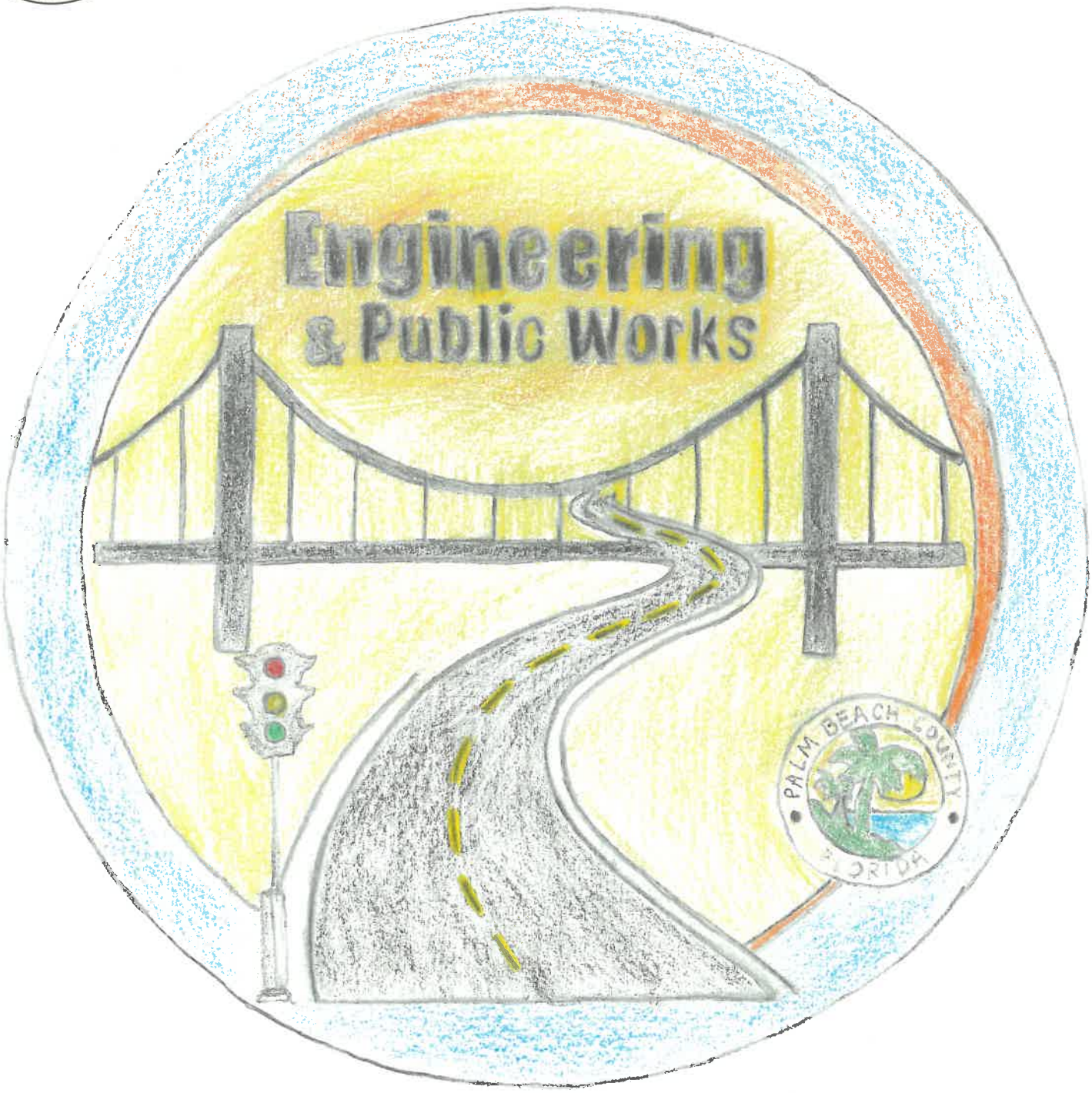
Engineering
& Public Works
PALM BEACH COUNTY
FLORIDA

PALM BEACH COINTY
DEPARTMENT OF ENGNEERING & PUBLIC WORKS
ROADWAY PRODUCTION DIVISION

TO: Roadway Production Personnel	PPM NUMBER:	ER-R-OOI
	ISSUE DATE:	01/02/2013
FROM: Director, Roadway Production	EFFECTIVE DATE:	01/02/2013
SUBJECT: CCNA FILING	REVISED DATE:	05/21/2024

CONTACT PERSON: Contracts Section Manager (Senior Professional Engineer)
Technical Assistant Il

PURPOSE:

To establish procedures for filing correspondence and other materials obtained during the selection of consultants, the negotiation, preparation and processing of contracts for professional services. To establish procedures for the cross referencing of information in the CCNA files, consultant certification files and the Roadway Production project files

PROCEDURE:

All projects shall have a file with the project name, as stated in the Five Year Road Program or other designation, project number and the consultant's name. All continuing professional service consultant files (i.e. Testing Lab, Structural, Civil, etc.) Shall have a separate file with the continuing professional service contract name (i.e. Testing Lab, Structural, etc.) and the consultants' names.

The project files shall be divided into sections with each section containing the following:

1) Short List:
   - (a) Either Board of County Commissioner's (BCC) approval (Agenda Item) of project and Notice signed by the County Engineer or his/her designee;
   - (b) The Request for Professional Services (RFP) letter and list of addressees,
   - (c) Letter to Short List Committee scheduling meeting,
   - (d) Short List Committee results (voting ballots and tally sheet) (e) Letter to consultants regarding results of meeting.

2) Selection:

(a) Letter to Selection Committee scheduling meeting, (with copy of attachments),

(b) Selection Committee results (voting ballots, tally sheet and presentation materials),

(c) Letter to consultants regarding Selection Committee results

(d) BCC ratification of Selection Committee results and minutes of Selection Committee meeting, or letter to BCC regarding the results of the Selection Committee meeting

3) Agreement:

(a) Letter to consultant scheduling a scope of services meeting,

(b) Results of negotiations (i.e. scope of services, man- hour and fee breakdown, sub consultant fee breakdown, etc.),

(c) BCC Agenda Item approving (executing) contract with original executed contract and exhibits (scope, schedule, letters of intent, insurance certificates, bas, etc.)

(d) Notice to Proceed letter

4) General Correspondence:

All correspondence regarding the project related to the contract after the notice to proceed is issued except supplements to the contract.

5) Project History Form:

A form listing the original contract amount, date of execution and resolution number assigned by the minutes dept., including all amended contract/supplemental thereof and/or additional services executed by the BCC or Contract Review Committee.

6) Supplements/CSA's:

All supplements to the contract whether authorized by the County Engineer or his [her designee, or the Contract Review Committee (CRC) (including additional Consultant Services Authorization (CSA), proposal letter and breakdown. All Supplements executed by the BCC shall be included with the attachments to the agenda item.

All other correspondence and project related materials, including invoices for progress payment and project approvals, shall be contained in the Roadway Production design project files.

tor KF _____ Date 5/28/24

rector _____ Date 05/30/2024

APPROVALS:

Division Director

Department Director

F: ROADWAY\PPM'S\2016\Drafts Revised\ER R 001 CCNA Filing. Doc

01085
AT WILL

TECHNICAL ASSISTANT II

NATURE OF WORK

This is intermediate technical work in the areas of zoning, subdivision review, roadway design, public works, water and sewer construction, or computer scheduling and tracking.

An employee in a position allocated to this class may be assigned various intermediate technical duties as determined by the area of assignment and may direct the work of subordinate personnel. Employees work independently on the technical aspects of work activities. Work is performed under the general supervision of an administrative superior and is reviewed upon completion for adherence to established policies and procedures.

EXAMPLES OF WORK

Reviews construction plans, permit applications, plats for compliance, cost estimates, traffic impact analyses, drainage reports, and deeds for compliance with the Palm Beach County subdivision and platting regulation ordinances.

Informs developers and their agents of technical and procedural deficiencies by letter, conference, and telephone; provides the public with information to successfully process permit applications; provides information on existing conditions and proposed plans.

Interprets Water Utilities Department standards and/or the subdivision and platting code for the public and land development professionals.

Reviews future road and utility construction plans to ensure they coincide with the proposed construction.

Ensures that all conditions of a site plan approval have been met prior to drafting and finalizing of the permit; checks for any special conditions affecting the permit.

Checks for possible changes in right-of-way that may affect the permit.

Writes resolutions, files plans, and administers contracts for construction of required improvements; handles surety for improvements; issues land development permits.

Makes field inspections relative to existing conditions and the progress of projects.

Ensures that permits are coordinated with utilities or agencies involved.

Develops criteria for scheduling and tracking projects.

Reviews project data for accuracy and ensures appropriate data entry.

Maintains project schedules and provides periodic reports.

Reviews as-built drawings for accuracy and establishes as-built quantities for final payment to the contractor upon completion of engineering projects.

TECHNICAL ASSISTANT II - CONT'D

EXAMPLES OF WORK - CONT'D

Attends pre-construction meetings to answer any questions with respect to the approved plans.

Interprets data and provides information to other government agencies and the public.

Monitors construction projects and coordinates with the contractor to resolve problems and ensure project compliance with plans, specifications and contract documents.

May review the work of subordinate personnel for technical accuracy.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Required KSA's will be dependent on area of assignment and may include:

Considerable knowledge of engineering principles and practices.

Considerable knowledge of mathematics, including algebra, trigonometry, and calculus.

Considerable knowledge of zoning and subdivision elements.

Considerable knowledge of road construction and drainage techniques.

Knowledge of computer and software applications.

Knowledge of the principles and practices of supervision.

Ability to interpret zoning and subdivision ordinances.

Ability to interpret and explain County standards to the public.

Ability to make decisions in accordance with zoning, subdivision, and related standards.

Ability to analyze construction plans.

Ability to analyze data and produce and interpret reports.

Ability to use computer-aided drafting software.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification supplemented by a certificate of completion for a vocational training program or two (2) years of college-level coursework in Drafting, Civil Engineering, Data Processing, or Computer Science; and two (2) years of experience in work related to the area of assignment; or any equivalent combination of related training and experience. Work experience in the area of assignment may be substituted on a year-for-year basis for education.

Colleen Flanagan

From: iss-tednotifications@pbc.gov
Sent: Monday, July 20, 2026 4:59 PM
To: Colleen Flanagan
Cc: Holly Knight; ISS-Tednotifications
Subject: (TED) Self Registration Acceptance Notification

7/21/24 ASKED HOLLY ABOUT PERFORMANCE REVIEW (INITIATED)

Training and Employee Development

TED Notification

Dear Colleen Flanagan,

Your registration has been confirmed and accepted. This class does not require your supervisor's approval.

For more information, please contact (County Administration) Training Provider at 561-355-3165.

Below are your training details.

Course Name	Start Date/Time	Course Status
Trakstar to Track Stars	**07/22/2026 (01:30PM - 02:30PM)**	**Registered**

Location Name: Microsoft Teams 2

Directions:

Microsoft Teams meeting Join: https://teams.microsoft.com/meet/256663188755852?p=EWzvtF7Uai8uNduwE6 Meeting ID: 256 663 188 755 852 Passcode: tL7tE7Gh

Need help? | System reference Dial in by phone +1 872-242-8934,,593364986# United States, Chicago Find a local number Phone conference ID: 593 364 986# For organizers: Meeting options | Reset dial-in PIN

Colleen Flanagan

Subject:	DISTRICT 4 EMERGENCY RELIEF (FHWA ER) PROGRAM TRAINING/WORKSHOP
Location:	Microsoft Teams Meeting; D4-DO3, ExecutiveConference
Start:	Tue 7/28/2026 1:00 PM
End:	Tue 7/28/2026 3:00 PM
Show Time As:	Tentative
Recurrence:	(none)
Organizer:	Cordoba, Wanda

This Message Is From an External Sender
This message came from outside your organization.

DISTRICT 4 EMERGENCY RELIEF (FHWA-ER) PROGRAM TRAINING/WORKSHOP

FLORIDA HIGHWAY ADMINISTRATION
EMERGENCY RELIEF (FHWA-ER) PROGRAM TRAINING
Tuesday, July 28, 2026
1:00 PM – 3:00 PM
VIA MICROSOFT TEAMS ONLY

Join:

https://teams.microsoft.com/meet/247410424287548?p=xOyt9RBnaGuhgMXRDF

Meeting ID: 247 410 424 287 548
Passcode: YH3MF7DP

ABOUT THE TRAINING

The Florida Department of Transportation, District Four is hosting a Federal Highway Administration Emergency Relief (FHWA-ER) Program Training. This training is recommended for all Local Agencies seeking Federal Emergency Relief funds following an emergency or disaster. Events may be natural or manmade, and your agency becomes eligible once the governor or president declares an event an emergency or disaster. This training provides local government agencies with an overview of the FHWA-ER program and covers how to apply for and receive Emergency Relief (ER) funds for damages on Federal-aid eligible roadways. With hurricane season lasting from June 1 – November 30, now is the perfect time to learn more!

EEO Compliance Training Acknowledgement

I, Colleen Flanagan (print name), hereby acknowledge and declare that:

(i) I have viewed/read the EEO Compliance policy covering my rights and responsibilities in the work place.

(ii) I agree to conduct my activities in compliance with this policy and I understand that my failure to comply with the required standard of conduct in this policy may result in disciplinary action up to, and including, termination from employment.

(iii) I understand that the County may periodically amend, or modify its policies and that I will be given notice of any such changes.

Signed: Colleen Flanagan

Date: 7/1/26

Certificate of Completion

Palm Beach County

Office of Small Business Development

awarded to:

Colleen Flanagan

2025-030 SBD Ordinance Training

April 23th, 2026

(Completed Date)

Angela Smith, Compliance, Training, & Development Manager

Certificate of Completion

Palm Beach County
Engineering And Public Works

awarded to:

Colleen Flanagan

Ekpi And Metrics

Credit Hour: 0 CEU: 0 Contact Hour: 3.50

04/22/2026 — *(Completed Date)*

KEITH CLINKSCALE & MARCELA MILLETT — *(Instructor Name)*

EEO Compliance Training Acknowledgement

I, Colleen Flanagan (print name), hereby acknowledge and declare that:

(i) I have viewed/read the EEO Compliance policy covering my rights and responsibilities in the work place.

(ii) I agree to conduct my activities in compliance with this policy and I understand that my failure to comply with the required standard of conduct in this policy may result in disciplinary action up to, and including, termination from employment.

(iii) I understand that the County may periodically amend, or modify its policies and that I will be given notice of any such changes.

Signed: Colleen Flanagan

Date: 7/1/26

Honesty - Integrity - Character

PALM BEACH COUNTY
CODE OF ETHICS
TRAINING ACKNOWLEDGEMENT

Legal Name: Colleen Flanagan (Please print clearly)

Employee Identification Number: 38314

Agency/Municipality: PBC Dept/Board: Engineering

By signing this acknowledgement, I am attesting that I have done the following:

[✓] **Read the Palm Beach County Code of Ethics Ordinance (Ctrl+Click to follow link)**

AND

Have completed additional training by viewing one of the following:

[✓] **The Code of Ethics Training Program on the Intranet/Internet. (Ctrl+Click to follow link)**

[ ] **The Code of Ethics Training Program on YouTube. (Ctrl+Click to follow link)**

[ ] **The Code of Ethics Training Program on DVD.**

[ ] **A live presentation given on _____, 20___.**

I understand that I am responsible for understanding and abiding by the Palm Beach County Code of Ethics as I conduct my assigned duties during my term of employment. I also understand that the information in this policy is subject to change. Policy changes will be communicated to me by my supervisor or through official notices.

Colleen Flanagan
(Legal Signature)

(Date)

Advisory Board Members: *Submit signed forms to Appropriate Advisory Board Representative*

PLEASE SUBMIT THIS FORM TO APPROPRIATE PARTY AS HIGHLIGHTED ABOVE
PLEASE DO NOT SUBMIT THIS FORM TO THE COMMISSION ON ETHICS

300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401
PHONE: 561.355-1915 FAX: 561.355-1904
Hotline: 877.766.5920 E-mail: ethics@palmbeachcountyethics.com
Website: www.palmbeachcountyethics.com

Rev. 12/2020

Certificate of Completion

Palm Beach County
Engineering And Public Works

awarded to:

Colleen Flanagan

Excel 2016 - Level 3

04/17/2025
(Completed Date)

SARAH RODRIGUEZ
(Instructor Name)

CERTIFICATE OF ACHIEVEMENT

PRESENTED TO

Colleen Flanagan

FOR THE SUCCESSFUL COMPLETION OF

2025 KnowBe4 Security Awareness Training - 30 Minutes

DURATION: 30 MINUTES

MARCH 04, 2025

CONGRATULATIONS!

Colleen Flanagan

Palm Beach County

You have successfully completed

2026 June AI Awareness Month: Week 0 - Kickoff June 23, 2026 at 10:38:02 AM UTC

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CONGRATULATIONS!

Colleen Flanagan

Palm Beach County

You have successfully completed

[DEPRECIATED] 2026 June AI Awareness Month: Week 1 - Think Before You Prompt: Mastering Safe Use of Generative AI June 23, 2026 at 10:49:38 AM UTC

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CONGRATULATIONS!

Colleen Flanagan

Palm Beach County

You have successfully completed

2026 June AI Awareness Month: Week 1 - Think Before You Prompt: Mastering Safe Use of Generative AI June 23, 2026 at 11:06:02 AM UTC

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CONGRATULATIONS!

Colleen Flanagan

Palm Beach County

You have successfully completed

2026 June AI Awareness Month: Week 2 - 60 Seconds to Safer AI: Spot the Risks, Stop the Leaks June 23, 2026 at 11:03:07 AM UTC

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CONGRATULATIONS!

Colleen Flanagan

Palm Beach County

You have successfully completed

2026 June AI Awareness Month: Week 3 - Smart AI, Smarter You: Making Safe Decisions in Real Scenarios June 23, 2026 at 11:21:07 AM UTC

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CONGRATULATIONS!

Colleen Flanagan

Palm Beach County

You have successfully completed

2026 June AI Awareness Month: Week 4 - Seeing Isn't Believing: Defending Against AI Deepfakes June 23, 2026 at 11:30:13 AM UTC

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CONGRATULATIONS!

Colleen Flanagan

Palm Beach County

You have successfully completed

2026 June AI Awareness Month: Week 5 - Touch Down June 29, 2026 at 7:14:47 PM UTC

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PALM BEACH COUNTY

Office of Financial Management and Budget

Mission Statement
To Manage, Monitor and Maintain Financial Resources
To Achieve Outstanding Results

PPM #CW-F-050 AND CONTRACT REVIEW COMMITTEE PROCEDURES

Presented by:
Brenda Znachko, J.D., LL.M.
Director, Contract Development and Control

Rev. 10/15/24

Local Agency Program & Federal Highway Administration Certification and Recertification CBT

Certificate of Completion

This form certifies that I have completed the Computer-Based Training, or CBT, course specified for the Local Agency Plan and Florida Highway Administration Certification and Recertification. This includes all sections contained within the CBT and the review of any suggested, recommended, and/or required reading materials.

I certify that I understand the information provided within the above-mentioned CBT course and its related materials. I know where and how to locate the CBT and its related materials when needed for reference in my everyday work activities. I also understand it is now incumbent upon me to apply the information contained within the above-mentioned CBT course and its related materials in my work activities.

Colleen Flanagan

Your Name

Palm Beach County

Agency Represented

Date Course Completed

06/16/2023

Please enter the date that the training was completed.

Please Note: To receive credit for the completion of the Computer-Based Training, you are responsible for the delivery of this document, after filling out, to your District LAP Administrator. The District LAP Administrator is responsible for submitting a copy to the State LAP Administrator.

Brenda Znachko, J.D., LL.M.

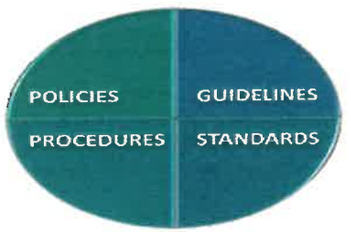
- 15 years – Business and Tax Lawyer in Private Practice; licensed in Florida, Mississippi and Louisiana
- 10 years – Deputy Director and CFO, Mississippi Department of Transportation
- 7 years – FDO Director of Business Operations, Palm Beach County
- 1 year – Director Contract Development and Control, Palm Beach County
- U.S. Navy Reserves – Officer, Intelligence and Cryptology

Countywide PPMs Related to Contracts

- CW-O-018 Contract Administration Procedures
- CW-F-049 Contract Development and Contract Responsibility
- CW-O-051 Delegated Authority for Execution of County Contracts
- CW-F-076 Certificates of Insurance
- CW-O-016 Documents Requiring Legal Review
- CW-F-056 Acceptance of Performance and Payment Bonds
- CW-F-055 Accepting Letters of Credit
- CW-F-040 Acceptance of Escrow Agreements
- CW-F-050 Change Order and Consultant Services Authorization for Construction, Engineering and Architectural Contracts

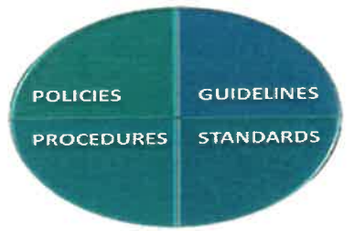
TODAY'S FOCUS

- CW-O-049 Contract Development and Contract Responsibility
- CW-F-050 Change Order and Consultant Services Authorization for Construction, Engineering and Architectural Contracts

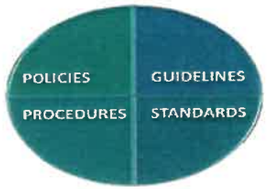


Refresher on County Contracting
CW-F-049 Contract Development and Contract Responsibility

- This is your guide to County Contracting
- Read this! Read this! Read this!
- Tells you what always has to be in a County Contract
- Tells you what can never be in a County Contract

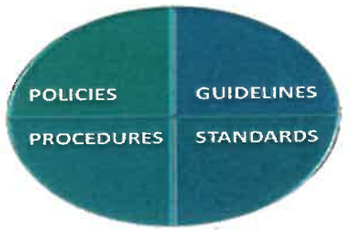


CW-F-049 Contract Development and Contract Responsibility – Who can approve and sign contracts for the County?



- **Only the BOARD OF COUNTY COMMISSIONERS can approve and sign contracts EXCEPT:**
  - **As set out in the Purchasing Code**
    - ❖ **Purchasing Director** for goods and services contracts less than $200,000
    - ❖ **Construction Department Directors** (Airports, EPW, ERM, FDO, and WUD) for construction or construction related contracts less than $200,000
  - **As Delegated by the Board by action or resolution**
    - ❖ **All other County Staff** must go to the Board and get specific authorization to approve and sign a contract

CW-F-049 Contract Development and Contract Responsibility – Who can approve and sign contracts for the County?



- **EXAMPLE OF SPECIFIC BOARD DELEGATION:**

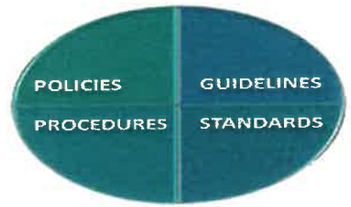
U. **INFORMATION SYSTEMS SERVICES**

1. **Staff recommends motion to:**

A) approve a standard Interlocal Agreement for Information Systems Services (ISS) support services provided to municipalities and special taxing districts in preparing their non-ad valorem (NAV) assessment rolls; and

B) authorize the County Administrator or designee to delegate authority to ISS to execute interlocal agreements with municipalities and special taxing districts associated with these services.

Delegated Authority for Execution of County Contracts – PPM CW-O-051



- EXAMPLE OF RECEIVE AND FILE BOARD ITEM

M. PARKS & RECREATION

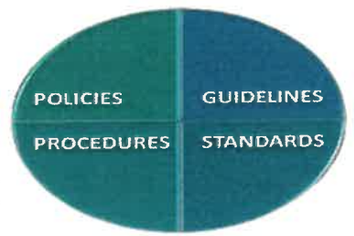
1. **Staff recommends motion to receive and file:** an executed Entertainment Contractor Agreement with Frank LoVerso in an amount of $600 for the Whitestone concert at Canyon Amphitheater on January 20, 2024. **SUMMARY:** The Parks and Recreation Department produces cultural activities to promote the quality of life in the communities it serves. A sponsorship was received for the Legends of the Lawn events from Nostalgic America to offset the expense of this concert at the Canyon Amphitheater. This Entertainment Contractor Agreement has been fully executed on behalf of the Board of County Commissioners (BCC) by the Director of the Parks and Recreation Department in accordance with Resolution 2008-1109, amended by Resolutions 2010-0644, 2014-0168 and 2017-1367. The Department is now submitting this Agreement in accordance with County PPM CW-O-051, which requires all delegated agreements to be submitted by the initiating Department to the BCC as a receive and file agenda item. District 5 (AH)

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

- Maria Sachs, Mayor (District 5)
- Maria Marino, Vice Mayor (District 1)
- Gregg Weiss (District 2)
- Michael Barnett (District 3)
- Marci Woodward (District 4)
- Sara Baxter (District 6)
- Mack Bernard (District 7)

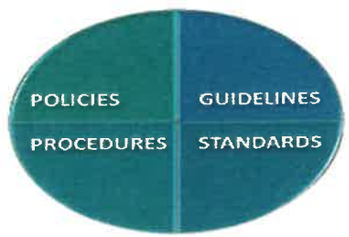
CW-F-049 Contract Development and Contract Responsibility – Other Requirements

- Contract Maximum must be listed (either a not to exceed amount or a lump sum amount)
- Effective Date and Completion Date
- Budget sufficiency – sufficient budgetary funds must be appropriated for the initial term and the contract must have a clause that renewal terms are subject to appropriation
- Expenses – if expenses are reimbursable then certain required clauses must be in the contract see CW-F-049 Section III.E.
- No Advance Payments unless the Board specifically approves
- Schedule for Deliverables – payments must be tied to the schedule
- Scope of Work – must be detailed
- Price Adjustments tied to an index must be specific and preferably capped



CW-F-049 Contract Development and Contract Responsibility – Other Requirements

- Required contract clauses:
  - Termination clauses (County can terminate for cause or for convenience)
  - Indemnification
  - Insurance
  - Inspector General
  - Access and Audits
  - Compliance with all laws
  - Remedies, Law, Venue
  - Nondiscrimination
  - Budget availability
  - Criminal History Records Check
  - Notices
  - No third party beneficiaries
  - Equal Business Opportunity Program (EBO) clauses, if applicable
  - Bond, if applicable
  - Public Entity Crimes
  - E-Verify
  - Scrutinized Companies
  - Public Records
  - Trafficking Affidavit



Confidential and Exempt Information under Chapter 119 Florida Statutes

- When preparing Board agenda items (and items to be approved by the Contract Review Committee), be aware that some information in your contracts (or CRC items) might be confidential and exempt under Florida's Public Records Law, if so you will want to redact this information or put a non-disclosure warning on it so the Clerk knows that the information can not be part of the published records

- Some relevant exemptions are:
  - Building Plans or Floor Plans
  - Radio Tower Maps and Plans
  - Security or Firesafety System Plans
  - Sheltering Arrangements
  - Sealed Bids or Proposals, for a limited time (except that construction bids are public records at the time of bid opening)
  - Attorney Work Product
  - Bidder's Financial Statements
  - Social Security Numbers
  - Trade Secrets

County's Contract Review Checklist

Can be found at:

https://discover.pbcgov.org/ofmb/Pages/contracts.aspx

2024
AGENDA ITEM SUBMITTAL SCHEDULE

Meeting Dates & Days when Agenda Items are due:

BCC Meeting Date	Management Review Meeting	Items due to Agenda Coordinator	Items due to Executive Assts	Items due to Legal	Items due to OFMB
	←	←	←	←	←
01/23/24**/#	01/03/24	12/28/23	12/27/23	12/22/23	12/20/23
02/06/24**/#	01/24/24	01/18/24	01/17/24	01/12/24	01/10/24
03/05/24#	02/21/24	02/15/24	02/14/24	02/12/24	02/07/24
03/12/24**	02/28/24	02/22/24	02/21/24	02/16/24	02/14/24
04/02/24#	03/20/24	03/14/24	03/13/24	03/11/24	03/06/24
04/09/24**	03/27/24	03/21/24	03/20/24	03/18/24	03/13/24
05/07/24#	04/24/24	04/18/24	04/17/24	04/15/24	04/10/24
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06/11/24**	05/29/24	05/23/24	05/22/24	05/20/24	05/15/24
07/02/24**/#	06/12/24	06/06/24	06/05/24	06/03/24	05/29/24
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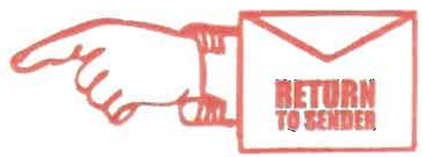
10/22/24**	10/09/24	10/03/24	10/02/24	09/30/24	09/25/24
11/05/24#	10/23/24	10/17/24	10/16/24	10/11/24	10/09/24
11/19/24**	11/06/24	10/31/24	10/30/24	10/28/24	10/23/24
12/03/24**/#	11/20/24	11/14/24	11/13/24	11/08/24	11/06/24
01/07/25**/#	12/18/24	12/12/24	12/11/24	12/09/24	12/04/24

SOME REASONS WHY CDC SENDS AGENDA ITEMS BACK

- Agenda item poorly written (i.e. incorrect spellings, typos, does not include Commissioner District or County Attorney Initials)
- Inconsistencies between the agenda item summary and the supporting documentation
- Substantive problems with the contract
- Missing or expired Insurance Certificates
- Bond or Bond Rider Missing,
- Unauthorized signatures (i.e. Project Manager signed agreement)
- Incorrect business name (LLC v. LLP)
- Terms and Conditions signature missing
- Attachments to the AIS not labeled or missing or not the correct attachment(s)
- If a contract is attached to the AIS, contract exhibits are missing
- Agenda Item Summary (AIS) is not signed by the Department Director
- Involves federal dollars but does not have federal language - 2 CFR 200 (the Uniform Guidance)
- Other Department Review is blank when needed
- SBE schedules are wrong (% participation doesn't match AIS, schedule 2s don't match schedule 1)

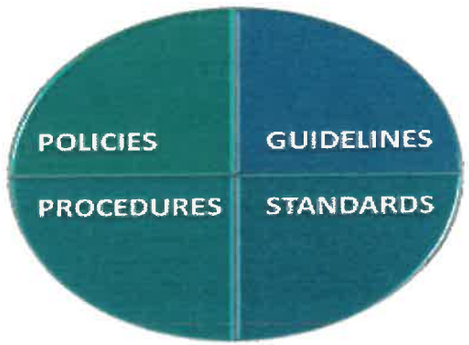


IF YOU WANT TO KNOW MORE ABOUT PREPARING BOARD AGENDA ITEMS SIGN UP IN TED FOR:

PREPARING BOARD AGENDA ITEMS Part 1
April 17, 2025 or
August 14, 2025

Changes to Board Approved Design and Construction Contracts - PPM CW-F-050

- Change Orders
- Consultant Service Authorizations (CSAs)
- Work Orders
- Task Orders
- Supplements



Design Contracting Methods

- For design (A&E) services there are basically 2 contracting methods:

  - **Continuing (annual) contract for design services** is used for smaller projects or studies. Once the firms for the continuing contract are selected in accordance with the CCNA statute, then projects are assigned to the selected consultant(s) without having to advertise each small project. A continuing design contract can be used for:
    - design services where the estimated construction cost of the project being designed does not exceed $7.5M or
    - a study where the cost of the study does not exceed $500,000

  - **Project specific contract for design services** is used for larger projects (for design services where the estimated construction cost of the project exceeds $7.5M or a study where the cost exceeds $500,000). Each of these larger projects must be advertised separately

Construction Contracting Methods

- **Construction Manger at Risk project specific** – for larger construction projects that require the services of a construction manager

  - CMR services consist of two phases - the preconstruction phase and the construction phase.

    - Preconstruction services - include cost estimating, value engineering, scheduling, constructability reviews, publicly bidding the construction subcontracts and the development of the guaranteed maximum price (GMP).

    - Construction Services - if the GMP is accepted by the County, the construction phase begins and the CM becomes the single point of responsibility for performance of the construction.

Construction Contracting Methods

- **Design Build project specific** – for larger construction projects where design and construction services are contracted from a single entity known as the Design-Build entity or Design Build firm.

- **Continuing contract for design build** is used for smaller construction projects that require the services of a design-build firm. Once the design build firms are selected in accordance with state statutes and County procedures for the continuing contract, projects are assigned to the selected design-build firm(s) without having to advertise each small project

  - continuing DB contract can be used for small projects where the estimated construction cost of the project does not exceed $7.5M

CW-F-050 – Changes to Board Approved Design and Construction Contracts

- Sets out approval authority of the Construction Department Directors and the Contract Review Committee to make changes to Board approved design and construction contracts
- Establishes the membership of the Contract Review Committee
- Establishes the procedures for submitting items to the Contract Review Committee for approval

CHANGES TO DESIGN AND CONSTRUCTION CONTRACTS PPM CW-F-050 – Summary

Revised Signature Authority – Changes to Design and Construction Contracts (effective 11/16/24)

Type of Authorization	Construction Department Director	Contract Review Committee	BCC
Annuals/Continuing Contracts			
CSAs/Supplements - continuing (annual) CCNA contracts under F.S. 287.055(2)(g) approved by the BCC	~~Up to $50,000~~ Up to $100,000	~~Up to $100,000~~ Up to $200,000	~~Over $100,000~~ Over $200,000
Task Orders, Work Orders, Change Orders/Supplements – annual construction contracts, continuing construction manager at risk contracts, continuing design/build contracts approved by the BCC	~~Up to $100,000~~ Up to $200,000 Time Extensions of any duration	~~Up to $199,999~~ Up to $299,999 Time Extensions of any duration	~~$200,000 and over~~ $300,000 and over
Project Specific Contracts			
*Change Orders - individual (project specific) construction contracts approved by the BCC CSAs/Supplements - individual (project specific) CCNA contracts approved by the BCC	~~Up to $50,000~~ Up to $100,000	~~Up to $100,000~~ Up to $200,000	~~Over $100,000~~ Over $200,000
*Time Extensions – individual (project specific) construction contracts	~~Up to 30 days~~ Up to 180 days	~~Up to 90 days~~ Up to 180 days	~~Over 90 days~~ Over 180 days
Special Rules			
Special Rules Applicable only to Project Specific Construction Contracts: 1. When the cumulative value of change orders to individual (project specific) construction contracts exceeds the greater of ~~$250,000~~ $375,000 or ~~5%~~ 10% of the original contract value, the Construction Department must submit a "receive and file" item to the BCC and the cumulative value is reset. 2. When time extensions to individual (project specific) construction contracts reach a cumulative limit of ~~120~~ 180 days, the Construction Department must submit a "receive and file" item to the BCC and the cumulative value is reset. 3. For individual (project specific) construction contracts with a contract award exceeding $1,000,000, approval authority for time extensions is calculated by multiplying the number of days of the time extension by the liquidated damage amount in the executed contract, authority levels are then applied based on the formula value. ***Special Rules Applicable to Both Annual and Project Specific Construction Contracts:*** 1. Construction Department Director or Committee may authorize deductive Change Orders ~~based on dollar approval authority above~~ of any amount (but decreases may not offset increases on the same Change Order for purposes of approval authority, unless directly related). 2. Construction Department Director may authorize Sales Tax Recovery Change Orders of any amount. 3. Construction Department Director may authorize $0 Contingency Use Directives (CUD Change Orders) (however a "receive and file" required when the CUD Change Order would have required BCC approval but for use of the contingency).			

New Signature Authority – Increases to Certain Procurement Contracts (effective 11/16/24)

Type of Authorization	Procurement Director	Contract Review Committee	BCC
Increases to Authorized Expenditure Amount – BCC approved **procurement contracts between $300,000 -$500,000**	Up to 10% of Contract Amount or Up to 15% of Contract Amount with County Administrator's Approval	Any amount over 15% of Contract Amount (until authorized Contract Amount reaches $500,000)	Once Contract Amount reaches $500,000, any increases to Contract Amount over 15% must go to the BCC rather than the Contract Review Committee

CW-F-050 Approval Authority – Changes to Project Specific Contracts

Revised Signature Authority – Changes to Design and Construction Contracts (effective 11/16/24)			
PROJECT SPECIFIC CONTRACTS			
Type of Authorization	**Construction Department Director**	**Contract Review Committee**	**BCC**
CSAs or Supplements to a CSA – issued under a project specific design or engineering contract approved by the BCC *Change Orders – issued to a project specific construction contract approved by the BCC	~~Up to $50,000~~ Up to $100,000	~~Up to $100,000~~ Up to $200,000	~~Over $100,000~~ Over $200,000
*Time Extensions – under a project specific construction contract approved by the BCC	~~Up to 30 days~~ Up to 180 days	~~Up to 90 days~~ Up to 180 days	~~Over 90 days~~ Over 180 days

***Special Rules Applicable only to Project Specific Construction Contracts:**

- When the cumulative value of change orders approved by the Department Director and/or the CRC exceeds the greater of ~~$250,000~~ $375,000 or ~~5%~~ 10% of the original contract value, the Construction Department must submit a "Receive and File" item to the BCC and the cumulative value is reset
- When time extensions approved by the Department Director and/or the CRC reach a cumulative limit of ~~120~~ 180 days, the Construction Department must submit a "Receive and File" item to the BCC and the cumulative value is reset.
- For project specific construction contracts exceeding $1M, approval authority for time extensions is calculated by multiplying the number of days of the time extension by the liquidated damages amount

Example – BCC Receive and File for project specific construction contract - cumulative change orders

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: July 11, 2023 [X] Consent [ ] Regular [ ] Workshop [ ] Public Hearing

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: Change Order No.6 to the contract (R2021-1072) with The Morganti Group, Inc. in the amount of $92,610.54 for the Fire Station No. 40 project with an increase to the project duration of eighteen (18) calendar days.

Summary: On August 17, 2021, the Board of County Commissioners (Board) approved the contract (R2021-1072) with The Morganti Group, Inc. in the amount of $4,547,000 to construct a two (2) bay single story prototypical fire station that is approximately 6,700 square feet in size with nine (9) bunk rooms, weight room, kitchen, dayroom, detached generator, dumpster building, water retention systems and associated infrastructure. Change Order No. 6 authorizes labor and material for additional storm structure and ex-filtration trench to be installed in the dry retention pond for Fire Station No. 40. In accordance with Policy and Procedure Memorandum (PPM) CW-F-050, when the cumulative value for additional work exceeds the greater of 5% or $250,000 of the original contract value (Threshold Amount) then an agenda item notifying the Board of the item that puts the cumulative value in the excess category must be presented as a receive and file. To date, the cumulative value of additive change orders, including Change Order No. 6, totals $316,122.58. This agenda item is being submitted to notify the Board that the cumulative value of changes or additional work is in excess of the $250,000 Threshold Amount established by PPM CW-F-050. This project was competitively advertised on March 7, 2021 in accordance with the Palm Beach County Purchasing Code and pursuant to the requirements of the Equal Business Opportunity (EBO) Ordinance. This project was presented to the Goal Setting Committee on February 3, 2021 and the Committee established an Affirmative Procurement Initiative (API) of a mandatory 20% Small Business Enterprise subcontracting goal of which 5% must be from a Minority Enterprise Business (MBE) – African or Hispanic for the contract. There is no SBE participation for this change order. To date, the overall SBE participation on this project is 19.69% SBE participation, of which 8.25% is MBE. The Contractor is not a certified SBE. The Contractor is a Palm Beach County business. This project is funded from the Fire Rescue Improvement Fund. **(Capital Improvements Division) District 2 (MWJ)**

Background and Justification: This project was openly, competitively advertised and procured. Bids for this project were opened on May 6, 2021 with bids received from nine (9) contractors. Of the nine (9) bids received, the three (3) lower bidders were deemed non-responsive including Hands On Builders, LLC for not meeting the mandatory SBE goal of 20%; and Quest Contracting, LLC and Johnson-Laux Construction, LLC for submitting noncompliant EBO schedules 1 and 2. Therefore, Staff recommended The Morganti Group, Inc. for contract award. The original contract value was $4,547,000 for the construction services necessary for Fire Station No. 40. Additive and deductive change orders for changes or additional work to this contract resulted in a contract value of $4,659,566.13. To date, the additive change orders total $316,122.58. The preceding values exceed the Threshold Amount established in PPM CW-F-050, thus requiring a notification to the Board via a receive and file item.

Attachment:
1. Change Order No.6
2. Budget Availability Statement

Recommended by: _____ 6/5/23
Department Director — Date

Approved by: _____ 6/23/23
County Administrator — Date

Example – BCC Receive and File for Project Specific Construction Contract - Cumulative Time Extensions

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: September 13, 2022 [X] Consent [ ] Regular [ ] Workshop [ ] Public Hearing

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: Change Order No. 08 to Amendment No. 1 (R2020-1812) to the construction management contract with Kaufman Lynn Construction, Inc. for the Canyon District Park– Phase 1 project increasing the contract time by 61 calendar days.

Summary: On June 18, 2019, the Board of County Commissioners (Board) approved the contract with Kaufman Lynn Construction, Inc. (R2019-0849) for construction management services for the Canyon District Park project located at 8802 Boynton Beach Boulevard, Boynton Beach. On December 8, 2020, the Board approved Amendment No. 1 (R2020-1812) for the construction of three (3) soccer/multipurpose fields, a restroom/concessions facility, two (2) retention/recreational lakes, a twelve (12)-station fitness trail, and associated parking, in the amount of $10,793,121.02 for a period of 365 calendar days from notice to proceed. Additionally, Amendment No. 1 included clearing, grubbing, leveling and seeding the remainder of the property in order to complete and ensure the effectiveness of the drainage for Phase 1 and the entire property. Change Order No. 08 authorized an increase to the project duration by 61 calendar days. In accordance with Policies and Procedures Memoranda (PPM) CW-F-050, when the time extensions to a project totals or exceeds 120 days of the original project completion date, then an agenda item notifying the Board of the item that puts the cumulative value in the excess category must be presented as a receive and file. To date, the cumulative value of time extensions, including Change Order No. 08, is 125 calendar days. This agenda item is being submitted to notify the Board that Change Order No. 08 puts the cumulative value time extensions in excess of the 120 days threshold established by PPM CW-F-050. The solicitation for the Construction Manager (CM) was advertised on January 28, 2018 according to the Small Business Enterprise (SBE) Ordinance in place at the time, but this GMP, having been initiated after January 1, 2019, was subject to the requirements of the Equal Business Opportunity (EBO) Ordinance. The CM is not a certified Small/Minority/Women Owned Business (S/M/WBE), but has partnered with M.C.O. Construction and Services, Inc., an S/M/WBE contractor. On November 4, 2020, prior to subcontractor advertisement and bidding, the Goal Setting Committee applied an Affirmative Procurement Initiative (API) to the construction subcontracts of 25% SBE participation, of which 3% must be a Minority Business Enterprise (MBE), African American or Hispanic. There is no SBE participation for Change Order No. 08. To date, the cumulative SBE participation on this project is 25.35% of which 2.90% is MBE participation. The CM is not a Palm Beach County Business. The funding sources for this project are from the Florida Department of Environmental Protection (FDEP) Grant Fund and the Park Impact Fees Z-3 Fund. **(Capital Improvements Division) District 5 (MWJ)**

Background and Justification: Construction Management at Risk is a project delivery method in which the CM provides design phase assistance, evaluation of cost, schedule and implications of alternate designs, systems and materials, and serves as general contractor bidding the subcontracts for construction. The original contract value was $129,501.62 for the preconstruction services phase of the work. On December 8, 2020, the Board approved GMP Amendment No. 1 authorizing construction management services for the construction phase of the work in the amount of $10,793,121.02 for a period of 365 calendar days from notice to proceed. Since then, the Contract Review Committee approved change orders under its authority per PPM CW-F-050 that increased the project duration by an additional 125 calendar days. In accordance with PPM CW-F-050, this agenda item is submitted to the Board as a receive and file item because the cumulative number of days that the project duration was extended by exceeds the threshold of 120 calendar days established in PPM CW-F-050.

Attachment:
Change Order No. 08

Recommended by: _____ 8/12/2022
Department Director — Date

Approved by: _____ 8/26/22
County Administrator — Date

Specials Rules Applicable to both Annuals and Project Specific

- Construction Department Director or Committee may authorize deductive Change Orders ~~based on dollar approval authority above~~ of any amount (but decreases may not offset increases on the same Change Order for purposes of approval authority, unless directly related).

- Construction Department Director may authorize Sales Tax Recovery Change Orders of any amount.

- Construction Department Director may authorize $0 Contingency Use Directives (CUD Change Orders) (however a "receive and file" required when the CUD Change Order would have required BCC approval but for use of the contingency).

CRC Meetings

- **Day and Time**

  Every Wednesday morning at 8:45 a.m.

- **Location**

  2300 North Jog Road, West Palm Beach
  Conference Room 3W-12, Third Floor of the Vista Center

Same for Lead

CRC Submissions (what has to be in the package)

- The contract document (i.e. the CSA, Work Order, Change Order, Supplement etc.) signed by the consultant or contractor.
- Contract History including the R-number of the original BCC approved contract
- BAS (or budget information must be in the contract document)
- Proof of current insurance (COI or Ebix report)
- Work Orders must include a Public Construction Bond (or explanation of why it's not required) (Const)
- Change Orders (or Supplements to a Work Order) must include a bond rider (or an explanation of why it's not required) (Const)
- Signature Authority for the representative who signs on behalf of the consultant or contractor
- SunBiz Report showing the consultant or contractor is still in good standing in SunBiz
- EBO Schedules for projects subject to the EBO Ordinance
- Make sure any exempt/confidential information has been redacted or marked with a non-disclosure warning (bridge plans, etc)

x No location map any more

Certificate of Insurance – Confirms the contractually required insurance is in place

- All CRC items must include confirmation of compliance with the insurance requirements in the original contract. The certificate of insurance (or Ebix report) provides this confirmation.

Certificate of Insurance Checklist

- Make sure the insurance certificate names the County as the certificate holder and as an additional insured
- Make sure the name of the entity listed on the insurance certificate and the name of the contracting party are the same
- Make sure the insurance listed on the certificate matches the requirements of the contract as to types of coverage and amounts
- Make sure the policies are current (i.e. haven't expired)

CW-F-056 Performance and Payment Bonds

- Performance and payment bonds must be in substantially similar form to the examples attached to CW-F-056
- All surety companies issuing payment or performance bonds to the County must be listed on the U.S. Department of Treasury's Listing of Certified Companies and the amount of the bond must be within the bonding limits shown on the Listing
- Surety Bonds - List of Certified Companies (treasury.gov)
- Surety company must be registered to do business in Florida (i.e. check SunBiz)
- Power of Attorney is a document that authorizes an individual to execute the bond on behalf of the surety. The power of attorney must be attached to the bond

Final Payments

- The Contract Review Committee must approve all final payments on construction projects, except for:

  - Any work order under an annual/continuing construction contract that only involves maintenance and repair/replacement of existing County infrastructure; or

  - Any work order less than ~~$100,000~~ $300,000

Contract Development & Control – Monthly Contract Activity Report

- Construction Departments must email to the Contract Development and Control Division copies of all construction related documents (CSAs, Supplements to CSAs, Task Orders for Preconstruction Services, Work Orders, Supplements to Work Orders, Change Orders) signed by the Construction Department Director within 2 weeks after such approval.

- The Contract Development and Control Division will submit a summary of all items approved by the Construction Department Directors and the Contract Review Committee to the Clerk and to the BCC, along with copies of all such items, within 30 days of the month of approval.

- The Clerk will submit a "Receive and File" item on the next available BCC agenda summarizing the items approved by the Construction Department Directors and the Contract Review Committee.

Contract Review Committee – New Authority Increases to Certain Purchasing Contracts

New Signature Authority – Increases to Certain Procurement Contracts (effective 11/16/24)			
Type of Authorization	**Procurement Director**	**Contract Review Committee**	**BCC**
Increases to Authorized Expenditure Amount – BCC approved **procurement contracts between $300,000 -$500,000**	Up to 10% of Contract Amount or Up to 15% of Contract Amount with County Administrator's Approval	Any amount over 15% of Contract Amount (until authorized Contract Amount reaches $500,000)	Once Contract Amount reaches $500,000, any increases to Contract Amount over 15% must go to the BCC rather than the Contract Review Committee

IF YOU WANT TO KNOW MORE ABOUT CONTRACTS AND CONTRACTING SIGN UP IN TED FOR:

CONTRACTING THE RIGHT WAY!
February 3, 2025 or
August 1, 2025

CONTACTS

Office of Financial Management and Budget – Contract Development and Control Division

Brenda Znachko, J.D., LL.M. | Director, Contract Development and Control
Office: 561-355-4151 | Main: 561-355-4150
BZnachko@pbcgov.org

Vacant | Contract Analyst
Office: 561-355-3352 | Main: 561-355-4150

Monique Williams | Contract Compliance Specialist
Office: 561-355-4136 | Main: 561-355-4150
MWilliams@pbcgov.org

Quinnette Salandy | Contract Management Specialist
Office: 561-355-4645 | Main: 561-355-4150
QSalandy@pbcgov.org

Colleen Flanagan

From: Colleen Flanagan
Sent: Monday, June 29, 2026 2:58 PM
To: eva.francisco@goalassociates.com; Holly Knight
Cc: godfrey.lamptey@goalassociates.com; Colleen Flanagan
Subject: INFO NEEDED: 2025053 Traffic Signal Design Annual - GOAL - REVISED
Attachments: Schedule 1.pdf; Schedule 2.pdf; Kimley Horn 2025 Signing Authority Listing.pdf; Michael B. Schorah and Associates, Inc._Certificate of Resolution_Martha H. Carter_Vice President_12 16 25.pdf; 2025053 Traffic Signal Engineering Professional Continuing Services Contract.pdf

Hi Eva:

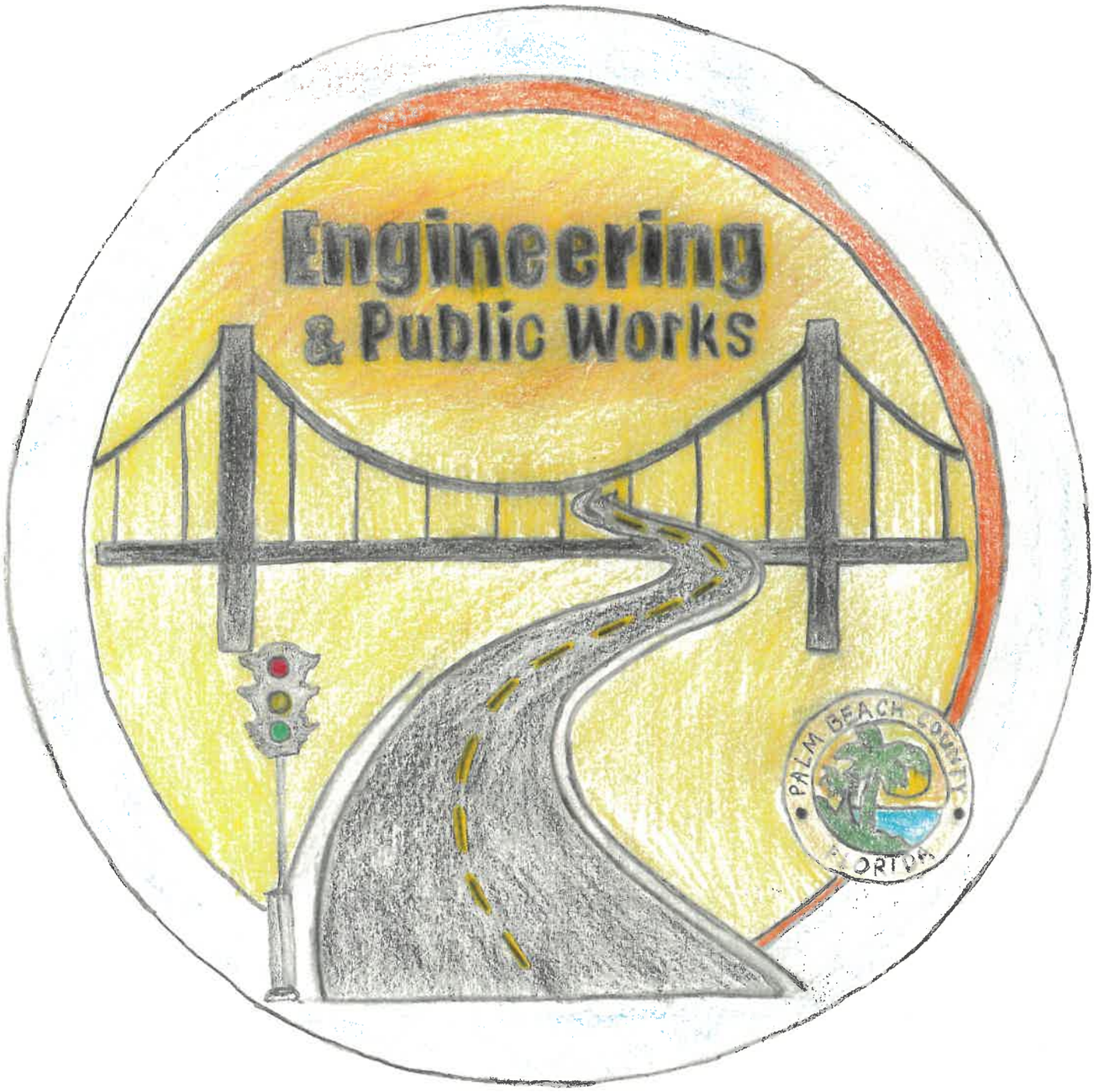
Holly is out of office and I'm following up on your paperwork for this contract.

1. EXHIBIT B – Page 1-2 of 2, Holly will review when she returns to office.
2. EXHIBIT C – Reviewed.
3. EXHIBIT D – API, Reviewed.
4. EXHIBIT E – Page 1 of 7, (November 11, 2025) for Solicitation Opening.
5. EXHIBIT E – The footer starting with EXHIBIT E – Page 1-7 of 7, located on the bottom right side, for all pages. We only need "Sunbiz business names" on the OSBD Schedule 1 & Schedule 2's, please review. Schedule 1 and Schedule 2 will need the updated OSBD forms, I attached both forms. The person signing the OSBD who is not the President or CEO listed on Sunbiz, you will need a "Signatory Letter" or "Certificate of Resolution" from your subconsultants, I attached an example. All Subconsultants listed on the OSBD Schedule 1 with an asterisk will need a "Signatory Letter" or "Certificate of Resolution" or ONLY the "President or CEO signatures, listed on Sunbiz". We do not use electronic signatures for "Annual Contracts".
6. EBIX Certificate of Liability, I will submit your insurance information to our contact Smita Nair. When your policy expires on 7/1/26 and 8/21/26 you will need to send the new updated information.

Smita Nair
Service Consultant
Ebix Inc–Risk Compliance Solutions,
Johns Creek
Ebix Inc. Phone: 770–624–2636
Web: www.ebix.com [ebix.com]

Thank you,
Colleen

Colleen Flanagan
Tech Assistant II
Palm Beach County
Roadway Production Division
(561) 684-4192
CFlanagan@pbc.gov


Engineering
& Public Works
PALM BEACH COUNTY