



February 18, 2025

Mr. Dean Mealy  
Town of Palm Beach  
951 Old Okeechobee Boulevard, Suite A  
West Palm Beach, Florida 33401

**Re:     *Royal Poinciana Way & Bradley Place Intersection Improvements  
Town of Palm Beach, Florida***

Dear Mr. Mealy:

Kimley-Horn and Associates, Inc. ("Kimley-Horn") is pleased to submit this agreement to the Town of Palm Beach ("the Client", "Town" or "You") for providing professional engineering services associated with development of design plans related to the proposed intersection improvements at Royal Poinciana Way & Bradley Place in the Town of Palm Beach, Florida.

### **Project Understanding**

It is our understanding that the Town desires to construct a westbound merge lane for southbound traffic making a right turn from Bradley Place to Royal Poinciana Way. We have prepared this agreement to prepare intersection improvement design plans.

### **Scope of Services**

#### ***Task 1 – Landmarks Presentation***

Kimley-Horn will perform the following services to support the Town during the anticipated Landmarks Commission approval process:

- Attend a meeting with Town Staff to overview the process and define the schedule
- Prepare and submit the Landmarks Commission Certificate of Appropriateness (COA) application and supporting documentation required in the application for submittal to the Town and Commission for review. The application previously prepared for the project will be revised to account for the plan revisions
- Prepare the required Public Notifications
- Attend a meeting with Town staff to prepare for the Landmarks meeting presentation
- Prepare and submit the presentation materials and attend the Landmarks Commission meeting to give the presentation
- Attendance at the following Town Council meeting to answer questions the Council may have regarding the recommendations made by the Landmarks Commission

This scope of services includes preparation of a presentation, minor site plan revisions, and attendance at one additional Landmarks meeting if the project is remanded back to Landmarks after

the Town Council meeting. This scope also includes attendance at one additional Town Council meeting to answer any questions the Council may have regarding the results of the second Landmarks meeting. It is understood that these meetings may not be required depending on the results of each meeting.

### ***Task 2 – Base Mapping***

Kimley-Horn will attend an initial kick-off meeting to verify project elements, scope, and schedule; prepare for and attend up to two additional meetings. Additionally, communicate with designated Town staff (via phone, teleconference, fax, email, etc.) to provide coordination between Town staff and Kimley-Horn.

Kimley-Horn will obtain and utilize available survey information from the Phase 8 undergrounding project at the subject intersection. This survey will be used as the basis for the intersection improvement plans. Kimley-Horn will review the intersection in the field using the base map plot as a reference. Additional right-of-way and topographical survey information will be required to extend westward from the existing survey limits to the driveway entrance of the pump station buildings in Bradley Park. Kimley-Horn will contract with Avirom & Associates, Inc. to add on to the existing survey prepared for the Town in 2021.

### ***Task 3 – Roadway Design Plan Preparation***

The intersection improvement design will begin on the westbound side of Royal Poinciana Way at the driveway entrance to the pump station building in Bradley Park and extend to Bradley Place. Kimley-Horn will develop roadway design and prepare intersection improvement plans at a scale of 1" = 40' (11"x17" PDF) to implement the improvements to Royal Poinciana Way. These improvements entail widening Royal Poinciana Way to provide a 7' buffered bicycle lane and a dedicated 12' merge lane for vehicles traveling southbound on Bradley Place to make a right turn onto Royal Poinciana Way. The widening will require reconstruction of the existing bike lane as well as the outside curb and gutter, and removal of the existing parking spaces. The existing sidewalk will remain. Final plans will utilize survey planimetrics for background from Task 1. Design cross sections at 50' intervals to confirm grading limits and details. Pavement structure will match the existing pavement design provided by FDOT.

It is understood that the Town owns and maintains the right-of-way for Bradley Place. All improvements will remain within FDOT and Town right-of-way. The intersection improvements will avoid impacts to any landscaping or hardscaping aspects of Bradley Park.

Kimley-Horn will review existing conditions within Royal Poinciana Way right-of-way and modify existing drainage systems to account for the proposed roadway changes. Proposed drainage modifications will maintain existing drainage patterns and receiving systems. Drainage analysis does not include stormwater modeling of any system or area outside the project's limits of construction. New storm water ponds and/or dry detention areas are not proposed in this drainage scope due to lack of right-of-way. It is expected that water quantity attenuation measures for this project will not be required since runoff will continue to discharge into the same existing water bodies. Prepare working drainage maps to show drainage in plan view. Prepare drainage structure cross sections at locations of proposed structures to show utility conflicts and to evaluate solutions. It is not expected that improvements to existing outfalls

will be required under this project. The scope does not include analysis of existing systems outside of the project limits, which may include areas outside the roadway or outfalls extending beyond Royal Poinciana Way right-of-way.

There are existing royal palm trees between the existing parallel parking stalls and the existing sidewalk. Based on the FDOT requirements for merge lane transitions, a few of the royal palm trees will be impacted by the improvements and will require either removal or relocation. Kimley-Horn will prepare Tree Disposition Plans at a scale of 1" = 40' (11"x17" PDF) to implement the improvements to Royal Poinciana Way.

Kimley-Horn will coordinate with the Town to develop traffic control notes. Contractor will be required to submit their own traffic control plans for review and approval by the Town prior to construction.

The FDOT Standard Specifications will be followed for the design of the intersection improvements. Any specifications outside of the FDOT Standard Specifications will be included as part of the phase submittals.

Kimley-Horn will prepare signing and marking plans at a scale of 1" = 40' (11"x17" PDF) to address re-establishment of pavement markings as a result of the proposed intersection improvements. Standards will be according to the Manual on Uniform Traffic Control Devices (MUTCD) and FDOT Standard Plans (latest edition). Kimley-Horn will show required notes and details for items that deviate from published standards.

Kimley-Horn will submit 60% Plans to the Town of Palm Beach Public Works Department and the Florida Department of Transportation (FDOT) and attend one plan review meeting with Town staff. Kimley-Horn will address the comments provided by the Town and implement the comments into the final 100% plans.

Kimley-Horn will prepare an Opinion of Probable Construction Cost (OPC) for each submittal. Kimley-Horn has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on information known to the Consultant at this time and represent only the Consultant's judgement as design professionals familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

**Sheet List:**

- Key Sheet
- Summary of Pay Items
- General Notes
- Roadway Plans (up to 2 sheets)
- Cross Sections at 50' intervals
- Miscellaneous Construction Details
- Drainage Details
- Traffic Control Notes

- Signing and Pavement Marking Plans (up to 2 sheets)
- Tree Disposition Plans (up to 2 sheets)

**Deliverables:**

- 60% Submittal and Permit Plans – 11"x17" PDF Format
- Final Submittal 100% Plans – 11"x17" PDF Format
- Opinion of Probable Construction Cost

***Task 4 – Signal Plan Preparation***

Kimley-Horn will develop a Signal Plan for the modification of the signal at the northwest corner of the intersection. The Signal Plan will indicate the location of the proposed signal poles and mast arms, controller, mast arm orientation, signal head placement, pedestrian signal heads and pushbuttons, and electrical service. Kimley-Horn will coordinate with the Town of Palm Beach Public Works Department to determine the location or relocation of the signal hardware. We will also coordinate with utility owners in the area to obtain information about existing utilities and to identify potential conflicts in Task 5.

Kimley-Horn will submit the Signal Plans to the Town of Palm Beach Public Works Department and the Florida Department of Transportation (FDOT) and attend one plan review meeting with Town staff.

Kimley-Horn will coordinate with Town and FDOT Staff to address comments on the preliminary design and then proceed to prepare the Final Signal Plans Package.

***Final Signal Plan Preparation***

Kimley-Horn will prepare a set of traffic signal design plans and furnish a Signal Plans Package in accordance with professionally accepted traffic signal plans preparation standards. Each Signal Plans Package will include proposed conduit layout, pay items, general notes, key sheet, detector schedules, traffic signal head legend, the mast arm structural plan sheets, signal operations plan (SOP), and previously incorporated comments. Kimley-Horn will prepare, if requested by you, one conceptual-level graphic representation of the proposed signal construction at each easement location.

**Sheet List:**

- Key Sheet
- General Notes
- Tabulation of Quantities
- Signalization Plan
- Mast Arm Design Sheets

**Deliverables:**

- 60% Submittal and Permit Plans – 11"x17" PDF Format
- Final Submittal 100% Plans – 11"x17" PDF Format

The Signal Plan Package will be submitted to the Town of Palm Beach Public Works Department and FDOT for their review and comment. Kimley-Horn will meet once with the Town to review comments

and will coordinate with the Town regarding any comments.

Kimley-Horn will coordinate with a subsurface utility location firm to obtain underground and overhead utility locations. Soft-dig information will be provided at each of the proposed pole locations.

### ***Mast Arm Structural Calculations***

Geotechnical design data is required for the mast arm foundation design. Kimley-Horn will coordinate with a licensed geotechnical engineer to obtain the appropriate Standard Penetration Test (SPT) soils boring information and provide a boring report suitable for mast-arm foundation design to Kimley-Horn.

The mast arm structural calculation requires relative spot elevations at the pole location and at the crown of the roadway beneath each mast arm overhang. As described, the elevations at the subject intersection shall be provided in the survey.

Kimley-Horn will review the soil boring data and spot elevations and coordinate with the Town's preferred signal pole fabricator to prepare structural calculations if a new pole is required. The fabricator shall perform the design of the mast arm structures at the subject intersections (including mast arm, upright and arm-upright connections, base plate, anchor bolts, and foundation) based on Kimley-Horn's signal design. The fabricator shall provide structural calculations. The mast arm design plan sheets and calculations shall be developed in accordance with FDOT design requirements. If the fabricator does not perform structural calculations, Kimley-Horn will perform the calculations as Additional Services.

### ***Temporary Signal Design***

Due to the lead time required to obtain new mast arms, a temporary signal may be required to support operation of the modified laneage. If required, a temporary signal design will be prepared. It is anticipated that wood or concrete poles would be utilized. A plan sheet showing the location of the temporary poles and spans will be developed. Structural calculations will be performed to determine the wind speed requirements of the design.

### ***Task 5 – Lighting Plan Preparation***

Kimley-Horn will evaluate two (2) site lighting designs in accordance with the FDOT Lighting Design Standards including one (1) corridor lighting analysis and one (1) intersection lighting retrofit. Kimley-Horn will evaluate the existing lighting conditions and relocate the light poles where applicable to meet FDOT lighting criteria and provide lighting to the updated roadway corridor. Kimley-Horn will prepare a lighting design memorandum including photometric results and luminaire catalog information that will be included in the FDOT Utility permit in Task 9.

Based on the information obtained above, Kimley-Horn will develop lighting plans for permit submittal to FDOT and to the Town. The lighting plans shall include the proposed light pole locations and luminaire information.

### **Sheet List:**

- Key Sheet
- General Notes
- Pole Data Table and Legend

- Lighting Plans

**Deliverables:**

- 60% Submittal and Permit Plans – 11"x17" PDF Format
- Final Submittal 100% Plans – 11"x17" PDF Format

**Task 6 – Utility Coordination**

Due to the location of existing above ground and below ground utilities along the proposed intersection improvement areas, utility coordination and relocation is anticipated. Kimley-Horn will continue to coordinate and provide plan sheets to utility agency owners (UAO's) to identify their existing and proposed facilities and to determine if they have compensable rights; request estimates from UAO's of any compensable rights and include it in the project's cost from Task 8. Based on UAO's marked plans, confirm existing utilities in the roadway design are shown in the provided survey base file. Construction plans for relocation of any utilities will be performed by the UAOs and is not included in this scope. Conduct up to one combined utility coordination meetings and three (3) meetings with individual UAOs to resolve potential conflicts.

Prepare potential conflict matrix and provide with progress plans to UAOs. Coordinate resolution of utility conflicts and request utility relocation schedules from UAO's. Once construction commences, the Town will be responsible for providing the contractor with the completed utility relocation schedules to ensure any relocation work will occur concurrently with construction.

**Task 7 – Permitting**

We anticipate since no widening that creates an additional traffic lane for vehicular traffic is anticipated, the proposed improvements can be exempt from a SFWMD Environmental Resource Permit per F.A.C. Section 62-330.051 under the following conditions:

**(4) Bridges, Driveways, and Roadways****(c) Minor roadway safety construction, alteration, maintenance, and operation, provided:**

1. There is no work in, on, or over wetlands other than those in drainage ditches constructed in uplands;
2. There is no reduction in the capacity of existing swales, ditches, or other systems legally in existence under Chapter 403 or Part IV of Chapter 373, F.S.;
3. All work is conducted in compliance with subsection 62-330.050(9), F.A.C.; and
4. The work is limited to:
  - a. Sidewalks having a width of six feet or less;
  - b. Turn lanes less than 0.25 mile in length, and other safety-related intersection improvements; and
  - c. Road widening and shoulder paving that does not create additional traffic lanes and is necessary to meet current, generally accepted roadway design and safety standards.

Although this project may be exempt from permitting, we still need to demonstrate to the District that the proposed improvements will not increase authorized discharge and decrease in required retention/detention.

Kimley-Horn will apply for an Access/Driveway permit from FDOT for the improvements within the Royal Poinciana Way right-of-way. This will also include the submittal of the Construction Agreement through FDOT One Stop Permitting (OSP). The Town will provide Kimley-Horn with the required information in the Construction Agreement. Kimley-Horn will coordinate with FDOT and the Town to receive the permit and finalize the Construction Agreement.

Kimley-Horn will apply for a Utility permit from FDOT for the lighting improvements within the Royal Poinciana Way right-of-way.

Kimley-Horn has no control over the actions of jurisdictional agencies and is not a party to agreements between the Client and others. Accordingly, professional opinions as to the status of permits and entitlements or the suitability for a specific purpose herein and professional opinions as to the probability and timeframe for approvals are made on the basis of professional experience and available data. Kimley-Horn does not guarantee that the outcome of permits and entitlements or suitability will not vary from its opinions. Because its opinions are based upon limited site investigation and scope of services, Kimley-Horn does not guarantee that all issues affecting the site have been investigated.

No other permit agency submittals are included in this scope of services other than those identified above. If permits are issued for this project, the conditions and expiration dates are the sole responsibility of the Town. Kimley-Horn is not responsible for extending time limited entitlements or permits.

It is understood the permit application fees will be paid for directly by the Town and are not included as part of this scope.

**Deliverables:** SFWMD Permit Exemption Letter  
FDOT Access/Driveway Permit Application  
FDOT Construction Agreement Preparation  
FDOT Utility Permit Application

### **Task 8 – Bid Phase Services**

We will attend the pre-bid meeting and provide answers to questions during the bidding process. We will review the bid proposal of the apparent low bidder and provide a summary memo of our findings. It is understood that the Town will administer the bidding process in-house.

### **Additional Services**

The following services are not included in the scope of services but can be provided as additional services if authorized by the Client. Compensation for additional services will be agreed to prior to their performance.

- Plan revisions outside of those described in the above tasks
- Utility relocation plans



- Technical Specifications Package
- Pavement Design
- Drainage Pipe Video and Inspection
- Attendance at additional meetings or at public hearings
- Preparation of emergency vehicle pre-emption plans
- Traffic counts to determine initial signal timings
- Development of design modifications due to revisions in Florida Department of Transportation design standards
- Preparation of additional plan sets

## Schedule

We will provide our services as expeditiously as practical to meet a mutually agreed upon schedule.

## Fee And Billing

Kimley-Horn will perform the services described in this Scope of Services for the above tasks on an hourly basis in accordance with our Contract with the Town. We recommend that a budget of \$263,902.04 be established for the project. A breakdown of this fee is attached to this proposal.

## 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., dated December 5, 2024, 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.

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 fees described above.

We appreciate the opportunity to propose these services to you.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

By:



Kevin Schanen, P.E.  
Sr. Vice President



Adam B. Kerr, P.E.  
Project Manager