

**Town of Highland Beach  
Proposal –Baxter & Woodman, Inc.  
February 22, 2024**

**Task Order #26  
Bel Lido Bridge Rehabilitation**

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**Background**

The Town of Highland Beach (TOWN) hired Transystems in October 2021 to perform a condition assessment of the existing bridge piles for the Bel Lido Drive bridge over the Intracoastal Waterway canal, located west of S. Ocean Boulevard. Subsequently the TOWN requested that Baxter & Woodman, Inc. (CONSULTANT) prepare bid documents outlining the repairs based on the recommendations of that assessment, provide a cost estimate, review the FDEP permitting requirements, provide bidding, construction management and inspections services.

**Scope of Services**

The requested work tasks are listed below. Certain assumptions have been made in preparing this scope of services. To the extent possible, they are stated herein and are reflected in the budget estimates included in this scope of services.

The Scope of Services consists of the following tasks:

- Task 1 – Data Collection, Field Inspection & Verification, Meetings
- Task 2 - Construction Plans, Specifications & Cost Estimate
- Task 3 – Permit Exemption
- Task 4 – Bidding Services
- Task 5 - Construction Administration
- Task 6 - Resident Project Representative Services

**Task 1: Data Collection, Field Inspection & Verification, Meetings**

Data Collection, Inspection & Repair Summary

CONSULTANT shall review the October 2021 inspection report completed by others and provided by the Town. Plans and details prepared for the previous single pile repair project shall be reviewed and updated.

CONSULTANT shall perform a visual inspection from the water of the existing concrete piles, by hammer sounding to confirm condition of all twelve (12) existing piles. This exercise shall confirm the recommended repair locations from the October 2021 report (by others) based on visual inspection findings. The proposed removal and replacement of the ornamentation on top of the barrier wall shall also be addressed in the repair summary. Inspection shall also include verification of asphalt pavement joint condition and measurement of approximate size of voids under the approach slabs.

From this field review, CONSULTANT shall determine repair methods and approximate quantities. The findings and recommendations will be summarized a summary of proposed repairs and the TOWN notified of any significant changes from the 2021 inspection report provided.

### Meetings

CONSULTANT shall attend up to three (3) client workshops/meetings with TOWN staff. CONSULTANT shall provide a written summary of the issues discussed at the workshop meetings. These include review meetings for the following:

- Kickoff Meeting for the purpose of verifying the TOWN's goals, objectives and design standards for the project. Lines of communication for the project will also be established.
- Repair Summary Review Meeting
- 75% Design Documents Review Meeting

### **Task 2: Construction Documents**

#### Construction Documents

##### 1. Contract Plans and Documents

- a. Update CONSULTANT CAD base files from previous (2017) repair project with new information as necessary. CONSULTANT shall prepare the engineering design elements based on previous developed plans for the Bel Lido bridge pile repairs in 2017 for the TOWN. No additional topographic survey or dimensional drawing information shall be obtained.
- b. General Plan: Plan and elevation view, showing repair locations and approximate quantities including pavement crack sealing, concrete parapet re-facing, foam injection locations, and pile repairs. Include estimated bid quantities and general notes. Reference FDOT Standard Specifications for materials and methods where appropriate.
- c. Repair Details: Provide a general layout of pile repair locations and types, including any necessary reinforcement and concrete encasement details. Provide any additional details needed for concrete barrier re-facing, crack sealing or foam injection.
- d. Research available products for the complete removal and replacement of the existing decorative facing on the bridge parapets. Coordinate with TOWN to determine the preferred treatment.
- e. Technical Specifications: Provide written technical specifications for work not covered by the FDOT Standard Specifications.
- f. Preparation of construction documents shall include contract drawings and technical specifications. Contract drawings shall include: cover sheet, general notes, plan and miscellaneous detail sheets.
- g. The repair summary with estimated quantities in .pdf format shall be submitted to the TOWN for review. Drawings, specifications and construction cost estimate shall be submitted in .pdf format for TOWN review at 75%, and 100% design stages.

CONSULTANT shall meet with the TOWN to discuss comments for the repair summary and for the 75% submittals and incorporate comments into the 100% final/bid documents. CONSULTANT shall furnish the TOWN with the 100% final bid documents in electronic .pdf format and AutoCAD files.

### **Task 3: Permit Exemption Request**

Based upon the results of the repair summary CONSULTANT shall contact the Florida Department of Environmental Protection and obtain confirmation that the proposed improvement work is exempt from environmental permitting. It is anticipated that the project will be exempt, however, if permit application is required to FDEP, this will be additional services.

### **Task 4: Bidding**

#### Bid Advertisement

CONSULTANT shall assist TOWN in advertising for and obtaining bids for construction (including materials, equipment, and labor). It is anticipated that work shall be awarded under a single construction contract. The TOWN shall advertise and post the bid documents on DemandStar. All bid document control (i.e. meeting minutes, addendums, etc.) will be performed electronically.

#### Pre-Bid Conference

CONSULTANT shall conduct a pre-bid conference in conjunction with TOWN staff and provide written minutes of the items discussed.

#### Bid Clarification

CONSULTANT shall assist TOWN in issuing addenda and shall provide supplemental information or clarification, as appropriate, to interpret, clarify, or expand the bidding documents to all prospective bidders during the bid period. TOWN shall issue any addenda to prospective bidders electronically via DemandStar.

#### Contract Award Recommendation/Conformed Documents

CONSULTANT shall attend the bid opening, prepare bid tabulation sheet and assist TOWN in evaluating bids and proposals, including reference checks. CONSULTANT shall submit a written recommendation to the TOWN concerning the award of contract to the lowest responsive responsible bidder.

CONSULTANT shall prepare conformed Contract Documents (drawings & technical specifications) for use by the Contractor and TOWN during construction.

## **Task 5: Construction Administration**

### Project Meetings

Up to four (4) project meetings shall be attended by CONSULTANT including the Preconstruction Meeting and Progress Meetings. CONSULTANT shall prepare Meeting Agendas and provide a written summary of the issues discussed at the workshop meetings.

### Submittal Review

Receive, log, review, and distribute electronically all Shop Drawings and Product submittals for the project. Review of up to 20 submittals (total, which includes preliminary submittals and re-submittals as required) is included in the budget for this item. CONSULTANT will review and return submittals to TOWN and Contractor within 14 days of receipt.

### Pay Estimate Review

Review monthly payment applications (total of 4) submitted in a format acceptable to the TOWN. CONSULTANT shall verify the quantities as represented on the pay request and make a recommendation to the TOWN to proceed with the payment as requested, or as modified based on CONSULTANT review. A 3.5 month construction period is assumed in budgeting this task.

### Construction Sequence and Schedule Review

Review and Approve the Contractors planned work approach for MOT Plan and phasing of all Bridge Repair Work. Monitor the construction schedule monthly and report to the TOWN any conditions which may cause any delays in the schedule or changes to the approved sequence of repair work.

### Construction Clarifications

Respond in writing to Contractor's Request for Information (RFI) regarding the design documents. A total of five (5) RFI responses have been included in this task. CONSULTANT shall issue interpretations and clarifications of the Contract Documents, along with associated support materials, as requested by the Contractor. These interpretations will be rendered and a response prepared and submitted to the Contractor within one week.

### Structural Engineer's Certification of Construction Complete

CONSULTANT's Structural Engineer shall perform an evaluation of the completed repair work and shall certify to the TOWN based on his evaluation, along with RPR inspections that the project was constructed in substantial conformance with the plans and specifications.

### Final Inspection & Closeout

In conjunction with TOWN staff, CONSULTANT will make walkthrough inspection to determine if construction completion has been achieved by the Contractor. CONSULTANT will also prepare a "punch list" of items needed to achieve Final Completion. CONSULTANT will provide formal written correspondence to advise the TOWN once Final Acceptance of the project has been

reached in accordance with the Contract Documents. Closeout documentation shall be provided to the TOWN.

#### Record Drawings

CONSULTANT shall prepare final Record Drawings based on Contractor's monthly as-built information at the completion of the project. The Record Drawings shall be provided to the TOWN within 30 days after record drawing information has been provided and project completion has been reached by the Contractor.

#### **Task 6 Resident Project Representative Services**

The Resident Project Representative Phase services to be provided by the CONSULTANT include the following:

##### Inspections

Provide a part-time (20 hours/week) Resident Project Representative (RPR) during the heavy repair work period (assumed 12 weeks) of the overall 100 calendar day contract. Activities performed under this task consist of furnishing an RPR during the construction of the project, to observe the quality of the bridge repair work, and to determine if the construction is proceeding in substantial accordance with the contract documents so that an engineering certification can be made regarding the construction of the proposed improvements. The RPR shall:

- Serve as CONSULTANT's liaison with construction contractor, working principally through the contractor's superintendent and assisting him in understanding the intent of the contract documents.
- Conduct on-site observations of the work in progress to assist in determining if the work is proceeding in accordance with the contract documents and that completed work conforms to the contract documents. CONSULTANT's Construction Manager shall report, in writing to the Town, whenever CONSULTANT believes that work is unsatisfactory, faulty or defective, or does not conform to the contract documents, or does not meet the requirements of inspections, or has been damaged prior to final payment.
- Accompany visiting Engineers or Inspectors representing TOWN or any regulatory agencies. Record, in writing, the outcome of these inspections and report same to Town.
- Consider and evaluate construction Contractor's suggestions for modifications in drawings or specifications and report them to the TOWN, in writing. CONSULTANT shall make recommendation for action by the TOWN.
- Review Contractor as-built information on a monthly basis to confirm proper updates are being made.
- Assist and observe the Contractor in coordinating all required specified testing of repair

materials as required by the Construction Documents.

- RPR shall work with the Contractor and develop a daily quantity sheet (based on the approved Schedule of Values) to be reviewed and accepted each day agreeing to the quantity of Schedule of Value items installed.

#### *LIMITATIONS OF AUTHORITY*

Except upon written instructions of CONSULTANT, Resident Project Representative:

1. Shall not exceed limitations on CONSULTANT's authority as set forth in the Contract Documents.
2. Shall not undertake any of the responsibilities of Contractor, Subcontractors or Construction Manager, or expedite the Work.
3. Shall not issue directions relative to any aspect of the means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents.
4. Shall observe but not participate in specialized field or laboratory tests.

#### **Assumptions**

Work described herein is based upon the assumptions listed below. If conditions differ from those assumed in a manner that will affect the Scope of Work, CONSULTANT shall advise TOWN in writing of the magnitude of the required adjustments. Services to be provided by the TOWN or Contractor and other related key assumptions include:

1. The condition assessment prepared by Transystems Corporation Consultants, Structure ID 935900, inspection dated 10/7/2021 shall be accepted as a complete and accurate assessment of the twelve (12) existing bridge piles. Aside from the field verification described in Task 1 of the scope, the CONSULTANT shall not perform any additional visual above or below water inspection or structural (or other) testing of the bridge structural or non-structural elements.
2. The CADD drawings prepared by Baxter & Woodman in 2017 for the single pile repair shall be utilized for the base drawings for this project. No additional topographic survey, measurements, etc. shall be obtained.
3. The TOWN will provide information on the existing decorative railing treatment such as the material, how it is attached to the railing, etc. as well as what type of decorative railing treatment is desired as a replacement.
4. CONSULTANT shall assist the TOWN with their public outreach and specific daily coordination of work during construction with Bel Lido Residents or Property Owner's Association. Presentations or meetings with the residents are not included herein.
5. The TOWN will provide the standard "front-end" contract documents.

- 6. Contractor shall conduct inspections and take full responsibility of maintenance for their approved NPDES Stormwater, Sedimentation and Erosion Control Measures.

**CONTRACT PERFORMANCE**

Proposed fees and schedule for completion of tasks listed above are summarized below. The schedule aligns with the FDEP Grant Work Plan Agreement No. 24SRP62 and B&W shall endeavor to work within the schedule set forth.

**COMPLETION DATES**

The proposed schedule of work is as follows:

<u>Task</u>	<u>Days from NTP*</u>
Tasks 1-2 – Design Documents	70 days
Task 3 – Permit Exemption	70 days
Task 4 – Bidding & Award	130 days
Task 5& 6 – Construction Services	230 days

\*Tasks will begin upon Town’s contract NTP

**Compensation for Services**

Compensation by the Town to CONSULTANT for the services described in this Task Order will be in accordance with the master services agreement fee schedule on a Not-to-Exceed method of payment (which means CONSULTANT shall only be compensated for services rendered). The Not-to-Exceed amount without written prior approval of **\$67,570.00** (refer to Attachment A for detailed break-down) is comprised of the following:

<b>Task</b>	<b>Subtotal (\$)</b>
1. Data Collection, Repairs Summary & Meetings	\$4,993
2. Design Documents	\$11,397
3. Permit Exemption Request	\$329
4. Bidding Services	\$4,194
5. Construction Administration	\$13,696
6. Inspections (Part-Time)	\$30,211
Reimbursables (NTE)	\$2,750
<b>Total</b>	<b>\$67,570</b>

## **Additional Provisions**

- The services described herein will be provided in accordance with the current generally accepted standards of the engineering profession. Reasonable material changes between work tasks, or level of effort actually required and those budgeted, may serve as a basis for modifying this scope and budget, as mutually agreed to between CONSULTANT and the TOWN.
- CONSULTANT is entitled to rely upon the accuracy of historical and existing data and information provided by the TOWN and others without independent review and verification. CONSULTANT is not responsible for the means, methods, sequences, techniques or procedures of TOWN and Contractor's operations or for safety precautions and programs.
- Any Opinion of the Contractor's Proposal prepared by CONSULTANT represents its judgment as an Engineering Professional and is supplied for the general guidance of TOWN. Since CONSULTANT has no control over the cost of labor and material, or over competitive bidding or market conditions, CONSULTANT does not guarantee the accuracy of such opinions as compared to contractor bids or actual costs to the TOWN. CONSULTANT shall retain all ownership rights in information transmitted electronically.



APPROVED BY:  
TOWN OF HIGHLAND BEACH

BY: \_\_\_\_\_

Marshall Labadie  
Town Manager

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024.

BAXTER & WOODMAN, INC.

BY:  \_\_\_\_\_

Rebecca Travis, P.E.  
Executive Vice President

Dated this 22nd day of February, 2024

**ATTACHMENT A**  
**Town of Highland Beach - Bel Lido Bridge Rehabilitation (2024)**  
**Design, Bidding & Services During Construction**  
**Budget Summary**

Task No.	Item Description	Labor Classification and Hourly Rates								Total Labor	Sub-Total
		Principal Engineer \$193.02	Sr Structural Engineer (PM) \$193.02	Engineer II \$136.37	Senior Eng. Technician \$125.88	Construction Manager \$141.62	Construction Inspector \$125.88	Clerical \$76.58			
<b>1</b>	<b>Data Collection, Field Inspection &amp; Meetings</b>										
1.1	Inspection (from water)		2					8		\$1,393	
1.2	Summary of Proposed Repairs		1	2						\$466	
1.3	Review Mtgs w/Town (Kickoff, Summary & 75% review)	6	6	6						\$3,134	
	<b>Subtotal</b>	<b>6</b>	<b>9</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>		<b>\$4,993</b>	
<b>2</b>	<b>Construction Plans, Specs &amp; Cost Estimate</b>										
2.1	75% General Plans		12		4					\$2,820	
2.2	75% Repair Details		20		2					\$4,112	
2.3	75% Technical Specifications, Cost Estimate		8	2				4		\$2,123	
2.4	100%/Bid Documents		8	4	2					\$2,341	
	<b>Subtotal</b>	<b>0</b>	<b>48</b>	<b>6</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>4</b>		<b>\$11,397</b>	
<b>3</b>	<b>Permit Exemption</b>										
3.1	FDEP Permit Exemption Request	1		1						\$329	
	<b>Subtotal</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>\$329</b>	
<b>4</b>	<b>Bidding Services</b>										
4.1	Bid Advertisement			2						\$273	
4.2	Pre-Bid Conference	1	2	2						\$852	
4.3	Bid Clarification		4	4						\$1,318	
4.4	Contract Award / Conformed Documents	1	4	3	3					\$1,752	
	<b>Subtotal</b>	<b>2</b>	<b>10</b>	<b>11</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>\$4,194</b>	
	<b>SUBTOTAL DESIGN &amp; BIDDING</b>										<b>\$20,913</b>
<b>5</b>	<b>Construction Administration</b>										
5.1	Project Meetings					12				\$1,699	
5.2	Submittal Review		5	10						\$2,329	
5.3	Pay Estimate Review					12				\$1,699	
5.4	Construction Schedule Review					10				\$1,416	
5.5	Construction Clarifications		5	5		4				\$2,213	
5.6	Structural Engineer's Certification		10			2				\$2,213	
5.7	Final Inspection & Closeout		4			2				\$1,055	
5.8	Record Drawings				4	4				\$1,070	
	<b>Subtotal</b>	<b>0</b>	<b>24</b>	<b>15</b>	<b>4</b>	<b>46</b>	<b>0</b>	<b>0</b>		<b>\$13,696</b>	
<b>6</b>	<b>Inspections (RPR)</b>										
6.1	Inspections (Part-Time)						240			\$30,211	
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240</b>	<b>0</b>		<b>\$30,211</b>	
	<b>SUBTOTAL CMS</b>										<b>\$43,907</b>
	Labor Subtotal Hours	9	91	41	15	46	248	4		<b>\$64,820</b>	
	Labor Subtotal Costs	\$1,737	\$17,565	\$5,591	\$1,888	\$6,515	\$31,218	\$306			
	<b>Labor Total Costs</b>	<b>\$64,820</b>									
	Subconsultant Costs Total	\$0									
	Subconsultant Multiplier	1.1									
	<b>Subconsultant Total</b>	<b>\$0</b>									
	Reimbursable Expenses (printing, mileage)	\$2,750									\$2,750
	<b>PROJECT TOTAL</b>	<b>\$67,570</b>									