



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

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F.6.

11/12/2024

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### Subject:

Solid Waste Management Department's Capital Improvement Program and Financing Plan

### Fiscal Impact:

A third-party engineering study of the County's Solid Waste Management System is estimated to cost no more than \$284,300.00.

### Dept/Office:

Solid Waste Management Department

### Requested Action:

It is requested that the Board of County Commissioners:

- Authorize staff to research the most cost-efficient bond financing method to fund the Solid Waste Management Department's Capital Improvement Program, including a third-party engineering study that is required for the publicly issued bonds, and;
- Authorize the County Manager to approve all appropriate Budget Change Requests for the third-party engineering study.

### Summary Explanation and Background:

On April 19, 2022, the Board of County Commissioners, during the regular session, authorized the Solid Waste Management Department to research the most efficient financing method for the 5-year and 25-year Capital Improvement Program. This included a third-party engineering study that was necessary for inclusion in an Offering Statement for Solid Waste Management System Revenue Bonds, Series 2023. On August 8, 2023, the Board, during regular session, approved an Amended and Restated Solid Waste Management System Revenue Bond Resolution and approved the sale of \$53,853,821 in Solid Waste Management System Revenue Bonds, Series 2023.

The Department has the following Capital Improvement Projects (CIP) that will be funded in part by long-term financing: the Titusville Transfer Station Replacement, the U.S. 192 Class III Solid Waste Disposal Facility, and the Central Disposal Facility, the development of Class I Cell. In addition to the revenue it realizes through the annual Solid Waste assessments, additional long-term financing will be required to fund the Department's CIP. This additional long-term financing will require a third-party Engineer's Report.

### Clerk to the Board Instructions:

Please sign three (3) copies of the attached Task Order and return two (2) to the Solid Waste Management Department.



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

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Kimberly.Powell@brevardclerk.us

November 13, 2024

**M E M O R A N D U M**

TO: Tom Mulligan, Solid Waste Management Director

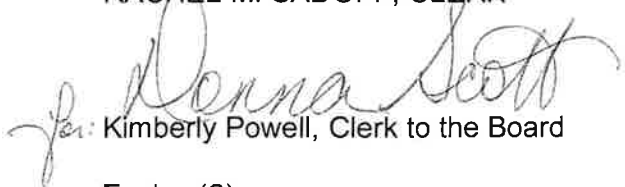
RE: Item F.6., Solid Waste Management Department's Capital Improvement Program and Financing Plan

The Board of County Commissioners, in regular session on November 12, 2024, approved and executed Task Order No. 24-02; authorized staff to research the most cost-efficient bond financing method to fund the Solid Waste Management Department's Capital Improvement Program, including a third-party engineering study that is required for the publicly issued bonds; and authorized the County Manager to approve all appropriate Budget Change Requests for a third-party engineering study. Enclosed are two fully-executed Task Orders.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

  
for: Kimberly Powell, Clerk to the Board

Encls. (2)

cc: County Manager  
Finance  
Budget

## **Task Order No. 24-02**

**THIS TASK ORDER NO. 24-02**, dated the 7<sup>th</sup> day of November, 2024, by and between the BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA (the "County") and JACOBS ENGINEERING GROUP INC. (the "Consultant", "Engineer"), pursuant to the Professional Services Master Services Contract arising out of RFQ #7-22-06 (the "Agreement") between the parties effective October 24, 2022.

### **W I T N E S S E T H**

**WHEREAS**, the Consultant has been selected by the County to provide consulting services to the County in the area of utilities solid waste management in accordance with the provisions of Section 287.55, Florida Statutes, including services relating to the economic and efficient operation of the solid waste management system and the making of capital improvement to that system, and

**WHEREAS**, The County has requested that the Consultant prepare an update of Solid Waste Management Capital Improvement Program to address the existing and future needs of the Brevard County solid waste management system for a twenty-five-year planning period (the "25-year CIP"); and

**WHEREAS**, The County has requested that the Consultant prepare an update to the five-year Capital Improvement Program (the "5-year CIP") to continue providing solid waste management; and

**WHEREAS**, The County has requested that the Consultant to update and evaluate the Solid Waste Disposal finances, prior revenue bond expenditures and recommend an updated financing plan for implementation of the 5-year CIP plan; and

**WHEREAS**, The County has requested that the Consultant prepare a summary engineering report in support of revenue bond issuance to finance the 5-year CIP and recommended plan of action.

**NOW THEREFORE**, in consideration of premises and mutual promises and conditions contained herein, it is mutually agreed between the parties as follows:

**SECTION 1. SCOPE OF SERVICES**, the Scope of Services agreed to be performed by the Consultant pursuant to the Agreement between the parties is hereby amended to include the services shown on Exhibit A, attached hereto.


**SECTION 2. COMPENSATION**, compensation shall be in accordance with "Section 10. COMPENSATION" of the continuing Agreement. The Consultant shall be paid a not to exceed amount of Two-Hundred and Eighty-Four Thousand and Three Hundred dollars and no cents (\$284,300.00) for engineering services provided as set out in Exhibit "A", attached to this Task Order.

**SECTION 3. CONTINUING EFFECT OF THE AGREEMENT**, except as otherwise provided herein, the Agreement shall remain in full force and effect.


**SECTION 4. Time for Performance:** the Engineer shall complete the work required in this Task Order within **Twenty-Six (26) weeks** after the County issues a Notice to Proceed.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands and seals the day and year first above written.

ATTEST:

  
\_\_\_\_\_  
Rachel M. Sadoff,  
Clerk of Courts

BOARD OF COUNTY COMMISSIONERS  
OF BREVARD COUNTY, FLORIDA

  
\_\_\_\_\_  
Commissioner Rita Pritchett, Vice Chair  
as approved by the Board on November 12, 2024

ATTEST:

  
\_\_\_\_\_

JACOBS ENGINEERING GROUP INC.

By: \_\_\_\_\_

  
Josh Lawson, Manager of Projects

SEAL



**Exhibit A**  
**Scope of Engineering Services**  
**Solid Waste Management Capital Improvement Plan Update**  
**Solid Waste Management Department**  
**Brevard County, Florida**

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Upon authorization and Notice-to-Proceed from the County, Jacobs Engineering Group Inc. (the "Engineer") will prepare a written technical report (the "Report") to describe the current conditions and status of the Brevard County Solid Waste Management System (the "System") and address the existing and future needs for the County to continue providing the same level of service for the residents of Brevard County. The Report will provide an update of the capital improvement plan (CIP) for continued solid waste management in Brevard County for a twenty-five (25) year planning period and coordinate with the County's financial advisors for potential revenue bond issuance to finance the next five year's capital improvements and expansion projects.

**Task 1- Existing System and Conditions**

The Engineer will collect and review the existing documents, data, permits, and other available information to prepare a brief description of the existing System and the present conditions. This will include a description of solid waste transfer and haul facilities, solid waste Class I and Class III disposal facilities, solid waste yard waste processing/recycling and Household Hazardous Waste management programs, capital equipment and maintenance facilities, personnel and administration, and status of existing permits, compliance and permit renewal schedules.

The Engineer will compile the existing information and data prepared by other Engineers related to solid waste flow quantities and waste compositions for total countywide and individual solid waste service areas. The Engineer will collect the existing information and data from the County and will use this data for preparation of the related sections of the Report.

The Engineer will collect the existing information and data related to the estimated cost breakdowns analyses for solid waste management programs and prepare a brief description of the existing System revenues and expenses. This will include solid waste receiving, transferring, recycling/processing and disposal programs.

The Engineer will provide the County and its financial advisors with a list of information that will be needed to prepare the Revenue Bond Engineer's Summary Report. The sources of information and schedule for provision of the information will be discussed with the County during a project kick-off meeting.

The project kick-off meeting will be organized by the County and will be attended by the Engineer and other County team members. The Engineer will assist the County to prepare the meeting agenda, summarize discussions and decisions, and submit a meeting summary. Additional two (2) follow-up meetings and/or conference calls is budgeted to collect additional information will be held, as may be needed, with individual representatives. This task will also include internal project management, scheduling, and accounting activities for this Task Order.

## **Task 2- Future System Requirements**

The Engineer will utilize the existing data and the result of Task 1 to prepare an update of the annual solid waste flow projections for the duration of the twenty-five-year planning period. This will include analyses of breakdown of the projected solid waste flow quantities to Class I and Class III landfills. The Engineer will collect from the County the updated project development cost estimates and a brief description of the design and capacity information with any available related data prepared by other Consultants related to the on-going design projects. The data collected will be used to project the estimated needed disposal capacities for Class I and Class III solid waste.

Based on this data, the Engineer will identify the disposal and operational needs and requirements for the duration of the 25-year planning period. The Engineer will compile cost estimates prepared by others and adjust them for inflation to reflect 2025 dollars and prepare a brief description of the initial 5-year projects along with a planning schedule for each project. It is noted, the Engineer's scope of work does not include development of cost estimates for any of the proposed projects, but rather utilizing the cost estimates prepared by other consultants and adjusting those estimates to reflect those costs in 2025 dollars.

## **Task 3- Solid Waste Management CIP Update**

Based on the results of work performed as part of Tasks 1 and 2, the Engineer will update the County's Solid Waste Management planned improvements and expansion projects to address the existing needs and future requirements of the Solid Waste Management System. This will include plans for the following components of the System:

1. Solid waste transfer and hauling including existing transfer stations, planned transfer stations, and transport system & management.
2. Class I landfill expansion at Central Disposal Facility (CDF) including phasing plan, capacities, and development plan schedule, leachate management, borrow area development.
3. Class III landfill development at the US-192 South Disposal Facility (SDF) including a phasing plan, capacities and development plan schedule.
4. Sarno Road Landfill (SRL) final closure and post-closure beneficial use.
5. CDF Slurry Wall Landfill final closure

6. Solid waste processing and operational facilities including yard waste processing and mulching facilities, soil remediation, interim compliance related landfill gas collection system expansion, Construction and Demolition debris (C&D) processing, volume reduction facilities, and Household Hazardous Waste (HHW) collection and recycling facilities.

The Engineer will provide a summary recommended plan of action along with a timeline for implementation by the County for addressing the long-term (25-year) needs of the System. The Engineer will provide a summary of the preliminary estimate of capital requirements for the recommended solid waste management CIP plan.

#### **Task 4 - Recommended Five-Year Capital Improvement Program**

The Engineer will prepare an update of the next five-year CIP (2025-2030) to achieve the next phase of the recommendations of the Solid Waste Management Plan. The Engineer will compile a budgetary probable cost estimates of facilities and capital equipment identified in the Five-year CIP. A time and priority schedule will be compiled based on project schedules prepared by others for implementation of the recommended Five-Year (2025-2030) CIP.

#### **Task 5 - Review Institutional Framework and Staffing**

The organizational structure of the County's Solid Waste Management Department, its service contracts with nearby communities, regulatory requirements, and staffing will be reviewed with County, to confirm that the institutional framework and staffing are in place to manage and plan for ongoing operation, maintenance, and improvement of the system and to meet its regulatory requirements.

#### **Task 6 - Historical and Projected Financial Performance of the System**

Historical operating revenues and expenses will be provided by the County to be reviewed and tabulated by the Engineer for evaluation of the revenue generating capacity of the System, and determining sufficiency to meet potential bond covenant coverage requirements and meeting other financial commitments as defined in any outstanding bond resolution and in accordance with the County's outstanding and proposed debt service schedules. Operating and non-operating expense estimates will be reviewed to verify that reasonable level of funding for closure and long-term care are allowed for and to determine the effect of the planned facilities on revenues from monthly user fees and other sources of revenue. Current monthly fees for solid waste service and other charges will be verified and compared with other nearby solid waste systems. Conclusions and recommendations will be developed regarding financial parameters and performance of the County's solid waste system and will be included in the report referred in Task 5.

## **Task 7 – Solid Waste Management Financial Plan**

The Engineer will provide an analysis of the Solid Waste Management System finances and capital bonding capacity including a review of the existing system revenues and expenses, closure cost and long-term financial obligations, projected capital needs and expenditures, and projected System revenues and expenses. Based on this analysis and budgetary cost estimates of the Capital Improvement Program, the Engineer will recommend a financing plan for implementation of five-year CIP.

## **Task 8 - Prepare Draft Revenue Bond Engineer's Report**

The Engineer will prepare up to three (3) versions of a draft Bond Engineer's Reports based on the County's review, to be submitted to the County electronically (Word and PDF). The Engineer also will attend up to three (3) meetings with County staff and its financial advisors and bond council to review the draft reports and to gather comments. The fee estimate assumes up to two Engineer team members will attend each meeting and/or participate by conference call, at the sole discretion of the Engineer, with the meeting lasting up to two hours. The Engineer will document the discussions and decisions and submit a meeting summary to County.

## **Task 9 - Prepare Final Revenue Bond Summary Engineering Report**

The Engineer will prepare and attend coordination meetings or conference calls with the County's financial advisors and Bond Council to discuss the draft Engineer's Report and respond to comments. A total of five (5) meetings or conference calls are budgeted. A final Bond Engineer's Report that addresses the County comments on the final draft of the Bond Engineer's Report, will be submitted to the County.

## **Assumptions**

- It is assumed for budgeting purposes; the kick-off meeting and 5 progress meetings will be in person and the rest of the meetings (5) will be virtual meetings.
- The County will assign a project manager who will act as the main point of contact for the Engineer.
- The County's project manager will consolidate County's and external advisor's comments to the draft report(s) in one written list and will respond within five (5) business days of the date of each submittal.
- The Engineer will reasonably rely upon the accuracy, and completeness of the data/information provided by the County.
- The Engineer will provide, after the kick-off meeting and as part of the deliverables of Task 1, an updated Project Schedule with the potential dates of submission of the information requested for the preparation of the Bond Engineer's Report. The Engineer will identify if any such information will lay in the critical path for the



anticipated date of submission of any of the project deliverables. If such event occurs and the information cannot be provided earlier, the Project Schedule shall be adjusted accordingly to allow for appropriate time for the Engineer to submit the deliverable or receive in writing the acknowledgment of the County, that such missing information will not be assessed or assumed for the deliverable in question, but will be included later in the following deliverables once it is received by the Engineer. If such information after received by the Engineer requires substantial rework of the already performed work the Engineer may ask for an equitable increase of the "Not to Exceed Amount" of the Task Order.

- The County will make available, in hard or electronic copy, existing information from the solid waste system, with an initial list contained below:
  1. Annual Financial Reports, Operating Budgets and Work papers (2019-2023)
  2. Most recent approved solid waste collection and disposal assessment fees, tipping fee and user fee studies or financial planning.
  3. On-going and planned CIP projects certified cost estimates.
  4. An overview of the County's System and its components.
  5. Waste flows by type of waste (MSW, C&D debris, yard waste, etc.) for prior 3 years and projections for subsequent 5 years.
  6. Historical (prior 5 years) budgeted costs by solid waste facility (Class I and III disposal facilities, processing facilities, etc.) and activity (including capacity, transportation, operations, permitting, administration, landfill closure, etc.)
  7. Debt service covenants and debt repayment schedules.
  8. Long term closure and long-term care plans, projected costs, and funding. Electronic copies of the most recent versions of the financial planning model and cost of service analysis model.
- In compiling cost estimates and completing the proposed Engineer's Report for the County, Jacobs is not serving in the role of a "municipal financial advisor" under the regulations of the Securities and Exchange Commission.

**Exhibit B**  
**Schedule of Compensation**  
**Solid Waste Management Capital Improvement Plan Update**  
**Solid Waste Management Department**  
**Brevard County, Florida**

<p style="text-align: center;"><b>Exhibit-B</b>  <b>SCHEDULE OF ALLOCATED MAN-HOURS &amp; COMPENSATION</b>  <b>SOLID WASTE MANAGEMENT CAPITAL IMPROVEMENT PLAN UPDATE</b>  <b>BREVARD COUNTY SOLID WASTE MANAGEMENT DEPARTMENT</b></p>											
TASK	Principal/ Project Director	Principal/ Sr. Consultant	Sr. Project Manager	Senior Professional	Sr. Professional/ Planner	Technical Professional	Sr. Professional/ QC Lead	Engineer	Sr. Contracts Principal	Admin	Total Estimated Fee
	\$ 275.00	\$ 275.00	\$ 235.00	\$ 220.00	\$ 220.00	\$ 175.00	\$ 220.00	\$ 145.00	\$ 275.00	\$ 85.00	
Task 1- Existing System and Conditions	40	8	4	36	24	16	2	8	2	2	\$ 32,460.00
Task 2- Future System Requirements	36	8	4	36	24	16	2	8	2	2	\$ 31,360.00
Task 3- Solid Waste Management CIP Update	40	8	4	24	16	4	2	8	2	2	\$ 25,960.00
Task 4 - Recommended Five-Year Capital Improvement Program	24	8	4	16	16	8	2	8	2	4	\$ 20,670.00
Task 5 - Review Institutional Framework and Staffing	16	2	4	8	8	4	2	8	2	2	\$ 12,430.00
Task 6 - Historical and Projected Financial Performance of the System	40	8	4	40	60	24	2	8	2	2	\$ 42,660.00
Task 7 – Solid Waste Management Financial Plan	40	8	4	40	60	40	2	8	2	4	\$ 45,630.00
Task 8 - Prepare Draft Revenue Bond Engineer's Report	60	10	4	36	24	8	2	8	2	4	\$ 37,280.00
Task 9 - Prepare Final Revenue Bond Summary Engineering Report	40	10	4	40	36	8	2	8	4	4	\$ 35,850.00
	336	70	36	276	268	128	18	72	20	26	
TOTAL											\$ 284,300.00
TOTAL NOT TO EXCEED COMPENSATION- Rounded											\$ 284,300.00