**Meeting:** UUTF **Date:** 05/02/17
**Location:** Chambers **Start:** 9: **Adjourn :**

## -- MEETING ACTION SHEETS --

**ROLL CALL:** arrived 9:02

**Mr. Smith (Chair)/ Mr. Gulbrandsen (Vice Chair)/ Mr. Bottorff / Mr. Dowell / Ms. Gary / Mr. Parker / Mr. Wolin**

**Notes for Follow-Up:**

**Item:** III. / Agenda
**Motion:** *Approve* – *Approve* ***as Amended*** – *Defer* –*Deny* – *Other:*

✓ 2nd → Gulbrandsen

| Mr. Bottorff | Mr. Dowell | Ms. Gary | Mr. Gulbrandsen | Mr. Parker | Mr. Smith | Mr. Wolin | |
|---|---|---|---|---|---|---|---|
| | 1st | | | | | | |

**Item:** ✓ / Minutes
**Motion:** *Approve* – *Approve* ***as Amended*** – *Defer* –*Deny* – *Other:* Apr 4, 2017 MM

| Mr. Bottorff | Mr. Dowell | Ms. Gary | Mr. Gulbrandsen | Mr. Parker | Mr. Smith | Mr. Wolin | |
|---|---|---|---|---|---|---|---|
| | | | | 2nd | | 1st | |

**Item:** /
**Motion:** *Approve* – *Approve* ***as Amended*** – *Defer* –*Deny* – *Other:*

Seperate Meeting

Motion died from lack of 2nd

| Mr. Bottorff | Mr. Dowell | Ms. Gary | Mr. Gulbrandsen | Mr. Parker | Mr. Smith | Mr. Wolin | |
|---|---|---|---|---|---|---|---|
| | | 1st | | | | | |

**Item:** √ I B: /
**Motion:** *Approve* – *Approve* ***as Amended*** – *Defer* –*Deny* – *Other:*

Motion to adopt Draft MasterPlan ✓

| Mr. Bottorff | Mr. Dowell | Ms. Gary | Mr. Gulbrandsen | Mr. Parker | Mr. Smith | Mr. Wolin | |
|---|---|---|---|---|---|---|---|
| | | 2nd | 1st | | | | |

**Item:** √ I B. /
**Motion:** *Approve* – *Approve* ***as Amended*** – *Defer* –*Deny* – *Other:*

Motion Draft MS to Go TO TC ✓

| Mr. Bottorff | Mr. Dowell | Ms. Gary | Mr. Gulbrandsen | Mr. Parker | Mr. Smith | Mr. Wolin | |
|---|---|---|---|---|---|---|---|
| | | 1st | 2nd | | | | |

**Item:** /
**Motion:** *Approve* – *Approve* ***as Amended*** – *Defer* –*Deny* – *Other:* (1:23)

Motion Made to Hire Coordinator ~~10:24~~

* Recommended to move forward w/Project →

Meeting: UUTF  Date: 05/02/17

Location: Chambers  Start: 9:  Adjourn :

## -- MEETING ACTION SHEETS --

A 9:02

ROLL CALL:

Mr. Smith (Chair)/ Mr. Gulbrandsen (Vice Chair)/ Mr. Bottorff / Mr. Dowell / Ms. Gary / Mr. Parker / Mr. Wolin

**Notes for Follow-Up:**

**Item:** II / Agenda

**Motion:** *Approve – Approve **as Amended** – Defer – Deny – Other:*

2 Gulbrands All In Favor

| Mr. Bottorff | Mr. Dowell | Ms. Gary | Mr. Gulbrandsen | Mr. Parker | Mr. Smith | Mr. Wolin | |
|---|---|---|---|---|---|---|---|
| | 1st | | 2 Gulbrands | | | | |

**Item:** V / MMin

**Motion:** *Approve – Approve **as Amended** – Defer – Deny – Other:*

| Mr. Bottorff | Mr. Dowell | Ms. Gary | Mr. Gulbrandsen | Mr. Parker | Mr. Smith | Mr. Wolin | |
|---|---|---|---|---|---|---|---|
| | | | | 2nd | | 1st | |

**Item:** /

**Motion:** *Approve – Approve **as Amended** – Defer – Deny – Other:*

Seperate Meeting Motion made

| Mr. Bottorff | Mr. Dowell | Ms. Gary | Mr. Gulbrandsen | Mr. Parker | Mr. Smith | Mr. Wolin | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**Item:** VI B. /

**Motion:** *Approve – Approve **as Amended** – Defer – Deny – Other:*

Motion Gulbrand to Adopt Draft Master Plan

| Mr. Bottorff | Mr. Dowell | Ms. Gary | Mr. Gulbrandsen | Mr. Parker | Mr. Smith | Mr. Wolin | |
|---|---|---|---|---|---|---|---|
| | | 2nd | | | 1st | | |

**Item:** VI B. /

**Motion:** *Approve – Approve **as Amended** – Defer – Deny – Other:*

Motion Draft MS to Go to TC

| Mr. Bottorff | Mr. Dowell | Ms. Gary | Mr. Gulbrandsen | Mr. Parker | Mr. Smith | Mr. Wolin | |
|---|---|---|---|---|---|---|---|
| | | 1st | 2nd | | | | |

**Item:** /

**Motion:** *Approve – Approve **as Amended** – Defer – Deny – Other:*

Motion to Hire Coordinator. 11:23 ~~10:29~~

* Recommendation to move forward with project

~~Gulbrandsen~~ Wolin 2nd Parker make motion

TOWN OF PALM BEACH

# Memo

**To:** Underground Utilities Task Force (UUTF) Board Members

**From:** Thomas G. Bradford, Town Manager

**CC:** Jay Boodheshwar, Deputy Town Manager; H. Paul Brazil, P.E., Director of Public Works; Jane Struder, Director of Finance; Patricia Strayer, P.E., Town Engineer; Kevin Schanen, P.E., Kimley-Horn; Rick Asnani, Cornerstone Solutions

**Date:** 04/28/2017

**Re:** UUTF Agenda Items for the May 2, 2017 UUTF Meeting

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This memorandum and its attachments serve as the written backup material associated with the agenda for your UUTF meeting on May 2. It follows the order of the items appearing on the UUTF agenda for the meeting.

The substantive items on this agenda are as follows:

V. MINUTES

The minutes for the April 4, 2017 UUTF meeting (**Exhibit A**) are ready for your review and approval. If you find there is an error or omission, please feel free to ask for a correction at the meeting. Your requests will be noted in the minutes of this meeting and the requested changes to the minutes will be made by staff.

VI. TOWNWIDE UNDERGROUND PROJECT STATUS REPORTING

A. **Review of Project Dashboard, a Synopsis of Project Status**
*Jane Struder, Director of Finance*

Ms. Struder's dashboard, attached hereto as **Exhibit B,** continues to indicate that the GO bond schedule is off-track, the RFP for a Line of Credit (LOC) as recommended by the Task Force to the Town Council has been issued and that the Goldmacher lawsuit is proceeding. In addition, the Project Dashboard notes a rave made by Kevin Schanen to those working with FPL to eliminate to switch cabinets in Phase 1 South resulting in savings to the project of

# MINUTES OF THE UNDERGROUND UTILITY TASK FORCE MEETING HELD ON APRIL 4, 2017

## I. CALL TO ORDER AND ROLL CALL

The Underground Utilities Task Force Meeting was called to order on Tuesday, April 4, 2017, at 9:00 a.m., in the Town Council Chambers. On roll call, all members were found to present.

## II. PLEDGE OF ALLEGIANCE

Chair Smith led the Pledge of Allegiance.

## III. APPROVAL OF AGENDA

Susan Gary would like to add to the May agenda questions that were posed to her from the Neighborhood Alliance.

Discussion ensued pertaining to the questions that were posed and waiting until the following month to answer these questions due to not having the opportunity to review these questions prior to the meeting.

**Motion was made to place the 14 questions from the Neighborhood Alliance and the response on May's Agenda by Task Force Member Parker and seconded by Task Member Bottorff. On call for a vote, the motion carried 6-0.**

**Motion was made to approve the Agenda by Task Force Member Parker, and seconded by Task Force Member Gary. On call for a vote, the motion carried 6-0.**

## IV. COMMINUCATIONS FROM CITIZENS *(For Matters Not on the Agenda: 3 Minute Limit, Please)*

Allen Wyett, 1145 N Lake Way, spoke regarding the size of the switch boxes and maintaining the beauty of the Town.

Warren Belmar, 130 Sunrise Avenue, advised the Task Force Members about follow up conversations that he had with FPL pertaining to an underground explosion.

**i. Review of Draft Scope of Work for Peer Review RFQ**
*Patricia Strayer, P.E., Town Engineer*

Patricia Strayer, P.E., Town Engineer, provided an overview on the scope of work to be included in the Town's proposed RFQ for the peer review requested by the Task Force and approved by Town Council. Additionally, she covered the selection process for the Peer Review.

Discussion ensued regarding the independent external peer review selection process including: scoring matrix, ranking of proposals, process for oral presentations, TC approval, price negotiation. Task Force Members recommended a pre-proposal or pre-bid meeting to provide guidance to meet the budget. Task Force Members commented additionally on RFQ questions regarding cost, handling the bid as a whole, project structure, and top firms.

**ii. Designation of Task Force Member to RFQ Selection Committee**
*Thomas G. Bradford, Town Manager*

Town Manager Bradford, and Town Engineer Strayer requested that a member of Town Council serve on the Peer Review Selection Committee. Customarily, this is the Public Works Committee Chair, Margaret Zeidman, and it was recommended that a member of the Task Force is also on the Selection Committee. Susan Gary was suggested based on her experience. The recommendation for a Selection Committee is as follows: Town Councilmember Zeidman, Ms. Strayer, Mr. Boodheshwar, Ms. Struder, Task Force Member Mrs. Gary, and Town Manager Bradford as non-voting consulting member.

**Motion was made to approve the Selection Committee as recommended by Staff by Task Force Member Bottorff, and seconded by Task Force Member Wolin. On call for a vote, the motion carried 6-0.**

**B. Review of Project Dashboard, a Synopsis of Project Status**
*Jane Struder, Director of Finance*

Jane Struder, Director of Finance presented a review of the project dashboard for March 2017 which continued to indicate that the GO Bond is off- track and Goldmacher lawsuit trail dates have not been set. The rest of the content is the same as the last month.

Discussion ensued regarding the project dashboard reflecting the start date of the Undergrounding Project for June 15, 2017.

**C. Kimley-Horn Monthly Status Report**
*Kevin Schanen, P.E., Kimley- Horn*

Saves and Raves: Kevin Schanen, Project Manager, explained that there has been a reduction in the number of easements needed on the North End saving funds on the project. Project Manager Schanen commended the UUTF Members in assisting in the easement acquisition process.

Master Plan Presentation: Project Manager Schanen reviewed the proposed Master Plan, accomplishments and updates of the Master Plan, purpose of the Master Plan, data collection, coordination with utility owners, capital improvement program and community impact, examples of equipment used with ATT & FPL such as transformers and street lighting, phasing and sequencing of project, cost efficiency, Phase 1-8 impacts over the course of project, delivery of project schedule (LaPuerta example given), risk assessment and strategies for the transportation management plan, major components such as community meetings, overall program opinion of schedule, overall program opinion of probable construction costs ($98.6 million breakdown given as example), and cost reduction.

Discussion ensued regarding adaptive management with traffic and construction, having a public safety representative to speak with the Task Force, and Task Force would like to see the updated Master Plan to see changes.

## VII. CONSEQUENCES OF PROJECT DELAY

*Thomas G. Bradford, Town Manager*

Town Manager Bradford provided information on the possible consequences of delay to the project. The possible consequences listed were cost of construction inflation, interest rate increases, mobilization/ demobilization, CMAR costs, and regulatory changes. In addition, Town Manager Bradford provided an update on the legal timeline being as short as two and a half months or as long as twenty-one months.

Comments and discussion ensued regarding regulatory changes in out years, risk in mobilization/ demobilization, risk of FPL/AT&T/Comcast due to a time penalty, the Master Plan timeline, and legal timeline being confirmed by attorneys.

## VIII. TOWN-WIDE UTILITY UNDERGROUNDING FINANCING OPTIONS

*Jay Glover, PFM*

Jay Glover, PFM presented three (3) line of credit options for consideration by the Task Force. The three (3) options presented show a long term bond issue between $73.5 million and $75.6 million.

### A. Historical and Current Interest Rates

Since 1986 the interest rates have been on a downward trend and still at attractive rates, key focus is on the long term interest rates.

**G. Recommendation**

In conclusion, Mr. Glover asked for approval to go out for a line of credit that will provide various options and once legal hurdles are accomplished, in addition to how the market reacts, the Town will have an opportunity to decide to continue with the line of credit strategy or go to a long term borrowing. Also, Mr. Glover sought approval to develop and go out to market with an RFP with a recommendation to allow banks to bid on a 1,2,3-year line of credit at various amounts. During the RFP process, continued refining of the long term borrowing process will be done. Mr. Glover covered additional sources of revenue, one of which included Palm Beach County one cent sales tax.

Discussion ensued regarding the general obligation bonds of $90 million and supplemental revenue, line of credit/long term financing with annual assessment collection being $5.3 million, risks including assessments could be challenged, positives and flexibility of borrowing less than $90 million, peer review to help with another view and/or options, praise for Jay Glover on understandability of his presentation, questions on realistic assumptions of long term and short term financing rates, questions regarding bank financing verses relative debt, bank financing stability while the long term financing rises, who will now lend the Town money at 2 percent, and give Town Council options with pros and cons of delay in financing.

**Motion was made to approve the request for the RFP by Task Force Member Wolin, and seconded by Task Force Member Gary. On call for vote, the motion carried 6-0.**

## IX. UUTF MEETING SCHEDULE FOR JULY, 2017

*Thomas G. Bradford, Town Manager*

Town Manager Bradford reminded the Task Force that a new date will need to be chosen for the July meeting because it is on Independence Day and Town Hall will be closed.

Thursday, July 6, 2017 was set for July meeting date.

## X. COMMUNICATION FROM CITIZENS

Allen Wyett, 1145 N Lake Way, spoke on referendum total cost not being clearly stated to residents and public needs to know the total cost for bond issuance.

## XI. ANY OTHER MATTERS

Chair Smith inquired about the applicants for the open Task Force seat and the Underground Coordinator position.

EXHIBIT B

# Town Of Palm Beach Undergrounding Project

Report: April 2017

## Updates

GO Bond is delayed. RFP for LOC has been issued

The Goldmacher lawsuit is proceeding

**Status Legend**

Green (1) - On Task
Yellow (2) - Caution
Red (3) - Not On Task

## Engineering

| | | Status | Progress | Target |
|---|---|---|---|---|
| **Master Plan** | Budget | 1 | 95.97% | 100.0% |
| | Schedule | 1 | 98[illegible] | 100.0% |
| **North End Design** | Budget | 1 | 76.79% | 100.0% |
| | Schedule | 2 | 95.00% | 100.0% |
| **South End Design** | Budget | 1 | 72.20% | 100.0% |
| | Schedule | 2 | 92.00% | 100.0% |

## Easement Acquisition

| | Status | Progress | Target |
|---|---|---|---|
| **Easement Acquisition** | 1 | 65.00% | 100.0% |

## Financing

| | Status | Progress | Target |
|---|---|---|---|
| **Financing** | 2 | 5.00% | 100.0% |

## Communications

| | | Status | Progress | Target |
|---|---|---|---|---|
| **Communications** | Budget | 1 | 34.71% | 100.0% |
| | Schedule | 1 | 72.00% | 100.0% |

| | |
|---|---|
| Status | 1 |
| Target | 100.0% |
| Progress | 2.73% |
| | Overall Budget |

## Saves And Raves

Eliminated 2 switch cabinets in P1 South working with FPL - Savings $54,000

Recognize FPL for pursuing FPSC approval for additional credits

Kimley»Horn

**Town-Wide Undergrounding Project**
**Progress Report**
**Period: March 28, 2017 to April 27, 2017**

I. Scope Update

A. General

- Schedule: Project schedule progress is shown below.
  - Master Planning is 98% complete
  - North End Design is 95% complete
  - South End Design is 92% complete
- Budget: Project is on budget as of April 15, 2017
  - Master Planning is at 96% of total task budget
  - North End Design is at 80% of total task budget
  - South End Design at 82% of total task budget

B. Master Planning Phase

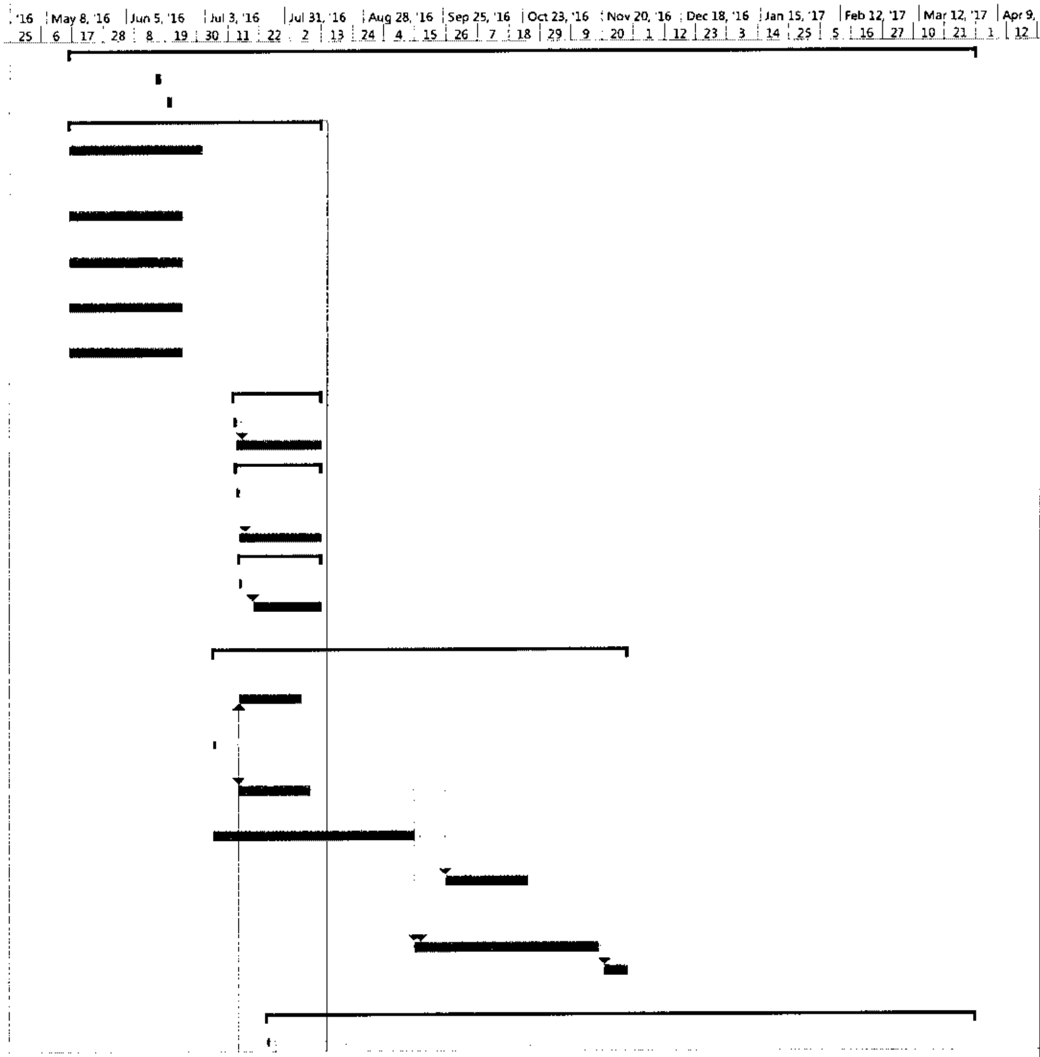
- Received comments on the Draft master plan from the UUTF and worked on incorporating their review comments into the document.
- Developed and provided Master Plan Presentation to the UUTF at the April Meeting.
- Refined overall opinion of probable cost for the program based on value engineering activities and discussions with Town staff and utility owners.
- Meeting held with Comcast to further the discussion of overall program cost refinement for the Comcast elements.
- Presentations to the Civic Association and the Citizen's Association to provide a project update and master plan overview.
- Reviewed the Broadband Request for Information responses that were received on March 15, 2017. Meetings are being coordinated with respondents to discuss interest in more detail.

C. Detailed Design Phase

- Subconsultant/utility owner coordination regarding completion of various equipment location revisions due to the easement acquisition and value engineering process. Incorporation of these changes in the bid documents.
- Design progress on the FPL, AT&T, and Comcast conduit plans after receipt of their revised network designs for the north and south ends.
- Coordination with Town Attorney, Brannon & Gillespie, Waypoint Engineering, and FPL related to equipment locations and easement needs.
- Numerous field meetings and follow up coordination with residents, businesses, and condominiums to discuss easement requests were performed. Coordination with surveyor to develop legal sketches and descriptions for agreed upon easements.
- Coordination with FPL on revised easement/service locations based on resident/property owner meetings.

EXHIBIT B

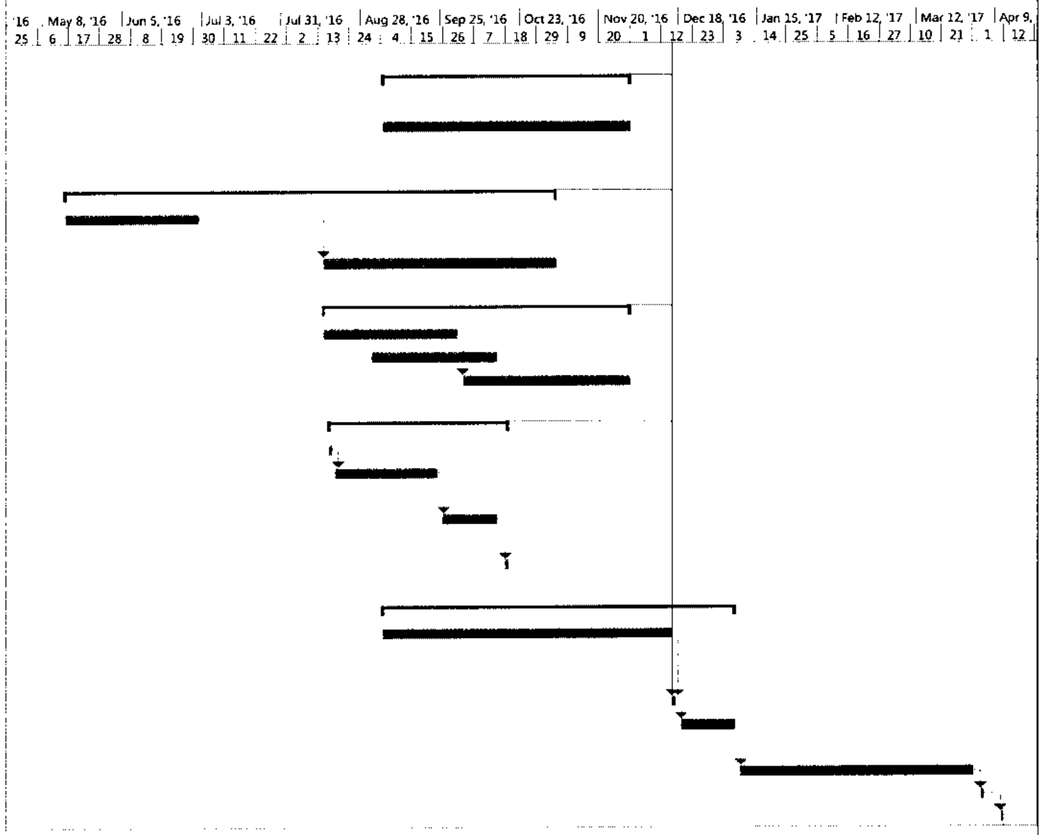
| ID | Task Name | Duration | Start | Finish |
|---|---|---|---|---|
| 1 | **Master Planning** | **230 days?** | **Mon 5/16/16** | **Fri 3/31/17** |
| 2 | **External Project Kick off Meeting** | 1 day | Thu 6/16/16 | Thu 6/16/16 |
| 3 | **Internal Project Kick off Meeting** | 1 day | Mon 6/20/16 | Mon 6/20/16 |
| 4 | **Task 1.1.1 - Data Collection** | **65 days?** | **Mon 5/16/16** | **Fri 8/12/16** |
| 5 | Collect/Analyze Town Project Data- ACIP Program Information (roads, drainage, street lights, other planned ACIP projects) | 35 days | Mon 5/16/16 | Fri 7/1/16 |
| 6 | Collect/Analyze City Data - Watermain program information | 30 days | Mon 5/16/16 | Fri 6/24/16 |
| 7 | Collect/Analyze Lake Worth and South Palm Beach data at project limits | 30 days | Mon 5/16/16 | Fri 6/24/16 |
| 8 | Collect/Analyze FPU - gas main replacement program | 30 days | Mon 5/16/16 | Fri 6/24/16 |
| 9 | Collect/ Analyze - FDOT records and proposed projects in Town limits | 30 days | Mon 5/16/16 | Fri 6/24/16 |
| 10 | **Collect/Analyze FPL** | **23 days?** | **Wed 7/13/16** | **Fri 8/12/16** |
| 11 | Office Meeting/Record Review with FPL | 1 day? | Wed 7/13/16 | Wed 7/13/16 |
| 12 | Field Verification of Major Utility Elements | 22 days | Thu 7/14/16 | Fri 8/12/16 |
| 13 | **Collect/Analyze ATT** | **22 days?** | **Thu 7/14/16** | **Fri 8/12/16** |
| 14 | Office Meeting/Record Review with ATT (infrastructure / Smart Poles) | 1 day? | Thu 7/14/16 | Thu 7/14/16 |
| 15 | Field Verification of Major Utility Elements | 21 days | Fri 7/15/16 | Fri 8/12/16 |
| 16 | **Collect/Analyze Comcast** | **21 days** | **Fri 7/15/16** | **Fri 8/12/16** |
| 17 | Office Meeting/Record Review with Comcast | 1 day | Fri 7/15/16 | Fri 7/15/16 |
| 18 | Field Verification of Major Utility Elements | 18 days | Wed 7/20/16 | Fri 8/12/16 |
| 19 | | | | |
| 20 | **Task 1.1.2 - Data Collection-Future Communications Systems** | **104 days** | **Wed 7/6/16** | **Mon 11/28/16** |
| 21 | Collect/Analyze - TOPB Police and Fire Dept private lines | 16 days | Fri 7/15/16 | Fri 8/5/16 |
| 22 | Meeting with Town Public Works staff, Fire Department Staff, and Police Staff | 1 day | Wed 7/6/16 | Wed 7/6/16 |
| 23 | Analysis of Town-wide Closed communications system expansion (police/fire/public works) | 17 days | Fri 7/15/16 | Mon 8/8/16 |
| 24 | Analysis of Town-wide Closed Circuit communications system | 51 days | Wed 7/6/16 | Wed 9/14/16 |
| 25 | Develop recommendations/conceptual order of magnitude OPC (Town Future Communications only) | 21 days | Mon 9/26/16 | Mon 10/24/16 |
| 26 | Draft and Issue summary memorandum | 47 days | Thu 9/15/16 | Fri 11/18/16 |
| 27 | Review recommendations with Town | 6 days | Mon 11/21/16 | Mon 11/28/16 |
| 28 | | | | |
| 29 | **Broadband Infrastructure Assessment** | **180 days?** | **Mon 7/25/16** | **Fri 3/31/17** |
| 30 | Kickoff meeting | 1 day | Mon 7/25/16 | Mon 7/25/16 |




Project: TOPB UG Master Plann
Date: Tue 4/25/17

Task | Milestone | Summary | Manual Task | Manual Summary | Finish-only | Deadline | Progress | Manual Progress

| ID | Task Name | Duration | Start | Finish |
|---|---|---|---|---|
| 62 | | | | |
| 63 | **Task 1.2.4 - Engineers Opinion of Probable Construction Cost** | **63 days** | **Mon 9/5/16** | **Wed 11/30/16** |
| 64 | Development of Overall OPC and year-by-year cost projection | 63 days | Mon 9/5/16 | Wed 11/30/16 |
| 65 | | | | |
| 66 | **Task 1.3 - Project Sequencing and Phasing** | **125 days** | **Mon 5/16/16** | **Fri 11/4/16** |
| 67 | Task 1.3.1 - Schedule Collection - Outside Projects (ACIP, City, Town, FPU, FDOT, etc.) | 35 days | Mon 5/16/16 | Fri 7/1/16 |
| 68 | Task 1.3.2 - Master Schedule Development | 60 days | Mon 8/15/16 | Fri 11/4/16 |
| 69 | | | | |
| 70 | **Task 1.4 - Assessment of Traffic Impacts** | **78 days** | **Mon 8/15/16** | **Wed 11/30/16** |
| 71 | Develop Traffic Control Notes/Overall Plan | 35 days | Mon 8/15/16 | Fri 9/30/16 |
| 72 | Develop General Project Zones | 32 days | Thu 9/1/16 | Fri 10/14/16 |
| 73 | Develop GIS Map for MOT Plan | 43 days | Mon 10/3/16 | Wed 11/30/16 |
| 74 | | | | |
| 75 | **Task 1.5 - Project Delivery Methods** | **45 days?** | **Wed 8/17/16** | **Tue 10/18/16** |
| 76 | Meeting with Town to review delivery method criteria | 1 day | Wed 8/17/16 | Wed 8/17/16 |
| 77 | Develop general selection criteria based on project phase complexity, phasing, etc. | 26 days | Fri 8/19/16 | Fri 9/23/16 |
| 78 | Develop delivery method recommendations for each Phase of Project | 15 days? | Mon 9/26/16 | Fri 10/14/16 |
| 79 | Review recommendations with Town | 1 day | Tue 10/18/16 | Tue 10/18/16 |
| 80 | | | | |
| 81 | **Task 1.6 - Master Plan Document** | **90 days** | **Mon 9/5/16** | **Fri 1/6/17** |
| 82 | Develop master plan document to describe process undertaken, present design criteria, public vetting process and recommendations | 74 days | Mon 9/5/16 | Thu 12/15/16 |
| 83 | Submit to Town Staff | 1 day | Fri 12/16/16 | Fri 12/16/16 |
| 84 | Town Staff Review | 15 days | Mon 12/19/16 | Fri 1/6/17 |
| 85 | | | | |
| 86 | **Refine Master Plan based on Town Comments** | 60 days | Mon 1/9/17 | Fri 3/31/17 |
| 87 | **UUTF Meeting to Present MP** | 1 day? | Tue 4/4/17 | Tue 4/4/17 |
| 88 | **Town Council Meeting to Present MP** | 1 day? | Tue 4/11/17 | Tue 4/11/17 |

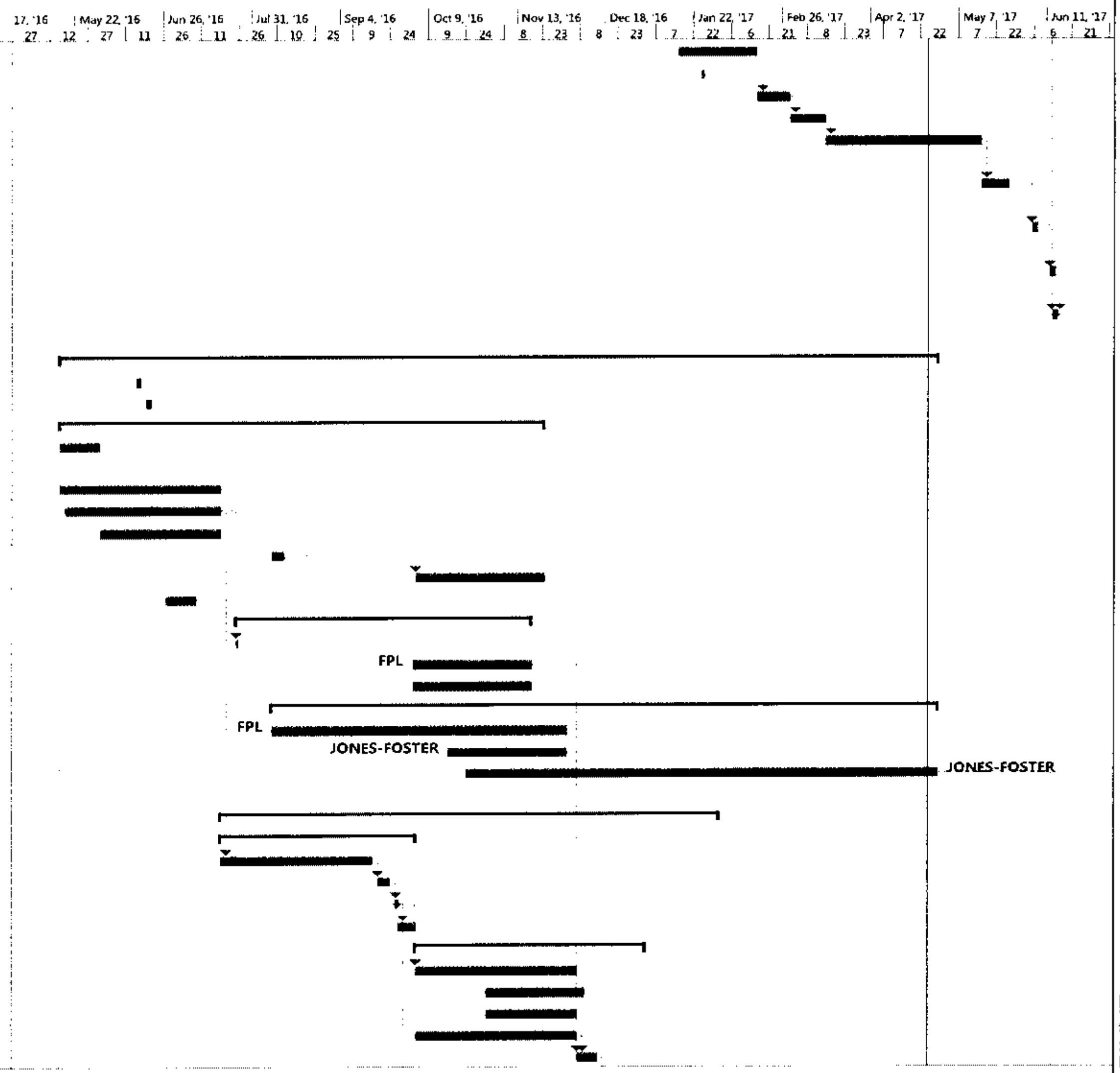



Project: TOPB UG Master Plann
Date: Tue 4/25/17

Task | Summary | Manual Summary | Deadline | Manual Progress
Milestone | Manual Task | Finish-only | Progress

EXHIBIT B

| ID | Task Name | Duration | Start | Finish |
|---|---|---|---|---|
| 47 | Advertisement for CMAR Procurement | 23 days? | Mon 1/16/17 | Wed 2/15/17 |
| 48 | Pre-Proposal meeting | 1 day? | Wed 1/25/17 | Wed 1/25/17 |
| 49 | Evaluate Submittals | 9 days? | Thu 2/16/17 | Tue 2/28/17 |
| 50 | CMAR Recommendation and Award | 10 days? | Wed 3/1/17 | Tue 3/14/17 |
| 51 | Pre-Construction Services/Bidding/GMP Development | 44 days? | Wed 3/15/17 | Mon 5/15/17 |
| 52 | GMP review and Negotiation | 9 days? | Tue 5/16/17 | Fri 5/26/17 |
| 53 | | | | |
| 54 | **UUTF Bid Award Review (North End)** | 1 day? | Tue 6/6/17 | Tue 6/6/17 |
| 55 | | | | |
| 56 | **Town Council Award (North End)** | 1 day? | Tue 6/13/17 | Tue 6/13/17 |
| 57 | | | | |
| 58 | **Start Construction (North End)** | 1 day | Wed 6/14/17 | Wed 6/14/17 |
| 59 | | | | |
| 60 | **Task 2.2 - Detailed Design South End (Phase 1)** | **250 days?** | **Mon 5/16/16** | **Fri 4/28/17** |
| 61 | **Internal Project Kick off Meeting** | 1 day | Thu 6/16/16 | Thu 6/16/16 |
| 62 | **External Project Kick off Meeting** | 1 day | Mon 6/20/16 | Mon 6/20/16 |
| 63 | **Data Collection** | **138 days?** | **Mon 5/16/16** | **Wed 11/23/16** |
| 64 | Sunshine One-Call Utility coordination and letter request for record data | 12 days? | Mon 5/16/16 | Tue 5/31/16 |
| 65 | Collect/Analyze record information | 46 days? | Mon 5/16/16 | Mon 7/18/16 |
| 66 | Site Survey | 44 days? | Wed 5/18/16 | Mon 7/18/16 |
| 67 | Geotechnical Investigation | 34 days? | Wed 6/1/16 | Mon 7/18/16 |
| 68 | GPR Utility Corridor Mapping | 5 days? | Mon 8/8/16 | Fri 8/12/16 |
| 69 | Soft Dig Utility Locates | 37 days? | Tue 10/4/16 | Wed 11/23/16 |
| 70 | Site Visit to Determine meter locations | 10 days? | Mon 6/27/16 | Fri 7/8/16 |
| 71 | **Utility Coordination** | **85 days?** | **Mon 7/25/16** | **Fri 11/18/16** |
| 72 | Provide Survey Files to Utility Owners | 1 day? | Mon 7/25/16 | Mon 7/25/16 |
| 73 | Provision of FPL Equipment Locations | 35 days? | Mon 10/3/16 | Fri 11/18/16 |
| 74 | Field Reviews with FPL / ATT / Comcast | 35 days? | Mon 10/3/16 | Fri 11/18/16 |
| 75 | **Easement Coordination** | **190 days?** | **Mon 8/8/16** | **Fri 4/28/17** |
| 76 | Determine Easement Needs and Locations | 85 days? | Mon 8/8/16 | Fri 12/2/16 |
| 77 | Send Letters to Property Owners | 35 days? | Mon 10/17/16 | Fri 12/2/16 |
| 78 | Procure Easements and Follow up | 135 days? | Mon 10/24/16 | Fri 4/28/17 |
| 79 | | | | |
| 80 | **Construction Documents** | **141 days?** | **Tue 7/19/16** | **Tue 1/31/17** |
| 81 | **60% Construction Document Development** | **55 days?** | **Tue 7/19/16** | **Mon 10/3/16** |
| 82 | 60% Construction Document Development | 44 days? | Tue 7/19/16 | Fri 9/16/16 |
| 83 | 60% Construction Document Internal QC | 5 days? | Mon 9/19/16 | Fri 9/23/16 |
| 84 | 60% Construction Document Town Submittal | 1 day? | Mon 9/26/16 | Mon 9/26/16 |
| 85 | 60% Town Review and Comment | 5 days? | Tue 9/27/16 | Mon 10/3/16 |
| 86 | **90% Construction Document Development** | **65 days?** | **Tue 10/4/16** | **Mon 1/2/17** |
| 87 | 90% Construction Document Development | 46 days? | Tue 10/4/16 | Tue 12/6/16 |
| 88 | Conductor Sizing | 29 days? | Tue 11/1/16 | Fri 12/9/16 |
| 89 | Landscaping Plans | 26 days? | Tue 11/1/16 | Tue 12/6/16 |
| 90 | Technical Specifications | 46 days? | Tue 10/4/16 | Tue 12/6/16 |
| 91 | 90% Construction Document Internal QC | 6 days? | Wed 12/7/16 | Wed 12/14/16 |




Project: TOP8 UG Ph 1 Design_
Date: Tue 4/25/17

Task · Summary · Manual Task · Deadline · Critical Split · Manual Progress
Milestone · Project Summary · Manual Summary · Critical · Progress

**Town of Palm Beach**
**Underground Utility Project**
**Budget and Actual Expenditures**
**As of April 29, 2017**

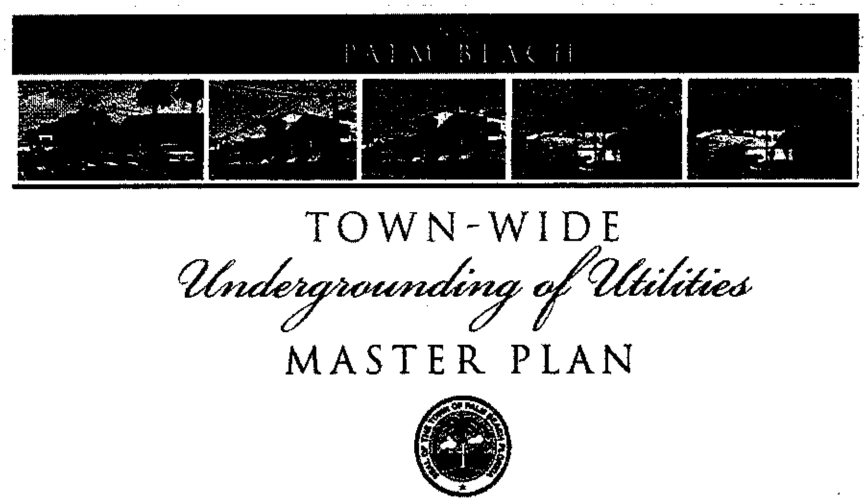
| | | | | | | |
|---|---|---|---|---|---|---|
| **Project Engineering** | $ [illegible],400,000 | | | | | |
| **Survey Costs** | $ 1,232,000 | | | | | |
| Task 1.1 - Data Collection & GIS Base Mapping | | $ 88,021 | $ 88,021 | 100.00% | | |
| Tash 1.1a Data Collection for Future Communications | | 23,511 | 11,756 | 50.00% | | |
| Task 1.2 - Conceptual Design and Master Plan | | 161,756 | 153,668 | 95.00% | | |
| Task 1.3 - Project Sequencing and Phasing | | 31,244 | 31,244 | 100.00% | | |
| Task 1.4 - Assessment of Traffic Impacts | | 77,660 | 77,660 | 100.00% | | |
| Task 1.5 - Project Delivery Methods | | 17,448 | 17,448 | 100.00% | | |
| Task 1.6 - Master Plan Document | | 45,053 | 42,800 | 95.00% | | |
| Task 1.7 - Meetings Master Planning Phase | | 113,135 | 113,123 | 99.99% | | |
| Task 1.8 - Master Plan Phase 2 | | 40,067 | 38,064 | 95.00% | | |
| ***Subtotal Master Planning*** | | ***$ 597,895*** | ***$ 573,784*** | ***95.97%*** | | |
| Task 2.1 - Detailed Design North End Project (Onondaga to East Inlet) | | 472,063 | 424,857 | 90.00% | | |
| Task 2.2 - Detailed Design South End (Sloan's Curve to Touthern Boundary) | | 619,411 | 557,470 | 90.00% | | |
| Task 2.2A - Ibis Way PGD Improvements | | 14,583 | 13,125 | 90.00% | | |
| Task 2.3 - Permitting Assistance | | 17,790 | 8,895 | 50.00% | | |
| Task 2.4 - Bid Phase Assistance | | 42,166 | 8,433 | 20.00% | | |
| Task 2.5 - Meetings - Design Phase | | 125,399 | 33,099 | 26.40% | | |
| Legal Sketch and Description - Easements | | 34,000 | 9,705 | 28.54% | | |
| ***Subtotal Design Phase*** | | ***$ 1,325,412*** | ***$ 1,055,584*** | ***79.64%*** | | |
| Task 3.1 - Public Outreach | | 282,519 | 98,071 | 34.71% | | |
| **Total Engineering and Survey Costs** | **$ 6,632,000** | **$ 2,205,826** | **$ 1,727,439** | **78.31%** | **26.05%** | **33.26%** |
| | | | | | | |
| **CM Project Management** | **$ 3,415,000** | | | | | |
| **Utility Conversion Costs (FPL)** | **$ 27,052,831** | | | | | |
| FPL Engineering for Binding Cost Estimate | | $ 113,823 | | | | |
| North End Design | | | $ 10,595 | | | |
| South End Design | | | $ 28,013 | | | |
| Phase 3 | | | $ 11,759 | | | |
| Phase 4 | | | $ 12,850 | | | |
| Phase 5 | | | $ 12,757 | | | |
| Phase 6 | | | $ 13,330 | | | |
| Phase 7 | | | $ 11,359 | | | |
| Phase 8 | | | $ 13,160 | | | |
| Nightingale/LaPuerta Conversion Townwide Portion | | $ 74,900 | $ 74,900 | | | |
| ***Total FPL Engineering Costs for Design*** | | ***$ 188,723*** | ***$ 188,723*** | ***100.00%*** | ***0.70%*** | ***0.70%*** |
| **Utility Conversion Costs (AT&T and Comcast)** | **$ 8,900,000** | | | | | |
| **AT&T North End Design** | | $ 5,000 | $ 5,000 | | | |
| **AT&T South End Design** | | $ 5,000 | $ 5,000 | | | |
| **AT&T Nightingale/LaPuerta - Townwide Portion** | | $ 30,555 | $ 30,555 | | | |
| **Comcast Nightingale/LaPuerta - Townwide Portion** | | $ 8,885 | $ 8,885 | | | |
| **Comcast Preplanning and Design** | | $ 12,015 | $ 12,015 | | | |
| ***Total Utility Conversion Costs (AT&T and Comcast)*** | | ***$ 61,454*** | ***$ 61,454*** | ***100.00%*** | ***0.69%*** | ***0.69%*** |
| **Conversion of FPL Service Connections** | **$ 10,075,000** | | | | | |
| **Landscape/Hardscape Restoration Costs** | **$ 1,500,000** | | | | | |
| **Asphalt Milling and Resurfacing Costs** | **$ 12,840,000** | | | | | |
| **Legal Costs/Easement Acquisition*** | **$ 4,285,000** | $ - | *$ 153,093* | *0.00%* | *3.57%* | *3.57%* |
| ***Sub-Total Project Budget*** | **$ 74,699,831** | | | | | |
| **Contingency @ 20%** | **$ 14,939,966** | | | | | |
| ***Total Estimated Project Budget*** | **$ 89,639,797** | | | | | |
| | | | | | | |
| **FY17 Budget for UUP** | | | | | | |
| **Underground City of Lake Worth Section** | | **$ 200,000** | **$ [illegible]** | **[illegible]** | | |
| **Project Manager** | | **$ 130,000** | | | | |
| **UU Funding - GF Allocation to Augment Program** | | **$ 430,200** | | | | |
| **Total FY17 Budget Allocation** | | **$ 760,200** | **$ [illegible]** | **[illegible]** | | |

*These costs are currently being paid from the General Fund until they can be reimbursed through the financing.

# Master Planning Phase

## Progress Update

- Presented the Master Plan to UUTF/Community Groups
- Overall Cost/Master Schedule Refinement
- Meetings with utility service providers

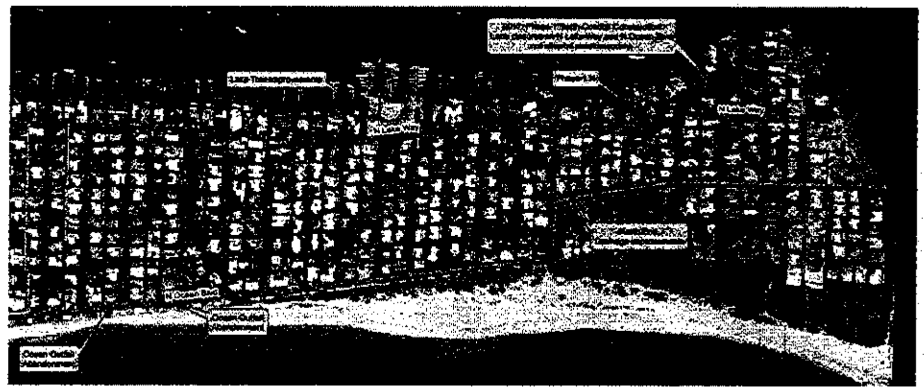



- Coordinating meetings with Broadband RFI respondents.

EXHIBIT C

# Master Planning Phase

**Moving Forward – May Tasks**



- Continued discussions with Utility Providers to refine program costs
- Continued meetings with those that responded to the Broadband RFI Advertisement
- The Town has advertised an RFQ to select a Peer Review consultant

EXHIBIT C

# Detailed Design Phase

## Easement Acquisition Progress Update

| Phase 1 North | |
|---|---|
| Easements Required | 37 |
| Owners Contacted | 37 |
| Easements that have received Owner Approval and are in process | 16 |
| Fully Executed Easements Received | 11 |

| Phase 1 South | |
|---|---|
| Easements Required | 26 |
| Owners Contacted | 20 (all) |
| Easements that have received Owner Approval | 6 |
| Fully Executed Easements Received | 8 |

# Detailed Design Phase

**Moving Forward – May Tasks**

- FP&L/AT&T/Comcast final design detail coordination
- Easement Acquisition process continues
- Value Engineering continues
- CMAR trade bidding and GMP Development continues
- Anticipate receipt of BCE and Agreements/Invoices from Utility Owners
- Progress/Coordination Meetings

EXHIBIT C

Kimley»Horn

Town Staff Response to NAPD Email

1. Is the budget being cut by reducing the quality of the wires for phone, cable and internet? Will these be state of the art now or 1980 quality? No. The budget has not been cut to reduce the quality of the communications facilities or the level of service. The Town reduced costs by negotiating with both AT&T and Comcast to use less project material by installing a single larger conduit for each provider rather than two smaller conduits for each provider which is their typical design. The quality of the wires within the conduits for phone, cable, and internet are top of the line regardless of how many conduits are installed.

2. How will this service be upgraded over the next 30 years as products improve? After the Town has converted the utilities to an underground location, it will be the responsibility of the individual utility owners (FPL, AT&T, and Comcast) to maintain and upgrade these systems in perpetuity. Just like with overhead utility lines, individual utilities will work with customers to improve and upgrade service.

3. What guarantees do we have that maintaining this new system will not mean increased rates imbedded in our bills though FPL says it won't? FPL is regulated by the Florida Public Service Commission. They cannot arbitrarily raise rates just because an area has undergone an overhead to underground conversion.

4. Has the cost of drilling through coral where it exists on the island been included in this budget? Yes. The Master Plan that was created took into account the Town's geology when creating the budget and method of underground installation.

5. How will FPL remove the poles? Across our properties? Will they pay for the damages to structures and landscape in the removal? FPL plans to remove the poles with use of cranes and pole climbers. When a pole cannot be feasibly lifted with a crane, they will cut it down in pieces and remove the pieces by hand to trucks located in the street. This is the typical process of how utility poles are removed. The project contains a budget for general site cleanup. Landscaping that is damaged and is not located in an easement will be restored. Landscaping that is located in an easement or right of way that is damaged during pole removal will not be restored.

6. How much will it cost homeowners in older homes to upgrade their electrical system to accommodate the conversion? FPL has performed an inspection of electrical meters in Phase 1 and reported all meters met their specifications and no homeowner would need to upgrade their electrical system. The typical conversion requires no electrical modifications to be performed by the homeowner. On a rare occasion that a homeowner needed to upgrade their electrical system, it would only be due to their home's electrical meter being out of compliance with code requirements. However, FPL recently converted all of its meters to Smart meters that can be read remotely. At that time any electrical meter boxes that did not meet code had to be upgraded to meet code. There is little chance that someone would have to upgrade their electrical meter box and zero chance that the electrical system inside the building will need to be modified.

12. How many technical aspects are not reflected in this budget such as how to address fixes in flood prone areas? Technical aspects have been included in the project master plan. The Town is currently fed by utility lines that run below the intracoastal, has over 30 miles of undergrounded utilities on the Island, 380 pad mounted transformers and will be installing equipment that can withstand low levels of flooding. Drainage issues within the Town are addressed by Public Works under budgets not associated with undergrounding. The Town has experience in dealing with flooding on the Island and has pumps and additional equipment needed to deal with flooding issues if they were to occur.

13. How much is all the additional project-related staff going to cost? The fiscal year 2017 budgeted cost for the salary and benefits of a contractual underground utilities coordinator is $130,000.

14. What cost is calculated legal fees for litigation, master planning and additional financing costs? Legal fees to secure easements, including litigation if needed, is $2 million. Master planning costs have been covered and are $597,895. Based upon the current proposed plan of finance there is no additional financing cost. The financing plan will reduce borrowing and assessment costs.

15. Are the savings touted really savings or are they costs shifted to property owners such as rear yard restoration and street lights? The project budget was reduced when the decision was made not to restore landscaping located in rear yard easements after pole removal. Street lights on the major arterial roadways that are eliminated with the utility pole removal will be replaced with street lights offered through FPL's street lighting program. The Town already participates in this program since all of the lights being removed are already FPL owned. The Town currently only pays for the operating costs of these lights and this will be the same case with the replacement lights.

16. Has any utility agreed to deeper discounts that you are hoping for? Yes. FPL has proposed additional discounts subject to FPSC approval. This offer is under review by staff and consultants.

17. Is the scope of the peer review and entire project analysis not just where to cut costs? It should be. The Town of Palm Beach will move forward with a Peer Review of the Town-wide Undergrounding of Utilities Master Plan, which includes the cost estimates, phasing and sequencing plans. A Peer Review selection committee has been created and will review the proposals and make recommendations to the UUTF and Town Council.

5) **Dashboard** Technology – provided guidance for development and future formats

6) **Media Relations**
   - La Puerta Story
   - Internet Survey
   - Lake Towers Interview
   - Master Plan information during planning and presentations

7) **Community outreach** meetings with residents
   - Civic Association Updates (2)
   - Citizens Association Updates (2)
   - Flagler Rotary
   - Palm Beach Board of Realtors
   - Preservation Foundation
   - La Palma Condo Association
   - Garden Club (upcoming) - May 11
   - South County Road Association (upcoming) – May 12
   - Have reached out to Condo Associations and Community Groups

8) **Broadband Assessment Survey**
   - Assisted Town in outreach to meet goals for number of responses needed
   - Direct mail, phone and email communications

9) **Meeting, Advisory Support and Oversight**
   - Attend all UUTF meetings for project updates
   - Attended three Town meetings when Undergrounding issues relevant to project require communications services.
   - Attend progress meetings with project team as scheduled monthly.
   - Provide advisory support to task force members, Kimley Horn, Town staff and project partners as needed.
   - Oversight and approvals for all work and content managed through Kimley Horn, Public Works AND Town Manager's office.