



August 25, 2023

Dean Mealy  
Town of Palm Beach  
951 Old Okeechobee Road  
Suite A  
West Palm Beach, FL 33401

**RE: *Central Fire Station Fuel Tank Assessment and Replacement***

Dear Dean,

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "CONSULTANT") is pleased to submit this proposal to The Town of Palm Beach ("TOWN" or "CLIENT") for providing professional engineering services related to the Environmental Assessment and Replacement of the Central Fire Station Fuel Tank in the Town of Palm Beach. Our project understanding, scope of services, and fee follows.

**Project Understanding**

The Central Fire Station is equipped with a 6,000 gallon diesel fuel tank that provides fuel for the onsite emergency generator and supplement fuel supply to the emergency generator located at the Town Hall. In mid-July Town staff discovered that the tank had been breached and all of the fuel product was displaced by ground water. The Town has since taken the tank out of service and has requested Kimley-Horn to assist with a site environmental assessment and the replacement design of the fuel tank.

**Scope of Services**

*Task 1 – Underground Fuel Tank Environmental Assessment*

Kimley-Horn will procure the services of a subconsultant to perform an environmental assessment of the suspected contamination in the immediate vicinity of the fuel storage area. The following specific services will be performed during this assessment:

- We will attend a kickoff meeting with the Town to discuss the project approach, preliminary schedule of activities and site coordination items.
- We will provide coordination and review of the fuel tank warranty and coverage details to determine potential manufacturer responsibilities.
- Four (4) 4" diameter product recovery wells on the edge of the tank pit area will be installed. Additionally, four (4) 2" diameter monitoring wells outside the anticipated excavation area for tank removal will also be installed for groundwater assessment work and dissolved plume monitoring.
- Up to five (5) site visits will be completed during recovery of free product from the product recovery wells by the Town's contractor, Cliff Berry. Volumes of recovered fuel will be

logged, and wells will be gauged daily with an interface probe to evaluate product levels for recovery purposes.

- A remedial action plan (RAP) for open air sparging will be prepared and submitted to Palm Beach County ERM and FDEP in anticipation of further remediation to be performed during the tank removal process. This plan will be included in the bid documents for the fuel tank replacement.

#### *Task 2 – Design Phase Services*

We will attend a pre-design meeting with the Town to discuss the project. We will visit the site to take field dimensions to support the design. Kimley-Horn will perform design services to prepare construction plans and specifications for removal and replacement of the tank slab, fuel piping, fuel tank, fuel tank piping connections, fuel pump, and tank monitoring system along with an RTU for remote monitoring of tank level and alarms. Construction drawings suitable for construction and submittal to the Town's Building Department and Palm Beach County ERM containing the following information will be prepared:

1. Cover Sheet
2. General Notes
3. Demolition Site Plan
4. Site Improvement Plan
5. Fuel Tank Section Profile
6. Fuel Tank Construction Details 1
7. Fuel Tank Construction Details 1
8. Construction Details
9. Electrical Demolition Plan
10. Electrical Site Plan
11. Riser Diagrams
12. Panelboard Schedules
13. Electrical Details
14. Control Riser with RTU Monitoring signals
15. Technical Specifications

Electrical plans and specifications will be prepared by a subconsultant employed by Kimley-Horn. Kimley-Horn will prepare general civil, mechanical and structural technical specifications. The site plans will be developed using the existing survey from the Town Hall Square Project, record drawings and field measurements. If it is determined that a survey is required during the permit approval process, we can provide this as an additional service.

We will submit plans and specifications for review at 90% completion stage, meet with the Town to review their comments, and accommodate one round of reasonable requests for revisions by the Town after each review. We will provide an opinion of probable construction cost at the 90% design stage and update this document with the final design submittal.

#### *Task 3 – Environmental Regulatory Permitting*

Kimley-Horn will submit construction drawings to Palm Beach County ERM Fuel Tank Compliance Department for review. We will respond to one round of reasonable comments from the Palm Beach County ERM, if required.

#### *Task 4 – Bid Phase Services*

Kimley-Horn will attend the pre-bid meeting, review the bid proposal from the apparent low bidder, and prepare a bid tabulation and memorandum to the Town containing our findings after our review of the bids. We will also assist the Town with responding to questions received from prospective bidders, if required. We will provide up to 5 signed and sealed copies of the construction documents for the Town to distribute to the selected contractor for permitting. We will respond to one round of reasonable comments from the building department after submittal by the Town/contractor, if required.

#### *Task 5 – Environmental Site Remediation*

- During tank removal we will perform up to five (5) sites visits and perform field screening and sample collection.
- Following tank removal, the open hole will air sparged following removal of any remaining free product from the ground water. Up to thirty (30) days of air sparging will be provided. Weekly surface water sampling will be included during the air sparging.
- Two (2) additional 2" diameter monitoring wells will be installed to supplement the four monitoring wells installed in Task 1. We will conduct one round of ground water sampling to evaluate any residuals impacts and propose any additional work that will be needed to site closure. Ground water report will be prepared for all six (6) monitoring wells with applicable recommendations.
- We will prepare the required tank closure and source removal report to be submitted to Palm Beach County ERM.

This scope assumes closure without conditions. If a conditioned closure is necessary and a restrictive covenant is needed to close the site, we can provide this support as an additional service.

#### **Additional Services**

Any services not specifically provided for in the above scope, as well as any changes in the scope you request, will be considered additional services. These services will be performed based on proposals approved by the Town prior to the performance of those requested additional services. Additional services we can provide include, but are not limited to, the following:

- Surveying and Mapping, Construction Layout
- Record Drawing data collection and development
- Field Engineering
- Off-site improvements

#### **Information Provided by the Town**

We shall be entitled to rely upon the accuracy of information provided by others in the performance of professional services. It is anticipated that the following items will need to be provided to Kimley-Horn by the Town during the project.

- Access to the site.
- Available record drawings and data

## Schedule

We will provide our services as expeditiously as practical to meet a mutually agreed upon schedule. It is understood these improvements are desired to be constructed in the summer of 2023.

## Fee and Billing

Kimley-Horn will perform the services described in this Scope of Services on a lump sum basis in accordance with our Contract with the Town. It is recommended that the following budgets be established for these services:

Task 1 – Fuel Tank Environmental Assessment	\$ 43,500
Task 2 – Design Phase Services	\$ 60,200
Task 3 – Environmental Regulatory Permitting	\$ 5,100
Task 4 – Bid Phase Services	\$ 8,900
Task 5 – Environmental Site Remediation	\$ 75,750
Total	\$193,450

## 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, 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" or "CLIENT" shall refer to The Town of Palm Beach.

We appreciate the opportunity to propose these services to you.

Very truly yours,

**KIMLEY-HORN AND ASSOCIATES, INC.**



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

Attachment

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