



April 3, 2016

City Council Members
City of Riviera Beach
600 West Blue Heron Blvd.
Riviera Beach, FL 33404

SUBJECT: Department of Health and FDEP Violations

Dear Council Members:

Barnes, Ferland and Associates, Inc. (BFA) is an African-American owned utility / environmental engineering, hydrogeological and surveying services firm. We are a known quantity with the City of Riviera Beach and the Utility District (UD). In 2010 BFA was selected with a number one ranking by the City to provide Continuing Engineering and Water Resource Management Services. From 2010 to 2013 we successfully completed ten work orders including obtaining a 20-year Consumptive Use Permit. Several of the water system improvement items proposed in the Utility Master Plan was first identified in the water element of the comprehensive plan during that permitting process.

We have performed an initial review of technical issues resulting in the recent Department of Health and FDEP violations and strongly believe that the City and UD could benefit from Utility Engineering Program Management Support Services. Specifically, BFA proposes to perform the following tasks:

Task 1: Water System Project Review

BFA will perform a review of all projects implemented by the UD within the past five (5) years. This review will include all studies and engineering designs. We will closely review the recommendations of those studies and provide cursory value engineering of the designs.

We will identify, which of the recommendations made were implemented and if not, why. We will determine which of the designs were completed, led to development of specifications, bid documents and ultimately construction and if not, why.

Finally, we will determine to what degree these recommendations and designs are related to the conditions that resulted in the recent fines against the UD.

We will develop a condition assessment report regarding the current state of engineering improvements and related capital utility projects previously identified by the UD in documents such as the Utility Master Plan. This report will include a prioritized list of projects and proposed schedule for implementation.

The program manager will report to the senior engineer of the UD. BFA will become familiar with the UD's procedures and function as an extension of staff. We will operate in an advisory capacity on matters requiring decisions. BFA is not expected to navigate the projects through City procedures, but is expected to provide all support documents needed for UD staff to move the project through UD and regulatory process.

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Task 2: Planning and coordination

BFA will review the work requirements of the UD, and help make a determination of the value each project will have on the treatment process compliance, and operation. BFA will layout the schedule for the value engineering, environmental review, final design, regulatory concurrence/permitting, and construction activities for a comprehensive or phased implementation of the necessary projects. BFA will plan and coordinate the activities of the various phases/projects to maintain conformance with the UD budget and schedule.

- 2.1 Determine phasing of work, critical paths, milestones for projects to minimize impact while ensuring the UD complies with regulatory requirements, consistent with the Master Plan and other recommendations
- 2.2 Set deadlines for permitting, review, design, and construction for the various phases/projects
- 2.3 Refine and customize program management tools to fit the specific needs of the UD, including tools for budget and schedule management.
- 2.4 Develop and maintain a master schedule of all the projects under the UD Master Plan, perform construction management as needed
- 2.5 Develop reporting tools to provide updates to council and regulatory agencies in a timely manner.

Task 3: Acquisition and management of project consultants

BFA will assist the UD in obtaining the services of other consulting engineering firms to complete the environmental documentations and designs of projects under the UD Master Plan and other studies. BFA will not be allowed to propose on any of these projects. BFA will:

- 3.1 Prepare scope of work and Requests for Proposal
- 3.2 Assist UD staff to navigate project through City's acquisition process to obtain the engineering services
- 3.3 Evaluate proposals and assist UD with the selection of engineering firms for the projects
- 3.4 Oversee and provide consistency across multiple designers and ensure that the designs of multiple projects would result in consistency across multiple contractors
- 3.5 Develop document management requirements and ensure consistency in project reporting and products

Task 4: Design/Document reviews

Consultant shall conduct review of the reports, plans and specifications prepared by the consulting engineering firms for projects under the UD. BFA will:



- 4.1 Coordinate and engage plant staff with projects to ensure proper basis of planning and design
- 4.2 Review all reports, design submittals, scope changes, project products and establish a QA/QC program
- 4.3 Coordinate and provide information needed for environmental documents and design of projects, and ensure consistency across multiple projects
- 4.4 Provide value engineering and constructability review
- 4.5 Review and ensure regulatory compliance

Task 5: Services for project construction

BFA will assist the UD to ensure proper execution of construction contracts under the UD. BFA will:

- 5.1 Assist with the preparation of invitation for bid packages
- 5.2 Assist UD staff to navigate through the acquisition procedures to obtain the contracts for construction of the UD projects
- 5.3 The UD has the option to and may request that BFA provide or assist staff with construction management services. BFA will prepare the scope and budget. City will amend the Consultant's annual contract to include the agreed upon fee for the construction management services. BFA will then perform the construction management services under the amended Basic Services.
- 5.4 Alternatively, the UD has the option to request that BFA prepare "Request for Proposal" document to obtain the services of construction management firm to oversee the construction project. BFA and/or its Sub-consultants may propose on this task
- 5.5 Coordinate and ensure consistency and continuity across multiple construction projects
- 5.6 Coordinate multiple construction project activities with plant operations / project phasing / closeout
- 5.7 Coordinate and review the progress of multiple construction projects to ensure that conflicts/issues are resolved by the appropriate parties in a timely manner
- 5.8 Keep the UD informed of the progress of the projects

Task 6: Services for alternate project delivery

The UD may determine to employ alternate project delivery processes such as the design-build process for certain projects. BFA will advise the UD of the pros and cons, and assist the UD to ensure proper execution of the project. BFA will:

- 6.1 Prepare preliminary design to the extent sufficient for the proper bid of the alternate project delivery process such as design-build process



6.2 Prepare invitation for bid packages for the alternate process such as design-build process.
BFA and its sub-consultant are not allowed to bid on the project

6.3 Assist UD staff to navigate through the acquisition procedures to obtain the contract for the project

6.4 The UD has the option to and may request that BFA provide or assist staff with construction management services. BFA will prepare the scope and budget. UD will amend the BFA's annual contract to include the agreed upon fee for the construction management services. BFA will then perform the construction management services under the amended Basic Services

6.5 Alternatively, The UD may request Consultant to prepare "Request for Proposal" to obtain the services of construction management firm to oversee the project. Consultant and/or Sub-consultant may propose on this task

Task 7: Budget and schedule management

Consultant shall monitor overall budgets and schedules and maintain conformance with the UD budget and schedule. BFA will:

7.1 Monitor the budget and schedule of multiple projects under varying phases of design and construction

7.2 Prepare cash flow and forecast models for the projects as needed

7.3 Assist staff with document accounting, financing, and reporting activities in sufficient detail, suitable for internal and outside audits

Task 8: Participation with in-house project

BFA will coordinate with UD engineering staff on activities of in-house projects to avoid or resolve any conflicts with schedules or work. Coordination with plant staff shall be an on-going continuous effort of the Consultant's services.

BFA may be asked to assist UD staff with minor in-house project design and/or construction management. Upon request by the UD engineering staff, BFA will prepare the scope of work and budget. If UD desires Consultant's service for the minor in-house project, such work will be performed under the Additional Task component of the contract.

Task 9: Regulatory and partner agencies liaison

Consultant shall facilitate and/or perform with regulatory agency as a liaison. As needed, BFA will:

9.1 Prepare informational material and assist the UD with the presentation of workshops and updates to the City management, Council Committees, City Council, and partner agencies

9.2 Coordinate and prepare applications and regulatory documents as needed for the projects,



collaborate with regulatory agencies, establish permit requirements, and assist the UD in the permitting process

9.3 Update and assist the UD with regulatory changes and compliance requirements

Task 10: Public outreach

For public relations, it is assumed the city take a lead role and utilizes outside help on an as needed basis. BFA will assist the UD with any required public outreach, particularly as it relates to the recent fines and violations. BFA will:

- 10.1 Prepare program communications plan if needed
- 10.2 Perform technical, regulatory and environmental analyses if needed to prepare for public outreach effort
- 10.3 Prepare slides, handouts, and outreach materials
- 10.4 Assist with public meetings
- 10.5 Incorporate stakeholders/public inputs
- 10.6 Document the outreach process, issues, discussions, goals and outcome

The City may elect to have BFA perform any or all of the UD services identified. We will perform these services only if pre-authorized in writing by the UD / City. We will provide an hourly rate-sheet, including an annual escalation for future years if any, upon request.

1. When requested by the UD, assist with minor in-house project design and construction management
2. Assist City with public outreach efforts in excess of task 10 due to unforeseen controversies
3. Assist City with regulatory compliance or permitting efforts in excess of task 9 due to unforeseen regulatory/permitting changes

BFA will complete the activities identified under Task 1 within 60 days of your notice to proceed for a Lump Sum Fee of \$40,000. The services to be provided under Task 2 through 10 and the additional task will be determined on an as-needed basis.



City Council Members

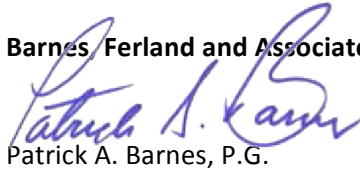
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BFA appreciates the opportunity to provide you with this proposal. Should the above activities and cost be acceptable to you, please sign one copy of this proposal and return it to our office. If you have any questions, please do not hesitate to contact me at pbarnes@bfaenvironmental.com.

Sincerely,

Barnes, Ferland and Associates, Inc.



Patrick A. Barnes, P.G.
President/CEO

Accepted By:

Witness

Signature

