

October 27, 2023

Dean Mealy
Procurement and Contract Manager
Town of Palm Beach
951 Okeechobee Rd.
West Palm Beach, FL 33401

Subject: Phase 5S, Ph 4S, Ph 3S Paving Bidding Exhibits
CMA Proposal No. P23.431.012

Dear Mr. Mealy:

Chen Moore and Associates (CMA) is pleased to submit the attached Scope of Services associated with an analysis of field conditions and the development of a Phase 5S, Ph 4S, Ph 3S Paving Bidding Exhibits to compliment the restoration efforts associated with the underground utility project in the Town of Palm Beach, Florida. The figure Attachment C, illustrates the location of the Phase 5S, Ph 4S, Ph 3S paving locations:

I. SCOPE OF SERVICES

Prior to the TOWN entering into a contract with a paving contractor to perform the roadway restoration, CMA will review existing site conditions and provide the TOWN with an inventory of locations where additional repairs may be required or adjustments in the paving approach may be warranted. This information will be prepared in the format of a Paving Bidding Exhibits Plan that can be included in the Invitation to Bid package.

Task 1 – Data Collection and Site Investigation Report

The initial data collection effort will focus on identifying up to **four hundred (400) locations** where there are issues identified such as manholes, drainage inlets, valve boxes, AT&T, and FPL boxes that are not flush with the existing pavement, or ponding at driveways that can be corrected with paving profile improvements, or existing curb or gutter that is broken and requires repair. During the field visits CMA staff will look for cracked and uneven sidewalk flags. This data will be gathered over as many as **eight (8) full-day site visits** by CMA staff. The site visits will focus on times after rain events to identify ponding and will utilize ArcGIS online as the framework for data collection.

Once the data has been collected, a letter-sized worksheet will be prepared for each problem location. The worksheet will include a street address, a plan view figure with aerial imagery, and at least one photo of the existing condition. The worksheet will also include notes that describe the issue, and a suggestion of the recommended repair. Each worksheet will have an index number that can be referenced by the TOWN and will be documented on a series of street specific exhibits. CMA will prepare a tabloid sized exhibit for each street in the Phase 5S, Ph 4S, Ph 3S area, up to forty (40), that will include points identifying the problem locations referenced to each applicable worksheet. In addition to the street level, and location specific exhibits, CMA will use FDOT and TOWN standard details for specific repairs.

CMA will compile all of the exhibits and details into the site investigation report, a draft Engineer's opinion of probable cost with associated bid item list and measurement and payment for review by TOWN staff. Once the review is complete, CMA will meet with TOWN staff to review any comments and discuss any revisions or additional fieldwork that may be warranted.

Task 2 – Field Reconnaissance and Final Recommendations Report

Based on comments from TOWN staff, an additional one day of field reconnaissance will be performed. If it is determined based on initial field investigations and coordination with TOWN staff that limited topographic survey is needed, up to \$12,000 has been set aside for field survey by CMA's subconsultant. Upon completion of additional field investigations, CMA will meet with the Town to discuss the findings. The submittals from Task 1 will be revised and submitted as the Bidding Exhibit. It is anticipated that this report will be included as supporting documentation for the Invitation to Bid.

Task 3 – Bid Support

To support the TOWN's bidding process, CMA will attend the Pre-Bid Meeting to provide a description of potential paving issues and will be available to respond to RFIs prior to submission of bids by Contractors. Upon closing of the bid process CMA will review the information provided by the TOWN submitted by the contractors. CMA will summarize the findings of this review and provide a recommendation of award.

I. ASSUMPTIONS

- Exhibits prepared for this report are informational in nature, and not intended as construction plans.
- Detailed topographic survey of the project area is not included.
- Subsurface Utility Engineering (SUE) is not included.

II. INFORMATION TO BE PROVIDED BY THE CLIENT

- Copies of all relevant data, including correspondence, plans or information in Client's possession which may be beneficial to the work effort performed by Consultant.
- Access to all sites

III. FEES AND SCHEDULE

Consultant shall schedule work upon receipt of signed approval for this project as required. The total fees for this project are summarized below.

TASK	FEE	Days from NTP
Task 1 – Data Collection and Site Investigation Report	\$165,980.00	90
Task 2 – Field Reconnaissance and Final Recommendations Report	\$29,120.00	150
Task 3 – Bid Support	\$3,520.00	180
TOTAL FEE	\$198,620.00	\$198,620.00

All tasks will be paid for on a time and materials basis. All tasks are scheduled to be completed within **180 days** of the Notice to Proceed.

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Office: +1 (561) 746-6900



Should you have any questions, please do not hesitate to contact me at my phone at (561) 255-7494 or send me an electronic message at dcowan@chenmoore.com.

Respectfully submitted,



David Cowan Jr., PE
Senior Engineer
Chen Moore and Associates

ATTACHMENT: Detailed Fee Estimate, Map of Area

EXHIBIT B - FEE PROPOSAL

TOWN OF PALM BEACH
Phase 5S, Ph4S, Ph3S Paving Bidding Exhibits
(Identification of up to 400 Sites)

Chen Moore and Associates Project # P23.431.012

	Subconsultant Costs	CMA									Total
Hourly Rate		Principal \$275.00	Project Director \$220.00	Sr. Project Manager \$190.00	Senior Engineer \$150.00	Project Engineer \$125.00	Senior Designer \$120.00	Designer \$100.00	Sr. Construction Specialist \$125.00	Clerical \$65.00	
Task 1 - Data Collection and Site Investigation Report											
1.1 Prepare ArcGIS Online Template						16			8		\$3,000.00
1.2 Site Visit with Data Gathering (After Rain Event)				16		16			64		\$13,040.00
1.3 Prepare Repair/Rehab Location Worksheets (Up to 400)			32	80		400			100		\$84,740.00
1.4 Prepare Overview Exhibits per Street (Assume 40)			8	40		80					\$19,360.00
1.5 Prepare Typical Repair Details			8	16		48					\$10,800.00
1.6 Prepare Site Investigation Report			16	96		64					\$29,760.00
1.7 Review Meeting with Town Staff			8	8		16					\$5,280.00
Task 1 Total		\$0	\$15,840	\$48,640	\$0	\$80,000	\$0	\$0	\$21,500	\$0	\$165,980.00
Task 2 - Field Reconnaissance and Final Recommendations Report											
2.1 Field Survey (As Needed)	\$ 12,000.00										\$12,000.00
2.2 Additional Site Visit for Confirmation			8	8	0	8			16		\$6,280.00
2.3 Final Paving Recommendations Report			8	32	0	24					\$10,840.00
Task 2 Total		\$0	\$3,520	\$7,600	\$0	\$4,000	\$0	\$0	\$2,000	\$0	\$29,120.00
Task 3 - Bid Support											
3.1 Attend Pre Bid Meeting			2	2		4					\$1,320.00
3.2 Answer RFIs			2	4		8					\$2,200.00
Task 3 Total		\$0	\$880	\$1,140	\$0	\$1,500	\$0	\$0	\$0	\$0	\$3,520.00

TOTAL FEE

\$198,620.00



Legend

Roads Not Included

Phase 3-S

Phase 4-S

Phase 5-S

Total Miles
Phase 3-S: 4.08
Phase 4-S: 2.52
Phase 5-S: 3.53

Town of Palm Beach 2023

Phase 5-S Phase 4-S Phase 3-S Paving

00.050.10.2

Miles

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