	0	
14.27	Meetings	EA	0.00	0.00	0	
14. Survey - Field Total					210 ✓	

Project Activity 15: Survey Plans						
Task No.	Task	Units	No. of Units	Hours/ Unit or Sheet	Total Hours	Comments
15.1	Alignment	LM	0.88	24.00	21 ✓	Establish baseline and rights-of-way on street and lands.
15.2	Section and 1/4 Section Lines	LM	0.88	7.50	7 ✓	Search and process section corners.
15.3	Subdivisions / Property Lines	LM	0.88	7.50	7 ✓	Search and process property corners.
15.4	Existing R/W	LM	0.88	24.00	21 ✓	
15.5	Topography	LM	0.88	39.00	34 ✓	Topography of Englewood community
15.6	Parent Tract Properties/Existing Easements	EA	0.00	0.00	0	
15.7	Title Review	LS	0.00	0.00	0	
15.8	Jurisdictional/Agency Lines	LM	0.00	0.00	0	
15.9	Survey Key Sheet	Sheet	1.00	10.00	10 ✓	
15.10	Survey Detail & Legend Sheet	Sheet	0.00	0.00	0	
15.11	Reference Point Sheet	Sheet	0.00	0.00	0	
15.12	Project Control Sheet	Sheet	2.00	10.00	20 ✓	Prepare PNC Sheets
15.13	Specific Purpose & Topographic Survey	Sheet	7.00	10.00	70 ✓	Prepare Specific Purpose & Topographic Survey
15.14	Boundary Survey	EA	0.00	0.00	0	
15.15	Technical Meetings	EA	0.00	4.00	0	
15. Survey Plans Total					190 ✓	



May 22, 2024

Fenson Massé
 Masse Consulting Services, LLC
 2101 Vista Parkway, Suite 277
 West Palm Beach, Florida 33411

Ritzel-Mason, Inc.

5119 Beechwood Road
 Delray Beach, FL 33484

Subject: Fee Proposal for Utility Investigation Services (optional services)

Phone: 786.472.0358

Project: 2021606 Englewood Estates Drainage Improvements

www.ritzel-mason.com

Dear Mr. Massé:

Ritzel-Mason appreciates the opportunity to prepare this fee proposal for providing optional subsurface utility engineering (SUE) services on the above referenced project. Ritzel-Mason is registered and licensed in the state of Florida. This letter will serve as our official scope of services and is accompanied by the included fee estimate. The combination of our resources and experience will provide Masse Consulting (the Client) with the confidence that Ritzel-Mason is the right choice to complete the project on time and on budget. Ritzel-Mason has been requested by the Client to provide utility designating services. Utility designating processes is to verify the horizontal positions of existing underground utilities. Vacuum excavation is to determine vertical positions of existing underground utilities.

Project Limits: The limits of our investigation will include locations *as needed* within the full right-of-way width, plus 25 feet of:

- 2nd Avenue N, 200' east and west of Engle Road, and Engle Road.
- Engle Road from 200' south of 2nd Avenue N. to Vassallo Avenue, and from Buckley Avenue to LWDD L-11 Canal.
- Vassallo Avenue from Engle Road to Elizabeth Road.
- Elizabeth Road from Vassallo Avenue to LWDD L-11 Canal.
- Theresa Road from Buckley Avenue to LWDD L-11 Canal.

as shown in the attached exhibit as emailed to Ritzel-Mason on September 11, 2023.

SUE Scope of Services (optional): Ritzel-Mason will complete a SUE investigation in general accordance with ASCE Standard 38-02: Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data. Ritzel-Mason will search for the existence and approximate location of subsurface utilities within the project limits except those listed under Exclusions below. The specific work includes:

- A. Records Research through customary means:

2021606 – Englewood Estates Drainage Improvements (optional services)

May 22, 2024



- a. Identify utilities anticipated to exist in the project limits.
 - b. Document responses and compile record information.
- B. Field Investigation using appropriate surface geophysical techniques:
- a. Documented conductive utilities – designate with the objective of achieving Quality Level B for conductive utilities. Where not possible, lower Quality Levels will be established. Utilities of non-conductive material installed with serviceable tracer wire or tape will be considered conductive. It is important to note, however, that the depicted location of such utilities represents the tracer rather than the actual utility.
 - b. Documented non-conductive utilities – investigate with the objective of achieving Quality Level C. Where not possible, depict at Quality Level D.
 - c. Undocumented utilities – are those utilities that may exist in the project area that have not been previously identified, are not discovered during records research, and for which there is no prior knowledge. Ritzel will use our standard search protocol in an attempt to determine the existence and approximate location of undocumented utilities; however, this work cannot guarantee that all utilities will be found and depicted.
- C. Quality Level exceptions – the following utilities will be investigated with the objective of achieving the specific Quality Level stated:
- a. Gravity sanitary sewers – Quality Level C.
 - b. Non-conductive utilities with ready access allowing sonde, metal tape or detection rod insertion and tracking – Quality Level B.
 - c. Subaqueous crossings – Quality Level D.
- D. Exclusions – the following utilities and/or components will not be investigated:
- a. Utility vault or manhole interiors
 - b. Drainage
 - c. Traffic control loops
 - d. Signage wiring
 - e. Irrigation lines
 - f. Cathodic protection
 - g. Thrust blocks.
 - h. Septic systems.
 - i. Underground storage tanks, piping and wiring.
- E. Vacuum Excavation - Test holes
- a. Ritzel-Mason proposes to use vacuum excavation equipment to perform **up to 8 test holes** at locations as directed by the client. Vacuum excavation methods will enable Ritzel-Mason to visualize the utility in question for a high degree of certainty. Ritzel-Mason will make every effort to vacuum excavate to a depth of eight (8) feet using high pressure air methods. However, vacuum excavation will cease when these methods are unable to progress below refusal, such as bedrock or flowable fill. Ritzel-Mason will not employ destructive methods, such as jackhammers or chipping hammers,

2021606 – Englewood Estates Drainage Improvements (optional services)

May 22, 2024



to break up bedrock or other refusal within a test hole due the high risk of damage to buried utilities and safety risk to employees. Utilities deeper than 8 feet may not be found.

- b. At the completion of each excavation Ritzel-Mason will place an iron rod and cap or a nail and disk at the test hole location and further identify the test hole location with paint marks on the ground surface. We will backfill with native material and compact the soil in 6"-12" lifts as well as provide a permanent restoration of the pavement or ground surface within the limits of the original excavation. We will record maximum depth of the test hole as well as vertical depth of any utility encountered. If a utility is encountered, we will also provide utility type, size, shape, material and orientation to the extent we are able to ascertain this information
- c. Ritzel-Mason will notify Sunshine 811 2 full business days in advance of excavation. Ritzel-Mason will mark the conductive utilities by inductive methods utilizing electromagnetic geophysical prospecting equipment. Known non-conductive utilities will be marked utilizing 2-D Radar (GPR).
- d. Due to mobilization costs a minimum of 4 test holes can be requested or mobilization costs will be charged.

Survey: Ritzel-Mason will provide an *updated Specific Purpose Survey* to include the following:

The survey will be exclusively focused on providing utilities found during the vacuum excavation processes by Ritzel-Mason. Horizontal coordinates will be based on the North American Datum of 1983 (NAD83), adjustment 2011 based on the Trimble VRS, State Plane Coordinate System Florida East (0901), unless otherwise directed by the Client. Total station methods will be utilized in areas that GPS signals are obstructed. Excavated utilities' vertical data will be based on North American Vertical Datum 1988 (NAVD88), unless otherwise directed by the Client.

Ritzel-Mason proposes additional **Cross Sections** at LWDD L-11 and E-4 Canals on an as needed basis. Up to eight (8) canal cross sections will be included.

Client Responsibilities:

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

Deliverables:

- Updated DGN (SURVRD01.dgn) and PDF (digitally signed) of the Topographic Survey (11"x17" sheets at 1"=40' scale
- Summary of Verified Utilities Sheet

Schedule:

We propose to mobilize for this work 10 business days from receipt of this proposal duly signed and barring any unforeseen condition.

Fees: See attached spreadsheet.



2021606 – Englewood Estates Drainage Improvements (optional services)

May 22, 2024

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis Ritzel". The signature is stylized and cursive.

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

Project Activity 14: Survey - Field						
Task No.	Task	Units	No of Units	Hours/Unit	Total Hours	Comments
14.1	Horizontal Project Control (HPC)					
	2-Lane Roadway	LM	0.88	0.00	0	
	Multi-lane Roadway	LM	0.00	0.00	0	
14.2	Vertical PC / Bench Line					
	2-Lane Roadway	LM	2.00	0.00	0	
	Multi-lane Roadway	LM	0.00	0.00	0	
14.3	Reference Points					
	2-Lane Roadway	EA	0.00	0.00	0	
	Multi-lane Roadway	EA	0.00	0.00	0	
14.4	Baseline Layout	LM	0.88	0.00	0	
14.5	Section, Subdivision & Property Ties	EA	8.00	0.00	0	
14.6	Topography/DTM (3D)	LF	0.88	0.00	0	
14.7	Cross Sections	EA	8.00	0.40	3	8 cross sections
14.8	Side Street Surveys	LM	0.00	0.00	0	
14.9	SUE	EA	8.00	1.25	10	GPR pin point on 8 locations
14.10	Locates - Pothole	EA	8.00	1.25	10	8 vacuum excavation test holes at loations as directed by the EOR
14.11	Outfall Survey	LM	0.00	0.00	0	
14.12	Drainage Survey	EA	15.00	0.00	0	
14.13	Bridge Survey	EA	0.00	0.00	0	
14.14	Canal Survey	LM	0.00	0.00	0	
14.15	Channel Survey and Soundings	LS	0.00	0.00	0	
14.16	Pond Site Survey	EA	0.00	0.00	0	
14.17	Jurisdictional Line Survey	LS	0.00	0.00	0	
14.18	Tree Survey	LM	0.88	0.00	0	

Task No.	Task	Units	No of Units	Hours/Unit	Total Hours	Comments
14.19	Route/Corridor Survey	LM	0.00	0.00	0	
14.20	Boundary Survey	LS	0.00	0.00	0	
14.21	Topographic Survey	LS	0.00	0.00	0	
14.22	Specific Purpose Survey	LS	0.00	0.00	0	
14.23	Hydrographic Survey	LS	0.00	0.00	0	
14.24	Quantity Survey	LS	0.00	0.00	0	
14.25	Record/As-Built Survey	LS	0.00	0.00	0	
14.26	R/W Staking					
	Parcel	EA	0.00	0.00	0	
	R/W Line	LM	0.00	0.00	0	
14.27	Meetings	EA	0.00	0.00	0	
14. Survey - Field Total					23	

Project Activity 15: Survey Plans						
Task No.	Task	Units	No. of Units	Hours/ Unit or Sheet	Total Hours	Comments
15.1	Alignment	LM	0.00	0.00	0	
15.2	Section and 1/4 Section Lines	LM	0.00	0.00	0	
15.3	Subdivisions / Property Lines	LM	0.00	0.00	0	
15.4	Existing R/W	LM	0.00	0.00	0	
15.5	Topography	LM	0.00	0.00	0	
15.6	Parent Tract Properties/Existing Easements	EA	0.00	0.00	0	
15.7	Title Review	LS	0.00	0.00	0	
15.8	Jurisdictional/Agency Lines	LM	0.00	0.00	0	
15.9	Survey Key Sheet	Sheet	1.00	0.00	0	
15.10	Survey Detail & Legend Sheet	Sheet	0.00	0.00	0	
15.11	Reference Point Sheet	Sheet	0.00	0.00	0	
15.12	Project Control Sheet	Sheet	0.00	10.00	0	
15.13	Specific Purpose & Topographic Survey	EA	16.00	0.50	8	Prepare test hole data sheets. Add test holes and cross sections to plans.
15.14	Boundary Survey	EA	0.00	0.00	0	
15.15	Technical Meetings	EA	0.00	4.00	0	
15. Survey Plans Total					8	

Estimate of Work Effort and Cost

Name of Project:		Englewood Estates Drainage Improvements (Optional Services)					Consultant Name: Ritzel-Mason, Inc.			
PBC Project Number:		2021606					Consultant Number: N/A			
							Date: 3/7/2024			
Task Description	Total Staff Hours	Project Surveyor	Survey-CADD Technician	3 Man Crew SUE	3 Man Crew Survey	2 Man Crew Survey	Staff Hours By Activity	Salary Cost By Activity	Average Rate Per Task	
		\$50.00	\$30.00	\$73.50	\$66.75	\$48.25				
OPTIONAL SERVICES (Ritzel-Mason, Inc.)										
14.00	Survey - Field	23.00	0.00	0.00	20.00	0.00	3.00	23.00	\$ 1,614.75	\$ 70.21
15.00	Survey - Plans	8.00	2.00	6.00	0.00	0.00	0.00	8.00	\$ 280.00	\$ 35.00
Total Staff Hours (Optional Services)		31.00	2.00	6.00	20.00	0.00	3.00	31.00		
Total Staff Cost (Optional Services)			\$100.00	\$180.00	\$1,470.00	\$0.00	\$144.75		\$1,894.75	
Optional Services:										
Optional Services (Ritzel-Mason, Inc.)									\$1,894.75	
Raw Rate Optional Services Total:									\$ 1,894.75	
Loaded Fees:										
Raw Rate Optional Services Total:									1894.75	
Multiplier Rate:									3.00	
Loaded Total:									5684.25	
Grand Total Estimated Fees (Ritzel-Mason, Inc.):									\$ 5,684.25	

ENGLEWOOD ESTATES DRAINAGE IMPROVEMENTS
 SOLICITATION/PROJECT/BID NAME: _____
 September 14, 2021
 SOLICITATION OPENING/SUBMITTAL DATE: _____

2021606
 SOLICITATION/PROJECT/BID NO.: _____
 ENGINEERING & PUBLIC WORKS
 COUNTY DEPARTMENT: _____

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

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

CONTACT PERSON: FENSON MASSE PHONE NO.: 561-577-3482 E-MAIL: fmasse@masseconsultingfirm.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$195,548.16
 *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 Minority Business	WBE Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Asian	Other
	1. Ritzel-Mason, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	\$58,101.75	_____
2. ^{Engineering} Pacifica Consulting Services, LLC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$12,588.11	_____	_____	_____	_____	_____
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 \$12,588.11 Total \$58,101.75

Total Bid/Offer Price \$ 266,238.02 Total Certified S/M/WBE Participation \$ 266,238.02

I hereby certify that the above information is accurate to the best of my knowledge: FENSON MASSE *Fenson Masse* PRESIDENT
 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.

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: 2021606

SOLICITATION/PROJECT NAME: ENGLEWOOD ESTATES DRAINAGE IMPROVEMENTS

Prime Contractor: Masse Consulting Services, LLC Subcontractor: _____

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 3/11/24 to 3/10/27

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
	3.02 (General Highway Design w/Curb & Gutter, Access and Drainage)				\$195,548.16

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: \$195,548.16

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

N/A Price or Percentage: N/A

Name of 2nd/3rd tier Subcontractor/subconsultant

MASSE CONSULTING SERVICES, LLC

Print Name of Prime

By: *Fenson Masse*
Authorized Signature

Fenson Masse

Print Name

President

Title

Date: 06/26/2024

N/A

Print Name of Subcontractor/subconsultant

By: _____
Authorized Signature

Print Name

Title

Title

Date: _____

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. 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: 2021606

SOLICITATION/PROJECT NAME: ENGLEWOOD ESTATES DRAINAGE IMPROVEMENTS

Prime Contractor: Masse Consulting Services, LLC Subcontractor: Ritzel-Mason, Inc.

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 4/10/22 to 4/9/25

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 type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input checked="" 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
	5.02 (Engineering Surveying)				\$58,101.75

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: \$58,101.75

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

N/A Price or Percentage: N/A

Name of 2nd/3rd tier Subcontractor/subconsultant

MASSE CONSULTING SERVICES, LLC

Print Name of Prime

By: [Signature]
Authorized Signature

Fenson Masse

Print Name

President

Title

Date: 06/26/2024

Ritzel-Mason, Inc.

Print Name of Subcontractor/subconsultant

By: [Signature]
Authorized Signature

CLYDE R. MASON II

Print Name

PRESIDENT

Title

Date: 6/25/2024

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: 2021606

SOLICITATION/PROJECT NAME: ENGLEWOOD ESTATES DRAINAGE IMPROVEMENTS

Prime Contractor: Masse Consulting Services, LLC Subcontractor: Pacifica ^{Engineering} Consulting Services, LLC

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 10/25/21 to 10/24/24

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

Column 1

Column 2

Column 3

Male Female

African-American/Black Asian American Caucasian American

Supplier

Hispanic American 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
	6.01 (Geological/Geophysical Studies)				\$12,588.11

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: \$12,588.11

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

N/A

Price or Percentage: N/A

Name of 2nd/3rd tier Subcontractor/subconsultant

MASSE CONSULTING SERVICES, LLC

Print Name of Prime

By: Fenson Masse
Authorized Signature

Fenson Masse

Print Name

President

Title

Date: 06/26/2024

Pacifica Consulting Services, LLC

Print Name of Subcontractor/subconsultant

By: Wesley Foster
Authorized Signature

Wesley Foster

Print Name

President

Title

Date: 6/24/2024

PROJECT HISTORY

Englewood Estates Drainage Improvements					
Project# 2021606					
Authorization	Supplement	Date Approved	Total Amount	SBE Amount	SBE %
BCC	Original CSA	Pending	\$ 266,238.02	\$ 266,238.02	100.00%
Project Totals			\$ 266,238.02	\$ 266,238.02	100.00%



**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
DX00001719	Masse Consulting Services, LLC		Compliant					2022050	Annual Civil Engineering Services Contract (R2022-0463)
		A++g , XV	The Phoenix Insurance Company	6602T415343	2/10/2024	2/10/2025	General Liability		
		Ag , XV	Beazley Insurance Company, Inc.	C36A7E240101	2/17/2024	2/17/2025	Professional Liability		
		A++g , XV	Travelers Casualty and Surety Company	UB2T204496	2/10/2024	2/10/2025	Workers Comp		

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