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August 11, 2017  
August 31, 2017 (Revised)

SENT VIA E-MAIL  
[EBrown@TownofPalmBeach.com](mailto:EBrown@TownofPalmBeach.com)

Eric Brown, P.E.  
Assistant Director  
Town of Palm Beach  
Public Works Department  
951 Okeechobee Road  
West Palm Beach, FL 33401

**Subject: Town of Palm Beach Windsor Court Assessment  
CMA Proposal # P17.431.07 – Revision 1**

Dear Mr. Brown:

Chen Moore and Associates (CMA) is pleased to submit the attached Scope of Services to provide engineering consulting services for the Windsor Court Assessment. The work will be performed in accordance with the Continuing Services Contract between the Town and CMA.

### **PROJECT INTRODUCTION**

The residents of Windsor Court, Palm Beach have requested that the Town take ownership of the road easement as public right-of-way. The Town has requested that CMA perform an assessment of this easement to determine if it is compliant with Town standards and identify any deficiencies that may need to be corrected.

The "Owner" of the property are the Windsor Court residents (RESIDENTS)

The "Client" is the Town of Palm Beach (TOWN)

The "Consultant" is Chen Moore and Associates (CMA)

### **SCOPE OF SERVICES**

CMA will perform an assessment of the Windsor Court roadway easement from Cherry Lane to North County Road. The scope of services includes the following:

- Field visit to measure approximate roadway widths and observe condition of items within the easement
- Review of asbuilts and plats

- Review of street compared to Town Right-of-Way standards and applicable Town ordinances.
- (2) pavement cores to determine asphalt section
- Conceptual design and cost estimate for correcting deficiencies
- Technical memorandum outlining results of tasks above

### **ASSUMPTIONS**

The following assumptions were incorporated into the development of the scope. Should the assumptions change, the scope of services may change.

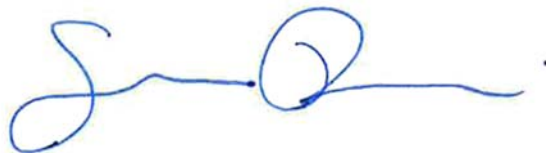
- TPB shall provide all available pertinent information including previous reports, as-built drawings, and any other information that may help to verify the existing conditions.
- Progress meetings are not included.
- Survey is not included
- Construction level plans are not included
- Bidding assistance is not included
- Landscape architecture services are not included
- Construction administration services are not included

### **SCHEDULE AND FEES**

The work will be completed within 30 days of the Notice to Proceed. The total lump sum fee is **\$6,115**. Fees will be billed on a monthly basis according to the percent complete.

Should you have any questions, please do not hesitate to contact me at my office at (561) 746-6900 x 1035, my cell phone at (954) 650-7996 or send me an electronic message at [sdombrowski@chenmoore.com](mailto:sdombrowski@chenmoore.com).

Respectfully submitted,



CHEN MOORE AND ASSOCIATES  
Suzanne Dombrowski, P.E., Envision SP  
Senior Engineer and West Palm Beach Branch Manager