



April 25, 2025

SENT VIA EMAIL
(DMealy@TownofPalmBeach.com)

Dean Mealy, II
Purchasing Manager
Town of Palm Beach
360 S. County Road
Palm Beach, FL 33480

Subject: **PAVING OVERSIGHT – PROJECT PHASE 5N and 6N**
CMA Proposal: P25.431.00XX

Dear Mr. Mealy:

Chen Moore and Associates (CMA) is pleased to submit the attached proposal for professional services to provide construction oversight of paving operations related to Phases 5 North (5N) and 6 North (6N) of the Townwide Electric Utility Undergrounding project. The focus of CMA's effort will be providing a person to act as a liaison with Town Staff, the Contractor, and residents of field operations.

It is assumed that the work to be performed by the Town's selected contractor will be focused entirely on milling and paving streets that had been impacted by the undergrounding which is generally as follows:

- Phase 5N is bordered on the north by Country Club Road from the Intracoastal Waterway to N. County Road. Bordered on the south by Plantation Road. And proximately 200 feet south of Southland Road and to the north edge of Palm Beach Country Club and includes Ocean Lane.
- Phase 6N is bordered on the north by N Woods Road from the Intracoastal Waterway to N. County Road. Bordered on the south by Kawama Lane/ Chateaux Drive and includes Bermuda Lane and Casa Bendita. Work includes the adjustment or replacement of existing manhole rims, storm inlet grates, valve boxes prior to resurfacing and includes the milling and resurfacing of the listed streets. Work also includes the removal and replacement of selected curbing and driveways throughout the limits.
- Outside the limits of Phase 5N and 6N, the work also includes the removal and replacement of concrete sidewalk and concrete driveway aprons within the 400 Block of Australian Avenue, 400 Block of Chilean Avenue, 200-400 Block of Seaview Avenue, and Coconut Row from Seaview Avenue to Brazilian Avenue.

The work will also include all necessary public notice and maintenance of traffic in accordance with the Town's requirements and standard procedures.

I. SCOPE OF SERVICES

The Scope of Services is comprised of the following tasks:

- Task 1 – Meetings and Coordination
- Task 2 – Resident Outreach
- Task 3 – Construction Observation
- Task 4 – Pay Application, Submittal Review, and Project Closeout

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

Task 1 – Meetings and Coordination

The Consultant will prepare for and attend a kick-off meeting with the Town and the Contractor to establish lines of communication, expectations, and procedures for the performance of the paving work. In the kickoff meeting the technical specifications, standards, and construction requirements for the work will be reviewed in detail.

After the kickoff meeting, the Consultant will prepare for and attend up to four (4) progress meetings to review the work completed, discuss any issues or concerns, and maintain progress. The Consultant will prepare an agenda and meeting summary for the kickoff meeting and each progress meeting to document the status of the work. In addition to formal meetings, the Consultant will review and record all correspondence associated with the work in cooperation with the Town.

Task 2 – Resident Outreach

The Consultant will coordinate with Town Staff and Code Enforcement to make sure that any landscaping that is in the right of way and in conflict with the paving operation is trimmed in advance of equipment mobilization. The Consultant will coordinate to make sure that residents are contacted, and door hangers are placed at all affected residences to alert everyone to the upcoming milling and paving operations and potential for short-term roadway closures. The Consultant will provide staff to respond to resident phone calls or field meetings to address questions or concerns with the construction activities. The Consultant will inform Town staff of resident concerns and respond to all inquiries directly in cooperation with Town staff directives.

The Consultant will also coordinate with the Contractor and Town staff to make sure that workable Maintenance of Traffic (MOT) plans are prepared for road closures and traffic management during equipment mobilization, milling and paving. The Consultant will ensure that MOT plans are prepared in sufficient advance of mobilization such that Town staff can post notifications of the changes in traffic patterns for public information.

Task 3 – Construction Observation

The Consultant will provide routine field inspections during the set-up of MOT, field oversight of milling and paving crews, and inspection of cleanup and demobilization during each day of construction activities. The Consultant's field inspector will also prepare a daily report for each day's inspections to document activities for the Town's reference.

Task 4 – Pay Application, Submittal Review, and Project Closeout

The Consultant will provide a thorough review of each payment application submitted by the Contractor, and after coordinating all comments will provide a recommendation for payment to the Town. For the purposes of this proposal, it is assumed there will be six (6) payment applications reviewed. The Consultant will also review any additional submittals such as change order requests or shop drawings for potential substitutions. Considering the existing contract will already be in place and the work is not complex, it is assumed that no more than eight (8) submittals will require review by the Consultant. Once all paving has been completed, the Consultant will provide review of all records and documentation to the Town.

II. SCHEDULE

Based on the nature of the construction observation element of the proposed effort, the schedule is largely dependent on the means and methods of the selected contractor and how the work proceeds. For the purposes of this proposal, it is assumed that the work can be completed in less than six (6) months and assumes one (1) month for administrative elements. If the Contractor is able to find efficiencies in the process, it is anticipated the work could be completed sooner.

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:

1. Procuring field survey of topographic features.
2. Grading and drainage design.
3. Designing the replacement or rehabilitation of existing facilities.
4. Permitting for any activities related to the work.
5. Storage of samples or laboratory testing and related coordination.

IV. COMPENSATION

CMA will be compensated for the services described on an hourly basis in the amount of **\$244,030.00** per attached Exhibit A.

Should you have any questions, I can be reached via email at bchilders@chenmoore.com.

Respectfully submitted,



Brad Childers, PE
Project Engineer
Chen Moore and Associates
Attachments: Exhibit A: Detailed Fee Estimate

EXHIBIT A - FEE PROPOSAL
Town of Palm Beach
PAVING OVERSIGHT – UNDERGROUNDING PROJECT PHASE 5N and 6N

Chen Moore and Associates Project # P25.431.00XX

	Principal Engineer \$330.00	Project Director \$215.00	Project Manager \$180.00	CMA Project Engineer \$190.00	Associate Engineer \$135.00	Senior Const Specialist \$150.00	Clerical \$120.00	Total
Hourly Rate								
TASK 1 – Meetings and Coordination								
1.1 Kickoff meeting (Prepare/Attend/Document)		2		2	6	2		\$1,920.00
1.2 Up to 4 progress meetings (Prepare/Attend/Document)		10		10	10	10		\$6,900.00
Task 1 Total Fee	\$0	\$2,580	\$0	\$2,280	\$2,160	\$1,800	\$0	\$8,820.00
Task 1 Total Hours	0	12	0	12	16	12	0	52
TASK 2 – Resident Outreach								
2.1 Pre-mobilization coordination with Town staff and residents		8		8	24			\$6,480.00
2.2 Coordination with residents during mob/demob		4		4	20			\$4,320.00
2.3 Coordinate public notification of MOT with Town		4		8	24			\$5,620.00
Task 2 Total Fee	\$0	\$3,440	\$0	\$3,800	\$9,180	\$0	\$0	\$16,420.00
Task 2 Total Hours	0	16	0	20	68	0	0	104
TASK 3 - Construction Observation								
3.1 On-site field observations (Up to 960 hours assuming 8 hours/day for 6 months)		20		40	80	880		\$154,700.00
3.2 Prepare Documentation / Review Reports and Videos / Track Progress		6		12	30	120		\$25,620.00
Task 3 Total Fee	\$0	\$5,590	\$0	\$9,880	\$14,850	\$150,000	\$0	\$180,320.00
Task 3 Total Hours	0	26	0	52	110	1000	0	1188
TASK 4 – Pay Application, Submittal Review, and Project Closeout								
4.1 Review Pay Applications (Up to 6)		6		4	24	28		\$9,490.00
4.2 Review Submittals (Up to 8)		12		4	24	32		\$11,380.00
4.3 Project Closeout (Including Substantial, Punch List, and Final)		12		8	20	72		\$17,600.00
Task 4 Total Fee	\$0	\$6,450	\$0	\$3,040	\$9,180	\$19,800	\$0	\$38,470.00
Task 4 Total Hours	0	30	0	16	68	132	0	246

TOTAL FEE

\$244,030.00