

ADD-ON

AGENDA

Section	New Business
Item No.	VI A 1

Meeting Date
August 22, 2017



AGENDA REPORT

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Micco Sewer Line Extension Project - Task Order with Bussen-Mayer Engineering Group, Inc. to Provide Design, Permitting and Construction Support Services Fiscal Impact: \$195,000
DEPT/OFFICE:	Natural Resources Management Department (NRMD)

Requested Action:

It is requested that the Board of County Commissioners authorize the County Manager to execute the attached Task Order with Bussen-Mayer (Bussen-Mayer) Engineering Group, Inc. to provide design, permitting and construction support services for the Micco sewer line extension project.

Summary Explanation & Background:

Attached is a task order for Bussen-Mayer to provide design, permitting and construction support services for the Micco Sewer Line Extension Project. On May 1, 2012 the Board approved entering into a continuing services agreement with Bussen-Mayer to obtain engineering consulting services for water and wastewater related engineering projects.

The location of the Micco Sewer Line Extension Project is provided in Attachment A. This project includes the installation of approximately 1.4 miles of a sewer service line and conversion of 34 commercial and residential properties that are adjacent to the Indian River Lagoon from septic to sewer. This project will improve the Indian River Lagoon water quality by reducing pollutant loadings to our waterways.

This project is included in the adopted Save Our Indian River Lagoon Project Plan (SOIRLPP). The SOIRLPP was adopted by the Brevard County Board of County Commissioners in August 2016, with an update and supplement adopted in March 2017. The 2017 SOIRLPP Supplement identifies the Micco Sewer Line Extension Project as eligible to receive \$1,391,316 of funding from the Save Our Indian River Lagoon Trust Fund. On August 8, 2017 the Board: (1) authorized the Chairman to execute a grant agreement with St. Johns River Water Management District for an additional \$644,793 of funding for the Micco Sewer Line Extension Project; (2) authorized the County Manager to approve bidding of the project; (3) authorized the Chairman to execute construction contract award to the lowest, responsive bidder.

Clerk to the Board Instructions: Execute 2 originals – one for the Clerk of Courts and one for NRMD.

Exhibits Attached:

- Attachment A: Map
- Attachment B: August 8, 2017 Clerk's Memo
- Attachment C: Bussen-Mayer Task Order

Contract /Agreement (If attached): Reviewed by County Attorney	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
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County Manager	Assistant County Manager	Department Director / Extension Virginia Barker/ (321) 633-2016
Frank Abbate	John Denninghoff	



**Micco Sewer Line Extension Project Area**



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

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Tammy.Rowe@brevardclerk.us

August 23, 2017

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

**TO:** Virginia Barker, Natural Resources Management Director

**RE:** Item VI.A.1., Authorization of Task Order with Bussen-Mayer Engineering Group, Inc. to Provide Design, Permitting, and Construction Support Services for Micco Sewer Line Extension Project

The Board of County Commissioners, in regular session on August 22, 2017, authorized the County Manager to execute the Task Order with Bussen-Mayer Engineering Group, Inc. to provide design, permitting and construction support services for the Micco sewer line extension project. Enclosed is a fully-executed Task Order.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

/kp

Encl. (1)

cc: County Manager  
Finance  
Budget

**TASK ORDER NO. 17**  
**Bussen-Mayer Engineering Group, Inc.**  
**Sewer System Extension - Micco**  
**Brevard County Project No. SOIRL YrO - #3**

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, Bussen-Mayer Engineering Group, Inc., hereinafter referred to as "Consultant", consistent with the terms of the Master Agreement between the County and Consultant;

WHEREAS, the Master Agreement 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**

The County has identified the need to extend certain wastewater facilities to serve existing residents and businesses currently utilizing septic tank and drainfield systems located along U.S. Highway No. 1 and the Indian River Lagoon, from Barefoot Blvd. southward to approximately Daytona Blvd. The project includes a 4" forcemain extension with lift station (see attached Exhibit A). The intent of this task order is for the Consultant to evaluate the existing conditions, recommend to the County certain improvements to be made for extension of sewer facilities, coordinate the design of those improvements with the County, prepare bid documents, provide bidding assistance and construction administration services for those improvements, and assist with the close-out of the project upon completion of construction.

The expectation of the County is, and it is acknowledged by the Consultant, that the Consultant will coordinate with the County staff prior to submitting this task order to become familiar with the project requirements in a general way, view the site, and determine the scope of available documentation and resources.

**Section B. PROJECT REPRESENTATIVES**

For Brevard County Utility Services:

Mark W. Reagan, JD, PE  
321-633-2089  
[Mark.Reagan@brevardcounty.us](mailto:Mark.Reagan@brevardcounty.us)

For Consultant:

Joseph W. Mayer, P.E., President  
Bussen-Mayer Engineering Group, Inc.  
[joe@bmeg.net](mailto:joe@bmeg.net)

**Section C. SCOPE OF WORK**

The Consultant will provide engineering, bidding, and construction administration services as follow:

Task 1 -- Preliminary Engineering

- a) Collect and review available data from the County.

- b) Perform boundary and topographic surveys of the proposed utility extension route – surface and sub-surface. The horizontal and vertical locations of known critical underground features shall be verified by excavation and exposure (“soft-digs”).
- c) Develop a preliminary opinion of whether to anticipate environmental impacts.
- d) Prepare conceptual layouts and site plans for County review.
- e) Perform a Geotechnical Evaluation of the site.
- f) Attend a preliminary design review meeting after Tasks 1a) through 1d) are completed.

**Task 2 -- Final Design**

- a) Prepare sketch and legal descriptions (2) for easement/lift station parcel acquisition, and the expansion of the Barefoot Bay Water and Sewer District Service area boundary.
- b) Prepare civil, structural, and mechanical, drawings and specifications consistent with County standard criteria.
- c) Prepare 60% design documents including site plan 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) Submit two sets of signed and sealed construction drawings and one set of specifications marked "For Construction".
- c) Review and approve shop drawings and contractor submittals.
- d) Answer Contractor questions and requests for information (RFI.)
- e) Provide field inspections at critical points in the construction. Ten to Twenty field inspections, one start-up, and one final inspection are anticipated.
- f) Provide field directives to Contractor.
- g) Review and approve Contractor pay requests.
- h) Review and approve Contractor change order requests.
- i) Determine substantial completion.
- j) Approve and submit final record drawings and operation and maintenance manuals.
- k) Coordinate execution of final paperwork to close out the project.
- l) 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.

<b>Function</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>
Safety	Mike Malavolta	<a href="mailto:Mike.Malavolta@brevardcounty.us">Mike.Malavolta@brevardcounty.us</a>	321-633-2093
Operations Mgr.	Brian Sorensen	<a href="mailto:Brian.Sorensen@brevardcounty.us">Brian.Sorensen@brevardcounty.us</a>	321-633-2093
Area Operations	Lou Braafladt	<a href="mailto:Louis.Braafladt@brevardcounty.us">Louis.Braafladt@brevardcounty.us</a>	321-455-1338
SCADA	Steve Allen	<a href="mailto:Steve.Allen@brevardcounty.us">Steve.Allen@brevardcounty.us</a>	321-255-4331
Construction	Craig Helpling	<a href="mailto:Craig.Helpling@brevardcounty.us">Craig.Helpling@brevardcounty.us</a>	321-633-2089
Engineering	Don Kean	<a href="mailto:don.kean@brevardcounty.us">don.kean@brevardcounty.us</a>	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) Reasonable access to operations, maintenance, and engineering staff.
- c) AutoCAD drawings of County design standards.
- d) MS Word files of County standard technical specifications.
- e) Copies of available record drawings.
- f) Copies of available design and construction documents.
- g) Copies of available operating reports and maintenance records.
- h) Lift station control panel design and specifications.
- i) MS Word template for Division 0 and 1 specifications.
- j) Advertisement and distribution of bid packages.
- k) Submittal of permit applications prepared by the Consultant.
- l) Payment of permit fees.
- m) Coordination with other County offices and federal and state regulatory agencies.
- n) Coordination with construction contractor for connection to County SCADA.
- o) 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 (to be provided by County Land Acquisition Department).

## **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) Right-of-Way (West R/W line) 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) Sketch and legal descriptions (2). One for Lift Station parcel acquisition; and one for the expanded Barefoot Bay Water and Sewer District Service area boundary.
- b) Sixty percent design drawings.
- c) Lift station calculations.
- d) Results of geotechnical survey.
- e) Permit applications as applicable (County R/W, FDOT R/W, FDEP, EPA, SJRWMD, other). Provide in PDF and hard copies as required.
- f) Ninety percent design drawings and technical specifications.
- g) Final design drawings in PDF and AutoCAD format with X-refs and plot styles and technical specifications in PDF format.
- h) 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) Answers to bidder's questions as applicable.
- c) Written recommendation for award of the construction contract.

### **Task 4 -- Construction Support Services**

- a) Approved shop drawings (two sets).
- b) Two hard copies of signed and sealed, full size final drawings marked "For Construction".
- c) One hard copy of signed and sealed final design specifications marked "For Construction".
- d) Responses to RFI's as applicable.
- e) Review and approval (or comments) of Contractor supplied 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.
- f) Operation and maintenance manuals (two hard copies and one PDF) - if applicable.
- g) Certificates of Completion (one hard copy and one PDF of each).

**Section H. SCHEDULE**

<b>Milestone</b>	<b>Calendar Days to Complete</b>	<b>Sum of Days from NTP</b>
Preliminary design (Mobilization, data collection, site plan, survey)	60	60
County review of preliminary design	14	74
60% design	75	149
County review of 60% design	14	163
90% design (Including permit applications)	45	208
County review of 90% design	14	222
Final design (100% plans and specifications including Divisions 0 and 1)	30	252
County review of final documents	7	259
Engineering completed	7	263

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 \$195,000.00 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.

<b>Task</b>	<b>Description</b>	<b>Fee</b>
1	Preliminary Design	\$69,000.00
2	Final Design	\$96,000.00
3	Bidding Assistance	\$5,000.00
4	Construction Support Services	\$25,000.00
--	Total	\$195,000.00

**Section J. ACCEPTANCE**

IN WITNESS WHEREOF, this 22 day of August, 2017.

WITNESS:

Kimberly J Powell

WITNESS:

Danielle Byrnes

For: BOARD OF COUNTY COMMISSIONERS  
OF BREVARD COUNTY, FLORIDA

By:

Frank Abbate

Frank Abbate, County Manager

For: Bussen-Mayer Engineering Group, Inc.

By:

Joseph W. Mayer 07/14/17

Joseph W. Mayer, P.E., President



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Tammy.Rowe@brevardclerk.us

August 9, 2017

**MEMORANDUM**

**TO:** Virginia Barker, Natural Resources Management Office Director

**RE:** Item II.A.2., Cost-Share Agreement between the St. Johns River Water Management District (SJRWMD) and Brevard County for Micco Sewer Line Extension Contract No. 31822

The Board of County Commissioners, in regular session on August 8, 2017, executed Contract No. 31822, between Brevard County (Grantee) and the SJRWMD (Grantor) for the Micco Sewer Line Extension; authorized the County Manager to execute future contract amendments subject to the approval of the County Attorney's Office and Risk Management; authorized the County Manager to approve the bidding of the project; authorized the Chairman to execute construction contract award to the lowest, responsive bidder; and approved all associated budget change requests. Enclosed are three executed copies of the Agreement.

**Upon execution by all parties, please forward a fully-executed copy of the Agreement to this office for inclusion in the official minutes.**

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

A handwritten signature in blue ink that reads "Tammy Rowe".

Tammy Rowe, Deputy Clerk

/cmw

Encls. (3)

cc: County Manager  
Contracts Administration  
Budget  
Finance

The Brevard County Infrastructure depicted here has not been verified. All locations must be field verified. In addition, any errors in the Property Appraiser Maps may be reflected in the locations of these facilities. For information concerning the above infrastructure please contact the Brevard County Utility Services Department.



Proposed 4" FM

Proposed Lift Station

