

**TASK ORDER No. 02**

**CONTINUING PROFESSIONAL SERVICES  
(Energy Management & Engineering Services)**

THIS TASK ORDER FOR CONTINUING PROFESSIONAL SERVICES (“Task Order”) is made on the day of \_\_\_\_\_, between the **City of Lake Worth Beach**, a Florida municipal corporation (“City”) and **RCM Technologies (USA), Inc.**, a Florida CORPORATION (“CONSULTANT”).

**1.0 Project Description:**

The City desires the CONSULTANT to provide those services as identified herein for the Project. The Project is described in the CONSULTANT’s Proposal, dated August 30, 2023 and services are generally described as: Engineering Design for Overhead & Underground Feeder - CIRCUIT 4A3S03 Hardening & Voltage Conversion (the “Project”).

**2.0 Scope**

Under this Task Order, the CONSULTANT will provide the City of Lake Worth Beach Engineering services with Project as specified in the **CONSULTANT’s proposal attached hereto and incorporated herein as Exhibit “1”**.

**3.0 Schedule**

The services to be provided under this Task Order shall be completed within 270 calendar days from the City’s approval of this Task Order or the issuance of a Notice to Proceed.

**4.0 Compensation**

This Task Order is issued for a lump sum, not to exceed amount of 157,370.00. The attached proposal identifies all costs and expenses included in the lump sum, not to exceed amount.

**5.0 Project Manager**

The Project Manager for the CONSULTANT is Sean Sulduz, phone (423-876-5264); email: sean.sulduz@rcmt.com; and, the Project Manager for the City is Jean St Simon, phone: 561-586-1699; email: jssimon@lakeworthbeachfl.gov.

**6.0 Progress Meetings**

The CONSULTANT shall schedule periodic progress review meetings with the City Project Manager as necessary but every 30 days as a minimum.

**7.0 Authorization**

This Task Order is issued pursuant to the Continuing Professional Services Agreement (Energy Management & Engineering Services) based on RFQ#23-300 between the City of Lake Worth Beach and the CONSULTANT, dated March 28, 2023 (“Agreement” hereafter). If there are any conflicts between the terms and conditions of this Task Order and the Agreement, the terms and conditions of the Agreement shall prevail.

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Order No. \_\_\_\_\_ as of the day and year set forth above.

**CITY OF LAKE WORTH BEACH, FLORIDA**

By: \_\_\_\_\_  
Betty Resch, Mayor

ATTEST:

By: \_\_\_\_\_  
Melissa Ann Coyne, City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

APPROVED FOR FINANCIAL  
SUFFICIENCY

By: \_\_\_\_\_  
Glen J. Torcivia, City Attorney

By: \_\_\_\_\_  
Yannick Ngendahayo, Financial Services Director

**CONSULTANT: RCM TECHNOLOGIES (USA), INC.**

By: J. S. [Signature] Sean Sulduz

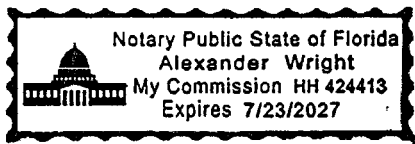
[Corporate Seal]

STATE OF Florida  
COUNTY OF Brevard

THE FOREGOING instrument was acknowledged before me by means of  physical presence or  online notarization on this 9 day of September, 2023, by RCM Technologies, Inc., a Florida Corporation, who is personally known to me or who has produced Driver License as identification, and who did take an oath that he or she is duly authorized to execute the foregoing instrument and bind the CONSULTANT to the same.

Alexander Wright  
Notary Public Signature

Notary Seal:



**Exhibit "1"**

**(Consultant's Proposal)**



Lendio Palm Beach, 2000 PGA Boulevard Suite 4440,  
Palm Beach Gardens, FL 33408  
Tel. (517) 414-5536  
[www.rcmengineeringgroup.com](http://www.rcmengineeringgroup.com)

Jean St. Simon  
City of Lake Worth Beach Utility

Wednesday, August 30, 2023  
Quotation C-CPM-23003096a

**RCM Offer to City of Lake Worth Beach Utility  
Engineering Services**

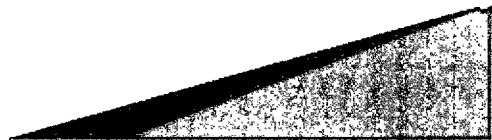
Dear Mr. Simon,

RCM Technologies (USA) Inc. (RCM) is pleased to submit this proposal to the City of Lake Worth Beach Utility to provide engineering services as requested in the e-mail titled "Request for Proposals" on August 9, 2023. RCM provides high quality work deliverables by focusing on understanding the unique aspects of each project. We can offer the City of Lake Worth Beach Utility experienced local employees, a dedicated team during design and construction of your projects, and strong engineering and management leadership. RCM has many repeat clients including utilities, and we are dedicated to meeting project demands on time and on budget through strong collaboration and communication.

**Table of Contents**

1. PROJECT DESCRIPTION .....	2
2. RCM'S EXECUTION PLAN .....	2
3. PROJECT MANAGEMENT .....	3
4. PROJECT ENGINEERING .....	7
5. PERMITS .....	11
6. QUALITY ASSURANCE .....	14
7. PROJECT COMPLETION AND CLOSEOUT .....	15
8. COMPENSATION AND PRICING METHODOLOGY .....	17
9. QUOTATION VALIDITY .....	17
10. PAYMENT TERMS .....	18
11. TERMS AND CONDITIONS .....	18
12. CLOSING .....	18

1 RCM Technologies (USA) Inc., Proprietary and Confidential, 2023



## 1. PROJECT DESCRIPTION

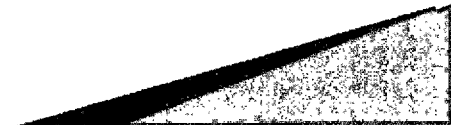
RCM will provide engineering services for the following elements:

- This engineering design estimate aims to strengthen the existing distribution line in the city of Lake Worth Beach. The estimation will be based on a hypothetical worst-case scenario, assuming that a significant number of line poles in Lake Worth Beach circuit 4A3S03 may need to be replaced or require some form of work and on the installation of a new underground feeder run as follows:
  - CIRCUIT 4A3S03 – Hardening
- Five (5) transmission underbuild structures.
  - One-hundred and fifty (150) distribution poles will need to be replaced or/ and will need to be evaluated to determine impact and work required.
  - 1000 feet of new underground feeder run installation.
- Provide seamless coordination with the city of Lake of Worth Beach (CLWB) regarding distribution lines as required. This involves establishing effective communication channels and providing necessary support for CLWB distribution line operations.
- Provide a fully completed construction package, ensuring all necessary documentation and materials are included for a seamless construction process.
- Provide precise as-built drawing upon the completion of construction, ensuring an accurate representation of the final project configuration.
- All 3-phase laterals will be upgraded with 336 AAC wire and tie to the nearest feeder using 900A disconnect switches.
- All single-phase laterals will be upgraded with a minimum 4/0 bare aluminum wire.

## 2. RCM'S EXECUTION PLAN

In this section, we are pleased to present our customized work plan specifically tailored to meet the unique requirements of your project as follow:

- Review and collaborate the scope of work with CLWB engineering team to ensure addressing all aspects and challenges of the project.
- A "Design to Build" approach to make sure RCM engineering design will be encompass all design and material procurement requirements.
- Focus on site visit by local employees, data validation, collaboration with CLWB engineering to optimize the design and propose earned value solutions.
- Work closely with CLWB Design and Procurement Team to address concerns ahead of time, stay proactive to avoid costly delays during construction.
- Stay "stand By" by local employees to provide time responds to Construction contractors to avoid down times during construction.



**3. PROJECT MANAGEMENT**

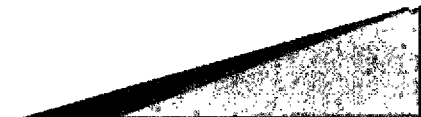
**3.1 LIST OF DELIVERABLES – ENGINEERING SERVICES**

PACKAGE	CONTENTS
<b>DISTRIBUTION LINE DESIGN</b>	
Issued For Review (60%) - Distribution Line Design	<ul style="list-style-type: none"> <li>• Pole Foreman Model</li> <li>• Structural Analysis</li> <li>• Construction Drawings</li> <li>• Overhead Construction Update</li> <li>• QA/QC documentation</li> </ul>
Issued For Approval (90%) - Distribution Line Design	<ul style="list-style-type: none"> <li>• Final Pole Foreman Model</li> <li>• Final Structural Analysis</li> <li>• Final Plan and Profile Drawings</li> <li>• Permit Drawings</li> <li>• Complete Construction Package for Review</li> <li>• QA/QC documentation</li> </ul>
Issued For Construction – Distribution Line Design	<ul style="list-style-type: none"> <li>• Complete Construction Package for Transmittal</li> <li>• QA/QC documentation</li> </ul>
As-Built Review – Distribution Line Design	<ul style="list-style-type: none"> <li>• As-Built Pole Foreman Model</li> <li>• Field Markups</li> <li>• Complete As-Built Package</li> </ul>
As-Built Issue – Distribution Line Design	<ul style="list-style-type: none"> <li>• As-Built Pole Foreman Model (w/ required revisions)</li> <li>• Complete As-Built Package for Transmittal (w/ required revisions)</li> </ul>

**3.2 PROJECT SUPERVISION AND CONTROL**

Deliverables:

3 RCM Technologies (USA) Inc., Proprietary and Confidential, 2023



- **Supervision Management**

Communicate, supervise and coordinate all project participants to ensure the successful completion of tasks and activities as defined in the approved scope of work. Establish and maintain a project schedule specifically for engineering-related tasks in collaboration with CLWB. Ensure that the project stays on track, it is necessary to monitor the progress and completion of deliverables in relation to the established schedule. Any deviations or variances in the scope should be documented and brought to the attention of CLWB for review.

In order to keep CLWB informed about the project's status, a monthly status report will be prepared and attached to the monthly invoice. This report will provide a summary of the current status of deliverables, schedules, and costs. It will also include a concise overview of the work completed in the previous billing period, as well as an outline of the work expected to be performed in the upcoming billing period.

Furthermore, RCM will address any problems, risks, trends, or delays that may arise during the project. These challenges should be highlighted in the monthly status report, along with the action being taken to mitigate them and bring the project back on schedule or within budget.

By improving communication, supervising project participants, coordinating tasks, and effectively documenting project progress, this role will contribute to the successful execution of the project and ensure that CLWB remains well-informed throughout the process.

The main objective is to direct and coordinate RCM's project team, with a particular focus on enhancing their performance in the following areas:

- The primary goal is to ensure that the project team adheres to CLWB's established procedures and standards for compliance.
- Ensuring compliance with the project procedures and design criteria is of utmost importance.
- It is essential to prioritize adherence to the budget, scope, and schedule for the project.
- Maintaining strict adherence to RCM's quality control and quality assurance procedures is crucial.

**Assumptions:**

- The budget should account for the attendance of project team members in one-hour biweekly conference calls throughout the project's duration.
- The project is expected to have a duration of approximately 18 months, starting from design phase and extending to post construction activities.

### **3.3 BASIS FOR PROJECT REPORTING**

RCM has provided Project Management expertise to our clients for over 35 years using a proven combination of industry experience and PMI based training and procedures. RCM's Project Managers work closely with the Project Controls team and the execution team to strategically create and execute a project plan that ensures



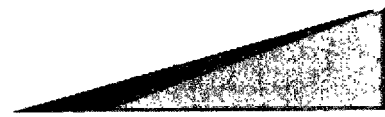
client expectations of scope, schedule and cost. Over the years, RCM has developed a portfolio of capabilities that offers a breadth of experience and resources to meet our customer's needs. We help our clients succeed by harnessing the complete resources of our Company, using a Total Quality Management approach to delivering services, flexibility and innovation in responding to our clients' needs, individual and organizational integrity, and personal care and attention to our clients' solution requirements.

**Total Quality Management Approach:**

- **Project Managers:** RCM Project Managers and Project Leaders seek to thoroughly understand client and regulatory requirements and processes and have strong experience in Generation and T&D projects and understand what it takes to drive performance in demanding circumstances.
- **Stakeholder Management:** RCM Project Managers engage stakeholders early and consistently to ensure the client remains informed and apprised of project performance and are immediately engaged where any decision making, or risks are identified.
- **Communication Management:** RCM Project Managers apply proven methodology to ensure that project information is disseminated amongst all project stakeholders and captures and documents key information to ensure quality execution.
- **Cost Management:** RCM will apply proven cost management practices gained through experience with large capital projects. Cost Engineering and Project Management Institute guidelines will be used, and improvements based on Lessons Learned from our work on similar size and complexity projects.
- **Schedule Management:** To ensure that client milestones are achieved, and management and monitoring of the interfaces between stakeholders, RCM will implement an integrated schedule which will utilize the recommended Work Breakdown Structure. RCM will use the "Collaborative Approach" that has been used successfully on reviewing engineering design plans with clients in the past.
- **Earned Value:** RCM will use an earned value management system compliant with ANSI standards and industry best practices to measure and report on project progress. Metrics based on physical completion of deliverables will be used.
- **Trends and variances** from the base plan will be identified in time, so that corrective actions can be implemented and to ensure the project is completed on time and on budget. Cost and Schedule performance indicators will be used.
- RCM works with the client to understand the key performance metrics for a project and defines reporting requirements based on measuring and monitoring what matters to ensuring the success of the project for both the client and RCM performance.

**Scheduling:**

- RCM has capability and resources to provide Level 3 Integrated Project Schedule (IPS), utilizing P6 v21, utilizing the Client's standard WBS formatting and is ready for integration into the Client's P6 environment if requested. This IPS will include a comprehensive representation of required tasks from Award to In Service dates that when followed will assure a successful project for all stakeholders. The IPS will include all design, procurement, submittal, lead time, delivery, installation, testing and commissioning and outage schedules required to complete the project.



- All activities are organized and represented in a WBS structure and identified by meaningful descriptors respective of their project scope numbers. This schedule will be developed with logical relationships and loaded with the necessary resources to establish a critical path based both in the required sequencing of events and the available manpower, equipment, and material. RCM will utilize this schedule to coordinate daily activities, prepare for upcoming tasks, and produce overall forecasts and analyses of the project performance based on the Cost and Schedule Performance Indexes.

The RCM Project Scheduler will coordinate and maintain the overall project schedule and produce regular status reports as indicated below:

**Biweekly Progress Submittals**

- Level 3 – Three Week Look-Ahead
- Logic Change Reports (If Applicable)
- Schedule Actions Item List

**Monthly Progress Submittals**

- Executive Summary
- Milestone Schedule Summary
- Written Assessment of Schedule Performance
- Financial Assessment including Cost to Complete & Estimate at Completion (If Applicable)
- Schedule Action Items
- Changes to the Critical Path and Handoff Activates (If Applicable)

The Design process will continue independently alongside the permitting process with underground and above ground engineering through acceptance by CLWB. While the applications are under review the design teams will begin the submittal process associated with the material and equipment procurement so that when the design is accepted by the CLWB we can immediately release the BOMs to CLWB for procurement.

**3.4 PROJECT SCHEDULE**

Event	Complete
Project Award	November / 2023
Issued For Review (IFR)	January / 2024
Issued For Approval (IFA)	February / 2024
Issued For Construction (IFC)	April / 2024
Record Drawings	15 working days after site markups



As-Built Drawings

10 working days after review  
comments

## 4 PROJECT ENGINEERING

### Objectives:

- The objective is to identify, define, and obtain approval from the City of Lake Worth Beach for the necessary parameters to proceed with line design for the project.

### 4.1 DESIGN CRITERIA

Responsibility: RCM

#### Deliverables:

- Design Criteria
- Review the information from the project initiation meeting and data acquisition. Compile and issue the project conceptual for City of Lake Worth Beach review, revision, and approval. Summarize the proposed final design procedures and criteria including the proposed applicable design standards.
- Ensure that the scope and content of the design Criteria, as approved by City of Lake Worth Beach, serves as the basis for the detailed design engineering. Maintain and update the Design Criteria, during the life of the project.

#### Assumptions:

- RCM will incorporate City of Lake Worth Beach's standards.

### 4.2 DISTRIBUTION LINE DESIGN

#### Objectives:

- RCM to determine the locations of poles using accurate coordinate collector device (IkeGPS camera) and the appropriate pole class.
- Record accurate pole height, conductor attachment, equipment attachment and service drops using accurate device (IkeGPS camera).
- Create a detailed design plan that outlines the specification and requirements for the poles and conductors, as well as documenting all relevant information for future reference.



- Prepare construction drawings.
- The project is expected to last approximately 6 months, starting from the design stage on November 2023, and concluding with engineering activities on April 2023.

#### 4.3 SITE VISIT

Responsibility: RCM/City of Lake Worth Beach

- To conduct a thorough visual inspection of the overhead electric network, including poles, conductors, insulators, transformers, and any associated equipment. Ensure the safety and integrity of the overhead electric network. Identify any potential issues, assess the condition of the network.

#### 4.4 PRE-DESIGN

Responsibility: RCM/City of Lake Worth Beach

Deliverables:

- Collect, review and validate all design input to ensure accuracy of design.
- Ensure that the proposed power distribution line project meets the desired performance criteria and is cost-effective.

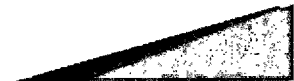
RCM will use ArcGIS platform to obtain network data from the City of Lake Worth's GIS. This will contribute to increased transparency in their operations.

#### 4.5 POLEFOREMAN SOFTWARE, IKEGPS SOFTWARE

Responsibility: RCM

Deliverables:

- Pole Foreman software will be used to model distribution poles to conduct structural analyses to assess their compliance with design criteria. Based on this evaluation, it determines whether the poles pass or fail.
- RCM to design structures to the loading conditions identified in the Design Criteria.
- Replace failed poles ensure compliance with CLWB requirements.
- IKEGPS software will be used to obtained pole data efficiently and accurately.



**Assumptions:**

- Pole Foreman will be implemented across distribution poles.
- Client will provide specifications of system materials, disconnects, and pole information.
- Client will provide specifications and preferred vendors for material as needed to complete project.

**4.6 DESIGN**

**Responsibility: RCM**

**Deliverables:**

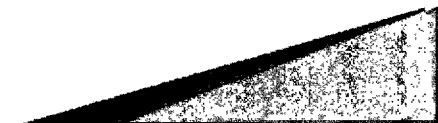
- Pole Class, Pole Height, Equipment Size, Distribution Line Design, and Specification.
- Design structures to meet the identified loading conditions as per the design criteria, while adhering to the standards set by the city of Lake Worth Beach. Utilize the Pole Foreman results to assist in the design process.
- Determine and select the appropriate location and size for each required component, such as guy, anchors, insulators cap banks etc., in accordance with relevant codes and design constraints.

**The design process will focus on circuit hardening and will include the following components:**

- A thorough structural analysis will be conducted on all poles, and any poles found to be failing will be promptly replaced.
- Any damaged poles, insulators, braces, or other components will be identified and promptly replaced to ensure optimal functionality and safety.
- To meet the required standards, any insulators that do not conform to the specified standards will be replaced with 45kV polymer insulators.
- The existing transformers will be replaced with 26kV transformers to enhance the efficiency and performance of the system.
- The overhead equipment will be replaced in accordance with the guidelines set by the City of Lake Worth Beach to ensure optimal performance and adherence to standards.
- The lightning protection and grounding systems will be updated to align with the latest standards and ensure optimal safety measures are in place.
- 1,000 feet underground feeder run based on the route provided by CLWB.
- Design of underground riser facilities based on CLWB standards.

**Assumptions:**

- The City of Lake Worth Beach will provide will furnish all available as-built information regarding the existing underground facilities.
- The City of Lake Worth Beach will provide the appropriate conductor size for the project.
- The budget for the project is estimated based on 155 poles.



- CLWB will provide distribution overhead and underground standards.

#### 4.7 TRANSFORMER SIZING AND DESIGN

**Responsibility:** RCM/The City of Lake Worth Beach

**Deliverables:**

- Pole mount Transformer Size, Design, and Specification
- Pad mount Transformer Size, Design, and Specification

To determine the suitable size, voltage, and locations for the transformers, a comprehensive evaluation of the design criteria and relevant details will be conducted. Factors such as the type of building (commercial, office, residence, etc.) and the location of the primary feed will be considered. The replacement and sizing of transformers will be based on the square footage or load analysis provided by the City of Lake Worth Beach. Engineering calculations related to transformer sizing will be performed, and preliminary drawings will be prepared to document the design process.

**Assumptions:**

- RCM will replace all 4kV existing TX with 26kV equivalent KVA size.
- The approved transformers and standard design specified by the city of Lake Worth Beach will be utilized to determine the appropriate sizing and placement.

#### 4.8 MATERIAL

**Objectives:**

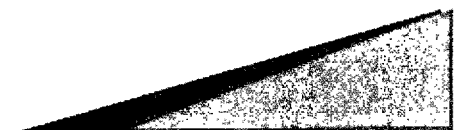
- Provide itemized, accurate list material to avoid discrepancies in order procure accurate material for project on time and cost effectively.

**Responsibility:** RCM/City of Lake Worth Beach

**Deliverables:**

- A comprehensive and itemized list of all required materials will be developed to ensure a smooth and efficient procurement process, on time ordering long lead time material.
- The location of the material list will be clearly specified to ensure easy access and efficient management during the procurement phase.

**Assumptions:**



- The City of Lake Worth Beach will provide their most up to date master material list.
- The City of Lake Worth Beach assumes the responsibility of vendor selection and material procurement for the project.
- Lake Worth Beach will be responsible for selecting a vendor and part number if any required materials are not included in the City of Lake Worth Beach master list.
- The City of Lake Worth Beach will handle the procurement process by providing commercial conditions, soliciting bids, and awarding contracts for the required materials.
- RCM will provide all support as needed to ensure accurate and on time procurement.

#### 4.9 CONSTRUCTION DRAWINGS

**Responsibility:** RCM

**Objectives:**

- During the construction phase of the project, all necessary drawings will be generated to ensure smooth and efficient execution.

#### 4.10 PLAN DRAWINGS

**Responsibility:** RCM

**Deliverables:**

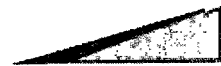
- Plan Drawings

Prepare final Plan Drawings at one inch equal to fifty feet (1" = 50') unless otherwise specified by The City of Lake Worth Beach. Profile drawings will only be created in critical areas. Depict information required for bidding, construction, and recording of the line including the following as applicable:

- Crossings
- Cable Phasing
- Right of Way Boundaries
- Termination Structures

### 5 PERMITS

**Objectives:**



RCM will develop and present to the Owner a detailed Permitting Plan within 30 days of Contract award outlining the highway, road, railroad, and river crossing permits needed for this Project along with roles and responsibilities for review and approval by the Owner. As part of this Plan, a detailed schedule will be developed, including the number and type of permits needed.

- The project will involve identifying any other agencies or utilities that may be impacted by the proposed plan.
- The necessary permits for the project will be obtained, and permit drawings will be created to ensure compliance with all regulatory requirements.

**Non-Environmental Permits**

RCM shall be responsible for obtaining non-environmental permits from appropriate agencies, including but not limited to the following:

- None anticipated at this time.

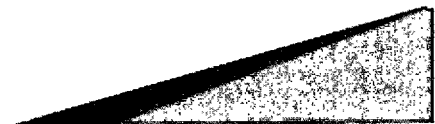
RCM will provide all necessary engineering documents and drawings to support the permitting process.

- a) Creating all associated crossing drawings.
- b) Incorporating transmission communication cables, e.g., ADSS cables and distribution attachments into the crossing drawing, if applicable.

All approved permits shall be submitted to the Owner.

1. Road Crossings. The ROW Subcontractor shall obtain all necessary permits for constructing a facility within state, county, and township road property and ROW, such as a road crossing or longitudinal use of the property or ROW where the conductor might overhang the property or ROW. The Subcontractor's responsibilities include, but are not limited to:

- a) Preparing each state, county, or township road crossing permit application.
- b) Meeting the required clearances and all applicable state/local codes above and beyond the Owner's required clearances.
- c) RCM will provide all necessary engineering documents and drawings to support the ROW Subcontractor in this process. RCM's responsibilities include, but are not limited to:
  - d) Creating all associated drawings.
  - e) Incorporating transmission communication cables, e.g., ADSS cables and distribution attachments into the crossing drawing, if applicable.
  - f) Meeting each agency's required clearances and all applicable state/local codes above and beyond the Owner's required clearances.
  - g) Communicating directly with the agency as necessary.
  - h) Providing traffic controls and protection during installation.
  - i) Submitting insurance surety deposit and/or permit application fees.



Approved permits shall be submitted to the Owner. Additionally, the RCM will ensure compliance with all road crossing agreement requirements, including the repair of road property or ROW upon completion of construction, reimbursement of costs incurred by the road agency for necessary maintenance and/or supervision resulting from the installation, and all other requirements of the agreements.

2. Temporary Road and Road Entrance Permits. RCM will obtain all necessary temporary road, road entrance, and road use and maintenance permits for constructing a facility within state, county, and township road property, such as a road crossing and Temporary Road Entrances.

3. Road Use Agreements. RCM will prepare and file all necessary documentation associate with road use agreements and applications. Responsibilities include but are not limited to:

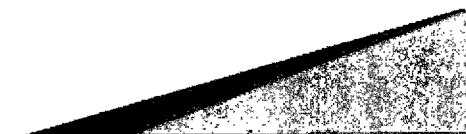
- a) Developing haul route maps to use as the basis for discussion with road agencies.
- b) Providing specifications for typical equipment to be used during construction including but not limited to, drill rigs, cranes, and truck information used to haul this equipment. This information should include gross weight, length, height and other pertinent specifications.
- c) Meeting with county engineers, public work directors and township road commissioners to discuss the roadway use during construction.
- d) Presenting to them the maps and equipment specifications for discussion of anticipated loadings.
- e) Requesting information from the agencies regarding deficient structures that cannot withstand the traffic loadings or height clearances such as bridges and culverts.
- f) Discussing any weight restrictions that may limit the use of the haul routes during construction.
- g) Discussing Road damages and the process by which the Owner should address repair and other issues.
- h) If the Owner hires a consultant to perform interval road monitoring during construction, prepare related discussion points.

4. Federal Aviation Administration Recommendations. RCM will ensure that all the necessary Federal Aviation Administration (FAA) notifications are filed, and the structures or wire complies with the Owner's marking and lighting recommendations. The Owner prefers to use non-lighted marker balls whenever possible. RCM will submit the FAA's recommendations to the Owner for review and final approval. RCM will stay in compliance with FAA Advisory Circular AC 70.7460-1L: Obstruction Marking and Lighting, and the Code of Federal Regulations Title 14, Part 77: Safe, Efficient Use, and Preservation of the Navigable Airspace. All permit applications shall be submitted by the Contractor. Approved permits shall be submitted to the Owner.

5. Pipeline (Gas and/or Oil). RCM will coordinate with all pipeline companies regarding crossings and parallelisms and shall provide sufficient information to obtain required pipeline approvals and permits.

6. Utility Crossing Permits (Aerial and Below-ground Utilities). RCM will obtain all necessary permits for aerial and below ground utility crossings. These utilities include, but are not limited to, electrical, communications, and water. Responsibilities include but are not limited to:

- a. Contacting applicable utility companies to obtain any required crossing permits or other required information.



b. Preparing necessary permits and supporting documents and submitting them to utility companies for approval. Approved permits shall be submitted to the Owner.

**Responsibility:** RCM

**Assumptions:**

- Construction permits required by the state and local agencies for access to highways, driveway permits, traffic control, de-watering, burning, etc., will be prepared, submitted and acquired by The City of Lake Worth Beach's construction contractor.

## 6 QUALITY ASSURANCE

**Responsibility:** RCM

**Objectives:**

- To meet the quality objectives established for the project.
- RCM will follow internal extensive Project Quality Plan procedure. Also, Client's QA/QC requirements.

**Responsibility:** RCM

**Deliverables:**

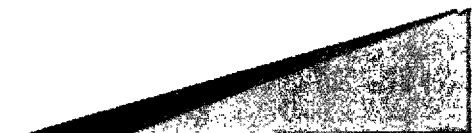
RCMT has a Quality Assurance Program that meets the requirements of ISO 9001-2015 and is implemented through the application of controls defined by the QA Manual, QA Procedures and Operating Procedures. The program has been implemented at all RCMT locations, of which one location is ISO 9001:2015 certified.

**Personnel Qualification**

The RCM QA Procedures and project quality documents control all activities and responsibilities from start to completion of a project to assure they are performed by qualified personnel and according to the project requirements. Personnel assigned to the project activities have appropriate education, training and experience to complete those tasks. Resumes and qualification records of individuals assigned to the project are reviewed by supervisors to ensure that they are qualified to perform assigned tasks under RCM QA Program and project requirements.

**Quality Control of Design Deliverables**

The RCM QA Program requires design verification/review of engineering activities to assure they are performed according to project requirements and that the results are correct and meet specified criteria.





Verification/review activities are documented in the form of Check Lists and are performed for each design stage of deliverables.

**Quality Assurance / Control of Procurement and Construction Activities**

In concert with the engineering and construction partners, RCM creates a Project Quality Plan, at the beginning of each project to define the requirements and quality check points that will be required to deliver the project to the client's specification. The Project Quality Plan includes the roles and responsibilities each organization plays with regards to quality, engineering quality hold points and constructability reviews, procurement specification requirements, equipment receipt inspections, non-conformance reporting and installation check points. The project quality records, and quality records required for management and turnover to CLWB is defined within the Project Quality Plan and managed/maintained in congruence with the RCMT Document Control Process.

**7 PROJECT COMPLETION AND CLOSEOUT**

**Responsibility: RCM**

**Objectives:**

- Develop the documents that will be required during the construction phase of the project.
- Provide on-site engineering support during the construction phase(s) as needed basis.
- Provide dedicated experienced engineer on-call to support and respond to any construction emergency needs.

**7.1 ISSUED FOR CONSTRUCTION DOCUMENTS**

**Responsibility: RCM**

**Deliverables:**

- Issued For Construction Drawings

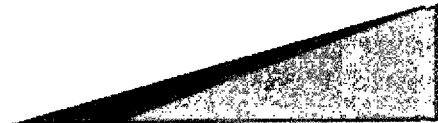
**Assumptions:**

- Three (3) hard copy and one (1) electronic copy of the Issued For Construction Drawings will be prepared and submitted to CLWB.

**7.2 PRE-CONSTRUCTION MEETING**

**Responsibility: RCM**

15 RCM Technologies (USA) Inc., Proprietary and Confidential, 2023



**Deliverables:**

- Pre-Construction Meeting Minutes
- Schedule, attend, and document a Pre-Construction meeting between CLWB, contractor and RCM. Review the construction documents, project schedule, project contacts for involved parties and the detailed scope of the project. Issue Pre-construction Meeting Minutes. Issue any applicable changes to the Contract documents.

**Assumptions:**

- Two (2) RCM representative will attend pre-construction meeting.

### 7.3 ENGINEERING SUPPORT DURING CONSTRUCTION

**Responsibility: RCM**

**Deliverables:**

- Engineering Support During Construction
- Provide in office and on-site technical support to the City of Lake Worth Beach engineering team and Construction Crew during construction.

**Assumptions:**

- A budget of up to sixty (60) hours of engineer time will be allocated to provide office support for construction activities.
- Five (5) full day field trips will be budgeted if is needed during construction progress.

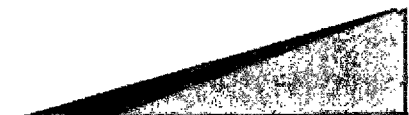
### 7.4 POST-CONSTRUCTION ACTIVITIES

**Objectives:**

- To update the construction drawings with any changes that occurred during construction.
- To assist City of Lake Worth Beach with project close-out documentation.

### 7.5 RECORD DRAWINGS

**Responsibility: City of Lake Worth Beach/RCM**



**Deliverables:**

- RCM will provide construction As-Built drawings.
- Incorporate the changes received during construction and furnish a complete set of drawings to reflect the As-Built condition when the project is completed.

**Assumptions:**

- A set of red-lined drawings, depicting construction changes, will be submitted to RCM by City of Lake Worth Beach.
- It will not be necessary for RCM to field review the construction changes.
- One (1) electronic copy of the Record Issue Construction Drawings will be prepared and submitted.
- A field trip to walk through the completed project, if required, will be performed on a time-and-expense basis.

**8 COMPENSATION AND PRICING METHODOLOGY**

RCM has broken down the pricing into the following price for the above-mentioned scope of work.

Engineering Services: Circuit 4A3S03	Price in U.S. Dollars:
Project Management	\$14,025.00
Distribution Pre-Design Activities	\$12,500.00
Overhead Construction Update	\$8,250.00
Distribution Line Design	\$60,475.00
Permitting Activities	\$7,920.00
Materials Procurement	\$9,400.00
Construction Drawings	\$20,300.00
Quality Assurance	\$11,000.00
Construction Activities	\$8,100.00
Post-Construction Activities	\$5,400.00
<b>Total:</b>	<b>\$157,370.00</b>

**9 QUOTATION VALIDITY**

This quotation is valid for 90 days.

**10 PAYMENT TERMS**

Base Scope (Lump Sum Milestone Payments)

MILESTONES	Task %	Cumulative %
Award of Project	0%	5%
RCM Issues 60% Design Drawings for Review	55%	60%
RCM Issues 90% Design Drawings for Review	30%	85%
RCM issues final IFC (100%) Package	10%	95%
As Builts	5%	100%

**11 TERMS AND CONDITIONS**

RCM will comply with the terms and conditions as agreed upon in the Master Service Agreement titled "CONTINUING PROFESSIONAL SERVICES AGREEMENT, RFQ#23-300, (Energy Management & Engineering Services)" as signed on April 13, 2023, for all work orders under this proposal.

**12 CLOSING**

Thank you for the opportunity to be of service to City of Lake Worth Beach. We look forward to working closely with CLWB to complete the project within budget and on schedule. Please do not hesitate to contact us if you have any questions or comments regarding this proposal.

Truly yours,



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 RCM Energy Services  
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