



**CITY OF DELRAY BEACH
100 NW 1st AVENUE, DELRAY BEACH, FL 33444**

AMENDMENT NO. 1 TO AGREEMENT RFQ 2022-034 FOR
OWNER'S REPRESENTATIVE SERVICES FOR THE DESIGN-BUILD CONSTRUCTION
PROJECT OF A NEW WATER TREATMENT PLANT AND RELATED IMPROVEMENTS

HAZEN AND SAWYER, P.C.

CITY OF DELRAY BEACH
AMENDMENT NO. 1 TO AGREEMENT RFQ 2022-034 FOR
OWNER'S REPRESENTATIVE SERVICES FOR THE DESIGN-BUILD CONSTRUCTION
PROJECT OF A NEW WATER TREATMENT PLANT AND RELATED IMPROVEMENTS

THIS AMENDMENT NO. 1 to Agreement RFQ 2022-034 for Owner's Representative Services for the Design-Build Construction Project of a New Water Treatment Plant and Related Improvements, dated November 15, 2022, by and between the City of Delray Beach, a municipal corporation of the State of Florida (the "City"), whose address is 100 NW 1st Avenue, Delray Beach, Florida 33444 and Hazen and Sawyer, P.C., a Florida corporation (the "Contractor"), whose address is 4000 Hollywood Boulevard, Suite 750N, Hollywood, Florida 33021 is entered into this 18th day of June, 2024.

WITNESSETH:

WHEREAS, on November 15, 2022, the City entered into an agreement with Contractor for owner's representative services for the design-build construction project of a new water treatment plant and related improvements (the "Agreement"); and

WHEREAS, the Agreement incorporated Work Authorization No. 1 that included water treatment plant concept validation, design-build procurement services, project controls and reporting, and additional engineering services; and

WHEREAS, the Contractor submitted Work Authorization No. 2 for funding assistance, predesign engineering, review of design packages, schedule and cost review, and additional engineering services for Phase 1 of the Progressive Design-Build for the Water Treatment Plant; and

WHEREAS, the parties seek to amend the Agreement to include the new scope of services in Work Authorization No. 2, attached hereto and incorporated herein as Exhibit "A", in the estimated not-to-exceed amount of \$522,957.08; and

WHEREAS, the Contractor submitted Work Authorization No. 3 to prepare specifications to integrate data into the Cityworks computerized maintenance and management system ("CMMS") as the repository for the City's water and wastewater assets, develop requirements for design-builder submittals, and evaluate multiple CMMS solutions and provide a list of recommended vendors; and

WHEREAS, the parties seek to amend the Agreement to include the new scope of services in Work Authorization No. 3, attached hereto and incorporated herein as Exhibit "B", in the estimated not-to-exceed amount of \$119,989.92; and

WHEREAS, Contractor agrees to continue to provide services to the City in accordance with the terms and conditions of the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and considerations set forth in this Amendment, the receipt and sufficiency which are hereby acknowledged, the parties agree as follows:

1. The above recitals are true and correct and are incorporated herein.
2. The Agreement is hereby amended to add the scope of services and fees in Exhibit "A", attached hereto and incorporated herein.
3. The Agreement is hereby amended to add the scope of services and fees in Exhibit "B", attached hereto and incorporated herein.
4. Except as provided herein, all other terms and conditions of the Agreement remain in full force and effect and are hereby confirmed. The Agreement and this Amendment No. 1 represent the entire understanding between the parties on the issues contained herein, either written or oral, and may only be amended by written instrument signed by both parties.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties have executed this Amendment on the day and year first above written.

ATTEST:



Katerri Johnson, City Clerk

CITY OF DELRAY BEACH



Thomas F. Carney, Jr., Mayor

Approved as to form and legal sufficiency:



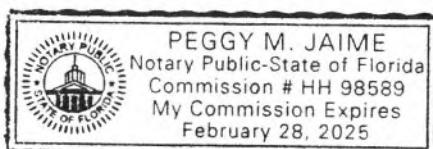
Lynn Gelin, City Attorney



STATE OF Florida
COUNTY OF Miami-Dade

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 6 day of June 2024 by Orlando Castro (name of person), as Assoc. Vice President (type of authority) for Hazen and Sawyer (name of party on behalf of whom instrument was executed).

Personally known OR Produced Identification
Type of Identification Produced _____




Notary Public – State of Florida

Prepared by Hazen and Sawyer for

City of Delray Beach

April 1, 2024

**Owner's Representative for Design-Build Construction Project for New Water Treatment
Plant and Related Improvements**

RFQ No. 2022-034

Scope of Services

Progressive Design-Build Phase 1 Support Services

Work Authorization No. 02

Project Understanding

The City of Delray Beach (City) is pursuing the construction of a new membrane WTP, six Surficial aquifer system (SAS) production wells, deep injection well with associated monitor well, and rehabilitation of portions of the existing SAS wells using a Progressive Design Bid Build delivery approach. The City awarded the design build contract to CDM Smith, Inc. (Design Builder) and has been approved to negotiate the Phase 1 of the design build project that includes preliminary design, detailed design, and pre-construction activities.

The City selected Hazen and Sawyer, PC (HAZEN) as the City's representative to assist with various engineering and owner's representative services tasks. The agreement with HAZEN for engineering and owner's representative services will be implemented in intentional phases, precedent to and coincidental with the Design Build services of a separate entity. Engineering and owner's representative services will be authorized in multiple work authorizations through the completion of the project. The specific scope of services included in Work Authorization No. 2 are described herein.

Scope of Services

Task 1 Project Management

Task 1.1 Monthly Status Reports

A Status Report will be prepared and submitted within 15 days of the conclusion of each month. The Status Report will also be attached to the monthly invoice. The Status Report will provide the following information:

- Overall status of the task.
- Work performed during the month.
- Estimated completion of task and major subtasks.

In addition to the Status Report, a Monthly Status Meeting between City and HAZEN Project Manager will be held to discuss the status of all subtasks for this Work Authorization. Based on the preliminary project schedule submitted by the Design Builder, Phase 1 of the project has an anticipated duration of sixteen (16) months.

As part of this task, HAZEN will also perform the following:

- Monitor the status of budget.
- Coordinate the activities of the responsible party for each task.
- Monitor project schedules and task completion with respect to deadlines and budgets.

Deliverables (issued via electronic delivery in .pdf format):

- Monthly status report.

Task 1.2 Progress Meetings

Hazen will participate in project progress meetings scheduled bi-weekly for the project duration. A total of 32 progress meetings are assumed for this work authorization. At a minimum, one HAZEN representative will attend the progress meetings and additional staff will be available based on the specific meeting needs.

As part of this task, HAZEN will also perform the following:

- Review of project schedule submitted by the Design Builder ahead of the progress meeting
- Review and coordination of project risk register (to be updated by the Design Builder)
- Participate in biweekly progress meetings
- Review of meeting minutes

Task 1.3 Project Coordination

HAZEN, as the City's representative, will serve as the liaison between the Design Builder and the City. HAZEN will assist with overall project coordination with the Design Builder and the City.

As part of this task, HAZEN will also perform the following:

- Coordination and resolution of potential conflicts
- Monitoring of project progress and potential delays
- Monitor project scope and identify potential out-scope items
- Review of design builder progress reports
- Review of design-builder's monthly progress pay applications

Task 1.4 Public Outreach Planning and Support

HAZEN will assist the City with quarterly update reports for the City Management and the City Council on the status of the project.

As part of this Task, HAZEN will also review public outreach documents prepared by the Design Builder and provide comments as needed. When (and if) needed, HAZEN will coordinate review comments with the City.

Task 2 Funding Assistance

Subtask 2.1 – Clean Water State Revolving Fund (CWSRF) Facilities Plan Development

HAZEN will assist the City with the CWSRF approval of the planning document or Facilities Plan. This tasks includes the following:

A. General

- a. HAZEN will prepare a consolidated application package using the information provided by the Design-Builder team to submit to the Florida Department of Environmental Protection (FDEP). The consolidated document will provide:
 - Identify where the project is located.
 - A description of the existing and recommended facilities and estimated capital costs.
 - Project justification.

B. Public Participation

- a. HAZEN will assist the City in the preparation of materials for a public meeting upon completion of the Facilities Plan. HAZEN will prepare the documents to provide evidence that a public meeting was held to explain the proposed project, the capital cost and the long-term financial impact on the customers, including a discussion whether the public participated in evaluating the project alternatives.
- b. HAZEN assumes advertisement will be performed by the City for a period as required by the local requirements.
- c. Response to the comments from the public meeting

C. Financial Feasibility

- a. A completed capital financing plan worksheet signed by the chief financial officer or the authorized representative.
- b. A Fiscal Sustainability Plan or Asset Management Plan or certification that a fiscal sustainability plan was developed and is being implemented.

D. Project Implementation

- a. List any proposed service agreements or local contracts necessary to implement the selected alternative and describe the status of each agreement or contract.

- b. List any DEP permits needed to implement the selected alternative and the status of the permit(s).

E. Disbursement Request Packages

- a. HAZEN will assist in the preparation of disbursement request packages to be submitted to FDEP for reimbursement of funds.
- b. HAZEN will coordinate with FDEP and assist with the of these requests and answer to any requests for additional information.
- c. HAZEN assumes a total of 10 packages will be prepared and submitted for approval by FDEP.

Subtask 2.2 – Additional Funding Assistance

HAZEN will provide assistance to the City on an as-needed basis up to the limits of this task. Services provided under this task shall be related to new potential funding opportunities for the City's new WTP. If new funding opportunities become available, HAZEN will notify the City of this potential opportunities and determine their feasibility and requirements for compliance. Level of effort associated with the preparation of the application is unknown and therefore not included in this work authorization.

Deliverables (issued via electronic delivery in .pdf format):

- Facilities Plan

Task 3 Engineering Services During Predesign Phase

Subtask 3.1 –Assessment of Existing Well System

The Design Builder scope includes the review of existing record drawings and inspection of the existing 30 surficial aquifer system (SAS) supply wells to develop recommendations for improvements to eliminate potential sources of air in the raw water main. HAZEN will review the technical memorandum summarizing the proposed recommendations and provide comments and/or additional recommendations (as needed) prior to approval by the City.

Upon approval of the recommendations for improvement, HAZEN will assist in the review of proposed construction costs for use of the Allowance amount established under the Design Builder's contract for Phase 1 services.

Subtask 3.2 – SAS Supply Wells - Membrane Pilot Testing

The Design Builder is responsible for developing and implementing a pilot testing program to confirm and optimize the proposed process and membrane selections and generate design required for the design of the full-scale facility.

As part of this task, HAZEN will also perform the following:

- Review of the pre-pilot testing characterization documents and provide input based on historical experience with the Biscayne Aquifer. HAZEN will provide input including additional testing and/or constituents to be sampled. The Design-Builder will be responsible for performing all raw water quality characterization tests and analyses.
- Review of the Design Builder's proposed Pilot Testing Plan. HAZEN will provide input based on previous experience and provide recommendations.
- Oversee the mobilization and start-up of the pilot plant, including the installation of the raw water, permeate, and concentrate lines.
- The Design Builder will be in charge of the operation and maintenance of the pilot plant and the anticipated duration of the pilot testing program is six (6) months. HAZEN will assist with the monitoring of the pilot testing program, frequent review of the data collection and operation of the pilot plant. For purposes of this work authorization, HAZEN assumes biweekly visits to monitor operations and review available data.
- Participate in monthly Pilot Testing Program status updates and provide feedback as needed.
- Review Pilot Testing Report. HAZEN will coordinate/discuss the results, review comments and/or recommendations with City staff prior to issuing to the Design Builder.

Subtask 3.3 – Floridan Aquifer Storage and Recovery (ASR) Well Condition Assessment

HAZEN will review the Design Builder condition assessment findings and recommendations for improvements, anticipated construction costs, and proposed pilot plan. HAZEN will review the findings of this task with the City and provide review comments/additional recommendations (as needed) for improvements and potential approach for implementation.

Subtask 3.4 – Corrosion Control

The Design Builder will develop a desktop corrosion control study and pipe loop testing for Optimal Corrosion Control Treatment (OCCT). HAZEN will review the report summarizing the findings and recommendations for corrosion control and provide recommendations/comments (as needed) based on historical experience in southeast Florida. HAZEN will provide input regarding parameters to be tested.

Task 4 – Phase 1 Detailed Design

The Design Builder is responsible for the development of the conceptual and detailed design documents, including geotechnical investigation, survey, design calculations, drawings, specifications, and cost estimates.

Subtask 4.1 – Conceptual Design (10% Design)

HAZEN will review the 10% design package as defined in the Design Builder's scope of work and will coordinate review comments and/or recommendations with City staff. The 10% package is anticipated to

include multiple technical memoranda summarizing the conceptual design for the following design elements:

1. Membrane System
2. Pre and Post Treatment Systems
3. Production wells
4. Deep injection well
5. Dual-zone monitoring well
6. Yard piping
7. Site civil
8. Buildings and structures
9. Support disciplines (electrical and instrumentation and controls)
10. Review of site conditions and constraints
11. Applicable regulatory requirements
12. Assessment of membrane effluent and lime softening blending. This assessment will include blending limits and alternatives for PFAS removal.
13. New SAS production wells and yard piping modifications
14. Assessment of the Floridan ASR well
15. Conceptual hydraulic profile
16. Draft early work packages
17. City direct purchase packages

Subtask 4.2 — Review of Design Packages (30% and Basis of Design, 60%, 90%, and 100%)

The Design-Builder will submit design packages for review by the City and HAZEN at the different phases of the design. As defined in the Design Builder scope of work, design packages will be submitted at 30% and Basis of Design, 60%, 90%, and 100% design milestones. Design packages are expected to include design drawings, technical specifications, and opinion of probable construction costs (OPCC).

In accordance with the Agreement, City must return all review comments within 2 weeks upon issuance by the Design Builder. HAZEN will review the documents within seven (7) business days of receipt of the submittal. HAZEN will provide review comments and coordinate with City to incorporate any additional comments for the completion of the review within the 2-week contractual requirement. HAZEN will assist the City and issue the review package to the Design Builder.

Subtask 4.3 — Review of Permit Submittals

The Design-Builder will submit permit submittals for review by the City and HAZEN prior to submission to the permitting agencies. In accordance with the Agreement, City must return all review comments within 2 weeks upon issuance by the Design Builder. HAZEN will review the documents within seven (7)

business days of receipt of the submittal. HAZEN will provide review comments and coordinate with City to incorporate any additional comments for the completion of the review within the 2-week contractual requirement. HAZEN will assist the City and issue the review comments to the Design Builder.

HAZEN assumes a total of 10 permitting packages will be submitted for review.

Task 5 – Schedule and Cost Review

Subtask 5.1 —Schedule Reviews and Schedule Support

HAZEN will review the Design-Builder baseline schedules and schedule updates monthly. HAZEN will provide comments based on contract requirements and industry best practices to ensure quality and reliability of each schedule submittal.

The baseline review will include review of phasing, schedule logic, activities, their durations and relationships, constraints, floats, calendars, resources, and critical paths in accordance with the Scope of Work and the Agreement. An accepted baseline will form the basis for review of progress updates.

The review of the updates will include a narrative of the Project status, changes to critical path, activity durations, sequence logic, floats, progress or lack thereof and identify potential issues and schedule impacts. HAZEN will participate in schedule review meetings, provide analysis, and recommend resolution of issues and mitigation solutions. Additionally, HAZEN will review all schedule related change requests and time impact analysis support.

Subtask 5.2 —Cost Model, Cost Updates, and GMP Reviews

HAZEN will review and provide comments on the Design-Builder's proposed cost model for use in for subsequent cost estimates. HAZEN will also review the cost estimates that will be submitted for the 10% Design PER, the 30% design milestone and 60% design milestone as part of the Guaranteed Maximum Price Proposal.

Task 6 – Additional Engineering Services

This Task is for Additional Engineering Services that could be required to perform additional work due to unforeseen assistance that City might request. Services provided under this Task shall be billed on an hourly basis up to the specified amount as authorized by the City, subject to the limits set in the agreement. Services performed under this Task must be initiated by an email authorization issued by the City.

Assumptions

The following assumptions were used to develop the scope and fee for this Work Authorization.

1. All deliverables will be electronic unless otherwise noted.

2. Level of effort is based on Design-Builder's Version 2 Schedule with a 16 months duration from NTP to GMP development.
3. No construction management or administration is included in this Work Authorization. This will be included as part of a future Work Authorization.

Schedule

HAZEN will perform the services identified in this Work Authorization along the 16 months presented in the Design-Builder Version 2 schedule. This duration was from notice-to-proceed to the development of a Guaranteed Maximum Price.

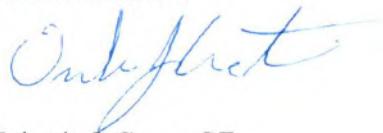
Compensation

Compensation for Tasks 1 – 5 will be for a lump sum amount of \$472,957.08 as each task from 1 to 5 will be paid as a percent complete from its associated lump sum dollar amount regardless of number of hours or any other expenses incurred by HAZEN. In addition, a budget of \$50,000.00 is established for Task 6 for Hourly Not-to-Exceed Allowances. The total for this Work Authorization is a not-to-exceed of \$522,957.08.

Attachment A presents a detailed breakdown of the estimated hours and compensation for the Scope of Services. HAZEN will submit invoices based on percent complete activities for each lump sum task. The lump sum percent complete will be discussed with City during each monthly coordination meeting.

Task	Description	Method of Payment	Amount
1	Project Management	Lump Sum	\$150,814.40
2	Funding Assistance	Lump Sum	\$58,001.55
3	Engineering Services During Predesign Phase	Lump Sum	\$73,104.10
4	Phase 1 Detailed Design	Lump Sum	\$139,609.00
5	Schedule and Cost Review	Lump Sum	\$51,428.03
<i>Lump Sum Subtotal</i>			\$472,957.08
6	Additional Engineering Services (Contingency Allowance)	Hourly Not-to-Exceed	\$50,000
<i>Hourly Not-to-Exceed Allowances Subtotal</i>			\$50,000.00
<i>Total Work Authorization No. 2</i>			\$522,957.08

Authorization



Orlando J. Castro, PE
Associate Vice President
Hazen and Sawyer, P.C

ATTACHEMENT A
CITY OF DELRAY BEACH
OWNER'S REPRESENTATIVE FOR DESIGN-BUILD CONSTRUCTION PROJECT FOR NEW WATER TREATMENT PLANT AND RELATED IMPROVEMENTS
WORK AUTHORIZATION NO. 2 - PROGRESSIVE DESIGN-BUILD PHASE 1 SUPPORT SERVICES

		Labor Category	Vice President/ Associate Vice President	Senior Associate	Associate	Senior Principal Engineer/Scientist	Principal Engineer				
		Labor Rate (/hr)	\$279	\$258	\$211	\$201	\$149				
Sub-Task No	Task Title	Hours								Total Hours	Labor Cost
1	Project Management	83	\$ 23,157	380	\$97,850.00	0	\$0.00	0	\$0.00	200	\$29,807.40
2	Funding Assistance	4	\$1,116.00	52	\$13,390.00	100	\$21,140.00	0	\$0.00	150	\$22,355.55
3	Engineering Services During Predesign Phase	32	\$8,928.00	152	\$39,140.00	0	\$0.00	46	\$9,238.18	106	\$15,797.92
4	Phase 1 Detailed Design	74	\$20,646.00	384	\$98,880.00	0	\$0.00	100	\$20,083.00	0	\$0.00
5	Schedule and Cost Review	36	\$10,044.00	82	\$21,115.00	0	\$0.00	0	\$0.00	136	\$20,269.03
	Subtotal Costs Lump Sum	229	\$ 63,891	1050	\$ 270,375	100	\$ 21,140	146	\$ 29,321	592	\$ 88,230
6	Additional Engineering Services (Contingency Allowance)										\$ 50,000.00
	Subtotal Costs Allowances										\$ 50,000.00
										TOTAL COSTS	\$ 522,957.08

Prepared by Hazen and Sawyer for
City of Delray Beach

April 17, 2024

**Owner's Representative for Design-Build Construction Project for New Water Treatment
Plant and Related Improvements**

RFQ No. 2022-034

Scope of Services

Asset Management Assistance Phase I: Evaluate CMMS to Support New WTP Asset Data

Work Authorization No. 03

Project Understanding

The City of Delray Beach (City) is pursuing the construction of a new membrane WTP, six Surficial aquifer system (SAS) production wells, deep injection well with associated monitor well, and rehabilitation of portions of the existing SAS wells using a Progressive Design Bid Build delivery approach. The City awarded the design build contract to CDM Smith, Inc. (Design Builder) and has been approved to negotiate the Phase 1 of the design build project that includes preliminary design, detailed design, and pre-construction activities.

The City selected Hazen and Sawyer, PC (HAZEN) as the City's representative to assist with various engineering and owner's representative services tasks. The agreement with HAZEN for engineering and owner's representative services will be implemented in intentional phases, precedent to and coincidental with the Design Build services of a separate entity. Engineering and owner's representative services will be authorized in multiple work authorizations through the completion of the project. The specific scope of services included in Work Authorization No. 3 are described herein.

The City currently has established Cityworks computerized maintenance and management (CMMS) as the asset repository for its water and wastewater assets. The CMMS has not been fully implemented and currently no WTP assets exist in the repository. By the time the new WTP assets are installed, the City intends to have a fully functioning CMMS and capability of inputting the new assets into the CMMS.

This Work Authorization will include evaluation of current City practices related to the CMMS, and a recommendation as to whether the current CMMS best fits their asset management, maintenance, and business needs. This Work Authorization will also include development of requirements for format and content of new asset information to be delivered to the City by the Design-Builder of the new WTP.

The asset management-related assistance will be organized into three phases. The completion of Phases 2 and 3 are dependent on the results of Phase 1:

- **Phase 1 – Evaluate CMMS to Support New WTP Asset Data** (this Work Authorization). Phase 1 includes assessment of current Business Processes for maintenance management, assessment of institutional readiness, establishment of CMMS requirements, and Business Case development.
- **Phase 2 – CMMS Solution Improvement/Procurement** (future Work Authorization). Phase 2 will be dependent on the Vendor Evaluation completed in Phase 1. If Cityworks is selected as the best CMMS option, then Phase 2 will include development of the vertical asset hierarchy, geodatabase schema design, and service request/work order/inspection template requirements. If Cityworks is not selected as the best option, Phase 2 will include CMMS Request for Proposal (RFP) development, proposal review, and vendor interviews/selection.
- **Phase 3 – Implementation Support of CMMS Solution** (future Work Authorization). Phase 3 will include implementation support for the selected asset management system.

Phase 1 will support the City in maximizing the effectiveness of the overall asset management system, both from technical and organizational perspectives, with the goal of creating a system to support best

industry asset management practices. The program will be designed with the goal of establishing standard practices and appropriate, integrated technology platforms across the City.

Scope of Services

Task 1: Develop Requirements for Design-Builder Submittals

Under this task, HAZEN will prepare a specification to include the following items that will allow the City to integrate the Design-Builder data with the CMMS, GIS, and other systems as applicable. The specification will include the following:

- Directions for asset nomenclature
- Required content of the asset data submittals
- Format of the asset attribute and maintenance summary forms, containing asset information and preventative maintenance requirement

In a subsequent Phase of the asset management-related assistance tasks, HAZEN will review the submittals by the Design-Builder to confirm the information provided meets the requirements.

The meetings to be held under this subtask are as follows:

Hazen will conduct one project kick-off meeting and as-needed project progress meetings. A total of six (6) progress meetings are assumed for this work authorization, one (1) kick-off meeting and five (5) as-needed progress meeting. At a minimum, one HAZEN representative will attend the progress meetings and additional staff will be available based on the specific meeting needs.

Subtask 1 Deliverables (issued via electronic delivery in .pdf format):

- Meeting materials, agendas, summaries, and action items (up to 6)
- Draft Requirements for Design-Builder Submittals
- Final Requirements for Design-Builder Submittals

Task 2: Develop CMMS Requirements

The primary purpose of this task is to assess the City's current processes, systems, and asset hierarchies. HAZEN will submit a data request to the City and conduct workshops with key staff members to understand current practices. The information gathered will inform the development of formalized workflow processes, data standards, asset hierarchy, and CMMS requirements.

Subtask 2.1: Evaluate Current Processes and Systems

The goal of this subtask is to review the current data systems, work processes, data standards, maintenance management metrics, and financial reporting templates. Initially, HAZEN will request documentation to identify gaps in these areas.

Following review of the materials provided by the City, HAZEN will facilitate four workshops with key stakeholders from both executive and operations functions to understand their current workflow processes. The information provided by the City from the data request and workshops will inform the development of workflow best practices and data standards.

A total of three workshops are assumed for this task, as follows:

- Workshop with the Water Utilities Division Teams
- Workshop with Information Technology (IT) Team
- Workshop with the Geographic Information Systems (GIS) Team

Subtask 2.1 Deliverables (issued via electronic delivery in .pdf format):

- Workshop materials, agendas, summaries, and action items (three total)
- Draft “as-is” and “to-be” workflow process and data standards documents for the three groups: Water Utilities, IT, and GIS
- Formalized “as-is” and “to-be” workflow process and data standards documents
- Identification of key performance indicators (KPIs)

Subtask 2.2: Review/Develop Asset Hierarchy

The goal of this subtask is to review the City’s current asset data structure and hierarchy. HAZEN will request available asset information and workflow processes. HAZEN will conduct a meeting with City staff to understand how asset data is currently used and managed across the various teams. Understanding the end user needs will inform the development of a clear, logical asset hierarchy.

The following documentation is needed from the City for this subtask:

- Current GIS mapping files
- Current Cityworks files and documentation
- Documented “as-is” process workflows related to geospatial asset data collection, verification, and publication, if available.

- Documented current and future maintenance management data standards (e.g., asset definition, work order types, asset types, asset hierarchical structure, desired asset attribute data, etc.), if available.

The meetings to be held under this subtask are as follows:

- Meeting to present the proposed asset hierarchy and review the asset information gap analysis

Subtask 2.2 Deliverables (issued via electronic delivery in .pdf format):

- Meeting materials, agenda, summary, and action items
- Draft asset hierarchy
- Formalized asset hierarchy
- Asset information gap analysis

Subtask 2.3: Develop and Document CMMS Requirements

The purpose of this subtask is to identify, develop, and prioritize CMMS requirements specific to City operations. HAZEN will facilitate up to four workshops/meetings with City staff to gather information, prioritize a comprehensive set of requirements for a CMMS solution, and identify areas of potential gains in business process efficiencies and alignment with existing asset management strategies.

HAZEN will solicit input on the intended goals and objectives for the solution, as well as discuss functional, data collection, reporting, and technical requirements for a CMMS solution. Additionally, during these workshops staff will be asked to outline their current interaction, familiarity, and concerns with the current CMMS (Cityworks). The deliverable will be a technical memorandum (TM) that compiles CMMS functionality, training, and customer service requirements. These requirements will be used in Task 3 to evaluate CMMS vendors. Functionality requirements may include, but are not limited to, the following major categories:

- Work Order Management
- Asset Management
- Workforce Management
- GIS Integration
- Customer Integrated System (CIS) Integration
- Enterprise Resource Planning (ERP) Integration
- Financial System Integration

- Inventory Management
- Reporting
- Mobile Application
- Offline Mode Operation

A total of four meetings/workshops are assumed for this task, as follows:

- Workshop with the Water Utilities Division Teams
- Workshop with Information Technology (IT) Team
- Workshop with the Geographic Information Systems (GIS) Team
- Meeting to review draft CMMS requirements

Subtask 2.3 Deliverables (issued via electronic delivery in .pdf format):

- Workshop materials, agendas, summaries, and action items (four total)
- Draft CMMS Requirements TM
- Final CMMS Requirements TM incorporating comments from the City

Task 3 CMMS Evaluation

Task 3 will focus on the screening of CMMS vendors. HAZEN will conduct an initial assessment of potential CMMS solutions to identify a prioritized list of vendors.

Subtask 3.1: Screen Vendor Solutions

The primary purpose of this subtask is to conduct a preliminary assessment of multiple CMMS solutions and provide a screened list of recommended vendors. This subtask includes an assessment of up to five (5) CMMS solutions currently in the marketplace, including the current application (Cityworks), and any solutions that may be of particular interest to the City. All vendors will be evaluated based on the CMMS requirements developed as part of Subtask 2.3. The top three to five screened vendors that meet these requirements may be recommended for RFP solicitation in Phase 2 of the asset management assistance.

The meetings to be held under this subtask are as follows:

- Meeting to review draft CMMS vendor screening and recommendations

Subtask 3.1 Deliverables (issued via electronic delivery in .pdf format):

- Meeting materials, agenda, summary, and action items

- Draft CMMS Vendor Evaluation TM illustrating the initial vendor evaluations based on the City's CMMS requirements and the screened list of three to five vendors recommended for solicitation of proposals and demonstrations
- Updated CMMS Vendor Evaluation TM incorporating comments from the City

Assumptions

The following assumptions were used to develop the scope and fee for this Work Authorization.

1. All deliverables will be electronic unless otherwise noted.
2. The City will respond to data requests within two weeks of submittal.
3. The City will review draft deliverables and provide comments within two weeks of submittal.
4. HAZEN will not perform asset data digitization, updates, or compilation as part of this scope of work.
5. Up to five (5) vendors will be evaluated as part of Subtask 3.1.
6. Phase 2 and Phase 3 of the asset management-related assistance is dependent on the results of Phase 1, and will be included as part of a future Work Authorization.

Schedule

HAZEN will perform the services identified in this Work Authorization along the 6 months presented in the project schedule.

Task	Duration
1: Develop Requirements for Design-Builder Submittals	3 months
2: Develop CMMS Requirements	4 months
2.1: Evaluate Current Processes and Systems	10 weeks
2.2: Review Asset Hierarchy	10 weeks
2.3: Develop and Document CMMS Requirements	10 weeks
3: CMMS Vendor Evaluation	2 months
3.1: Screen Vendor Solutions	8 weeks

Compensation

Compensation for Tasks 1 – 3 will be for a lump sum amount of \$119,989.92 as each task from 1 to 3 will be paid as a percent complete from its associated lump sum dollar amount regardless of number of hours or any other expenses incurred by HAZEN.

Attachment A presents a detailed breakdown of the estimated hours and compensation for the Scope of Services. HAZEN will submit invoices based on percent complete activities for each lump sum task.

Task	Description	Method of Payment	Amount
1	Develop Requirements for Design-Builder Submittals	Lump Sum	\$17,595.12
2	Develop CMMS Requirements	Lump Sum	\$81,114.24
3	CMMS Vendor Evaluation	Lump Sum	\$21,280.56
Total Work Authorization No. 3			\$119,989.92

Authorization



Orlando J. Castro, PE
Associate Vice President

ATTACHMENT A
CITY OF DELRAY BEACH

OWNER'S REPRESENTATIVE FOR DESIGN-BUILD CONSTRUCTION PROJECT FOR NEW WATER TREATMENT PLANT AND RELATED IMPROVEMENTS
WORK AUTHORIZATION NO. 3 - ASSET MANAGEMENT ASSISTANCE PHASE I: EVALUATE CMMS TO SUPPORT NEW WTP ASSET DATA

Labor Category		Vice President/ Associate Vice President/ Senior Consultant	Senior Associate	Senior Principal Engineer/Scientist	Assistant Engineer	Total Hours	Labor Cost				
Labor Rate (/hr)		\$279	\$258	\$201	\$127						
Sub-Task No	Task Title	Hours									
1	Develop Requirements for Design-Builder Submittals	12	\$3,348.00	23	\$5,934.00	30	\$6,030.00	18	\$ 2,283.12	83	\$17,595.12
2	Develop CMMS Requirements	16	\$4,464.00	90	\$23,220.00	180	\$36,180.00	136	\$ 17,250.24	422	\$81,114.24
3	CMMS Evaluation	2	\$558.00	34	\$8,772.00	38	\$7,638.00	34	\$ 4,312.56	108	\$21,280.56
Subtotal Costs Lump Sum		18	\$5,022.00	124	\$31,992.00	218	\$43,818.00	170	\$21,562.80	613	\$119,989.92
											TOTAL COSTS \$ 119,989.92

CITY ATTORNEY OFFICE - LEGAL REVIEW CHECKLIST

Name of Agreement: Amd #1 to RFQ 2022-034 Agmt - Owner's Rep for WTP - Hazen and Sawyer
 Department: Utilities Contact person: Eddyson Etienne

City Manager approval
 Reviewed by Purchasing

City Commission approval
 Agenda item #: _____
 Agenda meeting date: _____
 Resolution #: _____

Agreement Action:	<input type="radio"/> New	<input checked="" type="radio"/> Renewal*	<input checked="" type="radio"/> Amendment*	<small>*Renewal: Only change is the agreement term *Amendment: For changes other than/in addition to term</small>
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Does the Contractor require the City to sign first?: No

For City Attorney Use only:

Agreement Terms:

Comments/Specific Provision in Agreement

Term (Duration of Agreement)	Art. 7: Effective Date through completion of work
Termination Clause	RFQ: 8.28: for convenience, 8.29: for default, 8.30: fraud and misrepresentation
Renewal Clause	n/a
Insurance	City standard
Indemnification	Other
Assignment	RFQ: 8.22: not without prior consent
Fiscal Funding Requirement	RFQ: 8.66
FL. Public Records Provision (2016)	RFQ 8.50
Inspector General Provision	RFQ 8.32
Governing Law	Florida
Venue	Palm Beach County
Attorney's fees	RFQ 8.42
E-verify	Article 8

Business Principles:

Comments

Fees: Total Value	\$894,910 (increase in value of \$642,947)
Fees: Per Fiscal Year	N/A

Other Issues:

Comments

Non-Negotiable Issues/ Miscellaneous Issues/ Special Considerations	No changes in terms and conditions. Amendment includes additional scope of work and related fees. Work Authorization No. 01 (\$251,963.00), previously approved as attachment to original Agreement. Amendment #1 includes Work Authorization No. 02 (\$522,957.08) and Work Authorization No. 3 (\$119,989.92). Increase in value is \$642,947.
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Consistent with applicable policies including, but not limited to, Procurement policies. Yes

Attorney: William Bennett, Esq.

Reviewed and approved as to form and legal sufficiency only