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October 23, 2018

Terrence N. Bailey, LEED AP, P.E.  
Interim Director of Public Works  
City of Riviera Beach  
1481 15th St, Riviera Bch 33404

**Subject: Monument Sign Landscape and Irrigation Design  
CMA Proposal No. P18.221.05**

Dear Mr. Bailey:

Chen Moore and Associates (CMA) is pleased to submit the attached of Services to provide landscape architectures services for the installation of landscape and irrigation for monument signs located throughout the City. The scope of work will be performed in accordance with the continuing contract between Chen Moore and Associates and the City of Riviera Beach.

### **BACKGROUND**

The City of Riviera Beach has installed ten (10) City Entrance monument signs and twenty-one (21) community designation monument signs in various locations throughout the City. The City wishes to install landscape and irrigation at each of the sign locations. All of the monument signs are located within the public right of way and maintained by the City. Eleven (11) signs are located within the right of way regulated by the Florida Department of Transportation (FDOT or Palm Beach County Land Development Division). The City currently maintains the right of way that the State and County own where the monument signs are installed. Signs that are located within State and County right of way are subject to review, comment and design revisions by the right of way owner, in addition to the local municipality.

This scope of work includes professional landscape architecture services necessary for the completion of the project. The project design is anticipated to begin immediately upon receiving Notice to Proceed (NTP).

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

The anticipated submittals for the Project include:

90% Design  
100% Bid Documents  
Construction Administration

### **SCOPE OF SERVICES**

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

#### **TASK 1 - FIELD INVESTIGATION AND COORDINATION**

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- 1.1 Utility Coordination: Consultant shall perform the following:
    - Review all existing record drawings, design plans, utility atlases, and GIS data for the project area to develop the alignment of the proposed piping. CONSULTANT shall perform a Sunshine One design ticket call, send letters to all identified utilities, collect utility location information and digitize utility locations for drawings.
  - 1.2 Coordination with City: Consultant shall perform the following:
    - Coordinate with the City for the design parameters and project management.
  - 1.3 Field Investigation: Consultant shall perform the following:
    - Visit each of the sign locations to verify existing conditions and site constraints.
    - Digitize sign locations for drawings for project sites that do not have existing digital as-built drawings.
    - Coordinate with City staff for the design approach, deliverables, project scheduling and management.

## **TASK 2 – 90% DESIGN SUBMITTAL**

- 2.1 90% Plans (Civil): Consultant shall perform the following:
  - Prepare 90% civil engineering plans for client review and comment prior to issuance of the permit and construction plans.
    - Preparation of civil construction plans of irrigation tap, pavement restoration and construction details.
  - Plans will be submitted to the City's Project Manager for review. Plan submittals shall consist of 11"x17" plan sheets for each project location.
- 2.2 90% Plans (Landscape): Consultant shall perform the following:
  - Prepare 90% landscape construction plans for client review and comment prior to issuance of the permit and construction plans.
    - Preparation of landscape construction plans for review and comment for the Florida Department of Transportation and/or Palm Beach County. These plans shall be submitted concurrently with the plans issued to the City.
    - Plans will consist of typical landscape and irrigation layout.
  - Plans will be submitted to the City's Project Manager for review. Plan submittals shall consist of 11"x17" plan sheets for each project location.
- 2.3 Technical Specifications (Civil): Consultant shall perform the following:
  - Technical specifications required to perform the civil engineering installation work outlined in the 90% plans.
- 2.4 Technical Specifications (Landscape): Consultant shall perform the following:
  - Technical specifications required to perform the landscape and irrigation installation work outlined in the 90% plans.
- 2.5 Cost Estimate: Consultant shall perform the following:
  - Submit an estimate of probable construction costs, which will reflect the proposed improvements included within the 90% design plans.
- 2.6 Progress Meeting: Consultant shall perform the following:
  - Attend one review meeting with City to discuss the 90% plans and obtain any review comments.

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### **TASK 3 – 100% BID/CONSTRUCTION DOCUMENTS**

- 3.1 Design Submittal: Consultant shall perform the following:
- Prepare a 100% final design and construction plans, addressing review comments from the City and other regulatory agencies.
  - 100% Civil engineering construction documents including technical specifications, final quantity list and additional special provisions as required by the City.
  - 100% landscape construction plans satisfy local ordinance requirements. Landscape plans will consist of landscape plans, details and required regulatory site development calculations.
  - Consultant shall respond and revise drawings as necessary for Client and regulatory agencies.
  - Plans will be submitted for permitting. Plan submittals shall consist of 11"x17" plan sheets for each project location.
- 3.2 Technical Specifications: Consultant shall perform the following:
- Update the 90% technical specifications to reflect the 100% design plans, including comments issued by the regulatory agencies.
- 3.3 Cost Estimate: Consultant shall perform the following:
- Update the 90% estimate of the probable construction costs, which will reflect the proposed improvements included within the 90% design plans.

### **TASK 4 – BIDDING ASSISTANCE**

- 4.1 Pre-bid Meeting: Consultant shall perform the following:
- Attend one (1) pre-bid meeting with the City and contractors interested in bidding on the project.
  - Respond to written inquiries for addition information from bidders/contractors, regarding utility relocation, water main tap and/or landscape and irrigation inquiries.
  - Prepare one (1) addendum to clarify contract questions.
- 4.2 Review issued bids on behalf of the City when necessary.

### **TASK 5 – CONSTRUCTION ADMINISTRATION**

- 5.1 Pre-Construction Meeting: Consultant shall perform the following:
- Attend the preconstruction meeting with the Owner, Contractor and other Regulatory Agencies.
- 5.2 Shop Drawing Review: Consultant shall perform the following:
- Review and comment on civil engineering shop drawings submitted by the Contractor to ensure conformance with the plans and permit requirements. Responses shall be provided to the Contractor within fifteen (15) calendar days.
  - Review and comment on landscape shop drawings submitted by the Contractor to ensure conformance with the plans and permit requirements. Responses shall be provided to the Contractor within fifteen (15) calendar days.
- 5.3 Construction Inspections: Consultant shall perform the following:

- Perform construction inspections for civil engineering related work while contractor is on site and prepare daily field reports. The estimated level of effort includes three (3) hours per site for field inspections.
- 5.4 Landscape Architectural Site Visits: Consultant shall perform the following:
- Provide visits to the project sites to evaluate the Contractor's compliance with the intent of the Contract Documents. This task includes site reports/documentation.
- 5.5 Process Payment Requests: Consultant shall perform the following:
- Review contractor's payment request and compare to daily report for accuracy. CMA will make recommendations to the City on the amounts to process for pay requests.
- 5.6 RFI Responses and Change Orders: Consultant shall perform the following:
- Review and provide responses to Request for Information and Change Orders.
- 5.7 Walk Throughs: Consultant shall perform the following:
- Civil Engineering - CMA will attend substantial completion and final walk through and prepare a punch list of items to be corrected.
  - Landscape Architecture - Verify that the work has progressed to the point of substantial completion in accordance with the Contract Documents for each site. The Landscape Architect will prepare a punch list of items remaining to be completed prior to the issuance of the certificate of substantial completion.
  - Landscape Architecture - Verify that the work items identified on the punch list(s) prepared pursuant to the preceding bullet point and all other work identified as being incomplete have been completed in accordance with the Contract Documents. The Landscape Architect will ensure the final punch list is satisfactorily completed prior to approval of the Contractor's Final Payment Request.
- 5.8 Project Closeout and Certification: Consultant shall perform the following:
- Civil Engineer will review project as-builts, for prepared by a licensed surveyor to certify that the civil engineering components were installed in accordance with the plans and specifications.
  - Landscape Architect will review project as-builts, prepared by a licensed surveyor to certify that the project was installed in accordance with the plans and specifications.

## **TASK 6 – REIMBURSABLES**

The following are estimated costs of reimbursable expenses. The City will only pay for those services which were used.

- 6.1 Printing: The costs for printing and reproduction costs for submittal material will be billed to the City.

## **ASSUMPTIONS**

- This proposal does not include any services required for easement or right-of-way acquisitions.

- Survey is not included. If this service is required, it can be provided as an additional service through a sub-consultant selected by CMA.
- Utility soft digs are not included. It is assumed that they will not be required for design.
- The City shall provide all available site information for each site in a digital format. In the event that this information does not exist, the will be based on current aerials and other publicly available data.
- A letter from the property owner granting access to the site and giving approval for Consultant to perform the services listed below.
- Filing and permit application fees, review fees, impact fees or any other associated assessments by other governments/agencies.
- All review comments from the City on each design submittal shall be provided to Consultant at one time. Any revisions due to additional comments may result in the need for additional services.
- City will provide all relevant past project files for the monument signs.
- Materials testing during construction is not included. It is assumed that the Contractor will perform this testing.
- Maintenance of traffic plans are not included. It is assumed that Contractor will prepare maintenance of traffic plans as required by regulatory agencies.
- Obtaining permits and permit certifications are not included. City and/or Contractor will be responsible for permit coordination.

## **DELIVERABLES**

Chen Moore and Associates will provide the following deliverables at each submittal for each phase:

### Design plans:

- 2 half size sets (11"x17") at 90% and 100% submittal
- 4 half size sets (11"x17") for permitting submittals
- 1 half size set (11"x17") for bidding purposes
- 1 digital CAD copy for bidding purposes
- 1 digital PDF copy for bidding purposes

### Technical Specifications:

- 1 set at 90% submittal
- 1 set for bidding purposes

### Digital Copies:

- Final Design Drawings (AutoCAD format)
- Final Design Drawings (PDF format)
- Technical specifications (Word format)
- Technical specifications (PDF format)

## SCHEDULE OF SERVICES

Chen Moore and Associates will complete Tasks 1 and 2 within 45 days of the Notice to Proceed (NTP). Task 3 will be completed within 14 days of the approval of Task 2. Task 4 and 5 will be performed according to the CITY schedule. Task 6 will be performed in conjunction with the other tasks.

## CONSULTING FEES

The fees for the above tasks are as follows.

<b>TASK</b>	<b>Fees</b>
TASK 1 – FIELD INVESTIGATION AND COORDINATION	\$4,415
TASK 2 – 90% DESIGN SUBMITTAL	\$33,600
TASK 3 – 100% DESIGN SUBMITTAL	\$8,930
TASK 4 – BIDDING ASSISTANCE	\$2,915
TASK 5 – CONSTRUCTION ADMINISTRATION	\$25,090
TASK 6 – REIMBURSABLES	\$250
<b>TOTAL</b>	<b>\$75,200</b>

The tasks will be billed according to the following schedule. Lump Sum Tasks will be billed on a monthly basis according to the percentage completion of the project. Reimbursable Expenses will be billed at cost to the CITY.

Task Type Summary	
Lump Sum (Tasks 1 - 5)	\$74,950
Reimbursable Expenses (Task 6)	\$250
Total	\$75,200

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 x1035, my cell phone at (954) 650-7996 or send me an electronic message at [sdombrowski@chenmoore.com](mailto: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 Fee Breakdown

**City of Riviera Beach**  
**Monument Sign Landscape and Irrigation Design**  
**Fee Breakdown**

Chen Moore and Associates Project # P18.221.05

Hourly Rate	Subconsultant Costs							Total	
	Clerical	Senior Technician	Construction Specialist	Professional Staffing Project Landsc Arch	Professional Staffing Project Engineer	Senior Landsc Arch	Senior Project Manager		
	\$60.00	\$95.00	\$100.00	\$115.00	\$115.00	\$140.00	\$185.00		
<b>TASK 1 – FIELD INVESTIGATION AND COORDINATION</b>									
1.1 Utility Coordination		4	8			4		1	\$1,645
1.2 Coordination with City							4	2	\$930
1.3 Field Investigation				16				0	\$1,840
<b>Task 1 Total</b>	<b>\$240</b>	<b>\$760</b>	<b>\$0</b>	<b>\$1,840</b>	<b>\$460</b>	<b>\$560</b>	<b>\$555</b>	<b>\$4,415</b>	
<b>TASK 2 – 90% DESIGN SUBMITTAL</b>									
2.1 Plans (Civil)			62			31		12	\$11,675
2.2 Plans (Landscape)									\$0
Large Signs (Landscape)					33				\$3,795
Small Signs (Landscape)					40				\$4,600
Irrigation (Large Signs)					33				\$3,795
Irrigation (Small Signs)					40				\$4,600
2.3 Technical Specifications (Civil)						4		2	\$830
2.4 Technical Specifications (LA)					16		2		\$2,120
2.5 Cost Estimate			4		4	2	2	1	\$1,535
2.6 Progress Meeting CITY							2	2	\$650
<b>Task 2 Total</b>	<b>\$0</b>	<b>\$6,270</b>	<b>\$0</b>	<b>\$19,090</b>	<b>\$4,255</b>	<b>\$840</b>	<b>\$3,145</b>	<b>\$33,600</b>	
<b>TASK 3 – 100% DESIGN SUBMITTAL</b>									
3.1 Plans			24		24	12	4	4	\$7,720
3.2 Technical Specifications						2		1	\$415
3.3 Cost Estimate			4			2		1	\$795
<b>Task 3 Total</b>	<b>\$0</b>	<b>\$2,660</b>	<b>\$0</b>	<b>\$2,760</b>	<b>\$1,840</b>	<b>\$560</b>	<b>\$1,110</b>	<b>\$8,930</b>	
<b>TASK 4 – BIDDING ASSISTANCE</b>									
4.1 Respond to Questions/Addendums					12		5	2	\$2,450
4.2 Bid Analysis							2	1	\$465
<b>Task 4 Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,380</b>	<b>\$0</b>	<b>\$980</b>	<b>\$555</b>	<b>\$2,915</b>	
<b>TASK 5 – CONSTRUCTION ADMINISTRATION</b>									
5.1 Pre-Construction Meeting						4	2	2	\$1,110
5.2 Shop Drawing Review							6		\$840
5.3 Construction Inspections				93				2	\$9,670
5.4 LA site Visits					10				\$1,150
5.5 Process Payment Requests						3	2	1	\$810
5.6 RFI Responses						3	3	1	\$950
5.7 Walk Throughs					62		4	2	\$8,060
5.8 Project Closeout and Certification						8	6	4	\$2,500
<b>Task 5 Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,300</b>	<b>\$8,280</b>	<b>\$2,070</b>	<b>\$3,220</b>	<b>\$2,220</b>	<b>\$25,090</b>	
<b>TASK 6 – REIMBURSABLES</b>									
6.1 Printing		\$250							\$250
<b>Task 6 Total</b>	<b>\$250</b>								<b>\$250</b>

Task Summary	Total Fees
TASK 1 – FIELD INVESTIGATION AND COORDINATION	\$4,415
TASK 2 – 90% DESIGN SUBMITTAL	\$33,600
TASK 3 – 100% DESIGN SUBMITTAL	\$8,930
TASK 4 – BIDDING ASSISTANCE	\$2,915
TASK 5 – CONSTRUCTION ADMINISTRATION	\$25,090
TASK 6 – REIMBURSABLES	\$250
<b>TOTAL</b>	<b>\$75,200</b>

Task Type Summary	
Lump Sum (Tasks 1 - 5)	\$74,950
Reimbursable Expenses (Task 6)	\$250
<b>Total</b>	<b>\$75,200</b>