



HOLTZ CONSULTING ENGINEERS, INC

September 5, 2025

Ms. Casetra Thompson
Assistant Chief Procurement Officer
Purchasing and Contract Administration Division
City of Delray Beach
100 NW 1st Ave
Delray Beach, FL 33444

Subject: **City of Delray Beach
Northwest Neighborhood Improvements
Owner's Representative Services**

Holtz Consulting Engineers, Inc. (HCE) is pleased to offer the following proposal to provide Owner's Representative services for the Northwest Neighborhood Improvements Project. The City of Delray Beach (City) is planning infrastructure improvements to the Northwest Neighborhood to be constructed via Construction Manager At-Risk (CMAR) project delivery method and has requested that HCE and our team of subconsultants and subcontractors (HCE Team) provide Owner's Representative Services for the project. This proposal includes providing comprehensive construction management, inspection, quality assurance, and complete Owner's Representative services for the project. It is our understanding that the City will construct the project in three (3) phases, each with its own guaranteed Maximum Price (GMP), therefore, we have structured this proposal accordingly.

SCOPE OF WORK

The Scope of Services will consist of the following Tasks:

Task 1 – Owners Representative Preconstruction Services for Phases 1, 2, and 3

Under Task 1, the HCE Team will provide the following services for all three construction phases. It is assumed these preconstruction tasks will be completed over a six (6) month duration.

Task 1.1 – Immediate CMAR Contract Negotiations

The HCE Team will provide immediate assistance to the City for the CMAR contract negotiation and approval process. The HCE Team will act on behalf of the City as their Owner's Representative to oversee the initial contract negotiations prior to the GMP development for construction of all three phases.

The HCE Team will lead efforts to ensure that the City obtains a well-negotiated CMAR contract that clearly defines roles, responsibilities, and financial parameters per the City's specified CMAR contract requirements or other adopted standard such as the AIA standard agreement provided by the City. The HCE Team will also ensure that the CMAR Contractor's preconstruction deliverables are clearly identified



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in the agreement with the City during this task.

The HCE Team will assist the City to negotiate specific and measurable contract tasks, such as: CMAR Contractor's Fee for Pre-Construction Services, GMP Development Requirements, Cost Estimating, Constructability Review Walkthroughs, Value Engineering Workshops, Coordination with Owner's Rep, GMP Schedule & Milestones, Subcontractor Pre-qualification and Selection Process, and any Termination Clauses or "off-ramp" stipulations prior to beginning construction.

Task 1.2 - Coordination and Project Kickoff

Immediately upon the Owner's Representative contract award and Notice to Proceed (NTP) from the City, the HCE Team will begin with a formal kickoff meeting with the City's project management team to establish the priority sequencing of Owner's Representative pre-construction scope activities, GMP development sequence, public outreach timeline, pending design issues, Delray Beach Community Redevelopment Agency (CRA) coordination, and determine the City's desired NTP date for the CMAR Contractor and their sequence of work.

The HCE Team will conduct a review of all permits, regulatory agency notifications and coordination, utility coordination (FPL, ATT, Comcast, Palm Tran, etc.), City right-of-way (ROW) constraints, easement coordination, and begin to assist the City with their pending CMAR Contractor's bidding process. This meeting will take place at the City's facilities, with an agenda prepared by the HCE Team. Meeting minutes will be recorded and distributed covering all the items of discussion.

Task 1.3 – Design Document QA/QC Review

The HCE Team will review and provide comments on the final (100%) design documents prepared by the Engineer of Record (EOR) including the plans and technical specifications for the entire project to determine if there are any constructability issues, conflicts not shown, or any potential cost-saving changes. The HCE Team will also review the EOR's final cost estimates. All review comments will be provided in a review comment log.

This task will include all three construction phases and will include review meetings with the City and their EOR to discuss the QA/QC review comments and address all discovered issues with the plans to ensure that the City's GMP development process can proceed and that final "Issued for Construction" drawings can be completed.

The HCE Team will coordinate with the EOR for minor revisions to the plans and technical specifications to be made by the EOR when/where agreed upon by the City's project management team.

Task 1.4 - Constructability Field Reviews

The HCE Team shall conduct a field review of the contract drawings with the CMAR Contractor to determine if there are any constructability issues, conflicts not shown, or any CMAR Contractor proposed



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cost saving changes to assist with GMP development and negotiations. Alongside the CMAR Contractor, the HCE Team will determine the most cost-effective work sequence, utility alignment corridor, and determine if there are any constructability issues from their perspective. The intent is to address these items prior to construction and preparation of the GMP. The HCE Team will coordinate a meeting with the City and EOR to discuss any issues discovered and recommendations to resolve. The meeting shall be documented with minutes prepared and distributed by the HCE Team.

It is assumed that the City's CMAR Contractor will submit several suggested constructability changes and material substitutions to provide ease of construction or to offer cost savings to the City as the GMP Contract is being negotiated. These changes and substitution requests will be organized and reviewed by engineer staff from the HCE Team. The HCE Team will make recommendations of approval or rejection to the City.

The HCE Team will also coordinate meetings with the City and EOR (if needed) to discuss proposed changes and any discovered issues, along with recommended solutions to resolve.

Task 1.5 – GMP Development Negotiations

The HCE Team shall act as the City's lead for negotiations with the CMAR Contractor during the CMAR Contractor's GMP development and subcontract bidding process. This task includes a full review of the CMAR's subcontractor price proposals for each work discipline or area of construction. It is anticipated that the CMAR Contractor will obtain a minimum of three (3) bids for each work discipline. These bid proposals will be reviewed to ensure that the bid process is per the approved contract requirements identified in the City's agreement with the CMAR Contractor.

It is assumed that the City's CMAR Contractor will submit several suggested material substitutions to provide ease of construction or to offer cost savings to the City as the GMP Contract is being negotiated. These changes and substitutions requests will be organized, processed, and reviewed by the HCE Team and recommendations of approval or rejection will be issued to the City.

The HCE Team will also coordinate up to three (3) meetings with the City and CMAR Contractor to discuss GMP progress, cost estimate drafts, revisions, and final estimates. Also, during GMP development phase and up to the time of an approved and executed GMP contract, the HCE Team shall attend additional field walkthroughs with the CMAR Contractor's specialty subcontractors to identify key items of work and specific City requirements for construction.

Task 1.6 – Public Outreach Prior to Construction

This proposal includes a \$30,000 allowance for public outreach services prior to construction. Upon the City's request, the HCE Team will provide a detailed proposal for these services and receive authorization from this City before performing work under this task.



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Task 2 – Owner’s Representative Services During Construction of Phase 1 (to be Included in a Future Contract Amendment)

Under Task 2, the HCE Team will provide the following services:

- Task 2.1 - Preconstruction Meetings
- Task 2.2 - Public Outreach Prior to Construction
- Task 2.3 - Document Control Management System
- Task 2.4 - Quality Assurance (QA) Program
- Task 2.5 - Contractor Submittals and Shop Drawings
- Task 2.6 - Bi-Weekly Progress Meetings
- Task 2.7 - Contract Administration/Daily Communication
- Task 2.8 - Requests for Information (RFIs)
- Task 2.9 - Construction Scope Changes
- Task 2.10 – Pay Application Review
- Task 2.11 – Construction Schedule Review
- Task 2.12 – Progressive As-built Record Drawing Review
- Task 2.13 – Grant & Permit Administration
- Task 2.14 - FPL Street Lighting Coordination
- Task 2.15 – Surveying Coordination Services
- Task 2.16 – Public Outreach During Construction
- Task 2.17 – Resident Project Representative Services
- Task 2.18 – Aerial Photography Services
- Task 2.17 – Sampling and Testing Services
- Task 2.18 – Field Office

Task 3 – Owner’s Representative Project Closeout Services for Phase 1 (to be Included in a Future Contract Amendment)

Under Task 3, the HCE Team will provide the following services:

- Task 3.1 – Substantial and Final Inspection
- Task 3.2 – Permit Completion Notices
- Task 3.3 – Grant Administration Closeout
- Task 3.4 – Final CMAR Contract Reconciliation
- Task 3.5 – Final As-built Record Drawing & GIS Implementation
- Task 3.6 – Final Photos and Post Construction Video
- Task 3.7 – Project Closeout Document Administration



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Task 4 – Owner’s Representative Services During Construction of Phase 2 (to be Included in Future Contract Amendment)

Under Task 4, the HCE Team will provide the following services:

- Task 4.1 - Preconstruction Meetings
- Task 4.2 - Public Outreach Prior to Construction
- Task 4.3 - Document Control Management System
- Task 4.4 - Quality Assurance (QA) Program
- Task 4.5 - Contractor Submittals and Shop Drawings
- Task 4.6 - Bi-Weekly Progress Meetings
- Task 4.7 - Contract Administration/Daily Communication
- Task 4.8 - Requests for Information (RFIs)
- Task 4.9 - Construction Scope Changes
- Task 4.10 – Pay Application Review
- Task 4.11 – Construction Schedule Review
- Task 4.12 – Progressive As-built Record Drawing Review
- Task 4.13 – Grant & Permit Administration
- Task 4.14 - FPL Street Lighting Coordination
- Task 4.15 – Surveying Coordination Services
- Task 4.16 – Public Outreach During Construction
- Task 4.17 – Resident Project Representative Services
- Task 4.18 – Aerial Photography Services
- Task 4.17 – Sampling and Testing Services
- Task 4.18 – Field Office

Task 5 – Owner’s Representative Project Closeout Services for Phase 2 (to be Included in a Future Contract Amendment)

Under Task 5, the HCE Team will provide the following services:

- Task 5.1 – Substantial and Final Inspection
- Task 5.2 – Permit Completion Notices
- Task 5.3 – Grant Administration Closeout
- Task 5.4 – Final CMAR Contract Reconciliation
- Task 5.5 – Final As-built Record Drawing & GIS Implementation
- Task 5.6 – Final Photos and Post Construction Video
- Task 5.7 – Project Closeout Document Administration



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Task 6 – Owner’s Representative Services During Construction of Phase 3 (to be Included in a Future Contract Amendment)

Under Task 6, the HCE Team will provide the following services:

- Task 6.1 - Preconstruction Meetings
- Task 6.2 - Public Outreach Prior to Construction
- Task 6.3 - Document Control Management System
- Task 6.4 - Quality Assurance (QA) Program
- Task 6.5 - Contractor Submittals and Shop Drawings
- Task 6.6 - Bi-Weekly Progress Meetings
- Task 6.7 - Contract Administration/Daily Communication
- Task 6.8 - Requests for Information (RFIs)
- Task 6.9 - Construction Scope Changes
- Task 6.10 – Pay Application Review
- Task 6.11 – Construction Schedule Review
- Task 6.12 – Progressive As-built Record Drawing Review
- Task 6.13 – Grant & Permit Administration
- Task 6.14 - FPL Street Lighting Coordination
- Task 6.15 – Surveying Coordination Services
- Task 6.16 – Public Outreach During Construction
- Task 6.17 – Resident Project Representative Services
- Task 6.18 – Aerial Photography Services
- Task 6.17 – Sampling and Testing Services
- Task 6.18 – Field Office

Task 7 – Owner’s Representative Project Closeout Services for Phase 2 (to be Included in a Future Contract Amendment)

Under Task 6, the HCE Team will provide the following services:

- Task 7.1 – Substantial and Final Inspection
- Task 7.2 – Permit Completion Notices
- Task 7.3 – Grant Administration Closeout
- Task 7.4 – Final CMAR Contract Reconciliation
- Task 7.5 – Final As-built Record Drawing & GIS Implementation
- Task 7.6 – Final Photos and Post Construction Video
- Task 7.7 – Project Closeout Document Administration



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COMPENSATION

The HCE Team will provide these services for the lump sum amount of \$368,040 with an additional \$30,000 Owner's allowance as shown in the attached budget summary. Monthly progress payments will be authorized based on percent complete for each task, as determined by HCE and approved by the City.

We look forward to working with the City of Delray Beach on this very exciting project.

Sincerely,

HOLTZ CONSULTING ENGINEERS, INC.

A handwritten signature in blue ink, appearing to read 'S. Fowler', is placed above the printed name.

Stephen Fowler, P.E.
Vice President

		Holtz Consulting Engineers, Inc.											Subconsultants			
		Principal Engineer	Associate Engineer	Senior Project Manager	Project Engineer (PE)	Construction Manager	Senior CAD Designer	Project Engineer (EI)	Office Administrator	Enter Staff Title	Total Hours	Total Prime Consultant Estimated Cost	South Florida Engineering Services	Conceptual Communications	C&W Electrical Engineering	Total Estimated Cost
		Hourly Billing Rate	\$ 270.00	\$ 250.00	\$ 240.00	\$ 160.00	\$ 160.00	\$ 140.00	\$ 130.00	\$ 100.00			\$ -	Estimated Fee		Estimated Fee
Task No.	Task Name	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours						
Task 1 - Preconstruction Services for Phase 1																
1.1	Immediate CMAR Contract Negotiations	30									30	\$ 8,100.00	\$ 15,064.00			\$ 24,670.40
1.2	Coordination and Project Kickoff	60							32		92	\$ 19,400.00	\$ 22,191.00	\$ 800.00	\$ 4,360	\$ 49,486.10
1.3	Design Document QA/QC Review & Meetings	120						90			210	\$ 45,000.00	\$ 63,530.00		\$ 13,080	\$ 129,271.00
1.4	Constructability Field Reviews and Meetings	96		80							176	\$ 45,120.00	\$ 48,855.00		\$ 9,480	\$ 109,288.50
1.5	GMP Development Negotiations	50									50	\$ 13,500.00	\$ 32,112.00			\$ 48,823.20
1.6	Public Outreach Campaign										0	\$ -				\$ 30,000.00
Total Hours		356	0	80	0	0	90	0	32	0	558					
Reimbursables (Printing, Mailings, Refreshments, etc.)												\$ 1,000.00	\$ 5,000.00	\$ -		\$ 6,500.00
Subtotal Estimated Cost		\$ 96,120.00	\$ -	\$ 19,200.00	\$ -	\$ -	\$ 12,600.00	\$ -	\$ 3,200.00	\$ -		\$ 132,120.00	\$ 186,752.00	\$ 800.00	\$ 26,920	\$ 398,039.20

**SCOPE OF WORK PROPOSAL FOR
SUBCONSULTANT OWNERS REP SERVICES BY
SOUTH FLORIDA ENGINEERING SERVICES, INC.**

**Northwest Neighborhood Improvements
Owner's Representative Services for Preconstruction Phases**

DATE: September 4, 2025

BACKGROUND

Holtz Consulting Engineers, Inc. (HCE) has requested a proposal from South Florida Engineering Services (SFES) for owners' rep services on the above referenced project. It is SFES's understanding that the City of Delray Beach intends to select a single Construction Manager at Risk (CMAR) firm to develop the Guaranteed Max Price (GMP) Contract and oversee construction phases of the Northwest Neighborhood Project. The City has separated the project into three (3) phases based on Map Areas that were provided with the RFQ solicitation. At the time of this proposal, it is unclear which area phase will be selected to be under construction first by the City and their CMAR Contractor. This scope includes Owner's Rep Preconstruction Tasks for all three (3) phases no matter the selected sequence.

Holtz Consulting Engineers will be the prime consultant and South Florida Engineering Services will be the sub-consultant responsible for providing oversight of the CMAR Contractor, as well as the below listed Owner's Representative Services in the following tasks:

- Task 1 – Owner's Rep Pre-Construction Services
 - Task 1.1 – Immediate CMAR Contract Negotiations
 - Task 1.2 – Initial Coordination & Project Kickoff
 - Task 1.3 – Design Document QA/QC Review
 - Task 1.4 - Constructability Field Review
 - Task 1.5 – GMP Development Negotiations

In this proposal, SFES Team will lead effort to provide Pre-Construction Owner's Rep Services under oversight of Holtz Consulting Engineers with each of the above-mentioned services. Each of the above tasks are further outlined in the proposal below.

For purposes of this proposal, SFES assumes 6-months duration to perform the above preconstruction tasks with the intent of reaching a City approved GMP from the selected CMAR Contractor. It is our understanding that the City will amend Contract Agreements

with HCE, and HCE with SFES for Construction Phase Owner's Rep Services. The City has also requested that Public Outreach Services be removed from the Scope and if included at a later date will be a separate proposal to be charged as an allowance.

Task 1 - SFES OWNERS REPRESENTATIVE PRECONSTRUCTION SERVICES:

Task 1.1 – Immediate CMAR Contract Negotiations

The SFES Team will provide immediate assistance to the City Staff and Procurement Department for the CMAR Contract Pre-Construction Services Agreement Approval Process. SFES will act on behalf of the City as their Owner's Rep to oversee the initial Contract Negotiations prior to GMP Development for Construction Phase.

SFES Project Manager Aaron Cutler will lead efforts to ensure that the City obtains a well-negotiated Pre-Construction Services Agreement CMAR Contract that clearly defines roles, responsibilities, and financial parameters per the City's Specified CMAR Contract Requirements and Provided A1A Standard Contract provided by the City. SFES will also ensure that the CMAR's Pre-Construction deliverables are clearly identified in the agreement with the City during this phase. We will assist the City to negotiate specific and measurable contract tasks, such as: CMAR Fee for Pre-Construction Services, GMP Development Requirements, Cost Estimating, Constructability Review Walkthroughs, Value Engineering Workshops, Coordination with Owner's Rep, GMP Schedule & Milestones, Subcontractor Pre-qualification and Selection Process, and any Termination Clauses or "off-ramp" stipulations prior to Construction Phase.

Task 1.2 - Initial Coordination & Project Kickoff

In conjunction with the above CMAR Contract Negotiations, once we have the Owner's Representative Contract Award and Notice to Proceed from the City. SFES will begin with a formal Project Kickoff Meeting with the City's Project Management Team, to establish the priority sequencing of Owner's Representative Pre-Construction Scope activities, GMP Development Sequence, Public Outreach Timeline, Pending Design Issues, CRA Coordination, and determine the City's Desired Construction Phase NTP Target Date for CMAR Contractor and their Sequence of Work. We will also conduct full Permit Review, Regulatory Agency Notification Coordination, Palm Tran Transportation, Local Schools, associated utility coordination prior to construction, FPL Lighting Coordination, City ROW Constraints or Easement Coordination for properties within the project limits, along with close coordination with City of Delray Beach CRA. The Project Kickoff meeting will establish a written timeline of this effort and take place at the City's Facilities, with an agenda prepared by our Owner's Rep Team, and meeting minutes will be recorded to cover all the items of discussion.

Task 1.3 – Design Document QA/QC Review

SFES shall conduct a full QA/QC design review for each phase of the plans to determine if there are any constructability issues, conflicts not shown, or any potential cost saving changes. The review will include construction cost estimates, review of design engineering team's preparation of technical specifications and will include assistance with permitting.

This effort will be for all three phases and include review meetings for all three phases with the City and their Design Consultant to discuss QA/QC Review Comments and address all discovered issues with the plans to ensure that the City's GMP Development process can

proceed at the City and CMAR's selected starting phase and that issued for construction drawings can be obtained.

The task will also include SFES assistance with Project Engineer HCE and the CMAR Contractor if requested by the City, to take the current plans in any determined phase area and essentially complete the design up to what is needed or agreed upon as necessary for Construction GMP Development and Permitting. This effort will implement changes from the subsequent Constructability Field Review as well with City and CMAR Contractor.

Task 1.4 – Constructability Field Review Walkthroughs & Tracking

SFES Team shall conduct a full field review for each phase of the Design Drawings with the Awarded CMAR Contractor to assist with the GMP development and negotiations. Alongside CMAR Contractor, we will determine the most cost-effective work sequence, utility alignment corridor and if there are any constructability issues from their perspective. We anticipate that the City will allow CMAR Contractor to review each phase area and determine which phase area to construct first. We will also review CMAR Contractor's proposed cost-saving changes during our detailed walkthroughs of each street and proposed work disciplines. We will prepare in the field drawing markups of all the identified items to develop a detailed tracking matrix of all proposed changed items for discussion with the City, Project Engineer HCE, Design Engineer, and CMAR Contractor.

Task 1.5 – GMP Development Negotiations

SFES Project Manager Aaron Cutler shall lead the assistance to the City with negotiations of the CMAR Contractor's GMP Development and Subcontractor Bidding Phase. The GMP Development Negotiations assistance shall include full review of CMAR Subcontractor price proposals for each work discipline or area of construction. It is anticipated that the Subcontractor will obtain a minimum of three (3) bids for each work discipline. We will review these bid proposals to ensure that the bid process is per the approved GMP Requirements as identified by all parties in previous agreements.

It is also assumed that the City's CMAR Contractor will submit several suggested material substitutions to provide ease of construction or to offer cost savings to the City as the GMP Contract is being negotiated. These changes and substitutions requests will be organized and processed to the Holtz Consulting Engineering Team for review and recommendations of approval or rejection to the City.

SFES will also coordinate up to three (3) meetings with the City and CMAR Contractor to discuss GMP Progress, Cost Estimate Drafts, Revisions, and Final Estimates. Also, during GMP Development Phases up to the time of an approved City Executed GMP Contract, SFES shall attend additional field walkthroughs with CMAR Specialty Contractors to identify key items of work and specific City Requirements for Construction.

ASSUMPTIONS

The work described herein is based upon the assumptions listed below. If conditions differ from those assumed in a manner that will affect schedule or scope of work, SFES shall advise HCE in writing of the magnitude of the required adjustments. Changes in completion schedule or compensation to SFES will be negotiated at that time.

1. The above-listed Owner's Rep Preconstruction Services Scope does not include any Public Outreach Services. This will be an additional scope if added by the City.
2. The above-listed Owner's Rep Preconstruction Services Scope is for all three (3) CMAR Preconstruction Phases, but does not include similar services associated with subsequent Construction Phases
3. The above listed scope assumes a CMAR pre-construction phase duration of 6 months and this phase is targeted to begin in the fall of 2025 and extend into early 2026.

SUMMARY OF PROPOSED FEES

A detailed analysis of the tasks, man-hours, and associated fee for services is provided as Exhibit A and summarized in the Fee Table below. The Services provided for the Preconstruction Phases shall be Lump Sum. No Fee will be charged for Mileage Expenses.

<u>SFES Fee Description</u>	<u>Hourly Fee</u>	<u>Lump Sum Fee</u>
Single Phase – Task 1 Preconstruction Owner's Rep Services		\$181,752.00
Total Reimbursables		\$5,000.00
Lump Sum Fee Total	\$186,752.00	

EXHIBIT A FEE

DELRAY BEACH NORTHWEST NEIGHBORHOOD IMPROVEMENTS - PRE-CONSTRUCTION OWNERS REPRESENTATIVE SERVICES

Fee Estimate

Task No.	Task Description	Labor Classification and Hourly Rates										
		Lead Project Manager Principal \$212.00	Construction Manager \$160.00	Project Coordinator \$150.00	Lead Construction Inspector \$145.00	Construction Inspector \$125.00	Lead Project Administrator \$108.00	Clerical \$100.00	Total Labor	Subconsultant		Total for Task
										Raw	w/ 1.1 Multiplier	
1	Task 1 - Preconstruction Services											
1.1	Immediate CMAR Contract Negotiations	62	12						\$15,064.00			\$15,064.00
1.2	Initial Coordination & Project Kickoff	68	35		15				\$22,191.00			\$22,191.00
1.3	Design Document QA/QC Review	190	100		50				\$63,530.00			\$63,530.00
1.4	Constructability Field Review	140	70		55				\$48,855.00			\$48,855.00
1.5	GMP Development Negotiations	116	47						\$32,112.00			\$32,112.00
1.6	Public Outreach Prior to Construction (Removed)											
	Subtotal	576	264		120				\$181,752.00			\$181,752.00
	Overall Total	576	264		120				\$ 181,752.00			\$181,752.00
	Reimbursables (printing, refreshments, etc.)											\$5,000.00
										Total		\$186,752.00
										Total Lump Sum SFES Fee		\$186,752.00



Overview of Public Outreach and Engagement Services

Northwest Neighborhood Improvements Project

This public outreach program is designed to clearly communicate the purpose and progress of the Northwest Neighborhood Improvements Project, a vital infrastructure improvement project in the City of Delray Beach. Every element that has been included in our comprehensive program is intentional to ensure everyone stays updated every step of the way. From traffic control to project zone safety and landscape changes- we've got you covered!

On the surface, the below scope is challenging for most people to grasp and understand. At the forefront we will clearly communicate the need behind this critical work. We'll transform this complex project scope into messaging that's simple, engaging, and widely accessible to cut through the noise, reduce misinformation, and be the trusted voice every stakeholder can rely on.

- Roadway Construction
- Alleyway Paving
- Traffic Calming
- Pedestrian Crossings
- Signing & Pavement Markings
- Stormwater Improvements
- Potable Water Main Improvements
- Reclaimed Water Main Improvements
- Sanitary Sewer Improvements
- FPL Street & Alley Lighting
- Landscaping & Irrigation

Our approach prioritizes meeting people where they are—whether that's online, in person, or in their preferred language or format.

Key Target Audiences:

1. Residents
2. Business owners
3. HOAs
4. City staff
5. Elected officials (city, county, state, national)
6. Nonprofits
7. Schools
8. Churches
9. Public transit
10. Other public utilities (FPL, cable, etc.)



All communications will be custom designed to align with the City's existing brand identity. Together, we establish credibility, build trust, and create a cohesive public presence across all platforms.

TASK 1: Preconstruction Public Outreach Services

Tasks Include:

- **Kick-off Meeting:** Principal and Public Information Lead will attend kick-off meeting virtually.

Additional services can be provided upon request and an additional scope and fee proposal will be provided.

PHASE 2: Public Outreach During Construction

Public outreach services during construction can be provided upon request and an additional scope and fee proposal will be provided.



Public Outreach Fee Proposal: RFP No. 113-24: RFQ 2025-002
Submitted: May 19, 2025 - Phase 1

<u>Task</u>		<u>Est. Hours</u>	<u>Rate/Hour</u>	<u>Est. Total Fee</u>
Task 1: Preconstruction Phase				
	Attend kick-off meeting (Principal and Public Information Officer)			\$ 800

C&W Electrical Engineering

City of Delray Beach Hours breakdown details for Task 1: Preconstruction Services

Shown below is one of the three Labor/Fee spreadsheets provided in the proposal.

Task	Task Description	Labor Classification								Line Total
		Holtz Consulting Engineers				C & W Engineering (Subconsultant)				
		Corporate Officer	Senior Project	Engineer Intern	Sr. Admin. Assistant	Principal Sr. Engineer	Project Engineer	Field Engineer	Admin. Assistant	
		\$58.33		\$50.00	\$20.00				\$20.00	
1										
1.2	Attend Kickoff meeting					8	8	8		\$4,360
1.3	Design Document QA/QC Review					24	24	24		\$13,080
1.4	Constructability Field Review					8	24	24		\$9,480
	sub-total									\$26,920
	Labor Subtotal Hours	0	0	0	0	40	56	56	0	152
	Labor Hourly Billing Rate					\$225.00	\$200.00	\$120.00	\$54.00	
	Labor Individual Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00	\$11,200.00	\$6,720.00	\$0.00	\$26,920

Explanation of time and engineering effort:

Task 1.2: This task includes the attendance of Kickoff meeting covers time for the meeting, and traveling to and from the meeting.

Task 1.3: This includes time to perform a QA/QC review of the electrical plans for all three phases. This also includes review meetings to discuss the review comments.

Task 1.4: This task includes project site walkthroughs for all three phases to review and coordinate any constructability issues that relate to the electrical improvements. This also includes limited coordination assistance with FPL.