



September 19, 2022

Dean Mealy, II CPPO
Town of Palm Beach – Purchasing Division
951 Okeechobee Road, Suite 'D'
West Palm Beach, FL 33401

RE: *Town-Wide Undergrounding of Utilities Program: Phase 4 North and Phase 2 South Easement Abandonment*

Dear Dean,

Kimley-Horn is pleased to submit this proposal to The Town of Palm Beach ("TOWN") for providing engineering services related to abandoning existing utility easements in the Phase 4 North and the Phase 2 South area that have been vacated as a result of the Town-wide undergrounding program. Our project understanding, scope of services, schedule, and fee follow.

Project Understanding

The Town has converted the Phase 4 North and the Phase 2 South area of the Town-wide undergrounding program from overhead to underground utilities. The existing overhead system will soon be removed from the platted easements. This will leave many properties with all, or portions, of the platted easements with no utilities present. For those locations where the property owner has provided a utility easement for the undergrounding program and where the platted easements are no longer required, the Town desires to perform an abandonment process to remove these easements from the affected properties. The Town has requested that Kimley-Horn develop the required legal sketches and descriptions of these easements, or portions thereof, for use in the abandonment process.

Based on this understanding, we offer the following Scope of Services.

Scope of Services

Kimley-Horn will review the as-builts prepared by the Town's contractor to determine the locations where easements can be wholly or partially abandoned. An exhibit will be prepared by Kimley-Horn for use by a licensed surveyor to develop legal sketches and descriptions for each property that will be affected by the abandonment process. We anticipate that up to fifty-seven (57) individual legal sketches and descriptions will be required. These documents will be signed and sealed by a Florida licensed surveyor and provided to the Town for use in the abandonment process.

Kimley-Horn will conduct one meeting with the Town to review and discuss the list of easements to be abandoned.

It is understood that the Town will coordinate with their utility providers to collect letters of no-objection to the abandonment of the various easements, review each property to determine if the Town has any objections to easement abandonment, notify affected property owners, prepare the required applications, represent the abandonments at a Town Council Meeting, and record the final abandonments in the public record.

Additional Services

Any services not specifically provided for in the above scope, as well as any changes in the scope requested by the Town, will be considered additional services to this task and will be performed based on proposals approved prior to performance of the additional services.

Information and Services Provided by the Town

The following services shall be performed by the Town:

- Obtaining letters of clearance from all applicable utility providers
- Reviewing each property to determine if the Town has any objections to abandonment
- Notifying affected property owners of the proposed abandonments
- Preparation of the easement abandonment applications
- Representation of the applications before the Town Council
- Recording final abandonments in the public record

Schedule

Kimley-Horn will perform the scope of services above as expeditiously as practical to meet a mutually-agreed-upon schedule.

Fee and Billing

Kimley-Horn will perform the scope of services for the total lump sum fee listed below. All permitting, application, and similar project fees will be paid directly by the Client. Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

Easement Abandonment	\$18,735
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Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in the Professional Services Agreement between the Town of Palm Beach and Kimley-Horn and Associates, Inc., Professional Engineering Services for the Town-Wide Undergrounding of Utilities Program RFQ No. 2016-07, which are incorporated by reference. As used in the Agreement, the term "CONSULTANT" shall refer to Kimley-Horn and Associates, Inc., and the term "TOWN" shall refer to The Town of Palm Beach.

If you concur in all the foregoing and wish to direct us to proceed with the services, please notify us by providing a purchase order for the scope and fee described above.

We appreciate the opportunity to provide these services to you. Please contact me at (561) 840-0820 or kevin.schanen@kimley-horn.com should you have any questions.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.



By: Kevin Schanen, P.E.
Sr. Vice President

Attachment

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