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SENT VIA EMAIL
(DMealy@TownofPalmBeach.com)

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

Subject: **CIPP LINING – BASINS A05, A06, A43**
CMA Proposal: P22.431.01

Dear Mr. Mealy:

Chen Moore and Associates (CMA) is pleased to submit the attached proposal for professional services to provide professional assistance with the engineering management and oversight of the Cured In Place Pipe (CIPP) lining of wastewater pipelines in Basins A05, A06 and A43. The focus of the effort will be in managing the work of the contractor Insituform Technologies, LLC (Insituform) and verifying the work is being done in accordance with Town construction procedures and the required technical specifications. The length of CIPP work proposed for each basin is as follows:

- Basin A05 – 9,366 LF (pipe diameter varies from 6" to 15")
- Basin A06 – 34,475 LF (pipe diameter varies from 6" to 24")
- Basin A43 – 273 LF (pipe diameter varies from 8" to 10")

It is assumed that the work to be performed by Insituform will be focused entirely on preparing the pipe for CIPP lining, installing the lining, and tying the new liner into all services and manholes properly. The work will also include all necessary public noticing and maintenance of traffic in accordance with the Town's requirements and standard procedures. The work is not expected to involve smoke testing, cleaning, or CCTV recording of the pipelines separate from the efforts required to install the CIPP lining.

I. SCOPE OF SERVICES

The Scope of Services is comprised of the following tasks:

- Task 1 – Meetings and Coordination with Insituform
- Task 2 – Construction Preparation (Public Notices and Maintenance of Traffic)
- Task 3.1 – Basin A05: Construction Observation
- Task 3.2 – Basin A06: Construction Observation
- Task 3.3 – Basin A43: Construction Observation
- Task 4 – Pay Application, Submittal Review, and Project Closeout

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

Task 1 – Meetings and Coordination with Insituform

The Consultant will prepare for and attend a kick-off meeting with the Town and Insituform to establish lines of communication, expectations, and procedures for the performance of the CIPP lining work. In the kickoff meeting the technical specifications, standards, and construction requirements for the work will be reviewed in detail. These standards will be based on the existing agreement between Insituform and the Town and will not be prepared by the Consultant.

After the kickoff meeting, the Consultant will prepare for and attend monthly progress meetings with Insituform and the Town to review the work completed, discuss any issues or concerns, and maintain progress. It is assumed there will be no more than six (6) progress meetings required to complete the work. The Consultant will prepare an agenda and meeting summary for the kickoff meeting and each progress meeting to document the status of the work. In addition to formal meetings, the Consultant will review and record all correspondence associated with the work in cooperation with the Town.

Task 2 – Construction Preparation (Public Notices and Maintenance of Traffic)

The Consultant will coordinate with Insituform to make sure that door hangers are placed at all affected residences and businesses to alert everyone to the upcoming field work and potential for short-term service discontinuities. The Consultant will provide staff to respond to resident phone calls or field meetings to address questions or concerns with the construction activities. The Consultant will inform Town staff of resident concerns and respond to all inquiries directly in cooperation with Town staff directives.

The Consultant will also coordinate with Insituform and Town staff to make sure that workable Maintenance of Traffic (MOT) plans are prepared for road closures and traffic management during equipment mobilization and CIPP lining installation. The Consultant will ensure that MOT plans are prepared in sufficient advance of mobilization such that Town staff can post notifications of the changes in traffic patterns for public information.

Task 3.1 – Basin A05: Construction Observation and Documentation

The Consultant will provide routine field inspections during the set-up of MOT, installation of CIPP lining, and demobilization during each day of construction activities in Basin A05. The Consultant's field inspector will also prepare a daily report for each day's inspections to document activities for the Town's reference.

In addition to field observation, the Consultant will coordinate with Insituform to perform a review of any concerns with pipe damage, obstructions, or root intrusion identified in the pre-lining report and video. This information will be brought to the attention of the Town if needed. The Consultant will also perform a review of post-lining reports and video to confirm that the CIPP has been installed properly at the correct thickness and that all laterals have been re-connected. Progress of the work will be tracked in GIS to illustrate which locations have been lined and where issues, such as root intrusion in laterals, may have

been identified. It is assumed that if samples of the CIPP materials require additional testing, laboratory testing is beyond the Consultant's scope.

For the purposes of this proposal, it is assumed that the production rate is roughly 500-ft per day and the installation effort will require up to twenty (20) working days to perform the installation of the 9,366 linear feet of CIPP lining identified in Insituform's Purchase Order. It is assumed that no lateral lining will be included in this effort.

Task 3.2 – Basin A06: Construction Observation and Documentation

The Consultant will provide routine field inspections during the set-up of MOT, installation of CIPP lining, and demobilization during each day of construction activities in Basin A06. The Consultant's field inspector will also prepare a daily report for each day's inspections to document activities for the Town's reference.

In addition to field observation, the Consultant will coordinate with Insituform to perform a review of any concerns with pipe damage, obstructions, or root intrusion identified in the pre-lining report and video. This information will be brought to the attention of the Town if needed. The Consultant will also perform a review of post-lining reports and video to confirm that the CIPP has been installed properly at the correct thickness and that all laterals have been re-connected. Progress of the work will be tracked in GIS to illustrate which locations have been lined and where issues, such as root intrusion in laterals, may have been identified. It is assumed that if samples of the CIPP materials require additional testing, laboratory testing is beyond the Consultant's scope.

For the purposes of this proposal, it is assumed that the production rate is roughly 500-ft per day and the installation effort will require seventy (70) working days to perform the installation of the 34,475 linear feet of CIPP lining identified in Insituform's Purchase Order. It is assumed that no lateral lining will be included in this effort.

Task 3.3 – Basin A43: Construction Observation and Documentation

The Consultant will provide routine field inspections during the set-up of MOT, installation of CIPP lining, and demobilization during each day of construction activities in Basin A43. The Consultant's field inspector will also prepare a daily report for each day's inspections to document activities for the Town's reference.

In addition to field observation, the Consultant will coordinate with Insituform to perform a review of any concerns with pipe damage, obstructions, or root intrusion identified in the pre-lining report and video. This information will be brought to the attention of the Town if needed. The Consultant will also perform a review of post-lining reports and video to confirm that the CIPP has been installed properly at the correct thickness and that all laterals have been re-connected. Progress of the work will be tracked in GIS to illustrate which locations have been lined and where issues, such as root intrusion in laterals, may have been identified. It is assumed that if samples of the CIPP materials require additional testing, laboratory testing is beyond the Consultant's scope.

For the purposes of this proposal, it is assumed that the installation effort will require ten (10) working days to perform the installation of the 273 linear feet of CIPP lining identified in Insituform's Purchase Order as well as the potential for lining of the laterals from the sewer main to the right of way limits.

Task 4 – Pay Application, Submittal Review, and Project Closeout

The Consultant will provide a thorough review of each payment application submitted by Insituform, and after coordinating all comments will provide a recommendation for payment to the Town. For the purposes of this proposal, it is assumed there will be six (6) payment applications reviewed. The Consultant will also review any additional submittals such as change order requests or shop drawings for potential substitutions. Considering the existing documentation already in place with respect to the Insituform Purchase Order, it is assumed that no more than three (3) submittals will require review by the Consultant. Once all CIPP lining has been completed, the Consultant will provide a digital archive of all records and documentation to the Town. The Consultant will also provide markups of the extent of all CIPP lining for incorporation in the Town's GIS system.

II. SCHEDULE

Based on the nature of the construction observation element of the proposed effort, the schedule is largely dependent on the means and methods of Insituform and how the work proceeds. For the purposes of this proposal, it is assumed that the work can be completed in less than six (6) months and assumes one (1) month for administrative elements. If Insituform is able to find efficiencies in the process or mobilize multiple crews, it is anticipated the work could be completed much sooner.

III. 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. Procuring field survey of topographic or wastewater features.
2. Designing the replacement or rehabilitation of existing utilities for point repairs or otherwise.
3. Calculations for design related elements including CIPP thickness.
4. Placement of door hangers on behalf of the Contractor.
5. Permitting for any activities related to the work.
6. Storage of samples or laboratory testing and related coordination.

IV. COMPENSATION

CMA will be compensated for the services described on an hourly basis in an amount of **\$175,240.00** per attached Exhibit A.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "B. Whitfield", is positioned above the printed name.

Brent Whitfield, PE
Director of Water Resources
Chen Moore and Associates

Attachments:

Exhibit A: Detailed Fee Estimate

EXHIBIT A - FEE PROPOSAL
Town of Palm Beach
CIPP LINING – BASINS A05, A06, A43

Chen Moore and Associates Project # P22.431.01

	Principal	Project Director	Project Manager	CMA Project Engineer	Associate Engineer	Senior Const Specialist	Clerical	Total
Hourly Rate	\$275.00	\$220.00	\$180.00	\$125.00	\$115.00	\$125.00	\$65.00	
TASK 1 – Meetings and Coordination with Insituform								
1.1 Kickoff meeting (Prepare/Attend/Document)		2	8			2		\$2,130.00
1.2 Up to 6 progress meetings (Prepare/Attend/Document)		6	12			6		\$4,230.00
1.3 Review and respond to correspondence from Insituform		4	12					\$3,040.00
Task 1 Total Fee	\$0	\$2,640	\$5,760	\$0	\$0	\$1,000	\$0	\$9,400.00
Task 1 Total Hours	0	12	32	0	0	8	0	52
TASK 2 – Construction Preparation (Public Notices and MOT)								
2.1 Review and revise language and format of door hangers		1	4					\$940.00
2.2 Coordinate placement of door hangers and log calls			10		40			\$6,400.00
2.3 Coordinate response to questions from residents and businesses		20	50					\$13,400.00
2.4 Review MOT plans from Insituform			10			20		\$4,300.00
2.5 Coordinate public notification of MOT with Town			10					\$1,800.00
Task 2 Total Fee	\$0	\$4,620	\$15,120	\$0	\$4,600	\$2,500	\$0	\$26,840.00
Task 2 Total Hours	0	21	84	0	40	20	0	165
TASK 3.1 – Basin A05: Construction Observation								
3.1.1 On-site field observations (Up to 20 days)			20			100		\$16,100.00
3.1.2 Prepare Documentation / Review Reports and Videos / Track Progress		20	10		30	10		\$10,900.00
Task 3.1 Total Fee	\$0	\$4,400	\$5,400	\$0	\$3,450	\$13,750	\$0	\$27,000.00
Task 3.1 Total Hours	0	20	30	0	30	110	0	190
TASK 3.2 – Basin A06: Construction Observation Commission								
3.2.1 On-site field observations (Up to 70 days)			70			350		\$56,350.00
3.2.2 Prepare Documentation / Review Reports and Videos / Track Progress		35	35		105	35		\$30,450.00
Task 3.2 Total Fee	\$0	\$7,700	\$18,900	\$0	\$12,075	\$48,125	\$0	\$86,800.00
Task 3.2 Total Hours	0	35	105	0	105	385	0	630

EXHIBIT A - FEE PROPOSAL
Town of Palm Beach
CIPP LINING – BASINS A05, A06, A43

Chen Moore and Associates Project # P22.431.01

TASK 3.3 – Basin A43: Construction Observation								
3.3.1 On-site field observations (Up to 10 days)		10			50			\$8,050.00
3.3.2 Prepare Documentation / Review Reports and Videos / Track Progress		10	5		15	5		\$5,450.00
Task 3.3 Total Fee	\$0	\$2,200	\$2,700	\$0	\$1,725	\$6,875	\$0	\$13,500.00
Task 3.3 Total Hours	0	10	15	0	15	55	0	95
TASK 4 – Pay Application, Submittal Review, and Project Closeout								
4.1 Review Pay Applications (Up to 6)		4	6			12		\$3,460.00
4.2 Review Submittals (Up to 3)		6	24					\$5,640.00
4.3 Project Closeout		2	12					\$2,600.00
Task 4 Total Fee	\$0	\$2,640	\$7,560	\$0	\$0	\$1,500	\$0	\$11,700.00
Task 4 Total Hours	0	12	42	0	0	12	0	66

TOTAL FEE

\$175,240.00