



Work Proposal

Town of Palm Beach

Applied Technology & Management

Consulting Services

For

2024/25 Phipps Nourishment and Dune Project Construction Support

10/22/2024

This Work Order, when executed, shall be incorporated in and become an integral part of the Agreement for Professional Services between the Town of Palm Beach, Florida (Town), and Applied Technology & Management (ATM), to be executed, hereafter referred to as the Agreement.

Project Background

This proposal provides consulting services in support of planned beach construction by the Town during the 2024/25 dredging/beach construction season. This 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. This 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.

Specific Tasks are delineated within the following Scope of Services:

SCOPE OF SERVICES

Task 1: Pre-Construction Administration and Coordination

This following sub-tasks will be conducted to support project initiation, coordination and execution:



Task 1.1: Pre-Construction Administration and Coordination

ATM will coordinate pre-construction tasks with the contractor including review of required project pre-construction submittals. ATM will notice and direct a pre-construction conference with relevant parties including regulatory agencies, Town Staff and the project contractor. This meeting will satisfy pre-construction meeting specific conditions within the State and Federal permits. ATM will prepare a meeting agenda and project overview documents to support meeting execution.

ATM will support project related meetings on an as-needed basis as directed by Town Staff. These may include (but is not limited to) meetings with project area residents, regulatory entities, Town Council and Shore Board.

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

ATM will submit FDEP IPA submittals required under the Beach Management Agreement (BMA). Individual submittals will be prepared for each of the three projects. ATM will coordinate review with FDEP regulatory staff.

Task 1.2 Deliverables: IPA submittals for each project. Relevant correspondence with FDEP.

Task 1.3: Queen Conch Field Surveys

Given the recent ESA listing of queen conch, in-water field surveys will be conducted of the borrow area and nearshore beach template. This effort will include coordination with relevant Federal agencies regarding the potential presence of the specie within the project area and corrective actions required to facilitate the project if necessary.

This work will be implemented with significant support from Coastal Eco-Group (CEG) who will be responsible for the field surveys. As the extent of coordination is dependent on the results of the survey, a not to exceed budget has been established for this task in concert with CEG.

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

ATM will provide project administration and observation to support project conformance with the plans and specifications, project permit and conditions of the construction contract. Specific sub-tasks include the following:



Task 2.1: Engineering Observation and Administration

ATM will provide engineering construction support services on an as needed basis as required for Project Certification and as directed by the Town. ATM will provide construction observation through daily on-site review of construction progress with the Contractor and Town. On-site visits will be conducted based on construction progress by the Contractor and in consultation with the Town. ATM will observe the construction with regard the Contractor's compliance to the contract plans and specifications and regulatory permit conditions. ATM will notify the Town and construction Contractor of any observed deficiencies. ATM will provide on-site coordination with the Contractor and Town as part of this task. During the construction process ATM will provide administrative support on an as-needed basis including Contractor coordination and review of Contractor invoices. Upon notification from the Contractor of completion of construction, ATM will coordinate a site inspection and develop a punch-list for the Contractor to complete prior to a recommendation for final payment. ATM will coordinate with the Town and Contractor as necessary to address field changes, payment requests, punch list completion, and permit-required submittals to the regulatory agencies.

ATM senior staff will attend a weekly project update and coordination meeting with the Town and Contractor. Regular observations will be conducted by local ATM staff with experience in beach construction.

This task is based on the assumption of an approximate 60-day (40 days active construction) construction timeline with a total daily time commitment during active construction on the order of eight hours by key observation staff. Additional senior support is included in concert with this effort.

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

ATM will prepare Project Certification documentation for submittal to the FDEP and USACE. This will include development of signed and sealed Project Certifications for both the FDEP and USACE. Project performance monitoring as required by project permit will be conducted under annual monitoring efforts beyond this scope. ATM will prepare a final project sediment QA report



consistent with the requirements of the project QA/QC Plan. This effort will include collection of sand samples for mechanical sieving.

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

ATM will oversee and direct permit required turbidity monitoring. This work will be implemented with significant support from Olin Hydrographic Solutions, Inc. (OHS) who will be responsible for the daily turbidity field monitoring. Turbidity will be monitored utilizing drone technology in coordination with FDEP JCP.

Task 2.3 Deliverables: Daily turbidity monitoring reports; Relevant JCP correspondence.

Task 3: Construction Administration and Observation – Sloan’s Curve, Reaches 8 & 9

ATM will provide project administration and observation to support project conformance with the plans and specifications, project permit and conditions of the construction contract. Specific sub-tasks include the following:

Task 3.1: Project Management and Site Inspection

ATM will provide engineering construction support services to accommodate the construction of the Sloan’s Curve, Reach 8 and 9 Truck Haul Dune Projects utilizing stockpiled sand from the Phipps Nourishment Project dredge operations. This effort will be an extension of the effort as defined in Task 2 to accommodate the additional Sloan’s Curve, Reach 8 and 9 project construction.

This task is based on the assumption of a 20-day active construction timeline occurring in parallel with the Phipps Project construction with a total daily time commitment on the order of eight hours by additional key observation staff. Additional senior support is included in addition to this effort.

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

ATM will prepare Project Certification documentation for submittal to the FDEP for the combined truck haul dune construction effort. This will include development of signed and sealed Project Certifications for the FDEP. Project performance monitoring as required by project permit will be conducted under annual monitoring efforts beyond this scope. ATM will prepare a final project sediment QA report consistent with the requirements of the project QA/QC Plan. This effort will include collection of sand samples for mechanical sieving.

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

ATM will provide project administration and observation to support project conformance with the plans and specifications, project permit and conditions of the construction contract. Specific sub-tasks include the following:

Task 4.1: Project Management and Site Inspection

ATM will provide engineering construction support services to accommodate the construction of Reach 2 Sand Forepassing project utilizing sand from the existing Reach 1 berm profile within the project footprint of the USACE Inlet Maintenance placement template.

This task is based on the assumption of a 10-day active construction timeline conducted prior to the USACE inlet maintenance project.

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

ATM will prepare Project Certification documentation for submittal to the FDEP for the Reach 2 sand forepassing project. This will include development of signed and sealed Project Certification. Project performance monitoring as required by project permit will be conducted under annual monitoring efforts beyond this scope. ATM will prepare a final project sediment QA report consistent with the requirements of the project QA/QC Plan. This effort will include collection of sand samples for mechanical sieving.

Task 4.2 Deliverables:

- 1) FDEP project certification
- 2) Project QA Sediment Report
- 3) Any additional correspondence or documentation as required

FEES

A summary of project Fees by Task is provided in Table 1 below. *Invoicing shall be on a time and materials basis not to exceed the total task budget outlined herein consistent with the Agreement.*



TABLE 1

Proposal Fees by Task

	Task Description and Breakdown	ATM Total Labor	Sub-consultant	Internal Direct Expenses*	Total Task Budget
Task 1	Pre Construction Admin & Coord.				
1.1	Pre Construction Admin & Coord.	\$8,430.00			\$8,430.00
1.2	IPA Submittals	\$8,920.00			\$8,920.00
1.3	Queen Conch Field Surveys	\$6,820.00	\$60,000.00		\$66,820.00
	Total Cost - Task 1	\$24,170.00	\$60,000.00	\$0.00	\$84,170.00
Task 2	Construction Administration and				
2.1	Engineering Observation and Administration	\$87,900.00		\$1,000.00	\$88,900.00
2.2	Project Review and Certification	\$21,000.00		\$5,000.00	\$26,000.00
2.3	Turbidity Monitoring	\$11,700.00	\$61,500.00	\$0.00	\$73,200.00
	Total Cost - Task 2	\$120,600.00	\$61,500.00	\$6,000.00	\$188,100.00
Task 3	Construction Administration and Observation - Sloans & Reaches 8 & 9				
3.1	Engineering Observation and Administration	\$32,300.00		\$500.00	\$32,800.00
3.2	Project Review and Certification	\$10,750.00		\$2,000.00	\$12,750.00
	Total Cost - Task 3	\$43,050.00	\$0.00	\$2,500.00	\$45,550.00
Task 4	Construction Administration and Observation - Reach 2				
2.1	Engineering Observation and Administration	\$22,200.00		\$500.00	\$22,700.00
2.2	Project Review and Certification	\$10,750.00		\$2,000.00	\$12,750.00
	Total Cost - Task 4	\$32,950.00	\$0.00	\$2,500.00	\$35,450.00
	Total Task Order Costs	\$220,770	\$121,500	\$11,000	\$353,270



SCHEDULE

ATM can initiate services immediately upon receipt of Notice to Proceed (NTP). It is noted that execution of this Scope of Services is contingent on actions by others, particularly the construction contractor.


The following schedule is assumed.

TASK	ESTIMATED COMPLETION
Task 1: Pre-construction Tasks	The Pre-Construction Conference (Task 1.1) will be conducted on a date as directed by Town Staff. Task 1.2 and 1.3 will be completed on an as-needed basis
Task 2: Construction Administration and Observation – Phipps	Active Construction will be completed by May 1, 2024. Site Remediation to be completed by June 1, 2024. Project Certification to be completed within 90 days of project completion
Task 3: Construction Administration and Observation – Sloan's, Reaches 8 & 9	Active Construction to be completed by May 1, 2024. Site Remediation to be completed by June 1, 2024. Project Certification to be completed within 90 days of project completion.
Task 2: Construction Administration and Observation – Reach 2 Forepassing	Active Construction to be completed by May 1, 2024. Site Remediation to be completed by June 1, 2024. Project Certification to be completed within 90 days of project completion.

Should you have any questions regarding this proposal, please feel free to contact me at your convenience.

Sincerely,

Applied Technology & Management, Inc.



Michael G. Jenkins, Ph.D., P.E.
Coastal Engineering Principal

