



May 17, 2022

SENT VIA EMAIL
(dmealy@townofpalmbeach.com)

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

Subject: **Public Works Building Renovation**
CMA Proposal: P22.431.43

Dear Mr. Colby:

Chen Moore and Associates (CMA) is pleased to submit the following proposal for professional assistance with the Public Works Building Renovation located at 951 Old Okeechobee Road, West Palm Beach Florida. The primary design work will be completed by CMA's Subconsultant, PGAL with assistance by their sub-consultants Jezerinac Group, and JLRD, Inc. CMA will also provide all the civil design services.

I. SCOPE OF SERVICES

The Scope of Services is comprised of the following tasks:

- Task 1 – Programming / Schematic Design
- Task 2 – Design Documents: 60%, 90%, Permitting Set with Specification
- Task 3 – Construction Documents
- Task 3 – Permitting Services
- Task 5 – Bidding Assistance

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

Task 1 – Preliminary Design

The Consultant Team will, based on the previous prepare a preliminary plan and site visit provide two preliminary designs with multiple vignettes of individual spaces (meeting room, gym, lockers, waiting, restrooms). It is assumed that a selected design will be agreed upon within 4 design meetings.

Task 2 – Design Documents

Once the preliminary design has been agreed on by the Town of the Preliminary Design. The Consultant Team will be preparing a 60% submittal review set, 90% review set, and a permit set with specification.

Task 3 – Permitting Services

Once the design documents have been accepted by the Town. The Consultant will submit a permitting package and respond to comments from the reviewing agencies. For the purpose of this proposal the permitting agency that will be submitted to include The City of West Palm Beach Building Department.

Task 4 – Construction Documents

Once the permitting design documents have been accepted by the Town. The Consultant will be preparing the approved drawings, specification, and permits for bid solicitation by the Town.

Task 5 – Bidding Assistance

The Consultant will address requests for information from the bidders and draft a letter recommending the award of contract.

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
2. Civil engineering service within the right of way
3. Engineering services during construction or construction administration.
4. Public outreach or meetings

II. COMPENSATION AND SCHEDULE


The work is proposed to be compensated on a lump sum basis for a proposed total fee of \$64,145.00. The work is anticipated to be completed within 33 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	Total Fee	Weeks from NTP
1	Preliminary Design	\$2,720	\$17,740	\$20,460.00	8
2	Design Documents	\$2,720	\$14,080	\$16,800.00	16
3	Permitting Services	\$680	\$17,660	\$18,340.00	22
4	Construction Documents	\$680	\$5,204	\$5,884.00	31
5	Bidding Assistance	\$1,360	\$1,301	\$2,661.00	37
Total		\$6,800	\$55,985	\$64,145.00	37



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
Public Works Building Renovation

Chen Moore and Associates Project # P21.431.43

	CMA		PGAL	Total
Hourly Rate	Project Manager \$180.00	Project Engineer \$160.00	Architect (LS)	
TASK 1 – Programming / Schematic Design				
1.1 Space Planning & Meetings	8	8	\$ 17,740.00	
Task 1 Total	\$1,440	\$1,280	\$17,740	\$20,460.00
TASK 2 – Design Development				
2.1 60%, 90%, Permitting Set with Specification	8	8	\$ 14,080.00	
Task 2 Total	\$1,440	\$1,280	\$14,080	\$16,800.00
TASK 3 – Construction Documents				
3.1 Construction Drawings with Specification	2	2	\$ 17,660.00	
Task 3 Total	\$360	\$320	\$17,660	\$18,340.00
TASK 4 – Permitting				
4.1 Town of Palm Beach	2	2	\$ 5,204.00	
Task 4 Total	\$360	\$320	\$5,204	\$5,884.00
TASK 5 – Bidding Assistance				
5.1 Coordinate RFIs and Award Letter	4	4	\$ 1,301.00	
Task 5 Total	\$720	\$640	\$1,301	\$2,661.00
TOTAL FEE	\$3,600.00	\$3,200.00	\$55,985.00	\$64,145.00



May 2, 2022 - revised May 11, 2022

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

Re:Town of Palm Beach

**Public Works Building Renovation
951 Okeechobee Road, Suite A
West Palm Beach, Florida, 33401
PGAL Project number 1006604**

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

David,

Thank you for the opportunity to provide this proposal for the renovation of the existing Town of Palm Beach Public Works Building. Our proposal includes an interior renovation and incorporates architectural services as well as structural, mechanical, electrical, fire sprinkler and plumbing engineering.

Scope:

Provide design and documentation services for a renovation of the existing Public Works Building. The renovation scope of work is as follows:

1. Split the existing Meeting Room into two separate rooms with an operable partition
2. Replace the existing meeting room windows with impact resistant windows to match other recent replacements in the building
3. Add an Audio/Visual closet in the space outside the meeting rooms
4. Create a waiting area in the space outside the meeting rooms
5. Upgrade the finishes in the meeting rooms
6. Upgrade the finishes and exhaust in the existing restrooms
7. Convert the existing locker room and part of the electrician work area/office to an employee gym
8. Add a new locker room
9. Utilize small portion of space from the shop if necessary to accommodate the new program components
10. Reconfigure the electrician work area/office to accommodate 3 employees
11. Provide new epoxy floors throughout meeting/corridor/waiting space of the renovation area
12. Address acoustical concerns in wall construction between meeting rooms and adjacent office area
13. Include two layout options with multiple vignettes of individual spaces

Project tasks and Anticipated Schedule:

- I. Prepare two preliminary designs with multiple vignettes of individual spaces (meeting room, gym, lockers, waiting, restrooms) (8 weeks)
 - a. Attend 4 design meetings
- II. Design Development (6 weeks)
 - a. Specify finishes and products
 - b. Coordinate MEP design
- III. Construction Documents (6 weeks)
 - a. Prepare drawings and detailing for permit set
 - b. Prepare specifications
- IV. Permitting (anticipated 2 months)
 - a. Address permitting comments
- V. Bidding assistance (anticipated 1 month)
 - a. Address bidding RFI's
- VI. Construction Administration (anticipated 4 months)
 - a. 8 architectural construction meetings
 - b. 3 MEP construction site visits
 - c. Review submittals
 - d. Respond to RFI's
 - e. Punch list including 2 architectural punch list site visits and 1 MEP punch list site visit.

Design Team:

Architectural: PGAL, Inc.
Structural: Jezerinac Group
MEP: JLRD, Inc.

Proposed Fees:

We propose to complete the work with our consulting team for the following fee (not including reimbursables):

Total Fee \$ 75,860

The Total Fee is broken down as follows:

Programming/Schematic Design	Architectural	\$ 13,500
	Structural	\$ 540
	MEP	\$ 3,700
Design Development	Architectural	\$ 9,660
	Structural	\$ 720
	MEP	\$ 3,700
Construction Documents	Architectural	\$ 9,000
	Structural	\$ 1,260
	MEP	\$ 7,400

Permit & Bidding	Architectural	\$ 5,400
	Structural	\$ 180
	MEP	\$ 925
Construction Administration	Architectural	\$ 10,800
	Structural	\$ 720
	MEP	\$ 2,405
Punch List	Architectural	\$ 5,400
	Structural	\$ 180
	MEP	\$ 370

Items excluded from scope of work that may be added in for an hourly additional service:

1. Modifications to the Clinic Area
2. Furniture selection

Hourly Rates:


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.

If you have any questions, please do not hesitate to call.

Sincerely,



Samuel J. Ferreri, AIA
Principal