



November 15, 2019

Mr. Dean Mealy
Town of Palm Beach
951 Old Okeechobee Road
West Palm Beach, FL 33401

RE: *Australian Avenue Watermain Replacement – Engineering Design Services*

Dear Dean,

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “CONSULTANT”) is pleased to submit this proposal to The Town of Palm Beach (“TOWN” or “CLIENT”) to provide engineering services related to the replacement of a watermain on Australian Ave between South Lake Drive and South Ocean Blvd. in the Midtown area. Our project understanding, scope of services, fee basis, and schedule follow.

Project Understanding

The City of West Palm Beach (City) has identified a need to replace approximately 3,400 linear feet of the existing 6-in ductile iron pipe (DIP) watermain along Australian Ave from South Lake Drive to South Ocean Blvd in the Town of Palm Beach. We understand that this watermain was installed prior to 1940 and is included in the City’s replacement program. The City desires to remove the existing watermain and replace it with an 8-in or 12-in watermain. An Interlocal Agreement exists between the Town of Palm Beach and the City of West Palm Beach to fund the design and construction of these improvements. The Town has asked Kimley-Horn to provide design, permitting, and bidding services for the project. It is understood that the Town will administer the design and construction of these watermain improvements for the City in conjunction with the undergrounding program.

Based on this understanding, the following tasks will be performed by the Consultant:

Scope of Services

Task 1 – Data Collection, Construction Documents, and Permitting

Data Collection

The Consultant will attend up to one meeting with the City to kick off the project and discuss the design criteria. The Consultant has performed data collection, survey, and geotechnical investigation on Australian Ave from South Lake Drive to South Ocean Blvd during the Town-wide undergrounding project. We assume that the Town will allow this information to be reused for the purposes of the watermain design. We will review the collected information as it relates to this design and coordinate with the City, Town, and franchise utility owners to collect additional information regarding the existing underground infrastructure. There are existing private fire line services (PFL) where record data is needed that will need to be considered in the design. We will review the corridor in the field to identify opportunities and constraints that may affect the design of the improvements.

It is understood that the route of line survey that was prepared for the Town of Palm Beach’s undergrounding project can be used to develop a base map for use in the design. This survey contains right-of-way and

boundary lines along with aboveground improvements, topographic information, a stationed baseline, benchmarks, and marked subsurface utilities.

The Consultant will employ the services of a sub-consultant to obtain up to 25 soft dig utility locations for known underground utilities along Australian Ave from South Lake Drive to South Ocean Blvd. This information will be used to develop the project base map of existing utilities to assist in the horizontal and vertical design of the proposed watermain.

It is understood that the geotechnical reports that were prepared for the Town's undergrounding project can be incorporated into the project construction documents and additional geotechnical information is not needed for this project.

Watermain Construction Documents

During this task, the Consultant will perform the following services:

- Coordinate and conduct one (1) utility coordination meeting with affected utility owners along the project corridor.
- The Consultant will create a base map for Australian Avenue that combines the survey information, soft dig, and record drawing information that was obtained as part of this task. This map will serve as the base for the construction drawings for the project.
- The Consultant will prepare construction plans for the watermain at a scale of 1" = 20' (full size) for the project. The plans and specifications will be suitable for permitting, public bidding, and construction and will contain the following information:
 - Cover Sheet
 - General Notes (1 sheet)
 - Overall Site Plan (1 sheet)
 - Watermain Plan and Profile (6 sheets)
 - Watermain Connection Details (2 sheets)
 - Watermain Construction Details (4 sheets)
- Submittal of plans and specifications for review at the 30%, 90% and final completion stages
- Meet with the City to review comments and accommodate reasonable requests for revisions after the 30% and 90% completion submittals. Plans will also be provided to the Town of Palm Beach and franchise utilities at these stages for coordination purposes. Final plans will be prepared after receipt of the comments from the 90% completion stage.
- Prepare Technical Specifications for the 90% and final construction plan submittal. An index of specifications will be provided at the 30% completion stage.
- Prepare an Opinion of Probable Construction Cost (OPC) at the 90% completion stage. A final OPC will be submitted with the final construction plan submittal.
- Coordinate and conduct one (1) meeting with the Town of Palm Beach to discuss construction schedule, milling and paving limits, maintenance of traffic (MOT) requirements, and other design requirements.

Watermain Permit Applications

It is anticipated that a new Florida Department of Environment Protection General Permit for Construction of Watermain Extensions for PWSs will be required for the watermain improvements. The Consultant will submit the applicable permit application for the work to the Palm Beach County Health Department. The City will be listed on the application as the permittee and owner upon the completion of the project. The Consultant will respond to a maximum of one (1) request for additional information from the Health Department for the permit application. Additional revisions or changes in response to subsequent review comments requested by the City shall be provided as an Additional Service. The \$650 permit application fee is included in this task.

It is anticipated that a new Florida Department of Transportation (FDOT) General Utility Permit will be required for the watermain improvements at South County Rd. The Consultant will submit the applicable permit application for the work to the FDOT. The City will be listed on the application as the permittee and owner upon the completion of the project. The Consultant will respond to a maximum of one (1) request for additional information from the FDOT for the permit application. Additional revisions or changes in response to subsequent review comments requested by the City shall be provided as an Additional Service.

Any significant plan revisions caused by changing agency criteria after our initial design is reviewed with each appropriate agency and similar factors outside of the Consultant's control, additional meetings, or additional coordination will be considered Additional Services.

Task 2 – Bid Phase Assistance

The Town will require limited bid phase services. The Consultant will:

- Attend the pre-bid meeting.
- Assist the Town in answering bidder questions.
- Review of the apparent low bidder's bid proposal and submittal of a summary of our findings to the Town.
- Incorporate addenda into the plans and specifications so conformed documents can be issued for construction.

It is our understanding that the Town will administer the bid process and distribute addenda to bidders. The Bidding or Negotiation Phase will be considered complete upon contract award or upon cessation of negotiations with prospective contractors.

Additional Services

The following services are not included in the Scope of Services for this project but may be required depending on circumstances that may arise during the execution of this project. Other items that may be considered additional services are mentioned herein. Additional services include, but may not be limited to the following:

- The design and permitting of any utility improvements beyond what is described in the Scope of Services
- Construction phase services

Information and Services Provided by the Town

The Town shall provide the following information related to the design of this construction project:

- Access to the Site
- Record drawings for project corridor and adjacent streets as needed
- Meeting facilities

Schedule

Kimley-Horn will perform the scope of services above as expeditiously as practical to meet a mutually agreed upon schedule.

Fee and Billing

Kimley-Horn will perform the Scope of Services described above on a labor fee plus expense basis for the maximum labor and expense fee of \$82,292.00 Kimley-Horn will not exceed the total maximum labor and expense fee shown without authorization from the Client.

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., dated July 10, 2019, 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" shall refer to The Town of Palm Beach.

If you concur in all the foregoing and wish to direct us to proceed with the services, please notify us by providing a purchase order for the scope and fee described above.

We appreciate the opportunity to provide these services to you. Please contact me at (561) 840-0820 or kevin.schanen@kimley-horn.com should you have any questions.

Sincerely,



By: Kevin Schanen, P.E.
Sr. Vice President

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