



500 Australian Ave S, Ste. 850
West Palm Beach, FL 33401
Phone: +1 (561) 746-6900
Fax: +1 (561) 746-8333
www.chenmoore.com

February 22, 2019

SENT VIA EMAIL
(DBasha@TownofPalmBeach.com)

Duke Basha
Assistant Purchasing Manager
Town of Palm Beach
Purchasing Division
360 S. County Road
Palm Beach, FL 33480

**Subject: WORTH AVENUE INFRASTRUCTURE IMPROVEMENTS
CONSTRUCTION SERVICES
CMA Proposal No. P19.431**

Dear Duke:

Chen Moore and Associates (CMA) is pleased to submit the attached Agreement for Professional Services and Scope of Services to provide construction services associated with the Worth Avenue Infrastructure Improvements Project. This proposal defines the scope of work, schedule, and compensation for the construction services associated with this project.

I. SCOPE OF SERVICES

The Scope of Services is comprised of the following tasks:

- Task 1.1** – Review and Approval of Shop Drawings and Technical Submittals
- Task 1.2** – Respond to Contractor Requests for Information (RFI's)
- Task 1.3** – Pre-Construction and Progress Meetings
- Task 2.1** – Onsite Inspections and Oversight
- Task 3.1** – As-Built Review
- Task 3.2** – Material Testing Review
- Task 3.3** – Certification

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

Task 1.1 – Review and Approval of Shop Drawings and Technical Submittals

For scoping purposes, it is assumed there will be up to 40 shop drawings and technical submittals by the Contractor that will require review (10 submittals for water main

replacement and 30 submittals for drainage, sewer and paving). The review will include comparison of the Contractor's submitted documents to the requirements of the Contract Documents. The review also includes up to one re-submittal review for correction and revision by the Contractor per submittal package. In addition, any substantial deviation from the project requirements will be documented and returned to The Town's Project Manager (TOWN) with instructions on how to proceed based on the severity and nature of the deficiencies encountered.

Task 1.2 – Respond to Contractor Requests for Information (RFIs)

CMA will answer and address the contractor's Requests for Information (RFI) which requires interpretation of the plans. This task includes only those RFIs that are directly related to any original products prepared by CMA for the construction of this project and excludes interpretation of any documents originally created by the TOWN, the Contractor, or their sub-contractors and suppliers. For scoping purposes, it is assumed that a total of twenty (20) RFI's will be reviewed (5 submittals for water main replacement and 25 submittals for drainage, sewer and paving).

Task 1.3 – Pre-Construction and Progress Meetings

At the outset of the project, CMA will facilitate and conduct a Pre-Construction Meeting with the Town and the Contractor to review critical elements of the project and review considerations with respect to schedule, working hours, maintenance of traffic, staging and communication. Once NTP has been issued, CMA will facilitate progress meetings twice a month to review project progress and discuss any concerns. All meetings are assumed to be one hour in length. CMA will provide a sign-in sheet, agenda and summary for each meeting. The Pre-Construction Meeting will be attended by three (3) staff members from CMA: the Project Director (Engineer of Record), a Project Engineer and an Associate Engineer. Depending on the content of the meeting, the Progress Meetings will be attended by two (2) staff members from CMA, an Associate Engineer and either the Project Director or a Project Engineer. Given the predicted six (6) month construction duration, it is assumed that meetings will be weekly for the first two months and every other week for the remaining four months for a total of sixteen (16) progress meetings. It is assumed that no separate or additional meetings beyond progress meetings will be required with other residents, stakeholders or utility providers.

Task 2.1 – On-Site Inspections and Oversight

During the construction of the project, a designate of the Engineer of Record will be routinely on-site to perform inspections and observation of the work in progress. The objective of the site inspection is to assure the Engineer that the construction is being completed in substantial accordance of the contract documents. This task is directly related to the ultimate Certification of Construction at the conclusion of the project is only intended to provide information to the Engineer of Record.

For scoping purposes, it is assumed there will be three categories of CMA staff members performing site visits: Associate Engineer, Project Engineer, and Project Director (Engineer of Record). During construction activities it is assumed that the Associate Engineer will be on-site twice per day to observe the Contractor, the Project Engineer will

be on-site twice a week and the Project Director will be on-site or responding to calls and emails as needed. The hours assumed will be as follows:

- Associate Engineer (5 hours per day)
- Project Engineer (8 hours per week)
- Project Director (1 hour per week)

It is assumed that the time allocated for on-site inspections and oversight will also encompass several not construction related coordination items, including the following:

- Resident coordination
- Updates for Town Staff regarding road closures to include on the Town website
- Coordination with utility companies during construction
- Coordination with City of West Palm Beach regarding water main construction and documentation

As noted in the Construction Phasing Plan, the construction duration is anticipated to be 6 months. Additionally, 4 hours per month will be allocated to the review and approval of Pay Requests from the Contractor. Based on the overall construction cost, approximately 15% of the hours are assumed to be allocated to water main inspections related to the City of West Palm Beach facilities.

This time allocation assumes work progresses on week days and during normal working hours. Night work will be limited to no more than two occasions for tie-ins at the intersections and weekend work is not planned but will be coordinated with the Town staff if needed.

Near the conclusion of the construction phase, CMA will attend one Substantial Completion Inspection in order allow for Certification of Construction. The Engineer of Record, Project Engineer and Associate Engineer will attend the site meeting. Any punch-lists or correspondence related to the Substantial Completion Inspection will be forwarded to the Engineer of Record. One Final Completion walk-through will be held including the Engineer of Record, or his designate.

Task 3.1 – As-Built Review

CMA will review as-built drawings prepared by others and provide comments and/or recommended corrections. The intent of this sub-task is to allow the Engineer of Record to assure himself that all aspects of the project were constructed in substantial conformance to the Plans and Specifications thereby allowing his to certify the construction.

Task 3.2 – Material Testing Review

CMA will review material testing performed by the Contractor.

Task 3.3 – Certification

Upon completion of the Final Inspection CMA will issue a certificate that the project was completed in substantial accordance with the plans. The certificate will be signed and sealed by the Engineer of Record and delivered to the TOWN five (5) working days after the final set of as-builts are completed.

In addition, the certification task will incorporate permit certification with PBCHD and close-out of water main related documentation with the City of West Palm Beach. Because the water main will be constructed in two phases, there will be a partial and final close-out for the City of West Palm Beach permit with two separate sets of documentation submitted.

II. SCHEDULE

Construction is slated for May 1, 2019 – October 31, 2019.

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:

- Topographic Surveys
- Underground investigations
- Community workshops
- Public Information Mailings
- Contract Interpretation
- Construction Document Reproduction
- Preparation of As-Built Plans

IV. COMPENSATION

CMA will be compensated for the services described on a time and material basis in an amount of **\$142,670** per attached Exhibit A.

Should you have any questions, please do not hesitate to contact me at my office at (561) 746-6900 x 1160, my cell phone at (561) 329-1797 or send me an electronic message at bwhitfield@chenmoore.com.

Respectfully submitted,



CHEN MOORE AND ASSOCIATES
Brent Whitfield/ Senior Project Manager

Attachment(s): Exhibit A

Cc. Mike Roach - Town of Palm Beach

EXHIBIT A - FEE PROPOSAL
Town of Palm Beach
Worth Avenue Infrastructure Improvements Construction Services

Chen Moore and Associates Project #

P19.431

	Professional Staffing							Total
	Senior CAD Technician	Clerical	Senior Designer	Associate Engineer	Project Engineer	Senior Project Manager	Project Director	
Hourly Rate	\$85.00	\$60.00	\$105.00	\$115.00	\$125.00	\$170.00	\$190.00	
TASK 1 – Pre-Construction Services and Coordination								
1.1A Review and Approval of Shop Drawings (Up to 10 for Water Main)				20	2			\$2,550.00
1.1B Review and Approval of Shop Drawings (Up to 30 for Drainage/Sewer/Paving)				60	6			\$7,650.00
1.2A Contractor RFI Responses (Up to 5 for Water Main)				10	5			\$1,775.00
1.2B Contractor RFI Responses (Up to 15 for Drainage/Sewer/Paving)				30	15			\$5,325.00
1.3.1 Pre-Construction Meeting				8	4		2	\$1,800.00
1.3.2 Progress Meetings (Up to 16)				64	16		16	\$12,400.00
Task 1 Total	\$0	\$0	\$0	\$22,080	\$6,000	\$0	\$3,420	\$31,500.00
TASK 2 – Onsite Inspections and Oversight								
2.1.1A Onsite Inspections (Assume 24 weeks - 15% of time for water main)				90	30		10	\$16,000.00
2.1.1B Onsite Inspections (Assume 24 weeks - 85% of time for drainage/sewer/paving)				510	162		14	\$81,560.00
2.1.2 Review of Pay Applications (Assume 6)				12	6		3	\$2,700.00
2.1.3 Substantial and Final Completion Walk-Throughs				12	6		8	\$3,650.00
Task 2 Total	\$0	\$0	\$0	\$70,380	\$24,750	\$0	\$5,130	\$103,910.00
TASK 3 – Project Close-Out								
3.1 As-Built Review				8	4		2	\$1,800.00
3.2 Material Testing Review				8	4		2	\$1,800.00
3.3A Certification (Partial and Final for Water Main)				8	6		2	\$2,050.00
3.3B Certification (Drainage/Sewer/Paving)				8	4		1	\$1,610.00
Task 3 Total	\$0	\$0	\$0	\$2,760	\$1,750	\$0	\$1,140	\$7,260.00

SUMMARY		WPB	TOWN	TOTAL
TASK 1 – Pre-Construction Services and Coordination	Water Main	\$4,325		
	Drainage/Sewer/Paving		\$27,175	
TASK 2 – Onsite Inspections and Oversight	Water Main	\$16,000		
	Drainage/Sewer/Paving		\$87,910	
TASK 3 – Project Close-Out	Water Main	\$2,050		
	Drainage/Sewer/Paving		\$5,210	
TOTAL		\$22,375	\$120,295	\$142,670