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Approved
DKS
1-31-2022

January 31, 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: WORTH AVENUE - CONSTRUCTION SERVICES
POST-UTILITY CONSTRUCTION PHASE SERVICES
CMA Proposal: P20.431**

Dear Mr. Basha:

Chen Moore and Associates (CMA) is pleased to submit the attached Agreement for Professional Services and Scope to provide construction oversight associated with the Worth Avenue Infrastructure Improvements Project supporting the asphalt paving, concrete flatwork and other restoration activities that remain since Johnson-Davis completed the installation of the underground utilities throughout the corridor. The previous construction services proposal assumed that the effort to construct the underground utilities and to perform all restoration would be completed by the end of calendar year 2019. However, due to failures in the water main constructed by a non-performing Contractor, the duration of the schedule lengthened and the need for additional oversight was evident. This proposal defines the scope of work, schedule, and compensation for the construction services associated the post-utility construction phase.

I. SCOPE OF SERVICES

The Scope of Services is comprised of the following tasks:

- Task 13.1** – Post-Utility Construction Progress Meetings
- Task 13.2** – Post-Utility Construction Inspections and Oversight
- Task 13.3** – Substantial and Final Walk-Through and Project Close-out

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

Task 13.1 – Post-Utility Construction Progress Meetings

During post-utility construction and restoration CMA will facilitate progress meetings 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. Progress Meetings will be attended by one (1) staff members from CMA: the Project Director (Engineer of Record). Given the predicted eight (8) week construction duration and ten (10) week closeout duration, it is assumed that meetings will be weekly during construction and as needed during close-out for a total of twelve (12) progress meetings. It is assumed that no separate or additional meetings beyond progress meetings will be required with other residents, stakeholders or utility providers.

Task 13.2 – Post-Utility Construction 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 post-utility restoration work in progress. The objective of the site inspection is to assure the Engineer that the construction is being completed in substantial accordance with the contract documents. Additionally, there will be coordination between the Project Director and the Contractor's Project Manager and Construction Superintendent to assure field decisions follow the plans, specifications and overall project intent. This task is directly related to the ultimate Certification of Construction at the conclusion of the project and 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 and Project Director (Engineer of Record). During construction activities it is assumed that the Associate Engineer will be on-site as often as twice per day to observe the Contractor, the Project Engineer will be on-site as often as once a day and the Project Director will be on-site or responding to calls and emails as needed. The hours assumed for CMA staff will be as follows:

- Associate Engineer (3 hours per day / 15 hours per week)
- Project Director (2 hours per day / 10 hours per week)

In addition to observing daily construction activities, 2 hours of Project Director and 6 hours of Associate Engineer per month will be allocated to the review and approval of Pay Requests from the Contractor. It is assumed that no more than four (4) payment applications will be submitted.

Task 13.3 – Substantial and Final Walk-Through and Project Close-Out

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

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 the certification of construction.

Upon completion of the Final Inspection CMA will issue a certificate that the project was completed in substantial accordance with the plans. The certificate will be signed and sealed by the Engineer of Record and delivered to the TOWN five (5) working days after the final set of as-builts are completed. In addition, the certification task will incorporate permit certification with PBCHD and close-out of water main related documentation with the City of West Palm Beach.

II. SCHEDULE

Construction is slated for January 20, 2020 to March 13, 2020
Close-out is anticipated from March 16, 2020 to May 1, 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 **\$46,260** per attached Exhibit A.

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

Respectfully submitted,



CHEN MOORE AND ASSOCIATES
Brent Whitfield
Director of Water Resources

Attachment(s): Exhibit A
Cc. Mike Roach - Town of Palm Beach

EXHIBIT A - FEE PROPOSAL

Town of Palm Beach

Worth Avenue - Construction Services: Post-Utility Construction Phase Services

Chen Moore and Associates Project # P20.431

	Senior CAD Technician	Clerical	Senior Designer	Associate Engineer	Project Engineer	Senior Project Manager	Project Director	Total
Hourly Rate	\$85.00	\$60.00	\$105.00	\$115.00	\$125.00	\$170.00	\$190.00	
TASK 13.1 – Post-Utility Construction Progress Meetings								
13.1.1 Progress Meetings (Up to 12)				24			12	\$5,040.00
Task 10 Total	\$0	\$0	\$0	\$2,760	\$0	\$0	\$2,280	\$5,040.00
TASK 13.2 – Post-Utility Construction Inspections and Oversight								
13.2.1 Onsite Inspections (Assume 8 weeks)				120			80	\$29,000.00
13.2.2 Review of Pay Applications (Assume 4)				24			8	\$4,280.00
Task 11 Total	\$0	\$0	\$0	\$16,560	\$0	\$0	\$16,720	\$33,280.00
TASK 13.3 – Substantial and Final Walk-Through and Project Close-Out								
13.3.1 Substantial and Final Completion Walk-Throughs				24			12	\$5,040.00
13.3.2 As-Built Review				8			4	\$1,680.00
13.3.3 Certification (Water/Sewer/Drainage/Paving)				4			4	\$1,220.00
Task 12 Total	\$0	\$0	\$0	\$4,140	\$0	\$0	\$3,800	\$7,940.00
TOTAL FEE								\$46,260.00