



October 30, 2019

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

**RE: *Wastewater Pump Station Improvements at E-6 Pump Station***

Dear Patricia,

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "CONSULTANT") is pleased to submit this proposal to The Town of Palm Beach ("TOWN" or "CLIENT") for providing professional engineering services related to mechanical and electrical improvements to the E-6 Wastewater Pump Station in the Town of Palm Beach. Our project understanding, scope of services, and fee follows.

**Project Understanding**

It is understood that the Town is interested making improvements to the E-6 Wastewater Pump Station in order to increase operational reliability. Items that will be addressed have been identified in the Town of Palm Beach Wastewater Pump Station Condition Assessment prepared by Mock-Roos Consulting Engineers with additions that were identified during a recent site visit with Town staff. The improvements are not anticipated to require a Health Dept. permit as the modifications will not change the capacity of the station, however it is anticipated that a Town of Palm Beach building permit will be required for the work. Below are the improvements recommended for the station.

**E-6 Wastewater Pump Station**

- Replace 12" plug valve on connection to forcemain
- Replace hatches in both the wetwell and valve vault with larger H-20 rated hatches
- Recoat wetwell and valve box
- Replace pump rails and float hangers
- Replace bypass pipe, valve and cam-lok
- Install drain from valve vault to the wetwell
- Replace piping and valves within the valve vault and wetwell
- Replace odor control system
- Replace the electrical control panel
- Replace floats in both wetwell and manhole

**Scope of Services**

*Task 1 – Design Phase Services*

We will attend a kick off meeting with the Town to discuss the project goals. We will visit the site to support the design services. Kimley-Horn will perform design services to prepare construction plans and specifications for the wastewater pump station improvements suitable for construction and submittal to the Town's Building Department containing the following information:

1. Cover Sheet
2. E-6 Demolition Plan
3. E-6 Site Plan
4. E-6 Wetwell Sections and Details
5. E-6 Electrical Plan and Details
6. General Construction Details Sheet(s)
7. Technical Specifications

Electrical plans and specifications will be prepared by a subconsultant employed by Kimley-Horn. Kimley-Horn will prepare general civil, mechanical, and structural technical specifications. The site plans will be developed using the existing record drawings and field measurements. If it is determined that a survey is required during the permit approval process, we can provide this as an additional service.

We will submit plans and specifications for review at 60% and 90% completion stages, meet with the Town to review their comments, and accommodate one round of reasonable requests for revisions by the Town after each review. We will provide an opinion of probable construction cost at the 90% design stage and update this document with the final design submittal.

#### *Task 2 – Bid Phase Services*

Kimley-Horn will attend the pre-bid meeting, review the bid proposal from the apparent low bidder, and prepare a bid tabulation and memorandum to the Town containing our findings after our review of the bids. We will also assist the Town with responding to questions received from prospective bidders, if required. We will provide up to 5 signed and sealed copies of the construction documents for the Town to distribute to the selected contractor for permitting. We will respond to one round of reasonable comments from the building department after submittal by the Town/contractor, if required.

#### **Additional Services**

Any services not specifically provided for in the above scope, as well as any changes in the scope you request, will be considered additional services. These services will be performed based on proposals approved by the Town prior to the performance of those requested additional services. Additional services we can provide include, but are not limited to, the following:

- Surveying and Mapping, Construction Layout
- Record Drawing data collection and development
- Field Engineering
- Off-site improvements
- Construction Phase Services

#### **Information Provided by the Town**

We shall be entitled to rely upon the accuracy of information provided by others in the performance of professional services. It is anticipated that the following items will need to be provided to Kimley-Horn by the Town during the project.

- Access to the site.
- Available record drawings and data

## Schedule

We will provide our services as expeditiously as practical to meet a mutually agreed upon schedule. It is understood these improvements are desired to be constructed in the summer of 2020.

## Fee and Billing

Kimley-Horn will perform the services described in this Scope of Services on an hourly basis in accordance with our Contract with the Town. It is recommended that the following budgets be established for these services:

Task 1 – Design Phase Services	\$40,100
Task 2 – Bid Phase Services	\$ 7,500
Total	\$47,600

## 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 Professional Services Agreement between the Town of Palm Beach and Kimley-Horn and Associates, Inc, 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" or "CLIENT" shall refer to The Town of Palm Beach.

We appreciate the opportunity to propose these services to you.

Very truly yours,

**KIMLEY-HORN AND ASSOCIATES, INC.**



By: Kevin Schanen, P.E.  
Vice President

Attachment

K:\WPB\_Civil\General\Lee\Proposals\Palm Beach\E-6 Pump Station\E-6 Wastewater Pump Station Improvements.docx

**ESTIMATE FOR ENGINEERING SERVICES**

PROJECT:	E-6 Wastewater Pump Station Improvements						SHEET 1 of 1						
CLIENT:	Town of Palm Beach						FILE NO.						
ESTIMATOR:	JRL						DATE: 10/13/17						
							ALLOCA 0.0000						
DESCRIPTION:	See Scope of Services						DIRECT LABOR (MAN-HOURS)						
							Principal	Chief Engineer	Project Manager	Senior Reg. Prof	Eng. Prof.	Eng. Int.	Analyst
													\$0
<b>Design, Bid and Permit Phase Services</b>													\$0
Kickoff Meeting			3.0			3.0							\$946
Site Visit			3.0			3.0							\$946
Wetwell and Hatch Selections / Supplier Coordination	1.0		4.0			8.0		2.0					\$2,202
E-6 Top Slab Structural Design			4.0			4.0							\$1,261
E-6 Odor Control Selection Calcs	1.0		6.0			16.0		2.0					\$3,552
Develop Construction Phasing Plan	1.0		6.0			4.0							\$1,938
Construction Plans													\$0
Cover Sheet						1.0							\$120
E-6 Demolition Plan			2.0			8.0							\$1,350
E-6 Site Plan	1.0		6.0			12.0							\$2,898
E-6 Wetwell Sections and Details	1.0		3.0			12.0							\$2,311
E-6 Odor Control Details			3.0			12.0							\$2,025
E-6 Electrical Plan and Details			1.0			2.0				8500.00	\$70		\$9,006
Technical Specifications			8.0			16.0		8.0					\$4,182
OPC			4.0			12.0							\$2,221
60 and 90 review meetings and submittals			4.0			12.0		4.0					\$2,571
Respond to comments and produce final plans			4.0			12.0		4.0					\$2,571
													\$0
Prepare Documents			2.0			8.0		2.0					\$1,525
Attend Pre-Bid Meeting, attend field visits, prepare minutes			2.0			4.0		1.0			\$96		\$1,054
Respond to Contractor RFIs			4.0			8.0		3.0					\$2,004
Review Bids and prepare summary memorandum			4.0			2.0		2.0					\$1,197
Respond to TOPB Building Permit Comments			3.0			8.0		2.0					\$1,721
													\$0
													\$0
													\$0
TOTAL HOURS	5.0	0.0	76.0	0.0	0.0	167.0	0.0	30.0	0.0	8500	166		\$47,600.00
LABOR (\$/HOUR)	285.90	266.26	195.44	184.35	151.32	119.92	107.97	87.47	152.84	1.00	1.0		
ALLOCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTALS	1,429.50	0.00	14,853.44	0.00	0.00	20,026.64	0.00	2,624.10	0.00	8,500.00	166.32		\$47,600.00