



February 17, 2020

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

RE: *Building Department Development Review - Site Civil Plan Review Assistance*

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") for assistance to the Building Department staff for review of site civil development plans. Our project understanding, scope of services, fee basis, and schedule follow.

Project Understanding

The Town of Palm Beach has experienced an increase in the volume of Building and Right of Way Permit applications. There are limited internal staff to review the number of applications that are being received, particularly engineering staff to review site civil improvement plans. The Town has requested that Kimley-Horn provide assistance to supplement Town staff with the review of site civil engineering improvement plans.

Kimley-Horn will provide a staff member to work alongside building department staff within the building department in Town Hall. Town staff will provide the Kimley-Horn employee any necessary training on Town systems and software required to perform the review and enter comments into the system. It is projected that the staff augmentation need will increase during the summer months in order to handle the inflow of applications to be reviewed.

Based on this understanding, a description of the proposed scope of services is presented below.

Scope of Services

Kimley-Horn will provide a staff member to work under the direction of Building Department staff for the specific purpose of reviewing site civil improvement plan applications received by the Building Department. Our plan review will be for the purpose of determining whether or not the improvements are in accordance with the Town's Code of Ordinances. All review of proposed construction documents will take place using Town computers and files, on premises at the Town of Palm Beach Town Hall. Written comments will be provided in the manner preferred by the Town, which are expected to be direct input into a computer permit tracking system.

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.

Fee and Billing

KHA will perform the services described in this Scope of Services on hourly basis in accordance with our Contract with the Town. We recommend that a budget of \$64,572.82 be established for this project. The fees are based on 20 hours per week for the first two months, 25 hours per week for the third month, 30 hours per week for the fourth month, and 25 hours per week for the fifth month. Fees will be invoiced monthly based upon the services performed.

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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ESTIMATE FOR ENGINEERING SERVICES

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