

Meeting Date
May 17, 2016



AGENDA	
Section	Consent
Item No.	II.C.2

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	APPROVAL OF TASK ORDER NO. 13 HONEYCUTT AND ASSOCIATES, INC. FOR LIFT STATION N-04 DEMOLITION AND EXTEND GRAVITY SEWER. (District 1) (Fiscal Impact: \$50,770)
DEPT/OFFICE:	CENTRAL SERVICES/PURCHASING SERVICES ON BEHALF OF UTILITY SERVICES

Requested Action:

It is requested that the Board of County Commissioners execute Task Order No. 13 with Honeycutt and Associates, Inc. in the amount of \$50,770 for Lift Station N-04 Demolition and Extension of Gravity Sewer and authorize any associated budgetary changes.

Summary Explanation & Background:

The County has identified the need to demolish certain wastewater facilities identified as Lift Station N-04 and to extend gravity sewer.

Lift station N-04 was originally intended in Task Order No. 9 to be reconstructed as a replacement for the deteriorated existing lift station. It was discovered during the preliminary design that the lift station could be eliminated and replaced with an extension of the gravity sewer from lift station N-10. Therefore, we have canceled and closed the Task Order No. 9 in the amount of \$42,082 for the lift station replacement and initiated a task order for gravity sewer extension and demolition of lift station N-04.

This project was identified in the county-wide utility asset evaluation in 2013 and approved for design in the FY2016 CIP with implementation in FY2017. However, due to the need for demolition and gravity sewer extension instead of replacement, the scope and mission of the approved project has changed and requires Board approval.

Funds are available for these projects in Fund 4153, Cost Center 365331.

Contact: Teresa Camarata, Central Services Director, 321-617-7390, Teresa.camarata@brevardcounty.us
 Jim Helmer, Utility Services Director, 321-633-2091, Jim.helmer@brevardcounty.us

Clerk to the Board Instructions: Please provide two originals to Utility Services, MS#81 after execution. (Retain 1 for Clerk's Records)

Exhibits Attached: 3 Originals – Task Order #13 Honeycutt and Associates

Contract /Agreement (If attached): Reviewed by County Attorney		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
County Manager	Assistant County Manager, Frank Abbate			Department Director / Extension			
Stockton Whitten	Assistant County Manager, Venetta Valdengo			Teresa Camarata, Central Services Director / x55492			
				Jim Helmer, Utility Services Director / x52091			



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

May 18, 2016

MEMORANDUM

TO: Teresa Camarata, Central Services Director

RE: Item II.C.2., Approval of Task Order No. 13 with Honeycutt and Associates, Inc. for Lift Station N-04 Demolition and Extend Gravity Sewer

The Board of County Commissioners, in regular session on May 17, 2016, executed Task Order No. 13 with Honeycutt and Associates, Inc. for Lift Station N-04 Demolition and Extend Gravity Sewer. Enclosed are two fully-executed Task Orders.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK


Tammy Rowe, Deputy Clerk

/cm

Encls. (2)

cc: Utility Services Director
Contracts Administration
Finance
Budget

Task 2 -- Final Design

- a) Perform a geotechnical evaluation of the site.
- b) Prepare civil design drawings and specifications consistent with County standard criteria.
- c) Prepare 60% design documents including site plan, flow estimates, and opinion of probable cost.
- d) Attend a 60% design review meeting with the County.
- e) Prepare 90% design documents, including technical specifications, incorporating comments from the 60% design review.
- f) Prepare permit applications and exhibits for the County to submit to regulatory agencies. Prepare responses to Requests for Additional Information (RAI). One RAI is anticipated for each application.
- g) Submit final design drawings and specifications incorporating comments from the 90% design review and permitting agency comments.
- h) Submit an engineer's opinion of probable cost with the final design submittal.

Task 3 -- Bidding Assistance

- a) Prepare bid documents per County standards. The County will provide MS Word files of Divisions 0 and 1 specifications for modification by the Consultant.
- b) Compile electronic files of bid documents in PDF format with Division 0 and 1 specifications in MS Word format.
- c) Attend the pre-bid meeting.
- d) Prepare answers to bidder questions for the County to use in preparation and distribution of bid addenda.
- e) Review bids and investigate bidder qualifications.
- f) Prepare a written recommendation for award of the construction contract.

Task 4 -- Construction Support Services

- a) Attend the pre-construction conference.
- b) Review and approve shop drawings.
- c) Answer Contractor questions and requests for information (RFI.)
- d) Provide field inspections at critical points in the construction. Two field inspections and one final inspection are anticipated.
- e) Provide field directives to Contractor.
- f) Review and approve Contractor pay requests.
- g) Review and approve Contractor change order requests.
- h) Determine substantial completion.
- i) Approve and submit final record drawings.
- j) Coordinate execution of final paperwork to close out the project.
- k) Prepare certificates of completion for the County to submit to permitting agencies.

Section D. COORDINATION

The Consultant will coordinate the design with the County Staff members listed below as appropriate.

Function	Name	Email	Phone
Safety	Mike Malavolta	Mike.Malavolta@brevardcounty.us	321-633-2093
Operations Mgr.	Steve Harrell	stephen.harrell@brevardcounty.us	321-633-2093
Area Operations	Lou Braafladt	Louis.Braafladt@brevardcounty.us	321-455-1338
SCADA	Steve Allen	Steve.Allen@brevardcounty.us	321-255-4331
Construction	Craig Helpling	Craig.Helpling@brevardcounty.us	321-633-2089
Engineering	Mark Reagan	mark.reagan@brevardcounty.us	321-633-2089

Section E. COUNTY'S RESPONSIBILITY

The following shall be provided by the County in order to assist in the completion of the Consultant's tasks:

- a) Reasonable access to the site.
- b) Mark underground utilities
- c) Reasonable access to operations, maintenance, and engineering staff.
- d) AutoCAD drawings of County design standards.
- e) Copies of available record drawings.
- f) Copies of available design and construction documents.
- g) Copies of available operating reports and maintenance records.
- h) MS Word template for Division 0 and 1 specifications.
- i) Advertisement and distribution of bid packages.
- j) Submittal of permit applications prepared by the Consultant.
- k) Payment of permit fees.
- l) Coordination with other County offices and federal and state regulatory agencies.
- m) Coordination with construction contractor for connection to County SCADA.
- n) Day-to-day observation of construction and coordination with Consultant.

Section F. CONSULTANT SERVICES SPECIFICALLY NOT INCLUDED

- a) Environmental services related to unknown threatened and endangered species, wetlands, or regulated solid wastes encountered on the site.
- b) Services related to acquisition of real property, easements, or rights-of way.

Section G. DELIVERABLES

The following results shall be delivered by the Consultant:

All deliverables shall be provided only in electronic PDF format unless otherwise noted.

Generally –

- a) Monthly activity reports.
- b) Meeting minutes from meetings and conferences with County staff and regulatory agencies.
- c) Timely invoices concurrent with the work.

Task 1 -- Preliminary Design

- a) Boundary and topographic survey with geographic positions or State Plane Coordinates and a permanent benchmark on NAVD88 datum.
- b) Preliminary site plans and proposed layouts.

Task 2 -- Final Design

- a) Sixty percent design drawings.
- b) Route survey for gravity sewer.
- c) Results for preliminary environmental assessment.
- d) Gravity sewer design.
- e) Results of geotechnical survey.
- f) Permit applications as applicable (County R/W, FDOT R/W, FDEP, EPA, SJRWMD, other). Provide in PDF and hard copies as required.
- g) Ninety percent design drawings and technical specifications.
- h) Final design drawings in PDF and AutoCAD format with X-refs and plot styles and technical specifications in PDF format.
- i) Engineer's opinion of probable cost at 60% and final design.

Task 3 -- Bidding Assistance

- a) Specification Divisions 0 and 1 in PDF and MS Word format.
- b) Two hard copies of ready-to-bid, signed and sealed, full size final drawings.
- c) One hard copy of ready-to-bid signed and sealed final design specifications.
- d) Answers to bidder's questions as applicable.
- e) Written recommendation for award of the construction contract.

Task 4 -- Construction Support Services

- a) Approved shop drawings (two sets).
- b) Responses to RFI's as applicable.
- c) Record drawings (as-builts) in PDF format and AutoCAD format with X-refs and plot styles with geographic positions or State Plane Coordinates a permanent benchmark on NAVD88 datum. NOTE: As-built drawings are provided by the contractor to the Engineer for review & final preparation.
- d) Certificates of Completion (one hard copy and one PDF of each).

Section H. SCHEDULE

Milestone	Calendar Days to Complete	Sum of Days from NTP
Preliminary design (Mobilization, data collection, site plan, survey)	21	21
County review of preliminary design	14	35
60% design	28	63
County review of 60% design	14	77
90% design (Including permit applications)	21	98
County review of 90% design	14	112
Final design (100% plans and specifications including Divisions 0 and 1)	14	126
County review of final documents	7	133
Engineering completed	7	140

NOTE: The County may suspend the Consultant's schedule for real estate acquisition, environmental remediation, coordination with other projects, or unforeseen circumstances causing delay.

Section I. BASIS OF COMPENSATION

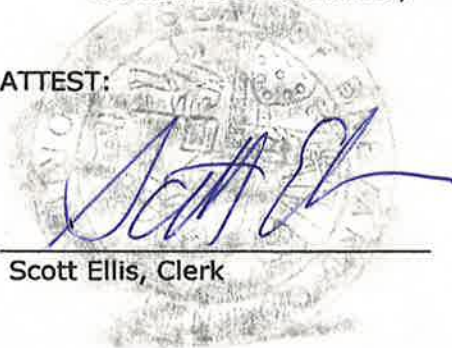
The fee for the scope of work described in Section C, above, shall not exceed a total of \$ 50,770.00 and shall not exceed the amounts shown in the table below for each specific task. The County shall periodically compensate the Consultant a portion of the task fee based on mutually agreed upon percentages of completion of each task.


Task	Description	Fee
1	Preliminary Design	\$ 8,780.00
2	Final Design	\$ 27,505.00
3	Bidding Assistance	\$ 4,995.00
4	Construction Support Services	\$ 9,490.00
--	Total	\$ 50,770.00

Section J. ACCEPTANCE

IN WITNESS WHEREOF, this 17 day of MAY, 2016.

ATTEST:





Scott Ellis, Clerk

For: BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA

By:




Jim Barfield, Chairman
As approved by the Board on 5/17/16

WITNESS:



For: Honeycutt & Associates, Inc.

By:



Rodney M. Honeycutt, P.E., President

