
June 15, 2023

SENT VIA EMAIL
(DMealy@TownofPalmBeach.com)

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

Subject: **MARINA WASTE MANAGEMENT IMPROVEMENTS PROJECT**
CMA Proposal: 23-0431.P0007

Dear Mr. Mealy:

Chen Moore and Associates (CMA) is pleased to submit the attached Agreement for Professional Services associated with the Marina Waste Management Improvements Project. This proposal defines the scope of work, schedule, and compensation for the requested design services associated with this project.

I. SCOPE OF SERVICES

The Scope of Services is comprised of the following tasks:

- Task 1** – Town Coordination Services
- Task 2** – Pre-permit Design Services

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

Task 1 – Town Coordination Services: Town Council and Landmarks Preservation Commission

The conceptual plans will be submitted to the Town Council for review as the owner of the property. The 60% plans will also be submitted for review by the Landmarks Preservation Commission. Prior to presenting to the Landmarks Preservation Committee CMA will prepare an application package for approval by Town Staff. CMA will prepare and submit tax radius map and list of property owners from the Property Appraiser's Office, prepare all the items required in the checklist: letter of intent, plans, exhibits, renderings, written narrative including answers about construction staging and truck logistics. Once the application package has been accepted by Landmarks staff CMA will request and attend a meeting. If the staff have any comments as a result of this meeting CMA will respond to these comments. For the purposes of this proposal CMA assumes that all staff comments will be compiled into one set and there will be two rounds of comments prior to being issued a COA number and presenting to Landmarks Preservation Commission and Town Council. For the purposes of this effort, it is assumed that a maximum

of two meetings will be held with each body. Prior to the meetings, a notice will be provided to all residents within 300-feet of the project (roughly 170 owners). It is assumed that the Town will assist with the public outreach on this project. Renderings of the site, and the proposed improvements, will be prepared by CMA to be presented along with the technical plans. Renderings will include colorized plan views. CMA will provide support, meeting attendance and presentations as necessary.

Once all reviews are completed, CMA will meet with Town staff to review the comments and discuss any necessary modifications or revisions.

Task 2.1 – Data Collection and Conceptual Design

The Consultant will review the available topographic survey of the project area to determine the existing conditions, grades, and adjacent drainage infrastructure. The topography and grades will be based on a survey previously obtained by the Town. A site visit by CMA staff will verify the features identified in the existing survey. CMA will supplement the existing survey with a detailed tree specific survey and arborists assessment by an ISA Certified Arborist. The Arborist's Assessment will identify and assess the condition of each tree and the potential for relocation in the park, adjacent to or outside the proposed construction area. CMA will also perform an investigation of existing utilities utilizing Sunshine One Call and a review of available record drawings. Once the data collection and preliminary field investigation is complete, CMA will develop a final base map of the existing conditions including detailed information regarding the vegetation and underground utilities. Utilizing the final base map, CMA will prepare a conceptual plan for the relocation of the marina waste management facility. Potential improvements identified on the conceptual plan include the following:

- Providing a covered area for the compactor,
- Modifying the limits of the driveway to accommodate various vehicle turning radii,
- Considering options such as stabilized turf or other surfaces for the back access drive,
- Minor modification to the existing drainage system, and
- Recommended modifications to existing landscape to meet the aesthetic goals of the Town.

Once completed, the results of the field investigation and the conceptual plan will be submitted to the Town for staff review. CMA will meet with Town staff to review comments on the conceptual plan and discuss potential modification to the design plans.

Task 2.1 – Contract Documents (60% Design)

Based on the collected field data and comments from Town Staff on the conceptual plan, CMA will prepare 60% construction plans for the proposed improvements. In addition to civil elements, the 60% contract documents will include detailed landscape plans and specifications informed by a Registered Landscape Architect. It is assumed that the general form of the landscape will match the existing form of the park. The construction plans submitted will include the following sheets, it is assumed that any specifications for the project will be included as notes on the plans. It is also assumed that the contractor or vendor

providing the canopy system will provide shop drawings that are signed and sealed by a Licensed Engineer in the State of Florida and any manufactured products used will have Miami-Dade Notice of Acceptance.

1. 60% Cover and Drawing Index (1 sheet)
2. 60% General Notes (1 sheet)
3. 60% Grading and Drainage Plan (1 sheet at 1"=20' scale)
4. 60% Tree Disposition and Landscape Plan, with Notes (1 sheet at 1"=20' scale)
5. 60% Construction Details (1 sheet)

An opinion of probable construction cost, an estimated construction schedule. As part of the 60% submittal a draft outline of information relevant to the project and presentation to the Town Council and Landmarks Preservation Commission will be prepared and provided to Town staff for review.

CMA will submit three (3) sets of the 60% draft construction plans (11" x 17" plan size) and one (1) electronic set (including PDF and CAD files) for review and comment by the Town. Once the review is complete, CMA will meet with Town staff to review the comments and discuss any necessary modifications or revisions.

Task 2.3 – Contract Documents (90% Design)

Based on comments from Town Staff on the 60% contract documents, CMA will prepare 90% construction plans and specifications for the proposed improvements. The construction plans submitted will include the following sheets.

1. 90% Cover and Drawing Index (1 sheet)
2. 90% General Notes (1 sheet)
3. 90% Grading and Drainage Plan (1 sheet at 1"=20' scale)
4. 90% Tree Disposition and Landscape Plan, with Notes (1 sheet at 1"=20' scale)
5. 90% Construction Details (1 sheet)

This submittal will include an opinion of probable construction cost, an estimated construction schedule and the Final Arborist's Report. CMA will submit three (3) sets of the 90% draft construction plans (11" x 17" plan size) documents and one (1) electronic set (including PDF and CAD files) for review and comment by the Town.

II. SCHEDULE

The work will be completed between July 2023 – May 2024.

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:

- Topographic Surveys
- Underground investigations

- H&H Modeling
- Community workshops

IV. COMPENSATION

CMA will be compensated for the services described on a time and material basis in the amount of **\$89,935** per attached Exhibit A.

Should you have any questions, please do not hesitate to contact me at my office at (561) 746-6900, my cell phone at (561) 255-7494 or send me an electronic message at dcowan@chenmoore.com.

Respectfully submitted,



CHEN MOORE AND ASSOCIATES
David Cowan Jr. / Senior Project Manager

Attachment(s): Exhibit A

Cc. Chet Purves - Town of Palm Beach
Jason Debrincat - Town of Palm Beach
Brent Whitfield – CMA

EXHIBIT A - FEE PROPOSAL
Town of Palm Beach
MARINA WASTE MANAGEMENT DESIGN SERVICES

Chen Moore and Associates Project # 23-0431.P0007

	Professional Staffing						Total	
Hourly Rate	Senior CAD Technician \$85.00	Clerical \$60.00	Project Landscape Architect \$120.00	Project Engineer \$125.00	Senior Project Scientist Arborists \$170.00	Project Director \$190.00	Principal \$275.00	
TASK 1 – Town Coordination Services								
1.1A Town Coordination - Prepare Application for LPC		24	32	48		32	24	\$23,960.00
1.1B Town Coordination - Prepare Exhibits for Council Presentations			24	80		24	8	\$19,640.00
1.2 Attend Town Council Meetings						16	16	\$7,440.00
1.3 Attend LPC Meetings						16	16	\$7,440.00
Task 1 Total	\$0	\$1,440	\$6,720	\$16,000	\$0	\$16,720	\$17,600	\$58,480.00
TASK 2 – Pre-permit Design Services								
2.1 Data Collection and Conceptual Design Plan			24	60	24	12	4	\$17,840.00
2.2 60% Design Plan			16	32	8	8	2	\$9,350.00
2.3 90% Design Plan			8	16	2	1	1	\$3,765.00
Task 2 Total	\$0	\$0	\$5,760	\$13,500	\$5,780	\$3,990	\$1,925	\$30,955.00
SUMMARY								
TASK 1 – Town Coordination Services	\$58,480							
TASK 2 – Pre-permit Design Services	\$30,955							
Reimbursable	\$500							
TOTAL	\$89,935							