
October 27, 2017

Leighton Walker
City of Riviera Beach Utility District
600 W Blue Heron Blvd
Riviera Beach, FL 33404

**Subject: Federal Gardens 11th – 14th Street Neighborhood Improvement Project
Utility Construction Administration Services
CMA Proposal No. P17.221.06**

Dear Mr. Walker:

Chen Moore and Associates (CMA) is pleased to submit the attached of Services to provide civil engineering construction administration services for the Federal Gardens 11th – 14th Street Neighborhood Improvement Project for the Riviera Beach Utility District (RBUD).

BACKGROUND

The City of Riviera Beach previously contracted with CMA to design roadway, drainage, water and sewer improvements in the Federal Gardens Neighborhood. The RBUD has requested that CMA provide construction engineering and administration services related to the water and sewer improvements within this project. The construction duration is 300 calendar days. It is assumed that the utility construction will be 150 calendar days.

The "Client" is the Riviera Beach Utility District (RBUD)
The "City" is the City of Riviera Beach
The "Consultant" is Chen Moore and Associates (CMA)

SCOPE OF SERVICES

The professional engineering services and the associated fees are described below.

TASK 1 – CONSTRUCTION ADMINISTRATION

Chen Moore and Associates will provide construction administration services as needed.

- 1.1 Construction Inspections: CMA will perform construction inspections while contractor is on site (assumes 45 calendar days, 4 hours per day) and prepare daily field reports.
- 1.2 Construction Testing: CMA will observe construction testing required for permit certification.
- 1.3 Meetings: CMA will attend progress meetings throughout construction at a schedule determined by the CITY. It is assumed that a total of 15 meetings will require CMA to be present. CMA will produce meeting minutes related to the utility items for each meeting.

1.4 Process Payment Requests: CMA will review contractor's payment request for utility components and compare to daily report for accuracy. CMA will make recommendations to the RBUD on the amounts to process for pay requests.

1.5 RFI Responses and Change Orders: CMA will review and provide response to Request for Information and Change Orders. It is assumed that a maximum number of five (5) RFI and two (2) Change Orders will be evaluated.

1.6 Contractor Coordination: CMA will coordinate with prime contractor and subcontractors regarding the scope of work and scheduling.

1.7 Walk Throughs: CMA will attend substantial completion and final walk through and prepare a punch list of items to be corrected.

1.8 Project Closeout and Certification: ENGINEER will review project asbuilts, certify the project at completion and close out all permits.

ASSUMPTIONS

- This proposal does not include any services required for easement or right-of-way acquisitions.
- Surveying services are not included.
- Preparation of record drawings is not included. CMA will review asbuilts prepared by Contractor for permit certification.
- RBUD shall provide all required respective permit certification fees.
- The City will perform the main construction administration tasks related to the overall project. CMA will only provide services related to the water and sewer utility improvements.

DELIVERABLES

Chen Moore and Associates will provide the following deliverables:

- Construction inspection reports (PDF)
- Permit certification (signed and sealed and PDF)

SCHEDULE OF SERVICES

Chen Moore and Associates will complete tasks according to the construction schedule established by the City. It is assumed that the construction schedule will be 300 calendar days from the Notice to Proceed.

ENGINEERING FEES

The fees for the above task are \$39,745. The fees will be billed on an hourly basis according to the time spent.

See Exhibit A for a breakdown of fees.

Should you have any questions, please do not hesitate to contact me at my office at (561) 746-6900 x 1035, my cell phone at (954) 650-7996 or send me an electronic message at sdombrowski@chenmoore.com.

Respectfully submitted,



CHEN MOORE AND ASSOCIATES
Suzanne Dombrowski, P.E., ENV SP
Senior Engineer and West Palm Beach Branch Manager

Attachment(s): Exhibit A

Riviera Beach Utility District
Federal Gardens 11th – 14th Street Neighborhood Improvement Project
Fee Breakdown

Chen Moore and Associates Project # P17.221.006

Hourly Rate	Subconsultant Costs			Professional Staffing					Total
	Clerical	Senior Technician	Inspector	Senior Inspector	Associate Engineer	Senior Engineer	Senior Project Manager	Principal	
	\$65.00	\$85.00	\$85.00	\$140.00	\$115.00	\$140.00	\$175.00	\$200.00	
TASK 1 - CONSTRUCTION ADMINISTRATION									
1.1 Construction Inspections			225				10		\$20,875
1.2 Construction Testing			8				2		\$1,030
1.3 Meetings			30				10		\$4,300
1.4 Process Payment Requests			30				5		\$3,425
1.5 RFI Responses and Change Orders			20				5		\$2,575
1.6 Contractor Coordination			48				4		\$4,780
1.7 Walk Throughs			8				4		\$1,380
1.8 Project Closeout and Certification			8				4		\$1,380
Task 1 Total	\$0	\$0	\$7,140	\$0	\$0	\$0	\$2,975	\$0	\$39,745
Project Total									\$39,745