



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

January 23, 2020

SENT VIA EMAIL
(DBasha@TownofPalmBeach.com)

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

Subject: D16/D18 PUMP STATION REHABILITATION CONSTRUCTION SERVICES
CMA Proposal No. P19.431-006

Dear Duke:

Chen Moore and Associates (CMA) is pleased to submit the attached Agreement for Professional Services and Scope of Services to provide construction services associated with the D16/D18 Pump Station Rehabilitation Project. This proposal defines the scope of work, schedule, and compensation for the construction services associated with this project.

I. SCOPE OF SERVICES

The Scope of Services is comprised of the following tasks:

- Task 1.1** – Review and Approval of Shop Drawings and Technical Submittals
- Task 1.2** – Respond to Contractor Requests for Information (RFI's)
- Task 1.3** – Pre-Construction and Progress Meetings
- Task 2.1** – Onsite Inspections and Oversight
- Task 3.1** – As-Built Review
- Task 3.2** – Material Testing Review
- Task 3.3** – Certification
- Task 4.1** – Structural Construction Services (Reimbursable)
- Task 4.2** – Electrical Construction Services (Reimbursable)

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

TASK 1 – PRE-CONSTRUCTION SERVICES AND COORDINATION

- **Task 1.1 – Review and Approval of Shop Drawings and Technical Submittals.** For scoping purposes, it is assumed there will be up to 20 shop drawings and technical submittals by the CONTRACTOR that will require review by CMA. In addition, Structural, Electrical and Instrumentation and Controls (I&C) submittals will be reviewed by CMA's sub-consultants under Task 4, Reimbursables. The review will include comparison of the CONTRACTOR's submitted documents to the requirements of the Contract Documents. The review also includes up to one re-submittal review for correction and revision by the CONTRACTOR per submittal package. In addition, any substantial deviation from the project requirements will be documented and returned to the TOWN with instructions on how to proceed based on the severity and nature of the deficiencies encountered.
- **Task 1.2 – Respond to CONTRACTOR Requests for Information (RFIs).** CMA will answer and address the CONTRACTOR's Requests for Information (RFI) which requires interpretation of the plans. This task includes only those RFIs that are directly related to any original products prepared by CMA for the construction of this project and excludes interpretation of any documents originally created by the TOWN, the Contractor, or their sub-contractors and suppliers.
- **Task 1.3 – Pre-Construction and Progress Meetings.** At the outset of the project, CMA will facilitate and conduct a Pre-Construction Meeting with the TOWN and the CONTRACTOR to review critical elements of the project and review considerations with respect to schedule, working hours, maintenance of traffic, staging and communication. Once NTP has been issued, CMA will facilitate progress meetings twice a month to review project progress and discuss any concerns. All meetings are assumed to be one hour in length. CMA will provide a sign-in sheet, agenda and summary for each meeting. The Pre-Construction Meeting will be attended by two (2) staff members from CMA: the Project Director (Engineer of Record), Project Manager, and the Project Engineer. Depending on the content of the meeting, the Progress Meetings will be attended by up to two (2) staff members from CMA, the Project Manager and the Project Engineer. Given the predicted five (5) month construction duration, it is assumed that ten (10) meetings will be conducted biweekly. It is assumed that no separate or additional meetings beyond progress meetings will be required with other residents, stakeholders or utility providers.

TASK 2 – ONSITE INSPECTIONS AND OVERSIGHT

- **Task 2.1 – On-Site Inspections and Oversight.** During the construction of the project, a designate of the Engineer of Record will be routinely on-site to perform inspections and observation of the work in progress. The objective of the site inspection is to assure the Engineer that the construction is being completed in substantial accordance of the contract documents. This task is directly related to

the ultimate Certification of Construction at the conclusion of the project is only intended to provide information to the Engineer of Record.

For scoping purposes, it is assumed there will be three categories of CMA staff members performing site visits: Associate Engineer, Project Engineer, and Project Manager (Engineer of Record). This task does not include construction management services for the Structural and Electrical disciplines which are included under Task 4, Reimbursables. Construction activities for this work will likely be somewhat intermittent based on material deliveries and will include some weeks of mobilization and demobilization. Assumed hours per week for staff to observe the Contractor or respond to calls and emails are based on an average over assuming 20 weeks of inspections over a 5 month construction period. Actual inspection hours are likely to vary considerably based on the Contractors schedule. The hours assumed will be as follows:

- Associate Engineer (9 hours per week)
- Project Engineer (15 hours per week)
- Project Manager (9 hour per week)

It is assumed that the time allocated for on-site inspections and oversight will also encompass several non-construction related coordination items, including the following:

- Resident coordination
 - Updates for TOWN Staff to include on the Town website
 - Coordination with utility companies during construction
-
- **Task 2.2 – Review of Pay Applications.** The construction duration is anticipated to be 5 months. Additionally, 4 hours per month will be allocated to the review and approval of five (5) Pay Requests from the CONTRACTOR plus one (1) additional Pay Request for final completion and release of retainage.

This time allocation assumes work progresses on week days and during normal working hours.
 - **Task 2.3 – Substantial and Final Completion Walk-Throughs.** Near the conclusion of the construction phase, CMA will attend two (2) Substantial Completion Inspections (one for each site) in order to allow for Certification of Construction. The Engineer of Record, Project Engineer and Associate Engineer will attend the site meeting. Any punch-lists or correspondence related to the Substantial Completion Inspection will be forwarded to the Engineer of Record. Two (2) Final Completion walk-throughs (one for each site) will be held including the Engineer of Record, or his designate.

TASK 3 – PROJECT CLOSE-OUT

- **Task 3.1 – As-Built Review.** CMA will review as-built drawings prepared by others and provide comments and/or recommended corrections. The intent of this sub-task is to allow the Engineer of Record to assure himself that all aspects of the project were constructed in substantial conformance to the Plans and Specifications thereby allowing him to certify the construction.
- **Task 3.2 – Material Testing Review.** CMA will review material testing performed by the CONTRACTOR.
- **Task 3.3 – Certification.** Upon completion of the Final Inspection CMA will issue a certificate that the project was completed in substantial accordance with the plans. The certificate will be signed and sealed by the Engineer of Record and delivered to the TOWN five (5) working days after the final set of as-builts are completed.

TASK 4 – REIMBURSABLES

To assist CMA in construction management services, the sub-consultants who performed the structural design (Stanley Engineers) and the electrical and I&C design (C&W Engineers) have been included on the project team. These consultants will perform the services and fees included as Exhibits B and C.

II. SCHEDULE

Construction is slated for May 1, 2020 – October 31, 2020.

III. EXCLUSIONS

The services outlined below are not included as part of the scope of work, although additional service agreements can be executed to assist the TOWN with these services if necessary:

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

IV. COMPENSATION

CMA will be compensated for the services described on a time and material basis in an amount of **\$137,846.00** per attached Exhibits A, B and C.

Mr. Duke Basha
RE: D16/18 Construction Services
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Should you have any questions, please do not hesitate to contact me at my office at (561) 746-6900 x 1160, my cell phone at (561) 329-1797 or send me an electronic message at bwhitfield@chenmoore.com.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Brent Whitfield", is positioned above the printed name.

CHEN MOORE AND ASSOCIATES
Brent Whitfield/ Senior Project Manager

Attachment(s): Exhibits A, B and C

Cc. Mike Roach - Town of Palm Beach

EXHIBIT A - FEE PROPOSAL
Town of Palm Beach
D16/D18 Pump Station Improvement, Construction Services

Chen Moore and Associates Project # P19.431-006

	Professional Staffing							Total
Hourly Rate	Senior CAD Technician \$85.00	Clerical \$60.00	Senior Designer \$105.00	Associate Engineer \$115.00	Project Engineer \$125.00	Senior Project Manager \$170.00	Project Director \$190.00	
TASK 1 – Pre-Construction Services and Coordination								
1.1 Review and Approval of Shop Drawings and Submittals (Up to 20)				20	10	4		\$4,230.00
1.2 Contractor RFI Responses				20	10	4		\$4,230.00
1.3 Pre-Construction and Progress Meetings					48	24	4	\$10,840.00
Task 1 Total	\$0	\$0	\$0	\$4,600	\$8,500	\$5,440	\$760	\$19,300.00
TASK 2 – Onsite Inspections and Oversight								
2.1 Onsite Inspections (Assume 20 weeks)				180	300	180		\$88,800.00
2.2 Review of Pay Applications (Assume 6)				6	12	6		\$3,210.00
2.3 Substantial and Final Completion Walk-Throughs (One Each Site)					32	16		\$6,720.00
Task 2 Total	\$0	\$0	\$0	\$21,390	\$39,000	\$31,620	\$0	\$98,730.00
TASK 3 – Project Close-Out								
3.1 As-Built Review				8	4		2	\$1,800.00
3.2 Material Testing Review				8	4		2	\$1,800.00
3.3 Certification				8	6		2	\$2,050.00
Task 3 Total	\$0	\$0	\$0	\$2,760	\$1,750	\$0	\$1,140	\$5,650.00
TASK 4 – Reimbursables								
4.1 Structural Construction Services (Stanley)								\$7,166.00
4.2 Electrical Construction Services (C&W)								\$7,000.00
Task 4 Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,166.00

SUMMARY	Cost
TASK 1 – Pre-Construction Services and Coordination	\$19,300.00
TASK 2 – Onsite Inspections and Oversight	\$98,730.00
TASK 3 – Project Close-Out	\$5,650.00
TASK 4 - Reimbursables	\$14,166.00
TOTAL	\$137,846.00

EXHIBIT B

October 16, 2019

Michael Albert, PE
Senior Engineer
Chen-Moore & Associates
500 Australian Ave South, Suite 850
West Palm Beach, FL 33401

Town of Palm Beach - Pump Station D-16 & D-18 Retrofit – Post Design Services (Part 2)

Stanley Consultants Inc. is glad to submit to you this scope of work (SOW) and fee proposal for the Post Design Services of D-16 and D-18 Pump Station Retrofit Project for the Town of Palm Beach. It is our understanding that the Town of Palm Beach had shelved the project and now has brought back the project and is ready to go to construction. As part of the design phase of the project, Stanley Consultants provided the structural design. As part of this new work, Stanley Consultants will provide the structural post design services. At the request of the Town, this work will be split up into two parts. For Part 1, Stanley Consultants will provide the structural responds to pre-bid questions for the post design services (See Part 1 Proposal for details). For Part 2, Stanley Consultants will provide the remaining structural post design services as indicated in this proposal.

The SOW includes:

This task will include attend the pre-construction meeting, review and approve shop drawings and RFI's, attend one mid-construction meeting, and attend substantial completion/ walkthrough meeting. In addition, this task will include preparation of as-built drawings. As part of this task, it is assumed that there will be up to 3 shop drawing reviews, and 8 RFI reviews. This task will not include any work regarding permitting. If permitting assistance is required, this work will be considered as optional services. Any additional RFIs, bid questions, shop drawing reviews, or meetings outside of Part 1 and Part 2 Proposals will be considered additional services and will not be completed until a signed request is provided by Chen-Moore & Associates.

Deliverables to be Provided:

Shop Drawing reviews, RFI reviews and responses shall be delivered by PDF (electronic via e-mail) within 2 days of receipt. As-built drawings shall be delivered by (electronic via e-mail) within 5 days Chen-Moore & Associates request and after the contractor has submitted all construction variances.

Schedule:

Work on the project will begin upon receipt of Notice to Proceed (NTP) from the Chen-Moore & Associates. The above tasks will be delivered by Stanley Consultants within 120 Calendar days after NTP and at the time when Chen-Moore & Associates releases bid information.

Client to Provide:

- Any available information from the Town of Palm Beach and/ or the Contractor, including the all construction variances and manufactures product information. This information is needed for the development of the as-built drawings.

Method of Compensation:

The method of compensation shall be Time and Materials. See attachment for Basic Services. The total compensation for the Basic Services shall not exceed \$7,166.00. If you have any questions or require additional information, please feel free to contact us.

We look forward to working with you on this project.

Sincerely,



Luis J. Santana II, PE
Sr. Structural Engineer
Stanley Consultants, Inc.
1641 Worthington Road, Suite 400
West Palm Beach, FL 33409

santanaluis@stanleygroup.com
Office Ph: 561-584-8717

cc: Michael Penn (Stanley) and Brent Whitfield (CMA)

Fee Proposal Estimate - Town of Palm Beach - Pump Station Retrofit Fee Estimate for Post Design Services (Part 2)

Client: Chen-Moore & Associates - PM: Michael Albert

Task No.	Description	Santana, Luis		Smyth, Scott		Expenses	Total		Notes
		Senior Project Manager		Senior Designer					
		Rate	\$ 172	Rate	\$ 136				
		Hours	Subtotal	Hours	Subtotal		Hours	Fees	
1.0	Post Design Services								This task will include attend the pre-construction meeting, review and approve shop drawings and RFI's, approve contractor's pay apps, attend Mid construction meeting, and attend substantial completion walkthrough. In addition, this task will include preparation of As-built drawings a Min of 3 trips.
	Attend Pre-Construction Meeting	2	\$ 344		\$ -	\$ -	2	\$ 344	Assumes one trip, two hour meeting
	Review and Approve Shop drawings	6	\$ 1,032		\$ -	\$ -	6	\$ 1,032	Assumes 3 SD, 2 hrs each
	Review and Respond to RFIs	16	\$ 2,752		\$ -	\$ -	16	\$ 2,752	Assumes 8 RFI, 2 hrs each
	Attend Mid construction meeting	2	\$ 344		\$ -	\$ -	2	\$ 344	Assumes one trip, two hour meeting
	Attend substantial completion walkthrough	2	\$ 344		\$ -	\$ -	2	\$ 344	Assumes one trip, two hour meeting
	Prepare As-built Drawings	4	\$ 688	12	\$ 1,632	\$ 30	16	\$ 2,350	4 sheets. Expenses Includes transportation to the site for field visits and meetings, and printing.
		32	\$ 5,504	12	\$ 1,632	\$ 30	44	\$ 7,166	

Total Stanley Consultants Hours	44
Total Stanley Consultants Fees	\$7,136
Expenses	\$30
Total Estimated PDS Fee	\$7,166

C & W engineering

Electrical Consultants

2775 Vista Parkway, G-6
West Palm Beach, FL 33411
(561) 642-5333

EXHIBIT C

October 17, 2019

Mr. Michael Albert, P.E.
Chen & Associates
500 Australian Avenue, Suite 850
West Palm Beach FL 33401

Subject: Town of Palm Beach Storm Water Pump Stations D16, and D18 Rehabilitation Project, Electrical Construction Services Proposal, Rev 2
C&W Ref. 77077.CS

Dear Michael:

I am pleased to submit this revised proposal for your consideration to provide Electrical Engineering Services during construction for the Town of Palm Beach storm water Project to pump stations D16 and D18. The proposal is based on the following:

1. Attend a Pre-construction meeting and respond to questions.
2. Review shop drawings.
3. Respond to Contractor RFIs.
4. Provide a field progress inspection to each site during construction, provide a report.
5. Provide a Startup and testing inspection and provide a punch list To each site.
6. Review O&M manuals and confirm spare parts.
7. Provide as-built drawings based on Contractor provided redlines to each station.

CONSTRUCTION SERVICES

Coordination

Chen Moore and Associates

Owner

Contractor

1 Progress Field Meeting at each site

During construction
Review and approve shop drawings
Electrical equipment, raceways, wire

Prepare response to Contractor RFI requests
Attend a startup and testing field visit and provide a punch list to each station site
Provide review of O&M manuals and confirm spare parts.
Provide as-built drawings based on redlines from the Contractor.

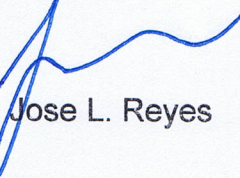
CONSTRUCTION SERVICES FEE:

\$7,000 hourly, not to exceed, time and expense.

I trust the scope and fee are in agreement with your needs and expectations.
Please contact me with questions or comments. Thanks for this opportunity.

Very truly yours,

C&W Engineering



Jose L. Reyes

JLR/nl
MAG/File