



AGENDA REPORT
November 13, 2018

**Approval Re: Task Order SJHP-020 Construction Management Services for
Northern Segment of the St. Johns Heritage Parkway - District 5 (Fiscal
Impact: \$346,050.00)**

SUBJECT:

Approval Re: Task Order SJHP-020 for Construction Management Services for the Northern Segment of the St. Johns Heritage Parkway – District 5

FISCAL IMPACT:

FY19/20 \$346,050.00 - Funding is budgeted in 1163/265160.

DEPT/OFFICE:

Public Works

REQUESTED ACTION:

It is requested that the Board of County Commissioners approve and authorize the Chair to execute Task Order SJHP-020 in the amount of \$346,050.00 for construction management services for the Northern Segment of the St. Johns Heritage Parkway. It is further requested that the Board approve any Budget Change Requests as a result of this action.

SUMMARY EXPLANATION and BACKGROUND:

On August 20, 2007, the Board of County Commissioners entered into a Professional Services Agreement with DRMP, Inc. to provide engineering services for the St. Johns Heritage Parkway. The construction of the Southern Segment (north of Emerson Drive to US 192) has been completed. During the construction of the Southern Segment, DRMP provided construction management services in the amount of \$307,243.00. Since the opening of the Southern Segment, DRMP has completed the Final Design phase of the Northern Segment of the Parkway from US 192 to the FDOT I-95/Ellis Interchange.

DRMP submitted the proposal for construction management services for the Northern Segment, as detailed in Attachment "A" of Task Order SJHP-020 in the amount of \$346,050.00. The tasks associated with construction management include post-design project administration, shop drawing reviews, requests for information, site/progress meetings, plan revisions, clearances/certifications, and environmental review. These

construction management services will be provided at a cost of \$302,050.00. At the option of the County, DRMP staff may attend progress meetings for the I-95/Ellis Interchange project with FDOT and their contractor. Participation at the FDOT progress meetings is estimated at \$44,000.00.

The Northern Segment construction project is expected to go out for bids shortly with construction to start thereafter. These consulting services are needed with the start of construction.

Per Administrative Order AO-29, Contract Administration, a task order greater than \$100,000 requires Board approval. Approval of Task Order SJHP-020 will update the Professional Services Agreement, Section V - Compensation to provide for compensation to be paid to the consultant, a fee not to exceed \$346,050.00, for services rendered pursuant to Phase IV – Construction Management as outlined in Attachment “A” of Task Order SJHP-020 for the Northern Segment.

CLERK TO THE BOARD INSTRUCTIONS:

Please return fully executed Task Order SJHP-020 to the Public Works Department.

ATTACHMENTS:

Description

- **Task Order SJHP-020**

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

INITIAL CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: DRMP, Inc.	
2. Fund/Account #:	3. Department Name: Public Works
4. Contract Description: Task Order SJHP-020 Construction Services - Phase IV	
5. Contract Monitor: Jeanette Scott	7. Contract Type: CONSULTANT
6. Dept/Office Director: Dan Jones, Interim Director	

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>SIGNATURE</u>
	<u>YES</u>	<u>NO</u>	
User Agency	<input type="checkbox"/>	<input type="checkbox"/>	_____
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	_____
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	_____

SECTION III - REVIEW AND APPROVAL TO EXECUTE

<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>SIGNATURE</u>
	<u>YES</u>	<u>NO</u>	
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 10/22/18 Matt Lairsey <small>Digitally signed by Brewer, Jad Date: 2018.10.22 10:31:10 -04'00'</small>
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
Cost Center, Fund, and G/L Account	<input type="checkbox"/>
Vendor Information (SAP Vendor #)	<input type="checkbox"/>
Contract Status	<input type="checkbox"/>
Contract Title	<input type="checkbox"/>
Contract Type	<input type="checkbox"/>
Contract Amount	<input type="checkbox"/>
Storage Location (SAP)	<input type="checkbox"/>
Contract Approval Date	<input type="checkbox"/>
Contract Effective Date	<input type="checkbox"/>
Contract Expiration Date	<input type="checkbox"/>
Contract Absolute End Data (No Additional Renewals/Extensions)	<input type="checkbox"/>
Material Group	<input type="checkbox"/>
Contract Documents Uploaded in CM database (Initial Contract Form with County Attorney/ Risk Management Approval; Signed/Executed Contract)	<input type="checkbox"/>
"Right To Audit" Clause Included in Contract	<input type="checkbox"/>
Monitored Items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>



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

November 14, 2018

MEMORANDUM

TO: Dan Jones, Interim Public Works Director

RE: Item F.8., Approval of Task Order SJHP-020 Construction Management Services for Northern Segment of the St. Johns Heritage Parkway

The Board of County Commissioners, in regular session on November 13, 2018, approved and authorized the Chair to execute the Task Order SJHP-020 in the amount of \$346,050 for construction management services for the northern segment of the St. Johns Heritage Parkway; and authorized any budget change requests. Enclosed is a fully-executed Task Order SJHP-020.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/kp

Encl. (1)

cc: Finance
Budget

**TASK ORDER NO. SJHP-020 FOR THE
PROFESSIONAL ENGINEERING SERVICES AGREEMENT
BREVARD COUNTY PUBLIC WORKS DEPARTMENT
ST. JOHNS HERITAGE PARKWAY & WASHINGTONIA EXTENSION PROJECTS**

This TASK ORDER NO. SJHP-020, dated the 13 of November, 2018, by and between the BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, a political subdivision of the State of Florida, hereinafter referred to as "County", and DRMP, Inc., a Florida Corporation, whose local address is 941 Lake Baldwin Lane, Orlando, FL 32814, hereinafter referred to as "Consultant" amending that certain agreement between the parties dated August 20, 2007.

WITNESSETH:

WHEREAS, the County and Consultant entered into a contract dated August 20, 2007, to design a transportation project known as the St. Johns Heritage Parkway & Washingtonia Extension ("Project"); and

WHEREAS, the fee for services rendered pursuant to Phase IV – Construction Management was \$290,243.00 for the Southern Segment of the St. Johns Heritage Parkway, as provided in Task Order No. SJHP-014, entered into on November 25, 2014; and

WHEREAS, the fee was increased by \$17,000 for additional construction management services, as provided in Task Order No. SJHP-018, entered into on September 14, 2017; and

WHEREAS, the design of the Northern Segment of the St. Johns Heritage Parkway is complete;

WHEREAS, the construction management services for the Northern Segment of the St. Johns Heritage Parkway will be \$346,050.00; and

WHEREAS, this Task Order is required to update the total fee for Phase IV – Construction Management from \$307,243.00 to \$653,293.00.

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES AND OF THE MUTUAL COVENANTS AND AGREEMENTS CONTAINED HEREIN, IT IS AGREED AS FOLLOWS:

1. Amendment of Paragraph 5:

That Section V-- Compensation, of the contract dated August 20, 2007, is hereby amended as follows:

The construction management fee relating to Phase IV – Construction Management, shall be increased from \$307,243.00 by an additional \$346,050.00, as shown in Attachment "A" subject to the limitations of paragraph 6 (B) of the original contract dated August 20, 2007. The additional \$346,050.00 services are for the Northern Segment of the St. Johns Heritage Parkway. The total amount of compensation to be paid pursuant to Phase IV – Construction Management is \$653,293.00.

2. By execution of this Task Order the additional services described in Attachment "A" are added to the original scope of service.

3. All other terms and conditions of the contract dated August 20, 2007, between the County and the Consultant are ratified, confirmed and incorporated by reference herein.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals.

ATTEST:



Scott Ellis, Clerk

BOARD OF COUNTY COMMISSIONERS OF
BREVARD COUNTY, FLORIDA



Rita Pritchett, Chair

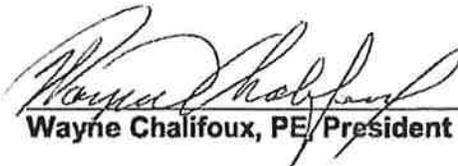
As approved by the Board on: 11/13/18

Reviewed for legal form and contents



Assistant County Attorney

DRMP, INC.
A FLORIDA CORPORATION



Wayne Chalifoux, PE, President

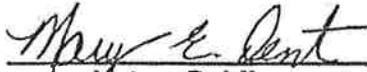


ACKNOWLEDGMENT

STATE OF FLORIDA
COUNTY OF *Orange*

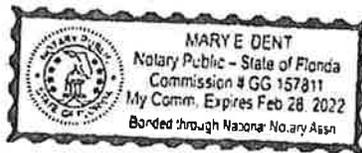
I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgments, personally appeared Wayne Chalifoux, to me known to be the President of DRMP, Inc., who executed the foregoing instrument, and they acknowledged before me that they executed the same.

WITNESS my hand and official seal, this 22 day of October, 2018.



Notary Public
State of Florida

My commission expires: 2/28/2022



DRMP, INC.

PRINCIPALS
Wayne D. Chalfoux
Donaldson K. Barton, Jr.
Glenn J. Lusink
Jon S. Meadows
Mark D. Prochak
Mark E. Puckett
Lawrence L. Smith, Jr.



Attachment "A"

941 Lake Baldwin Lane, Orlando, Florida 32814
Phone: 407.896.0594 | Fax: 407.896.4836

October 17, 2018

DRMP Job # 06-0809.008



Ms. Tammy Thomas-Wood
Public Works Support Service Manager
Finance & Contracts
Administrations Section
Brevard Co. Public Works Department
2725 Judge Fran Jameson Way
Room A-204
Viera, Florida 32940-6605

**Subject: St. Johns Heritage Parkway (SJHP)
Northern Project
Construction Post Design Services**

Dear Ms. Thomas-Wood:

As requested, DRMP is pleased to provide the County with our proposal for Post Design Services required during the construction phase of the St. Johns Heritage Parkway Northern Project, from US 192 to the FDOT Project to the north. DRMP will provide the County with the following scope of services:

Task 1: Administration

Supervision – QAQC

This task includes supervision, coordination and quality control.

Pre-Construction Meetings

The Project Manager and Project Engineer of the CONSULTANT'S Design Team will attend the preparation and pre-construction meeting with the County and the Contractor.

Progress Meetings

The Project Manager and a representative of the CONSULTANT'S Design Team will attend the construction bi-monthly (2 per month) progress meeting at the COUNTY'S representative request. DRMP will prepare meeting minutes for these meetings. Thirty-Nine (39) progress meetings are anticipated to be attended (Construction contract time is 18 months). We have assumed that 2 people will attend each meeting.

Contract Maintenance - Review of Pay Request and Progress Billing

The CONSULTANT will review monthly pay request submitted by the CONTRACTOR. Eighteen (18) pay requests are anticipated for this project. The Consultant shall provide a project progress report showing the tasks that were completed on the Project. This project progress report will be delivered to the County concurrently with the monthly invoice.

Task 1 Fee

\$116,000.00

OFFICES
Boca Raton, Florida
Charlotte, North Carolina
ChIPLEY, Florida
Fort Myers, Florida
Gainesville, Florida
Jacksonville, Florida
Lakeland, Florida
Melbourne, Florida
Orlando, Florida
Panama City, Florida
Pensacola, Florida
Raleigh, North Carolina
Tallahassee, Florida
Tampa, Florida

1 800 375.3767
www.DRMP.com



TASK 2: SHOP DRAWINGS

The CONSULTANT will review shop drawings submitted by the Contractor in accordance with standard FDOT procedures. The CEI representative will be responsible for the receipt, distribution, and disposition of all contract submittals, including project logs. The term "shop drawings" includes all drawings, diagrams, illustrations, transportation procedures, manuals, and design calculations submitted by the Contractor to define some portion of the project. These documents for CONSULTANT review are anticipated as follows:

Anticipated shop drawing submittals (55 total):

- o Roadway- 23 submissions
- o Drainage- 13 submissions
- o Utilities- 0 submissions
- o Signing and Marking, Signals, ITS - 19 submissions

The CONSULTANT will provide recommendations to the COUNTY for all materials selections; proposed by the Contractor. The CONSULTANT will complete the review of the shop drawings prepared/reviewed and submitted by the Contractor within ten (10) calendar days. Reasonable additional time will be required for large quantities of shop drawings received as a single submission. In addition, re-submittal of inadequate shop drawings will constitute a complete review as a separate submittal. Shop drawing reviews will include the following:

1. The CONSULTANT will affix stamp and initials or signature to all reviewed shop drawings acknowledging the submittal a.) No exceptions taken; b.) Make corrections noted; c.) Amend and Resubmit; or d.) Rejected (See Remarks).
2. The CONSULTANT will review substitute products that are submitted by the Contractor as an equal-to-better material than that proposed in the Contract Documents, but only when so noted as a substitute product by the Contractor and approved by the COUNTY.
3. The CONSULTANT will notify the County upon receipt of inadequate or incomplete submittals. The contractor will be allowed five (5) working days to provide the additional information. If adequate data is not received within five (5) working days. The submittal will be returned to the Contractors as "No Action Taken".

Task 2 Fee

\$55,650.00

TASK 3: REQUEST FOR INFORMATION

The CONSULTANT will provide engineering assistance to the COUNTY in answering Requests for Information (RFI) by the Contractor. The Consultant will complete the review of the RFI's within Ten (10) calendar days. Sixty-Six (66) RFI's are estimated for this project.

Task 3 Fee

\$37,300.00

TASK 4: SITE VISITS

Periodic On-Site effort required of the CONSULTANT design staff during construction will be as requested by the COUNTY's Representative or CEI. Site visits were estimated for this project based on the following; one site visit before/after each Progress meeting (2 people x

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39 meetings x 1 hour each). Additional design staff visits for Signal, Signing/Marking and Drainage - 9 visits.

Substantial Completion/Final Inspection

The Project Manager, and the Project Engineer, from the CONSULTANT'S Design Team will attend both a substantial completion (Pre-Final) Walkthrough and the final inspection walk-through and assist in the development of punch list items.

Task 4 Fee

\$32,300.00

TASK 5: FIELD CHANGES / PLAN REVISIONS

The CONSULTANT may be requested by the COUNTY to review periodically proposed contract field changes or to respond to a recommended solution to remedy particular unforeseen field conditions in the original plans and specifications. In addition, minor design changes may occur based on the contractor's request based on his methods and means to construct the project. Ten (10) Minor plan revisions are anticipated for this project. This scope of services does not cover Major re-design work proposed by the Contractor. Major design changes will be considered as optional services that will be negotiated on a task by task basis.

Task 5 Fee

\$23,250.00

TASK 6: CLEARANCES/CERTIFICATION & AS-BUILTS

The CONSULTANT will review the contractor's as-built plans that are also being reviewed by the CEI for accuracy. It was assumed that this will involve one review with comments and changes, and one final review to ensure the corrections are incorporated into the as-builts. It is the contractor's responsibility to survey and produce accurate as-built plans of the project, and not the consultants.

The CONSULTANT will prepare the St. Johns River Water Management District the "certification of completion" for the stormwater management system serving the St Johns Heritage Parkway, Northern Section based on "as-built" survey provided by the Contractor. The COUNTY will submit this certification as the owner.

The Consultant will attend a field meeting with the FDOT Traffic Engineer during the inspection and certification of the Signal for the Department.

Task 6 Fee

\$21,000.00

TASK 7: ENVIRONMENTAL REVIEW

The CONSULTANT will assist with coordinating post design permitting agency coordination and responding to any contractor RFI's concerning project permitting conditions.

Task 7 Fee

\$ 6,550.00

TASK 8: GEOTECHNICAL

The GEOTECHNICAL CONSULTANT will provide technical assistance in responding to earthwork and geotechnical questions that may arise during construction.

Task 8 Fee

\$10,000.00



TASK 9: Optional Services – FDOT Progress Meetings

FDOT Elis Road/Interchange Progress Meetings

The Project Manager or a representative of the Consultants design team will attend the by-weekly (2 per month) progress meetings with FDOT and their contractor. Thirty-nine (39) progress meeting are anticipated to be attended. We have assumed 1 person will attend each meeting.

Task 9 Fee

\$44,000.00

Task	Description	Terms	Fee
1	Administration	Lump Sum Fee	\$116,000.00
2	Shop Drawings	Lump Sum Fee	\$55,650.00
3	Request For Information	Lump Sum Fee	\$37,300.00
4	Site Visits	Lump Sum Fee	\$32,300.00
5	Field Changes / Plan Revisions	Lump Sum Fee	\$23,250.00
6	Clearances/Certification & As-Builts	Lump Sum Fee	\$21,000.00
7	Environmental Review	Lump Sum Fee	\$6,550.00
8	Geotechnical	Lump Sum Fee	\$10,000.00
	Total		\$302,050.00

9	Optional – FDOT Progress Meetings		\$44,000.00
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We sincerely appreciate the opportunity to provide these professional services and look forward to the successful completion of the St Johns Heritage Parkway Northern Project.

Should you need any additional information or have any questions, please do not hesitate to call.

Sincerely,
DRMP, Inc.

Wayne D. Chalifoux, PE
President

CC: John Burkett