



July 25, 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: **PAVING OVERSIGHT – UNDERGROUNDING PROJECT PHASE 4N**
CMA Proposal: P23.431.0010

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 4 North of the Townwide Electric Utility Undergrounding project. The focus of CMA's effort will be providing a person 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 the Town's selected contractor will be focused entirely on milling and paving streets that had been impacted by the undergrounding. The general location of the proposed work is: List Road, Grove Road, Monterey Road, Colonial Lane, Queens Lane, El Pueblo Way, North Lake Way from 1055 N Lake Way to 1165 N Lake Way, North Ocean Way from Colonial Lane to 1173 N. Ocean Way, and North Ocean Boulevard from 1060 N. Ocean Boulevard to 1170 N. Ocean Boulevard. The work also included a limited amount of adjustment of surface facilities including valve boxes, manholes, stormwater inlet tops, and curbing. The work will also include all necessary public notice and maintenance of traffic in accordance with the Town's requirements and standard procedures.

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 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.

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, milling and paving. 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 four (4) 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 eight (8) 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 the selected contractor 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 the amount of **\$78,190.00** per attached Exhibit A.

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

Respectfully submitted,



Brent Whitfield, PE
Senior Engineer
Chen Moore and Associates

Attachments: Exhibit A: Detailed Fee Estimate