

Meeting Date
July 26, 2016



AGENDA	
Section	Consent
Item No.	II.C.3

**AGENDA REPORT**  
**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS**

SUBJECT:	Approval of Task Order No. 12 with Wade Trim, Inc. for Treatment Process Improvements at S. Beaches Regional Wastewater Treatment Plant (District 3, 4, 5) (Fiscal Impact: \$173,968)
DEPT/OFFICE:	Central Services/Purchasing Services on behalf of Utility Services

**Requested Action:**

It is requested that the Board of County Commissioners execute Task Order No. 12 with Wade Trim, Inc. for Treatment Process Improvements at the South Beaches Wastewater Treatment Plant (WWTP) and authorize any associated budgetary changes.

**Summary Explanation & Background:**

The County has identified the need to replace or rehabilitate certain wastewater facilities identified as South Beaches WWTP Chemical Feed and 2MGD Clarifier Improvements.

The chemical feed system (sodium hypochlorite chemical storage and feed facilities) and the rehabilitation of the 2 MGD clarifier were evaluated by Wade Trim under Task Order No. 9 and the design will be based on the recommendations of the Preliminary Design Memorandums.

This project was identified in the county-wide utility asset evaluation and approved for design in the FY2016 Budget.

Funds are available for these projects in Fund 4153, Cost Center 365300.

Contact: Teresa Camarata, Central Services Director, 321-617-7390, [Teresa.camarata@brevardfl.gov](mailto:Teresa.camarata@brevardfl.gov)  
 Jim Helmer, Utility Services Director, 321-633-2091, [Jim.helmer@brevardfl.gov](mailto:Jim.helmer@brevardfl.gov)

**Clerk to the Board Instructions:** Please call Utility Services to pick-up two originals after execution. Rose Lyons 633-2091 (Retain 1 copy for Clerk's Records)

Exhibits Attached: 3 Originals – Task Order #12 – Wade Trim, Inc.

**Contract /Agreement (If attached): Reviewed by County Attorney** Yes  No  PR

County Manager	Assistant County Manager, Frank Abbate	Department Director / Extension
Stockton Whitten	Assistant County Manager, Venetta Valdengo	Teresa Camarata, Central Services Director / x55492
		Jim Helmer, Utility Services Director / x52091



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

July 27, 2016

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

**TO:** Teresa Camarata, Central Services Director

**RE:** Item II.C.3., Task Order No. 12 with Wade Trim, Inc. for Treatment Process Improvements at South Beaches Regional Wastewater Treatment Plant

The Board of Commissioners, in regular session on July 26, 2016, executed Task Order No. 12 with Wade Trim, Inc. for treatment process improvements at the South Beaches Wastewater Treatment Plant (WWTP); and authorized any associated budgetary changes. Enclosed are two fully-executed Task Orders.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

Encls. (2)

cc: Utility Services Director  
Finance  
Budget

**TASK ORDER NO. 12**  
**Wade Trim, Inc.**  
**Treatment Process Improvements**  
**South Beaches WWTP**  
**(Chemical Feed and 2 MGD Clarifier Improvements)**

**Brevard County Project No. SB-RR-108C**

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, Wade Trim, 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 replace the chemical feed system (sodium hypochlorite chemical storage and feed facilities) and to rehabilitate the 2 MGD clarifier located at the South Beaches Wastewater Treatment Plant (SBWWTP). The proposed improvements to the chemical feed system and Clarifier were evaluated by Wade Trim under Task Order No. 9 and the design will be based on the recommendations of the Preliminary Design Memorandums.

The intent of this task order is for the Consultant to collect field data at the site, coordinate the design of the recommended 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:

Christopher A. Little, PE  
321-728-3389  
[clittle@wadetrim.com](mailto:clittle@wadetrim.com)

**Section C. SCOPE OF WORK**

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

**Task 1 – Final Design**

- a) Collect and review any additional data from the County not obtained during the effort related to Task Order No. 9.
- b) Perform topographic survey of the areas of impact at the site.
- c) Perform geotechnical investigation (2 samples) at the proposed chemical feed area site.
- d) Prepare civil, structural, mechanical, and electrical and instrumentation design drawings and specifications consistent with County standard criteria.
- e) Prepare 60% design documents including site plan, process plans related to the rehabilitation of the clarifier and replacement of the chemical feed system, electrical plans related to the connection of the SCADA system at the chemical feed system and clarifier, equipment selections with calculations, and opinion of probable cost.
- f) Attend a 60% design review meeting with the County.
- g) Prepare 90% design documents, including technical specifications, incorporating comments from the 60% design review.
- h) 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.
- i) Submit final design drawings and specifications incorporating comments from the 90% design review and permitting agency comments.
- j) Submit an engineer's opinion of probable cost with the final design submittal.

**Task 2 -- 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 3 -- Construction Support Services**

- a) Attend the pre-construction conference.
- b) Review and approve shop drawings.
- c) Attend the monthly progress meetings.
- d) Answer Contractor questions and requests for information (RFI.)
- e) Provide field Inspections at critical points in the construction. The critical inspections will be performed by the EOR for that discipline. Six field Inspections are programmed - 2 for process, 2 for structural and 2 for electrical/SCADA.
- f) Provide one start-up, and one final inspection for the chemical feed system and clarifier rehabilitation.
- g) Provide field directives to Contractor.
- h) Review and approve Contractor pay requests.
- i) Review and approve Contractor change order requests.
- j) Determine substantial completion.
- k) Approve and submit final record drawings and operation and maintenance manuals.
- l) Coordinate execution of final paperwork to close out the project.
- m) 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	Phil Bissett	<a href="mailto:Phillip.Bissett@brevardcounty.us">Phillip.Bissett@brevardcounty.us</a>	321-952-4549
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	Christi Winn	<a href="mailto:christi.winn@brevardcounty.us">christi.winn@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) Copies of available record drawings.
- e) Copies of available design and construction documents.
- f) Copies of available operating reports and maintenance records.
- g) MS Word template for Division 0 and 1 specifications.
- h) Advertisement and distribution of bid packages.
- i) Submittal of permit applications prepared by the Consultant.
- j) Payment of permit fees.
- k) Coordination with other County offices and federal and state regulatory agencies.
- l) Day-to-day observation of construction and coordination with Consultant.
- m) Construction pay applications

**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.

**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 -- Final Design**

- a) Topographic survey with geographic positions or State Plane Coordinates and a permanent benchmark on NAVD88 datum.
- b) Geotechnical Investigation report, signed and sealed by a Florida-licensed professional engineer.
- c) Sixty percent design drawings.
- d) Permit applications as applicable (~~County R/W, FDOT R/W, FDEP, EPA, SJRWMD,~~ other). Provide in PDF and hard copies as required.
- e) Ninety percent design drawings and technical specifications.
- f) Final design drawings in PDF and AutoCAD format with X-refs and plot styles and technical specifications in PDF format.
- g) Engineer's opinion of probable cost at 60%, 90% and final design.

**Task 3 -- Bidding Assistance**

- a) Specification Divisions 0 and 1 In PDF and MS Word format.
- b) Two hard copies of ready-to-bid, signed and sealed, full size final drawings.
- c) One hard copy of ready-to-bid signed and sealed final design specifications.
- d) Answers to bidder's questions as applicable.
- e) 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) Responses to pay application requests.
- f) Responses to change order requests.
- g) Record drawings (as-built) 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.
- h) Operation and maintenance manuals (two hard copies and one PDF).
- i) 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>
60% design	84	84
County review of 60% design	14	98
90% design (Including permit applications)	48	146
County review of 90% design	14	160
Final design (100% plans and specifications Including Divisions 0 and 1)	36	196
County review of final documents	7	203
Engineering completed	14	217
Estimated Construction Duration	270	--

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 \$ 173,968 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	Design (Including Subconsultants)	\$ 121,954
2	Bidding Assistance	\$ 8,824
3	Construction Support Services	\$ 43,190
--	Total	\$ 173,968

**Section J. ACCEPTANCE**

IN WITNESS WHEREOF, this 26 day of JULY, 2016.

ATTEST:

  
\_\_\_\_\_  
Scott Ellis, Clerk

For: BOARD OF COUNTY COMMISSIONERS  
OF BREVARD COUNTY, FLORIDA

By:   
\_\_\_\_\_  
Jim Barfield, Chairman  
As approved by the Board on 7/26/16

WITNESS:

  
\_\_\_\_\_

For: Wade Trim, Inc.

By:   
\_\_\_\_\_  
Thomas S. Brzezinski,  
Executive Vice President

