



November 19, 2018

Ms. Patricia Strayer, P.E.  
Town of Palm Beach  
951 Old Okeechobee Road, Ste. "A"  
West Palm Beach, FL 33401

**RE: *Town-Wide Undergrounding of Utilities Program: Phase 5 Design Services***

Dear Patricia,

The Kimley-Horn and Associates, Inc. team ("Kimley-Horn") is pleased to submit this proposal to the Town of Palm Beach ("Town") for providing engineering services related to the design of Phase 5 for the Town-wide Undergrounding of Utilities Program. Our project understanding, scope of services, schedule, and fee follow.

**Project Understanding**

The Town has requested that the design phase for the two Phase 5 project areas (Phases 5 North and 5 South) commence now so that construction can begin on Phase 5 in 2021. These two areas will be from approximately Country Club Road to Plantation Road and from approximately Peruvian Avenue to Seaspray Avenue, generally west of Hibiscus Avenue to South Lake Drive. These areas are in general accordance with the overall program phasing limits identified in the master plan.

It is understood that FPL, AT&T, and Comcast all have facilities on utility poles in the Phase 5 areas. These poles are generally located in rear lot easements or in the public rights of way right of way. New underground electric and communications infrastructure is planned to be installed within the road rights of way and in new front lot easements to contain the new underground facilities. Once the new facilities have been installed, activated, and the services cut over, the rear lot poles and wires will be removed. Kimley-Horn will coordinate with FPL, AT&T and Comcast to develop the electric and communications infrastructure design for the area. In general, each utility will develop the electric and communications network design and Kimley-Horn will develop the detailed conduit plan to support the network designs prepared by each utility.

There are a number of light fixtures attached to the FPL poles through each of the Phase 5 project areas. It is understood that these existing street lights will need to be replaced with new FPL street lights where such lights exist in the right of way. Lights that exist in rear yard easements will not be replaced. The Town has identified traffic signal interconnect needs within the Phase 5 South project area. This conduit installation will be included with the undergrounding project. Network design of the cabling, connections, and programming will occur as a separate project.

There has been discussion regarding watermain replacements across the island that should occur during the undergrounding program. Discussions between the Town and the City have yielded a conclusion that watermain work would only be performed if required to move a watermain due to a conflict with the undergrounding work. Therefore, no intentional watermain replacement design is included in this proposal.

Based on this understanding, our detailed scope of services is provided below.

## **Scope of Services**

### **Task 1.1 – Phase 5 North Design (Country Club Road to Plantation Road)**

Kimley-Horn will conduct a kickoff meeting with the Town to coordinate our services. Kimley-Horn will conduct a site visit to review the field conditions and identify existing meter locations. Letter notification mailers will be provided to the Town to mail to affected residents. A design ticket will be called into Sunshine 811 such that utility companies having infrastructure in the area can be identified. We will then obtain and review available record drawings and data for the project area that may impact the design.

Kimley-Horn will perform a topographical survey of the public rights of way between Country Club Road and Plantation Road. Rim and invert elevations for storm and sanitary utilities will be provided. Topographical spot elevations will be shown on 100-foot intervals along the conduit routes with additional detail at each intersection. Landscape areas within 4-feet of the roadway curb will be identified, and trees larger than 6-inch in diameter within 4-feet of the roadway curb will be located. The survey will also provide parcel limits within the project area based on plat/property appraiser data, including platted easements.

Kimley-Horn will obtain the horizontal and vertical locations of a representative number of known utilities within the project area. Up to forty (40) soft-dig utility locates will be performed to determine the vertical and horizontal locations of known utilities. This information will be incorporated into the drawings to determine the proposed power and communication conduit runs within the right of way.

Kimley-Horn will review the survey and utility record drawing data obtained to develop an overall base map. Known and available utility record information will be added to the base map to aid in the coordination of the design efforts. This utility base map will be provided to FPL, AT&T, Comcast, and other communications companies, if applicable, for their use in their network design efforts.

Kimley-Horn will perform a geotechnical investigation within the project area. The purpose of this investigation is to gather information regarding the existing pavement and base thickness and provide information to the selected contractor regarding soil conditions that will be encountered on the project. Up to six (6) 10-foot deep Standard Penetration Tests will be performed in the Phase 5 North project area within the existing roadways to gather the geotechnical and pavement information. This information will be presented in a brief technical report.

We will coordinate the design of the underground infrastructure with FPL, AT&T, and Comcast in order to develop the supplementary conduit plan. It is understood that the Town will pay the design and construction fees assessed by FPL, AT&T, Comcast, and other communications companies (if applicable) directly. Aboveground infrastructure required to support the underground system (Transformers, switch cabinets, pedestals, etc.) will be shown on the plans. Service line routes to the individual homes will be schematically shown so that exact routes can be field coordinated with the property owners by the contractor during construction.

Kimley-Horn will perform individual commercial service conductor sizing and voltage drop calculations to verify the proposed commercial service conductors meet minimum NEC requirements and necessary ampacity ratings for the customer load. Up to three (3) commercial service conductors will be sized under this task. It is assumed that FPL will size all residential services and that these services will be owned and maintained by FPL.

It is anticipated that the final undergrounding construction documents may contain the following information:

- Cover Sheet
- Survey
- General Notes (up to 4 sheets)
- Overall Site Plan (up to 1 sheet)
- Conduit/Equipment plan (up to 28 sheets, 1"=20')
- Equipment Details (up to 3 sheets)
- Trench and Conduit Details (up to 1 sheet)
- Construction / Restoration Details (up to 1 sheet)
- Commercial Service Sizing Spreadsheet (up to 1 sheet)
- Street Light Replacement Locations and Details (up to 2 sheets)
- Landscape Plan (up to 10 sheets)
- Planting Details and Notes (up to 2 sheets)
- Technical Specifications

It is understood that the Town is pursuing the installation of FPL LED lighting and that FPL will perform the detailed design and installation of the poles, conductor, and service points. Kimley-Horn will provide a street lighting exhibit to FPL for use in their design of new LED lighting under the LT1 tariff. Use of this tariff is expected to minimize conduit needed for new street lighting. It is not expected that any conduit will need to be installed by the Town for street lighting, rather FPL will install necessary conduit when they install the new lights.

Kimley-Horn will submit deliverables for review at the following milestones:

- Survey Complete
- Utility Base Map Complete
- Equipment Location Map Complete
- Conduit Routing Complete

Kimley-Horn will address one (1) round of reasonable comments after Town review of the Equipment Location Plan and Conduit Routing Plan submittals. During the design process, we will continue to coordinate with FPL, AT&T, and Comcast to ultimately obtain their final network designs and cost estimates. An Opinion of Probable Cost for the project areas will be submitted with the Conduit Routing Final Construction Document submittal. We will also submit the plans to FPL, AT&T and Comcast for coordination purposes concurrently with the Town submittals. We have assumed that ARCOM review and approval will not be required for the landscaping that may be required to screen the above grade equipment on the project. If ARCOM approval is deemed to be required by the Town, we can provide these services as an additional service.

No Town infrastructure improvements beyond the underground conversion are currently contemplated in the Phase 5 North area. If it becomes known through our coordination with the Town during this phase of the project that infrastructure improvements should be incorporated into the design, we can perform such design as an additional service.

**Task 1.2 – Phase 5 South Design (Peruvian Avenue to Seaspray Avenue, generally west of Hibiscus Avenue to South Lake Drive)**

Kimley-Horn will conduct a kickoff meeting with the Town to coordinate our services. Kimley-Horn will conduct a site visit to review the field conditions and identify existing meter locations. Letter notification mailers will be provided to the Town to mail to affected residents. A design ticket will be called into Sunshine 811 such that utility companies having infrastructure in the area can be identified. We will then obtain and review available record drawings and data for the project area that may impact the design.

Kimley-Horn will perform a topographical survey of the public rights of way and accessible alleyways/easements between Peruvian Avenue and Seaspray Avenue, generally west of Hibiscus Avenue to South Lake Drive as shown on the Phasing Map within the master plan. Rim and invert elevations for storm and sanitary utilities will be provided. Topographical spot elevations will be shown on 100-foot intervals along the conduit routes with additional detail at each intersection. Landscape areas within 4-feet of the roadway curb will be identified, and trees larger than 6-inch in diameter within 4-feet of the roadway curb will be located. The survey will also provide parcel limits within the project area based on plat/property appraiser data, including platted easements.

Kimley-Horn will obtain the horizontal and vertical locations of a representative number of known utilities within the project area. Up to fifty-seven (57) soft-dig utility locates will be performed in order to verify the vertical and horizontal locations of known utilities. This information will be incorporated into the drawings to determine the proposed power and communication conduit runs within the right of way.

Kimley-Horn will review the survey and utility record drawing data obtained to develop an overall base map. Known and available utility record information will be added to the base map to aid in the coordination of the design efforts. This utility base map will be provided to FPL, AT&T, Comcast, and other communications companies, if applicable, for their use in their network design efforts.

Kimley-Horn will perform a geotechnical investigation within the project area. The purpose of this investigation is to gather information regarding the existing pavement and base thickness and provide information to the selected contractor regarding soil conditions that will be encountered on the project. Up to four (4) 10-foot deep Standard Penetration Tests will be performed in the project area within the existing roadways to gather the geotechnical and pavement information. This information will be presented in a brief technical report.

We will coordinate the design of the underground infrastructure with FPL, AT&T, and Comcast in order to develop the supplementary conduit plan. It is understood that the Town will pay the design and construction fees assessed by FPL, AT&T, Comcast, and other communications companies (if applicable) directly. Aboveground infrastructure required to support the underground system (Transformers, switch cabinets, pedestals, etc.) will be shown on the plans. Service line routes to the

individual homes and businesses will be schematically shown so that exact routes can be field coordinated with the property owners by the contractor during construction.

Kimley-Horn will perform individual commercial service conductor sizing and voltage drop calculations to verify the proposed commercial service conductors meet minimum NEC requirements and necessary ampacity ratings for the customer load. Up to ninety (90) commercial service conductors will be sized under this task. It is assumed that FPL will size all residential services and that these services will be owned and maintained by FPL. Existing underground services will be maintained to the greatest extent practical although it is anticipated that some will need to be replaced in order to convert the service from the rear alley to the front street. Within Phase 5 South, it is anticipated that some amount of infrastructure will need to be converted underground within the rear alleys as there may be no practical way to convert the service to the front street due to the lack of space between adjacent buildings/properties (i.e. new services will not be proposed to be installed below existing buildings).

It is anticipated that the final undergrounding construction documents may contain the following information:

- Cover Sheet
- Survey
- General Notes (up to 4 sheets)
- Overall Site Plan (up to 1 sheet)
- Conduit/Equipment plan (up to 34 sheets, 1"=20')
- Equipment Details (up to 6 sheets)
- Trench and Conduit Details (up to 2 sheets)
- Construction / Restoration Details (up to 2 sheets)
- Electrical Service Sizing Spreadsheet (up to 2 sheets)
- Street Light Replacement Location Exhibit (up to 2 sheets)
- Landscape Plan (up to 14 sheets)
- Planting Details and Notes (up to 2 sheets)
- Technical Specifications

It is understood that the Town is pursuing the installation of FPL LED lighting and that FPL will perform the detailed design and installation of the poles, conductor, and service points. Kimley-Horn will provide a street lighting exhibit to FPL for use in their design of new LED lighting under the LT1 tariff. Use of this tariff is expected to minimize conduit needed for new street lighting. It is not expected that any conduit will need to be installed by the Town for street lighting, rather FPL will install necessary conduit when they install the new lights.

Kimley-Horn will submit deliverables for review at the following milestones:

- Survey Complete
- Utility Base Map Complete
- Equipment Location Map Complete
- Conduit Routing Complete

Kimley-Horn will address one (1) round of reasonable comments after the review period. During the design process, we will continue to coordinate with FPL, AT&T, and Comcast to ultimately obtain their

final network designs and cost estimates. An Opinion of Probable Cost for the project areas will be submitted with the Conduit Routing Final Construction Document submittal. We will also submit the plans to FPL, AT&T and Comcast for coordination purposes concurrently with the Town submittals. We have assumed that ARCOM review and approval will not be required for the landscaping that may be required to screen the above grade equipment on the project. If ARCOM approval is deemed to be required by the Town, we can provide these services as an additional service.

Town infrastructure improvements beyond the underground conversion in the Phase 5 South project area include a traffic signal interconnect. This conduit will be shown on the supplementary conduit plans. No other Town infrastructure improvements beyond this and the underground conversion are currently contemplated in the Phase 5 South area. If it becomes known through our coordination with the Town during this phase of the project that infrastructure improvements should be incorporated into the design, we can perform such design as an additional service.

### **Task 1.3 – Permitting Assistance [Phase 5 South]**

It is anticipated that the following permits will be required for this project from the following agencies:

- Florida Department of Transportation (FDOT) General Utility Permit
- Florida Department of Transportation (FDOT) Landscaping Permit
- Florida Department of Transportation (FDOT) Construction Agreement and Maintenance Memorandum of Agreement (MMA)

Kimley-Horn will respond to a maximum of one (1) request for additional information from the FDOT. Additional revisions or changes in response to subsequent review comments requested by the Town shall be provided as an Additional Service. Any significant plan revisions caused by changing agency criteria after our initial design is reviewed with each appropriate agency and similar factors outside of Kimley-Horn's control, additional meetings or coordination will be considered as Additional Services.

Building Department Permits, if required for service conversions, will be prepared and submitted by the Town's Construction Manager during construction.

### **Task 1.4 – Bid Phase Services**

Kimley-Horn will prepare the construction documents for bidding by the Town's Construction Manager. We will prepare the construction documents for bidding, attend pre-bid meetings for the north and south project areas (up to two (2) pre-bid meetings) and respond to requests for clarification during the bidding process. We will review the bid proposals received for each project area and attend up to four (4) meetings with the Town to discuss our comments. A summary memorandum will be provided to the Town describing the results of the bidding process.

It has been assumed that the Town or Construction Manager will prepare the "front end" bidding instructions and contract paperwork. Therefore, the preparation of these items is not included in this proposal.

### **Task 1.5 – Easement Assistance**

Kimley-Horn will coordinate with the Town Project Manager during the easement acquisition process for Phase 5 North and Phase 5 South. We will research the online Palm Beach County Clerk's records for evidence of existing utility easements within the project area that can be reused for this project. Title searches will not be performed. It is assumed that if a title search for easements on a particular property is required, the Town Attorney's office will coordinate and obtain the title search results. Existing easements that are found in the public record will be plotted on the survey and utility base map.

We will develop easement exhibits for use as discussion tools during meetings with property owners to discuss the easement request. We will conduct field meetings with those property owners where easements are being sought for the proposed electric and communications equipment. The purpose of the meetings will be to explain the easement request to the property owner, address questions/concerns they may have, and work to accommodate any reasonably implementable suggestions they may have related to the placement of equipment on their property.

Easements for equipment will be defined on the construction plans. Once a verbal agreement is reached with a property owner for an easement, Kimley-Horn will provide a separate basic sketch and legal description signed and sealed by a registered Florida surveyor for the proposed easement. We have included an allowance budget for our surveyor to describe these easements, which assumes up to one hundred nineteen (119) easements for above-ground equipment will be provided under this task. This does not include easement acquisition services for significant equipment locations in Phase 5 which have been authorized under a separate purchase order.

It is understood that the preparation of the letter notices, easement documents (except the legal sketch and description), follow up and acquisition of the executed easement documents, and recording of the final executed easements will be the responsibility of the Town Project Manager and therefore have not been included in our scope of services.

### **Task 1.6 – Meetings (Design Phase)**

Kimley-Horn and our sub-consultant team members, as appropriate, will attend scheduled project meetings as described below during the design phase of the project:

- Project kick off meeting
- Project team meetings (monthly, up to twelve (12) meetings)
- Underground Utility Task Force Meetings (monthly, up to six (6) meetings)
- Town point-of-contact meetings and other general meetings with Town staff, utility owners, etc. (up to six (6) meetings)
- Stakeholder meetings (FPU, FDOT, Community, etc.) (up to six (6) meetings)

### **Additional Services**

Any services not specifically provided for in the above scope, as well as any changes in the scope requested by the Town, will be considered additional services and will be performed based on proposals approved prior to performance of the additional services.



## Information and Services Provided By the Town

The following information shall be provided to Kimley-Horn:

- Utility Record Drawing Information as may be available
- Access to the Project Areas
- Town Project Manager services to prepare letter notices, easement documentation package, coordinate the execution of easements, perform title searches (if required), and recording of easements.
- Access to Town facilities for public meetings and public gatherings as needed

## Schedule

Kimley-Horn will perform the scope of services above as expeditiously as practical to meet a mutually agreed upon schedule. It is anticipated that services will begin in January 2019 and will be completed by May 2021.

## Fee and Billing

Kimley-Horn will perform the services in Tasks 1.1 through 1.4 for the total lump sum fees listed below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client. Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

Task 1.1 – Phase 5 North Design	\$454,210
Task 1.2 – Phase 5 South Design	\$606,951
Task 1.3 – Permitting Assistance [Phase 5 South]	\$ 17,100
Task 1.4 – Bid Phase Services	\$ 37,899

Kimley-Horn will perform the services in Tasks 1.5 and 1.6 on a labor fee plus expense basis with the estimated labor and expense fees shown below. Kimley-Horn will not exceed the total maximum labor and expense fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate budgets among tasks as we deem necessary. Due to the complexity and unknown elements of the easement acquisition process, the budget amount may fluctuate greatly.

Task 1.5 – Easement Assistance	\$218,600
Task 1.6 – Meetings [Design Phase]	\$ 77,911

An allowance budget has been provided for easement sketch and legal descriptions provided by the project surveyor. This allowance is based on the estimated one hundred nineteen (119) easements required for Phase 5.

Legal Sketch and Description Allowance [Phase 5]	\$ 35,689
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**Closure**

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in the Master Professional Services Agreement between the Town of Palm Beach and Kimley-Horn and Associates, Inc., Professional Engineering Services for the Town-Wide Undergrounding of Utilities Program RFQ No. 2016-07, which are incorporated by reference. As used in the Agreement, the term "CONSULTANT" shall refer to Kimley-Horn and Associates, Inc., and the term "TOWN" shall refer to The Town of Palm Beach.

If you concur in all the foregoing and wish to direct us to proceed with the services, please notify us by providing a purchase order for the scope and fee described above.

We appreciate the opportunity to provide these services to you. Please contact me at (561) 840-0820 or [kevin.schanen@kimley-horn.com](mailto:kevin.schanen@kimley-horn.com) should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'KS' or 'K. Schanen', is positioned above the typed name.

By: Kevin Schanen, P.E.  
Senior Vice President

**Attachment**

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