

500 S. Australian Ave., Suite 850
West Palm Beach, FL 33401
Office: +1 (561) 746-6900



October 20, 2021

SENT VIA EMAIL
(MRoach@TownofPalmBeach.com)

Dean Mealy
Purchasing Agent
Town of Palm Beach
360 S. County Road
Palm Beach, FL 33480

Subject: **Root Trail Ocean Gate Access Design, Permitting and Construction Phase Services**
CMA Proposal: P21.431.05

Dear Mr. Mealy:

Chen Moore and Associates (CMA) is pleased to submit the following proposal for professional assistance with the Root Trail Ocean Gate Access Design, Permitting and Construction Phase Services. The primary design work will be completed by CMA's Subconsultant, PGAL with assistance by their sub-consultants Jezerinac Group.

I. SCOPE OF SERVICES

The Scope of Services is comprised of the following tasks:

- Task 1 – Physical Assessment, Existing Documentation and Code Research
- Task 2 – Conceptual Design, Preparation of Three Concepts
- Task 3 – Prepare Final Design and Present to ARCOM
- Task 4 – Prepare Design and Presentation to Town Council
- Task 5 – Bidding Phase Services
- Task 6 – Construction Phase Services

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

Task 1 – Physical Assessment, Existing Documentation and Code Research

The Consultant Team will conduct a site assessment without team (architectural) to physically verify all existing conditions including photo documentation and measurements of the site area. Also review all zoning and code requirements to height and gate requirements. The consultant will also contract and have prepared a topographic survey by Engenuity Group, of the area, for use in the design.

Task 2 – Conceptual Design, Preparation of Three Concepts

The Consultant will prepare three gate concepts to present to Town staff to documenting all existing conditions and details including.:

- Plan
- Elevations
- Details
- Locking Options
- ADA Requirements
- Accessibility for Police ATV and UTV vehicles
- Special Architectural Features
- Sketch and Legal Description if needed

Task 3 – Prepare Final Design and Present to ARCOM

Based on the comments and approval from the review of the three concepts by Town staff, the consultant will develop the final design to present to ARCOM for approval. As part of Task 3 the consultant will address comments and resubmit (up to two(2) times) to ARCOM. Work will include the following:

- Prepare ARCOM Application
- Illustrative plans
- Elevations
- Materials and Finishes
- Renderings
- Preparing notices and delivering/mailing to the Public

Task 4 – Prepare Final Design and Present to Council

After the ARCOM approval the Consultant the final design will be presented to Town Council. Work will include the following:

- Illustrative plans
- Elevations
- Materials and Finishes
- Renderings

Task 5 – Prepare Construction Documents for Bidding

The design team will take the approved ARCOM and Town Council approved documents and prepare permit and bid documents. The team will assist the Town in answering Bid RFI's and evaluating the final bids.

Task 6 – Construction Phase Services

During construction phase services the consultant will review shop drawings, answer RFIs, and conduct two site visits.

II. 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:

1. Environmental or geotechnical engineering

II. COMPENSATION AND SCHEDULE

The work is proposed to be compensated on a lump sum basis for a proposed total fee of \$59,779. The work is anticipated to be completed within 8 weeks of issuance of Notice To Proceed (NTP). Below is a breakdown of the fee and schedule by task.

Task	Description	CMA Fee	PGAL Fee	Engenuity Group	Total Fee	Weeks from NTP
1	Physical Assessment	\$1,000	\$780	\$1,824	\$3,604	3
2	Conceptual Design	\$2,000	\$5,080	\$700	\$7,780	8
3	Prepare Final Design for ARCOM	\$8,900	\$8,350		\$17,250	12
4	Prepare Final Design for Council	\$1,640	\$675		\$2,315	16
5	Bidding Phase Service	\$2,640	\$7,740		\$10,380	18
6	Construction Phase Service	\$5,280	\$13,170		\$18,450	20
Total		\$21,460.00	\$35,795.00	\$2,524.00	\$59,779.00	

Should you have any questions, I can be reached via email at dcowan@chenmoore.com.

Respectfully submitted,

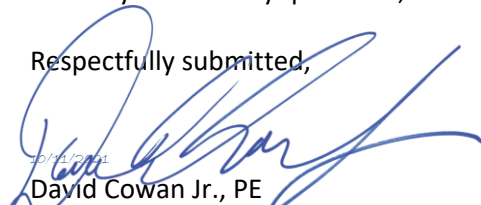

David Cowan Jr., PE
Senior Engineer
Chen Moore and Associates

EXHIBIT A - FEE PROPOSAL
Town of Palm Beach
Root Drive Ocean Gate Access

Chen Moore and Associates Project # P21.431.05

	CMA				Engenuity Group	PGAL	Total
Hourly Rate	Project Manager \$180.00	Project Engineer \$160.00	Clerical \$65.00	Mailing Costs \$1.00	Surveyor (LS)	Architect (LS)	
TASK 1 Physical Assessment							
1.1 Existing Documentation and Code Research	2	4					\$1,000.00
Task 1 Total	\$360	\$640	\$0	\$0	\$1,824	\$780	\$3,604.00
TASK 2 Conceptual Design							
2.1 Preparation of Three Concepts	4	8					\$2,000.00
Task 2 Total	\$720	\$1,280	\$0	\$0	\$700	\$5,080	\$7,780.00
TASK 3 Prepare Final Design for ARCOM							
3.1 Prepare Final Design for ARCOM approval	6	12				\$7,000	\$3,000.00
3.2 Preparing Notices and Delivering/mailing to the Public (300 Units, twice)			44	400			\$3,260.00
3.3 Presentation to ARCOM	4	12				\$1,350	\$2,640.00
Task 3 Total	\$1,800	\$3,840	\$2,860	\$400		\$8,350	\$17,250.00
TASK 4 Prepare Final Design for Council							
4.1 Presentation to Town Council	2	8					\$1,640.00
Task 4 Total	\$360	\$1,280	\$0	\$0		\$675	\$2,315.00
TASK 5 Bidding Phase Service							
5.1 Final Construction Documents for Bidding	4	12					\$2,640.00
Task 6 Total	\$720	\$1,920	\$0	\$0		\$7,740	\$10,380.00
TASK 6 Construction Phase Service							
6.1 Review Bids, Shop Drawings and Two Field Visits	8	24					\$5,280.00
Task 6 Total	\$1,440	\$3,840	\$0	\$0		\$13,170	\$18,450.00
TOTAL FEE	\$5,400.00	\$12,800.00	\$2,860.00	\$400.00	\$2,524.00	\$35,795.00	\$59,779.00

October 1, 2021

David Cowan Jr., P.E., LEED A.P., ENV SP
Senior Engineer
Chen Moore and Associates
500 Australian Ave. South, Suite 850
West Palm Beach, FL 33401
(Via email: dcowan@chenmoore.com)

**Re: Professional Surveying Services
Root Trail Ocean Gate Topographic and Tree Survey
Palm Beach, Florida
Engenuity Group Project No. 21148.01**

Dear Mr. Cowan:

We are pleased to offer this proposal to render Professional Surveying services in connection with the gate project associated with beach access along Root Trail in Palm Beach, FL (hereinafter called the 'Project').

Engenuity Group, Inc. will prepare a Topographic and Tree Survey for a proposed gate for beach access, pursuant to Chapter 5J-17.050, Florida Administrative Code, of a site located along Root Trail and N. Ocean Blvd. The survey limits are shown in yellow on the attached graphic which was provided by your office on September 30, 2021.

See the attached **Designated Scope of Services** for a specific list of additional items to be included on the Survey. A review of easement documents provided by Chen Moore is included in the services.

Surveying Fee: \$1,824.00

Should it be required Engenuity Group can prepare additional sketch and descriptions on an as needed basis.

Sketch and Description Fee (Each): \$700.00

The final deliverable will be four (4) signed and sealed copies of the Topographic and Tree Survey and four (4) signed and sealed copies of each sketch and description which can be provided within ten (10) business days of receiving authorization to proceed. In the event of rain delaying our field work, the delivery time will be pushed back the same number of days.

Permit Fees, Reproduction Charges and Reimbursable Expenses

The Total Contract Price **does not** include the payment of any governmental agency submittal or processing fees. The cost of these fees and any costs incurred by the office for printing, reproduction and other reimbursable expenses such as postage, travel, and document copy charges will be billed to the client monthly.

Invoicing and Payment

Work will be invoiced on a monthly basis for work completed to date. Invoice shall be paid in full by the Client within thirty (30) days of the invoice date, unless within such thirty (30) day period, Client notifies Engenuity Group, Inc. in writing of its objection to the amount of said invoice. Such notice shall be accompanied by payment of any undisputed portion of said invoice. If written objection is not received within thirty (30) days it shall constitute approval of invoice by Client. If the payment is not received within fifteen (15) days of billing date, a late charge will be added to the invoice in the amount of 1½ percent per month on the outstanding balance. If payment is not received within sixty (60) days of the invoice date, work may be suspended on the project until the outstanding invoice(s) are paid in full.

This proposal represents the entire understanding between you and us with respect to the Project. If this satisfactorily sets forth your understanding of our agreement, please execute the attached Authorization and return it to us. If you have any questions, please do not hesitate to contact us.

PURSUANT TO SECTION 558.0035 FLORIDA STATUTES, THE CONSULTANT IS THE RESPONSIBLE PARTY FOR THE PROFESSIONAL SERVICES IT AGREES TO PROVIDE UNDER THIS CONTRACT. NO INDIVIDUAL PROFESSIONAL EMPLOYEE, AGENT, DIRECTOR, OFFICER OR PRINCIPAL MAY BE INDIVIDUALLY LIABLE FOR NEGLIGENCE ARISING OUT OF THIS CONTRACT, AS LONG AS THE CONSULTANT MAINTAINS THE PROFESSIONAL LIABILITY INSURANCE REQUIRED UNDER THIS CONTRACT AND AS LONG AS ANY DAMAGES ARE SOLELY ECONOMIC IN NATURE AND THE DAMAGES DO NOT EXTEND TO PERSONAL INJURIES OR PROPERTY NOT SUBJECT TO THIS CONTRACT.

Sincerely,



Jennifer Malin, P.S.M.
Director of Surveying

Approved by,



Andre Rayman, P.S.M.
President

September 30, 2021

Mr. David Cowan, Jr. P.E.
Senior Engineer
Chen Moore and Associates
500 S Australian Avenue, Suite 850
West Palm Beach, Florida 33401

ALEXANDRIA
ATLANTA
AUSTIN
BOCA RATON
CHICAGO
DALLAS/FORT WORTH
DENVER
HOBOKEN
HOUSTON
LAS VEGAS
LOS ANGELES
SALT LAKE CITY
SAN DIEGO

**Re: Town of Palm Beach
Root Trail Beach Gate
North Ocean Boulevard and Root Trail
Palm Beach, Florida**

David,

Thank you for the opportunity to provide this proposal for the development of a beach gate at Root Trail including a Phase One ARCOM approval and Town Council Approval and a Phase Two for Final Construction Documents and Construction Administration. Our proposal includes the assessment of all architectural and structural systems and components of the gates and site. We propose to complete the work for both phases with our consulting team for a lump sum of \$ 28,055.00. (not including reimbursables).

Scope:

The scope is as follows:

Physical Assessment (Site Observations)

Conduct a site assessment with our team (architectural) to physically verify all existing conditions including photo documentation and measurements of the site area. Also review all zoning and code requirements to height and gate requirements.

Conceptual Design:

Prepare three gate concepts to present to Town staff to documenting all existing conditions and details including:

- Plan
- Elevations
- Details
- Locking Options
- ADA Requirements
- Accessibility for Police ATV and UTV vehicles
- Special Architectural Features

Prepare Final Design for ARCOM

Based on the comments and approval from the review of the three concepts by Town staff, develop the final design to present to ARCOM for approval. Work will include the following:

- Illustrative plans
- Elevations
- Materials and Finishes
- Renderings

Phase Two Construction Documents and Construction Administration

The design team will take the approved ARCOM and Town Council approval documents and prepare permit and bid documents. The team will assist the Town in answering Bid RFI's and evaluating the final bids. In addition review shop drawings and conduct two site visits during construction.

Design Team:

Architectural: PGAL, Inc.
Structural: Jezerinac Group

Proposed Fees:

Existing Documentation and Research (Includes one meeting with Town staff):		\$ 780.00
Architectural	\$ 780.00	
Preparation of Three Concepts (plan, elevations and details):		\$ 5,080.00
Architectural	\$4,680.00	
Structural	\$ 400.00	
Prepare Final Design for ARCOM approval (Illustrative plans, elevations & Renderings):		\$ 7,000.00
Architectural	\$7,000.00	
Presentation to ARCOM (Two meeting):		\$ 1,350.00
Architectural	\$ 1,350.00	
Presentation to Town Council (One meeting):		\$ 675.00
Architectural	\$ 675.00	
<u>Subtotal thru Commission Approval</u>		<u>\$14,885.00</u>
Final Construction Documents for Bidding		\$ 7,740.00
Architectural	\$ 6,240.00	
Structural	\$ 1,500.00	
Construction Administration (Review Bids, Shop Drawings and Two field Visits)		\$ 5,430.00
Architectural	\$ 4,680.00	
Structural	\$ 750.00	
<u>Subtotal for Construction Documents and Construction Administration</u>		<u>\$13,170.00</u>

Additional Services (If Requested):

if Required including additional meetings will be based on our hourly rates:

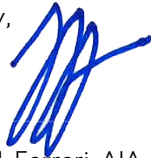
Principal:	\$250.00
Project Manager:	\$225.00
Senior Designer / Senior Architect	\$195.00
Project Designer / Project Architect	\$150.00
Technical / CAD Drafting	\$135.00
Administration	\$ 90.00

Reimbursable Expenses:

Printing, Postage (Courier) and Mileage will be billed at 1.10 of actual invoices with a not to exceed , for budgeting purposes of \$500.00.

Upon completion of the report and review/approval by your client, the Town of Palm Beach. If you have any questions, please do not hesitate to call.

Sincerely,



Samuel J. Ferreri, AIA
Principal

Cc: File