
April 3, 2018

Richard Labinsky, P.E.
City of Riviera Beach Public Works

**Subject: Avenue H Infrastructure Improvements
Public Works Construction Administration Services
CMA Proposal No. P18.221.02**

Dear Mr. Labinsky:

Chen Moore and Associates (CMA) is pleased to submit the attached of Services to provide civil engineering construction administration services for the Avenue H Infrastructure Improvements for the City of Riviera Beach Public Works Department.

BACKGROUND

The City of Riviera Beach is constructing roadway, drainage, water and sewer improvements under the design prepared by AECOM. The City has requested that CMA provide construction engineering and administration services related to the public works improvements within this project, which include the roadway and drainage components. The construction duration is 390 calendar days. It is assumed that the public works construction will be 280 calendar days.

The "Client" is the City of Riviera Beach Public Works Department (CITY)
The "Utility" is the Riviera Beach Utility District (RBUD)
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 Shop Drawing Review: It is understood that the RBUD and the CITY have performed the shop drawing review. In order to provide an engineer's certification at the end of the project, CMA will review the shop drawings for a general understanding of the products being used. The shop drawings will not be stamped or returned to the contractor by CMA.
- 1.2 Construction Inspections: CMA will perform construction inspections while contractor is on site (assumes 300 calendar days, 4 hours per day) and prepare daily field reports.
- 1.3 Construction Testing: CMA will observe construction testing required for permit certification.

- 1.4 Meetings: CMA will attend progress meetings throughout construction at a schedule determined by the CITY. It is assumed that a total of 20 meetings will be related to the public works improvements. CMA will produce meeting agendas, sign in sheet and minutes for each meeting related to the public works improvements.
- 1.5 Process Payment Requests: CMA will review contractor's payment request for public works components and compare to daily report for accuracy. CMA will make recommendations to the CITY on the amounts to process for pay requests.
- 1.6 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 ten (10) RFI and two (2) Change Orders will be evaluated.
- 1.7 Contractor Coordination: CMA will coordinate with prime contractor and subcontractors regarding the scope of work and scheduling.
- 1.8 Walk Throughs: CMA will attend substantial completion and final walk through and prepare a punch list of items to be corrected.
- 1.9 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.
- Permit certification will be based on construction compliance with the Contract Documents. Design services are not included.
- CMA will not be a successor engineer for this project.
- CITY shall provide all required respective permit certification fees.
- Only services related to the public works improvements, including roadway, drainage, sidewalk, utility pole relocation, swales, ditches and sodding are included in this proposal.

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 390 calendar days from the Notice to Proceed.


ENGINEERING FEES

The fees for the above task are \$133,260. 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

**City of Riviera Beach Public Works Department
 Avenue H Infrastructure Improvements
 Public Works Construction Administration Services
 Fee Breakdown**

Chen Moore and Associates Project # P18.221.02

	Subconsultant Costs			Professional Staffing				Senior Project Manager	Principal	Total
	Clerical	Senior Technician	Inspector	Senior Inspector	Associate Engineer	Senior Engineer				
Hourly Rate	\$65.00	\$85.00	\$85.00	\$140.00	\$115.00	\$140.00	\$175.00	\$200.00		

TASK 1 - CONSTRUCTION ADMINISTRATION

1.1 Shop Drawing Review			8					4	\$1,380
1.2 Construction Inspections			1120					40	\$102,200
1.3 Construction Testing			32					8	\$4,120
1.4 Meetings			60					20	\$8,600
1.5 Process Payment Requests			30					5	\$3,425
1.6 RFI Responses and Change Orders			20					5	\$2,575
1.7 Contractor Coordination			64					8	\$6,840
1.8 Walk Throughs			16					4	\$2,060
1.9 Project Closeout and Certification			16					4	\$2,060

Task 1 Total	\$0	\$0	\$115,430	\$0	\$0	\$0	\$0	\$16,450	\$0	\$133,260
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Project Total										\$133,260
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