

Meeting Date
May 17, 2016



AGENDA	
Section	Consent
Item No.	II C.1

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

SUBJECT:	APPROVAL OF TASK ORDER NO. 12 WITH BUSSEN-MAYER ENGINEERING GROUP FOR LIFT STATION M-16 REPLACEMENT. (District 2) (Fiscal Impact: \$59,800)
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 Bussen-Mayer Engineering Group in the amount of \$59,800 for Lift Station M-16 Replacement and authorize any associated budgetary changes.

Summary Explanation & Background:

The County has identified the need to replace certain wastewater facilities identified as Lift Station M-16.

Lift station M-16 was originally intended in Task Order No. 11 to be demolished and replaced with an extension of the gravity sewer from lift station M-20 on Merritt Island. The preliminary engineering determined that there was not sufficient hydraulic gradient to support a gravity sewer and that lift station M-16 could not be demolished and would have to be replaced. This Task Order No. 12 is for the design of a replacement lift station for M-16. Task Order No. 11 for the amount of \$59,800 has been closed.

This project was identified in the county-wide utility asset evaluation in 2013 and approved for design in the FY2016 CIP with implementation in FY2017. However, due to the need for replacement instead of demolition, the scope and mission of the approved project has changed and requires Board approval.

Funds are available for these projects in Fund 4153, Cost Center 365310.

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

Clerk to the Board Instructions: Please provide two originals to Utility Services, MS#81 after execution. (Retain 1 copy for Clerk's Records)

Exhibits Attached: 3 Originals – Task Order #12 – Bussen-Mayer

<b>Contract /Agreement (If attached):</b> Reviewed by County Attorney		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
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

May 18, 2016

MEMORANDUM

TO: Teresa Camarata, Central Services Director

RE: Item II.C.1., Approval of Task Order No. 12 with Bussen-Mayer Engineering Group for Lift Station M-16 Replacement

The Board of County Commissioners, in regular session on May 17, 2016, executed Task Order No. 12 with Bussen-Mayer Engineering Group in the amount of \$59,800 for Lift Station M-16 replacement; and authorized any associated budgetary changes. Enclosed are two fully-executed copies of the Task Order.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/cm

Encls. (2)

cc: Utility Services Director  
Contracts Administration  
Finance  
Budget

**TASK ORDER NO. 12**  
**Bussen-Mayer Engineering Group**  
**Lift Station M-16 Replacement**

**Brevard County Project No. MI-RR-155**

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, 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 task orders;

IT IS AGREED as follows:

**Section A. BACKGROUND AND INTENT**

The County has identified the need to replace certain wastewater facilities identified as Lift Station M-16. The intent of this task order is for the Consultant to evaluate the existing condition of the facilities, recommend to the County certain improvements to be made to the 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:

Scott Nickle, VP  
321-453-0010  
[Scott@bmeg.net](mailto:Scott@bmeg.net)

**Section C. SCOPE OF WORK**

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

Task 1 -- Preliminary Engineering

- a) Collect and review available data from the County.
- b) Perform boundary and topographic surveys of the site – surface and sub-surface.
- c) Develop a preliminary opinion of whether to anticipate environmental impacts.
- d) Prepare conceptual layouts and site plans for County review.
- e) Attend a preliminary design review meeting after Tasks 1a) through 1d) are completed.

Task 2 -- Final Design

- a) Perform a geotechnical evaluation of the site.
- b) Prepare civil design drawings and specifications consistent with County standard criteria.
- c) Prepare 60% design documents including site plan, bypass plan, flow estimates, gravity pipe sizing, 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) Review and approve shop drawings.
- c) Answer Contractor questions and requests for information (RFI.)
- d) Provide field inspections at critical points in the construction. Two field inspections, one start-up, and one final inspection are anticipated.
- e) Provide field directives to Contractor.
- f) Review and approve Contractor pay requests.
- g) Review and approve Contractor change order requests.
- h) Determine substantial completion.
- i) Review and approve certified final record drawings as submitted by the Contractor's surveyor, and operation/maintenance manuals as submitted by the contractor.
- j) Coordinate execution of final paperwork to close out the project.
- k) 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.	Steve Harrell	<a href="mailto:stephen.harrell@brevardcounty.us">stephen.harrell@brevardcounty.us</a>	321-633-2093
Area Operations	Robert Edmiston (Central*)	<a href="mailto:robert.edmiston@brevardcounty.us">robert.edmiston@brevardcounty.us</a>	321-863-6894
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) Copies of available record drawings.
- e) Copies of available design and construction documents.
- f) Copies of available operating reports and maintenance records.
- g) Lift station control panel design and specifications.
- h) MS Word template for Division 0 and 1 specifications.
- i) Advertisement and distribution of bid packages.
- j) Submittal of permit applications prepared by the Consultant.
- k) Payment of permit fees.
- l) Coordination with other County offices and federal and state regulatory agencies.
- m) Coordination with construction contractor for connection to County SCADA.
- n) 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.

## **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) Boundary 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) Sixty percent design drawings.
- b) Lift station calculations.
- c) Results of geotechnical survey.
- 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% and final design.

### Task 3 -- Bidding Assistance

- a) Specification Divisions 0 and 1 in PDF and MS Word format.
- b) Two hard copies and electronic copy (pdf format) 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) Responses to RFI's as applicable.
- c) 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 as supplied by the Contractor's surveyor.
- d) 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)	75	75
County review of preliminary design	14	89
60% design	45	134
County review of 60% design	14	148
90% design (Including permit applications)	45	193
County review of 90% design	14	207
Final design (100% plans and specifications including Divisions 0 and 1)	45	252
County review of final documents	7	259
Engineering completed	7	266

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 \$59,800.00 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	14,500.00
2	Final Design	33,250.00
3	Bidding Assistance	3,700.00
4	Construction Support Services	8,350.00
--	Total	59,800.00


**Section J. ACCEPTANCE**

IN WITNESS WHEREOF, this 17 day of MAY, 2016.

ATTEST:

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

For: BOARD OF COUNTY COMMISSIONERS  
OF BREVARD COUNTY, FLORIDA

By:   
\_\_\_\_\_  
Jim Barfield, Chairman  
As approved by the Board on 5/17/16

WITNESS:

  
\_\_\_\_\_  
Jennifer Thomas

For: Bussen-Mayer Engineering Group

By:   
\_\_\_\_\_  
Scott Nickle, Vice-President



1 inch = 200 feet

Date: 4/26/2016

## Lift Station M16 Replacement

### Legend

- ▲ County Lift Station
- County Manhole
- ⊗ Private Manhole
- County Gravity Main
- Private Gravity Main
- Sewer Service Lateral
- Force Main
- Parcels

### Disclaimer:

The Brevard County Infrastructure depicted here has not been verified. All locates 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.

Property information was compiled from recorded documents and does not reflect an actual survey.

The Brevard County Appraiser's Office and Geographic Information Services do not assume responsibilities for errors contained herein.

For more information concerning the property data shown here, Please contact the Brevard County Property Appraiser's Office.



Phone: 321-633-2089