

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date:	February 11, 2025	Consent [X]	Regular []
		Public Hearing []	

Department: **Water Utilities Department**

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: **A)** Consultant Services Authorization (CSA) No. 1 to the Consulting/Professional Services Capital Improvement Plan Program Management Contract (Contract) with Parsons Environment & Infrastructure Group Inc., (Parsons) for the Capital Improvement Plan Program Management (Project) for a not to exceed amount of \$1,938,442.46 and **B)** CSA No. 1 with CES Consultants, Inc., (CES) for the Project for a not to exceed amount of \$2,303,662.89.

Summary: On January 14, 2025, the Board of County Commissioners (BCC) approved the Palm Beach County Water Utilities Department (PBCWUD) Contract with Parsons (R2025-0092) and CES (R2025-0093). The Contract will provide consulting/professional services to assist with the implementation of the PBCWUD 2025-2030 Capital Improvement Plan (CIP). Under CSA No. 1 Parsons and CES will provide the resources needed to support the implementation of CIP projects for one (1) year. Parsons and CES will provide services throughout the project life cycle of water, wastewater and reclaimed water treatment and transmission projects in the areas of delivery, controls, permitting, communications, and asset management.

This Contract was presented to the Goal Setting Committee (Committee) on March 29, 2024, and the Committee established an Affirmative Procurement Initiative (API) of a minimum mandatory 20% Small Business Enterprise (SBE) subcontracting goal and up to 15 evaluation points based upon the relative level of dollar participation by certified African American (AA) owned firms.

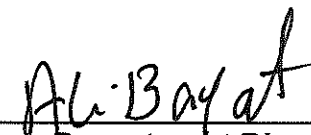
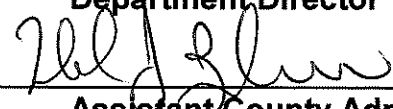
Parsons committed to 26% SBE participation, which includes 23% MBE (AA). The SBE proposed participation for CSA No. 1 with Parsons is 26.98%, which includes 26.98% MBE (AA). To date, the overall participation achieved on this Contract is 26.98% SBE participation, which 26.98% MBE (AA). While Parsons is headquartered in Chantilly, Virginia, most members of the project team will be co-located with PBCWUD staff at the Central Region Operations Center (CROC) from which the majority of the work required will be undertaken. CSA No. 1 for Parsons is included in PBCWUD FY 2025 budget. (PBCWUD Project No. 25-009).

CES committed to 32% SBE participation which includes 29% MBE (AA). The SBE proposed participation for CSA No. 1 with CES is 35.89%, which includes 31.42% MBE (AA). To date, the overall participation achieved on this Contract is 35.89% SBE participation, which includes 31.42% MBE (AA). While CES is headquartered in Miami, Florida, most members of the project team will be co-located with PBCWUD staff at the CROC from which the majority of the work required will be undertaken. CSA No. 1 for CES is included in PBCWUD FY 2025 budget. (PBCWUD Project No. 25-009) Countywide (MWJ)

Background and Justification (Continued on Page 3)

Attachments:

1. Two (2) Consultant Service Authorization No. 1 for Parsons Environment & Infrastructure Group Inc.
2. Two (2) Consultant Service Authorization No. 1 for CES Consultants, Inc.
3. Location Map
4. Ebix Compliance Summary Report for Parsons Environment & Infrastructure Group Inc.
5. Ebix Compliance Summary Report for CES Consultants, Inc.

Recommended By:	<u></u>	<u>1/15/25</u>
	Department Director	Date
Approved By:	<u></u>	<u>1/27/25</u>
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures	\$4,242,106	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	\$4,242,106	0	0	0	0

ADDITIONAL FTE POSITIONS (Cumulative) 0 0 0 0 0

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

Is Item Included in Current Budget? Yes X No
 Is this item using Federal Funds? Yes No X
 Is this item using State Funds? Yes No X

Reporting Category N/A

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

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

C. Department Fiscal Review: See Est for ER

III. REVIEW COMMENTS

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

Lisa Martin 1/16/2025
 OFMB CA 1/16
 1/16

Travis Brackley 1/21/25
 Contract Development and Control
 26 1-21-25

B. Legal Sufficiency:

[Signature] 1/23/25
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

Continued from page 1

Background and Justification: Under CSA No. 1, Parsons and CES will provide communications, planning services, oversight of staff and design professionals for projects from design through construction, coordination of permitting and approvals, and support of strategic asset management principles. The tools and processes developed will allow continued efficiencies in implementation and delivery of CIP projects throughout the duration of the Contract.

CONSULTANT SERVICES AUTHORIZATION NO. 1
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2025-0092 Contract Dated January 14, 2025

Project Title: Capital Improvement Plan Program Management

PBCWUD Project No.: 25-009

Consultant: Parsons Environment & Infrastructure Group, Inc.

Address: 500 W. Cypress Creek Rd., Suite 200, Fort Lauderdale, Florida 33309

Budget Line Item No.: 4001-720-2323-3120

District No.: Countywide

This Consultant Services Authorization provides for: Resources and personnel required to support the delivery of the Palm Beach County Water Utilities Department's (PBCWUD) Capital Improvement Plan (CIP) projects. Consultant Services Authorization (CSA) No. 1 provides staff augmentation to support the design and construction projects identified through the planning phases. In addition, project controls, project administration, and technical staff are provided to support the CIP planning, design, and construction phases.

(See ATTACHMENT A for detailed scope of services)

The Contract provides for 26.00% SBE participation, which includes 23.00% MBE participation, 23.00% MBE (AA). This Consultant Services Authorization includes 26.98% overall participation which includes, 26.98% MBE participation, 26.98% MBE (AA). The cumulative SBE participation, including this Consultant Services Authorization is 26.98%, which includes 26.98% MBE participation, 26.98% MBE (AA).

1. Services completed by the Consultant to date :
See ATTACHMENT B.
2. Consultant shall begin work upon receipt of Notice to Proceed correspondence.
3. The compensation to be paid to the Consultant for providing the requested services shall be:
 - A. Computation of time charges plus expenses, not to exceed \$1,938,442.46.
 - B. Fixed price of \$ 0.00
 - C. Total \$1,938,442.46
4. This Authorization may be terminated, in whole or in part, by the County with or without cause in accordance with the Contract terms. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed to termination date, together with reimbursable expenses (if applicable) then due in accordance with the Contract terms. Consultant agrees to waive any and all claims for lost profits or anticipated future profits in the event of a termination with or without cause under this Contract.

CONSULTANT SERVICES AUTHORIZATION NO. 1
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PBCWUD Project No.: 25-009

5. SBE participation is included in **ATTACHMENT C** under this Authorization. The attached Schedule 1 defines the SBE applied to this Authorization and Schedule 2 establishes the SBE contribution from each Sub-Consultant (Letter of Intent).
6. This Authorization does not amend, change, or modify the Contract dated January 14, 2025 which remains in full force and effect.
7. All Attachments to this Authorization are incorporated herein and made a part of this Consultant Services Authorization.

CONSULTANT SERVICES AUTHORIZATION NO. 1
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. R2025-009 Contract Dated January 14, 2025

Project Title: Capital Improvement Plan Program Management

PBCWUD Project No.: 25-009

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

PALM BEACH COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

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

Palm Beach County, Board
of County Commissioners

ATTEST:

Signed: _____

JA

Signed: _____

Maria G. Marino, Mayor

MB

Typed Name: _____

Deputy Clerk

(Date) _____

Approved as to Form and Legal
Sufficiency

Parsons Environment & Infrastructure Group, Inc.
(Consultant)

Signed: _____

William Rathbun
(Print Name)

William Rathbun
(Signature)

Typed Name: Michael W. Jones
County Attorney

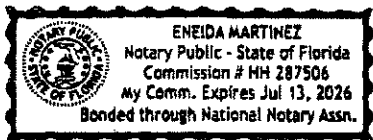
Principal Project Manager
(Title)

JANUARY 13, 2025
(Date)

STATE OF FLORIDA

COUNTY OF MIAMI DADE

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,
this 13 day of JANUARY 2025, by WILLIAM RATHBUN who is personally
known to me or has produced _____ as identification.



Eneida Martinez
(Signature of Notary Public - State of Florida)

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



500 W. Cypress Creek Road, Suite 200, Fort Lauderdale, Florida 33309
www.parsons.com

November 8, 2024

Mr. Ali Bayat, PE
Director
Palm Beach County Water Utilities Department
8100 Forest Hill Boulevard
West Palm Beach, Florida 33413

Subject: PBCWUD Project No. 23-045
Capital Improvement Plan Program Management
Delegation of Signature Authority

Dear Mr. Bayat,

As one of **Parsons Environment & Infrastructure Group Inc.** (Parsons) representatives currently registered in Florida's SUNBIZ, I am writing to authorize William Rathbun, Principal Project Manager, to sign documents for Parsons associated with the above reference Contract for Consulting/Professional Services.

Should you have any questions or concerns, please do not hesitate to contact me at Patrick.Brooks@parsons.com or 703-898-5514.

Sincerely,

Parsons Environment & Infrastructure Group Inc.

A handwritten signature in cursive script that reads 'Patrick Brooks'.

Patrick Brooks, P.E.
Senior Vice President

Cc: William Rathbun, Principal Project Manager
Jeff Kishel, Vice President

DELIVERING A BETTER WORLD

CONSULTANT SERVICES AUTHORIZATION NO. 1
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
Capital Improvement Plan Program Management
Resolution No. _____ Contract Dated January 14, 2025

LIST OF ATTACHMENTS

ATTACHMENT A	Scope of Services
ATTACHMENT B	Summary and Status of Consultant Services Authorizations
ATTACHMENT C	OEBO Schedules 1 and 2
ATTACHMENT D	Project Schedule
ATTACHMENT E	Budget Summary
ATTACHMENT F	Summary of SBE-M/WBE Business Tracking
ATTACHMENT G	Location Map

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ATTACHMENT A

SCOPE OF SERVICES

PBCWUD Project No.: 25-009

Project Title: Capital Improvement Plan Program Management

Parsons Environment & Infrastructure Group, Inc. (CONSULTANT) shall perform:

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT PALM BEACH COUNTY WATER UTILITIES DEPARTMENT (PBCWUD) PROJECT NO. 23-035 (CONTRACT) with CONSULTANT to provide program and construction management services, inspections, and engineering services for various activities and projects related to the implementation and execution of PBCWUD's Capital Improvement Plan (PROGRAM).

This Consultant Services Authorization (CSA) No. 1 encompasses the services to support the PROGRAM by providing program, project and construction management resources, construction inspection, specialized technical and engineering resources through project planning, design, construction, start-up, commissioning, and close-out phases.

BACKGROUND

The PBCWUD has adopted a strategic approach to manage the PROGRAM outlined in the three (3) Integrated Utility Master Plans (IUMP) completed in 2023 with planning horizons through 2030, 2040 and 2050, with this CONTRACT focusing on delivering the projects that will take priority between now and 2030.

To assist PBCWUD staff in meeting their strategic plan and schedule, the COUNTY selected two consultants to provide program, project and construction management services and to augment the PBCWUD's staff with experienced staff to be co-located at the Central Regional Operations Center (CROC) and various facilities, and the necessary specialized technical experts to support the PROGRAM.

The PBCWUD has been working with another consultant since 2015 and have made adequate progress, developed several procedures, and demonstrated an asset management strategy which earned the PBCWUD an International Organization for Standardization (ISO) 55001 Certification.

The PBCWUD intends to leverage their ISO 55001 certification and implement improvements in order to maintain the certification and continue to be a leader in asset management. In addition, several procedures and processes need to be memorialized, automatized, and standardized for the PROGRAM in order for the asset management systems to continue being useful, future ready and cost efficient.

Based on the IUMPs there is nearly \$1 Billion to be constructed in the next decade. In order to meet the requirements summarized in the IUMPs requires that PBCWUD increase their current spend on capital, repair, and replacement projects. This entails the use of multiple design consultants and contractors which will be managed by the CONSULTANT and therefore the CONSULTANT will assist and support PBCWUD staff with all the resources and staff to deliver

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the PROGRAM, including project planning and management, procurement and execution, engineering support and design management, construction management and inspections, program controls, permitting, asset management, and public outreach.

SCOPE OF SERVICES

CONSULTANT shall provide supplemental resources and personnel to support the PBCWUD Program Management Office (PMO) staff through various project delivery phases, including planning, design, construction, and the maintenance and development of systems to manage and document the information throughout the duration of the PROGRAM.

CSA No. 1 will focus on the following services required to augment the program management team, transition new staff, and continue to support PBCWUD's program management team. The CONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources.
2. Specialized technical experts in water and wastewater/reclamation treatment, collection, transmission, and distribution to assist in planning, design, construction, and closeout of projects.

Task No. 1 – Program Management

A. Services:

Consultant shall provide personnel to perform administrative activities to support the on-site program/project design/construction management team. The overall or partial management and administration to support the defined total scope of services will be required. These services will extend through the duration of the CSA, and include the following activities:

1. Direct support of the PMO, which includes the core Program Team consisting of CONSULTANT and PBCWUD staff.
2. Management of CONSULTANT staff
3. Progress reporting and presentations to PBCWUD Program Manager(s) and Department Leaders
 - a. Attendance at meetings as requested by PBCWUD
 - b. Provide documents in support and as required for meetings.

B. Deliverables

1. Monthly invoices with progress reports
2. Miscellaneous meeting documentation

Task No. 2 – Project Management

A. Services:

The PROGRAM involves the delivery of the projects outlined in the CIP and each of the projects will typically develop from the planning stage, through design, permitting, procurement and construction. PBCWUD has requested three (3) treatment plant design project managers to

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augment PBCWUD's project management staff. The CONSULTANT's project managers shall be fully responsible for the management of the assigned projects through design and construction.

CONSULTANT may also support efforts to implement standardized Program Management Plans (PMP) processes for design reviews, constructability assessments, and procurement support to better ensure adherence to timelines and budgets. CONSULTANT may be asked to facilitate knowledge sharing sessions with PBCWUD and PMO staff to enable continuous skill enhancement, leveraging CONSULTANT's robust expertise in delivering large-scale infrastructure CIP programs.

Specific services to be performed are:

1. Provide Project Managers to work as part of an integrated team with PBCWUD staff.
2. In conjunction with the PBCWUD project managers, CONSULTANT project managers will plan and manage the CIP projects identified and assigned in accordance with the Project Delivery System (PDS) and other PBCWUD requirements. Activities include, but are not limited to: planning, coordinating, and conducting various meetings; conducting research associated with project scope development; negotiating engineering design fees; developing and maintaining project budgets and schedules, receiving and coordinating review of consultant deliverables and providing feedback to consultants regarding the acceptability of these deliverables; coordinating advertisement for bids for construction including review and analysis of bids received and making recommendations for contract award; assisting in preparing conformed documents for construction; providing management support during construction; assisting the construction manager in close-out activities; and review and processing of consultant and contractor invoices.
3. Prepare and provide input to monthly project status reports used to document progress and to inform PBCWUD senior leadership regarding project and PROGRAM status.
4. Prepare correspondence and other documents required as part of the PDS for delivery of assigned projects.
5. Assist in mentoring and training PBCWUD project managers in capital projects management techniques and best practices.

B. Deliverables:

1. Documentation required for project delivery pursuant to PDS (i.e., checklists, budget requests, procurement related documentation, review documents, etc.)
2. Preparation of presentations to support procurement of engineering consultants and update PBCWUD senior leadership regarding project status.

Task No. 3 – Program Reporting and Controls

A. Services:

CONSULTANT will develop and implement document management systems and tools to promote the efficient delivery of the CIP, and further refine those tools as may be required to meet PROGRAM objectives and needs. Specifically, these tools allow PBCWUD to effectively manage the PROGRAM and provide document control support. PBCWUD will use these tools in delivery of the CIP.

Efforts under this task will involve the CONSULTANT's staff working out of PBCWUD facilities to perform the functions described below and development staff working with PBCWUD Information Technology (IT) staff to maintain those systems and tools being hosted by

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PBCWUD.

CONSULTANT offices to perform the functions described below to manage the PROGRAM effectively and efficiently.

Task No. 3.1 - Scheduling

No services will be provided under this subtask at this time.

Task No. 3.2 - Document Management System

CONSULTANT PROGRAM, project and construction managers will utilize, maintain, and refine as needed, the Document Management System already in use for the PROGRAM, when conducting their day-to-day activities.

Task No. 3.3 – SharePoint Collaboration Site

No services will be provided under this task at this time.

Task No. 3.4 – Reporting and Dashboards

No services will be provided under this task at this time.

Task No. 4 – Technical Support

A. Services:

Throughout the PROGRAM delivery, situations will arise when specialized technical expertise may be needed. CONSULTANT shall support PBCWUD in these situations by providing technical resources on an as required basis. Specific services to be performed may include, but are not limited to:

1. Development or revision of a PBCWUD Standard Operating Procedures (SOP) as requested.
2. Development and implementation of PDS modules for design-build and/or other alternative delivery methods.
3. Technical experts in the areas of water, wastewater and water reclamation treatment, water chemistry, process, hydraulics, pump stations, Supervisory Control and Data Acquisition (SCADA), instrumentation & controls, electrical, structural, pipe rehabilitation methodologies, hydrogeology, resiliency, IT, alternative delivery procurement, and utility management.
4. Best practices in program and project management.
5. Alternatives analysis as part of Planning and Design
6. Cost estimating
7. Value engineering
8. Providing technical expertise not readily available within PBCWUD or through PBCWUD's current consulting/professional services engineering contracts on short notice as required during planning, design, construction, or closeout.

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B. Deliverables:

1. Technical memoranda or reports, as warranted, identifying the work performed, alternatives developed, value engineering recommendations, or issues investigated, and findings used for project and/or PROGRAM purposes.

Task No. 5 – Outreach Services

A. Services:

CONSULTANT shall support the CIP delivery by providing outreach services to both the public, private stakeholders and to the local small business community.

The outreach services to the public will consist of the development of materials to be used to inform the public regarding specific project-related activities. These materials may be in the form of door hangers, flyers, or letters to be used by PBCWUD's contractors to inform the public of project related work in their neighborhood.

Additional communications support as requested by PBCWUD may include, but not be limited to:

1. Branding
2. Advice and suggestions regarding public outreach means and methods for the various projects or PROGRAM.
3. Preparation of documents for presentation to the Board of County Commissioners.
4. Support PBCWUD with right-of-way acquisition and permanent and temporary easement acquisition, as requested.
5. Support Palm Beach County Office of Equal Business Opportunity (OEBO) for public outreach events such as meetings, mailings, and web-based information sharing to attract resources, contractors, and vendors.

B. Deliverables:

1. Informational materials (door hangers, posters, letters, flyers, etc.)
2. Documents in support of PBCWUD presentations, if requested.
3. Public outreach materials when requested by PBCWUD (i.e., assistance with planning and/or coordinating events, such as public meetings)

Task No. 6 – Construction Management

A. Services:

The PROGRAM involves the construction of treatment plant projects as outlined in the CIP. PBCWUD has requested one (1) treatment plant Construction Manager (CM) and two (2) full time equivalents (FTEs) treatment plant inspectors to augment PBCWUD's construction management and inspection staff.

The CONSULTANT construction manager and construction inspectors will support the construction project they are assigned to and will be supported by the project managers. Their duties will consist of coordinating field inspection resources, attending progress meetings with contractors, monitoring contractor performance under the construction contract, maintaining project documentation, coordinating with engineers of record, and identifying additional specialist

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resources that may be required to address emergent issues on construction projects in support of PBCWUD. Specific services to be performed:

1. Provide Construction Managers to work as part of an integrated team with PBCWUD staff.
2. Prepare and provide input to monthly project status reports used to document progress and to inform PBCWUD senior leadership regarding project and Program status.
3. Prepare correspondence and other documents required as part of the PDS for delivery of assigned projects.
4. Assist in mentoring and training PBCWUD construction managers in capital projects management techniques and best practices.

In addition to assisting in the day-to-day administration of construction contracts, CONSULTANT will continue to support the PROGRAM with constructability reviews, support preparation of construction contracts and procurement documents, and support to PBCWUD regarding construction matters as applicable.

B. Deliverables:

1. Daily inspection reports and other documentation associated with the construction contracts (i.e., contractor requests for information (RFI), contractor submittal reviews, monthly payment applications)
2. Constructability reviews where appropriate and documentation of comments and resolution.
3. Documentation associated with the review and revision of construction contracts being prepared for procurement.
4. Preparation of presentations to support procurement of contractors and update PBCWUD senior leadership regarding project status.

Task No. 7 – Strategic Asset Management

No services will be provided under this task at this time.

Task No. 8 – Information Technology Group Support Services

No services will be provided under this task at this time.

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ATTACHMENT B

SUMMARY AND STATUS OF CONSULTANT SERVICES AUTHORIZATIONS

Auth. No.	PBCWUD Project No.	Title	Status	Project Total Amount	SBE Total Amount	SBE Participation %	Approved	
							By	Date
1	25-009	Capital Improvement Plan Program Management	Pending	\$1,938,422.46	\$523,068.00	26.98%	BCC	Pending

ATTACHMENT C

OEBO SCHEDULE 1

Office of Equal Business Opportunity Compliance Programs

OEBO SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: Capital Improvement Plan Program Management

SOLICITATION/PROJECT/BID NO.: WUD 23-035

SOLICITATION OPENING/SUBMITTAL DATE: June 11, 2024

COUNTY DEPARTMENT: Water Utilities Department

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

NAME OF PRIME RESPONDENT/BIDDER: Parsons Environment & Infrastructure Group, Inc.

ADDRESS: 500 W. Cypress Creek Rd., Ste. 200, Fort Lauderdale, FL 33309

CONTACT PERSON: William Rathbun, PE, Principal Project Manager

PHONE NO.: 305-807-0568

E-MAIL: william.rathbun@parsons.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$1,127,129.66

*SMWBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.

Non-SBE MBE WBE SBE

Section B PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT BELOW:

Subcontractor/Sub consultant Name	(Check all Applicable Categories)				DOLLAR AMOUNT OR PERCENTAGE OF WORK					
	Non-SBE	MBE	WBE	SBE	Black	Hispanic	Women	Caucasian	Asian	Other
		Minority Business	Women Business	Small Business						
1. MCO Construction and Services, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$523,068.00					
2. Nova Consulting, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						\$288,244.80
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 \$523,068.00 \$288,244.80

Total Bid/Offer Price \$ 1,938,442.46

Total Certified S/M/WBE Participation \$ 523,068.00

I hereby certify that the above information is accurate to the best of my knowledge: William Rathbun  Principal Project Manager
 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.
 - If a Mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation.



ATTACHMENT C

OEBO SCHEDULE 2

Office of Equal Business Opportunity Compliance
Programs

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OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. If a Mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: WUD 23-045

SOLICITATION/PROJECT NAME: Capital Improvement Plan Program Management

Prime Contractor: Parsons Environment & Infrastructure Group, Inc. Subcontractor: MCO Construction and Services, Inc.

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 4/17/24 - 4/16/27

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

Column 1	Column 2	Column 3
<input type="checkbox"/> Male <input checked="" 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. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/Units	Contingencies/Allowances	Total Price/Percentage
1	Construction Management Support Services and Outreach	N/A	N/A	N/A	\$523,068.00

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: \$523,068.00

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

_____ Price or Percentage: _____

Name of 2nd/3rd tier Subcontractor/subconsultant

Parsons Environment & Infrastructure, Inc.

Print Name of Prime

By: *William Rathbun*
Authorized Signature

William Rathbun, PE, Assoc. DBIA

Print Name

Principal Project Manager

Title

Date: 01/13/2025

MCO Construction and Services, Inc.

Print Name of Subcontractor/subconsultant

By: *Ann McNeill*
Authorized Signature

Ann McNeill

Print Name

President

Title

Date: 01/13/2025



If you have experienced or witnessed a violation of the EBO Ordinance or would like to file a complaint, please scan the QR Code

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. If a Mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: WUD 23-035

SOLICITATION/PROJECT NAME: Capital Improvement Plan Program Management

Prime Contractor: Parsons Environment and Infrastructure Group, Inc. Subcontractor: Nova Consulting, Inc.

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): N/A

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

Column 1	Column 2	Column 3
<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input type="checkbox"/> Caucasian American	<input type="checkbox"/> Supplier
	<input checked="" 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. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/Units	Contingencies/Allowances	Total Price/Percentage
1	Construction and Program Management Support	N/A	N/A	N/A	\$288,244.80

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: \$288,244.80

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

_____ Price or Percentage: _____

Name of 2nd/3rd tier Subcontractor/subconsultant

Parsons Environment & Infrastructure Group, Inc.

Print Name of Prime

By: 
Authorized Signature

William Rathbun, PE, Assoc. DBIA

Print Name


Principal Project Manager

Title

Date: 01/07/2025

Nova Consulting, Inc.

Print Name of Subcontractor/subconsultant

By: 
Authorized Signature

Maria J. Molina, PE, CGC, ENV SP

Print Name

President

Title

Date: 12/30/2024



If you have experienced or witnessed a violation of the EBO Ordinance or would like to file a complaint, please scan the QR Code

ATTACHMENT D

PROJECT SCHEDULE

The completion dates for this work will be as follows (starting from CONSULTANT'S receipt of Notice to Proceed).

<u>Engineering Services Notice to Proceed</u>	<u>Completion Date from</u> (Calendar Days)
<i>Task No. 1 - Program Management</i>	365
<i>Task No. 2 – Project Management</i>	365
<i>Task No. 3 – Program Reporting and Controls</i>	N/A
<i>Task No. 4 – Technical Support</i>	365
<i>Task No. 5 – Outreach Services</i>	365
<i>Task No. 6 – Construction Management</i>	365
<i>Task No. 7 – Strategic Asset Management</i>	N/A
<i>Task No. 8 – Information Technology Group Support Services</i>	N/A

Revised 06-12-24

**ATTACHMENT E
BUDGET SUMMARY**

Revised 06-12-24

**ATTACHMENT E
BUDGET SUMMARY**

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services - Capital Improvement Plan Program Management
 Resolution No.: Contract Dated:
 Consultant Services Authorization No.: 1
 Consultant: Parsons Environment & Infrastructure Group, Inc.
 Project Title: Capital Improvement Plan Program Management
 PBCWUD Project No.: 25-009

PRIME CONSULTANT LABOR

Task Number	Task Description	Role, Labor Classification, Name & Raw Hourly Labor Rate								Total Labor
		Program Manager	Project Manager	Project Manager	Technical Support	Technical Support	Technical Support	Technical Support	Construction Manager	
		Principal Project Manager	Project Manager	Project Manager	Senior Project Manager	Senior Project Manager	Engineering Manager	Senior Construction Manager	Construction Manager	
		W. Rathbun	J. Greenfield	TBD	J. Daly	T. Champlin	L. Dobre	W. Cestoni	TBD	
		\$ 109.62	\$ 75.00	\$ 62.50	\$ 94.83	\$ 89.28	\$ 106.67	\$ 107.00	\$ 75.00	
1	Program Management	360	0	0	0	0	0	0	0	\$ 100,236.53
2	Project Management	0	1920	1920	0	0	0	0	0	\$ 607,200.00
3	Program Reporting and Controls	0	0	0	0	0	0	0	0	\$ -
4	Technical Support	0	0	0	100	100	40	40	0	\$ 68,493.13
5	Outreach Services	0	0	0	0	0	0	0	0	\$ -
6	Construction Management	0	0	0	0	0	0	0	1920	\$ 331,200.00
Labor Subtotal		\$ 1,107,129.66								

										Total Hours
Labor Subtotal Hours	360	1920	1920	100	100	40	40	1920		6,400
Labor Raw Costs	\$ 39,463.20	\$ 144,000.00	\$ 120,000.00	\$ 9,483.00	\$ 8,928.00	\$ 4,274.80	\$ 4,280.00	\$ 144,000.00		
Labor Multiplier	2.54	2.3	2.3	2.54	2.54	2.54	2.54	2.3		
Labor Subtotal	\$ 100,236.53	\$ 331,200.00	\$ 276,000.00	\$ 24,086.82	\$ 22,677.12	\$ 10,857.99	\$ 10,871.20	\$ 331,200.00		
Labor Total	\$ 1,107,129.66									

Parsons Labor Total	\$ 474,429.00
Parsons Overall Labor Multiplier	2.33
Parsons Subtotal	\$ 1,107,129.66 \$ 1,127,129.66
Subconsultant Labor Total	\$ 811,312.80
Subcontract Total	\$ 811,312.80
Other Direct Costs Total	\$ 20,000
Project Total	\$ 1,938,442.46



January 13, 2025

William Rathbun, PE
Parsons Environment & Infrastructure Group, Inc.
500 W. Cypress Creek Road
Suite 200
Fort Lauderdale, FL 33309

**RE: Project Title; Capital Improvement Plan Program Management
PBCWUD Project No. – 23-035
Consultant Service Agreement (CSA) No. 1.**

Dear Mr. Rathbun,

MCO Construction and Services, Inc (CONSULTANT) is pleased to perform the following services as described for Task No. 5: Outreach Services, and Task No. 6: Construction Management for the Palm Beach County Water Utilities Department's 2020-2025 Capital Improvement Plan.

BACKGROUND

The PBCWUD has adopted a strategic approach to manage the PROGRAM outlined in the three (3) Integrated Utility Master Plans completed in 2023 with planning horizons through 2030, 2040 and 2050, with this CONTRACT focusing on delivering the projects that will take priority between now and 2030.

To assist PBCWUD staff in meeting their strategic plan and schedule, the COUNTY selected two consultants to provide program, project and construction management services and to augment the COUNTY's staff with experienced staff to be co-located at the Central Regional Operations Center (CROC) and various facilities, and the necessary specialized technical experts to support the PROGRAM.

Based on the IUMPs there is nearly \$1B to be constructed in the next decade. In order to meet the requirements summarized in the IUMPs requires that PBCWUD double their current spend on capital, repair, and replacement projects. This entails the use of multiple design consultants and contractors which will be managed by the CONSULTANT and therefore the CONSULTANT will assist and support PBCWUD staff with all the resources and staff to deliver the PROGRAM, including project planning and management, procurement and execution,



engineering support and design management, construction management and inspections, program controls, permitting, asset management, and public outreach.

CONSULTANT shall perform the services as described below.

SCOPE OF SERVICES

CONSULTANT shall provide supplemental resources and personnel to support the PBCWUD Program Management Office (PMO) staff through various project delivery phases, including planning, design, construction, and the maintenance and development of systems to manage and document the information throughout the duration of the Program.

CSA No. 1 will focus on the following services required to augment the program management team, transition new staff, and continue to support PBCWUD's program management team. The CONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources.
2. Specialized technical experts in water and wastewater/reclamation treatment, collection, transmission, and distribution to assist in planning, design, construction, and closeout of projects.

Task No. 5 – Outreach Services

A. Services:

CONSULTANT shall support the CIP delivery by providing outreach services to both the public, private stakeholders and to the local small business community.

The outreach services to the public will consist of the development of materials to be used to inform the public regarding specific project-related activities. These materials may be in the form of door hangers, flyers, or letters to be used by PBCWUD's contractors to inform the public of project related work in their neighborhood.

Additional communications support as requested by PBCWUD may include, but not be limited to:

1. Branding
2. Advice and suggestions regarding public outreach means and methods for the various projects or Program.



3. Preparation of documents for presentation to the Board of County Commissioners.
4. Support PBCWUD with right-of-way acquisition and permanent and temporary easement acquisition, as requested.
5. Support Palm Beach County Office of Equal Business Opportunity (OEBO) for public outreach events such as meetings, mailings, and web-based information sharing to attract resources, contractors, and vendors.

B. Deliverables:

1. Informational materials (door hangers, posters, letters, flyers, etc.)
2. Documents in support of PBCWUD presentations, if requested.
3. Public outreach materials when requested by PBCWUD (i.e., assistance with planning and/or coordinating events, such as public meetings)

Task No. 6 – Construction Management

A. Services:

The Program involves the construction of treatment plant projects as outlined in the CIP. PBCWUD has requested (2) full time equivalents (FTEs) treatment plant inspectors to augment PBCWUD's construction management and inspection staff.

The CONSULTANT construction inspectors will support the construction project they are assigned to, and will be supported by the project managers. Their duties will consist of coordinating field inspection resources, attending progress meetings with contractors, monitoring contractor performance under the construction contract, maintaining project documentation, coordinating with engineers of record, and identifying additional specialist resources that may be required to address emergent issues on construction projects in support of PBCWUD.

In addition to assisting in the day-to-day administration of construction contracts, CONSULTANT will continue to support the Program with constructibility reviews, support preparation of construction contracts and procurement documents, and support to PBCWUD.

Specific services to be performed:

1. Provide Construction Managers to work as part of an integrated team with PBCWUD staff.
2. Prepare and provide input to monthly project status reports used to document progress and to inform PBCWUD senior leadership regarding project and Program status.
3. Prepare correspondence and other documents required as part of the PDS for delivery of assigned projects.
4. Assist in mentoring and training PBCWUD construction managers in capital projects management techniques and best practices.

MCO

CONSTRUCTION & SERVICES, INC.

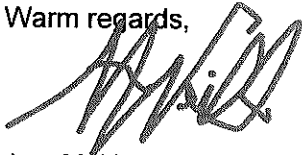
In addition to assisting in the day-to-day administration of construction contracts, CONSULTANT will continue to support the PROGRAM with constructibility reviews, support preparation of construction contracts and procurement documents, and support PBCWUD regarding construction matters, as applicable.

B. Deliverables:

1. Daily inspection reports and other documentation associated with the construction contracts (i.e., contractor requests for information (RFI), contractor submittal reviews, monthly payment applications).
2. Constructability reviews where appropriate and documentation of comments and resolution.
3. Documentation associated with the review and revision of construction contracts being prepared for procurement.
4. Preparation of presentations to support procurement of contractors and update PBCWUD senior leadership regarding project status.

We look forward to collaborating with you.

Warm regards,



Ann McNeill
President
MCO Construction and Services, Inc.

**ATTACHMENT E
BUDGET SUMMARY**

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services - Capital Improvement Plan Program Management
 Resolution No.: Contract Dated:
 Consultant Services Authorization No.: 1
 Consultant: Parsons Environment & Infrastructure Group, Inc.
 Subconsultant: MCO Construction and Services, Inc.
 Project Title: Capital Improvement Plan Program Management
 PBCWUD Project No.: 25-009

SUB-CONSULTANT LABOR

Task Number	Task Description	Role, Labor Classification, Name & Raw Hourly Labor Rate			Total Labor
		Public Outreach	Construction Inspections	Construction Inspections	
		Principal	Senior Inspector	Senior Inspector	
		A. McNeill	TBD	K. Stubbs	
		\$ 90.04	\$ 65.72	\$ 54.63	
1	Program Management	0	0	0	\$ -
2	Project Management	0	0	0	\$ -
3	Program Reporting and Controls	0	0	0	\$ -
4	Technical Support	0	0	0	\$ -
5	Outreach Services	200	0	0	\$ 37,816.80
6	Construction Management	0	1920	1920	\$ 485,251.20
Subtotal		\$ 523,068.00			

				Total Hours
Labor Subtotal Hours	200	1920	1920	4,040
Labor Raw Costs	\$ 18,008.00	\$ 126,182.40	\$ 104,889.60	
Labor Multiplier	2.1	2.1	2.1	
Labor Subtotal	\$ 37,816.80	\$ 264,983.04	\$ 220,268.16	
Labor Total	\$ 523,068.00			

Subconsultant Labor Total	\$ 249,080.00
MCO Overall Labor Multiplier	2.1
Subcontract Total	\$ 523,068.00
Project Total	\$ 523,068.00



Nova Consulting

William Rathbun, PE
Parsons Environment & Infrastructure Group, Inc.
500 W. Cypress Creek Road
Suite 200
Fort Lauderdale, FL 33309

Project Title; Capital Improvement Plan Program Management
PBCWUD Project No. – 23-035
Consultant Service Agreement (CSA) No. 1.

BACKGROUND

The PBCWUD has adopted a strategic approach to manage the PROGRAM outlined in the three (3) Integrated Utility Master Plans completed in 2023 with planning horizons through 2030, 2040 and 2050, with this CONTRACT focusing on delivering the projects that will take priority between now and 2030.

To assist PBCWUD staff in meeting their strategic plan and schedule, the COUNTY selected two consultants to provide program, project and construction management services and to augment the COUNTY's staff with experienced staff to be co-located at the Central Regional Operations Center (CROC) and various facilities, and the necessary specialized technical experts to support the PROGRAM.

Based on the IUMPs there is nearly \$1B to be constructed in the next decade. In order to meet the requirements summarized in the IUMPs requires that PBCWUD double their current spend on capital, repair, and replacement projects. This entails the use of multiple design consultants and contractors which will be managed by the CONSULTANT and therefore the CONSULTANT will assist and support PBCWUD staff with all the resources and staff to deliver the PROGRAM, including project planning and management, procurement and execution, engineering support and design management, construction management and inspections, program controls, permitting, asset management, and public outreach.

SCOPE OF SERVICES

CONSULTANT shall provide supplemental resources and personnel to support the PBCWUD Program Management Office (PMO) staff through various project delivery phases, including planning, design, construction, and the maintenance and development of systems to manage and document the information throughout the duration of the Program.

CSA No. 1 will focus on the following services required to augment the program management team, transition new staff, and continue to support PBCWUD's program management team. The CONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources.
2. Specialized technical experts in water and wastewater/reclamation treatment, collection, transmission, and distribution to assist in planning, design, construction, and closeout of projects.

Task No. 2 – Project Management

A. Services:

The Program involves the delivery of the projects outlined in the CIP and each of the projects will typically develop from the planning stage, through design, permitting, procurement and construction. PBCWUD has requested three (3) treatment plant design project managers to augment PBCWUD's project management staff. The CONSULTANT's project managers shall be fully responsible for the management of the assigned projects through design and construction.



CONSULTANT may also support efforts to implement standardized Program Management Plans (PMP) processes for design reviews, constructability assessments, and procurement support to better ensure adherence to timelines and budgets. CONSULTANT may be asked to facilitate knowledge sharing sessions with PBCWUD and PMO staff to enable continuous skill enhancement, leveraging CONSULTANT's robust expertise in delivering large-scale infrastructure CIP programs.

Specific services to be performed are:

1. Provide Project Managers to work as part of an integrated team with PBCWUD staff.
2. In conjunction with the PBCWUD project managers, CONSULTANT project managers will plan and manage the CIP projects identified and assigned in accordance with the Project Delivery System (PDS) and other PBCWUD requirements. Activities include, but are not limited to: planning, coordinating, and conducting various meetings; conducting research associated with project scope development; negotiating engineering design fees; developing and maintaining project budgets and schedules, receiving and coordinating review of consultant deliverables and providing feedback to consultants regarding the acceptability of these deliverables; coordinating advertisement for bids for construction including review and analysis of bids received and making recommendations for contract award; assisting in preparing conformed documents for construction; providing management support during construction; assisting the construction manager in close-out activities; and review and processing of consultant and contractor invoices.
3. Prepare and provide input to monthly project status reports used to document progress and to inform PBCWUD senior leadership regarding project and Program status.
4. Prepare correspondence and other documents required as part of the PDS for delivery of assigned projects.
5. Assist in mentoring and training PBCWUD project managers in capital projects management techniques and best practices.

B. Deliverables:

1. Documentation required for project delivery pursuant to PDS (i.e., checklists, budget requests, procurement related documentation, review documents, etc.)
2. Preparation of presentations to support procurement of engineering consultants and update PBCWUD senior leadership regarding project status.

Assumptions

- The Project Manager is programmed for full-time for a total of twelve (12) months - 1,920 hours.
- The Hydrogeologist is programmed for half-time for a total of 12 months - 960 hours.
- No engineering and/or specialty inspections and/or geotechnical/structural testing / investigations are included in this scope of work or fee.
- The following services are not included:
 - Design Services
 - Permitting Services
 - Surveying services
 - Structural inspections and threshold inspection services

We trust that this proposal is acceptable to you and look forward to providing our professional services for this important project. Should you have any questions or require additional information, please do not hesitate to contact me at 305-436-9200.

Very truly yours,
NOVA CONSULTING
Ronald Fields, PE
Sr. Vice President
Program Management/Construction Management

**ATTACHMENT E
BUDGET SUMMARY**

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services - Capital Improvement Plan Program Management
 Resolution No.: Contract Dated:
 Consultant Services Authorization No.: 1
 Consultant: Parsons Environment & Infrastructure Group, Inc.
 Subconsultant: Nova Consulting, Inc.
 Project Title: Capital Improvement Plan Program Management
 PBCWUD Project No.: 25-009

SUB-CONSULTANT LABOR

Task Number	Task Description	Role, Labor Classification, Name & Raw Ho		Total Labor
		Project Manager	Hydrogeologist	
		TBD	TBD	
		\$ 35.71	\$ 44.43	
1	Program Management	0	0	\$ -
2	Project Management	1920	960	\$ 288,244.80
3	Program Reporting and Controls	0	0	\$ -
4	Technical Support	0	0	\$ -
5	Outreach Services	0	0	\$ -
6	Construction Management	0	0	\$ -
Subtotal		\$ 288,244.80		

			Total Hours
Labor Subtotal Hours	1920	960	2,880
Labor Raw Costs	\$ 68,563.20	\$ 42,652.80	
Labor Multiplier	2.4	2.9	
Labor Subtotal	\$ 164,551.68	\$ 123,693.12	
Labor Total	\$ 288,244.80		

Subconsultant Labor Total	\$ 111,216.00
Nova Overall Labor Multiplier	2.59
Subcontract Total	\$ 288,244.80
Project Total	\$ 288,244.80

ATTACHMENT F

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services
 Capital Improvement Plan Program Management
 Resolution No. _____ Contract Dated _____

**SUMMARY OF
 SBE-M/WBE BUSINESS TRACKING**

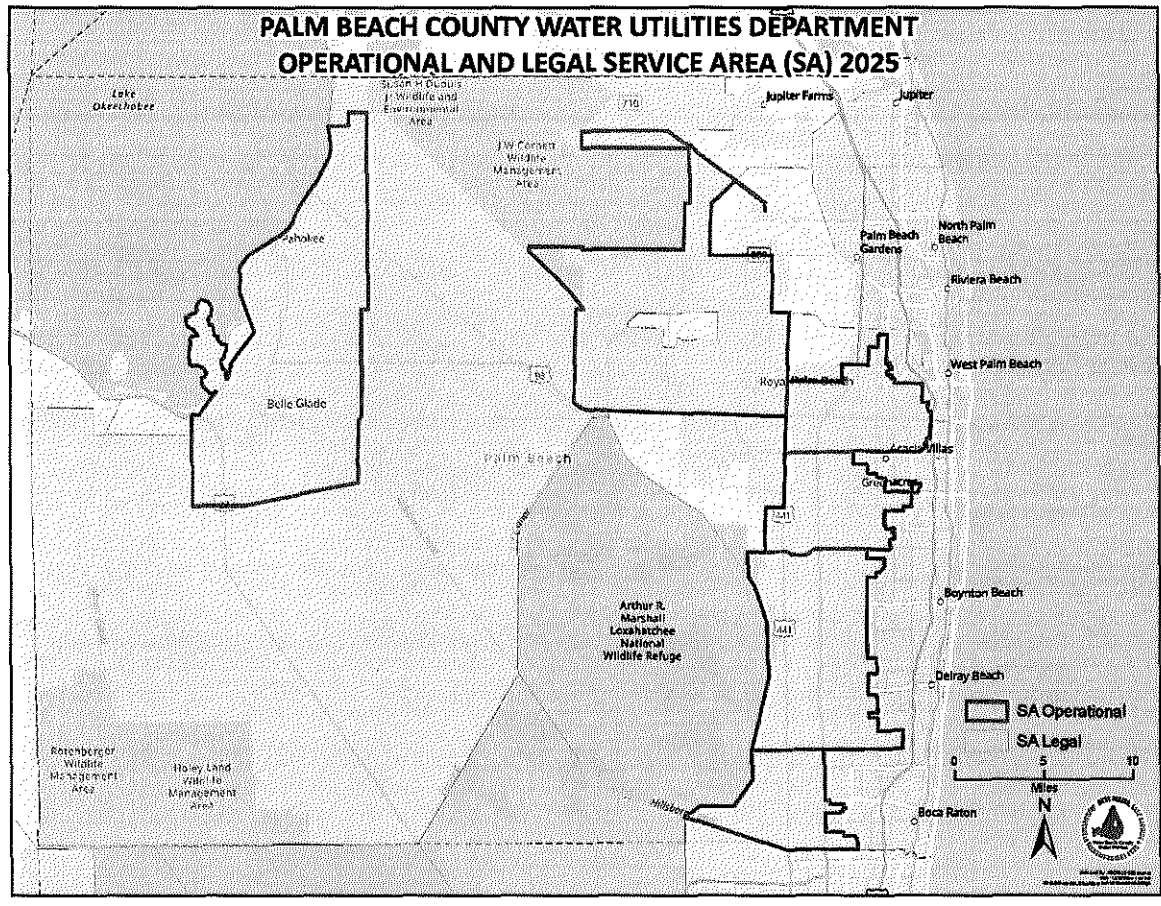
Master Contract Goals	SBE: 26%	M/WBE: 26%	MBE (AA): 23%	MBE (W): 0%
Current Proposal				
Value of Authorization No. <u>1</u>	\$1,938,442.46			
Value of SBE-M/WBE Letters of Intent	\$523,058.00	\$523,058.00	\$523,058.00	\$0.00
Actual Percentage	26.98%	26.98%	26.98%	0.0%
Signed/Approved Authorizations				
Total Value of Authorizations	\$0.00			
Total Value of SBE-M/WBE Signed Subcontractors	\$0.00	\$0.00	\$0.00	\$0.00
Actual Percentage	0.00%	0.00%	0.00%	0.00%
Signed/Approved Authorizations Plus Current Proposal				
Total Value of Authorization	\$1,938,442.46			
Total Value of Subcontractors & Letters of Intent	\$523,058.00	\$523,058.00	\$523,058.00	\$0.00
Actual Percentage	26.98%	26.98%	26.98%	0.0%

Revised 06-12-24

ATTACHMENT G

Location Map

PBCWUD Project No. 25-009



Revised 06-12-24

CONSULTANT SERVICES AUTHORIZATION NO. 1
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT
Resolution No. R2025-0093 Contract Dated January 14, 2025

Project Title: CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT

PBCWUD Project No.: 25-009

Consultant: CES Consultants, Inc.

Address: 2056 Vista Parkway, Suite 200 West Palm Beach, FL 33411

Budget Line Item No.: 40001 -720-2323- 3120

District No.: Countywide

This Consultant Services Authorization provides for: the resources and personnel necessary to support the delivery of the Palm Beach County Water Utilities Department's (PBCWUD) Capital Improvement Plan (CIP) projects. In addition to providing staff to expedite planning and design Activities, Consultant Authorization (CSA) No. 1 also provides for additional staff augmentation to support the delivery of construction projects identified through the planning and design process.

(See ATTACHMENT A for detailed scope of services)

The Contract provides for 32 % SBE participation, which includes 29 % MBE participation, and 29 % MBE (AA). This Consultant Services Authorization includes 35.89 % overall SBE participation which includes, 31.42 % MBE participation, 31.42 % MBE (AA). The cumulative SBE participation, including this Consultant Services Authorization is 35.89 %, which includes 31.42 % MBE participation, 31.42 % MBE (AA).

1. Services completed by the Consultant to date:
See ATTACHMENT B.
2. Consultant shall begin work upon receipt of Notice to Proceed correspondence.
3. The compensation to be paid to the Consultant for providing the requested services shall be:
 - A. Computation of time charges plus expenses, not to exceed \$ 2,303,662.89
 - B. Fixed price of \$ _____
 - C. Total \$ 2,303,662.89
4. This Authorization may be terminated, in whole or in part, by the County with or without cause in accordance with the Contract terms. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed up to the termination date, together with reimbursable expenses (if applicable) then due in accordance with the Contract terms. Consultant agrees to waive any and all claims for lost profits or anticipated future profits in the event of a termination with or without cause under this Contract.

CONSULTANT SERVICES AUTHORIZATION NO. 1
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT
Resolution No. R2025-0093 Contract Dated January 14,2025

Project Title: CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT

PBCWUD Project No.: 25-009

5. SBE participation is included in **ATTACHMENT C** under this Authorization. The attached Schedule 1 defines the SBE applied to this Authorization and Schedule 2 establishes the SBE contribution from each Sub-Consultant (Letter of Intent).
6. This Authorization does not amend, change, or modify the Contract dated January 14, 2025 which remains in full force and effect.
7. All Attachments to this Authorization are incorporated herein and made a part of this Consultant Services Authorization.

CONSULTANT SERVICES AUTHORIZATION NO. 1
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT
Resolution No. R2025-0093 Contract Dated January 14, 2025

Project Title: CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT

PBCWUD Project No.: 25-009

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

PALM BEACH COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

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

Palm Beach County, Board
of County Commissioners

ATTEST:

Signed: _____ *MA* Signed: _____
Maria G. Marino, Mayor

Typed Name: _____
Deputy Clerk (Date) _____

Approved as to Form and Legal Sufficiency _____
CES Consultants, Inc.
(Consultant)

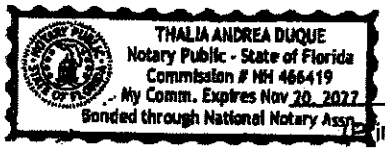
Signed: _____ *MC* Signed: _____
Juan Alfonso, AIA, NCARB, RID, CCM
(Print Name)

Typed Name: Michael W. Jones
County Attorney (Signature) _____
President & COO
(Title)

_____ 1/13/25
(Date)

STATE OF FLORIDA
COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,
this 13th day of January, 2025, by Juan Alfonso who is personally
known to me or has produced _____ as identification.



Thalia A. Duque
(Signature of Notary Public - State of Florida)

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

CONSULTANT SERVICES AUTHORIZATION NO. 1
Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services
CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT
Resolution No. _____ Contract Dated January 14, 2025

LIST OF ATTACHMENTS

ATTACHMENT A	Scope of Services
ATTACHMENT B	Summary and Status of Consultant Services Authorizations
ATTACHMENT C	OEBO Schedules 1 and 2
ATTACHMENT D	Project Schedule
ATTACHMENT E	Budget Summary
ATTACHMENT F	Summary of SBE-M/WBE Business Tracking
ATTACHMENT G	Location Map

Revised 06-12-24

ATTACHMENT A

SCOPE OF SERVICES

PBCWUD Project No.: 25-009

Project Title: CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT

CES Consultants, Inc. (CONSULTANT) shall perform:

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT), Palm Beach County Water Utilities Department (PBCWUD) Project No. 25-009 with CONSULTANT to provide engineering and program management services for various general activities. This Consultant Services Authorization (CSA) will be performed under that Contract.

This CSA encompasses providing engineering and program management services related to the implementation and execution of PBCWUD's Capital Improvement Plan Program Management (Program).

BACKGROUND

PBCWUD's 2025-2030 Program is a continuation of its 2020-2025 Program and includes projects from its 2025-2030 Capital Improvement Plan (CIP). To assist PBCWUD staff in meeting the schedule for completion of the Capital and Repair and Replacement (R&R) projects that are being developed as part of the utility's Asset Management Program, CONSULTANT was selected to provide Program Management Services, under PBCWUD Project No. 25-009. CONSULTANT's role is to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, construction inspections, program analytics and project controls, and overall program management and reporting. PBCWUD and CONSULTANT personnel shall work together in the Program Management Office (PMO) located at the PBCWUD Central Region Operations Center (CROC). PBCWUD shall provide all office support infrastructure for all PMO staff.

SCOPE OF SERVICES

During this phase of implementation and execution of the Program, PBCWUD shall fulfill the role of Program Manager to support specific project delivery procedures and protocols, follow CIP project delivery priorities and guide PMO staff through project delivery phases to meet PBCWUD's expenditure target.

The CONSULTANT shall provide supplemental resources and personnel for management of the CIP projects from planning through construction completion, and maintenance of policies, procedures, systems and tools in use for program, project and document management.

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In addition, the CONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources, specialized technical expertise resources, systems, and tools to assist in progressing projects through the planning, design, construction, and closeout phases.
2. PMO support that may include but is not limited to developing and integrating advanced program management methodologies, providing structured mentoring and facilitating knowledge transfer strategies to enhance PMO capabilities.
3. Additional project management and technical support services for implementation of projects with the PBCWUD Information Technology Group.

The CONSULTANT shall provide the services and deliverables set forth in this CSA to the satisfaction of PBCWUD's Director of Engineering Division.

Task No. 1: Program Management and Administration

A. Services:

The CONSULTANT shall provide personnel to perform on-site program/project/construction management and will provide management oversight, technical support and administrative support on a routine basis. The CONSULTANT may develop and integrate modern program management methodologies tailored to support the execution of PBCWUD's Capital Improvement Plan (CIP). The CONSULTANT may also help the Program Management Office (PMO) to develop and adopt a governance framework that ensures alignment with International Organization for Standardization (ISO) 55001 standards and emphasizes institutional capacity building through structured mentoring and knowledge transfer. Additionally, real-time dashboards may be developed to track program progress, risks, and performance metrics, improving transparency and decision-making. Communication Plans will formalize internal and external stakeholder engagement to streamline workflows and reporting.

The CONSULTANT shall:

1. Support the PMO, which includes the core Program Team consisting of CONSULTANT and PBCWUD staff.
2. Manage CONSULTANT staff and maintain a level of readiness to provide advice, support and resources to the PMO on a timely basis.
3. Assist PBCWUD staff in reporting on program progress and status as requested:
 - i. Provide documentation in support of internal and external PBCWUD meetings.
 - ii. Attend meetings as requested by PBCWUD.

The CONSULTANT may (at PBCWUD direction):

1. Establish a governance framework for the PMO, ensuring alignment with PBCWUD's strategic goals.
2. Provide personnel to support administrative, reporting, and coordination functions.
3. Develop and implement structured mentoring and knowledge-sharing sessions for

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- PBCWUD staff to foster institutional capacity building.
4. Develop and utilize advanced tools such as Power BI dashboards for real-time tracking of program metrics, risks, and performance.

B. Deliverables:

1. Monthly invoices, progress reports, and real-time dashboards
2. Structured templates for internal and external reporting.
3. Meeting minutes and follow-up documentation for stakeholder engagements.

Task No. 2: Project Management

A. Services:

The Program involves successful delivery of the capital projects detailed in the CIP. Each project requires management from pre-design planning to construction completion. CONSULTANT shall provide Project Managers to augment PBCWUD's project management staff. CONSULTANT's Project Managers shall be fully responsible for the management of assigned projects, with reach-back support available as needed from CONSULTANT. CONSULTANT's Project Management support may be expanded to include comprehensive project lifecycle strategies including the provision of centralized support to PMO Project Managers utilizing tools such as Primavera P6 for schedule optimization and cost management or the PMO's preferred PMIS (Project Management Information System). CONSULTANT may also support efforts to implement standardized PMP processes for design reviews, constructability assessments, and procurement support to better ensure adherence to timelines and budgets. CONSULTANT may be asked to facilitate knowledge-sharing sessions with PBCWUD and PMO staff to enable continuous skill enhancement, leveraging CONSULTANT's robust expertise in delivering large-scale infrastructure CIP programs.

Specific services to be performed are:

1. Provide Project Managers, Construction Managers, Inspectors and support staff to work as part of an integrated PMO team with PBCWUD staff.
2. In conjunction with PBCWUD's PMO leadership, help plan and manage identified CIP projects in accordance with the Project Delivery System (PDS) and other PBCWUD requirements. Activities include, but are not limited to: planning, coordinating, and conducting various meetings; conducting research associated with project scope development; negotiating engineering design fees; developing and maintaining project budgets and schedules; receiving and coordinating review of engineering design consultant deliverables and providing feedback to consultants regarding the acceptability of those deliverables; coordinating advertisement for bids for construction including review and analysis of bids received and making recommendations for contract award; assisting in preparing conformed documents for construction; providing construction management and inspection support during construction; assisting the project managers in project close-out activities; and supporting the review and processing of consultant and contractor invoices.
3. Prepare or provide input to monthly project status reports used to document progress and to inform PBCWUD senior leadership regarding project and Program status.
4. Prepare correspondence and other documents required as part of the PDS for delivery of assigned projects.

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5. Assist in mentoring and training PBCWUD project managers in capital project management techniques and best practices.

B. Deliverables:

1. Documentation required for project delivery pursuant to the PDS (e.g. completed checklists, budget requests, procurement related documents).
2. Project-specific scopes, schedules, budgets, and progress reports.
3. Project documentation including consultant and contractor deliverables, performance evaluations and PM recommendations.
4. Lessons-learned summaries to inform future project phases and future CIP projects.
5. Preparation of presentations to support procurement of engineering consultants and update PBCWUD senior leadership regarding project status.

Task No. 3: Reporting and Controls

A. Services:

The CONSULTANT will utilize the PMO's document management systems and tools to promote the efficient delivery of the CIP, and further refine those tools or develop and implement new tools as may be required to meet Program objectives and needs. CONSULTANT may introduce integrated Project Management Information Systems, utilize Power BI dashboards or connect to OnBase and/or SharePoint for seamless data visualization and accessibility. Enhanced document control processes will ensure regulatory compliance and data integrity across project phases. A dynamic risk management framework will incorporate predictive analytics to proactively address project delays or cost overruns. CIP Program Controls Plans will outline cost control measures, change management processes, and Key Performance Indicator (KPI) tracking mechanisms for real-time oversight. Specifically, these tools are intended to help PBCWUD to effectively manage the Program and provide project controls and document control support. PBCWUD will use these tools in the delivery of the CIP.

Efforts under this task will involve the CONSULTANT's staff with PBCWUD Information Technology (IT) staff to maintain those systems and tools being hosted by PBCWUD.

Task 3.1 Planning & Scheduling

The CONSULTANT will support the program with planning & scheduling services that include but are not limited to:

1. Assist in the project scope development process
2. Develop and maintain a master CIP program schedule
3. Synchronize discreet project schedules and subcontractors' schedule updates into the CIP master schedule on a monthly basis
4. Review bids, change orders, and claims to ensure time validity

Task 3.2 Document Management System

The CONSULTANT may utilize, maintain, and refine as needed, the OnBase Document Management System already in use for the Program. CONSULTANT shall provide administrative

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support to perform document management functions in support of the Program. If beneficial to the PMO, CONSULTANT may develop Document Management Standard Operating Procedures.

Task 3.3 SharePoint Collaboration Site

The CONSULTANT may support the program with SharePoint services as required. Services include but are not limited to:

1. Maintain content
2. Create SharePoint sites as needed
3. Synchronize SharePoint data with other O365 tools like Power BI

Task 3.4 Reporting and Dashboards

The CONSULTANT may be asked to develop Power BI dashboards and status reports with PBCWUD using project data included in PBCWUD's internal CIP Tools. If beneficial to the PMO, CONSULTANT may be asked to develop Reporting & Communications Standard Operating Procedures.

Task 3.5 Estimating, Budget, and Cost Control

The CONSULTANT will track funding awarded against the project budgets to ensure alignment with financial resources and program objectives, while simultaneously creating and maintaining a comprehensive Capital Improvement Plan (CIP) budget. This includes tracking commitments and expenditures to monitor and manage project finances effectively. CONSULTANT may assist in the Request For Quotation (RFQ) development process, providing expertise in developing and managing procurement strategies, reviewing and analyzing bids received to ensure compliance, and evaluating subcontractor claims with a focus on accuracy and fairness. Furthermore, the CONSULTANT may implement and maintain robust change and risk management processes, ensuring that project adjustments and potential challenges are proactively identified, assessed, and addressed to safeguard the program's success and integrity.

B. Deliverables:

1. Updated systems and tools documentation as required.
2. Program and project status report templates and dashboards.
3. Program Controls Plan
4. Communications Plan
5. Real-Time Power BI Dashboards

Task No. 4: Technical Support

A. Services:

Throughout the delivery of the CIP Program, situations may arise when specialized technical expertise is needed. The CONSULTANT shall support PBCWUD in these situations by providing technical resources on an as needed basis. Specific services that PBCWUD may request include, but are not limited to:

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1. Development or revision of a PBCWUD Standard Operating Procedure (SOP) as requested.
2. Development and implementation of PDS modules for design-build and/or other alternative delivery methods.
3. Technical experts in the areas of water and wastewater treatment, water chemistry, pipe rehabilitation methodologies, hydrogeology, alternative delivery procurement, and utility management.
4. Best practices in program and project management. Evaluate SOPs and determine whether to create new processes or optimize existing CIP process
5. Alternatives analysis as part of Planning and Design.
6. Cost estimating.
7. Value engineering.
8. Constructability reviews
9. Independent Peer reviews
10. Providing technical expertise not readily available within PBCWUD or through PBCWUD's current consulting/professional services engineering contracts on short notice as required during planning, design, construction, or closeout.

B. Deliverables:

1. Technical memoranda detailing alternatives analysis and recommendations.
2. Reports on constructability reviews and engineering independent peer review findings.
3. Updated Standard Operating Procedures (SOPs) for enhanced project delivery.

Task No. 5: Public Outreach

A. Services:

The CONSULTANT shall support CIP delivery by providing outreach services to both the public and to the local small business community. Public outreach initiatives will adopt a multifaceted approach to engage the community and stakeholders effectively. A cohesive branding strategy will highlight the benefits of the CIP, utilizing digital platforms such as a public-facing CIP dashboard, newsletters, and social media updates to keep stakeholders informed. Regular community meetings, town halls, and informational flyers will ensure proactive communication and address public concerns. A comprehensive Public Outreach Plan will include crisis communication protocols, ensuring rapid response to potential issues.

During Construction, outreach services to the public may consist of the development of materials to be used to inform the public regarding specific project related activities. These materials may be in the form of door hangers, flyers, or letters to be used by PBCWUD's contractors to inform the public of project related work in their neighborhood. Additional communications support as requested by PBCWUD may include, but not be limited to:

1. Support with PBCWUD easement acquisition and public outreach activities, as requested.

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2. Preparation of documents for presentation to the Board of County Commissioners.
3. Coordination for and support to Palm Beach County Office of Equal Business Opportunity (OEBO) for public outreach events such as meetings, mailings, and web-based information sharing.
4. Advice and suggestions regarding public outreach means and methods for various projects.
5. CIP and PMO Branding & Communications plans, tools and other deliverables.

B. Deliverables:

1. Informational materials (e.g. door hangers, letters, flyers, presentations).
2. Documents in support of PBCWUD presentations to the Board of County Commissioners, if requested.
3. CIP updates for public and stakeholder dissemination.
4. Other public outreach materials and support as directed by PBCWUD staff (e.g. assistance with planning and coordinating public outreach events such as public meetings).

Task No. 6: Construction Management and Inspection Services

A. Services:

The CONSULTANT will support the delivery of the Capital Improvement Projects (CIP) and Rehabilitation and Replacement (R&R) projects by providing construction management professionals, equipment, and services tailored to meet the evolving needs of the program and its projects. These efforts will include implementing enhanced inspection protocols and advanced monitoring tools to ensure compliance with design specifications and safety standards. With PMO concurrence, CONSULTANT may utilize real-time reporting software to enable accurate and timely oversight, while the "Single PM" model will be bolstered by regular reviews and training sessions to address site-specific challenges. Rigorous closeout procedures will ensure seamless project transitions, incorporating lessons learned, defect resolution, and the preparation of as-built documentation.

In the pre-construction phase, the CONSULTANT will organize and lead pre-construction conferences, ensuring comprehensive documentation of meeting outcomes. During the construction phase, the CONSULTANT will conduct routine and surprise on-site inspections to monitor compliance with the Construction Contract Documents, submittals, and permits. Any issues, including non-conformances, will be reported promptly to the contractor, with detailed records maintained to document deficiencies and their resolution. The CONSULTANT will also oversee equipment and system testing, ensuring adherence to operational and maintenance training requirements.

The CONSULTANT will manage project reporting by preparing detailed daily and monthly construction progress reports. These reports will document work progress, personnel involvement, issues encountered, and corrective actions taken. CONSULTANT's Project controls will include the review of contractor schedule updates, monitoring the availability of materials and equipment,

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and ensuring timely progress. The CONSULTANT will maintain electronic records of all construction-related documentation and support cost accounting for work performed under change orders. CONSULTANT will also assist in evaluating and processing change orders, ensuring transparency and alignment with project objectives.

Safety remains a critical focus, with the CONSULTANT verifying contractor adherence to safety standards and coordinating health, safety, and environmental programs to mitigate risks. The CONSULTANT will also ensure all required permits are maintained on-site and address any compliance issues proactively. For payment procedures, the CONSULTANT will evaluate contractor submissions, including applications for payment and redline drawings, to ensure accuracy and adherence to contract requirements.

Consultant will provide Project Managers, Construction Managers, Inspectors, and support staff to work as part of an integrated PMO team with PBCWUD staff. In conjunction with PBCWUD's PMO leadership, the Consultant will help plan and manage identified CIP construction projects in accordance with the Project Delivery System (PDS) and other PBCWUD requirements. These activities will include planning, coordinating, and conducting various meetings; providing construction management and inspection support during construction; assisting project managers in project close-out activities; and supporting the review and processing of consultant and contractor invoices. Additionally, the Consultant will prepare or provide input to monthly project status reports to document progress and inform PBCWUD senior leadership about project and Program status. The Consultant will also prepare correspondence and other documents required as part of the PDS for delivering assigned projects and assist in mentoring and training PBCWUD project managers in construction management and inspection techniques and best practices.

In the final stages of a construction project, CONSULTANT will develop and update project punch lists in collaboration with the Engineer of Record and Owner. CONSULTANT will ensure all deficiencies are addressed before determining readiness for substantial and final completion. By overseeing payment processing and compiling comprehensive project records, the CONSULTANT will facilitate smooth project closeouts, ensuring a high-quality, fully compliant delivery of PBCWUD's construction projects.

B. Deliverables:

1. Documentation required for project delivery pursuant to the PDS (e.g. completed checklists, budget requests, procurement related documents).
2. Project-specific schedules, budgets, and progress reports.
3. Project documentation including consultant and contractor deliverables, performance evaluations and PM recommendations.
4. Lessons-learned summaries to inform future project phases and future CIP projects.
5. Preparation of presentations to support procurement of contractors and update PBCWUD senior leadership regarding project status.
6. Daily inspection reports, and other documentation associated with management of capital construction contracts (e.g. responses to contractor Requests For Information –RFIs–, monthly payment application reviews, contractor submittal reviews)
7. Constructability reviews where appropriate and documentation of comments and resolution.

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8. Documentation associated with the review and revision of construction contracts being prepared for procurement.
9. Closeout documentation, including as-built drawings and lessons-learned summaries.

Task No. 7: Strategic Asset Management

No services provided under this task at this time.

Task No. 8: Information Technology Group Support Services

No services provided under this task at this time.

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ATTACHMENT B

SUMMARY AND STATUS OF CONSULTANT SERVICES AUTHORIZATIONS

Auth. No.	PBCWUD Project No.	Title	Status	Project Total Amount	SBE Total Amount	SBE Participation %	Approved	
							By	Date
1	25-009	Program Management and Implementation Services	Pending	\$2,303,662.89	\$826,954.28	36.2%	BCC	

ATTACHMENT C

OEBO SCHEDULE 1

Office of Equal Business Opportunity Compliance Programs

OEBO SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: Capital Improvement Plan Program Management
 SOLICITATION OPENING/SUBMITTAL DATE: January 13, 2025

SOLICITATION/PROJECT/BID NO.: WUD 25-009
 COUNTY DEPARTMENT: Water Utilities Department

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

NAME OF PRIME RESPONDENT/BIDDER: CES Consultants, Inc. ADDRESS: 2056 Vista Parkway, Suite 200, West Palm Beach, FL 33411

CONTACT PERSON: Charles J. Moseley, Senior Vice President PMCM PHONE NO.: 816.944.9076 E-MAIL: cmoseley@cesconsult.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$1,051,668.61

*SMWBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.

Non-SBE
 MBE
 WBE
 SBE


Section B PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT BELOW:

Subcontractor/Sub consultant Name	(Check all Applicable Categories)				DOLLAR AMOUNT OR PERCENTAGE OF WORK					
	Non-SBE	MBE	WBE	SBE	Black	Hispanic	Women	Caucasian	Asian	Other
		Minority Business	Women Business	Small Business						
1. Arcadis U.S., Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						\$425,040.00
2. 2-SBW & Associates, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$382,272.00					
3. MCO Construction & Services, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$341,752.32					
4. The Merchant Strategy, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			\$102,929.96			
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Total					\$724,024.32		\$102,929.96			\$425,040.00

(Please use additional sheets if necessary)

Total Bid/Offer Price \$ 2,303,662.89

Total Certified S/M/WBE Participation \$ 826,954.28

I hereby certify that the above information is accurate to the best of my knowledge: Charles J. Moseley  Senior Vice 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.

ATTACHMENT C

OEBO SCHEDULE 2

Office of Equal Business Opportunity Compliance Programs

Revised 06-12-24

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: WUD 25-009
 SOLICITATION/PROJECT NAME: CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT

Prime Contractor: CES Consultants, Inc. Subcontractor: Arcadis U.S., inc.

(Check box(s) that apply)
 SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): N/A

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

Column 1	Column 2	Column 3
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input 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	

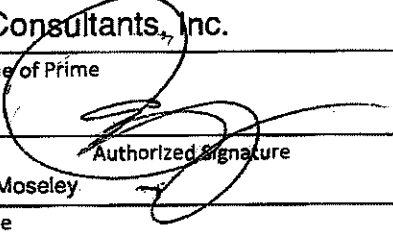
S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any **S/M/WBE** participation may result in that participation not being counted. Specify in detail, the scope of work to be performed 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
Task 2	Project Management	N/A	N/A	N/A	\$425,040.00

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: \$425,040.00

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

CES Consultants, Inc.
 Print Name of Prime
 By: 
 Authorized Signature
Charles Moseley
 Print Name
Senior Vice-President for PMCM
 Title
 Date: January 13, 2025

Arcadis U.S., Inc.
 Print Name of Subcontractor/subconsultant
 By: 
 Authorized Signature
Melissa L. Pomaes
 Print Name
Senior Vice President
 Title
 Date: January 13, 2025

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: WUD 25-009

SOLICITATION/PROJECT NAME: CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT

Prime Contractor: CES Consultants, Inc.

Subcontractor: 2-SBW & Associates, Inc.

(Check box(es) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE

Date of Palm Beach County Certification (if applicable): 8/17/23-8/16/26

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
Task 6	Construction Management	N/A	N/A	N/A	\$382,272.00

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: \$382,272.00

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

CES Consultants, Inc.

Print Name of Prime

By: _____

[Signature]
Authorized Signature

Charles Moseley

Print Name

Senior Vice-President for PMCM

Title

Date: January 13, 2025

2-SBW & Associates, Inc.

Print Name of Subcontractor/subconsultant

By: _____

[Signature]
Authorized Signature

Javin L. Walker

Print Name

President

Title

Date: January 13, 2025

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: WUD 25-009
 SOLICITATION/PROJECT NAME: CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT

Prime Contractor: CES Consultants, Inc. Subcontractor: MCO Construction & Services, Inc.

(Check box(s) that apply)
 SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 4/17/24-4/16/27

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

Column 1	Column 2	Column 3
<input type="checkbox"/> Male <input checked="" 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	

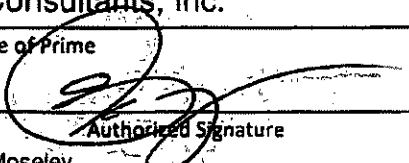
S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or 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
Task 3	Program Reporting & Controls	N/A	N/A	N/A	\$341,752.32

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: \$341,752.32

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

CES Consultants, Inc.
 Print Name of Prime
 By: 
 Authorized Signature
Charles Moseley
 Print Name
Senior Vice-President for PMCM
 Title
 Date: January 13, 2025

MCO Construction & Services, Inc.
 Print Name of Subcontractor/subconsultant
 By: 
 Authorized Signature
ANN MCNEILL
 Print Name
PRESIDENT
 Title
 Date: January 13, 2025

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: WUD 25-009

SOLICITATION/PROJECT NAME: CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT

Prime Contractor: CES Consultants, Inc. Subcontractor: The Merchant Strategy, Inc.

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 8/16/23-8/15/26

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

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
<input type="checkbox"/> Male <input checked="" 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
Task 5	Outreach Services	N/A	N/A	N/A	\$102,929.96

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: \$102,929.96

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.

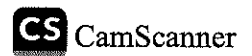
N/A Price or Percentage: N/A

Name of 2nd/3rd tier Subcontractor/subconsultant

CES Consultants, Inc.
 Print Name of Prime
 By: [Signature]
 Authorized Signature
Charles Moseley
 Print Name
Senior Vice-President for PMCM
 Title
 Date: January 13, 2025

The Merchant Strategy, Inc.
 Print Name of Subcontractor/subconsultant
 By: [Signature]
 Authorized Signature
Sharon J. Merchant
 Print Name
President
 Title
 Date: January 13, 2025

Revised 09/17/2019



ATTACHMENT D

PROJECT SCHEDULE

The completion dates for this work will be as follows (starting from CONSULTANT'S receipt of Notice to Proceed).

Engineering Services

Completion Date from Notice to Proceed

(Calendar Days)

Tasks 1 through 8

365

Task 1: Program Management and Administration

Task 2: Project Management

Task 3: Reporting and Controls

Task 4: Technical Support

Task 5: Outreach Services

Task 6: Construction Management

Task 7: Strategic Asset Management (Not used in this CSA)

Task 8: Information Technology Group Support Services (Not used in this CSA)

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**ATTACHMENT E
BUDGET SUMMARY**

Palm Beach County Water Utilities Department
Contract for Consulting/Professional Services CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT
Resolution No. _____ Contract Dated _____
Consultant Services Authorization No.: 1 _____
Consultant: CES Consultants, Inc. _____
Project Title: Capital Improvement Plan Program Management _____
PBCWUD Project No.: 25-009 _____

Task No.	Task Description	CES	Arcadis	2-SBW	Greywood	MCO	Kreation Ave	Merchant	Total
Task 1	Program Management	\$102,467.52							\$102,467.52
Task 2	Project Management	\$449,860.61	\$425,040.00						\$874,900.61
Task 3	Program Reporting & Controls					\$341,752.32			\$341,752.32
Task 4	Technical Support	\$41,976.00							\$41,976.00
Task 5	Outreach Services							\$102,929.96	\$102,929.96
Task 6	Construction Management	\$437,364.48		\$382,272.00					\$819,636.48
Task 7	Strategic Asset Management								
Task 8	I.T. Group Support Services								
Subtotal Direct Labor		\$1,031,668.61	\$425,040.00	\$382,272.00		\$341,752.32		\$102,929.96	\$2,283,662.89
Other Direct Costs (ODCs)									\$ 20,000.00
TOTAL CSA No. 1									\$2,303,662.89

ATTACHMENT E BUDGET SUMMARY

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Services **CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT**
 Resolution No. _____ Contract Dated _____
 Consultant Services Authorization No.: 1 (One)
 Consultant: CES Consultants, Inc.
 Project Title: Capital Improvement Plan Program Management
 PBCWUD Project No.: 25-009

Task No.	Task Description	CES Principal	CES Program Manager, Lead	CES Clerical, Document Control Clerk, Project Accountant	CES Project Manager, Senior	CES Senior Technical Specialist	CES Construction Manager, Senior	ARCADIS Project Manager, Senior	2-SBW Construction Manager, Senior	MCO Project Coordinator	MCO Document Controls Specialist	MERCHANT Sr. Engagement/ Outreach Specialist/ PI Manager	MERCHANT Engagement/ Outreach Specialist/ Public Involvement Specialist	Subtotal
		Mosley, Charles Joseph	Hoot, David	Canelo, Gladys	TBD	Various Sr. Tech Spclst	TBD	TBD	TBD	Blackwood Lavern	Williams, Kerry	Scott, Cheryl	Gonzalez, Justin	
Task 1	Program Management	144	120	96										360
Task 2	Project Management				1920			1920						3840
Task 3	Program Reporting & Controls									1920	1920			3840
Task 4	Technical Support					100								100
Task 5	Outreach Services											389	311	700
Task 6	Construction Management						1920		1920					3840
Task 7	Strategic Asset Management													
Task 8	Information Technology Group Support Services													
Labor Subtotal Hours		144	120	96	1920	100	1920	1920	1920	1920	1920	389	311	12680
Raw Salary Rate		\$132.50	\$104.00	\$27.04	\$95.40	\$139.92	\$92.75	\$96.25	\$90.50	\$44.24	\$40.52	\$167.32	\$121.68	
Multiplier		3.000	3.000	3.000	2.456	3.000	2.456	2.300	2.200	2.100	2.100	1.000	1.000	
Billing Rate = Raw Salary Rate X Multiplier		\$397.50	\$312.00	\$81.12	\$234.30	\$419.76	\$227.79	\$221.38	\$199.10	\$92.90	\$85.09	\$167.32	\$121.68	
SUBTOTAL DIRECT LABOR		\$57,240.00	\$37,440.00	\$7,787.52	\$449,860.61	\$41,976.00	\$437,364.48	\$425,040.00	\$382,272.00	\$178,375.68	\$163,376.64	\$65,087.48	\$37,842.48	\$2,283,662.89
Other Direct Costs (ODCs)														\$ 20,000.00
TOTAL CSA No. 1														\$2,303,662.89

ATTACHMENT E.1

ARCADIS U.S., Inc. SUBCONSULTANT SCOPE OF SERVICES

PBCWUD Project No.: 25-009

Project Title: CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT

ARCADIS (SUBCONSULTANT) shall perform:

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT), Palm Beach County Water Utilities Department (PBCWUD) Project No. 25-009 with CES Consultants Inc. (CONSULTANT) to provide engineering and program management services for various general activities. SUBCONSULTANT is part of the CES team and may perform the following services under that Contract.

BACKGROUND

PBCWUD's 2025-2030 Program is a continuation of its 2020-2025 Program and includes projects from its 2025-2030 Capital Improvement Plan (CIP). To assist PBCWUD staff in meeting the schedule for completion of the Capital and Repair and Replacement (R&R) projects that are being developed as part of the utility's Asset Management Program, CONSULTANT was selected to provide Program Management Services, under PBCWUD Project No. 25-009. CONSULTANT's role is to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, construction inspections, program analytics and project controls, and overall program management and reporting. PBCWUD and CONSULTANT personnel shall work together in the Program Management Office (PMO) located at the PBCWUD Central Region Operations Center (CROC). PBCWUD shall provide all office support infrastructure for all PMO staff.

SCOPE OF SERVICES

During this phase of implementation and execution of the Program, PBCWUD shall fulfill the role of Program Manager to support specific project delivery procedures and protocols, follow CIP project delivery priorities and guide PMO staff through project delivery phases to meet PBCWUD's expenditure target.

The SUBCONSULTANT shall provide supplemental resources and personnel for management of the CIP projects from planning through construction completion, and maintenance of policies, procedures, systems and tools in use for program, project and

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document management.

In addition, the SUBCONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources, specialized technical expertise resources, systems, and tools to assist in progressing projects through the planning, design, construction, and closeout phases.
2. PMO support that may include but is not limited to developing and integrating advanced program management methodologies, providing structured mentoring and facilitating knowledge transfer strategies to enhance PMO capabilities.
3. Additional project management and technical support services for implementation of projects with the PBCWUD Information Technology Group.

The SUBCONSULTANT shall provide the services and deliverables set forth in this CSA to the satisfaction of PBCWUD's Director of Engineering Division.

Task No. 1: Program Management and Administration

No services provided by SUBCONSULTANT under this task at this time.

Task No. 2: Project Management

A. Services:

The Program involves successful delivery of the capital projects detailed in the CIP. Each project requires management from pre-design planning to construction completion. SUBCONSULTANT shall provide Project Managers to augment PBCWUD's project management staff. SUBCONSULTANT's Project Managers shall be fully responsible for the management of assigned projects, with reach-back support available as needed from SUBCONSULTANT. SUBCONSULTANT's Project Management support may be expanded to include comprehensive project lifecycle strategies including the provision of centralized support to PMO Project Managers utilizing tools such as Primavera P6 for schedule optimization and cost management or the PMO's preferred PMIS (Project Management Information System). SUBCONSULTANT may also support efforts to implement standardized PMP processes for design reviews, constructability assessments, and procurement support to better ensure adherence to timelines and budgets. SUBCONSULTANT may be asked to facilitate knowledge-sharing sessions with PBCWUD and PMO staff to enable continuous skill enhancement, leveraging SUBCONSULTANT's robust expertise in delivering large-scale infrastructure CIP programs.

Specific services to be performed are:

1. Provide Project Managers, Construction Managers, Inspectors and support staff to work as part of an integrated PMO team with PBCWUD

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staff.

2. In conjunction with PBCWUD's PMO leadership, help plan and manage identified CIP projects in accordance with the Project Delivery System (PDS) and other PBCWUD requirements. Activities include, but are not limited to: planning, coordinating, and conducting various meetings; conducting research associated with project scope development; negotiating engineering design fees; developing and maintaining project budgets and schedules; receiving and coordinating review of engineering design SUBCONSULTANT deliverables and providing feedback to SUBCONSULTANTS regarding the acceptability of those deliverables; coordinating advertisement for bids for construction including review and analysis of bids received and making recommendations for contract award; assisting in preparing conformed documents for construction; providing construction management and inspection support during construction; assisting the project managers in project close-out activities; and supporting the review and processing of SUBCONSULTANT and contractor invoices.
3. Prepare or provide input to monthly project status reports used to document progress and to inform PBCWUD senior leadership regarding project and Program status.
4. Prepare correspondence and other documents required as part of the PDS for delivery of assigned projects.
5. Assist in mentoring and training PBCWUD project managers in capital project management techniques and best practices.

B. Deliverables:

1. Documentation required for project delivery pursuant to the PDS (e.g. completed checklists, budget requests, procurement related documents).
2. Project-specific scopes, schedules, budgets, and progress reports.
3. Project documentation including SUBCONSULTANT and contractor deliverables, performance evaluations and PM recommendations.
4. Lessons-learned summaries to inform future project phases and future CIP projects.
5. Preparation of presentations to support procurement of engineering SUBCONSULTANTS and update PBCWUD senior leadership regarding project status.

Task No. 3: Reporting and Controls

No services provided by SUBCONSULTANT under this task at this time.

Task No. 4: Technical Support

No services provided by SUBCONSULTANT under this task at this time.

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Task No. 5: Public Outreach

No services provided by SUBCONSULTANT under this task at this time.

Task No. 6: Construction Management and Inspection Services

A. Services:

The SUBCONSULTANT will support the delivery of the Capital Improvement Projects (CIP) and Rehabilitation and Replacement (R&R) projects by providing construction management professionals, equipment, and services tailored to meet the evolving needs of the program and its projects. These efforts will include implementing enhanced inspection protocols and advanced monitoring tools to ensure compliance with design specifications and safety standards. With PMO concurrence, SUBCONSULTANT may utilize real-time reporting software to enable accurate and timely oversight, while the "Single PM" model will be bolstered by regular reviews and training sessions to address site-specific challenges. Rigorous closeout procedures will ensure seamless project transitions, incorporating lessons learned, defect resolution, and the preparation of as-built documentation.

In the pre-construction phase, the SUBCONSULTANT will organize and lead pre-construction conferences, ensuring comprehensive documentation of meeting outcomes. During the construction phase, the SUBCONSULTANT will conduct routine and surprise on-site inspections to monitor compliance with the Construction Contract Documents, submittals, and permits. Any issues, including non-conformances, will be reported promptly to the contractor, with detailed records maintained to document deficiencies and their resolution. The SUBCONSULTANT will also oversee equipment and system testing, ensuring adherence to operational and maintenance training requirements.

The SUBCONSULTANT will manage project reporting by preparing detailed daily and monthly construction progress reports. These reports will document work progress, personnel involvement, issues encountered, and corrective actions taken. SUBCONSULTANT's Project controls will include the review of contractor schedule updates, monitoring the availability of materials and equipment, and ensuring timely progress. The SUBCONSULTANT will maintain electronic records of all construction-related documentation and support cost accounting for work performed under change orders. SUBCONSULTANT will also assist in evaluating and processing change orders, ensuring transparency and alignment with project objectives.

Safety remains a critical focus, with the SUBCONSULTANT verifying contractor adherence to safety standards and coordinating health, safety, and environmental programs to mitigate risks. The SUBCONSULTANT will also ensure all required permits are maintained on-site and address any compliance issues proactively. For payment procedures, the SUBCONSULTANT will evaluate contractor submissions, including applications for payment and redline drawings, to ensure accuracy and adherence to contract requirements.

SUBCONSULTANT will provide Project Managers, Construction Managers, Inspectors, and support staff to work as part of an integrated PMO team with PBCWUD staff. In conjunction with PBCWUD's PMO leadership, the SUBCONSULTANT will help plan and manage identified CIP construction projects in accordance with the Project Delivery System (PDS) and other PBCWUD requirements. These activities will include planning, coordinating, and conducting various meetings; providing construction management and inspection support during construction; assisting project managers in project close-out activities; and supporting the review and processing of SUBCONSULTANT and contractor invoices. Additionally, the SUBCONSULTANT will prepare or provide input to monthly project status reports to document progress and inform PBCWUD senior leadership about project and Program status. The SUBCONSULTANT will also prepare correspondence and other documents required as part of the PDS for delivering assigned projects and assist in mentoring and training PBCWUD project managers in construction management and inspection techniques and best practices.

In the final stages of a construction project, SUBCONSULTANT will develop and update project punch lists in collaboration with the Engineer of Record and Owner. SUBCONSULTANT will ensure all deficiencies are addressed before determining readiness for substantial and final completion. By overseeing payment processing and compiling comprehensive project records, the SUBCONSULTANT will facilitate smooth project closeouts, ensuring a high-quality, fully compliant delivery of PBCWUD's construction projects.

B. Deliverables:

1. Documentation required for project delivery pursuant to the PDS (e.g. completed checklists, budget requests, procurement related documents).
2. Project-specific schedules, budgets, and progress reports.
3. Project documentation including SUBCONSULTANT and contractor deliverables, performance evaluations and PM recommendations.
4. Lessons-learned summaries to inform future project phases and future CIP projects.
5. Preparation of presentations to support procurement of contractors and update PBCWUD senior leadership regarding project status.
6. Daily inspection reports, and other documentation associated with management of capital construction contracts (e.g. responses to contractor Requests For Information –RFIs–, monthly payment application reviews, contractor submittal reviews)
7. Constructability reviews where appropriate and documentation of comments and resolution.
8. Documentation associated with the review and revision of construction contracts being prepared for procurement.
9. Closeout documentation, including as-built drawings and lessons-learned summaries.

Task No. 7: Strategic Asset Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 8: Information Technology Group Support Services

No services provided by SUBCONSULTANT under this task at this time.

BUDGET SUMMARY: ARCADIS

Task No.	Task Description	Arcadis	Total
Task 2	Project Management	\$425,040.00	\$425,040.00
Subtotal Direct Labor		\$425,040.00	\$425,040.00

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ATTACHMENT E.1a BUDGET SUMMARY

Palm Beach County Water Utilities Department
CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT
 Resolution No. _____ Contract Dated: January 14, 2025
 Consultant Services Authorization: 1
 Consultant: ARCADIS U.S. Inc.
 Project Title: Program Management & Implementation Services
 WUD Project No.: 25-009

Task No.	Task Description	ARCADIS Project Manager, Senior	Subtotal
		Name TBD	
Task 1	Program Management		
Task 2	Project Management	1920	1920
Task 3	Program Reporting & Controls		
Task 4	Technical Support		
Task 5	Outreach Services		
Task 6	Construction Management		
Task 7	Strategic Asset Management		
Task 8	Information Technology Group Support Services		
Labor Subtotal Hours		1920	1920
Raw Salary Rate		\$96.25	
Multiplier		2.300	
Billing Rate = Raw Salary Rate X Multiplier		\$221.38	
SUBTOTAL DIRECT LABOR		\$425,040.00	\$425,040.00

ATTACHMENT E.2

2-SBW & Associates, Inc. SUBCONSULTANT SCOPE OF SERVICES

PBCWUD Project No.: 25-009

Project Title: CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT

2-SBW (SUBCONSULTANT) shall perform:

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT), Palm Beach County Water Utilities Department (PBCWUD) Project No. 25-009 with CES Consultants Inc. (CONSULTANT) to provide engineering and program management services for various general activities. SUBCONSULTANT is part of the CES team and may perform the following services under that Contract.

BACKGROUND

PBCWUD's 2025-2030 Program is a continuation of its 2020-2025 Program and includes projects from its 2025-2030 Capital Improvement Plan (CIP). To assist PBCWUD staff in meeting the schedule for completion of the Capital and Repair and Replacement (R&R) projects that are being developed as part of the utility's Asset Management Program, CONSULTANT was selected to provide Program Management Services, under PBCWUD Project No. 25-009. CONSULTANT's role is to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, construction inspections, program analytics and project controls, and overall program management and reporting. PBCWUD and CONSULTANT personnel shall work together in the Program Management Office (PMO) located at the PBCWUD Central Region Operations Center (CROC). PBCWUD shall provide all office support infrastructure for all PMO staff.

SCOPE OF SERVICES

During this phase of implementation and execution of the Program, PBCWUD shall fulfill the role of Program Manager to support specific project delivery procedures and protocols, follow CIP project delivery priorities and guide PMO staff through project delivery phases to meet PBCWUD's expenditure target.

The SUBCONSULTANT shall provide supplemental resources and personnel for management of the CIP projects from planning through construction completion, and maintenance of policies, procedures, systems and tools in use for program, project and document management.

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In addition, the SUBCONSULTANT shall provide:

1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources, specialized technical expertise resources, systems, and tools to assist in progressing projects through the planning, design, construction, and closeout phases.
2. PMO support that may include but is not limited to developing and integrating advanced program management methodologies, providing structured mentoring and facilitating knowledge transfer strategies to enhance PMO capabilities.
3. Additional project management and technical support services for implementation of projects with the PBCWUD Information Technology Group.

The SUBCONSULTANT shall provide the services and deliverables set forth in this CSA to the satisfaction of PBCWUD's Director of Engineering Division.

Task No. 1: Program Management and Administration

No services provided by SUBCONSULTANT under this task at this time.

Task No. 2: Project Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 3: Reporting and Controls

No services provided by SUBCONSULTANT under this task at this time.

Task No. 4: Technical Support

No services provided by SUBCONSULTANT under this task at this time.

Task No. 5: Public Outreach

No services provided by SUBCONSULTANT under this task at this time.

Task No. 6: Construction Management and Inspection Services

A. Services:

The SUBCONSULTANT will support the delivery of the Capital Improvement Projects

(CIP) and Rehabilitation and Replacement (R&R) projects by providing construction management professionals, equipment, and services tailored to meet the evolving needs of the program and its projects. These efforts will include implementing enhanced inspection protocols and advanced monitoring tools to ensure compliance with design specifications and safety standards. With PMO concurrence, SUBCONSULTANT may utilize real-time reporting software to enable accurate and timely oversight, while the "Single PM" model will be bolstered by regular reviews and training sessions to address site-specific challenges. Rigorous closeout procedures will ensure seamless project transitions, incorporating lessons learned, defect resolution, and the preparation of as-built documentation.

In the pre-construction phase, the SUBCONSULTANT will organize and lead pre-construction conferences, ensuring comprehensive documentation of meeting outcomes. During the construction phase, the SUBCONSULTANT will conduct routine and surprise on-site inspections to monitor compliance with the Construction Contract Documents, submittals, and permits. Any issues, including non-conformances, will be reported promptly to the contractor, with detailed records maintained to document deficiencies and their resolution. The SUBCONSULTANT will also oversee equipment and system testing, ensuring adherence to operational and maintenance training requirements.

The SUBCONSULTANT will manage project reporting by preparing detailed daily and monthly construction progress reports. These reports will document work progress, personnel involvement, issues encountered, and corrective actions taken. SUBCONSULTANT's Project controls will include the review of contractor schedule updates, monitoring the availability of materials and equipment, and ensuring timely progress. The SUBCONSULTANT will maintain electronic records of all construction-related documentation and support cost accounting for work performed under change orders. SUBCONSULTANT will also assist in evaluating and processing change orders, ensuring transparency and alignment with project objectives.

Safety remains a critical focus, with the SUBCONSULTANT verifying contractor adherence to safety standards and coordinating health, safety, and environmental programs to mitigate risks. The SUBCONSULTANT will also ensure all required permits are maintained on-site and address any compliance issues proactively. For payment procedures, the SUBCONSULTANT will evaluate contractor submissions, including applications for payment and redline drawings, to ensure accuracy and adherence to contract requirements.

SUBCONSULTANT will provide Project Managers, Construction Managers, Inspectors, and support staff to work as part of an integrated PMO team with PBCWUD staff. In conjunction with PBCWUD's PMO leadership, the SUBCONSULTANT will help plan and manage identified CIP construction projects in accordance with the Project Delivery System (PDS) and other PBCWUD requirements. These activities will include planning, coordinating, and conducting various meetings; providing construction management and inspection support during construction; assisting project managers in project close-out activities; and supporting the review and processing of SUBCONSULTANT and contractor invoices. Additionally, the SUBCONSULTANT will prepare or provide input to monthly project status reports to document progress and inform PBCWUD senior leadership about project and Program status. The SUBCONSULTANT will also prepare correspondence and other documents required as part of the PDS for delivering assigned projects and

assist in mentoring and training PBCWUD project managers in construction management and inspection techniques and best practices.

In the final stages of a construction project, SUBCONSULTANT will develop and update project punch lists in collaboration with the Engineer of Record and Owner. SUBCONSULTANT will ensure all deficiencies are addressed before determining readiness for substantial and final completion. By overseeing payment processing and compiling comprehensive project records, the SUBCONSULTANT will facilitate smooth project closeouts, ensuring a high-quality, fully compliant delivery of PBCWUD's construction projects.

B. Deliverables:

1. Documentation required for project delivery pursuant to the PDS (e.g. completed checklists, budget requests, procurement related documents).
2. Project-specific schedules, budgets, and progress reports.
3. Project documentation including SUBCONSULTANT and contractor deliverables, performance evaluations and PM recommendations.
4. Lessons-learned summaries to inform future project phases and future CIP projects.
5. Preparation of presentations to support procurement of contractors and update PBCWUD senior leadership regarding project status.
6. Daily inspection reports, and other documentation associated with management of capital construction contracts (e.g. responses to contractor Requests For Information –RFIs--, monthly payment application reviews, contractor submittal reviews)
7. Constructability reviews where appropriate and documentation of comments and resolution.
8. Documentation associated with the review and revision of construction contracts being prepared for procurement.
9. Closeout documentation, including as-built drawings and lessons-learned summaries.

Task No. 7: Strategic Asset Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 8: Information Technology Group Support Services

No services provided by SUBCONSULTANT under this task at this time.

BUDGET SUMMARY: 2-SBW

Task No.	Task Description	2-SBW	Total
Task 6	Construction Management	\$382,272.00	\$382,272.00
Subtotal Direct Labor		\$382,272.00	\$382,272.00

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ATTACHMENT E.2a BUDGET SUMMARY

Palm Beach County Water Utilities Department
CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT
 Resolution No. _____ Contract Dated: January 14, 2025
 Consultant Services Authorization: 1
 Consultant: 2-SBW & Associates, Inc.
 Project Title: Program Management & Implementation Services
 WUD Project No.: 25-009

Task No.	Task Description	2-SBW Construction Manager, Senior	Subtotal
		Sr. CM TBD	
Task 1	Program Management		
Task 2	Project Management		
Task 3	Program Reporting & Controls		
Task 4	Technical Support		
Task 5	Outreach Services		
Task 6	Construction Management	1920	1920
Task 7	Strategic Asset Management		
Task 8	Information Technology Group Support Servi		
Labor Subtotal Hours		1920	1920
Raw Salary Rate		\$ 90.50	
Multiplier		2.200	
Billing Rate = Raw Salary Rate X Multiplier		\$ 199.10	
SUBTOTAL DIRECT LABOR		\$ 382,272.00	\$ 382,272.00

ATTACHMENT E.3

MCO Construction and Services, Inc. SUBCONSULTANT SCOPE OF SERVICES

PBCWUD Project No.: 25-009

Project Title: CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT

MCO (SUBCONSULTANT) shall perform:

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT), Palm Beach County Water Utilities Department (PBCWUD) Project No. 25-009 with CES Consultants Inc. (CONSULTANT) to provide engineering and program management services for various general activities. SUBCONSULTANT is part of the CES team and may perform the following services under that Contract.

BACKGROUND

PBCWUD's 2025-2030 Program is a continuation of its 2020-2025 Program and includes projects from its 2025-2030 Capital Improvement Plan (CIP). To assist PBCWUD staff in meeting the schedule for completion of the Capital and Repair and Replacement (R&R) projects that are being developed as part of the utility's Asset Management Program, CONSULTANT was selected to provide Program Management Services, under PBCWUD Project No. 25-009. CONSULTANT's role is to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, construction inspections, program analytics and project controls, and overall program management and reporting. PBCWUD and CONSULTANT personnel shall work together in the Program Management Office (PMO) located at the PBCWUD Central Region Operations Center (CROC). PBCWUD shall provide all office support infrastructure for all PMO staff.

SCOPE OF SERVICES

During this phase of implementation and execution of the Program, PBCWUD shall fulfill the role of Program Manager to support specific project delivery procedures and protocols, follow CIP project delivery priorities and guide PMO staff through project delivery phases to meet PBCWUD's expenditure target.

The SUBCONSULTANT shall provide supplemental resources and personnel for management of the CIP projects from planning through construction completion, and maintenance of policies, procedures, systems and tools in use for program, project and document management.

In addition, the SUBCONSULTANT shall provide:

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1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources, specialized technical expertise resources, systems, and tools to assist in progressing projects through the planning, design, construction, and closeout phases.
2. PMO support that may include but is not limited to developing and integrating advanced program management methodologies, providing structured mentoring and facilitating knowledge transfer strategies to enhance PMO capabilities.
3. Additional project management and technical support services for implementation of projects with the PBCWUD Information Technology Group.

The SUBCONSULTANT shall provide the services and deliverables set forth in this CSA to the satisfaction of PBCWUD's Director of Engineering Division.

Task No. 1: Program Management and Administration

No services provided by SUBCONSULTANT under this task at this time.

Task No. 2: Project Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 3: Reporting and Controls

A. Services:

The SUBCONSULTANT will utilize the PMO's document management systems and tools to promote the efficient delivery of the CIP, and further refine those tools or develop and implement new tools as may be required to meet Program objectives and needs. SUBCONSULTANT may introduce integrated Project Management Information Systems, utilize Power BI dashboards or connect to OnBase and/or SharePoint for seamless data visualization and accessibility. Enhanced document control processes will ensure regulatory compliance and data integrity across project phases. A dynamic risk management framework will incorporate predictive analytics to proactively address project delays or cost overruns. CIP Program Controls Plans will outline cost control measures, change management processes, and Key Performance Indicator (KPI) tracking mechanisms for real-time oversight. Specifically, these tools are intended to help PBCWUD to effectively manage the Program and provide project controls and document control support. PBCWUD will use these tools in the delivery of the CIP.

Efforts under this task will involve the SUBCONSULTANT's staff with PBCWUD Information Technology (IT) staff to maintain those systems and tools being hosted by PBCWUD.

Task 3.1 Planning & Scheduling

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The SUBCONSULTANT will support the program with planning & scheduling services that include but are not limited to:

1. Assist in the project scope development process
2. Develop and maintain a master CIP program schedule
3. Synchronize discreet project schedules and subcontractors' schedule updates into the CIP master schedule on a monthly basis
4. Review bids, change orders, and claims to ensure time validity

Task 3.2 Document Management System

The SUBCONSULTANT may utilize, maintain, and refine as needed, the OnBase Document Management System already in use for the Program. SUBCONSULTANT shall provide administrative support to perform document management functions in support of the Program. If beneficial to the PMO, SUBCONSULTANT may develop Document Management Standard Operating Procedures.

Task 3.3 SharePoint Collaboration Site

The SUBCONSULTANT may support the program with SharePoint services as required. Services include but are not limited to:

1. Maintain content
2. Create SharePoint sites as needed
3. Synchronize SharePoint data with other O365 tools like Power BI

Task 3.4 Reporting and Dashboards

The SUBCONSULTANT may be asked to develop Power BI dashboards and status reports with PBCWUD using project data included in PBCWUD's internal CIP Tools. If beneficial to the PMO, SUBCONSULTANT may be asked to develop Reporting & Communications Standard Operating Procedures.

Task 3.5 Estimating, Budget, and Cost Control

The SUBCONSULTANT will track funding awarded against the project budgets to ensure alignment with financial resources and program objectives, while simultaneously creating and maintaining a comprehensive Capital Improvement Plan (CIP) budget. This includes tracking commitments and expenditures to monitor and manage project finances effectively. SUBCONSULTANT may assist in the Request For Quotation (RFQ) development process, providing expertise in developing and managing procurement strategies, reviewing and analyzing bids received to ensure compliance, and evaluating subcontractor claims with a focus on accuracy and fairness. Furthermore, the SUBCONSULTANT may implement and maintain robust change and risk management processes, ensuring that project adjustments and potential challenges are proactively identified, assessed, and addressed to safeguard the program's success and integrity.

B. Deliverables:

1. Updated systems and tools documentation as required.
2. Program and project status report templates and dashboards.
3. Program Controls Plan

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4. Communications Plan
5. Real-Time Power BI Dashboards

Task No. 4 through 8

No services provided by SUBCONSULTANT under these tasks at this time.

BUDGET SUMMARY: MCO

Task No.	Task Description	MCO	Total
Task 3	Program Reporting & Controls	\$341,752.32	\$341,752.32
Subtotal Direct Labor		\$341,752.32	\$341,752.32

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ATTACHMENT E.3a BUDGET SUMMARY

Palm Beach County Water Utilities Department
CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT
 Resolution No. _____ Contract Dated: January 14, 2025
 Consultant Services Authorization: 1
 Consultant: MCO & Associates, Inc.
 Project Title: Program Management & Implementation Services
 WUD Project No.: 25-009

Task No.	Task Description	MCO Project Coordinator	MCO Document Controls Specialist	Subtotal
		Blackwood, Lavern	Williams, Kerry	
Task 1	Program Management			
Task 2	Project Management			
Task 3	Program Reporting & Controls	1920	1920	3840
Task 4	Technical Support			
Task 5	Outreach Services			
Task 6	Construction Management			
Task 7	Strategic Asset Management			
Task 8	Information Technology Group Support Services			
Labor Subtotal Hours		1920	1920	3840
Raw Salary Rate		\$ 44.24	\$ 40.52	
Multiplier		2.100	2.100	
Billing Rate = Raw Salary Rate X Multiplier		\$ 92.90	\$ 85.09	
SUBTOTAL DIRECT LABOR		\$ 178,375.68	\$ 163,376.64	\$ 341,752.32

ATTACHMENT E.4

The Merchant Strategy, Inc. SUBCONSULTANT SCOPE OF SERVICES

PBCWUD Project No.: 25-009

Project Title: CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT

MERCHANT (SUBCONSULTANT) shall perform:

Palm Beach County (COUNTY) entered into an agreement entitled CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT (CONTRACT), Palm Beach County Water Utilities Department (PBCWUD) Project No. 25-009 with CES Consultants Inc. (CONSULTANT) to provide engineering and program management services for various general activities. SUBCONSULTANT is part of the CES team and may perform the following services under that Contract.

BACKGROUND

PBCWUD's 2025-2030 Program is a continuation of its 2020-2025 Program and includes projects from its 2025-2030 Capital Improvement Plan (CIP). To assist PBCWUD staff in meeting the schedule for completion of the Capital and Repair and Replacement (R&R) projects that are being developed as part of the utility's Asset Management Program, CONSULTANT was selected to provide Program Management Services, under PBCWUD Project No. 25-009. CONSULTANT's role is to assist and support PBCWUD staff with all steps of project delivery including project management, planning, procurement support, construction management, construction inspections, program analytics and project controls, and overall program management and reporting. PBCWUD and CONSULTANT personnel shall work together in the Program Management Office (PMO) located at the PBCWUD Central Region Operations Center (CROC). PBCWUD shall provide all office support infrastructure for all PMO staff.

SCOPE OF SERVICES

During this phase of implementation and execution of the Program, PBCWUD shall fulfill the role of Program Manager to support specific project delivery procedures and protocols, follow CIP project delivery priorities and guide PMO staff through project delivery phases to meet PBCWUD's expenditure target.

The SUBCONSULTANT shall provide supplemental resources and personnel for management of the CIP projects from planning through construction completion, and maintenance of policies, procedures, systems and tools in use for program, project and document management.

In addition, the SUBCONSULTANT shall provide:

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1. Staff augmentation to support CIP project delivery by providing program, project, and construction management resources, specialized technical expertise resources, systems, and tools to assist in progressing projects through the planning, design, construction, and closeout phases.
2. PMO support that may include but is not limited to developing and integrating advanced program management methodologies, providing structured mentoring and facilitating knowledge transfer strategies to enhance PMO capabilities.
3. Additional project management and technical support services for implementation of projects with the PBCWUD Information Technology Group.

The SUBCONSULTANT shall provide the services and deliverables set forth in this CSA to the satisfaction of PBCWUD's Director of Engineering Division.

Task No. 1: Program Management and Administration

No services provided by SUBCONSULTANT under this task at this time.

Task No. 2: Project Management

No services provided by SUBCONSULTANT under this task at this time.

Task No. 3: Reporting and Controls

No services provided by SUBCONSULTANT under this task at this time.

Task No. 4: Technical Support

No services provided by SUBCONSULTANT under these tasks at this time.

Task No. 5: Public Outreach

A. Services:

The SUBCONSULTANT shall support CIP delivery by providing outreach services to both the public and to the local small business community. Public outreach initiatives will adopt a multifaceted approach to engage the community and stakeholders effectively. A cohesive branding strategy will highlight the benefits of the CIP, utilizing digital platforms such as a public-facing CIP dashboard, newsletters, and social media updates to keep stakeholders informed. Regular community meetings, town halls, and informational flyers will ensure proactive communication and address public concerns. A comprehensive Public Outreach Plan will include crisis communication protocols, ensuring rapid response to potential issues.

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During Construction, outreach services to the public may consist of the development of materials to be used to inform the public regarding specific project related activities. These materials may be in the form of door hangers, flyers, or letters to be used by PBCWUD's contractors to inform the public of project related work in their neighborhood. Additional communications support as requested by PBCWUD may include, but not be limited to:

1. Support with PBCWUD easement acquisition and public outreach activities, as requested.
2. Preparation of documents for presentation to the Board of County Commissioners.
3. Coordination for and support to Palm Beach County Office of Equal Business Opportunity (OEBO) for public outreach events such as meetings, mailings, and web-based information sharing.
4. Advice and suggestions regarding public outreach means and methods for various projects.
5. CIP and PMO Branding & Communications plans, tools and other deliverables.

B. Deliverables:

1. Informational materials (e.g. door hangers, letters, flyers, presentations).
2. Documents in support of PBCWUD presentations to the Board of County Commissioners, if requested.
3. CIP updates for public and stakeholder dissemination.
4. Other public outreach materials and support as directed by PBCWUD staff (e.g. assistance with planning and coordinating public outreach events such as public meetings).

Task No. 6: Construction Management and Inspection Services

No services provided by SUBCONSULTANT under these tasks at this time.

Task No. 7: Strategic Asset Management

No services provided by SUBCONSULTANT under these tasks at this time.

Task No. 8: Information Technology Group Support Services

No services provided by SUBCONSULTANT under these tasks at this time.

BUDGET SUMMARY: MERCHANT

Task No.	Task Description	MERCHANT	Total
Task 5	Outreach Services	\$102,929.96	\$102,929.96
Subtotal Direct Labor		\$102,929.96	\$102,929.96

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ATTACHMENT E.4a BUDGET SUMMARY

Palm Beach County Water Utilities Department
CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT
 Resolution No. _____ Contract Dated: January 14, 2025
 Consultant Services Authorization: 1
 Consultant: The Merchant Strategy, Inc.
 Project Title: Program Management & Implementation Services
 WUD Project No.: 25-009

Task No.	Task Description	MERCHANT Sr. Eng/Outreach / Public Inv. Mgr	MERCHANT Engagement/ Outreach / Public Inv. Specialist	Subtotal
		Scott, Cheryl	Gonzalez, Justin	
Task 1	Program Management			
Task 2	Project Management			
Task 3	Program Reporting & Controls			
Task 4	Technical Support			
Task 5	Outreach Services	389	311	700
Task 6	Construction Management			
Task 7	Strategic Asset Management			
Task 8	Information Technology Group Support Services			
Labor Subtotal Hours		389	311	700
Raw Salary Rate		\$167.32	\$121.68	
Multiplier		1.000	1.000	
Billing Rate = Raw Salary Rate X Multiplier		\$167.32	\$121.68	
SUBTOTAL DIRECT LABOR		\$65,087.48	\$37,842.48	\$102,929.96

ATTACHMENT F

Palm Beach County Water Utilities Department
 Contract for Consulting/Professional Servi
CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT
 Resolution No. _____ Contract Dated January 14, 2025

**SUMMARY OF
 SBE-M/WBE BUSINESS TRACKING**

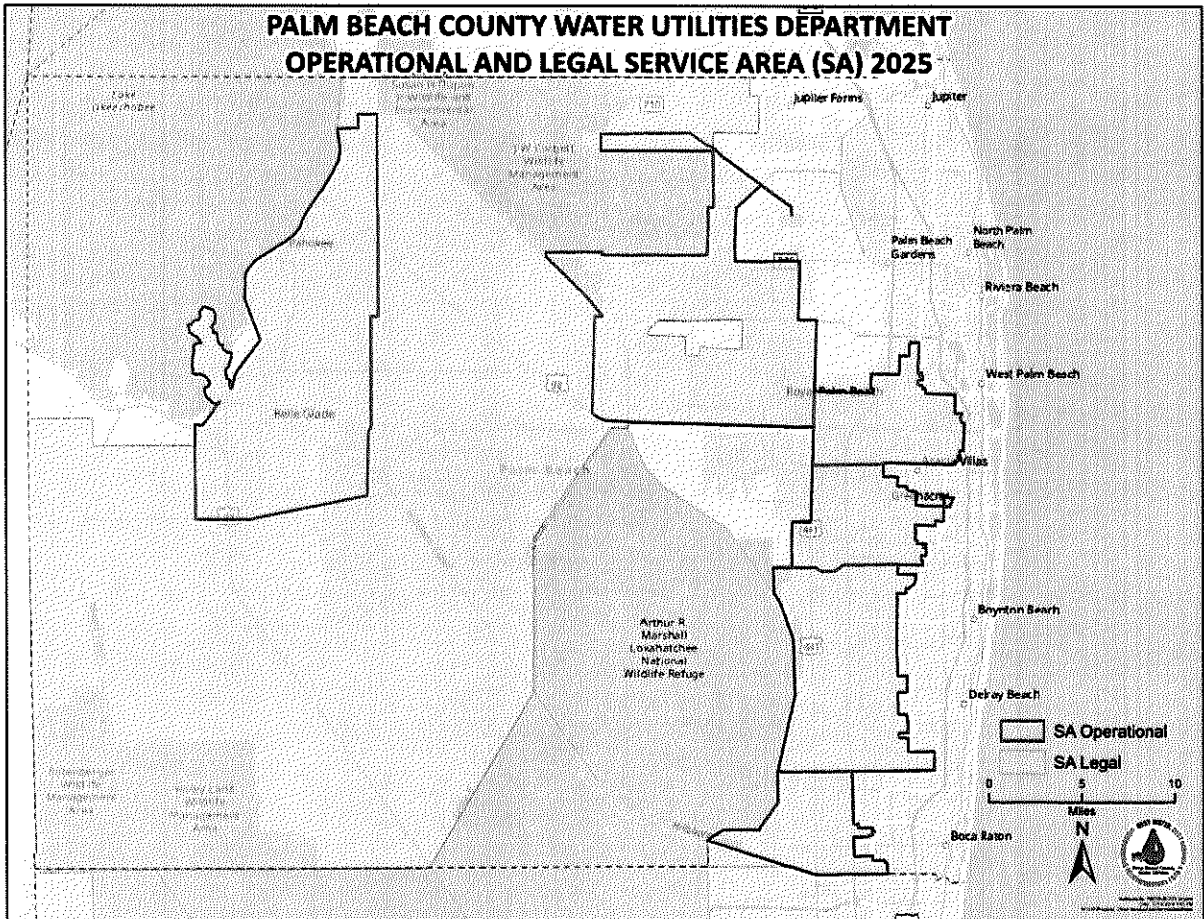
Master Contract Goals	SBE: 32%	MBE: 29%	MBE (AA): 29%
Current Proposal			
Value of Authorization No. <u> 1 </u>	\$2,303,662.89		
Value of SBE-M/WBE Letters of Intent	\$826,954.28	\$724,024.32	\$724,024.32
Actual Percentage	35.89%	31.42%	31.42%
Signed/Approved Authorizations			
Total Value of Authorizations	\$		
Total Value of SBE-M/WBE Signed Subcontractors	\$	\$	\$
Actual Percentage	%	%	%
Signed/Approved Authorizations Plus Current Proposal			
Total Value of Authorization	\$2,303,662.89		
Total Value of Subcontractors & Letters of Intent	\$826,954.28	\$724,024.32	\$724,024.32
Actual Percentage	35.89%	31.42%	31.42%

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ATTACHMENT G

Location Map

PBCWUD Project No. 25-009



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ATTACHMENT NO. 4

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**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
DX00003098	Parsons Environment & Infrastructure Group Inc.	Modified	Compliant					23-035	Contract for Consulting/Professional Services Capital Improvement Plan Program Management
		Ap , XV	National Union Fire Insurance Company of Pittsburg	CA027783450(NJ)	1/1/2025	1/1/2026	Auto Liability		
		Ap , XV	National Union Fire Insurance Company of Pittsburg	CA1341446(AOS)	1/1/2025	1/1/2026	Auto Liability		
		Ap , XV	National Union Fire Insurance Company of Pittsburg	GL17587105	1/1/2025	1/1/2026	General Liability		
		Ap , XV	Lexington Insurance Company	11665420	1/1/2025	1/1/2026	Professional Liability		
		Ar , XV	AIU Insurance Company	WC013751746	1/1/2025	1/1/2026	Workers Comp		

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



**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
DX00003099	CES Consultants, Inc.	Modified	Compliant					23-035	Contract for Consulting/Professional Services Capital Improvement Plan Program Management
		A++g , XV	Travelers Property Casualty Company of America	BA2R165655	12/6/2024	12/6/2025	Auto Liability		
		A++g , XV	Travelers Property Casualty Company of America	CUP4K364717	12/6/2024	12/6/2025	Excess Liability		
		A++g , XV	Travelers Property Casualty Company of America	6609D3497183	12/6/2024	12/6/2025	General Liability		
		A+g , XV	XL Specialty Insurance Company	DPR5037135	12/6/2024	12/6/2025	Professional Liability		
		A++g , XV	The Phoenix Insurance Company	UB0P573198	12/6/2024	12/6/2025	Workers Comp		

Risk Profile : Standard - Professional Services

Required Additional Insured : Palm Beach County Board of County Commissioners

Ownership Entity :