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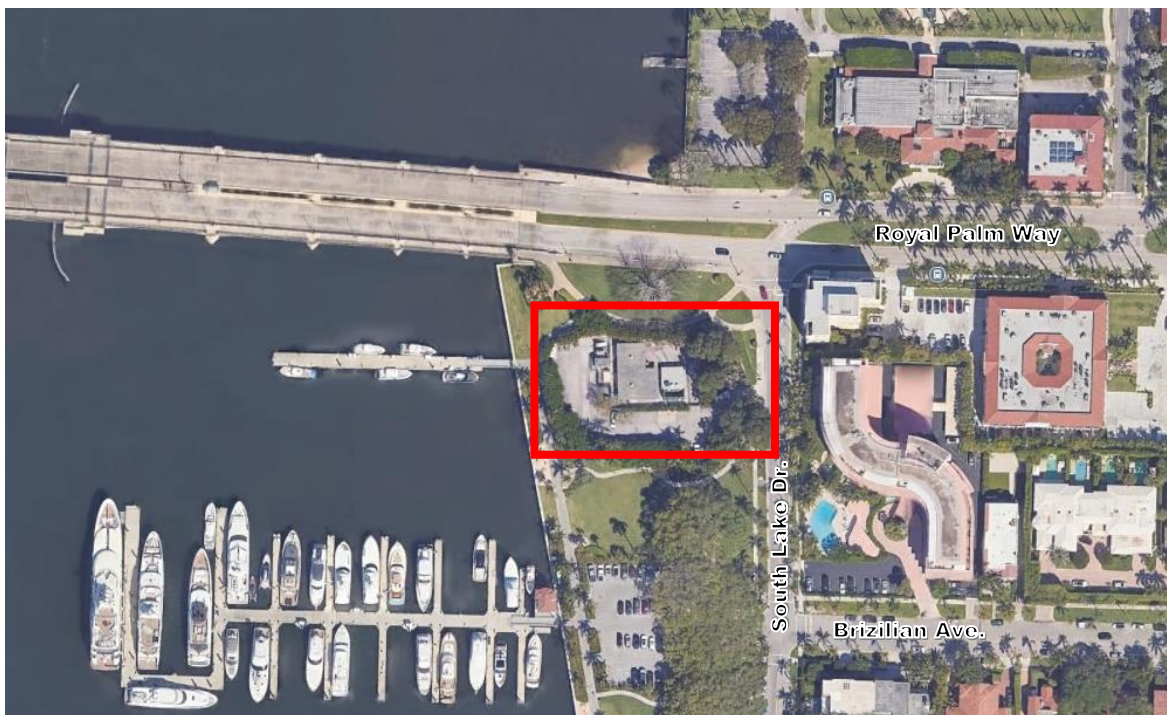
September 23, 2024

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

Subject: **Marina Compactor Relocation Design Services**  
**CMA Proposal: 24-0431.P0015**

Dear Mr. Mealy:

Chen Moore and Associates (CMA) is pleased to submit the scope of work associated with Civil Engineering consultant services. The figure below illustrates the location of the Project Site:



## I. SCOPE OF SERVICES

The Scope of Services is comprised of the following tasks:

**Task 1** – Plan Production and Design Phase

**Task 2** – Bid Phase and Award Services

Below is a description of the services included within each of these essential tasks:

### **Task 1 – Plan Production and Design Phase**

- **Schematic Design:** The Consultant will have a sub-consultant conduct a topographic survey of the project area to determine the existing conditions, grades, and adjacent infrastructure. A site visit by CMA staff will verify the features identified in the survey. CMA will supplement the survey with a detailed tree specific survey and arborists assessment by an ISA Certified Arborist. The Arborist's Assessment will identify and assess the condition of each tree and the potential for relocation in the park, adjacent to or outside the proposed construction area. CMA will also perform an investigation of existing utilities utilizing Sunshine One Call and a review of available record drawings. Once the data collection and preliminary field investigation is complete, CMA will develop a final base map of the existing conditions including detailed information regarding the vegetation and underground utilities. Utilizing the final base map, CMA will prepare a conceptual plan for the relocation of the marina waste management facility. Potential improvements identified on the conceptual plan include the following:
  - Providing a covered area for the compactor,
  - Modifying the limits of the driveway to accommodate various vehicle turning radii,
  - Minor modification to the existing drainage system, and
  - Recommended modifications to existing landscape to meet the aesthetic goals of the Town.
  - This plan will be based on the approved exhibit presented to the Town Council.
  - Develop some typical details and sections based on plans from the existing waste management canopy provided by the Town.

Once completed, the results of the field investigation and the conceptual plan will be submitted to the Town for staff review. CMA will meet with Town staff to review comments on the conceptual plan and discuss potential modification to the design plans.

- **Construction Documents:** Based on the collected field data and comments from Town Staff on the conceptual plan, CMA will prepare construction plans and plan specification for the proposed improvements. In addition to civil elements, the contract documents will include detailed landscape plans and specifications informed by a Registered Landscape Architect. It is assumed that the general form of the landscape will match the existing form of the park. The construction plans submitted will include the following sheets, it is assumed that any specifications for the project will be included as notes on the plans. It is also assumed that the contractor or vendor providing the canopy system will provide shop drawings that are signed and sealed by a Licensed Engineer in the State of Florida and any manufactured products used will have Miami-Dade Notice of Acceptance.
  - Cover and Drawing Index (1 sheet)
  - General Notes (1 sheet)
  - Grading and Drainage Plan (1 sheet at 1"=20' scale)
  - Tree Disposition and Landscape Plan, with Notes (1 sheet at 1"=20' scale)
  - Six Construction Details (1 sheet)

CMA will prepare an opinion of probable construction cost at this time also.

CMA will submit three (3) sets of the draft construction plans (11" x 17" plan size) and one (1) electronic set (PDF) for review and comment by the Town. Once the review is complete, CMA will meet with Town staff to review the comments and discuss any necessary modifications or revisions.

- **Bid Documents:** Based on comments from Town Staff on the contract documents, CMA will prepare Bid Documents and Bid Specifications for the proposed improvements. The construction plans submitted will include the following sheets.
  - Cover and Drawing Index (1 sheet)
  - General Notes (1 sheet)
  - Grading and Drainage Plan (1 sheet at 1"=20' scale)
  - Tree Disposition and Landscape Plan, with Notes (1 sheet at 1"=20' scale)
  - Six Construction Details (1 sheet)

This submittal will include an opinion of probable construction cost, and the Final Arborist's Report. CMA will submit three (3) sets of the bid plans (11" x 17" plan size) documents and one (1) electronic set (including PDF and CAD files) for review and comment by the Town. CMA will submit the documents to the Town for use in the procurement of a contractor in the open market.

- **Coordinate with Town Staff for Approval:** Based on comments from Town Staff on the bid documents, CMA will work with the Town to get any staff level approvals needed to bid the project. It is assumed that:
  - No Town Council presentation or approval is required.
  - No ARCOM presentation or approval is required.
  - All Planning, Zoning, and Building Department approval are at a staff level and coordinated by the Town Staff.
  - That public outreach will be by Town Staff.

## **Task 2 – Bid Phase and Award Services**

- **Prepare Bid Documents and Award Letter:** In collaboration with the Town, CMA will compile bid documents needed for contractors to prepare a proposal for the work shown in the bid documents. These documents will include the design documents as described above, and an Engineers Opinion of Probable Construction Cost, and Schedule of Values. CMA will answer questions asked during bidding that require interpretation of plans produced by this office. For the purpose of this proposal, it is assumed that the Town will issue up to two addendums during the bidding process. Also, all addendum communication will be centralized to the Town Procurement Department. After the end of the bid advertisement period. CMA will review bids, Contractors references and write a letter of recommended award based on the results of the bids and research.

## II. SCHEDULE

The work will be completed between October 2024 – May 2025.

## III. EXCLUSIONS

The services outlined below are not included as part of the scope of work, although additional service agreements can be executed to assist the TOWN with these services if necessary:

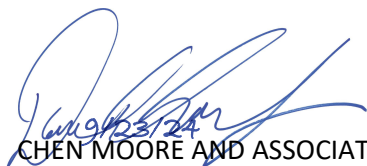
- Underground investigations: it is assumed that the soil report titled "TDS 10 - Ardaman Geotechnical Report Dated 2018" will be acceptable for design and bidding.
- H&H Modeling
- Community workshops
- Construction phase services

## IV. COMPENSATION

CMA will be compensated for the services described on a time and material basis in the amount of **\$79,430.00** per attached Exhibit A.

Should you have any questions, please do not hesitate to contact me at my office at (561) 746-6900, my cell phone at (561) 255-7494 or send me an electronic message at [dcowan@chenmoore.com](mailto:dcowan@chenmoore.com).

Respectfully submitted,



CHEN MOORE AND ASSOCIATES

David Cowan Jr. / Senior Project Manager

Attachment(s): Exhibit A

Cc. Jason Debrincat - Town of Palm Beach  
Brent Whitfield – CMA

**EXHIBIT A - FEE PROPOSAL**  
**Town of Palm Beach**  
**Marina Compactor Relocation Design Services**

Chen Moore and Associates Project #

24-0431.P0015

	<b>Professional Staffing</b>						<b>Total</b>
Hourly Rate	CAD Technician \$85.00	Senior CAD Designer \$160.00	Project Landscape Architect \$120.00	Project Engineer \$125.00	Project Director \$190.00	Principal \$275.00	
<b>Task 1 – Plan Production and Design Phase</b>							
1.1 Schematic Design	16	8	32	32	32	28	\$24,260.00
1.2 Construction Document	24	32	24	120	24	8	\$31,800.00
1.3 Bid Documents				24	24		\$7,560.00
1.4 Coordinate with Town Staff for Approval			4	4	8	2	\$3,050.00
<b>Task 1 Total</b>	<b>\$3,400</b>	<b>\$6,400</b>	<b>\$7,200</b>	<b>\$22,500</b>	<b>\$16,720</b>	<b>\$10,450</b>	<b>\$66,670.00</b>
<b>Task 2 – Bid Phase and Award Services</b>							
2.1 Attend Pre-bid Meeting					4	4	\$1,860.00
2.2 RFI Responses				12	6		\$2,640.00
2.3 Construction Phase Services							\$0.00
<b>Task 2 Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$1,900</b>	<b>\$1,100</b>	<b>\$4,500.00</b>

**SUMMARY**

Task 1 – Plan Production and Design Phase	\$66,670
Task 2 – Bid Phase and Award Services	\$4,500
Topographic Survey Cost for Task 1	\$7,760
Reimbursable	\$500
<b>TOTAL</b>	<b>\$79,430</b>