



February 9, 2024

Mr. Dean Mealy  
Town of Palm Beach  
951 Old Okeechobee Road  
Suite A  
West Palm Beach, FL 33401

**RE: *Sand Transfer Plant Improvements***

Dear Dean,

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "CONSULTANT") is pleased to submit this proposal to The Town of Palm Beach ("TOWN" or "CLIENT") for providing professional engineering services related to improvements to the Sand Transfer Plant in the Town of Palm Beach. Our project understanding, scope of services, and fee follows.

**Project Understanding**

It is understood that the Town is interested making improvements to the Sand Transfer Plant in order to increase operational reliability. Items that will be addressed have been identified during a recent site visit with Town staff. The improvements are anticipated to require a local Building permit. The improvements may also require a permit from an environmental permitting agency. Below are the improvements included for the station:

- Replace crane system
- Rehabilitate steel crane support
- Install pipe manifold and valves to interconnect the 2 inlet crossing discharge pipes
- Unclog the inlet crossing discharge pipe
- Video the sand transfer pump suction line embedded in the building structure

**Scope of Services**

*Task 1 – Site Visits and Summary of Findings*

We will attend a kickoff meeting with the Town to discuss the project goals. Kimley-Horn will visit the site 2 times to support the design services. During the first site visit, we will evaluate the severity of the corrosion on the steel crane support beams. We will measure section loss on the existing steel crane support beams and compare the field findings to the original beam dimensions to evaluate the condition of the support beams.

It is assumed that the corrosion is more surface oriented, and significant section loss is not anticipated. Kimley-Horn will prepare and submit to the Town a summary of findings documenting the severity of the corrosion and measured section loss. If replacement or repair of the steel support beams is warranted based on measured section loss, Kimley-Horn can provide these engineering services as an additional service.

### *Task 2 – Structural Design Phase Services*

The design approach described in this task assumes that there is no significant section loss in the existing steel crane support beams as found during the site visit described in Task 1. Kimley-Horn will develop construction documents necessary to rehabilitate the existing steel crane support. Crane support rehabilitation is anticipated to include the in-place cleaning and coating of the steel crane support beams and the replacement of bolted on members. Kimley-Horn will analyze the existing crane support system to verify the steel members and connections are sized to support loads associated with the replacement crane system. We will perform design services to prepare construction plans and specifications for the crane support rehabilitation suitable for construction and submittal to the local Building Department containing the following information:

1. Structural Details 1
2. Structural Details 2
3. Technical Specifications

### *Task 3 – Civil and Mechanical Design Phase Services*

Kimley-Horn will perform design services to prepare construction plans and specifications for the Sand Transfer Plant improvements suitable for construction and submittal to applicable permitting agencies and the local Building Department containing the following information:

1. Cover Sheet
2. General Notes
3. Aerial Site Plan
4. Demolition Floor Plan
5. Proposed Floor Plan
6. Crane Support Plan & Section
7. HDPE Pipe Access Vault Plan & Section
8. Photo Details
9. Construction Details 1
10. Construction Details 2
11. Technical Specifications

Kimley-Horn will prepare general civil, mechanical, and structural plans and technical specifications. The site plans will be developed using the existing record drawings and field measurements. Record drawings of the existing sand transfer discharge main that crosses the Palm Beach Inlet will be included in the technical specifications for reference. If it is determined that a survey is required during the permit approval process, we can provide this as an additional service.

We will submit plans and specifications for review at the 90% completion stage, meet with the Town to review their comments, and accommodate one round of reasonable requests for revisions by the Town after each review. We will provide an opinion of probable construction cost at the 90% design stage and update this document with the final design submittal.

### *Task 4 – Permitting Coordination*

An assessment of the project revealed that project activities may require a Coastal Construction Control Line (CCCL) permit, Joint Coastal Permit (JCP), or Field Permit for some or all proposed project activities. As such, Kimley-Horn will conduct coordination with the Florida Department of Environmental

Protection (FDEP) to review the proposed activities and intended limits of work and determine the level of permitting that may be required for approval of these activities, if needed.

Following FDEP coordination, a brief memorandum will be prepared summarizing the results of the coordination as well as the required permitting efforts, if applicable. Any additional permitting efforts beyond those described under this task will be considered additional services.

#### *Task 5 – Bid Phase Services*

Kimley-Horn will attend the pre-bid meeting, review the bid proposal from the apparent low bidder, and prepare a bid tabulation and memorandum to the Town containing our findings after our review of the bids. We will also assist the Town with responding to questions received from prospective bidders, if required. We will provide up to 5 signed and sealed copies of the construction documents for the Town to distribute to the selected contractor for permitting. We will provide an “Issued for Construction” set of construction documents incorporating any revisions that occurred during the bid advertisement.

### **Additional Services**

Any services not specifically provided for in the above scope, as well as any changes in the scope you request, will be considered additional services. These services will be performed based on proposals approved by the Town prior to the performance of those requested additional services. Additional services we can provide include, but are not limited to, the following:

- Structural design services to repair or replace the existing steel crane support beams as a result of Task 1
- Permitting assistance for any applicable environmental permits found to be needed as a result of Task 4
- Building Permit coordination and responses to RAIs from the Building Department will be included if a Construction Phase Services proposal is requested
- Surveying and Mapping, Construction Layout
- Record Drawing data collection and development
- Field Engineering
- Off-site improvements
- Construction Phase Services

### **Information Provided by the Town**

We shall be entitled to rely upon the accuracy of information provided by others in the performance of professional services. It is anticipated that the following items will need to be provided to Kimley-Horn by the Town during the project.

- Access to the site
- Available record drawings and data

### **Schedule**

We will provide our services as expeditiously as practical to meet a mutually agreed upon schedule. It is understood these improvements are desired to be constructed in the summer of 2024.

## Fee and Billing

Kimley-Horn will perform the services described in this Scope of Services on a lump sum basis for the amount of \$99,300.00 in accordance with our Contract with the Town. Fees will be invoiced monthly based on a percentage of services performed as of the invoice date.

Task 1 – Site Visits and Summary of Findings	\$7,800
Task 2 – Structural Design Phase Services	\$27,450
Task 3 – Civil and Mechanical Design Phase Services	\$56,400
Task 4 – Permitting Coordination	\$2,050
Task 5 – Bid Phase Services	\$5,600
Total	\$99,300

## Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in the Professional Services Agreement between the Town of Palm Beach and Kimley-Horn and Associates, Inc, which are incorporated by reference. As used in the Agreement, the term "CONSULTANT" shall refer to Kimley-Horn and Associates, Inc., and the term "TOWN" or "CLIENT" shall refer to The Town of Palm Beach.

We appreciate the opportunity to propose these services to you.

Very truly yours,

## KIMLEY-HORN AND ASSOCIATES, INC.



By: Jason Lee, P.E.  
Vice President

## Attachment

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## ESTIMATE FOR ENGINEERING SERVICES

PROJECT:	Sand Transfer Plant Improvements						SHEET 1 of 1						
CLIENT:	Town of Palm Beach						FILE NO.						
ESTIMATOR:	DAC						DATE: 02/09/24						
						ALLOCA 0.0000							
DESCRIPTION: See Scope of Services		DIRECT LABOR ( MAN-HOURS )											
		Principal Engineer	Chief Engineer	Senior Engineer	Senior Prof. Eng.	Reg. Prof. Engineer	Eng. Int.	Technician	Admin/Clerical	Senior Designer	SUB	EXP	LINE TOTAL
<b>Site Visits &amp; Summary of Findings</b>													
Kick Off Meeting							3.0	3.0					\$890
Site Visit (2)			4.0	4.0		4.0	10.0						\$4,076
Analyze & Report findings to Town			2.0	5.0			8.0					\$37	\$2,834
<b>Structural Design Phase Services</b>													
Structural Analysis			2.0	12.0			40.0						\$8,634
Structural Details 1			2.0	14.0			24.0						\$6,987
Structural Details 2			2.0	14.0			24.0						\$6,987
Structural Specifications			2.0	8.0			18.0					\$34	\$4,843
<b>Civil and Mechanical Design Phase Services</b>													
Equipment Selection (crane & valves)			2.0			10.0	18.0						\$4,608
Construction Plans													
Cover Sheet							3.0						\$396
Aerial Site Plan			2.0			6.0	10.0						\$2,894
Demolition Floor Plan			2.0			10.0	20.0						\$4,872
Proposed Floor Plan			2.0	2.0		14.0	20.0						\$6,146
Crane Support Plan & Section			2.0	2.0		8.0	14.0						\$4,366
HDPE Pipe Access Vault Plan & Section			2.0	2.0		10.0	14.0						\$4,695
Photo Details			2.0	2.0		8.0	12.0						\$4,102
Construction Details 1			2.0			10.0	14.0						\$4,081
Construction Details 2			2.0			10.0	14.0						\$4,081
Technical Specifications			4.0			14.0	18.0						\$5,855
OPC			2.0			8.0	14.0						\$3,751
90% Review Meetings and Submittal			2.0			4.0	8.0						\$2,301
Respond to Review Meeting Comments/Produce Bid Set Plans			2.0			6.0	10.0						\$2,894
Project Management and Coordination						8.0						\$40	\$1,358
<b>Permitting Coordination</b>													
Coordination with Permitting Agencies			1.0			4.0	8.0					\$43	\$2,050
<b>Bid Phase Services</b>													
Attend pre-bid meeting, attend field visits, prepare minutes			1.0			3.0	4.0						\$1,315
Respond to Contractor RFIs			1.0			4.0	8.0						\$2,007
Review bids and prepare summary memorandum			1.0			2.0	4.0						\$1,151
Prepare conformed documents						2.0	6.0					\$6	\$1,127
TOTAL HOURS		8.0	46.0	57.0	0.0	148.0	346.0	0.0	0.0	0.0	0	\$159.29	\$99,300
LABOR (\$/HOUR)		\$307.28	\$293.55	\$231.09	\$200.85	\$164.80	\$131.84	\$149.71	\$92.80	\$162.15	1.00	1.0	
ALLOCATION		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	
TOTALS		\$2,458	\$13,503	\$13,172	\$0	\$24,390	\$45,617	\$0	\$0	\$0	\$0	\$159	\$99,300