

Meeting Date
February 17, 2015



AGENDA	
Section	Consent
Item No.	II.C.3

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Approval RE: BCC-48 Facilities Construction Fees
DEPT/OFFICE:	CENTRAL SERVICES/FACILITIES

Requested Action:

It is requested that the Board of County Commissioners approve Policy BCC-48 establishing a uniform system of fees and/or charges for Facilities Construction.

Summary Explanation & Background:

Policy BCC-48 establishes a uniform system of fees and/or charges for Facilities Construction in accordance with the services provided under Brevard County Administrative Order AO-28.

Facilities Construction services include overseeing architectural/engineering design, plans/specifications, and performing contract administration for User Departments. The fee schedule is based on the value of the project and is collected as a percentage of the project completion as identified within the Policy. Facilities Construction works closely with the User Department staff to establish a project cost and clearly defined Scope of Work for the needed facility. Upon completion of the facility all close out documents are turned over to the User Department.

Facilities charges are a supplement to revenue received from the General Fund and enable staff to make capital equipment purchases, upgrade software, and purchase operating supplies.

No changes to Policy BCC-48 are recommended.

FISCAL IMPACT: Revenue received from Facilities Construction fees vary from year to year. Fiscal Year 2014/2015 revenue is estimated at \$60,000.

Clerk to the Board instruction:

Exhibits Attached: BCC-48

Contract /Agreement (If attached): Reviewed by County Attorney		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
County Manager	Deputy County Manager	Department Director / Extension					
Stockton Whitten	Assistant County Manager	Teresa Camarata, Central Services Director <i>Teresa Camarata</i>					



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February 18, 2015

MEMORANDUM

TO: Stockton Whitten, County Manager

RE: Item II.C.3., Approval of Policy BCC-48, Facilities Construction Fees

The Board of County Commissioners, in regular session on February 17, 2015, approved Policy BCC-48, establishing a uniform system of fees and/or charges for Facilities Construction. Enclosed is the original Policy for your action.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

/ds

Encl. (1)

cc: Central Services Director
Budget
Finance

POLICY

TITLE: Facilities Construction Fees

NUMBER: BCC-48
CANCELS: 08/09/2011
APPROVED: 02/17/2015
ORIGINATOR: Central Services/Facilities
REVIEW: 02/17/2018

I. OBJECTIVE

To establish a uniform system of fees and/or charges for the Facilities Department in accordance with services provided under Brevard County Administrative Order AO-28.

II. REFERENCES

A. Brevard County Administrative Order AO-28: Construction Administration, Contract Administration, Construction Management and Construction Procurement.

III. DIRECTIVES

A. Facilities Construction Fees: A percentage of the construction budget, which will be paid by the requesting Department to the Facilities Department, for overseeing architectural/engineering design, plans/specifications, and performing contract administration services in accordance with Brevard County Administrative Order AO-28. Those percentages are as follows:

Construction Budget	Percentage
\$0 - \$100,000	5.0%
\$100,000 - \$200,000	4.0%
\$200,000 - \$300,000	3.5%
\$300,000 - \$400,000	3.0%
\$400,000 - \$1,000,000+	2.5%

The fees will be 50% of the above stated fees for any construction by outside agencies that will be turned over to the County for use by the County, where the Facilities Department is monitoring the project.

These fees are due and payable within thirty (30) days of invoice by the Facilities Department. Fees will be invoiced on the following schedule:

- 10% of total due at approval of Program Phase.
- 20% of remaining fee due at completion of Schematic Design Phase.
- 25% of remaining fee due at completion of Design Development Phase.
- 25% of remaining fee due at completion of Construction Document Phase.

The remaining 20% will be construction management and will be invoiced on a bi-monthly schedule. Invoice will be based on percentage of construction completed. Final invoice will be at time of Substantial Completion.

Facilities Department fees which total less than \$1,000,000 will be billed on a fiscal year basis. In addition, there will be a \$75.00 Reference Material Update Fee charged on all projects to defer the cost of maintaining up-to-date reference materials.

Any exception to the above fee schedule will require prior written approval of the County Manager or his/her designee. The Department requesting a waiver of fees, as outlined in BCC-48, Facilities Construction Fees, should initiate a written request and submit to the County Manager or designee for approval. After request is approved the written request should be submitted to the Facilities Department and will become an attachment to the original cost analysis worksheet.

- B. Project programming, conceptual planning, design concepts, cost estimates, and feasibility studies for projects that do not proceed or that are cancelled by the User Department will be invoiced on an hourly basis. Services shall be requested via the Facilities Work Order System. Fees for these services are a flat hourly rate of \$35.00/per hour.
- C. **Permitting:** When providing permitting services, these services will be provided at a rate of \$35.00/per hour or by a pre-determined fixed fee. Permitting services will be requested via the Facilities Work Order System.
- D. **In-House Architectural Design Only:** For program, preliminary design, final design, contract documents, specifications and construction contract management, the fee will be 8% of the construction budget and billable at the same schedule as stated above (contingent upon staff availability).

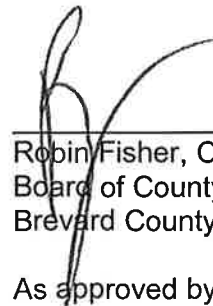
IV. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Policy is reserved to the Board of County Commissioners.

Attest:



Scott Ellis, Clerk



Robin Fisher, Chairman
Board of County Commissioners
Brevard County, Florida

As approved by the Board: 2/17/2015