

TOWN OF PALM BEACH

Information for Town Council Meeting on: November 12, 2024

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Robert Miracle, CPA Deputy Town Manager, Finance and Administration

FROM: Dean Mealy, II NIGP-CPP, CPPO Town Procurement and Contract Manager

RE: Resolution No. 147-2024, approving a purchase order to Applied Technology & Management, Inc. for construction administration for the Phipps Nourishment Project in the amount of \$353,270, approving a contingency in the amount of \$53,000 and approving a project budget in the amount of \$406,270

DATE: October 30, 2024

STAFF RECOMMENDATION

Staff recommends the Town Council approve Resolution No. 147-2024, approving a purchase order to Applied Technology & Management, Inc. (ATM) for construction administration for the Phipps Nourishment Project in the amount of \$353,270, approving a contingency in the amount of \$53,000 and approving a project budget in the amount of \$406,270.

SUMMARY EXPLANATION/BACKGROUND

The Town requires consulting services in support of planned beach construction during the 2024/25 dredging/beach construction season. The proposal is inclusive of support for three distinct construction efforts: the Phipps Nourishment Project, Sloan's Curve, Reaches 8 and 9 Dune Construction and Reach 2 Sand Forepassing. The proposal provides engineering, environmental, and construction support to facilitate these projects. ATM will serve as the Engineer of Record (EoR) and Town's technical representative for the three projects.

At the October Town Council meeting, Resolution No. 134-2024 was approved for the Phipps Ocean Park Beach Nourishment. This request compliments that award.

ATM is an awarded consultant for Coastal Engineering Services to provide this service.

The Scope of Services include:

- Task 1: Pre-Construction Administration and Coordination
- Task 1.1: Pre-Construction Administration and Coordination
- Task 1.1 Deliverables: A draft submittal for the pre-construction conference agenda will be provided to Town Staff for review and comment. Meeting minutes will be prepared.

- Task 1.2: Individual Project Approval (IPA) Submittals
- Task 1.2 Deliverables: IPA submittals for each project. Relevant correspondence with FDEP.
- Task 1.3: Queen Conch Field Surveys
- Task 1.3 Deliverables: Field investigation summary report. Relevant submittals and written correspondence with regulatory agencies.
- Task 2: Construction Administration and Observation – Phipps Nourishment Project
- Task 2.1: Engineering Observation and Administration
- Task 2.1 Deliverables: 1) A Daily observation report will be prepared by the on-site construction representative. This will be submitted to the Town electronically within 24 hours of the observations. 2) ATM will provide brief summary reports of project progress to the Town on a weekly basis. Additional documents will be prepared and submitted to the Town as appropriate during construction. 3) ATM will provide the Town with copies of permit-required regulatory agency submittals. 4) ATM will provide the Town with a recommendation for payment associated with Contractor invoice submittals
- Task 2.2: Project Review and Certification
- Task 2.2 Deliverables: 1) USACE project certification letter 2) FDEP project certification letter 3) Project QA Sediment Report 4) Any additional correspondence or documentation as required
- Task 2.3: Project Turbidity Monitoring
- Task 2.3 Deliverables: Daily turbidity monitoring reports; Relevant JCP correspondence.
- Task 3: Construction Administration and Observation – Sloan’s Curve, Reaches 8 & 9
- Task 3.1: Project Management and Site Inspection
- Task 3.1 Deliverables: 1) A Daily observation report will be prepared by the on-site construction representative. This will be submitted to the Town electronically within 24 hours of the observations (these may be combined with Phipps project reporting as appropriate). 2) ATM will provide brief summary reports of project progress to the Town on a weekly basis. Additional documents will be prepared and submitted to the Town as appropriate during construction (these may be combined with Phipps project reporting as appropriate). 3) ATM will provide the Town with copies of permit-required regulatory agency submittals. 4) ATM will provide the Town with a recommendation for payment associated with Contractor invoice submittals.
- Task 3.2: Project Review and Certification
- Task 3.2 Deliverables: 1) FDEP project certification 2) Project QA Sediment Report 3) Any additional correspondence or documentation as required
- Task 4: Construction Administration and Observation – Reach 2 Forepassing
- Task 4.1: Project Management and Site Inspection
- Task 4.1 Deliverables: 1) A Daily observation report will be prepared by the on-site construction representative. This will be submitted to the Town electronically within 24 hours of the observations. 2) ATM will provide brief summary reports of project progress to the Town on a weekly basis. Additional documents will be prepared and submitted to the Town as appropriate during construction (these may be combined with Phipps project reporting as appropriate). 3) ATM will provide the Town with copies of permit-required regulatory agency submittals. 4) ATM will provide the Town with a recommendation for payment associated with Contractor invoice submittals.

- Task 4.2: Project Review and Certification
- Task 4.2 Deliverables: 1) FDEP project certification 2) Project QA Sediment Report 3) Any additional correspondence or documentation as required

The proposal from ATM is attached for additional clarification.

FUNDING/FISCAL IMPACT

Funding for the purchase order will be from the respective Coastal Program.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.