



Work Proposal
Applied Technology & Management
Construction Administration and Observation
2022 Dune Construction Projects
For the
Town of Palm Beach Coastal Management Program

1/16/2022

This Work Order, when executed, shall be incorporated into and become an integral part of the Agreement for Professional Services between the Town of Palm Beach, Florida (Town), and Applied Technology & Management (ATM), to be executed, hereafter referred to as the Agreement.

Project Background

This proposal provides consulting services in support of the 2022 Reaches 4 and 9 Dune Construction Project. The 2021 Phipps Nourishment Project included construction of a sand stockpile for dune construction that was only partially utilized in the 2021 project. This project will utilize the remaining sand stockpile to construct dunes in Reaches 4 and 9.

Specific Tasks are delineated within the following Scope of Services:

SCOPE OF SERVICES

Task 1: Construction Administration and Observation – Reach 4

ATM will provide project administration and observation to support project conformance with the plans and specifications, project permit and conditions of the construction contract for the Reach 4 project phase.

Task 1.1: Engineering Observation and Administration

ATM will provide engineering construction support services on an as needed basis as required for Project Certification and as directed by the Town. ATM will provide construction observation through daily on-site review of construction progress with the Contractor and Town. On-site visits

will be conducted based on construction progress by the Contractor and in consultation with the Town. ATM will observe the construction with regard the Contractor's compliance to the contract plans and specifications and regulatory permit conditions. ATM will notify the Town and construction Contractor of any observed deficiencies. ATM will provide on-site coordination with the Contractor and Town as part of this task. During the construction process ATM will provide administrative support on an as-needed basis including Contractor coordination and review of Contractor invoices. Upon notification from the Contractor of completion of construction, ATM will coordinate a site inspection and develop a punch-list for the Contractor to complete prior to a recommendation for final payment. ATM will coordinate with the Town and Contractor as necessary to address field changes, payment requests, punch list completion, and permit-required submittals to the regulatory agencies.

Task 1.1 Deliverables:

Project documentation as required including regulatory submittals and Contractor invoice reviews.

Task 2: Construction Administration and Observation – Reach 9

ATM will provide project administration and observation to support project conformance with the plans and specifications, project permit and conditions of the construction contract for the Reach 9 project phase. It is noted that while the project will be administered by the Town of Palm Beach, this project phase consists of dune construction within the Town of South Palm Beach with access through the City of Lantana, and as such will require additional coordination with these entities. Such coordination will occur in consultation with Staff of the Town of Palm Beach.

Task 2.1: Engineering Observation and Administration

ATM will provide engineering construction support services on an as needed basis as required for Project Certification and as directed by the Town. ATM will provide construction observation through daily on-site review of construction progress with the Contractor and Town. On-site visits will be conducted based on construction progress by the Contractor and in consultation with the Town and other relevant parties. ATM will observe the construction with regard the Contractor's compliance to the contract plans and specifications and regulatory permit conditions. ATM will notify the Town and construction Contractor of any observed deficiencies. ATM will provide on-site coordination with the Contractor and Town as part of this task. During the construction process ATM will provide administrative support on an as-needed basis including Contractor coordination and review of Contractor invoices. Upon notification from the Contractor of completion of construction, ATM will coordinate a site inspection and develop a punch-list for the Contractor to complete prior to a recommendation for final payment. ATM will coordinate with the Town and Contractor as necessary to address field changes, payment requests, punch list completion, and permit-required submittals to the regulatory agencies.

Task 2.1 Deliverables:

Project documentation as required including regulatory submittals and Contractor invoice reviews.

Task 3: Project Review and Coordination – Reach 7

ATM will provide additional support regarding the 2021 Reach 7 project on an as needed basis. This may include further evaluation of existing shoreline conditions and dune template capacity as well as coordination with the FDEP and local stakeholders as directed by Town staff.

Subtasks include:

Task 3.1: Project Review and Coordination – Reach 7

ATM will provide additional engineering, analysis, consultation and coordination services on an as needed basis as directed by Town staff to further ongoing evaluation of the 2021 Reach 7 dune project.

Task 3.1 Deliverables:

Relevant documentation including reports and analysis as required and directed by Town staff.

FEES

A summary of project Fees by Task is provided in Table 1 below and detailed costs are provided in Attachment A. *Invoicing shall be on a time and materials basis not to exceed the total task budget outlined herein consistent with the Agreement. The total cost for this effort shall not exceed \$49,968.00.*

TABLE 1

Proposal Fees by Task

	Task Description and Breakdown	Coastal Team Leader	Project Manager/Sr. Engineer	Staff Engineer	Junior Engineer/Engineer Tech.	AutoCAD/GIS Tech.	Admin./Clerical	ATM Total Labor	Internal Direct Expenses*	Total Task Budget
		\$178.00	\$136.00	\$110.00	\$90.00	\$85.00	\$80.00			
Task 1	Construction Administration and Observation - Reach 4									
1.1	Engineering Observation and Administration Reach 4	30.0	6.0	35.0	60.0	30.0	10.0	\$18,756.00	\$750.00	\$19,506.00
	Total Cost - Task 1	30.0	6.0	35.0	60.0	30.0	10.0	\$18,756.00	\$750.00	\$19,506.00
Task 2	Construction Administration and Observation - Reach 9									
2.1	Engineering Observation and Administration - Reach 9	30.0	6.0	35.0	60.0	30.0	9.0	\$18,676.00	\$750.00	\$19,426.00
	Total Cost - Task 2	30.0	6.0	35.0	60.0	30.0	9.0	\$18,676.00	\$750.00	\$19,426.00
Task 3	Project Review and Coordination - Reach 7									
3.1	Project Review and Coordination	30.0	6.0	10.0	10.0	28.0		\$10,536.00	\$500.00	\$11,036.00
	Total Cost - Task 3	30.0	6.0	10.0	10.0	28.0	0.0	\$10,536.00	\$500.00	\$11,036.00
	Total Task Order Costs	60.0	12.0	80.0	130.0	88.0	19.0	\$47,968.00	\$2,000.00	\$49,968.00

Should you have any questions regarding this proposal, please feel free to contact me at your convenience.

Sincerely,

Applied Technology & Management, Inc.

A handwritten signature in dark ink, appearing to read 'Michael G. Jenkins', with a stylized, flowing script.

Michael G. Jenkins, Ph.D., P.E.
Senior Principal

Attachment A

Detailed Cost Breakdown