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May 26, 2022

SENT VIA EMAIL  
(DMealy@TownofPalmBeach.com)

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

Subject: **PAVING OVERSIGHT – UNDERGROUNDING PROJECT PHASE 2S**  
CMA Proposal: P22.431.04

Dear Mr. Mealy:

Chen Moore and Associates (CMA) is pleased to submit the attached proposal for professional services to provide construction oversight of paving operations related to Phase 2 South of the Townwide Electric Utility Undergrounding project. The focus of CMA's effort will be providing a two-person team to act as a liaison with Town Staff, the Contractor, and residents of field operations

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
- Task 2 – Resident Outreach
- Task 3 – 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**

The Consultant will prepare for and attend a kick-off meeting with the Town and the Contractor to establish lines of communication, expectations, and procedures for the performance of the paving 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 bid arrangements coordinated by the Undergrounding Construction Manager At Risk (CMAR) and will not be prepared by the Consultant.

After the kickoff meeting, the Consultant will prepare for and attend up to two (2) progress meetings to review the work completed, discuss any issues or concerns, and maintain progress. 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 – Resident Outreach**

The Consultant will coordinate with Town Staff and Code Enforcement to make sure that any landscaping that is in the right of way and in conflict with the paving operation is trimmed in advance of equipment mobilization. The Consultant will coordinate to make sure that residents are contacted and door hangers are placed at all affected residences to alert everyone to the upcoming milling and paving operations and potential for short-term roadway closures. 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 the Contractor 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 – Construction Observation**

The Consultant will provide routine field inspections during the set-up of MOT, field oversight of milling and paving crews, and inspection of cleanup and demobilization during each day of construction activities. The Consultant's field inspector will also prepare a daily report for each day's inspections to document activities for the Town's reference.

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

The Consultant will provide a thorough review of each payment application submitted by the Contractor, 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 three (3) 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 contract will already be in place and the work is not complex, it is assumed that no more than three (3) submittals will require review by the Consultant. Once all paving has been completed, the Consultant will provide review of all records and documentation to the Town.

## **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 two (2) months and assumes one (1) month for administrative elements. If the Contractor is able to find efficiencies in the process, it is anticipated the work could be completed 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.
2. Grading and drainage design.
3. Designing the replacement or rehabilitation of existing facilities.
4. Permitting for any activities related to the work.
5. 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 **\$98,350.00** per attached Exhibit A.

Should you have any questions, I can be reached via email at [bwhitfield@chenmoore.com](mailto:bwhitfield@chenmoore.com).

Respectfully submitted,



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**  
**PAVING OVERSIGHT – UNDERGROUNDING PROJECT PHASE 2S**

Chen Moore and Associates Project # P22.431.04

	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	
<b>TASK 1 – Meetings and Coordination</b>								
1.1 Kickoff meeting (Prepare/Attend/Document)		2			4	2		\$1,150.00
1.2 Up to 2 progress meetings (Prepare/Attend/Document)		4			8	8		\$2,800.00
Task 1 Total Fee	\$0	\$1,320	\$0	\$0	\$1,380	\$1,250	\$0	\$3,950.00
Task 1 Total Hours	0	6	0	0	12	10	0	28
<b>TASK 2 – Resident Outreach</b>								
2.1 Pre-mobilization coordination with Town staff and residents					40			\$4,600.00
2.2 Coordination with residents during mob/demob					20			\$2,300.00
2.3 Coordinate public notification of MOT with Town					20			\$2,300.00
Task 2 Total Fee	\$0	\$0	\$0	\$0	\$9,200	\$0	\$0	\$9,200.00
Task 2 Total Hours	0	0	0	0	80	0	0	80
<b>TASK 3 - Construction Observation</b>								
3.1 On-site field observations (Up to 40 days - 2 months)					280	280		\$67,200.00
3.2 Prepare Documentation / Review Reports and Videos / Track Progress					40	40		\$9,600.00
Task 3 Total Fee	\$0	\$0	\$0	\$0	\$36,800	\$40,000	\$0	\$76,800.00
Task 3 Total Hours	0	0	0	0	320	320	0	640
<b>TASK 4 – Pay Application, Submittal Review, and Project Closeout</b>								
4.1 Review Pay Applications (Up to 3)		3			12	6		\$2,790.00
4.2 Review Submittals (Up to 3)		3			12	6		\$2,790.00
4.3 Project Closeout		2			12	8		\$2,820.00
Task 4 Total Fee	\$0	\$1,760	\$0	\$0	\$4,140	\$2,500	\$0	\$8,400.00
Task 4 Total Hours	0	8	0	0	36	20	0	64

**TOTAL FEE**

**\$98,350.00**