



TOWN OF PALM BEACH

Purchasing Department

12 August 2019

Mr. Walter Rodriquez, President
C&W Pipeline Inc.
13101 N.W. 42nd Avenue
Opa Locka, Florida 33054

RE: Town of Palm Beach – Worth Avenue Infrastructure Improvements; Bid No. 2019-08

Dear Mr. Rodriquez,

Please be advised that the Town of Palm Beach has made a business decision to Terminate the Contract for the Worth Avenue Infrastructure Improvements for Convenience as outlined under 65-A.B. and C.

As such, C&W is required to Stop all Work immediately; place no further subcontracts or orders for materials, services, or facilities; and terminate all subcontracts.

In consultation with Chen-Moore and Associates who was assigned this project for Construction Management Services and with our internal project managers, it was clearly noted that there is only 45% of the contract schedule remaining; however, approximately 70% of the work remains to completed.

A Recovery Schedule was requested of which was never submitted three weeks ago. Additionally, on August 8th, it was noted during a visual inspection of the work installed, non-compliance with technical specifications of the Contract Documents.

Chen-Moore has documented concerns regarding the schedule which have been conveyed to C&W throughout the process of the project including at the regularly held progress meetings every two weeks. On July 18th, a letter was issued by Chen-Moore requesting C&W demonstrate their ability to complete the work on-time by providing a Recovery Schedule in accordance with Subsection 1.10 of Section 01311 of the Contract Documents based on discrepancies between the schedule provided by C&W and the work completed at that time.

I am enclosing all Meeting Minutes in addition to a letter from Chen-Moore dated August 8, 2019 to my attention detailing Contractor Performance and Construction Schedule.

The Early Termination Claim shall be strictly limited to payment for those portions of the Work, including Contractor's reasonable profit therefore, and properly performed prior to the Town's issuance of Termination for Convenience. This determination will be collectively made by your firm, Chen-Moore and the Town no later than August 16th.

Performance and Schedule were the driving force for the termination. With this being stated, liquated damages would have been an issue within a very short period of time. Additionally, we have a responsibility to the residents who are paying for both performance and schedule.

Should you have any questions, please do not hesitate to contact me.

Respectfully,



Dean Mealy, II
CPPO, Tow Purchasing Manager

Attachments

CC: Paul Brazil, Director, Public Works
Patricia Strayer, Town Engineer
Jason Debrincat, Senior Project Engineer
Mike Roach, Project Engineer
Brent Whitfield, Chen-More
Mike Wood, Chen-Moore
Duke Basha, Assistant Purchasing Manager



August 8, 2019

Dean Mealy, II
Town Purchasing Manager
Town of Palm Beach
Purchasing Division
951 Okeechobee Road, Suite D
West Palm Beach, FL, 33401

**Subject: Worth Avenue Infrastructure Improvements
Contractor Performance and Construction Schedule**

Mr. Mealy:

Chen Moore and Associates (CMA) was contracted by the Town of Palm Beach (Town) to provide Construction Phase Services for the Worth Avenue Infrastructure Improvements project. We are providing this letter to assess the performance of C&W Pipeline (C&W) to date with respect to the requirements of the Contract Documents for this project.

As detailed in the Contract Documents, the schedule for the Worth Avenue Infrastructure Improvements project states a start date for field operations of May 1, 2019 with Substantial Completion 150 calendar days later (September 28, 2019) and Final Completion scheduled for 30 days after Substantial Completion (October 28, 2019). As of the date of this letter, the project is 99 days from the official start of field activities which is 55% of the schedule defined in the Contract Documents.

The total Contract Value for the construction effort is \$1,397,989. At the time of this letter C&W has submitted Pay Applications for May and June with a total completed to date amount of \$233,080. Based on our daily reporting and monitoring of constructions activities, CMA estimates that the total value of work completed (not including materials delivered but not installed) as of August 8th is approximately \$400,000. This represents approximately 29% of the total contract value. The disparity between time remaining and work completed raises significant concerns on our behalf regarding the ability of C&W Pipeline to complete the work in accordance with the required schedule based on observed production rates.

Our concerns regarding the schedule have been relayed to C&W throughout the progress of the project including at the regularly held progress meetings every two weeks. On July 18th, a letter was issued by CMA requesting C&W demonstrate their ability to complete the work on-time by providing a Recovery Schedule in accordance with Subsection 1.10 of Section 01311 of the Contract Documents based on discrepancies between the schedule provided by C&W and the work completed at that time. As of August 8th, C&W has not provided a Recovery Schedule as requested.

In addition to the schedule of the project, there is evidence that the work items that have been completed are not acceptable with respect to the technical specifications of the Contract Documents. Upon recent visual inspection, the joint between the sanitary sewer main and the newly installed SS-1 manhole was poorly constructed and significant infiltration of groundwater was observed. Within SS-1, the newly constructed bench was poorly finished and construction debris was left inside.



In consideration of our observation of the work completed to date and considering there is approximately 71% of the work effort remaining but only 45% of the contract schedule available, it is the opinion of CMA that C&W has not demonstrated the ability to complete the remaining work defined in the Contract Documents within the schedule required, at their current rate of construction, notwithstanding any other agreements between the Town and C&W.

Should you have any questions or require any additional information, please contact me at (561) 746.6900 ext. 1160 or via email at bwhitfield@chenmoore.com.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "B. Whitfield", is written over a light gray, textured background.

CHEN MOORE AND ASSOCIATES
Brent Whitfield, P.E.
Engineer of Record

April 24, 2019

Ivan Leal
C&W Pipeline, Inc.
13101 NW 42nd Avenue
Opa-Locka, FL 33054

SUBJECT: Bid No. 2019-08
Worth Avenue Infrastructure Improvements
NOTICE TO PROCEED

Dear Mr. Leal,

As per our pre-construction meeting held on April 10, 2019, C&W Pipeline, Inc. representatives requested a written Notice to Proceed. Please consider this letter your Notice to Proceed, effective Monday, April 29, 2019. As per Negometrix Solicitation Package Documents, Section 1.2.2, "Time for Completion," final completion shall be achieved by October 31, 2019.

Purchase Order No. 190806 has been issued for this project.

The Town's Design Engineer for the project is Brent Whitfield, P.E., of Chen Moore & Associates. Justin Tagle and Mike Wood, also with Chen Moore & Associates, will be performing site inspections and monitoring throughout the duration of the project. All future inquiries, requests for payment, and other matters related to the execution of this project, should be directed to Brent Whitfield, with a copy to me, and the Town Engineer, Patricia Strayer, P.E., for the Town of Palm Beach.

If you have any questions or need further information, please do not hesitate to contact us at (561) 838-5440.

Sincerely,

Michael Roach, P.E.
Project Engineer

cc: H. Paul Brazil, P.E., Director of Public Works
Patricia Strayer, P.E., Town Engineer
Paul Colby, Facilities Division Manager
Brett Madison, Water Resources Division Manager
Brent Whitfield, P.E., Chen Moore & Associates



500 Australian Avenue South
Suite 850
West Palm Beach, FL 33401
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Fax: +1 561.746.8333
www.chenmoore.com

Pre-Construction Meeting Minutes

Date: April 10, 2019
Time: 9:30 AM
Location: Town of Palm Beach - Public Works and Engineering Department
Re: 400 Worth Avenue Infrastructure Improvements
Preconstruction Meeting
CMA Project No.: 431.022
TPB Project No.: 2019-08

INTRODUCTION:

1. Project Team Members

- a. Patricia Strayer, P.E., Town Engineer, Town of Palm Beach
- b. Jason Debrincat, P.E., Senior Engineer, Town of Palm Beach
- c. Mike Roach, P.E., Project Manager, Town of Palm Beach
- d. Brett Madison, Town of Palm Beach
- e. Paul Colby, Town of Palm Beach
- f. Martin Deloach, Town of Palm Beach
- g. Joe Walsh, Town of Palm Beach
- h. Curtis Krauel, Town of Palm Beach
- i. Laura Lee, P.E., Utility Engineer, City of West Palm Beach
- j. Brent Whitfield, P.E., Consultant Project Director, Chen Moore and Associates
- k. Mike Wood, Project Engineer, Chen Moore and Associates
- l. Justin Tagle, Associate Engineer, Chen Moore and Associates

2. Contractor Introductions

Notes:

Juan Urrutia will act as the project manager for C.W. Pipeline (CWP) and will handle all submittals and coordination. Mahylon Torres will be the Superintendent on-site daily for CWP. Walter Rodriguez, President of CWP, reassured the Town that this was a high priority job for his company.

TPB requested an emergency contact list from CWP listing contacts in order of importance.

3. Attendance Sign-In Sheet

KEY CONTACTS:

Organization	Title	Name	Phone	Email
Town of PB	Project Manager	Mike Roach	561-227-7016	mroach@townofpalmbeach.com



Chen Moore	Engineer of Record	Brent Whitfield	561-329-1797	bwhitfield@chenmoore.com
Chen Moore	Const Manager	Mike Wood	561-568-3452	mwood@chenmoore.com
Chen Moore	Field Inspector	Justin Tagle	561-358-6400	itagle@chenmoore.com

1. Daily communication and coordination will be managed by the Field Inspector.
2. Submittal reviews, progress meetings, and field direction will be sent to the Field Inspector and will be copied to the Construction Manager and Engineer of Record.

Notes:

Only the Town of Palm Beach (TPB) and Chen Moore & Associates (CMA) are to give direction regarding the construction of this project. All complaints from residents must be forwarded to TPB and CMA.

PROJECT OVERVIEW:

1. Location
 - a. Worth Avenue from intersection with Peruvian Avenue on the west to Coconut Row on the east.
 - b. Contractor to be aware of residential and commercial activities within the project area. Contractor will be required to coordinate with the Everglades Club regarding scheduling of work and work activities. Overall phasing and schedule described below.
 - c. Contractor to be aware of historic nature of the perimeter wall adjacent to the roadway in front of the residential property on the south and west side of Worth Avenue.
 - d. The Contractor's use of the project site shall be limited to its construction operations.
2. Staging Areas
 - a. Staging in the grassed area between Worth Avenue and the seawall to the south must be based on an agreement between the Contractor and the property's owner, the Everglades Club.
 - b. Contractor to protect and secure staging area.
 - c. It shall be the responsibility of the Contractor to ensure all storage and/or staging areas are cleaned and returned to prior conditions or better. No additional compensation will be provided to the Contractor.
3. Preconstruction Recordings
 - a. Prior to beginning work, the Contractor shall have a continuous color audio-video recording taken of the entire project area to serve as a record of preconstruction conditions.
4. Work Involved
 - a. Abandonment/removal of portions of existing 6-inch underground water main (AC/DIP)
 - b. Installation of new 8-inch DIP water main.
 - c. Installation of water main fittings, service connections, fire hydrant, etc
 - d. Line existing 8-inch & 12-inch gravity sewer main and rehabilitate existing manholes
 - e. Installation of new 12-inch gravity sewer main and related manholes
 - f. Extend and connect existing sanitary laterals
 - g. Installation of new 36-inch stormwater pipeline (RCP) and related manholes
 - h. Installation of new curb inlets and related drainage laterals

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- i. Installation of new curb, valley gutter and roadway
 - j. Protect existing landscaping and irrigation
 - i. Contractor shall repair irrigation immediately after damage and will be responsible for all costs associated with the protection, repair and restoration of the irrigation system.
 - ii. Contractor shall protect all trees during construction
5. Contractor will be responsible for exact measurements for pipe and fittings to tie into existing piping.
6. Existing utilities are depicted on the plan. Contractor is responsible for field verifying all existing utility locations prior to construction.
 - a. Contractor required to support existing utilities during construction. Cost of supporting existing utilities shall be included in the line item cost for adjacent work.
7. This is a line item project. Payment will be made based on actual quantity installed.
 - a. No separate payment will be made for any item that is not specifically set forth in the Contract Documents and all costs therefore shall be included in the line item prices named in the Bid Schedule.
 - b. No additional payment will be made for performing required tests and the furnishing of accurate As-builts.
 - c. All work shall include for all bid items to be completed, tested and ready for acceptance by the Town of Palm Beach
8. Guarantee shall be provided in accordance with Section 01005 of the Technical Specifications.
9. Record drawing requirements are included in Section 01720 of the Technical Specifications.

Notes:

The TPB heavily stressed the importance of preconstruction recordings including landscaping and structures outside of the right of way. CWP expressed that they have already completed a majority of the preconstruction videos. The sewer line will need to be recorded before and after the lining is conducted. CWP submittals will be sent to CMA with TPB copied.

WORK SCHEDULE AND PHASING:

1. Proposed Work Schedule from Contractor
2. Phasing Plan in Contract Documents
 - a. Field work starts May 1st and end October 31st.
 - b. Generally, assumes construction proceeds from west to east
 - c. Sequences water, then sanitary, then drainage
 - d. Minimizes closure of intersections at Peruvian Ave and Coconut Row
 - e. Phasing plan will need to be reviewed by Town Staff, adjacent residents, and management at Everglades Club

3. Notice to Proceed
4. Begin Field Operations
 - a. May 1, 2019
5. Construction Duration
 - a. Substantial Completion: 150 Calendar Days from start of field operations – Sept 28, 2019
 - b. Final Completion: 180 Calendar Days from start of field operations – Oct 28, 2019
6. Identify long lead items and critical path sequencing.
7. Sanitary bypass service for existing residences on west end of Worth Avenue must be provided as needed.
8. Maintenance of Traffic may require reversing one-way traffic at western end of Worth Avenue to allow access to residential properties

Notes:

CWP indicated that they intend to proceed with the work in general agreement with the approach shown in the Phasing Plan, with the following exceptions:

- All lining will be done at the beginning, before the water main work, to allow for access by residents
- For segments where new sewer will be constructed, they will be installing the drainage concurrently to limit dewatering days and to prevent undermining of the new sewer
- CWP prefers to finish with the tie-in of the drainage at Peruvian Ave, instead of in the middle of Worth Ave

All parties agreed on the proposed approach. TPB noted that total street closure between the Everglades Club and the residential driveways would be acceptable. CMA explained that the reason the phasing showed the tie-in at Peruvian earlier in the schedule was because that intersection was a higher traffic location and any delays in the overall project schedule could close the intersection at an unacceptable time of year. CWP agreed to revisit and reconsider the phasing if there are any delays in construction.

CWP will submit a Maintenance of Traffic (MOT) plan with the Right of Way permit, and this will include MOT for all phases of the work through completion. CWP is to coordinate the MOT plan with the MOT plan of the Everglades Club. The TPB will not attend meetings with the Everglades Club regarding the staging areas, CWP must conduct these meetings and obtain the agreement. CWP must also submit their sewer bypass plan to TPB. If there is a "no work day" due to weather, CWP has 3 days to submit a rain notice to both CMA and TPB.

WORK HOURS AND PARKING:

1. Daily working hours shall be 8AM until 6PM.
2. CONTRACTOR shall provide one week advance written notice to the TOWN for approval of intention to work overtime on weekdays or to work on the weekends
3. All working days and hours shall be in accordance with the agreed upon construction schedule.

4. Construction workers daily parking area will need to be approved.

Notes:

Exploratory digging can begin April 29th due to May 1st falling on a Wednesday. If CWP would like to coordinate after-hours work, they will need to provide a notice to the TPB at least 1 week in advance. TPB does not desire to have any after-hours work but will consider it for specialized needs if it will reduce intersection closures. CWP is to submit all proposed traffic changes weekly by Wednesday in order for the TPB to release a notice to all residents.

TPB will issue 3 parking placards to CWP, all other employee parking must be within the limits of the MOT defined in the approved Right of Way Permit. TPB prefers CWP employees carpool to the greatest extent possible in consideration of the limited parking available.

JOB-SITE SAFETY AND SECURITY:

1. Contractor shall maintain traffic and protect the public from construction and adhere to the approved MOT plans and nightly shut down protection process.
2. Contractor will comply with OSHA standards at all times.
3. Accident Reporting/Investigation – Injuries to be reported to Town Staff as soon as possible followed up with an accident report
4. All open excavations must be covered at the end of the day (install steel plates and barricades or backfill)
5. Maintain barricades in place and in working condition

DUST AND DEBRIS MANAGEMENT:

1. Contractor to minimize off-site impacts to the greatest extent possible. Dirt, rocks, bituminous material should not be “tracked” onto adjacent roads or property.
2. Trucks leaving the site should have clean gate/bumpers/tires to prevent impacts to off-site property. If dirt or debris is tracked off-site the Contractor shall clean-up the affected area immediately.
3. Construction cleanup shall occur on a continuous basis throughout the duration of the project including water truck to keep dust to a minimum.

Notes:

Trackless tack was agreed as the preferred tack to limit tracking throughout the TPB roadways. Of special concern is any potential for tack on the “tabby concrete” cross-walk at the intersection with Cocoanut Row.

FIELD INSPECTIONS:

1. Inspections will be performed by Engineer and Town of Palm Beach. Activities that require inspection shall include but not be limited to:
 - a. Review of delivered material prior to installation
 - b. Discovery of unforeseen conditions or buried utilities
 - c. Water Main Installation
 - i. Service line connections and tie-ins to existing facilities
 - ii. Crossing locations for clearance including sewer laterals
 - iii. Tie into existing water main - City will need a week notice to perform dry run
 - iv. Fill and flush water main (Pig locations, 2 pigs per flush and source feed)
 - v. Water main pressure test
 - vi. Water sampling
 - vii. Water meter connections
 - viii. Asbestos concrete pipe removal
 - d. Sanitary Sewer
 - i. Cleaning and lining of existing pipes and manholes
 - ii. Clearances at all crossing locations
 - iii. Laterals within stormwater conflict structures
 - iv. Installation of manholes
 - v. Connections at manholes and service laterals
 - vi. Bypass pumping set-up
 - vii. Dewatering set-up
 - viii. Palm Beach County Health Department Clearance Testing
 - e. Stormwater
 - i. Installation of new catch basins and manholes
 - ii. Connections at existing and new facilities
 - iii. Clearances at all crossing locations, and temporary support of existing utilities
 - f. Roadway
 - i. Compaction and densities of base and limerock (density tests to include STA/OFF)
 - ii. Milling and installation of asphalt
 - iii. Formwork for concrete curb or gutter
 - iv. Concrete truck deliveries

Notes:

The City of West Palm Beach (WPB) requires a Flushing, Pigging and Sampling Plan be submitted prior to beginning work. WPB requires sampling of source water for testing. WPB requires new water mains be pigged twice. WPB requires a 48-hour notice before all water shutdowns. Shutdowns can only occur Monday through Wednesday. WPB will perform a dry run on the existing valves before construction to ensure that they operate. The dry-run will be performed at night. WPB asked that CWP leave the new mains exposed for inspection by WPB staff before covering. WPB operates a water break dispatch that can be reached 24/7 at (561) 822-2210. Mark Sargent is the construction coordinator with WPB, his phone number is 954-410-1580.

Pending confirmation from the PBCHD, the final sewer inspections were agreed to be done using TV inspections.

PERMITS:

1. Engineer has obtained
 - a. Construction of a Domestic Wastewater Collection/Transmission System from the Palm Beach County Health Department.
 - b. Construction of Water Main Extensions for PWSs from the Palm Beach County Health Department.
2. Contractor is required to obtain
 - a. Right-of-Way permit from Town of Palm Beach (REQUIRES PROVISION OF MOT PLAN)
 - b. Dewatering permit from SFWMD
 - c. NPDES Notice of Intent Permit from FDEP (Inlet protection as required)
3. Contractor is required for complying with all permit conditions including MOT and insurance.

Notes:

Dewatering can be routed through the existing stormwater system for the TPB. Because the drainage for this location is discharged from the D-7 Pump Station, the wet well of the pump station can be used to “decant” the dewatering discharge and prevent turbidity in the Intracoastal. No discharges from the site to the Intracoastal are allowed.

PROJECT MEETINGS:

1. Progress Meetings: Every two weeks, time and day. Proposed schedule?

Notes:

Meetings are to be held every 2 weeks beginning Wednesday, April 24th at 9 AM in the TPB Public Works meeting room.

SUBMITTAL PROCEDURE:

1. Prior to start of construction, Contractor shall submit a construction schedule and draft schedule of values to be used for preparation and review of pay requests, and subcontractors list. Resubmit progress schedule as required in the “General Conditions” of the specifications.
2. Contractor shall submit submittals and shop drawings electronically and will receive comments from the Owner and Engineer electronically as well. All sets must have Contractor's acceptance stamp. Mark each submittal to indicate specific products, models, project, specification section it applies to, where it is to be used, etc. Contractor shall submit shop drawings prior to start of construction.
3. Engineer shall review all submittals and return comments electronically to the Contractor and to the Owner. Returned shop drawings will include both Owner's and Engineer's comments.
4. List of suppliers, where applicable.



5. See Specification Section 01340 for additional submittals.
6. If a hurricane, or other inclement weather, is approaching, the Contractor shall submit a preparedness plan and be responsible for securing all work, equipment, and stored materials to the satisfaction of the Owner and the Engineer.

Notes:

No paper submittals are necessary, all submittals can be electronic. All submittal documents should be sent to Justin Tagle (jtagle@chenmoore.com) at CMA, with Brent Whitfield (bwhitfield@chenmoore.com) and Mike Wood (mwood@chenmoore.com) copied on the email.

PAY APPLICATIONS:

1. Pay Application reviews will be performed as a coordinated effort between Chen Moore and the Town and must include:
 - a. Redline drawings
 - b. Updated schedule
 - c. Partial release of liens
2. Contractor to inform Town and Engineer of possible overrun of quantities prior to installation, and provide quantity take-offs if needed.
3. Final payment will require as-built drawings. As-built must meet Town requirements and be in conformance with PBCHD permit close-out requirements

Notes:

All payments will be made by TPB with direct deposit. CWP asked about consent of surety instead of partial release of liens, but all parties agreed the partial release of liens is the preferred method. As-built drawings are to be delivered electronically to both TPB and CMA.

ADDITIONAL DISCUSSION:

1. All communication with residents or landowners should be coordinated with the Town and Engineer. Contractor to report all resident complaints to CMA and copy the Town. CMA to ensure complaint log gets updated and ready for progress meetings including date of complaint and date complaint resolved. All resident notices should be updated regularly when schedules or activities change and delivered to all residents effected by the project.
2. Recommend close inspection of driveways and planters adjacent to the existing roadway along private residences on the west end of Worth Avenue to prevent damage. Existing materials are rare and replacement would be costly if at all possible.

3. Water main replacement currently shown in two phases, with corresponding sample points. Any changes to the plan recommendations shall be coordinated with the engineer.
4. Contractor to verify existing depth of all sanitary laterals prior to ordering conflict structures (S-4, S-5 and S-8). Existing lateral depths were not confirmed with test-holes, design based on assumptions for lateral depth and slope with known connection depth to existing sewer.
5. Contractor to confirm water and sanitary service connections to Everglades Club (STA 110+00)
6. Contractor to plan accordingly to ensure, all utility crossings should have pipe centered, to avoid joints near conflict locations.
7. Noise and vibration impacts must be mitigated in accordance with Town codes and ordinances, including dewatering pump operations.

Notes:

- If vibratory rollers will be used, TPB recommended considering a vibration monitor to prevent resident claims of impacts to their property.
- If a "porta potty" is to be installed it must be surrounded by green plywood on three sides.
- TPB and CMA recommend CWP be aware of where the exhaust from equipment is pointed, landscaping damage from exhaust can be an issue.
- TPB recommended limiting any interaction of CWP employees and Town residents. Any concerns with resident interaction should be brought to the attention of the TPB.
- For replacement of "tabby concrete" the TPB can provide information for vendor that has installed it in the past.
- CWP needs to register with the TPB as a Contractor, the form can be accessed online.



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Phone: +1 561.746.6900
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Meeting Minutes

Date: April 23, 2019
Time: 9:00 AM
Location: Town of Palm Beach – Public Works and Engineering Department

Re: 400 Worth Avenue Infrastructure Improvements
Progress Meeting 1

TPB Project No.: 2019-08

CMA Project No.: 431.022

Contract Information:

Original Contract Amount	\$1,397,989.00
Change Order Amount	\$0
Total Present Contract Amount	\$1,397,989.00
Total Amount Paid to Date	\$0 (0%)
Original Contract Time	180 calendar days
Present Contract Time	180 calendar days
Time Spent	0 calendar days (0%)
NTP	4/29/2019
Substantial Completion	9/28/2019
Final Completion	10/28/2019

Discussion Items:

- I. Chain of Command
 - a. C&W Pipeline (CWP) to send all information to Chen Moore and Associates (CMA) with the Town of Palm Beach (TPB) copied.
 - b. Only the TPB and CMA to give direction regarding the project.

Notes:

Mike Roach noted that CWP is to only take direction from Patricia Strayer, Jason Debricant, and Mike Roach from the TPB.

- II. Payment applications

Notes:

CWP is to draft the Schedule of Values on an AIA form, sign and seal it, and send it to CMA for approval. CWP is also required to submit their partial release of liens, major material vendors, and updated schedule, all electronically.

III. Pending Submittals

- a. Hurricane preparedness plan
- b. Traffic/MOT Plan
 - i. CWP sent proposed staging area to CMA for review on 4/23/2019.
- c. Shop drawings
- d. Construction schedule submittal

Notes:

The hurricane preparedness plan, MOT plan, 3 shop drawings (sewer lining, manhole rehabilitation, and limerock base), and construction schedule have been submitted by CWP on 4/24/2019 for review. It should be noted that CWP plans to use 2 crews to put in the water and sewer lines.

IV. Project activities completed to date

Notes:

The TPB is going to perform a smoke test on the sewer lines, Mike Roach will check the progress with Patricia. CWP has completed and submitted the first preconstruction video and will be completing and sending the second preconstruction video before the end of the week.

V. Future project activities and 2 week lookahead

Notes:

CWP will perform the sewer video on either 5/5/2019 or 5/6/2019. Once this has been performed CWP will begin the sewer lining on either 5/7/2019 or 5/8/2019. The TPB requested CWP to provide an update on the traffic impacts for the following week every Wednesday. CWP is to also provide a detailed 2 week lookahead that directly references the construction schedule every progress meeting.

VI. Required Inspections – provide at least 24 hour notice

VII. Field observations and issues

- a. Preconstruction videos have been recorded and sent to CMA on 4/28/2019

Notes:

Brett Madison has completed the lift station videos. The videos were sent on 4/25/2019.

VIII. Open discussion

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Notes:

The TPB gave the official notice to proceed to CWP on 4/24/2019. CWP needs to contact the resident with the private lift station to coordinate a sewer bypass. In order to begin dewatering a SFWMD permit is needed and CWP stated that they expect it to be completed soon. CWP needs to send their direct deposit information to the TPB as soon as possible. In the contract for this project 6 manhole rehabilitations were stated however only 4 are shown on the plans. CWP is to do the rehabilitation to all 4 manholes on the plan (MH1462, MH669, MH670, and MH673) as well as the manhole north of the intersection of Cocoanut Row and Worth Avenue (MH665).

Town of Palm Beach - Public Works and Engineering Department: 400 Worth Avenue Infrastructure Improvements							
April 24, 2019 @ 9:00am - Progress Meeting 1 Sign In Sheet							
	Name	Company	Title	Email Address	Office Phone	Cell Phone	In Attendance (Initial)
1	Patricia Strayer	Town of Palm Beach	Town Engineer	PStrayer@TownofPalmBeach.com			
2	Jason Debrincat	Town of Palm Beach	Senior Engineer	jDebrincat@TownofPalmBeach.com			
3	Mike Roach	Town of Palm Beach	Project Manager	MRoach@TownofPalmBeach.com		561-838-9440	MR
4	Brett Madison	Town of Palm Beach	Water Resources Division Manager	BtMadison@TownofPalmBeach.com		561.236.6270	
5	Paul Colby	Town of Palm Beach	Facility Maintenance Division Manager	PColby@TownofPalmBeach.com		561.838.5440	
6	Martin DeLoach	Town of Palm Beach		MDeLoach@TownofPalmBeach.com			
7	Joe Walsh	Town of Palm Beach		JWalsh@TownofPalmBeach.com			
8	Curtis Krauel	Town of Palm Beach		CKrauel@PalmBeachPolice.com			
9	Laura Le	City of West Palm Beach	Utility Engineer	lle@wpb.org			
10	Courtney Moore	City of West Palm Beach		cmoore@wpb.org		561.324.5326	
11	Mark Sargent	City of West Palm Beach	Construction Coordinator	msargent@wpb.org		954.410.1580	
12	Brent Whitfield	Chen Moore & Associates	Engineer of Record	bwhitfield@chenmoore.com		561.329.1797	
13	Suzanne Dombrowski	Chen Moore & Associates	Senior Engineer	sdombrowski@chenmoore.com		954.650.7996	
14	Mike Wood	Chen Moore & Associates	Construction Manager	mwood@chenmoore.com		561.568.3452	MW
15	Justin Tagle	Chen Moore & Associates	Field Inspector	jtagle@chenmoore.com		561.358.6400	JT
16	Juan Urrutia	CW Pipeline	Project Manager	juanu@cwpipelineinc.com		305.967.1733	
17	Walter Rodriguez	CW Pipeline	President	wrodriguez@cwpipelineinc.com		786.444.8237	
18	Mahylon Torres	CW Pipeline	Field Superintendant	mtorres@cwpipelineinc.com		954.842.1631	
19							
20							



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Meeting Minutes

Date: May 8, 2019
Time: 9:00 AM
Location: Town of Palm Beach – Public Works and Engineering Department
Re: 400 Worth Avenue Infrastructure Improvements
Progress Meeting 2

TPB Project No.: 2019-08

CMA Project No.: 431.022

Contract Information:

Original Contract Amount	\$1,397,989.00
Change Order Amount	\$0
Total Present Contract Amount	\$1,397,989.00
Total Amount Paid to Date	\$0 (0%)
Original Contract Time	180 calendar days
Present Contract Time	180 calendar days
Time Spent	9 calendar days (5%)
NTP	4/29/2019
Substantial Completion	9/28/2019
Final Completion	10/28/2019

In Attendance:

Patricia Strayer, Town of Palm Beach (TPB)
Mike Roach, TPB
Jason Debrincat, TPB
Mark Sargent, City of West Palm Beach (CWPB)
Courtney Moore, CWPB
Brent Whitfield, Chen Moore & Associates (CMA)
Mike Wood, CMA
Juan Urrutia, CW Pipeline (CWP)

Discussion Items:

- I. Comments on Last Meeting Minutes
 - a. None
- II. Water Utility Coordination
 - a. CWPB will supply CWP with water main Hymax sleeves and C900 pipe to have on-site in case of an emergency water main break during construction.
 - b. CWPB stated only CWPB personnel has the authority to operate the water main valves.

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- c. CWPB conducted a valve dry run on the water main valves to ensure isolation during an emergency or a tie-in to an existing main. All the valves are operational except for the valves in the intersection of Peruvian Avenue and South Lake Drive. CWPB will be conducting another dry run for this intersection tonight or tomorrow night between midnight and 5:30am so they will not affect the restaurant and will confirm a time when scheduled. CWPB stated there might be a cross connection in the intersection and will confirm after the dry run. CWPB to give Joe with the TPB a heads up regarding which night they will be conducting the dry run on the water main.
- d. Contractor will be submitting the water main shop drawings this week and CMA will review and forward the shop drawings to CWPB, attention Laura Le and Courtney Moore.
- e. Contractor stated all utility locates were called in and are marked in the field.
- f. The water main phases were discussed, and the plan is to combine the 2 phases together. Contractor to propose a plan for the water main to be installed in 1 phase.
- g. CWPB requested CWP to mark stations in the field for reference.
- h. City stated to protect existing water main during construction and to avoid undermining existing water main while it is in service.
- i. CMA to send CWPB a revised schedule as soon as contractor updates and submits.
- j. CWPB stated they only need to be present for tie-in to existing water main and connections, CWPB does not need CWP to leave trench open for inspections on pipe install.

III. Project Activities Since Previous Meeting

- a. Pre-lining sanitary sewer video was filmed on May 1st

IV. Future Project Activities

- a. Staging area to be constructed.
- b. Sanitary sewer structures to be delivered to staging area.

V. Payment Applications

- a. Schedule of Values needs to be updated with an AIA form and resubmitted.

VI. Change Order and RFI's

- a. Contractor to send RFI for a revision to the sewer lining quantity.

VII. Pending Submittals

- a. Shop drawings are under review with CMA
- b. Revised construction schedule was submitted
- c. CWP gave CMA the pre-lining video at the meeting for review.
- d. CMA to confirm if the asphalt mix design can include 25% reclaimed asphalt pavement.

VIII. Safety Concerns

- a. Traffic/MOT Plan was approved by TPB. CWP to ensure flaggers will be on-site when needed.
- b. CMA and TPB to oversee MOT as construction progresses.
- c. TPB stated the variable-message sign to read "Road Closed to Through Traffic" or "Local Traffic Only".

- IX. Discussion of Field Observations and Issues
- a. CMA met with Contractor and TPB in the field to discuss the existing manhole 1462 and determined it to be a stormwater manhole not a sewer manhole.
 - b. CWP stated the bypass plan for lining the sewer main is a vacuum truck.
 - c. No smoke test on the existing sanitary laterals was performed and will not be performed.
 - d. On the demo plan, there are structures called out to be removed but during a site visit with CMA and TPB, it was decided to leave those structures in place due to proximity to private property. CMA to investigate if excavatable flowable fill or clean sand will be installed in an abandoned manhole that conflicts with resident's aesthetic features.
- X. Action Items from Previous Meeting
- a. Contractor to submit traffic impacts to TPB and copy CMA every Wednesday
 - b. Contractor to coordinate with the private lift station residences for sewer bypass during construction
 - c. CMA to send CWPB a revised schedule as soon as contractor updates and submits.
 - d. CWP to mark stations in the field for reference.
 - e. TPB to send CMA a copy of the resident notice that was distributed.
 - f. CWP to install screens over the staging area fence.
- XI. Public Relations
- a. TPB stated they spoke to the resident at 460 Worth Ave and they like the proposed green space in front of their property. They also stated they will be out of town from May 13th to January 2020. The house caretaker will be our point of contact while they are out of town.
 - b. CMA to document all resident issues with an excel file for tracking.
 - c. TPB distributed resident notices and will send a copy to CMA for reference.



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Meeting Minutes

Date: May 22, 2019
Time: 9:00 AM
Location: Town of Palm Beach – Public Works and Engineering Department

Re: 400 Worth Avenue Infrastructure Improvements
Progress Meeting 3

TPB Project No.: 2019-08

CMA Project No.: 431.022

Contract Information:

Original Contract Amount	\$1,397,989.00
Change Order Amount	\$0
Total Present Contract Amount	\$1,397,989.00
Total Amount Paid to Date	\$0 (0%)
Original Contract Time	180 calendar days
Present Contract Time	180 calendar days
Time Spent	23 calendar days (13%)
NTP	4/29/2019
Substantial Completion	9/28/2019
Final Completion	10/28/2019

In Attendance:

Jason Debrincat, Town of Palm Beach (TPB)
Aaron Mellon, TPB
Courtney Moore, City of West Palm Beach (CWPB)
Brent Whitfield, Chen Moore & Associates (CMA)
Mike Wood, CMA
Justin Tagle, CMA
Juan Urrutia, CW Pipeline (CWP)

Discussion Items:

- I. Comments on Last Meeting Minutes
 - a. None

- II. Water Utility Coordination
 - a. CWPB will supply CWP with water main HYMAX sleeves and C900 pipe to have on-site in case of an emergency water main break during construction.
 - b. CWPB stated only CWPB personnel has the authority to operate the water main valves.

- c. Contractor will be submitting the water main shop drawings this week and CMA will review and forward the shop drawings to CWPB, attention Laura Le and Courtney Moore.
- d. The water main phases were discussed, and the plan is to combine the 2 phases together. Contractor to propose a plan for the water main to be installed in 1 phase.
- e. City stated to protect existing water main during construction and to avoid undermining existing water main while it is in service.
- f. CMA sent the revised schedule to CWPB.
- g. CWPB requested CMA to investigate replacing the existing gate valve in the Peruvian Ave and S Lake Drive intersection. CWPB is looking to only shut down the main one time and this valve will need to be replaced when the main is shut down.
- h. CWPB stated they will supply the Contractor with any material during construction if the contractor needs it quickly, just call Courtney with CWPB.

III. Project Activities Since Previous Meeting

- a. Staging area was constructed.
- b. Sanitary sewer structures were delivered to site.

IV. Future Project Activities

- a. Sanitary manhole installation to begin.
- b. Exploratory digging to find sewer laterals and water main.
- c. Lining of the sewer main.

V. Payment Applications

- a. Schedule of Values was updated and approved.

VI. Change Order and RFI's

- a. Contractor to send RFI for a revision to the sewer lining quantity.

VII. Pending Submittals

- a. Shop drawings are under review with CMA
- b. Revised construction schedule was submitted
- c. Pre-lining video was reviewed and approved by CMA.

VIII. Safety Concerns

- a. Traffic/MOT Plan was approved by TPB. CWP to ensure flaggers will be on-site when needed.
- b. CMA and TPB to oversee MOT as construction progresses.
- c. TPB stated the variable-message sign to read "Road Closed to Through Traffic" or "Local Traffic Only" and to be placed in the small triangle spot east of Coconut Row on Worth Avenue.

IX. Discussion of Field Observations and Issues

- a. CWP stated the bypass plan for lining the sewer main is a vacuum truck.
- b. On the demo plan, there are structures called out to be removed but during a site visit with CMA and TPB, it was decided to leave those structures in place due to proximity to private property. CMA recommends excavatable flowable fill to be installed in the abandoned manholes that conflict with resident's aesthetic features.

- c. After the review of the pre-lining sewer video, there are two laterals that are in poor condition, 450 Worth Ave heading south off the main and 439 Worth Ave heading north off the main. CMA will submit a field directive with more information.
 - d. TPB stated CWP to use Fernco sleeves when connecting proposed sewer laterals to existing laterals.
- X. Action Items from Previous Meeting
 - a. Contractor to submit traffic impacts to TPB and copy CMA every Wednesday
 - b. Contractor to coordinate with the private lift station residences for sewer bypass during construction
 - c. TPB to send CMA a copy of the resident notice that was distributed.
 - d. CMA to send Aaron Melon an updated plan set to include the sewer main size revision and the unknown lateral locations.
 - e. CMA to confirm Brett Madison and Paul Colby is on the progress meeting invite calendar.
 - f. Courtney with CWPB to coordinate with CWP (Foreman Camillo, 554-980-3025) for the location in the staging area to store the emergency fix water main materials.
- XI. Public Relations
 - a. CMA to document all resident issues with an excel file for tracking.
 - b. TPB distributed resident notices and will send a copy to CMA for reference.



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Meeting Minutes

Date: June 5, 2019
Time: 9:00 AM
Location: Town of Palm Beach – Public Works and Engineering Department

Re: 400 Worth Avenue Infrastructure Improvements
Progress Meeting 4

TPB Project No.: 2019-08

CMA Project No.: 431.022

Contract Information:

Original Contract Amount	\$1,397,989.00
Change Order Amount	\$0
Total Present Contract Amount	\$1,397,989.00
Total Amount Paid to Date	\$0 (0%)
Original Contract Time	180 calendar days
Present Contract Time	180 calendar days
Time Spent	37 calendar days (21%)
NTP	4/29/2019
Substantial Completion	9/28/2019
Final Completion	10/28/2019

In Attendance:

Jason Debrincat, Town of Palm Beach (TPB)
Mike Roach, Town of Palm Beach (TPB)
Hans Erie, City of West Palm Beach (CWPB)
Brent Whitfield, Chen Moore & Associates (CMA)
Mike Wood, CMA
Justin Tagle, CMA
Juan Urrutia, CW Pipeline (CWP)

Discussion Items:

- I. Comments on Last Meeting Minutes
 - a. None
- II. Water Utility Coordination
 - a. CWPB will supply CWP with water main HYMAX sleeves and C900 pipe to have on-site in case of an emergency water main break during construction. Contractor stated
 - b. CWPB stated only CWPB personnel has the authority to operate the water main valves.

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- c. Contractor submitted the revised water main shop drawings and CMA approved and forwarded the shop drawings to CWPB for approval with attention to Laura Le and Courtney Moore. CMA is awaiting approval.
- d. CWPB requested CMA to investigate replacing the existing gate valve in the Peruvian Ave and S Lake Drive intersection. CWPB is looking to only shut down the main one time and this valve will need to be replaced when the main is shut down.
- e. CWPB stated they will supply the Contractor with any material during construction if the contractor needs it quickly, just call Courtney with CWPB.
- f. TPB requested an updated plan for the water connection on the intersection of Worth and Cocoanut.
- g. Contractor needs to send pig and flush plan to CWPB when the plan for water installation is complete.

III. Project Activities Since Previous Meeting

- a. 2 sewer manholes were installed.
- b. 2 sanitary sewer wyes and laterals were installed.
- c. Curb was removed and road has begun milling.

IV. Future Project Activities

- a. Sanitary sewer pipe to be installed.
- b. Exploratory digging to water main.
- c. Lining of the sewer main.

V. Payment Applications

- a. Schedule of Values was updated and approved.
- b. Payment application 1 is being reviewed.
- c. Partial release of liens and updated schedule are needed with payment application 2.

VI. Change Order and RFI's

- a. Contractor to send RFI for a revision to the sewer lining quantity.
- b. Contractor sent RFI #2 regarding sewer lateral location, CMA discussed it in the field with the contractor.

VII. Pending Submittals

- a. Shop drawings have been reviewed by CMA.
- b. TPB gave contractor the Tabby Concrete rehab sub-contractor's information and contractor to submit Tabby Concrete plan when received.

VIII. Safety Concerns

- a. Traffic/MOT Plan was approved by TPB. CWP to ensure flaggers will be on-site when needed.
- b. CMA and TPB to oversee MOT as construction progresses.
- c. TPB stated the variable-message sign to read "Road Closed to Through Traffic" or "Local Traffic Only" and to be placed in the small triangle spot east of Cocoanut Row on Worth Avenue.

- IX. Discussion of Field Observations and Issues
 - a. TPB stated CWP to use Fernco sleeves when connecting proposed sewer laterals to existing laterals.
 - b. SS-3 was agreed to be moved 5' – 8' south to ease conflict with existing sewer.
 - c. SS-4 should be moved north once gas line is shifted.
- X. Action Items from Previous Meeting
 - a. Contractor to submit traffic impacts to TPB and copy CMA every Wednesday
 - b. Contractor to coordinate with the private lift station residences for sewer bypass during construction
 - c. TPB to send CMA a copy of the resident notice that was distributed.
 - d. Courtney with CWPB to coordinate with CWP (Foreman Camillo, 554-980-3025) for the location in the staging area to store the emergency fix water main materials.
 - e. TPB to schedule sewer video to locate unknown laterals.
 - f. TPB to call FPU and schedule relocation of gas line near SS-4.
- XI. Public Relations
 - a. CMA to document all resident issues with an excel file for tracking.
 - b. TPB distributed resident notices and will send a copy to CMA for reference.
 - c. Contractor to coordinate with building managers regarding landscape activities in the construction zone.



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Meeting Minutes

Date: June 19, 2019
Time: 9:00 AM
Location: Town of Palm Beach – Public Works and Engineering Department

Re: 400 Worth Avenue Infrastructure Improvements
Progress Meeting 5

TPB Project No.: 2019-08

CMA Project No.: 431.022

Contract Information:

Original Contract Amount	\$1,397,989.00
Change Order Amount	\$0
Total Present Contract Amount	\$1,397,989.00
Total Amount Paid to Date	\$0 (0%)
Original Contract Time	180 calendar days
Present Contract Time	180 calendar days
Time Spent	51 calendar days (27%)
NTP	4/29/2019
Substantial Completion	9/28/2019
Final Completion	10/28/2019

In Attendance:

Patricia Strayer, Town of Palm Beach (TPB)
Jason Debrincat, Town of Palm Beach (TPB)
Laura Le, City of West Palm Beach (CWPB)
Courtney Moore, City of West Palm Beach (CWPB)
Mark Sargent, City of West Palm Beach (CWPB)
Brent Whitfield, Chen Moore & Associates (CMA)
Mike Wood, Chen Moore & Associates (CMA)
Justin Tagle, Chen Moore & Associates (CMA)
Juan Urrutia, CW Pipeline (CWP)

Discussion Items:

- I. Comments on Last Meeting Minutes
 - a. None

- II. Water Utility Coordination
 - a. CWPB will supply CWP with water main HYMAX sleeves and C900 pipe to have on-site in case of an emergency water main break during construction. CWPB stated they would deliver the material to staging area this week.

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- b. CWPB stated only CWPB personnel has the authority to operate the water main valves.
- c. CWPB requested CMA to investigate replacing the existing gate valve in the Peruvian Ave and S Lake Drive intersection. CWPB is looking to only shut down the main one time and this valve will need to be replaced when the main is shut down.
- d. CWPB stated they will supply the Contractor with any material during construction if the contractor needs it quickly, just call Courtney with CWPB.
- e. Contractor needs to send pig and flush plan to CWPB when the plan for water installation is complete.
- f. CWPB gave direction to CWP to leave the concrete block covering the tee and reducer on the intersection of Worth and Cocoanut alone and instead tie into the west side of the existing 6" gate valve. A reducer should be installed on the backside of this valve increasing the size to 8" DIP pipe.
- g. The CWPB stated the existing gate valve in the intersection of Peruvian and Worth Ave is not functioning and will need to be replaced. CWP to plan on installing a new gate valve during tie-in of the water main.
- h. CWPB stated that 3 sample points will need to be set-up to include both tie-in locations and a source feed.

III. Project Activities Since Previous Meeting

- a. Sewer lining was completed.
- b. Sewer pipe installation has begun.
- c. The contractor began milling a small portion of the road for water and sewer installation.

IV. Future Project Activities

- a. Installation of the sanitary sewer.
- b. Milling of the existing road.
- c. Sewer manhole rehabilitation.
- d. Installation of the water main.

V. Payment Applications

- a. Schedule of Values was updated and approved.
- b. Payment application 1 has been submitted.
- c. Partial release of liens and updated schedule are needed with payment application 2.

VI. Change Order and RFI's

- a. Contractor to send RFI for a revision to the sewer lining quantity.
- b. Contractor sent RFI #2 regarding sewer lateral location, CMA discussed it in the field with the contractor.

VII. Pending Submittals

- a. Shop drawings have been reviewed by CMA.
- b. TPB gave contractor the Tabby Concrete rehab sub-contractor's information and contractor to submit Tabby Concrete plan when received.
- c. The TPB stated a SFWMD permit for dewatering is not needed, CWP requested to have a written confirmation from TPB stating the permit is not needed.

VIII. Safety Concerns

- a. Traffic/MOT Plan was updated to reflect the entire road to be closed for traffic along Worth Ave from Coconut Row west to Peruvian.
- b. CMA informed CWP to install a bike detour path at Peruvian and Worth Ave to direct traffic east along Peruvian and not down Worth Ave. Contractor to install this week.

IX. Discussion of Field Observations and Issues

- a. TPB stated CWP to use Fernco sleeves when connecting proposed sewer laterals to existing laterals.

X. Action Items from Previous Meeting

- a. Contractor to submit traffic impacts to TPB and copy CMA every Wednesday
- b. Contractor to coordinate with the private lift station residences for sewer bypass during construction
- c. TPB to send CMA a copy of the resident notice that was distributed.
- d. Courtney with CWPB to coordinate with CWP (Foreman Camillo, 554-980-3025) for the location in the staging area to store the emergency fix water main materials.
- e. Coordination with the Everglades Club is needed regarding the removal of the sewer lateral.
- f. CWP to send sewer lining video for review.

XI. Public Relations

- a. CMA to document all resident issues with an excel file for tracking.
- b. Contractor to coordinate with building managers regarding landscape activities in the construction zone.
- c. The weekly Everglades Club meeting with CMA was moved to Fridays at 9:00am.



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Meeting Minutes

Date: July 3, 2019
Time: 9:00 AM
Location: Town of Palm Beach – Public Works and Engineering Department

Re: 400 Worth Avenue Infrastructure Improvements
Progress Meeting 6

TPB Project No.: 2019-08

CMA Project No.: 431.022

Contract Information:

Original Contract Amount	\$1,397,989.00
Change Order Amount	\$2,054.77
Total Present Contract Amount	\$1,397,989.00
Total Amount Paid to Date	\$68,868.00 (5%)
Original Contract Time	180 calendar days
Present Contract Time	180 calendar days
Time Spent	65 calendar days (36%)
NTP	4/29/2019
Substantial Completion	9/28/2019
Final Completion	10/28/2019

In Attendance:

Patricia Strayer, Town of Palm Beach (TPB)
Jason Debrincat, Town of Palm Beach (TPB)
Mike Roach, Town of Palm Beach (TPB)
Courtney Moore, City of West Palm Beach (CWPB)
Mark Sargent, City of West Palm Beach (CWPB)
Brent Whitfield, Chen Moore & Associates (CMA)
Mike Wood, Chen Moore & Associates (CMA)
Justin Tagle, Chen Moore & Associates (CMA)
Juan Urrutia, CW Pipeline (CWP)

Discussion Items:

- I. Comments on Last Meeting Minutes
 - a. None

- II. Water Utility Coordination
 - a. CWPB stated only CWPB personnel has the authority to operate the water main valves.

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- b. CWP sent pig and flush plan for review, but it was discussed to revise the plan to flush east to west and not in front of Everglades Club. Also, the plan had two pigs flushed together, CWP to revise submittal to reflect two separate pig flushes.
- c. CWPB gave direction to CWP to leave the concrete block covering the tee and reducer on the intersection of Worth and Coconut alone and instead tie into the west side of the existing 6" gate valve. A reducer should be installed on the backside of this valve increasing the size to 8" DIP pipe.
- d. The CWPB stated the existing gate valve in the intersection of Peruvian and Worth Ave is not functioning and will need to be replaced. CWP to plan on installing a new gate valve during tie-in of the water main.
- e. CWPB stated that 3 sample points will need to be set-up to include both tie-in locations and a source feed.
- f. CWP is to grout the existing AC pipe then remove.
- g. CWP to install tape above the proposed water main prior to installation of road rock.

III. Project Activities Since Previous Meeting

- a. Sewer pipe installation was continued.
- b. Sewer manhole rehabilitation.
- c. Water main investigation and milling.
- d. Water main installation.

IV. Future Project Activities

- a. Installation of the sanitary sewer.
- b. Installation of drainage structures.
- c. Sewer manhole rehabilitation.
- d. Installation of the water main.

V. Payment Applications

- a. Partial release of liens, red-line as-builts, and updated schedule are needed with payment application 2.
- b. CMA to send comments on Pay App 2 to reflect the changes to contingency line item.

VI. Change Order and RFI's

- a. RFI #3 regarding dewatering letter – completed.
- b. RFI #4 regarding SFWMD – completed.
- c. RFI #5 regarding gas line in conflict – CMA will coordinate in field with contractor.
- d. RFI #6 regarding change orders – completed.
- e. RFI #7 regarding utilities as-builts – completed.
- f. RFI #8 regarding sewer lateral in conflict – CMA will coordinate in the field.

VII. Pending Submittals

- a. Shop drawings have been reviewed by CMA.
- b. TPB gave contractor the Tabby Concrete rehab sub-contractor's information and contractor to submit Tabby Concrete plan when received.
- c. CMA gave CWP comments on the pigging and flushing plan, need an update.

VIII. Safety Concerns

- a. Traffic/MOT Plan was updated to reflect the entire road to be closed for traffic along Worth Ave from Coconut Row west to Peruvian.
- b. CMA informed CWP to install a bike detour path at Peruvian and Worth Ave to direct traffic east along Peruvian and not down Worth Ave. Contractor to install this week.

IX. Discussion of Field Observations and Issues

- a. TPB stated CWP to use Fernco sleeves when connecting proposed sewer laterals to existing laterals.
- b. CWP can work on the weekends but they need to send TPB a 48-hour notice.
- c. CWP is to make sure there is no backflow in the proposed sewer when the trench is open.
- d. CWP is to document all justifiable delays in time.
- e. CWP stated they had 2 crews on-site last week.
- f. TPB stated that CWP can run drainage from Peruvian down Worth Ave while CWP finalizes the drainage structure in the intersection of Worth Ave and Coconut Row.
- g. TPB stated CWP needs to haul the millings out of the staging area and clean up site before 4th of July.
- h. TPB is going to investigate trimming the existing palm trees that hang over Worth Ave in conflict with CWP excavator.
- i. CWP to send contact information for whom is in charge of the crew when Walter or Juan is not present on-site.
- j. Vegetation will need to be organized or moved to the Peruvian and Worth intersection for the TPB trucks to pick up the vegetation.

X. Action Items from Previous Meeting

- a. Contractor to submit traffic impacts to TPB and copy CMA every Wednesday
- b. Contractor to coordinate with the private lift station residences for sewer bypass during construction
- c. Coordination with the Everglades Club is needed regarding the removal of the sewer lateral.
- d. CWP to send sewer lining video for review.
- e. CWP is to create a plan for the Worth and Coconut drainage structure. Specifically, MOT, possible road closure, and hours of operation are needed. TPB stated that CMA can assist in the structural design of the drainage structure if CWP needs help. TPB will ask shop owners what time would be best to install the drainage structure to not affect their operations and the structure may need to be installed at night if Worth Ave needs to be shutdown.
- f. CWP to send a spill cleanup plans incase of sewer spill.

XI. Public Relations

- a. CMA to document all resident issues with an excel file for tracking.
- b. Contractor to coordinate with building managers regarding landscape activities in the construction zone.
- c. The weekly Everglades Club meeting with CMA was moved to Fridays at 9:00am.



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Meeting Minutes

Date: July 17, 2019
Time: 9:00 AM
Location: Town of Palm Beach – Worth Avenue

Re: 400 Worth Avenue Infrastructure Improvements
Progress Meeting 7

TPB Project No.: 2019-08

CMA Project No.: 431.022

Contract Information:

Original Contract Amount	\$1,397,989.00
Change Order Amount	\$2,054.77
Total Present Contract Amount	\$1,397,989.00
Total Amount Paid to Date	\$209,772.00
Original Contract Time	180 calendar days
Present Contract Time	180 calendar days
Time Spent	79 calendar days (43%)
NTP	4/29/2019
Substantial Completion	9/28/2019
Final Completion	10/28/2019

In Attendance:

Patricia Strayer, Town of Palm Beach (TPB)
Jason Debrincat, Town of Palm Beach (TPB)
Mike Roach, Town of Palm Beach (TPB)
Mark Sargent, City of West Palm Beach (CWPB)
Brent Whitfield, Chen Moore & Associates (CMA)
Mike Wood, Chen Moore & Associates (CMA)
Justin Tagle, Chen Moore & Associates (CMA)
Juan Urrutia, CW Pipeline (CWP)

Discussion Items:

- I. Comments on Last Meeting Minutes
 - a. None
- II. Water Utility Coordination
 - a. CWPB stated only CWPB personnel has the authority to operate the water main valves.
 - b. CWPB gave direction to CWP to leave the concrete block covering the tee and reducer on the intersection of Worth and Coconut alone and instead tie into the west side of the

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existing 6" gate valve. A reducer should be installed on the backside of this valve increasing the size to 8" DIP pipe.

- c. The CWPB stated the existing gate valve in the intersection of Peruvian and Worth Ave is not functioning and will need to be replaced. CWP to plan on installing a new gate valve during tie-in of the water main.
- d. CWPB stated that 3 sample points will need to be set-up to include both tie-in locations and a source feed.
- e. CWP to install tape above the proposed water main prior to installation of road rock.
- f. The water main was installed around the existing catch basin at Sta. 109+50 by deflecting the pipe and the horizontal clearance to the catch basin was 12-inches. The CWPB was on-site during installation and approved the install.
- g. If CWP needs the water meter relocated for the flushing of the water main, they need to send request to CWPB.

III. Project Activities Since Previous Meeting

- a. Installation of the sanitary sewer.
- b. Sewer manhole rehabilitation.
- c. Installation of the water main.

IV. Future Project Activities

- a. Sewer testing/manhole rehabilitation.
- b. Installation of drainage structures.
- c. Installation of water services to be capped and ready for pressure test.
- d. Installation of the water main.

V. Payment Applications

- a. Partial release of liens, red-line as-builts, and updated schedule are needed with payment application 3.

VI. Change Order and RFI's

- a. Change orders 1 through 6 were discussed in the field and CMA to send TPB our recommended time and payment.

VII. Pending Submittals

- a. TPB gave contractor the Tabby Concrete rehab sub-contractor's information and contractor to submit Tabby Concrete plan when received.
- b. CMA gave CWP comments on the pigging and flushing plan, need an update.

VIII. Safety Concerns

- a. Traffic/MOT Plan was updated to reflect the entire road to be closed for traffic along Worth Ave from Cocoanut Row west to Peruvian.
- b. CMA informed CWP to install a bike detour path at Peruvian and Worth Ave to direct traffic east along Peruvian and not down Worth Ave. Contractor to install this week.

IX. Discussion of Field Observations and Issues

- a. TPB stated CWP to use Fernco sleeves when connecting proposed sewer laterals to existing laterals.
- b. CWP can work on the weekends but they need to send TPB a 48-hour notice.

- c. CWP is to make sure there is no backflow in the proposed sewer when the trench is open.
 - d. CWP is to document all justifiable delays in time.
 - e. TPB stated that CWP can run drainage from Peruvian down Worth Ave while CWP finalizes the drainage structure in the intersection of Worth Ave and Cocoanut Row.
 - f. Vegetation will need to be organized or moved to the Peruvian and Worth intersection for the TPB trucks to pick up the vegetation.
 - g. Contractor stated they would have all construction completed by September 26th.
- X. Action Items from Previous Meeting
- a. Contractor to submit traffic impacts to TPB and copy CMA every Wednesday
 - b. Contractor to coordinate with the private lift station residences for sewer bypass during construction
 - c. Coordination with the Everglades Club is needed regarding the removal of the sewer lateral.
 - d. CWP to send sewer lining video for review.
 - e. CWP is to create a plan for the Worth and Cocoanut drainage structure. Specifically, MOT, possible road closure, and hours of operation are needed. TPB stated that CMA can assist in the structural design of the drainage structure if CWP needs help. TPB will ask shop owners what time would be best to install the drainage structure to not affect their operations and the structure may need to be installed at night if Worth Ave needs to be shutdown.
 - f. CWP to send a spill cleanup plan incase of sewer spill.
- XI. Public Relations
- a. CMA to document all resident issues with an excel file for tracking.
 - b. Contractor to coordinate with building managers regarding landscape activities in the construction zone.
 - c. The weekly Everglades Club meeting with CMA was moved to Fridays at 9:00am.

Construction Progress Meeting Minutes

Date: July 31, 2019
Time: 9:00 AM
Location: Town of Palm Beach – Public Work Offices

Re: 400 Worth Avenue Infrastructure Improvements
Progress Meeting 8

CMA Project No.: 431.022
TPB Project No.: 2019-08

Contract Information:

Original Contract Amount	\$1,397,989.00
Change Order Amount	\$2,054.77
Total Present Contract Amount	\$1,397,989.00
Total Amount Paid to Date	\$209,772.00
Original Contract Time	180 calendar days
Present Contract Time	180 calendar days
Time Spent	100 calendar days (55%)
NTP	4/29/2019
Substantial Completion	9/28/2019
Final Completion	10/28/2019

In Attendance:

Patricia Strayer, Town of Palm Beach (TPB)
Jason Debrincat, TPB
Mike Roach, TPB
Mark Sargent, City of West Palm Beach (CWPB)
Courtney Moore, CWPB
Brent Whitfield, Chen Moore & Associates (CMA)
Mike Wood, CMA
Juan Urrutia, CW Pipeline (CWP)

Discussion Items:

1. WATER MAIN DISCUSSION WITH CITY OF WPB
 - a. Valve Installation at Peruvian (scheduled for 7/31)
 - b. Use of second valve at western connection
 - c. Remaining Items
 - i. Construct past fire line near Peruvian (include 4" tee and valve)
 - ii. Determine tie-in at Cocoanut intersection (what are limits of concrete encasement)
 - iii. Close gap in water main at location of existing sanitary manhole (Sta 107+40)

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- iv. Water service (4") to Everglades Club at (Sta 109+30)
- v. Must provide AS-BUILTS for new main before activation (Surveyor contact/schedule)
- d. Coordination requirements

NOTES: City of WPB and CW Pipeline staff were on-site the morning of 7/31 cutting in the isolation valve on the existing AC main. The Town, City and CMA discussed the need for an 8-inch valve on the proposed WM to ensure the new pipeline remains under pressure during final connection. All parties agreed to proceed with an 8-inch valve on both the existing and proposed lines to tie in between them. CW Pipeline provided a two-week look ahead that showed water main and service line prep by the end of the week, to begin pressure and bacteriological testing the week of August 5th. CMA followed up on the 4-inch water service to the Everglades Club at Sta 109+30. C&W stated that the tee was in place, but the valve and service line needed to be installed. CMA noted that the as-builts needed to be made available to ensure water main clearance as soon as possible. C&W stated that the surveyor would be on-site this week and as-builts would be available the week of August 5th. C&W provided the contact name for the surveyor: Camilo Lozada.

2. REMAINING SANITARY SEWER

- a. Lateral from Everglades Club
- b. Lateral at Sta 107+40 to tie in 425 Worth Ave
- c. Clearance from Health Department (As-builts)

NOTES: C&W provided a two-week look ahead stating that the sewer would be complete on August 2nd, and ready as-built, video, and clearance.

3. DRAINAGE

- a. Intersection at Coconut and Worth Ave
 - i. Need to verify the size/condition of existing pipe (18" or 24") from CB1522 to MH1524
 - ii. Potential to install 24" RCP into existing 42" RCP using FDOT Concrete Collar
- b. FPU has relocated gas main conflicts from Sta 101+70 to Sta 103+10
- c. Responses to RFIs #5, #10, #13 and #15 provided. Revised plans to follow

NOTES: The Town clarified that FPU was still relocating segments of the gas line but should be complete soon. FPU stated they have steel pipe gas main 16-inches below grade and will be replacing it with poly pipe. C&W also stated FPU informed them there may be a force main running north and south on Worth Ave south of Peruvian Ave near the proposed drainage. TPB stated for CMA to give direction to either remove existing sanitary manhole 1462 or to remove top and fill with flowable fill. TPB stated the resident at 460 Worth Ave has been pulling the filter fabric off the existing catch basin in front of their property, TPB stated they would speak to the resident to leave the filter fabric in place. CMA discussed the option to use an FDOT concrete collar of an 18-inch or 24-inch RCP into the existing 42-inch RCP instead of the doghouse structure shown on the plans. The Town agreed to CCTV the existing drainage pipeline to confirm the size and condition. CMA noted that once the final decision was made on the concrete collar, a revised plan set would be provided. TPB stated that the Everglades Club has noted that they are worried about deliveries and for C&W to coordinate with the Everglades Club weekly.

4. PROJECT SCHEDULE

- a. Recovery schedule
- b. At Meeting #7 – projected a September 26th completion

- c. CWP must demonstrate to the Town with progress that the project is on track by September 1
- d. Restoration must start by October 1 and finish November 1

NOTES: CMA noted that the recovery schedule was requested on July 18th. C&W stated that the recovery schedule would be provided along with Pay Application #3. CMA re-iterated that at the previous progress meeting on July 17th the verbal confirmation from C&W was that the underground could be substantially complete by September 26th. CMA noted that at this time, the production rates and the status of the project did not lend any credibility to that projected schedule. CMA noted that the Contract includes dates for final completion and for liquidated damages entirely because finishing before the beginning of season is of significant importance. C&W must show evidence that the delays are being recovered and the schedule can be met well in advance of the end of September.

5. CHANGE ORDERS AND PAY APPLICATION #3

NOTES: CMA provided a review of Change Orders 1-6 and 8. A summary of the amounts approved for Change Orders 1-4 and Change Order 6 was provided along with a summary of how many days of delay could be approved. CMA described that Change Order 5 was denied in consideration that there was no deviation between the field conditions and the plans. CMA described that Change Order 7 was under review. A memo describing the review of Change Order 8 was provided. CMA presented the findings of the review based on photographs and daily reports that illustrated the sewer main was installed past the location where the lateral tie-in should have been made prior to any discussion of the condition of the Everglades Club lateral. C&W stated that installing the lateral was additional effort considering that the lateral was thought to be abandoned. CMA stated that the Change Order review described the case for rejecting the Change Order, and any follow-up should be provided by C&W once the change order is reviewed.