



November 8, 2021

Town of Palm Beach  
Attn: Ryan Canterbury, Senior Buyer  
360 South County Road  
Palm Beach, FL 33480

**RE: RFQ NO. 2021-27 PROFESSIONAL ENGINEERING SERVICES FOR TOWN OF PALM BEACH FACILITIES ASSESSMENT**

Dear Mr. Canterbury,

Nelson Engineering Co.'s (Nelson) is pleased to be selected as the most highly rated firm by the Town of Palm Beach. Please see Table 1 for our firm fixed price quote for performing the tasks stated in the Facilities Assessment Statement of Work provided with RFQ No. 2021-27. Detailed labor and travel costs are provided in Tables 2 and 3, and detailed task descriptions are provided in Table 4 on the following pages.

**Table 1. Fixed Price Quote Summary**

Category	Cost
Labor Sub-total	\$70,366.39
Travel Sub-total	\$5,848.89
<b>Total Fixed Cost</b>	<b>\$76,215.28</b>

Labor rates are based on our General Services Administration (GSA) Multiple Award Schedule, Contract Number GS-00F-324CA. All deliverables will be electronic and will allow meeting the schedule agreed upon between Town of Palm Beach and Nelson.

Assumptions/limitations:

- This quote is based on at least a six-month period of performance. A shorter timeframe or expedited travel requests will incur additional costs.
- Travel costs are based on a three-person assessment team performing inspections over a consecutive five-day period.
- The assessment team includes (1) Senior Engineer Specialist and (2) Engineers.
- Travel costs are not included for any other team member.
- All facilities will be accessible during a single mobilization.
- Roofs are readily accessible and do not require special equipment or fall protection gear.
- The Town of Palm Beach will accommodate schedule relief due to unforeseen and uncontrollable circumstances (i.e., severe weather, security impacts, and access limitations).

Please contact me if you need additional information or have any questions. Thank you for this opportunity. This proposal is valid for 60 days.

Sincerely,

A handwritten signature in black ink that reads 'John Carroll'.

John Carroll, P.E.  
Director of Capital Asset Management

**Table 2. Detailed Labor Costs**

#	Task	Senior Engineer Specialist (Hours)	Engineer (Hours)	Cost Estimator (Hours)	Total Hours
1	Project Management	42.00			42.00
2	Trip Prep and Historical Data Review	8.00	16.00		24.00
3	Perform On-site Inspections/ Identify Physical Deficiencies	40.00	80.00		120.00
4	Populate Database with Deficiencies	40.00	80.00		120.00
5	Calculate Cost Estimates	24.00	32.00	32.00	88.00
6	Develop Annual Maintenance Plan	12.00	24.00		36.00
7	Develop Capital Improvement Program	20.00	40.00		60.00
8	Perform Quality Assurance		24.00		24.00
9	Develop Draft Report	16.00	32.00		48.00
10	Develop Final Report	8.00	16.00		24.00
11	Miscellaneous Meetings/Tasks	16.00	32.00		48.00
	Sub-total Hours	226.00	376.00	32.00	634.00
	GSA FY22 Labor Rate	\$130.53	\$98.83	\$115.83 <sup>1</sup>	
	Sub-total Labor Costs	\$29,499.78	\$37,160.08	\$3,706.53	
	<b>Total Labor Cost</b>	<b>\$70,366.39</b>			

**Table 3. Detailed Travel Costs**

Description	Unit	Unit Rate	Quantity	# of People	Sub-Total
GSA Lodging Rate	Night/Per Person	\$205.00	5	3	\$3,075.00
Lodging Taxes	Night/Per Person	\$30.75	5	3	\$461.25
GSA Per Diem Rate	Full Day/Per Person	\$69.00	4	3	\$828.00
GSA First & Last Day of Travel	Partial Day/Per Person	\$51.75	2	3	\$310.50
Rental Car (Enterprise Standard)	Per Week	\$552.42	1		\$552.42
Rental Car Gas	Per Day	\$15.00	6		\$90.00
Sub-total Travel					\$5,317.17
Travel Overhead (10%)					\$531.72
<b>Total Travel Costs</b>					<b>\$5,848.89</b>

<sup>1</sup> Nelson's GSA schedule does not include a Cost Estimator labor category. This rate is based on the labor rate used on similar federal projects.

**Table 4. Detailed Task Description**

#	Task	Description	Basis
1	Project Management	Provide overall project oversight to ensure project success, provide technical guidance to team, and act as primary interface with the Town of Palm Beach.	7% of overall project hours
2	Trip Prep and Historical Data Review	Prepare for trip by interviewing facility managers and reviewing client-provided data, such as drawings, work order reports, and previous studies. Includes travel coordination.	8 hours per Assessor
3	Perform On-site Inspections	Inspect all Town facilities over a consecutive 5-day period. Document deficiencies and major building systems using photographs and detailed notes.	1 week site inspection = 40 hours per Assessor
4	Populate Database with Deficiencies	Time allotted to document deficiencies, attach photographs, and recommend corrective actions in the Microsoft Access Database. Also includes time for each assessor to perform a self-review.	1 to 1 ratio with site visit = 40 hours per Assessor
5	Calculate Cost Estimates	Develop rough order of magnitude (ROM) cost estimates based on the data gathered during the site assessment and using the industry accepted construction cost estimating software program CostWorks by RSMeans.	Assumes approx. 300 cost estimates.
6	Develop Corrective Maintenance Plan	Assign severity and urgency rankings for each deficiency identified. Use rankings to develop a prioritized list of annual corrective maintenance over a five-year window.	12 hours per Assessor
7	Develop Capital Improvement Program	Estimate remaining useful life of major building systems and recommend replacements with estimated costs over a ten-year planning window.	20 hours per Assessor
8	Perform Quality Assurance	Review assessment data to ensure data is complete and accurate. Perform an overall data quality check across each system discipline to validate accurate data entry, including cross referencing interview notes, field notes, and site photographs.	20% of Data Entry Time
9	Develop Draft Report	The draft report contains the data collection, analyses, and assessment results, including details on all deficiencies identified, the 5-year Corrective Maintenance Plan, and the 10-year Capital Improvement Program. The draft report is submitted to the Town of Palm Beach for review and a meeting is scheduled after a review period to discuss stakeholder comments and feedback.	16 hours per Assessor
10	Develop Final Report	The final report incorporates comments and feedback received on draft report.	8 hours per Assessor
11	Miscellaneous Meetings/Tasks	Project tasks not accounted for above such as attending meetings, conducting phone calls/interviews, and conducting research. Also covers general project tasks such as daily timesheet reporting, updating project manager, and team coordination.	Assumes 4 meetings lasting 2 hours each plus 8 hours for general project tasks per Assessor.