



AGENDA REPORT
March 20, 2018

SUBJECT:

Authorization to approve change order #1 for QLH, a Mead and Hunt Company, for design of the South Central Wastewater Treatment Facility Expansion in the amount of \$430,468.50. (District 4)

FISCAL IMPACT:

\$430,468.50 - Funding is available in Connection Fee Fund Reserves 4151/941510/5990030

DEPT/OFFICE:

Utility Services

REQUESTED ACTION:

It is requested that the Board of County Commissioners authorize change order #1 for Quentin L. Hampton Associates, a Mead & Hunt Company, for engineering design at the South Central Wastewater Treatment Facility in the amount of \$430,468.50 and it is further requested that the Board authorize a budget change request to appropriate reserves to fund this change order request.

SUMMARY EXPLANATION and BACKGROUND:

On October 3, 2014, Brevard County contracted with Quentin L. Hampton Associates, Inc. (QLH) a Mead and Hunt Company, to design a six million gallon per day expansion to the South Central Wastewater Treatment Facility. The scope of work was divided into eight tasks as follows:

Task	Description	Fee	Status
1	Preliminary Design Report	\$41,700	Complete
2	Survey and Underground Evaluations	\$64,380	Complete
3	SRF Loan Application and Administration	\$84,000	Ongoing
4	Design and Permitting	\$1,702,245	Complete
5	Bidding Assistance	\$12,750	Complete
6	Construction Contract Administration	\$614,025	Ongoing
7	Project Representative and Field Engineer	\$368,900	Ongoing
8	Startup Assistance and O&M Manuals	\$12,000	Future

Tasks 1, 2, 4, and 5 have been completed successfully within the contracted fee amounts.

Tasks 3, 6, and 7 are ongoing concurrent with construction that is underway.

Task 8 will be completed after the construction project is complete.

When this contract was negotiated, it was anticipated that the construction phase of the contract, for which engineering Tasks 3, 6, and 7 would be required, would be twenty months. After the design phase of the contract was completed (Tasks 1, 2, and 4), it was concluded by QLH, in consultation with Brevard County Utility Services' staff and various construction contractors that the construction phase of the project would take twenty-five months rather than twenty. A construction contract was bid and awarded to Adams Robinson to proceed with construction in August 2016 with a construction contract time of twenty-five months. The construction change orders were the result of delays caused by the County for other work that was ongoing at the treatment plant site, not the result of any fault by QLH.

As a result of the decision to add the additional time for construction, QLH needed to be on the project site for tasks 3, 6, and 7 an additional five months. Additionally, during the prosecution of the construction so far, the County has given the construction contractor an additional 3.4 months construction time in change orders. Again, the construction change orders were the result of delays caused by the County for other work that was ongoing at the treatment plant site, not the result of any fault by QLH. The result is that the engineer will need to provide services for Tasks 3, 6, and 7 for 28.3 months rather than the estimated 20.0 months.

The monthly fee for engineering services during the construction phase is calculated from the original contract by adding the fees for services in Tasks 3, 6, and 7 and dividing by 20 months ($\$42,000 * + \$614,025, + \$368,900 =$

\$1,024,925; $\$1,024,925 / 20 = \$51,246.25$ per month).

*Only 50% of the SRF fee is payable during the construction phase of the project. The other 50% was payable during the engineering design and was not impacted by the additional construction time.

Utility staff has reviewed and negotiated this change order and agreee QLH is justified in receiving an additional engineering fee of \$430,468.50 ($\$51,246.25/\text{month} \times 8.4$ months), assuming that the construction contractor takes the entire 28.4 months construction time to complete the project.

CLERK TO THE BOARD INSTRUCTIONS:

Fully execute three originals and return two originals to Utility Services Department.

ATTACHMENTS:

Description

- **QLH Change Order 1 - SCWWTF**

REVIEWERS:

Department	Reviewer
Utility Services	Helmer, Jim
ACM Development	Denninghoff, John
County Manager	Abbate, Frank



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

March 21, 2018

MEMORANDUM

TO: Jim Helmer, Utility Services Director

RE: Item II.A.8., Change Order #1 for Quentin L. Hampton (QLH), a Mead & Hunt Company, for Design of the South Central Wastewater Treatment Facility Expansion

The Board of County Commissioners, in regular session on March 20, 2018, authorized Change Order #1 for Quentin L. Hampton Associates (QLH), a Mead & Hunt Company, for engineering design at the South Central Wastewater Treatment Facility in the amount of \$430,468.50; and authorized a budget change request to appropriate Reserves to fund the Change Order. Enclosed are two fully-executed Change Orders.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/kp

Encls. (2)

cc: Finance
Budget



Quentin L. Hampton Associates
 Civil and Environmental Engineers
 A Mead & Hunt Company

February 21, 2018

Mark Reagan, JD, PE
 Utility Engineering Manager
 Brevard County Utility Services
 2725 Judge Fran Jamieson Way
 Bldg. A-213
 Viera, FL 32940

Email: mark.reagan@brevardcounty.us
 Hard Copy Mailed Only on Request

**BREVARD COUNTY
 SOUTH CENTRAL REGIONAL WASTEWATER
 TREATMENT FACILITY (SCRWWTF)
 PROFESSIONAL SERVICES CONTRACT
 CHANGE ORDER PROPOSAL #1
 -REVISED-**

Dear Mr. Reagan,

The above referenced project was awarded to Adams Robinson Enterprises, Inc. for the bid amount of \$38,074,000.00 and the notice to proceed was issued August 22, 2016. The existing professional services contract identifies Tasks 3, 6 and 7, SRF Administration, Contract Administration and RPR Services, as services to be provided by QLH. The original anticipated duration of the construction contract, and the basis of proposal, was 20 months. The actual contract duration has been extended as follows:

Contract Notice to Proceed	August 22, 2016
Original Contract Duration	760 days
Original Contract Deadline	September 21, 2018
Change Order #1	0 days
Change Order #2	84 days
Change Order #3	0 days
Change Order #4	20 days
Change Order #5	0 days
Change Order #6	0 days
Current Revised Deadline	January 3, 2019

Tasks 3, 6, and 7 provided below for reference currently have 4.5 months remaining of the original agreement amount. The project accounting is current through November 30, 2017 and the remaining 4.5 months will go through mid-April 2018.

4401 Eastport Parkway
 P.O. Box 290247
 Port Orange, Florida 32129-0247

Phone: (386) 761-6810
 Fax: (386) 761-3977
 www.qlha.com

Task 3 – SRF Loan Application and Administration: The CONSULTANT will perform the following sub-task:

Items 1-4 and 6-8 were completed during design phase. Construction phase services calculated based on 50% of Task 4 proposed fee; this is consistent with project billing to date.

5. Loan Administration. CONSULTANT will process reimbursement requests on the COUNTY'S behalf. Record keeping and files must be kept in accordance with FDEP requirements. QLH will prepare a 'Master' file for each loan and provide a template to the COUNTY. The COUNTY will be responsible for keeping a copy of all files in accordance with the 'Master' template.

Task 6 – Construction Contract Administration: The CONSULTANT will the following services:

1. Schedule and preside over preconstruction conference.
2. Review shop drawings/materials submittals.
3. Address Contractor questions/RFI's.
4. Provide field directives.
5. Site visits in conjunction with progress meetings.
6. Twice per month progress meetings.
7. Review and approval of Contractor monthly pay requests.
8. Review and recommendation of approval of Contractor change order proposals.
9. Review of Contractor progress as-builts.
10. Determine substantial completion.
11. Provide final inspection.
12. Review of Contractor final as-builts.
13. Prepare final record drawings, utilizing Contractor as-builts and inspector sketches, etc.
14. Coordinate execution of final paperwork.
15. Provide Certificate of Completion to permitting agencies.

Task 7 – Resident Project Representative and Field Engineer: CONSULTANT will provide one (1) full-time Resident Project Representative (RPR) and one (1) part-time Field Engineer who will provide the following services during construction:

1. Attend pre-construction conference.
2. Assist CONSULTANT with shop drawing review.
3. Provide observation of the construction effort assuming 40 hours per weeks for 20 months.

4. Provide a Field Engineer for construction observation and coordination of engineering disciplines. The Field Engineer will be on-site approximately 20 hours per week for 20 months.
5. Review and approval of completed work included in Contractor monthly pay requests.
6. Assist CONSULTANT in reviewing contractor's progress as-built surveys.
7. Assist CONSULTANT in coordinating responses to contractor's Requests for Information (RFIs).
8. Coordinate material and field tests, however, this does not include field direction of testing personnel.

Because the project duration has been extended beyond 20 months, we are requesting an additional 8.4 months be added to our contract. The additional time will extend Tasks 3, 6, and 7 through mid-February 2019; approximately 43 days beyond the current construction contract deadline. We have prepared an estimate of the additional fees based upon a pro-rata extrapolation of the existing contract fees for the proposed work.

The existing monthly fees are calculated as follows:

Task 3 – SRF Loan Application & Administration = $50\% \times \$84,000 / 20 = \$2,100/\text{Month}$
(50% of Task 4 contract fee represents construction phase services)

Task 6 – Construction Contract Administration = $\$614,025 / 20 \text{ Mos.} = \$30,701/\text{Month}$

Task 7 – Project Representative & Field Engineer = $\$368,900 / 20 \text{ Mos.} = \$18,445/\text{Month}$

The proposed additional fees and charges are calculated as follows:

Task 3 – SRF Loan Application & Administration = $\$2,100/\text{Mo.} \times 8.4 \text{ Mos.} = \$17,640.00$

Task 6 – Construction Contract Administration = $\$30,701/\text{Mo.} \times 8.4 \text{ Mos.} = \$257,889.50$

Task 7 – Project Representative & Field Engineer = $\$18,445/\text{Mo.} \times 8.4 \text{ Mos.} = \$154,939.00$

Total Additional Fees For Tasks #4, #6 and #7 **\$430,468.50**

In accordance with Section XVI, Para. D, of the current professional services contract, we are requesting an increase in the amount of \$430,468.50 for additional work resultant from an increase in construction duration, as previously described herein. The County's SRF loan agreement includes \$994,925 for Technical Services After Bid Opening; no money has been encumbered for this portion of the loan. The County may wish to utilize this funding service for the proposed fees. If so, please indicate accordingly.

Thank you for your consideration in this matter. If you have additional questions, please do not hesitate to call.

Respectfully Yours,



Kevin A. Lee, P.E.
Project Manager

KAL:bf

QLH, A Mead & Hunt Company



Brad T. Blais, P.E.
Vice President/Market Leader

2/22/18

Date

Brevard County, Florida



Rita Pritchett, Chair

March 20, 2018

Date

As approved by Board 3/20/18

ATTEST:



Scott Ellis, Clerk

