



BOARD OF COUNTY COMMISSIONERS

Utility Services Department
2725 Judge Fran Jamieson Way
Building A, Room 213
Viera, Florida 32940

Inter-Office Memo

Date: June 20, 2025

To: Rob Feltner, Chairman

Thru: James P. Liesenfelt, Interim County Manager *JPL*
7-7-25

Thru: Tad Calkins, Assistant County Manager *TC*

From: Edward Fontanin, Utility Services Director *EF*

Re: Signature Execution of Task Order
Task Order No. 10 – Sykes Creek Regional Wastewater Treatment Facility Industrial Pretreatment Program
RFQ -7-22-06 Engineering Services Contract

Attached, for your signature, is Task Order No. 10 for Sykes Creek Regional Wastewater Treatment Facility Industrial Pretreatment Program in the amount of \$248,561 awarded to Hazen and Sawyer on November 15, 2022, under RFQ #7-22-06.

This task order outlines the assistance the Consultant will provide the County in developing an Industrial Pretreatment Program (IPP) in compliance with the Florida Guidance Manual for Pretreatment Programs. The effort per this Task Order will, in addition, provide the needed for the contract with Space Florida related to Industrial Pretreatment Program.

This Utility Services project was approved by the Board of County Commissioners in regular session on September 24, 2024, executed and adopted Resolution No. 24-095, establishing the final budget for Fiscal Year 2024/25.

If you have any questions, please contact me.

Attachments:

Signature Execution - Task Order No. 10
Board Memo
CIP Sheet

**TASK ORDER NO. 10,
HAZEN AND SAWYER
SYKES CREEK REGIONAL WASTEWATER TREATMENT FACILITY
INDUSTRIAL PRETREATMENT PROGRAM**

THIS TASK ORDER is made and entered into by and between the Board of County Commissioners of Brevard County, Florida, hereinafter referred to as "County" and, Hazen and Sawyer, hereinafter referred to as "Consultant," consistent with the terms of the Master Agreement RFQ #7-22-06 dated 11/15/2022 between the County and Consultant;

WHEREAS the Professional Services Contract between the County and Consultant provides that requirements for professional services are to be set forth in tasks orders;

IT IS AGREED as follows:

Section A. BACKGROUND AND INTENT

Under Task Order 10, Consultant will provide services for the County to develop an Industrial Pretreatment Program (IPP) in accordance with the Florida Guidance Manual for Pretreatment Programs.

Brevard County owns and operates the Sykes Creek Regional WWTF (SCRWWTF) under FDEP domestic wastewater treatment permit FLA102695. The permitted treatment capacity for the facility is 6.0 MGD, on an annual average daily flow (ADF) basis. Per the January 26, 2024, permit renewal, SCRWWTF currently is receiving a flow rate of approximately 3.3 MGD ADF.

Space Florida has requested the County to discharge domestic wastewater to SCRWWTF. Future anticipated Space Florida wastewater flow rates are projected to be 0.27 MGD ADF by 2027, and 0.69 MGD ADF by 2034. Space Florida has affirmed to the County the wastewater will be domestic constituency by use of private onsite IPPs. Task Order 10 will develop an IPP for the County based on the SCRWWTF sewer shed.

Section B. PROJECT REPRESENTATIVES

For Brevard County Utility Services

Lucas Siegfried, PE
321-633-2089
Lucas.Siegfried@brevardfl.gov

For Consultant

William Marshall, PE
407-367-2626
wmarshall@hazenandsawyer.com

Section C. SCOPE OF WORK

The Consultant will perform the following general project tasks:

- a. Perform SCRWWTF industrial wastewater survey and prepare technical memorandum.
- b. Prepare updated language to amend County's Municipal Sewer Use Ordinance.
- c. Prepare an Enforcement Response plan.
- d. Prepare ten (10) Standard Operating Procedures (SOP) for the IPP.
- e. Consult the County for IPP funding plan.

Task 1 – Industrial Waste Survey

Consultant will evaluate the County's water billing data to assess if there are existing industrial water users in the SCRWWTF sewer shed. The County will provide water billing data for commercial and institutional customers in the sewer shed. Site visits are excluded from the scope. Consultant will perform this assessment and summarize in a technical memorandum to the County. Consultant will attend one (1) review meeting with the County. Consultant will summarize the meeting. Consultant will incorporate the County's review comments into the final technical memorandum.

Task 2 – Update the County Sewer Municipal Use Ordinance

Consultant will develop language for the County's Municipal Sewer Use Ordinance (SUO) in accordance with the requirements of EPA 40 CFR 403, General Pretreatment Regulations for Existing and New Sources of Pollution. County will review language with County Attorney, and others, providing written comments to the Consultant. Consultant will attend two (2) review meetings with the County. Consultant will summarize the meetings. Consultant will revise the SUO text accordingly, for the County to amend the municipal use ordinance following the County's standard procedure. Up to eighty (80) hours is included for SUO revisions after the initial draft is sent to the County. Consultant assumes up to two (2) revisions will be processed.

Task 3 – Enforcement Response Plan

Consultant will develop a draft Enforcement Response Plan for the County to review. Consultant will base the Plan on Consultant's experience with comparable facilities. To review the draft Enforcement Response Plan, Consultant will attend up to two (2) meetings with the County. Consultant will summarize the meeting. Based on the County's review, Consultant will prepare a final Enforcement Response Plan for County use. Up to sixty (60) hours is included for Plan revisions after the initial draft is sent to the County. Consultant assumes up to two (2) revisions will be processed.

Task 4 – Standard Operating Procedures

Consultant will prepare draft Standard Operation Procedures (SOP) for the County. Consultant will follow the County's standard SOP format. Consultant will begin with the following ten (10) SOPs:

- a. Developing and issuing a Significant Industrial User Discharge Permit
 - a. Development of IUP template
- b. Accidental spill prevention plan evaluation
- c. Review of IU SMRs and compliance data
- d. Compliance inspections
 - a. Inspection report forms (long and short)
- e. Pretreatment sampling
- f. Record keeping and data management
- g. Processing an information request
- h. Enforcement Evaluation
 - a. Calculating significant non-compliance
- i. Short and long industrial waste survey forms
- j. Template for preparing the Pretreatment Annual Report (PAR)

For budgeting purposes, Consultant assumes that a total of ten (10) SOPs will be prepared. To review the draft SOP with the County's staff, Consultant will attend up to two (2) meetings. Consultant will prepare a meeting summary. Based on the County's review, Consultant will

prepare final SOP for County use. Up to sixty (60) hours is included for SOP revisions after the initial drafts are sent to the County. Consultant assumes one (1) revision per individual SOP will be processed by Consultant.

Task 5 – Funding Assistance

Similar to other County business, Consultant assumes that County will develop a funding plan for the IPP. The Consultant will provide up to forty (40) hours of consultation to assist the County with the funding aspect of a Pretreatment Plan. Consultant does not have any deliverables under Task 5.

Task 6 – Miscellaneous Service

For additional services the County may request, Consultant has included a miscellaneous services allowance for the County’s discretionary use, consistent with the terms of the Master Agreement. Consultant will not perform any services unless expressly authorized by the County in writing for approval. Usage of the allocation will be compensated on a time and materials rate based upon personnel classification utilized.

Section D. COORDINATION

Consultant will coordinate with County Staff listed below, as appropriate. Additional staff will be identified throughout the course of this Task Order.

Function	Name	Email	Phone
Engineering	Katie Sweetman	Katie.Sweetman@brevardfl.gov	321-350-8380
Engineering	Julian Guerrero	Julian.Guererro@brevardfl.gov	321-350-8380
Billing	Utility Contracts	Utility_contracts@brevardfl.gov	321-350-8373

Section E. COUNTY’S RESPONSIBILITY

The following items are considered the County’s responsibilities.

1. Provide available record documents, information, and wastewater data.
2. Provide written comments on deliverables within 30 calendar days of receipt.
3. Attend meetings and provide written feedback on material developed by Consultant.
4. County PM will interface with all other County departments involved in the project.
5. County PM will process the work products following the County’s required protocol, and procedures, for amending the municipal code, developing SOPs, etc. as noted herein.

Section F. CONSULTANT SERVICES SPECIFICALLY NOT INCLUDED

The following Consultant services are not included.

1. Design, cost estimating, and permitting tasks are not included in Task Order No. 10.
2. Analysis of other County wastewater treatment facilities and sewer sheds.
3. Any additional services or tasks, not expressly noted herein to be performed by Consultant.

Section G. DELIVERABLES

Task 1 – Industrial Waste Survey

1. Draft Technical Memorandum
2. Review Meeting Summary
3. Final Technical Memorandum

Task 2 – Sewer Municipal Use Ordinance

1. Draft Municipal Code Updates for Sewer Use Ordinance
2. Review Meeting Summary
3. Final Municipal Code Updates for Sewer Use Ordinance

Task 3 – Enforcement Response Plan

1. Draft Enforcement Response Plan
2. Review Meeting Summary
3. Final Enforcement Response Plan

Task 4 – Standard Operation Procedure

1. Draft SOPs, Consultant budgeting ten (10) SOP
2. Review Meeting Summary
3. Final SOPs, Consultant budgeting ten (10) SOP

Task 5 – Funding Plan

1. No Task 5 Deliverable

Section H. SCHEDULE

The scope of work outlined in the Task Order No. 10 will be completed within 480 calendar days from Notice to Proceed (NTP) as outlined in the following table.

Task	Description	Calendar Days to Complete	Calendar Days from NTP
1	Industrial Waste Survey ¹	120	120
2	Sewer Municipal Use Ordinance ²	180	270
3	Enforcement Response Plan ³	270	360
4	Standard Operation Procedures ³	120	360
5	Funding Assistance Plan	60	480

¹ Schedule based upon County providing complete data within 30 days of NTP.

² Duration based on County review and approval of Sewer Municipal Use Ordinance in 30 days. Task 2 completion is predecessor to Consultant initiating both Task 3 and Task 4.

³ Consultant schedule based on County review and approval of draft materials within 30 days.

Section I. BASIS OF COMPENSATION

The fee for the scope of work described in Section C, above, shall not exceed a total of \$248,561, and shall not exceed the amounts shown in Table 2 below for each specific task. The Consultant will be compensated for the work outlined in this Task Order on a billing rate, not to exceed basis. The Consultant will submit monthly invoices based on the work completed and the County is to periodically compensate the Consultant the task fee based on the work performed on each task.

Task	Description	Fee
1	Industrial Waste Survey	\$24,675
2	Sewer Municipal Use Ordinance	\$59,887
3	Enforcement Response Plan	\$54,290
4	Standard Operation Procedures	\$84,678
5	Funding Plan	\$15,031
6	Miscellaneous Services Allowance	\$10,000
	Total	\$248,561

Section J. ACCEPTANCE

IN WITNESS WHEREOF, this _____ day of _____, 2025.

WITNESS:

For: BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA

By:



Rob Feltner, Chairman

For: Hazen and Sawyer

WITNESS:

William Marshall, PE
Senior Associate

By:



Ervin Myers Jr., PE
Vice President