



**Department of Engineering  
and Public Works**

P.O. Box 21229  
West Palm Beach, FL 33416-1229  
(561) 684-4000  
FAX: (561) 684-4050  
www.pbcgov.com



**Palm Beach County  
Board of County  
Commissioners**

Melissa McKinlay, Mayor

Mack Bernard, Vice Mayor

Hal R. Valeche

Paulette Burdick

Dave Kerner

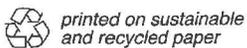
Steven L. Abrams

Mary Lou Berger

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*



January 2, 2018

Alan Gerwig & Associates, Inc.  
12798 W. Forest Hill Boulevard, Suite 204  
Wellington, FL 33414  
Attn: Alan L. Gerwig, P.E., LEED A.P., President

**RE: STRUCTURAL SERVICES ANNUAL CONTRACT  
RESOLUTION NO.: R2017-0026  
CONTRACT DATED JANUARY 10, 2017**

Mr. Gerwig:

This letter serves as your **"Notice to Proceed"** with the above referenced renewal of Annual Service, which was approved by the Board of County Commissioners (Board) on December 19, 2017 (R2017-1876).

The County User Departments will be in touch with you when your services are required.

If you have any questions, please feel free to contact me, at 561-684-4122.

Sincerely,

  
\_\_\_\_\_  
Holly B. Knight, P.E.,  
Contracts Section Manager,  
Roadway Production Division

HBK/jd

**Attachment**

- pc: Administrative Services, Fiscal (NTP)  
Contract Development & Control  
Office of Small Business Assistance  
Finance Department  
CCNA File (w/original)  
Mark Tomlinson, Director, Construction Coordination  
John Chesher, Director of Capital Improvements  
James Stiles, Director of Water Utilities  
Rob Robbins, Director of E.R.M  
Bruce Pelly, Director of Airports
- ec: Omelio A. Fernandez, P.E., Director, Roadway Production Division  
L. Morton Rose, P.E., Assistance Director, Roadway Production Division  
Holly B. Knight, P.E., Contracts Section Manager, Roadway Production Division  
Vanessa Jagoo, TA II, Roadway Production Division

**R2017 1876 DEC 19 2017**  
**FIRST AMENDMENT TO THE ANNUAL STRUCTURAL ENGINEERING**  
**CONTRACT NO. R2017-0026**  
**DATED JANUARY 10, 2017, BY AND BETWEEN**  
**ALAN GERWIG & ASSOCIATES, INC.,**  
**AND PALM BEACH COUNTY**

THIS FIRST AMENDMENT to the Annual Structural Engineering Contract dated January 10, 2017, (R2017-0026), hereinafter "CONTRACT" by and between Alan Gerwig & Associates, Inc., hereinafter "CONSULTANT" and the Board of County Commissioners of Palm Beach County, a political subdivision of the state of Florida, hereinafter, "COUNTY".

**WITNESSETH**

WHEREAS, on January 10, 2017, the CONSULTANT and COUNTY entered into a twelve month Annual Structural Engineering Contract for engineering services and other related tasks throughout Palm Beach County; and

WHEREAS, the CONTRACT provides that the contract may be extended, at the COUNTY's option for a defined period of time, not to exceed thirty-six months total contract time, upon approval of the Board of County Commissioners; and

WHEREAS, this is the first of the two allowable one (1) year term CONTRACT extensions per section 4.1; and

WHEREAS, by this amendment, the CONSULTANT and the COUNTY mutually agree to amend the CONTRACT terms to extend the expiration date of the CONTRACT from January 9, 2018 to January 9, 2019, with all original terms, conditions and unit prices adhered to; and

WHEREAS, the original CONTRACT provides in section 5.3.2 that the rates may be adjusted by negotiation; and

WHEREAS, by this amendment, the CONSULTANT and the COUNTY mutually agree to amend the CONTRACT terms to modify the Fee Schedule of the CONTRACT from Exhibit B in the Original Contract to the revised Fee Schedule provided by CONSULTANT dated October 4, 2017, and attached hereto as Exhibit B1.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements herein contained, the parties agree as follows:

1. The above recitations are true and correct and incorporated herein.

2. The CONSULTANT warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression, or genetic information pursuant to Palm Beach County Resolution R-2014-1421, as may be amended.

CONSULTANT has submitted to the COUNTY a copy of its non-discrimination policy which is consistent with the above paragraph, as contained in Resolution R-2014-1421, as amended, or in the alternative, if the CONSULTANT does not have a written non-discrimination policy, it has acknowledged through a signed statement provided to COUNTY that CONSULTANT will conform to the COUNTY's non-discrimination policy as provided in R-2014-1421, as amended.

3. Section 5.2 of the original contract (R2017-0026) shall be replaced with the following:

#### 5.2. Payments

5.2.1. Progress reports and/or payment invoices shall be submitted monthly by the CONSULTANT. Payments to the CONSULTANT shall be payable within 45 days after receipt of accurate and complete invoice from CONSULTANT, in proportion to the percentage of engineering services approved and accepted by the COUNTY based on said lump sum fee until 90% of the Basic Services are completed. There will be no additional payments until all Services, including permits, but with the exception of any Optional Services, are completed and accepted by the COUNTY.

5.2.2. Upon satisfactory completion of all Services, including permits, described in this Contract and approval and acceptance of the plans by the COUNTY full payment for all completed Services provided, will be made and the contract will be closed. If the contract has an authorization for Post Design Services the Contract will remain open until all Post Design Services (if applicable) are complete.

5.2.3. Final payment shall be due and payable to the CONSULTANT upon satisfactory completion, approval and acceptance by the COUNTY, of all the Services described in this Contract, including Post Design Services.

5.2.4 Due to the nature of the work flow and the small size of expected projects to be performed by the CONSULTANT, the COUNTY recognizes that the purpose of withholding retainage may not be applicable for all projects and the COUNTY may waive the requirement upon written request from the CONSULTANT.

4. The CONTRACT, dated January 10, 2017, between the CONSULTANT and the COUNTY is hereby amended to extend the expiration date of the CONTRACT from January 9, 2018 to January 9, 2019.
5. The Fee Schedule shown as Exhibit B in the Original Contract is hereby modified as shown in the revised Fee Schedule provided by CONSULTANT dated October 4, 2017, and attached hereto as Exhibit B1.
6. It is the intent of the parties hereto that this Amendment shall not become binding until the date executed by the COUNTY.
7. Except as provided herein, all other provisions of the Annual Structural Engineering Contract dated January 10, 2017, hereby confirmed shall remain in full force and effect.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties have caused this Amendment to the Structural Engineering Annual Contract (R2017-0026) to be executed and sealed this 19 day of December, 2017.

OWNER:  
**Palm Beach County**, a Political Subdivision of the State of Florida, by and through its Board of County Commissioners:

R2017 1876

BY: Melissa McKinlay  
Melissa McKinlay, Mayor

CONSULTANT:  
**Alan Gerwig & Associates, Inc.**

BY: [Signature]  
Alan Gerwig, P.E., President

**SEAL**

**CORPORATE SEAL**

ATTEST:  
Sharon R. Bock, Clerk & Comptroller  
Circuit Court

ATTEST WITNESS:  
BY: [Signature]  
(Print Name)

BY: Tracey Powell  
(Print Name)

[Signature]  
(Signature)

[Signature]  
(Signature) Deputy Clerk

BY: MICHAEL GAMBAROTTI  
(Print Name)

[Signature]  
(Signature)

APPROVED AS TO TERMS  
AND CONDITIONS:

[Signature]  
BY: Omelio A. Fernandez  
Omelio A. Fernandez, P.E.  
Director of Roadway Production

APPROVED AS TO FORM &  
LEGAL SUFFICIENCY:

BY: [Signature]  
Liz Herman, Assistant County Attorney II

12798 W. Forest Hill Blvd., Suite 201  
Wellington, FL 33414  
Contact: Alan Gerwig, P.E., President  
Date: October 4, 2017

Ph: 561-792-9000  
Fx: 561-792-9901  
email: agerwig@aga-engineering.com

**Alan Gerwig & Associates, Inc.**  
**Exhibit B1**  
**Structural Engineering Services**  
**Task Order Basis - Fee Schedule**

Effective January 10, 2018 through January 9, 2019

*Rates OK*  
*\**

Fee Schedule		
Position	Raw Rate	*Burdened Rate
Sr. Engineer	\$56.93	\$170.79
Project Manager	\$48.08	\$144.24
Special Inspector	\$48.08	\$144.24
Project Engineer	\$42.09	\$126.27
Engineer	\$33.65	\$100.95
Designer	\$31.93	\$95.79
Engineer Intern	\$30.00	\$90.00

Note: Threshold inspections will be provided by our  
our subconsultant, Nutting Engineers of Florida, Inc.

**Multiplier:**  
Salary **1.00**  
Overhead & Fringe **1.73**  
Subtotal **2.73**  
12% Profit **0.33**  
Total **3.06**

\* 3.0 maximum allowable  
multiplier used to calculate  
burdened rates.

**NON-DISCRIMINATION POLICY FORM**

**Contract No.:** R2017-0026

Pursuant to Palm Beach County Resolution R-2014-1421 ("Resolution), as may be amended, it is the policy of the Board of County Commissioners of Palm Beach County ("County") that the County "**shall not conduct business with nor appropriate any funds for any organization or entity that practices discrimination on the basis of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information.**"

This Resolution requires that each organization or entity doing business with the County is "required to submit a copy of its non-discrimination policy, which shall be consistent with the non-discrimination policy stated above, **prior** to entering into any contract with the County." In the event an organization or entity does *not* have a written non-discrimination policy, such organization or entity "shall be required to sign a statement affirming their non-discrimination policy is in conformance with this resolution."

**Check one:**

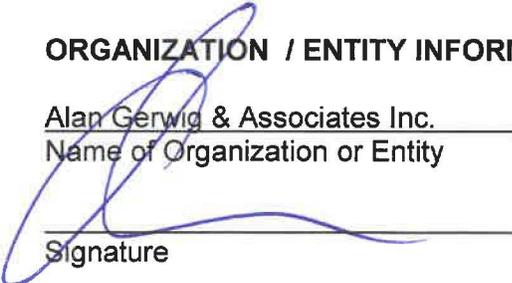
Organization/Entity hereby attaches its non-discrimination policy, which is consistent with the County's Non-Discrimination Policy and Resolution.

**OR**

Organization/Entity hereby acknowledges that it **does not** have a written non-discrimination policy and hereby **affirms by signing below** that its non-discrimination policy is in conformance with the County's Non-Discrimination Policy and Resolution.

**ORGANIZATION / ENTITY INFORMATION:**

Alan Gerwig & Associates Inc.  
Name of Organization or Entity

  
Signature

Ala Gerwig P.E.  
Name (type or print)

President  
Title





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/10/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
PAYCHEX INSURANCE AGENCY INC/PAC  
250881 P: F:(888) 443-6112  
PO BOX 33015  
SAN ANTONIO TX 78265

**CONTACT NAME:**  
**PHONE (A/C, No, Ext):**  
**FAX (A/C, No):** (888) 443-6112

**E-MAIL ADDRESS:**

**INSURER(S) AFFORDING COVERAGE** **NAIC#**

**INSURER A:** Twin City Fire Ins Co 29459

**INSURER B:**

**INSURER C:**

**INSURER D:**

**INSURER E:**

**INSURER F:**

**INSURED**  
ALAN GERWIG & ASSOCIATES, INC  
12798 FOREST HILL BLVD STE 201  
WELLINGTON FL 33414

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SURS R32	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		76 WBG KU8828	12/09/2016	12/09/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE- EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.  
Project Name: FOR ALL PROJECTS WITH PALM BEACH COUNTY

**CERTIFICATE HOLDER**  
Palm Beach County  
c/o Insurance Tracking Services, Inc.  
(ITS)  
PO BOX 20270  
LONG BEACH, CA 90801

**CANCELLATION**  
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  
**AUTHORIZED REPRESENTATIVE**  
*Tar Taylor*

12798 W. Forest Hill Boulevard  
Suite 201

Wellington, FL 33414

Phone: (561) 792-9000  
Fax: (561) 792-9901  
CA No. 7969



Alan Gerwig & Associates, Inc.

Consulting Engineers

October 5, 2017

Palm Beach County c/o Insurance  
Tracking Services, Inc. PO Box  
20270  
Long Beach, CA 90801

Re: ITS Account Number: PLC 1753 | Insured: Alan Gerwig & Associates  
Palm Beach County — Engineering Roadway Production  
Contract: Structural Engineering Annual Services

This letter is to serve as declaration that Alan Gerwig & Associates, Inc. does not own any automobiles at the present time. If any vehicles are acquired during the term of the contract, AGA agrees to purchase "all owned" auto coverage as of the date of acquisition.

Sincerely,

Alan Gerwig, P.E.  
President