

Mr. Dean Mealy II  
Town Purchasing Manager | Town of Palm Beach  
951 Old Okeechobee Rd  
West Palm Beach, FL 33401

via email to DMealy@TownofPalmBeach.com

May 3, 2021

Dear Dean,

**Reference No.: 12717.200**

**SUBJECT: Change Order Request for Professional Engineering Services for Town Marina Project**  
**Implementation of the Nievera Williams Landscape Plan and Associated S Lake Drive Revisions**

W.F. Baird & Associates Ltd. is submitting a change order request to address additional effort required to implement the Lake Park Improvements (LPI) plan submitted to Town Council and the Planning & Zoning Board (PZB) on April 1, 2021. We are approaching the limit of the budget for coordination, design and development of the initial Fairfax Sammons Plan under which we were able to assist Nievera Williams in the development and submittal of the LPI plan. Town Council approved the LPI plan on April 14 and we are working with Nievera Williams, Chen Moore, WGI, HUB Parking, MLCI and their sub-consultants, and the Town to develop and implement this plan.

We anticipate the following items of work remain to implement the plan:

- a) Finalize the PZB submittal with comments from the Town and Nievera Williams.
- b) Assist the Town with change order review and negotiation with MLCI.
- c) Additional presentation to Town Council to discuss details such as parking lot gates and other final design details.
- d) Finalize the WGI report documenting the traffic circle evaluation.
- e) Finalize the electrical equipment screening details for the electrical equipment, including wind load assessment and screen foundation design.
- f) Finalize the parking lot gate design (power and access control connections) and assist the Town with the contracting with HUB Parking and integration into the project team for implementation.
- g) Finalize retaining wall designs and parking lot grading plan with reversion to asphalt but revised flow paths.
- h) Design review meeting with the Town Kimley-Horn, and Burkhardt Construction to coordinate upland utility interaction.
- i) Develop final construction documents for approval by the Town building department.
- j) Address Building Dept comments on the submitted plan.

- k) Address MLCI value engineering comments and proposed plan revisions. MLCI has already provided some recommendations regarding drainage.
- l) Review of submittals associated with the plan, including but not limited to items such as: irrigation plan for the entirety of Lake Park, material submittals, warranty information, paver design and installation procedures, tree root protection, utility connection (for dog fountain), and concrete submittals.
- m) Additional meeting(s) with Town arborist for pre-construction meeting to finalize path layout to avoid tree roots.
- n) Additional site visits by Baird and Chen Moore staff to facilitate interaction with other upland work along S Lake Drive.
- o) Additional construction oversight associated with the park improvements, including vegetation installation, paver installation, parking lot gate installation, grade checks, layout and construction of traffic calming measures, realignment of catch basins and storm water drainage, and irrigation system checks.
- p) Additional construction administration associated with the park improvements, including detailed quantity assessments, payment applications, and review and incorporation of as-built drawings.

The cost of this work is estimated to be \$46,116.

A breakdown of the effort is shown in Table 1.

Please call me if you have any questions. We look forward on continuing to work on this important project with the Town.

Kind regards,



**Gordon Thomson** | Associate Principal

Baird & Associates

E: [gthomson@baird.com](mailto:gthomson@baird.com)

M: 561 400 7820

CC: Jeff Bellile  
Rory Agnew

**Table 1: Breakdown of Hours and Costs for Task 3.14, Lake Drive Park Design, Permitting and Plans**

TASK	W.F. BAIRD & ASSOCIATES, LTD.				Chen Moore				Turrell Hall & Associates		Subtotals
	Senior Prof III	Staff Prof III	Senior Tech.	Expenses	LA Director	Sr. LA/Engineer	LA/Engineer Designer	Project LA	Marine Construction	Staff Engineer	
US Hourly Rate 2018 US \$	\$220	\$158	\$110	\$1	\$205	\$195	\$125	\$95	\$150	\$95	
<b>3.0 CONSTRUCTION PHASE SERVICES</b>											
<b>3.1 Construction Support &amp; Administration</b>											
3.16 Lake Drive Park Improvement Implementation											
a Finalize the PZB submittal with comments from the Town and N	4		12			4	8	4			\$4,360
b Assist the Town with MLCI change order review and negotiation	8										\$1,760
c Additional presentation to Town Council	8										\$1,760
d Finalize the WGI report documenting the traffic circle evaluation	2			750							\$1,190
e Finalize the electrical equipment screening details	12	8									\$3,904
f Finalize the parking lot gate design	4		2			8		8			\$3,420
g Finalize retaining wall designs and parking lot grading plan	8	4	4		2	4	2	8			\$5,032
h Design Review Meeting						4		4			\$1,160
i Develop final construction documents for approval by TPB	4		4			4	8	8			\$3,860
j Address Building Dept comments on the submitted plan	2		2			4	4	4			\$2,320
k Address MLCI comments and proposed plan revisions	8		4			4	4	4			\$3,860
l Review of submittals associated with the plan	16										\$3,520
m Additional meeting(s) with Town arborist	2										\$440
n Additional site visit(s) with Project Team	4					4	4				\$2,160
o Additional construction oversight	8								10	30	\$6,110
p Additional construction administration	4									4	\$1,260
	94	12	28	750	2	36	30	40	10	34	
Total Cost (\$)	\$20,680	\$1,896	\$3,080	\$750	\$410	\$7,020	\$3,750	\$3,800	\$1,500	\$3,230	\$46,116