

**City of Delray Beach**  
**Work Authorization No. 1 - Initial Owner's Representative Services**  
**Schedule**



| ID | Task Name   | Duration        | Start               | Finish             | Predecessors | Qtr 4, 2022 |     |     |     | Qtr 1, 2023 |     |     | Qtr 2, 2023 |     |     | Qtr 3, 2023 |     |     |
|----|---|-----------------|---------------------|--------------------|--------------|-------------|-----|-----|-----|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|
|    |   |                 |                     |                    |              | Sep         | Oct | Nov | Dec | Jan         | Feb | Mar | Apr         | May | Jun | Jul         | Aug | Sep |
| 1  | <b>WA No. 1 - Initial Owner's Representative Services for New Water Treatment Plant</b> | <b>193 days</b> | <b>Wed 11/16/22</b> | <b>Sun 8/13/23</b> |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 2  | WA No. 1 NTP  | 0 days          | Wed 11/16/22        | Wed 11/16/22       |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 3  | <b>Task 1 - Project Management</b>  | <b>193 days</b> | <b>Wed 11/16/22</b> | <b>Sun 8/13/23</b> |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 4  | Monthly Status Reports  | 270 edays       | Wed 11/16/22        | Sun 8/13/23        | 2            |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 5  | Kick-off Meeting  | 5 days          | Wed 11/16/22        | Tue 11/22/22       | 2            |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 6  | <b>Task 2 - Water Treatment Plant Concept Validation</b>                                | <b>56 days</b>  | <b>Wed 11/16/22</b> | <b>Wed 2/1/23</b>  |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 7  | <b>Task 2.1 - Validation</b>  | <b>56 days</b>  | <b>Wed 11/16/22</b> | <b>Wed 2/1/23</b>  |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 8  | Review existing City planning documents   | 10 days         | Wed 11/16/22        | Tue 11/29/22       | 2            |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 9  | Hazen develop Draft Validation TM   | 15 days         | Wed 11/30/22        | Tue 12/20/22       | 8            |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 10 | Internal QC of Draft Validation TM  | 3 days          | Wed 12/21/22        | Fri 12/23/22       | 9            |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 11 | Finalize Draft Validation TM  | 3 days          | Mon 12/26/22        | Wed 12/28/22       | 10           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 12 | Submit Validation TM to City  | 0 days          | Wed 12/28/22        | Wed 12/28/22       | 11,19        |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 13 | Validation TM Workshop with the City  | 10 days         | Thu 12/29/22        | Wed 1/11/23        | 12           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 14 | Prepare and Submit Final Validation TM to City incorporating Comments                   | 15 days         | Thu 1/12/23         | Wed 2/1/23         | 13           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 15 | <b>Task 2.2 - Project Cost and Schedule Updates</b>                                     | <b>44 days</b>  | <b>Wed 11/16/22</b> | <b>Mon 1/16/23</b> |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 16 | Review the 2021 Project Cost and Schedule   | 10 days         | Wed 11/16/22        | Tue 11/29/22       | 2            |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 17 | Develop Draft Cost and Schedule Update  | 10 days         | Wed 11/30/22        | Tue 12/13/22       | 8            |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 18 | Internal QC of Draft Cost and Schedule  | 2 days          | Wed 12/14/22        | Thu 12/15/22       | 17           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 19 | Finalize Draft Cost and Schedule Updates  | 2 days          | Fri 12/16/22        | Mon 12/19/22       | 18           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 20 | Prepare ad Submit Final Cost and Schedule Update after Validation TM Workshop with City | 3 days          | Thu 1/12/23         | Mon 1/16/23        | 13           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 21 | <b>Task 3 - Design-Build Procurement Services</b>                                       | <b>189 days</b> | <b>Wed 11/16/22</b> | <b>Mon 8/7/23</b>  |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 22 | <b>Task 3.1 - Project Delivery Evaluation and Validation</b>                            | <b>40 days</b>  | <b>Wed 11/16/22</b> | <b>Tue 1/10/23</b> |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 23 | Prepare presentation of Project Delivery Evaluation and Validation                      | 25 days         | Wed 11/16/22        | Tue 12/20/22       | 2            |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 24 | Workshop with City on Project Delivery Evaluation                                       | 5 days          | Wed 12/21/22        | Tue 12/27/22       | 23           |             |     |     |     |             |     |     |             |     |     |             |     |     |

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Date: Tue 11/8/22

|           |  |                    |  |                       |  |                    |  |                 |  |
|-----------|--|--------------------|--|-----------------------|--|--------------------|--|-----------------|--|
| Task      |  | Project Summary    |  | Manual Task           |  | Start-only         |  | Deadline        |  |
| Split     |  | Inactive Task      |  | Duration-only         |  | Finish-only        |  | Progress        |  |
| Milestone |  | Inactive Milestone |  | Manual Summary Rollup |  | External Tasks     |  | Manual Progress |  |
| Summary   |  | Inactive Summary   |  | Manual Summary        |  | External Milestone |  |                 |  |

**City of Delray Beach**  
**Work Authorization No. 1 - Initial Owner's Representative Services**  
**Schedule**



| ID | Task Name  | Duration        | Start               | Finish              | Predecessors | Qtr 4, 2022 |     |     |     | Qtr 1, 2023 |     |     | Qtr 2, 2023 |     |     | Qtr 3, 2023 |     |     |
|----|--|-----------------|---------------------|---------------------|--------------|-------------|-----|-----|-----|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|
|    |  |                 |                     |                     |              | Sep         | Oct | Nov | Dec | Jan         | Feb | Mar | Apr         | May | Jun | Jul         | Aug | Sep |
| 25 | Prepare workshop material for City Commission Meeting                    | 5 days          | Wed 12/28/22        | Tue 1/3/23          | 24           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 26 | Present Project Delivery Presentation to City Commission                 | 5 days          | Wed 1/4/23          | Tue 1/10/23         | 25           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 27 | <b>Task 3.2 - Design-Build Request for Proposal Development</b>          | <b>61 days</b>  | <b>Wed 11/16/22</b> | <b>Wed 2/8/23</b>   |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 28 | Review City's DB solicitation and Contract Documents                     | 15 days         | Wed 11/16/22        | Tue 12/6/22         | 2            |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 29 | Provide City with comments on DB Documents                               | 10 days         | Wed 12/7/22         | Tue 12/20/22        | 28           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 30 | Meet with City staff to review comments on DB Documents                  | 5 days          | Wed 12/21/22        | Tue 12/27/22        | 29           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 31 | Prepare Draft RFP for City Review  | 10 days         | Thu 1/12/23         | Wed 1/25/23         | 30,13        |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 32 | Submit Draft RFP to City for Review                                      | 0 days          | Wed 1/25/23         | Wed 1/25/23         | 31           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 33 | City Review of Draft RFP   | 5 days          | Thu 1/26/23         | Wed 2/1/23          | 32           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 34 | Finalize RFP incorporating City's Comments                               | 5 days          | Thu 2/2/23          | Wed 2/8/23          | 33           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 35 | Submit Final RFP to City to Advertise                                    | 0 days          | Wed 2/8/23          | Wed 2/8/23          | 34           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 36 | <b>Task 3.3 - Design-Build Procurement Assistance</b>                    | <b>128 days</b> | <b>Wed 2/8/23</b>   | <b>Mon 8/7/23</b>   |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 37 | Assist City with Procurement of Design-Build Firm                        | 180 edays       | Wed 2/8/23          | Mon 8/7/23          | 35           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 38 | <b>Task 4 - Funding and Grant Assistance</b>                             | <b>29 days</b>  | <b>Wed 11/16/22</b> | <b>Mon 12/26/22</b> |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 39 | Prepare document of potential funding and grants                         | 20 days         | Wed 11/16/22        | Tue 12/13/22        | 2            |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 40 | Meet with City to review potential funding and grant opportunities       | 5 days          | Tue 12/20/22        | Mon 12/26/22        | 39,19        |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 41 | <b>Task 5 - Project Controls and Reporting</b>                           | <b>35 days</b>  | <b>Wed 11/16/22</b> | <b>Tue 1/3/23</b>   |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 42 | <b>Task 5.1 - Implement Project Management Information System (PMIS)</b> | <b>35 days</b>  | <b>Wed 11/16/22</b> | <b>Tue 1/3/23</b>   |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 43 | Develop and Build PMIS Structure   | 30 days         | Wed 11/16/22        | Tue 12/27/22        | 2            |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 44 | Present PMIS to City and Perform Walkthrough                             | 5 days          | Wed 12/28/22        | Tue 1/3/23          | 43           |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 45 | <b>Task 5.2 - Project Status Reports and Materials</b>                   | <b>130 days</b> | <b>Tue 1/24/23</b>  | <b>Tue 7/25/23</b>  |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 46 | Prepare and Submit Quarterly Report No. 1                                | 0 days          | Tue 1/24/23         | Tue 1/24/23         |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 47 | Prepare and Submit Quarterly Report No. 2                                | 0 days          | Tue 4/25/23         | Tue 4/25/23         |              |             |     |     |     |             |     |     |             |     |     |             |     |     |
| 48 | Prepare and Submit Quarterly Report No. 3                                | 0 days          | Tue 7/25/23         | Tue 7/25/23         |              |             |     |     |     |             |     |     |             |     |     |             |     |     |

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 Date: Tue 11/8/22

|           |  |                    |  |                       |  |                    |  |                 |  |
|-----------|--|--------------------|--|-----------------------|--|--------------------|--|-----------------|--|
| Task      |  | Project Summary    |  | Manual Task           |  | Start-only         |  | Deadline        |  |
| Split     |  | Inactive Task      |  | Duration-only         |  | Finish-only        |  | Progress        |  |
| Milestone |  | Inactive Milestone |  | Manual Summary Rollup |  | External Tasks     |  | Manual Progress |  |
| Summary   |  | Inactive Summary   |  | Manual Summary        |  | External Milestone |  |                 |  |

Exhibit "B"

Work Authorization No.: 1  
Hazen and Sawyer, P.C.

CITY OF DELRAY BEACH  
OWNER'S REPRESENTATIVE FOR DESIGN-BUILD CONSTRUCTION PROJECT FOR NEW WATER TREATMENT PLANT AND RELATED IMPROVEMENTS  
WORK AUTHORIZATION NO. 1 - INITIAL OWNER'S REPRESENTATIVE SERVICES FOR NEW WATER TREATMENT PLANT

| Labor Category     |   | Vice President/<br>Associate Vice<br>President/<br>Senior Consultant | Senior<br>Associate | Associate | Senior<br>Principal<br>Engineer | Principal<br>Engineer | Assistant<br>Engineer | Lead CADD<br>Designer | CADD/GIS<br>Designer | Administrative<br>Assistant | Total<br>Hours       | Labor<br>Cost        |
|--------------------|---|--|---------------------|-----------|---------------------------------|-----------------------|-----------------------|-----------------------|----------------------|-----------------------------|----------------------|----------------------|
| Labor Rate (/hr)   |   | \$279  | \$250               | \$200     | \$190                           | \$141                 | \$120                 | \$165                 | \$115                | \$75                        |                      |                      |
| Sub-Task<br>No     | Task Title  | Hours  |                     |           |                                 |                       |                       |                       |                      |                             | Total<br>Hours       | Labor<br>Cost        |
| 1                  | Project Management                                      | 36   | 72                  | 0         | 0                               | 0                     | 0                     | 0                     | 0                    | 36                          | 144                  | \$ 30,744.00         |
| 2                  | Water Treatment Plant Concept Validation                | 32   | 104                 | 0         | 200                             | 0                     | 0                     | 8                     | 24                   | 16                          | 384                  | \$ 78,208.00         |
| 3                  | Design-Build Procurement Services                       | 113  | 48                  | 80        | 0                               | 80                    | 80                    | 0                     | 0                    | 48                          | 449                  | \$ 84,007.00         |
| 4                  | Funding and Grant Assistance                            | 12   | 0                   | 0         | 0                               | 24                    | 0                     | 0                     | 0                    | 0                           | 36                   | \$ 6,732.00          |
| 5                  | Project Controls and Reporting                          | 48   | 44                  | 0         | 0                               | 0                     | 24                    | 0                     | 0                    | 0                           | 116                  | \$ 27,272.00         |
|                    | <b>Sub-total Costs Lump Sum</b>                         | <b>241</b>   | <b>268</b>          | <b>80</b> | <b>200</b>                      | <b>104</b>            | <b>104</b>            | <b>8</b>              | <b>24</b>            | <b>100</b>                  | <b>1694</b>          | <b>\$ 226,963.00</b> |
| 6                  | Additional Engineering Services (Contingency Allowance) |  |                     |           |                                 |                       |                       |                       |                      |                             |                      | \$ 25,000.00         |
|                    | <b>Sub-total Costs Allowances</b>                       |  |                     |           |                                 |                       |                       |                       |                      |                             |                      | <b>\$ 25,000.00</b>  |
| <b>TOTAL COSTS</b> |   |  |                     |           |                                 |                       |                       |                       |                      |                             | <b>\$ 251,963.00</b> |                      |