



## **Work Proposal**

### **Town of Palm Beach**

Applied Technology & Management

### **Consulting Services**

**For**

### **2019/20 Project Construction Support**

**11/22/2019**

This Work Order, when executed, shall be incorporated in and become an integral part of the Agreement for Professional Services between the Town of Palm Beach, Florida (Town), and Applied Technology & Management (ATM), to be executed, hereafter referred to as the Agreement.

### **Project Background**

This proposal provides consulting services in support of planned beach construction by the Town during the 2019/20 dredging/beach construction season. This proposal is inclusive of support for three distinct construction efforts: the Phipps Nourishment Project, Reaches 8 and 9 Dune Construction and as-needed support for the (USACE) Mid-Town Nourishment Project. This proposal provides engineering, environmental, and construction support to facilitate these projects. ATM will serve as the Engineer of Record (EoR) for the two projects under the direct control of the Town (Phipps and Reaches 8&9) and will serve in an advisory role to the USACE for the Mid-Town effort.

Specific Tasks are delineated within the following Scope of Services:

### **SCOPE OF SERVICES**

#### **Task 1: Pre-Construction Tasks – Phipps Nourishment Project**

This following sub-tasks will be conducted to support project initiation, coordination and execution:



### **Task 1.1: Pre-Construction Conference**

ATM will notice and direct a pre-construction conference with relevant parties including regulatory agencies, Town Staff and the project contractor. This meeting will satisfy pre-construction meeting specific conditions within the State and Federal permits. ATM will prepare a meeting agenda and project overview documents to support meeting execution.

**Task 1.1 Deliverable:** A draft submittal for the pre-construction conference agenda will be provided to Town Staff for review and comment. Meeting minutes will be prepared. Copies of all correspondence and submittals provided to the regulatory agencies will be submitted to the Town for review and comment prior to submittal.

### **Task 1.2: Meetings and Project Coordination**

ATM will support project related meetings on an as-needed basis as directed by Town Staff. These may include (but is not limited to) meetings with project area residents, regulatory entities, Town Council and Shore Board.

ATM will prepare project educational materials for use in public outreach efforts. All documents will be provided to Town Staff for review in draft form prior to finalization.

**Task 1.2 Deliverable:** Meeting summaries, agendas and project educational materials as appropriate.

## **Task 2: Construction Administration and Observation – Phipps Nourishment Project**

ATM will provide project administration and observation to support project conformance with the plans and specifications, project permit and conditions of the construction contract.

### **Task 2.1: Engineering Observation and Administration**

ATM will provide engineering construction support services on an as needed basis as required for Project Certification and as directed by the Town. ATM will provide construction observation through daily on-site review of construction progress with the Contractor and Town. On-site visits will be conducted based on construction progress by the Contractor and in consultation with the Town. ATM will observe the construction with regard the Contractor's compliance to the contract plans and specifications and regulatory permit conditions. ATM will notify the Town and construction Contractor of any observed deficiencies. ATM will provide on-site coordination with the Contractor and Town as part of this task. During the construction process ATM will provide administrative support on an as-needed basis including Contractor coordination and review of Contractor invoices. Upon notification from the Contractor of completion of construction, ATM will coordinate a site inspection and develop a punch-list for the Contractor to complete prior to a recommendation for final payment. ATM will coordinate with the Town and Contractor as necessary to address field changes, payment requests, punch list completion, and permit-required submittals to the regulatory agencies.



ATM senior staff will attend a weekly project update and coordination meeting with the Town and Contractor. Regular observations will be conducted by local ATM staff with experience in beach construction.

This task is based on the assumption of an approximate 60-day (40 days active construction) construction timeline with a total daily time commitment during active construction on the order of ten hours by key observation staff. Additional senior support is included in addition to this effort.

#### **Task 2.1 Deliverables:**

- 1) A Daily observation report will be prepared by the on-site construction representative. This will be submitted to the Town electronically within 24 hours of the observations.
- 2) ATM will provide brief summary reports of project progress to the Town on a weekly basis. Additional documents will be prepared and submitted to the Town as appropriate during construction.
- 3) ATM will provide the Town with copies of permit-required regulatory agency submittals.
- 4) ATM will provide the Town with a recommendation for payment associated with Contractor invoice submittals.

#### **Task 2.2: Project Review and Certification**

ATM will prepare Project Certification documentation for submittal to the FDEP and USACE. This will include development of signed and sealed Project Certifications for both the FDEP and USACE. Project performance monitoring as required by project permit will be conducted under annual monitoring efforts beyond this scope. ATM will prepare a final project sediment QA report consistent with the requirements of the project QA/QC Plan. This effort will include collection of sand samples for mechanical sieving.

#### **Task 2.2 Deliverables:**

- 1) USACE project certification letter
- 2) FDEP project certification letter
- 3) Project QA Sediment Report
- 4) Any additional correspondence or documentation as required

#### **Task 3: Reach 8 and 9 Plans, Specifications, Bidding and Construction Support**

ATM will support the bidding and construction of a truck haul project in Reach 8 and 9 utilizing stockpiled sand from the Phipps Nourishment Project.

Subtasks include:



### **Task 3.1 Plans and Specifications.**

ATM will develop a set of plans and specifications sufficient for project bidding. The project volumes and construction template will be updated based on the most recent project monitoring surveys. This package will consist primarily of the project plans and technical specifications. These will be incorporated into the Town's general front end (boilerplate) bidding/contract documents. This effort will be conducted in coordination with Town coastal and purchasing staff.

**Task 3.1 Deliverable:** A draft copy of the plans and specifications will be prepared for Town Staff review. A final plans and specifications set will be provided based on staff input.

### **Task 3.2 - Bid Support**

ATM will support a pre-bid conference with potential bidders and will address questions received from potential bidders. If necessary, ATM will develop draft addendums to the bid. Upon receipt of bids, ATM will review the submittal packages and provide a recommendation to the Town regarding bid award.

**Task 3.2 Deliverable:** An agenda for the pre-bid conference will be prepared. Addendums as appropriate will be prepared. All documentation will be provided to Town Staff in draft form for review and comment prior to finalization.

### **Task 3.3 – Federal Permit Minor Modification Support**

It is anticipated that a minor modification to the existing Phipps Nourishment Project federal permit will be required to accommodate the change in borrow area and additional placement in Reach 9. While dune projects typically do not require Federal authorization, it is required in this case given that the borrow source is from an offshore borrow area under Federal jurisdiction. Under this Task ATM will prepare the minor modification request, coordinate with the USACE regarding the request and respond to any requests for additional information (RAI).

**Task 3.3 Deliverable:** ATM will prepare the minor modification request. ATM will prepare any required correspondence or RAI requests as needed.

### **Task 3.4: Project Management and Site Inspection**

ATM will provide engineering construction support services to accommodate the construction of the Reach 8 and 9 Truck Haul Dune Project utilizing sand from the Phipps Nourishment Project dredge operations. This effort will be an extension of the effort as defined in Task 2 to accommodate the additional Reach 8 and 9 project construction.

This task is based on the assumption of a 20 day active construction timeline occurring in parallel with the Phipps Project construction with a total daily time commitment on the order of ten hours by additional key observation staff. Additional senior support is included in addition to this effort.



### **Task 3.4 Deliverables:**

- 1) A Daily observation report will be prepared by the on-site construction representative. This will be submitted to the Town electronically within 24 hours of the observations (these may be combined with Phipps project reporting as appropriate).
- 2) ATM will provide brief summary reports of project progress to the Town on a weekly basis. Additional documents will be prepared and submitted to the Town as appropriate during construction (these may be combined with Phipps project reporting as appropriate).
- 3) ATM will provide the Town with copies of permit-required regulatory agency submittals.
- 4) ATM will provide the Town with a recommendation for payment associated with Contractor invoice submittals.

### **Task 3.5: Project Review and Certification**

ATM will prepare Project Certification documentation for submittal to the FDEP and USACE for the Reach 8 project segment. This will include development of signed and sealed Project Certifications for both the FDEP and USACE. Project performance monitoring as required by project permit will be conducted under annual monitoring efforts beyond this scope. ATM will prepare a final project sediment QA report consistent with the requirements of the project QA.QC Plan. This effort will include collection of sand samples for mechanical sieving.

### **Task 3.5 Deliverables:**

- 1) USACE project certification
- 2) FDEP project certification
- 3) Project QA Sediment Report
- 4) Any additional correspondence or documentation as required

### **Task 4: Mid-Town / USACE Coordination**

ATM will support construction of the Mid-Town Nourishment Project by the USACE on an as-needed basis.

Subtasks include:

#### **Task 4.1 Mid-Town / USACE Coordination**

ATM will provide consultation support to the Town regarding the Mid-Town Nourishment Project on an as-needed basis. It is noted that the USACE will oversee project construction. This task provides additional scope and budget for ATM to support this construction effort on behalf of the Town. This may include participation in project meetings, review of project materials, on-site review of construction elements or other tasks as directed by the Town.



**Task 4.1 Deliverable:** ATM will prepare exhibits and materials as directed by the Town.

## FEES

A summary of project Fees by Task is provided in Table 1 below. *Invoicing shall be on a time and materials basis not to exceed the total task budget outlined herein consistent with the Agreement.*

**TABLE 1**  
**Proposal Fees by Task**

	Task Description and Breakdown	ATM Total Labor	Internal Direct Expenses*	Total Task Budget
<b>Task 1</b>	<b>Pre-Construction Tasks</b>			
1.1	Pre-Construction conference	\$6,020.00	\$60.20	\$6,080.20
1.2	Meetings and Project Coordination	\$7,920.00	\$79.20	\$7,999.20
	<b>Total Cost - Task 1</b>	<b>\$13,940.00</b>	<b>\$139.40</b>	<b>\$14,079.40</b>
<b>Task 2</b>	<b>Construction Administration and Observation</b>			
2.1	Engineering Observation and Administration	\$79,000.00	\$790.00	\$79,790.00
2.2	Project Review and Certification	\$16,280.00	\$5,162.80	\$21,442.80
	<b>Total Cost - Task 2</b>	<b>\$95,280.00</b>	<b>\$5,952.80</b>	<b>\$101,232.80</b>
<b>Task 3</b>	<b>Reach 8 and 9 Construction Support</b>			
3.1	Plans and Specs Development	\$8,030.00	\$80.30	\$8,110.30
3.2	Bidding Support	\$5,880.00	\$58.80	\$5,938.80
3.3	Federal Permit Minor Modification	\$5,144.00	\$51.44	\$5,195.44
3.4	Engineering Observation and Administration	\$29,520.00	\$295.20	\$29,815.20
3.5	Project Review and Certification	\$12,720.00	\$1,127.20	\$13,847.20
	<b>Total Cost - Task 3</b>	<b>\$61,294.00</b>	<b>\$1,612.94</b>	<b>\$62,906.94</b>
<b>Task 4</b>	<b>Mid-Town / USACE Coordination</b>			
4.1	Mid-Town / USACE Coordination	\$9,640.00	\$192.80	\$9,832.80
	<b>Total Cost - Task 4</b>	<b>\$9,640.00</b>	<b>\$192.80</b>	<b>\$9,832.80</b>
	<b>Total Task Order Costs</b>	<b>\$180,154.00</b>	<b>\$7,897.94</b>	<b>\$188,051.94</b>



## SCHEDULE

ATM can initiate services immediately upon receipt of Notice to Proceed (NTP). It is noted that execution of this Scope of Services is contingent on actions by others, particularly the construction contractor.

The following schedule is assumed.

TASK	ESTIMATED COMPLETION
<b>Task 1: Pre-construction Tasks</b>	The Pre-Construction Conference (Task 1.1) will be conducted on a date as directed by Town Staff.  Task 1.2 will be completed on an as-needed basis
<b>Task 2: Construction Administration and Observation</b>	Active Construction will be completed by May 1, 2020. Site Remediation to be completed by June 1, 2020. Project Certification to be completed within 90 days of project completion
<b>Task 3: Reach 8 Bidding and Construction</b>	Reach 8 to be bid as directed by Town Staff. Active Construction to be completed by May 1, 2020. Site Remediation to be completed by June 1, 2020. Project Certification to be completed within 90 days of project completion
<b>Task 4: Mid-Town / USACE Coordination</b>	Task to be completed as directed by the Town. Active Construction to be completed by May 1, 2020.

Should you have any questions regarding this proposal, please feel free to contact me at your convenience.

Sincerely,

***Applied Technology & Management, Inc.***



Michael G. Jenkins, Ph.D., P.E.  
Coastal Engineering Principal

