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March 31, 2025

SENT VIA EMAIL
(DMealy@TownofPalmBeach.com)

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

Subject: **NORTH COUNTY ROAD DRAINAGE IMPROVEMENTS CONSTRUCTION PHASE SERVICES**
CMA Proposal: 25-0431.P0004

Dear Mr. Mealy:

Chen Moore and Associates (CMA) is pleased to submit the attached Agreement for Professional Services to provide construction services associated with the North County Road Drainage Improvements Project. This proposal defines the scope of work, schedule, and compensation for the construction services associated with this project.

I. SCOPE OF SERVICES

The Scope of Services is comprised of the following tasks:

- Task 1.1** – Review and Approval of Shop Drawings and Technical Submittals
- Task 1.2** – Respond to Contractor Requests for Information (RFI's)
- Task 1.3** – Pre-Construction and Progress Meetings
- Task 2.1** – Onsite Inspections and Oversight
- Task 3.1** – As-Built Review
- Task 3.2** – Material Testing Review
- Task 3.3** – Certification

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

Task 1.1 – Review and Approval of Shop Drawings and Technical Submittals

For scoping purposes, it is assumed there will be up to 20 shop drawings and technical submittals by the Contractor that will require review. The review will include comparison of the Contractor's submitted documents to the requirements of the Contract Documents. The review also includes up to one re-submittal review for correction and revision by the Contractor per submittal package. In addition, any substantial deviation from the project requirements will be documented and returned to The Town's Project Manager (TOWN) with instructions on how to proceed based on the severity and nature of the deficiencies encountered.

Task 1.2 – Respond to Contractor Requests for Information (RFIs)

CMA will answer and address the contractor's Requests for Information (RFI) which requires interpretation of the plans. This task includes only those RFIs that are directly related to any original products prepared by CMA for the construction of this project and excludes interpretation of any documents originally created by the TOWN, the Contractor, or their sub-contractors and suppliers. For scoping purposes, it is assumed that a total of ten (10) RFI's will be reviewed.

Task 1.3 – Pre-Construction and Progress Meetings

At the outset of the project, CMA will facilitate and conduct a Pre-Construction Meeting with the Town and the Contractor to review critical elements of the project and review considerations with respect to schedule, working hours, tree preservation, maintenance of traffic, staging and communication. Once NTP has been issued, CMA will facilitate progress meetings as often as twice a month to review project progress and discuss any concerns. All meetings are assumed to be one hour in length. CMA will provide a sign-in sheet, agenda and summary for each meeting. The Pre-Construction Meeting will be attended by four (4) staff members from CMA: the Principal Engineer (Engineer of Record), Senior Engineer, Associate Engineer, and Senior Construction Specialist. Depending on the content of the meeting, the Progress Meetings will be attended by at a minimum two (2) staff members from CMA: the Senior Construction Specialist and the Associate Engineer. Based on the schedule, it is assumed that up to 28 progress meetings will be held.

Task 2.1 – On-Site Inspections and Oversight

During the construction of the project, a designate of the Engineer of Record will be routinely on-site to perform inspections and observation of the work in progress. The objective of the site inspection is to assure the Engineer that the construction is being completed in substantial accordance with the contract documents. This task is directly related to the ultimate Certification of Construction at the conclusion of the project and is only intended to provide information to the Engineer of Record.

For scoping purposes, it is assumed there will be four categories of CMA staff members performing periodic site visits: Senior Construction Specialist, Associate Engineer, Senior Engineer, and Principal Engineer (Engineer of Record). It is assumed that active construction duration will be 7 months. During construction activities it is assumed the hours will be distributed as follows:

- Senior Construction Specialist (20 hours per week)
- Associate Engineer (8 hours per week)
- Senior Engineer (2 hours per week)
- Principal Engineer (1 hour per week)

It is assumed that the time allocated for on-site inspections and oversight will also encompass several non-construction related coordination items, including the following:

- Resident coordination
- Updates for Town Staff regarding road closures to include on the Town website
- Coordination with utility companies during construction

- This time allocation assumes work progresses on weekdays and during normal working hours. Night work and weekend work is not planned but will be coordinated with the Town staff if needed.

Near the conclusion of the construction phase, CMA will attend one Substantial Completion Inspection in order to allow for Certification of Construction. The Consultant's team will attend the site meeting. Any punch-lists or correspondence related to the Substantial Completion Inspection will be forwarded to the Engineer of Record. One Final Completion walk-through will be held including the Engineer of Record, or his designate.

Task 3.1 – As-Built Review

CMA will review as-built drawings prepared by others, provide comments and/or recommended corrections, and prepare a record drawing. The intent of this sub-task is to allow the Engineer of Record to assure himself that all aspects of the project were constructed in substantial conformance to the Plans and Specifications, thereby allowing him to certify the construction.

Task 3.2 – Material Testing Review

CMA will review material testing performed by the Contractor.

Task 3.3 – Certification

Upon completion of the Final Inspection CMA will issue a certificate that the project was completed in substantial accordance with the plans. The certificate will be signed and sealed by the Engineer of Record and delivered to the TOWN five (5) working days after the final set of as-builts are completed.

II. SCHEDULE

Construction is slated for May 2025 – November 2025.

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
- Community workshops
- Public Information Mailings
- Contract Interpretation
- Construction Document Reproduction

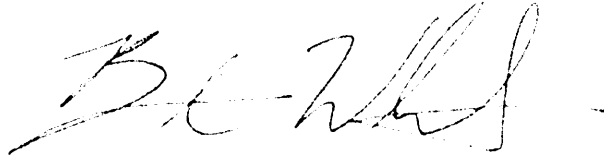
IV. COMPENSATION

CMA will be compensated for the services described on a time and material basis in the amount of **\$187,080.00** per attached Exhibit A.

Mr. Mealy
RE: North County Road Drainage Improvements Construction Phase Services
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Should you have any questions, please do not hesitate to contact me at my office at (561) 746-6900, my cell phone at (561) 329-1797 or send me an electronic message at bwhitfield@chenmoore.com.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brent Whitfield", with a horizontal line extending from the end of the signature.

CHEN MOORE AND ASSOCIATES
Brent Whitfield / Principal Engineer

Attachment(s): Exhibit A

Cc. Julie Parham - Town of Palm Beach
Dennis Polski - Town of Palm Beach
Brad Childers - CMA
Alessandro Bologna - CMA

EXHIBIT A - FEE PROPOSAL
Town of Palm Beach
NORTH COUNTY ROAD DRAINAGE IMPROVEMENTS CONSTRUCTION PHASE SERVICES

Chen Moore and Associates Project #

25-0431.P0004

Hourly Rate	Professional Staffing							Total	weeks
	Senior CAD Technician	Clerical	Project Landscape Architect	Associate Engineer	Senior Construction Specialist	Senior Engineer	Principal Engineer		
	\$85.00	\$60.00	\$120.00	\$135.00	\$150.00	\$215.00	\$330.00		
TASK 1 – Pre-Construction Services and Coordination									
1.1 Review and Approval of Submittals (Up to 20)				40	4	10	4	\$9,470.00	
1.2 Contractor RFI Responses (Up to 10)				20	10	10	4	\$7,670.00	
1.3A Pre-Construction Meeting				8	3	3	2	\$2,835.00	
1.3B Progress Meetings (Up to 28)				56	28	14	8	\$17,410.00	
Task 1 Total	\$0	\$0		\$16,740	\$6,750	\$7,955	\$5,940	\$37,385.00	
TASK 2 – Onsite Inspections and Oversight									
2.1A Onsite Inspections (Assume 28 weeks / part time)				112	560	56	28	\$120,400.00	
2.1B Review of Pay Applications (Assume 10)				20	10	5	5	\$6,925.00	
2.1C Review and Process Change Orders (Assume 2)				12	8	4	2	\$4,340.00	
2.1D Substantial and Final Completion Walk-Throughs				8	12	8	4	\$5,920.00	
Task 2 Total	\$0	\$0		\$20,520	\$88,500	\$15,695	\$12,870	\$137,585.00	
TASK 3 – Project Close-Out									
3.1 As-Built Review and Record Drawing Preparation				24		12	2	\$6,480.00	
3.2 Material Testing Review				8		6	2	\$3,030.00	
3.3 Certification				8		4	2	\$2,600.00	
Task 3 Total	\$0	\$0		\$5,400	\$0	\$4,730	\$1,980	\$12,110.00	
SUMMARY									
TASK 1 – Pre-Construction Services and Coordination								\$37,385	
TASK 2 – Onsite Inspections and Oversight								\$137,585	
TASK 3 – Project Close-Out								\$12,110	
TOTAL								\$187,080	