

September 8, 2020

Martha McNicholas  
**City of Riviera Beach Utility District**  
600 W Blue Heron Blvd  
Riviera Beach, FL 33404

**Subject: Silver Beach Road Construction Administration Services  
CMA Proposal No. P20.137.02**

Dear Ms. McNicholas:

Chen Moore and Associates (CMA) is pleased to submit the attached of Scope of Services to provide construction administration related civil engineering services for the Silver Beach Road Utility Improvement Project for the Riviera Beach Utility District (RBUD). The work will be performed in accordance with the general services contract between RBUD and CMA.

### **BACKGROUND**

Palm Beach County (COUNTY) is performing roadway improvements on Silver Beach Road from Congress Avenue to Old Dixie Highway in Riviera Beach, Florida. CMA designed improvements to the RBUD water transmission and distribution system under a separate task order. This scope of services includes construction administration services and permit certification for the RBUD utility improvements constructed in this project.

### **SCOPE OF SERVICES**

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

#### **TASK 1 – CONSTRUCTION ADMINISTRATION**

1.1 Construction Inspections: ENGINEER will perform construction inspections while contractor is on site performing utility work (assumes 7 weeks, 20 hours per week Senior Construction Specialist time and supplementary hours by Project Director) and prepare daily field reports.

1.2 Construction Testing: ENGINEER will observe construction testing required for permit certification.

1.3 Meetings: ENGINEER will attend meetings throughout construction at the request of the County for construction conflict resolution and contractor questions. It is assumed that a total of 8 meetings will require ENGINEER to be present. ENGINEER will produce meeting minutes for each meeting.

1.4 RFI Responses: ENGINEER will review and provide response to Request for Information.

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

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

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

## **TASK 2 – REIMBURSABLES**

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

2.1 Permit Fees: The costs for the permit fees will be billed to the RBUD. It is estimated the permit fees will include construction clearance cost to the Palm Beach County Health Department.

## **ASSUMPTIONS**

- This proposal does not include services for right of way or easement acquisition.
- Surveying services during construction are not included.
- Material testing is not included. Contractor will provide material testing and ENGINEER will review test reports.
- Preparation of record drawings is not included. ENGINEER will review asbuilts provided by the Contractor for permit certification.

## **DELIVERABLES**

Chen Moore and Associates will provide the following deliverables at each submittal as applicable:

Construction Inspection Reports: digital PDF copy  
Permit Certifications: 1 hard copy and one digital PDF copy

## **SCHEDULE OF SERVICES**

The schedule of services will be performed in accordance with the construction schedule.

## **ENGINEERING FEES**

The fees for the above tasks are as follows.

TASK 1 - CONSTRUCTION ADMINISTRATION	\$32,400
TASK 2 - REIMBURSABLES	\$100
<b>TOTAL</b>	<b>\$32,500</b>

The tasks will be billed according to the following schedule. Lump sum tasks will be billed according to percentage complete. Reimbursable Expenses will be billed at cost to the RBUD.

Lump Sum (Task 1)	\$32,400
Reimbursable (Task 2)	\$100
<b>Total</b>	<b>\$32,500</b>

500 S. Australian Ave., Suite 850  
West Palm Beach, FL 33401  
Office: +1 (561) 746-6900



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](mailto:sdombrowski@chenmoore.com).

Respectfully submitted,



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

Attachment(s): Exhibit A Fee Breakdown

**Riviera Beach Utility District**  
**Silver Beach Road Utility Improvements Construction Administration**

Chen Moore and Associates Project # P20.137.02

	Direct Costs	Senior Inspector	Project Engineer	Senior Engineer	Project Director	Principal	Total
Hourly Rate		\$135.00	\$110.00	\$140.00	\$180.00	\$190.00	

**TASK 1 - CONSTRUCTION ADMINISTRATION**

1.1 Construction Inspections		140			14		\$21,420
1.2 Construction Testing		8			2		\$1,440
1.3 Meetings		4			2		\$900
1.4 RFI Responses		8			4		\$1,800
1.5 Contractor Coordination		16			4		\$2,880
1.6 Walk Throughs		8			2		\$1,440
1.7 Project Closeout and Certification		8			8		\$2,520
<b>Task 1 Total</b>		<b>\$2,160</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,800</b>	<b>\$0</b>	<b>\$32,400</b>

**TASK 2 - REIMBURSABLES**

2.1 Permit Fees		\$100					\$100
<b>Task 2 Total</b>		<b>\$100</b>					<b>\$100</b>

SUMMARY

TASK 1 - CONSTRUCTION ADMINISTRATION	\$32,400
TASK 2 - REIMBURSABLES	\$100
<b>TOTAL</b>	<b>\$32,500</b>