



September 23, 2020

M E M O R A N D U M

TO: Frank Abbate, County Manager

RE: Item F.1., 90-Day Contract Extensions with Merritt Island Volunteer Fire Department, Mims Volunteer Fire Department, and Four Communities Volunteer Fire Department

The Board of County Commissioners, in special session on September 22, 2020, approved a 90-Day Contract extension for Merritt Island Volunteer Fire Department, Mims Volunteer Fire Department, and Four Communities Volunteer Fire Department to provide staff the time necessary to negotiate new agreements; and authorized the Chair to execute the Contract extensions. Enclosed are three executed Contracts.

Upon execution by Merritt Island Volunteer Fire Department, Mims Volunteer Fire Department, and Four Communities Volunteer Fire Departments, please provide this office with the fully-executed Contract for each.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Kimberly Powell
Kim Powell, Clerk to the Board

/sm

Encls. (3)

cc: Fire Rescue
Budget
Finance

Deborah Thomas

From: Barrett, Pamela A <Pamela.Barrett@brevardfl.gov>
Sent: Tuesday, October 27, 2020 7:40 AM
To: Cheryl Duisberg; Deborah Thomas; Donna Scott; Kimberly Powell; Nicole Summers; Samantha McDaniel
Subject: BCFR Item F. 1. on the 9/22-20 BCC Agenda
Attachments: VFD 90-day Extensions 9-22-20 Fully Executed.pdf

Good Morning Ladies,

Attached please find the fully executed Contract Extensions for our Volunteer Fire Departments. This was heard by the Board on September 22, 2020. These are for the official file.

Have a great day!!

Pam

Pamela Barrett

Administrative Assistant to Chief Schollmeyer
Brevard County Fire Rescue
1040 South Florida Avenue
Rockledge, FL 32955
321-633-2056 Ext 59742



"Under Florida Law, email addresses are Public Records. If you do not want your e-mail address released in response to public record requests, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

Deborah Thomas

From: Bayne, Jessica <Jessica.Bayne@brevardfl.gov>
Sent: Friday, October 2, 2020 4:22 PM
To: Deborah Thomas
Subject: RE: F.1. 90 DAY CONTRACT EXTENSIONS SEPTEMBER 22, 2020

Hey Deborah,

Thanks so much! I'll let you know about the originals as soon as I hear back from the attorney.

Have a great weekend!

From: Deborah Thomas <deborah.thomas@brevardclerk.us>
Sent: Friday, October 2, 2020 2:26 PM
To: Bayne, Jessica <Jessica.Bayne@brevardfl.gov>
Subject: F.1. 90 DAY CONTRACT EXTENSIONS SEPTEMBER 22, 2020

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good afternoon:

Attached are copies of the Mims volunteer Fire and Four Communities volunteer Fire Contract Extensions.

I apologize for any inconvenience this may have caused.

Thanks so much for getting Mr. Ellis' signatures before the meeting.

Will you be picking up the Originals?

Or would you rather our ladies bring to the 5pm meeting on Tuesday?

Please advise.

Deborah Thomas
Administrative Assistant
Clerk to the Board
400 South Street, 2nd Fl.
Titusville, Florida 32780
(321)637-2001

EXTENSION
MERRITT ISLAND VOLUNTEER FIRE DEPARTMENT

THIS CONTRACT AMENDMENT is made and entered into this 22 day of September, 2020, by and between the following Parties: **MERRITT ISLAND VOLUNTEER FIRE DEPARTMENT, INC.** hereinafter referred to as "CONTRACTOR," and the **BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA**, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY."

RECITALS:

WHEREAS, the Parties have previously entered into a Contract, dated September 19, 2017 (hereinafter the Original Contract); and

WHEREAS, the term of the Original Contract was for three (3) years from September 19, 2017 to September 30, 2020; and

WHEREAS, the Parties desire to extend the term of said Contract for an additional period of time while a new Contract is negotiated.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Parties agree, as follows:

1. The above recitals are incorporated into this Contract Amendment by this reference.
2. The Original Contract between the Parties is extended until December 31, 2020.
3. To the extent any of the terms of this Amendment conflict with the terms of the Original Contract, the terms of this Amendment control. All other terms of the original Contract remain in full force and effect.
4. Each Party represents that the person signing on its behalf has been fully authorized by all required action to sign on behalf of and to bind that Party to the obligations stated herein.

(Signature Page Follows)

IN WITNESS WHEREOF, the Parties have executed this Contract on the date first written above.

ATTEST:

By:


Scott Ellis, Clerk

BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA


Bryan Andrew Lober, Chair
as approved by the Board 9/22/2020

Reviewed for legal form and content:


Assistant County Attorney

WITNESS:

Signature


DPC Scott M. Jorgensen

Name/Title Typed or Printed

MERRITT ISLAND VOLUNTEER
FIRE DEPARTMENT, INC.

Signature


Greg Cape Chief/President

Name/Title

EXTENSION
FOUR COMMUNITIES VOLUNTEER FIRE DEPARTMENT

THIS CONTRACT AMENDMENT is made and entered into this 22 day of September, 2020, by and between the following Parties: **FOUR COMMUNITIES FIRE DEPARTMENT** hereinafter referred to as "CONTRACTOR," and the **BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA**, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY."

RECITALS:

WHEREAS, the Parties have previously entered into a Contract, dated September 19, 2017 (hereinafter the Original Contract); and

WHEREAS, the term of the Original Contract was for three (3) years from September 19, 2017 to September 30, 2020; and

WHEREAS, the Parties desire to extend the term of said Contract for an additional period of time while a new Contract is negotiated.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Parties agree, as follows:


1. The above recitals are incorporated into this Contract Amendment by this reference.
2. The Original Contract between the Parties is extended until December 31, 2020.
3. To the extent any of the terms of this Amendment conflict with the terms of the Original Contract, the terms of this Amendment control. All other terms of the original Contract remain in full force and effect.
4. Each Party represents that the person signing on its behalf has been fully authorized by all required action to sign on behalf of and to bind that Party to the obligations stated herein.

(Signature Page Follows)


IN WITNESS WHEREOF, the Parties have executed this Contract on the date first written above.

ATTEST:

By:


Scott Ellis, Clerk

BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA


Bryan Andrew Lober, Chair
as approved by the Board 9/22/2020

Reviewed for legal form and content:


Assistant County Attorney

WITNESS:


Signature

DFC SCOTT M. JURGANSO
Name/Title Typed or Printed

FOUR COMMUNITIES
FIRE DEPARTMENT


Signature

Volunteer Fire Chief
Name/Title

EXTENSION
MIMS VOLUNTEER FIRE DEPARTMENT

THIS CONTRACT AMENDMENT is made and entered into this 22 day of September, 2020, by and between the following Parties: **MIMS VOLUNTEER FIRE DEPARTMENT, INC.** hereinafter referred to as "CONTRACTOR," and the **BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA**, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY."

RECITALS:

WHEREAS, the Parties have previously entered into a Contract, dated September 19, 2017 (hereinafter the Original Contract); and

WHEREAS, the term of the Original Contract was for three (3) years from September 19, 2017 to September 30, 2020; and

WHEREAS, the Parties desire to extend the term of said Contract for an additional period of time while a new Contract is negotiated.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Parties agree, as follows:

1. The above recitals are incorporated into this Contract Amendment by this reference.
2. The Original Contract between the Parties is extended until December 31, 2020.
3. To the extent any of the terms of this Amendment conflict with the terms of the Original Contract, the terms of this Amendment control. All other terms of the original Contract remain in full force and effect.
4. Each Party represents that the person signing on its behalf has been fully authorized by all required action to sign on behalf of and to bind that Party to the obligations stated herein.

(Signature Page Follows)

IN WITNESS WHEREOF, the Parties have executed this Contract on the date first written above.

ATTEST:

By: 
Scott Ellis, Clerk


BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA


Bryan Andrew Lober, Chair
as approved by the Board 9/22/2020


Reviewed for legal form and content:


Assistant County Attorney

WITNESS:


Signature
DFC SCOTT M. Jorgensen
Name/Title Typed or Printed

MIMS VOLUNTEER
FIRE DEPARTMENT, INC.


Signature
Chief / President
Name/Title



BOARD OF COUNTY COMMISSIONERS

Utility Services Department
2725 Judge Fran Jamieson Way
Building A, Room 213
Viera, Florida 32940

Inter-Office Memo

Date: May 18, 2021

To: Rita Pritchett, Chair
Board of County Commissioners

Through: Frank Abbate, County Manager *FA*

Through: John Denninghoff, Assistant County Manager *JD*

From: Edward Fontanin, Utilities Director *EF*

Subject: Amendment #5 Sykes Creek Regional WWTF Headworks Modifications
Jones Edmunds & Associates, Inc

The Consultant and the County entered into the Professional Services Contract to provide preliminary engineering, final design, bidding assistance, and construction support services for the rehabilitation or replacement of the headworks structure, the RAS/WAS pumps and the dewatering bed with a vacuum truck unloading platform. This amendment is for the Consultant to provide engineering services during construction for the stand-alone Headworks Modifications design, assuming a 12-month total construction duration.

This project was included in the FY 2020-21 Budget approved by the Board of County Commissioners in special session on September 22, 2020 in adopted Resolution 20-116 establishing the final budget for FY 2020-21.

Attached, please find two (2) original copies of the contract for the project. Please execute each original where indicated.

If you have any questions, please notify me at 350-8373.

**PROFESSIONAL SERVICES CONTRACT
AMENDMENT #5**

**Jones Edmunds & Associates, Inc.
Sykes Creek Regional WWTF Headworks Modifications
Engineering Services During Construction
I.O. No. 6540203**

This Amendment #5 made and entered into this 14 day of May, 2021
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 **Jones Edmunds &
Associates, Inc.**, a business having its primary location at **3910 South Washington Avenue, Suite
210, Titusville, Florida 32780**, hereinafter referred to as CONSULTANT.

WHEREAS, on August 18, 2015, the CONSULTANT and COUNTY entered into the
Professional Services Contract to provide preliminary engineering, final design, bidding
assistance, and construction support services for the rehabilitation or replacement of the
headworks structure, the RAS/WAS pumps, and the dewatering bed (with a vacuum truck
unloading platform) at the COUNTY's Sykes Creek Regional Wastewater Treatment Facility
(WWTF);

And WHEREAS, the CONSULTANT performed the preliminary engineering, final
design, and bidding assistance for the improvements;

And WHEREAS, on January 23, 2018, the Board of County Commissioners voted to
separate the project bid packages into a RAS/WAS package and a Headworks/Dewatering
package, which has been completed, for the purpose of expediting bidding and construction of
the RAS/WAS pumping system rehabilitation, which is now complete;

And WHEREAS, on May 11, 2020, the COUNTY issued to CONSULTANT a fully
executed Contract Amendment 3 along with a Notice to Proceed to separate and modify the

Headworks project from the Headworks/Dewatering package and provide an Arc Flash Hazard and Short Circuit Study for the improvements, deducting remaining design elements associated with bidding and constructing the Dewatering improvements;

And WHEREAS, there remains unused portions of tasks 4.1 and 4.3 for construction support services related to a combined Headworks/Dewatering System design package that are obsolete due to Amendment 3 dated May 11, 2020 which revised the design to create a stand-alone and modified Headworks design. The unused portions of said tasks must be deducted, then new tasks prepared for construction support of the stand-alone Headworks Modifications design meeting the COUNTY's current requirements for construction support;

NOW THEREFORE, the COUNTY and the CONSULTANT hereby agree as follows:

1. Remove the following from Section III Scope of Work:
 - a. Task 4.1 Construction Support Services for Headworks
 - b. Task 4.3 Construction Support Services for Dewatering Bed/Vacuum Truck Platform.
2. Add the following to the Section III SCOPE OF WORK:

Task 10 - Construction Support Services for Headworks Modifications:

The CONSULTANT will provide engineering services during construction for the stand-alone Headworks Modifications design, assuming a 12-month total construction duration, to include the following.

- a. Project Management: Planning, coordination, invoicing, and other activities related to project administration and management through the construction period.
- b. Conformed drawings and specifications: Compiling a conformed set of contract documents including construction sets of drawings and specifications updated assuming minor revisions resulting from bid questions and/or addenda. The conformed sets will also include completed contracts and forms as provided to Jones Edmunds by the County.

Four hardcopy conformed sets will be provided, two for the Contractor and two for the County. In addition, digital sets of construction drawings and specifications, signed and sealed by engineers of record, will be provided as record copies for the County and Contractor. Source drawing files in AutoCAD format will also be provided.

- c. Pre-construction meeting: Attend one pre-construction conference at the COUNTY's offices or the Project Site. COUNTY will schedule the meeting. CONSULTANT will provide a draft agenda before and draft meeting notes after the meeting to COUNTY for review, and CONSULTANT will provide final versions of agenda and meeting notes.
- d. Building Permit Drawing Revisions: Revisions to the Construction drawings based on Brevard County Building Permit review comments, including providing revised signed and sealed sets in digital format, along with up to 5 hardcopies physically signed and sealed.
- e. Progress Meetings/Site Visits: The CONSULTANT's Construction Administrator (CA) will attend up to 24 progress meetings at the WWTP, including a site visit to the construction site. The progress meetings are to review the construction progress up to that point, discuss project issues, and perform site visits. CONSULTANT will schedule meetings. CONSULTANT will provide a draft agenda before and draft meeting notes after each meeting to COUNTY for review, and CONSULTANT will provide final versions of the agenda and meeting notes, tracking discussions and status from previous meetings.
- f. Periodic Project Engineer Site Visits: This item covers site visits by the CONSULTANT's Project Engineers (Civil, Mechanical, Structural, Electrical, and I&C Engineers) at major milestones, to review work in-progress, support construction issues, evaluate Request for Information (RFIs), and provide technical support. This item includes 16

Civil/Mechanical Project Engineer site visits, eight Electrical/I&C Project Engineer visits for Electrical and Instrumentation & Control, and Structural Project Engineer visits as outlined in the attached subconsultant's fee proposal. In addition to other milestones listed herein, Project Engineer visits will coincide with events such as but not limited to those listed below.

- i) Temporary bypass system start-up
 - i) Form board survey check, pre-pour survey check, and elevation checks on slabs and walls once poured. Survey checks will be done using Contractor's survey equipment. Some survey checks will also be performed by the resident observer (see task below) under the Engineer's direction.
 - ii) Observation of rebar prior to major structural concrete pours
 - iii) Pre-paving site visit
 - iv) Electrical building layout
 - v) Site lighting installation
 - vi) I&C system installation
- g. Web-Meetings: Participate in up to 12 web-meetings (ZOOM/TEAMS, etc) to discuss project status.
- h. Submittal and Shop Drawing Review: Review Contractor submittals required by the technical specifications for general compliance with the Contract Documents, including but not limited to material submittals, equipment shop drawings, schedule of values, baseline project schedule and updates, bypass plans, equipment startup and testing procedures, equipment operation and maintenance (O&M) manuals, training manuals, and materials testing reports (soil compaction, asphalt, concrete, pressure tests, etc.).

CONSULTANT will coordinate the review process with COUNTY Project Manager and maintain submittal review logs. Up to 60 submittals are included based on the specifications and anticipated submittal packaging by the Contractor.

- i. Substitution Requests: Review two substitution requests related to equipment specified to allow "approved equals". This assumes engineering required for approval will be performed by the Contractor and will be reviewed by the CONSULTANT for conformance to the design intent.
- j. Requests for Additional Information (RFI): Review and respond to up to 16 RFIs submitted by the Contractor related to the construction documents that need clarification from the Engineer.
- k. Pay Application and Red-Line Drawing Review: Review up to 12 Pay Applications and associated record drawing red-lines from the Contractor for consistency with observed construction progress. If no objections are noted, CONSULTANT will sign the application for payment for COUNTY use in making payment.
- l. Proposed Contract Modifications (PCM): Prepare up to two PCMs for changes or additions to the Contract Documents for Contractor use in developing estimates of cost and schedule impact, along with review of said estimates, and providing comments to COUNTY for use in negotiation. COUNTY to prepare actual change orders.
- m. Equipment Startup and Training Observations: Project Engineers to attend three start-up and performance testing events to be coordinated by the Contractor after they have successfully tested each piece of equipment themselves and ensured satisfactory operation. The scope of services assumes the start-up, initiation of performance testing, and training will be performed during the start-ups.
- n. Substantial Completion: Project Engineers (Civil, Mechanical, Structural, Electrical and

I&C Engineers) and Construction Administrator to conduct a Substantial Completion site visit with the COUNTY and Contractor and prepare a punch list that will be submitted to the COUNTY and the Contractor.

- o. Punch-List management: Coordinate with the contractor to update the punch-list as construction corrections are made and respond to questions.
- p. Final Completion: Project Engineers and Construction Administrator conduct final site visit to confirm that the Contractor has completed the punch-list items.
- q. As-Built Drawings: Review As-Built drawings prepared and certified by the Contractor and provide comments for corrections.
- r. Record Drawings: Prepare Record Drawings based on Contractor-supplied As-Built by modifying the original AutoCAD design files including X-refs and plot styles with geographic positions or State Plane Coordinates relative to a permanent benchmark on NAVD88 datum. This will include:
 - vii) Incorporating vendor-supplied equipment CADD drawings for major pieces of equipment if significantly changed from the design. If CADD files from vendors are unavailable, PDF or JPEG images supplied by the vendors may be inserted with best approximation of scale.
 - viii) Modifying the layout in CADD for major dimensional changes based on as-built dimensions provided by the Contractor. For minor dimensional changes, updating dimension call-outs based on contractor supplied red-lines. The CADD changes will be limited to the drawing within the discipline of the change, with references made to the changed drawings from other locations in the drawing set where the subject components are also shown.
 - ix) Incorporating contractor PLS site grading As-Built drawing sheets directly into the

As-Built set.

- x) Submittal of draft Record Drawings to COUNTY in PDF format for review and comment.
- xi) Review web-meeting with COUNTY to discuss COUNTY comments on the Record Drawings. Comments will be consolidated and provided by COUNTY to CONSULTANT in MS Word or MS Excel format, or as embedded comments within the draft PDF Record Drawing file.
- xii) Preparation of written responses to County comments and web-meeting with COUNTY to review.
 - i) Revisions to Record Drawings and submittal of final record drawings to COUNTY.
- s. Permit Notifications: Prepare FDEP Notification of Completion of Construction for Domestic Wastewater Facilities or Activities [DEP Form 62-620.910(12)] and Notification of Availability of Record Drawings and Final Operation and Maintenance Manuals [DEP Form 62-620.910(13)], filled out and ready for COUNTY digital signatures along with a cover letter to FDEP, and digital submittal of the Notifications to FDEP.
- t. Construction Observation: Part-time construction resident observation (RO) based on an average of 20 hours per week over the course of 26 weeks, totaling 520 hours. This assumes periods when activity on-site is light. Actual observation times will be coordinated with County through the course of construction. Observation services required on weekends, holidays, or beyond normal workday hours are subject to staff availability and may incur overtime rates equal to 1.5 times the County-approved contract rates, and will be billed against the observation budget. This may reduce the available hours for observation unless amended by contract.
- u. RO services will include:

- ii) Reviewing progress and installation for conformance with the Contract Documents.
 - iii) Taking digital photographs.
 - iv) Daily Observation Reports.
 - v) Pay Application review while on-site for concurrence with construction work progress.
 - vi) Tracking and monitoring of construction issues.
 - vii) Checking materials delivered to the site for consistency with approved materials.
 - viii) Form board survey check, pre-pour survey check, and elevation checks on slabs and walls once poured. Survey checks will be done using Contractor's survey equipment.
 - ix) Communicating daily while on-site with USD staff, CONSULTANT's Construction Administrator and Project Engineers on activity, issues observed, resolutions, and action items.
 - x) Participation in substantial completion site visit and punch-list development.
- v. Amendment Clarifications: The following clarifications govern this Contract Amendment. Excluded items may be provided by CONSULTANT as an Additional Service upon written agreement.
- i) Existing unbilled portions of Tasks 5.1 and 5.3 for bidding assistance related to a combined Headworks/Dewatering design package totaling \$5,760 will be used for bidding assistance related to the new stand-alone headworks design.
 - ii) City/County building permits will be obtained by the Contractor using certified drawings provided by Jones Edmunds.
 - iii) Permit fees, plan review fees, and other regulatory fees are excluded from this

Scope and are assumed to be paid directly by USD.

- iv) Management of permits including monitoring permit expiration dates or compliance with permit conditions, monitoring, reporting (e.g. notice of commencement), etc., other than items specifically stated in this Scope of Services, is excluded and assumed to be the responsibility of USD and/or the Contractor.
 - v) Construction surveying, geotechnical, and materials testing costs are excluded and are assumed to be paid for by the Contractor.
 - vi) NPDES permitting for construction activities is the Contractor's responsibility and is excluded.
 - vii) Easement surveys, negotiations, coordination, legal support, title work, execution, and recording are assumed to be handled by USD.
 - viii) Record specifications are excluded.
 - ix) ADA Accessible documentation is excluded.
 - x) For T&M Contracts: The quantities of labor hours and personnel rates listed in the fee estimate are intended as documentation and justification for the total cost of the project. Deviations or changes in the personnel used and quantities of labor hours shall not be reason for non-payment provided the total fee has not been exceeded.
 - xi) Invoicing will involve presenting total hours spent by each staff member along with a description of the tasks performed. Invoices will not include billing or tracking by individual tasks outlined in the fee estimate.
-

3. Add the following to Section VI. DELIVERABLES:

Task 10 – Construction Support Services for Headworks Modifications:

- a. Submittal Review Comments, RFI Responses, Substitution Comments, PCM supporting information and similar engineering support items will be provided as written narrative in MS Word or PDF digital format and sketches in PDF or JPEG format as needed for conveying comments and direction to the COUNTY and CONTRACTOR.
- b. Construction drawings and specifications:
 - i) Five (5) hardcopy drawing sets and one hardcopy specifications, physically signed and sealed in accordance with 61G15-23.003, Florida Administrative Code (FAC).
 - ii) Digital drawings and specifications in PDF format digitally signed and sealed in accordance with 61G15-23.004, FAC.
 - iii) Drawing files in AutoCAD format will also be provided.
- c. Building Permit Drawing Revisions:
 - i) Five (5) hardcopy sets of revised drawings for Building Permits, physically signed and sealed in accordance with 61G15-23.003, Florida Administrative Code (FAC).
 - ii) Digital drawings and specifications in PDF format digitally signed and sealed in accordance with 61G15-23.004, FAC.
- d. Record drawings in PDF format digitally signed by a professional engineer, and AutoCAD format with X-refs and plot styles with geographic positions or State Plane Coordinates relative to a permanent benchmark on NAVD88 datum for the Headworks Modifications consistent with Section 1.12 of the Criteria for Water and Sanitary Sewerage Systems in Brevard County (<http://www.brevardfl.gov/UtilityServices/Standards>).
- e. FDEP Notifications in PDF format, filled out and ready for COUNTY digital signatures, along with a cover letter to FDEP in Word or PDF format.

4. Modify Section VIII, Basis of Compensation, to deduct the unused portions of Tasks 4.1 and

4.3 and add Task 10, as shown below. Time and Materials fees listed below represent not-to-exceed amounts unless authorized by the COUNTY in writing.


TASK	DESCRIPTION	FEE	BASIS
4.1	Construction Support Services for Headworks - DEDUCT	-39,620.00	Lump Sum
4.3	Construction Support Services for Dewatering Bed/Vacuum Truck Platform - DEDUCT	-13,708.00	Lump Sum
10	Construction Support Services for Headworks Modifications - ADD	\$263,844.00	Time and Materials
	Total - ADD	\$210,516.00	

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal the day and year first written above.

Witness:

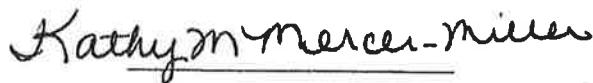

Rachel Sadoff, Clerk

BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA

By: 
Rita Pritchett, Chair

Date: May 27, 2021

Witness:


Kathy Mercer-Miller

CONSULTANT
JONES EDMUNDS & ASSOCIATES, INC.

By: 
Stanley F. Ferreira, Jr., PE
President & CEO

Reviewed for legal form and content:  5/13/2021
County Attorney

FEE ESTIMATE
 CONTRACT AMENDMENT #5
 Jones Edmunds Associates, Inc.
 Sykes Creek Regional WWTF Headworks Modifications
 Engineering Services During Construction
 I.O. No. 6540203

Role	Rate												
	Principal	Sr. Contract Administrator	Senior Engineer (Mech/Civ)	Senior Engineer (Elec)	Project Engineer (Elec)	Field Representative	CAD Designer	Const. Assistant / Tech Comm					
	\$250.00	\$160.00	\$230.00	\$230.00	\$185.00	\$90.00	\$105.00	\$75.00					
Task Description	Hours								Labor Hours	Labor Cost	Expenses	Subcontractors	Total Fee
Construction Administration													
Planning, invoicing, coordination - 12 months		12						6	18	\$2,370	\$100		\$2,470
Confirmed drawings and specifications		4	8	4	4	8	8	8	36	\$5,580	\$2,190		\$7,770
Pre-construction meeting, agenda notes	2	8	4	4					18	\$3,620	\$137		\$3,757
Building Permit Drawing Revisions, signed and sealed		4	8	4	4	8		12	2	\$6,290	\$1,185		\$7,475
CA Progress Meeting/Site Visits (assume 26), Agenda and Notes		120							24	\$21,000	\$496		\$21,496
Engineering Site Visits (Assumes 16 mech/civil, 8 elec/R&C)	8		96	32					136	\$32,440	\$1,779		\$34,219
Web-Meetings (Assume 12)	4	12	12	6					34	\$7,060			\$7,060
Submittal / Shop Drawing Review (Up to 60)	4	60	120	28	12			60	284	\$52,860			\$53,340
Substitution Review (Assume 2)		4	12	4				2	22	\$4,470			\$4,470
Requests for Information (RFI) Review (Assumes 16)	4	16	16	8	8			15	67	\$11,685			\$11,685
Pay Application and Red-Line Drawing Review (Assume 12)		12	6	6				12	36	\$5,580			\$5,580
Proposed Contract Modification support docs (Assume 3)		4	6	4				4	18	\$3,240			\$3,240
Equipment Startup and Training Observations (Assume 3)			12	6				4	22	\$4,440	\$163		\$4,603
Substantial Completion Site Visit		8	8	8				1	25	\$5,035	\$197		\$5,232
Punch-list management		8	2	2				1	13	\$2,725			\$2,725
Final Completion Site Visit		6	4	4					14	\$2,800	\$87		\$2,887
Review As-Built Drawings prepared by Contractor		2	8	4				2	16	\$3,230			\$3,230
Prepare Record Drawings from Contractor As-Built's, Red-Lines, and Vendor drawings		2	28	16			40	2	88	\$14,790	\$550		\$15,340
Record Drawing Review Meetings and Coordination, Respond to comments		2	8	4			12	2	28	\$4,490	\$165		\$4,655
Structural Subcontractant (SSC)									8	\$0		\$9,460	\$9,460
FCIP Notification of Completion of Construction - Form 62-620.910(12)	1		8					2	11	\$2,240			\$2,240
Notification of Availability of Record Drawings and Final O&M - Form 62-620.910(13)	1		8					2	11	\$2,240			\$2,240
Resident Observation (Assuming 20 hours per week for 26 weeks)						520			520	\$46,800	\$5,220		\$52,020
SUBTOTAL	24	284	374	144	32	520	72	149	1,599	\$242,635	\$12,945	\$9,460	\$263,844
TOTAL FEE													\$263,844



BOARD OF COUNTY COMMISSIONERS

Utility Services Department
2725 Judge Fran Jamieson Way
Building A, Room 213
Viera, Florida 32940

Inter-Office Memo

Date: May 18, 2021

To: Rita Pritchett, Chair
Board of County Commissioners

Through: Frank Abbate, County Manager *FBA*

Through: John Denninghoff, Assistant County Manager *JDB*

From: Edward Fontanin, Utilities Director *EF*

Subject: Task Order #6 SBWWTF Evaluation and Assessment
CPH, Inc

The County has requested an evaluation of the South Beaches Wastewater Treatment Facility. This evaluation is intended to document the condition of each component of the facility, the site, and any associated buildings and infrastructure. The evaluation shall be visual in nature, per a scoping meeting with County Staff, and not include any detailed evaluations, testing, studies or operational checks. This task is intended to develop a prioritized list of necessary improvements to extend the operational life of the SBWWTF with an Opinion of Probable Construction Cost generated for planning purposes.

This project was included in the FY 2020-21 Budget approved by the Board of County Commissioners in special session on September 22, 2020 in adopted Resolution 20-116 establishing the final budget for FY 2020-21.

Attached, please find two (2) original copies of the contract for the project. Please execute each original where indicated.

If you have any questions, please notify me at 350-8373.

TASK ORDER NO. 6

CPH, INC.

SOUTH BEACHES WASTEWATER TREATMENT FACILITY (SBWWTF) EVALUATION AND ASSESSMENT

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, CPH, 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 requested an evaluation of the South Beaches Wastewater Treatment Facility (SBWWTF). This evaluation is intended to:

- Document the condition of each component of the facility, the site, and any associated buildings and infrastructure
- The evaluation shall be "visual" in nature, per a scoping meeting with County Staff, and not include any detailed evaluations, testing, studies or operational checks

This task is intended to develop a prioritized list of necessary improvements to extend the operational life of the SBWWTF with an Opinion of Probable Construction Cost (OPCC) generated for planning purposes.

The County and the Consultant have already discussed the project/task order requirements in a Scoping Meeting conducted with Staff. The project elements, available documentation and resources, project timeline and final report requirements were discussed in a general manner.

SECTION B - PROJECT REPRESENTATIVES

For Brevard County Utility Services:

Don Kean, PE
321-633-2089
Don.Kean@brevardfl.gov

For Consultant:

Benjamin M. Fries
407-620-4398
bfries@cphcorp.com
bfries1@brighthouse.com

SECTION C - SCOPE OF WORK

The Consultant will provide professional engineering services to conduct a *general* evaluation of the South Beaches Wastewater Treatment Facility. The evaluation will be coordinated with County staff and will include a kick-off/roundtable workshop, several site visits to specifically review multiple aspects of the facility, numerous task related workshops, a proposed facility improvement prioritization/ranking workshop, and a final evaluation/assessment workshop. The Consultant is a multi-disciplinary firm and will utilize the following engineering staff to conduct the evaluation/assessment at the South Beaches WWTF:

- Civil Engineer
- Structural Engineer
- Environmental Engineer (2)
- Water Resources Engineer
- Electrical Engineer - electrical, controls, instrumentation and SCADA/PICS (2)
- Construction Engineer/Certified Contractor
- Security System Specialist
- Drone Specialist

The SBWWTF evaluation and assessment project will be subdivided into various tasks to be completed by the Consultant as identified below.

Task 1 – Facility/Site Evaluation

Members of the Consultant's professional engineering team, disciplines listed above, will review the overall facility site (within the fenced limits of the SBWWTF) to include the following components:

- Stormwater management system
- Pavement and sidewalks
- The following facility buildings to include a general review of their condition:

Building	Facility Site Plan Identifier*
Operations Building	U
Maintenance/Administrative Building	V
Pretreatment Building	B
RAS/WAS Pump Station Building	F
Sludge Processing Building	Q
Reclaimed Water Distribution Pump Station Building	P
Sodium Hypochlorite Storage and Feed System Building	N
Tertiary Filtration System Building	I
Deep Injection Well Pump Building	S
Blower/Electrical Building	W

* See the attached Facility Site Plan at the end of this Task Order.

This assessment does not include a detailed internal inspection of the HVAC, electrical, and fire protection systems.

- Site security and access.
- Infrastructure photographs will be taken of facility infrastructure and utilized in the final report to be generated. The photographs will be oriented with respect to the infrastructure evaluated/assessed in conjunction with an aerial view.
- A brief summary of the condition of the infrastructure, an itemized list of recommended repairs, rehabilitation, or replacement for each component evaluated will be prepared in coordination with County Staff.
- Individual Opinions of Probable Construction Cost (OPCC) for identified deficiencies and recommended improvements will be prepared to include projected engineering and construction costs.

Task 2 – Unit Operation/Process Evaluation

Members of the Consultant's professional engineering team, disciplines previously listed, will review the overall facility site to include the facility unit operations/processes and additional infrastructure listed below.

Generally, the process equipment will be visually inspected for operability and condition. Equipment will not be tested for operating parameters as compared to the original design parameters. Operational deficiencies of this nature will be identified by County staff and this information shall be provided, in an electronic format, to the Consultant. Original design criteria and permitted limits may be documented for each unit operation and process.

Unit Operation/Process	Description
Pretreatment (Headworks)	A review of the headworks infrastructure (barscreens, grit removal system, gates, odor control, etc.) for operability and condition.
Oxidation Ditch System	The aeration and mixing systems and any isolation gates/valves will be reviewed for operability and condition.
Secondary Clarifiers	The clarifier mechanism and structure will be reviewed for operability and condition.
RAS/WAS Pumping System	The RAS/WAS pumping system, and associated infrastructure, will be reviewed for operability and condition.
Tertiary Filtration System	The tertiary (sand) filters, and associated infrastructure, will be reviewed for operability and condition.
Disinfection System	The chlorine contact chamber and associated equipment will be reviewed for operability and condition.
Aerobic Digestion System	The digester mixing and aeration system will be reviewed for operability and condition.
Digested Sludge Pumping System	The digested sludge pumping system, conveying sludge from the aerobic digester to the sludge dewatering system will be reviewed.
Sludge Dewatering System	The belt filter press and associated equipment will be reviewed for operability and condition. Performance criteria such as drying percentage will be a review of documentation provided by County staff.
Chemical Feed Systems	Chemical Systems will be identified and reviewed individually. Each system will be reviewed for operability, visible leaks, and general condition and age.
Reclaimed Water Ground Storage Tank	The Reclaimed Water GST will be reviewed from the exterior only. Any previous internal inspection reports will be incorporated by reference, as appropriate.
Reclaimed Water Distribution System Pump Station	The reclaimed water distribution system pump station (pumps, valves, piping, etc.) will be reviewed for operability and condition.

Unit Operation/Process	Description
Deep Injection Well	Deep injection wells will be reviewed for condition and operability. A review of the latest mechanical integrity testing report will be completed.
Deep Injection Well Piping	Deep injection well piping will be visually inspected. No internal inspections or integrity testing is included
Deep Injection Well Valves	Deep injection well valves will be tested for operability by County staff during the Consultant's evaluation/assessment site visits. However, positive confirmation of full opening or closure cannot be assured.
Deep Injection Well Pumps and Monitoring Wells	Deep injection well pumps and monitoring wells will be evaluated for operability and condition
Above Grade Process Piping	Above grade site piping will be visually inspected. No internal inspections or integrity testing will be provided as a part of this infrastructure evaluation.
Above Grade Site Valves	Above grade site valves will be tested for operability by County Staff during the Consultant's evaluation/assessment site visits. However, positive confirmation of full opening or closure cannot be assured.
Miscellaneous Infrastructure	Miscellaneous components and structures associated with the treatment system such as plant lift stations, drain systems, etc. will be evaluated and individually identified in the evaluation/assessment report.

- Infrastructure photographs will be taken of facility infrastructure and utilized in the final report to be generated. The photographs will be oriented with respect to the infrastructure evaluated/assessed in conjunction with an aerial view.
- A brief summary of the condition of the infrastructure, an itemized list of recommended repairs, rehabilitation, or replacement for each component evaluated will be prepared in coordination with County Staff.
- Individual Opinions of Probable Construction Cost (OPCC) for identified deficiencies and recommended improvements will be prepared to include projected engineering and construction costs.

Task 3 – Structural Evaluation

Members of the Consultant's professional engineering team, disciplines previously listed, will conduct a structural evaluation of the site infrastructure. This review will include a visual evaluation of each structure and the associated supports, walkways and stairs. Included in this review will be a comparison of current OSHA standards for safe working access to all maintained portions of the site. The work in this task includes the following:

- Review of record drawings (County provided).
- Exterior structure evaluation for cracking, spalling, visible leaks, historic leaks, etc.
- Structural supports and walkways.
- Infrastructure photographs will be taken of facility infrastructure and utilized in the final report to be generated. The photographs will be oriented with respect to the infrastructure evaluated/assessed in conjunction with an aerial view.
- A brief summary of the condition of the infrastructure, an itemized list of recommended repairs (crack injection, reinforcement, etc.), rehabilitation, or replacement for each structure evaluated.

- Individual Opinions of Probable Construction Cost (OPCC) for identified deficiencies and recommended improvements will be prepared to include projected engineering and construction costs.

Task 4 – Electrical Evaluation

Members of the Consultant's professional engineering team, disciplines previously listed, will evaluate the electrical, instrumentation, SCADA, PLC, and automation systems for consistent, reliable operation and recommend updates/upgrades. This evaluation will check the existing systems for compliance with current electrical code and County standards. The electrical evaluation will include:

- Emergency backup systems and any recommended improvements to allow for continued operation under adverse conditions.
- Individual power and control panels for each unit operation/process.
- General electrical system around the site including power and control pull boxes, duct banks (visible inspection only) and grounding systems.
- Process Instrumentation including primary elements and transmitters.
- Automation and Control Systems including current operating protocols and a visual review of the SCADA system screens.
- Site Lighting.
- Site security infrastructure.
- Infrastructure photographs will be taken of facility infrastructure and utilized in the final report to be generated. The photographs will be oriented with respect to the infrastructure evaluated/assessed in conjunction with an aerial view.
- A brief summary of the condition of the infrastructure, an itemized list of recommended repairs, rehabilitation, or replacement for each component evaluated will be prepared in coordination with County Staff.
- Individual Opinions of Probable Construction Cost (OPCC) for identified deficiencies and recommended improvements will be prepared to include projected engineering and construction costs.

Task 5 – Project Workshops

Numerous Workshops will be conducted throughout the course of the South Beaches WWTF Evaluation/Assessment between County Staff and the Consultant. The workshops to be conducted shall be as follows:

Workshop No.	Description
1	Project Kick-Off and Roundtable Discussion of the SBWWTF Evaluation/Assessment Project as well as and known issues, deficiencies, infrastructure that needs repair/rehabilitation/replacement, other potential problems to include County Staff and the Consultant's Team
2	Review of SBWWTF Evaluation Assessment: Part I
3	Review of SBWWTF Evaluation Assessment: Part II
4	Establishment of SBWWTF facility improvements ranking criteria, scoring metrics, project prioritization elements, development the of OPCC methodology and review of scheduling standards for project development
5	SBWWTF Improvements Program Projects Review Workshop
6	SBWWTF Improvements Program Report Review Workshop

Task 6 – South Beaches WWTF Improvements Program Report

A South Beaches WWTF Improvements Program Report will be prepared to document each component of the evaluation and each recommended improvement (repair, rehabilitation or replacement). The report will include the following sections and information:

- **Executive Summary** – This section of the report will include the project background and executive summary of the proposed SBWWTF improvements (prioritized list) to extend the operational life of the treatment facility.
- **Field Assessment of SBWWTF Infrastructure** – This section of the report will include descriptions of the evaluated facility infrastructure, operational capability and field inspection reports as follows:
 - **Infrastructure Descriptions** – these summaries will describe the infrastructure inspected with an associated picture(s) and a summary table of the primary design components and unit operation/process original design criteria.
 - **Operations Summary** - this will be an overview of standard operating procedures at the facility to identify the criticality of each component for risk scoring.
 - **Field Inspection Reports** – these reports, based on category and system, will be summarized in the body of the SBWWTF Improvements Program Report with additional documentation in the Report Appendices.
- **Capital Improvements Program** – This section of the SBWWTF improvements program report will include the following elements:
 - A list and description of each capital improvement project identified based on the SBWWTF infrastructure evaluation conducted.
 - Development and description of the scoring and ranking system utilized, in conjunction with County Staff, and may include the following criteria: infrastructure condition, impact of failure on plant operations, regulatory compliance, personnel safety, asset financial efficiency assessment, infrastructure reliability, infrastructure functionality, infrastructure capacity assessment, etc.

- A prioritization scoring/ranking table for all capital improvement projects identified.
 - Opinions of Probable Construction Cost (OPCC) for each capital improvement project will be developed and tabularized in the main body of the report. Detailed OPCC's will be included in the report appendices.
 - Schedules for the duration of each capital improvement project will be developed for future planning purposes. This scheduling will include a review of projected equipment fabrication and delivery times, based on best available data today (2021) to accurately depict the long lead items which may affect future construction scheduling.
- **Appendices** - Backup documentation will be provided in numerous appendices to keep the report more streamlined and readable.

Workshops No. 5 and No. 6, as previously described above, will be used to review the infrastructure descriptions, summaries, field inspection reports, evaluation/ranking criteria, scoring/ranking system, OPCC's and potential implementation schedules. Modifications will be made, based on the workshop's comments and their resolution, to develop the final SBWWTF Improvements Program Report for implementation by the County.

SECTION D - COORDINATION

The Consultant will coordinate the design with the County Staff members listed below as appropriate.

Function	Name	Email	Phone
Assistant Director	Matt Prendergast	Matthew.Prendergast@brevardfl.gov	321-633-2091
Safety	Courtney Duff	Courtney.Duff@brevardfl.gov	321-633-2093
Operations Mgr.	Brian Sorensen	Brian.Sorensen@brevardfl.gov	321-633-2093
Area Operations	Jay Wolf	jason.wolf@brevardfl.gov	321-210-0611
SCADA	Steve Allen	Steve.Allen@brevardfl.gov	321-255-4331
Electrical	Mike Havet	Michael.havet@brevardfl.gov	321-722-6925
Engineering	Lucas Siegfried	Lucas.Siegfried@brevardfl.gov	321-633-2089
Construction	Owen Callard	Owen.Callard@brevardfl.gov	321-633-2089

SECTION E - COUNTY'S RESPONSIBILITY

The following items and information shall be provided by the County to the Consultant to assist in the completion of the Consultant's tasks (data provided with the Project NTP):

- Reasonable access to the South Beaches WWTF site.
- Reasonable access to operations, maintenance, and engineering staff.
- Digital copies of all available treatment facility as-built/record drawings for all infrastructure projects completed or in-progress at the South Beaches WWTF.
- Digital GIS maps of existing infrastructure at the South Beaches WWTF, as available.
- Digital copies of available operating reports, operating protocols, SOP's, facility O&M Manuals and maintenance records for all the infrastructure components/systems at the South Beaches WWTF.
- Provide digital copies of available previous inspection reports associated with any facility infrastructure components/systems evaluated or assessed by the County, the infrastructure manufacturer or County consultant.
- Provide the original design criteria, as available, for all unit operations/processes, lift stations and all infrastructure components/elements to be evaluated. A detailed list of original design criteria for such infrastructure shall be provided to the Consultant, in an electronic format, with the Project Notice to Proceed (NTP).
- A digital list identifying all the existing issues with the associated treatment facility infrastructure, buildings, roadways, stormwater management system, collection and transmission systems within the SBWWTF facility limits, and any other facility elements or components. The list shall be provided to the Consultant with the Project NTP.
- Provide digital copies of all warning letters, administrative or consent orders from regulatory agencies, with jurisdiction, related to the infrastructure at the South Beaches WWTF from the last five (5) year period.
- Provide available valve, equipment and asset tag database for all facility infrastructure.
- Provide timely review and comment on all deliverables.
- Review and provide information and direction to the Consultant related to the latest BMAP generated for the Indian River Lagoon and its potential impact on surface water discharges and the County's need for facility infrastructure improvements to meet the 2025 deadline.

The Consultant's FTP site, used by the County on previous projects, shall be used for uploading and downloading of these and other project documents.

SECTION F - CONSULTANT SERVICES SPECIFICALLY NOT INCLUDED

The following services are not a part of the Consultant's Scope of Services for the South Beaches WWTF Evaluation and Assessment project:

- Environmental services related to unknown threatened and endangered species, wetlands, or regulated solid wastes encountered on the site.
- Internal tank inspections.
- Pipeline integrity testing.
- HVAC system inspections.
- Fire protection system inspections.
- Electrical/controls/instrumentation systems testing.
- Treatment facility unit operations and process testing.
- Development of Standard Operating Procedures (SOPs) for the treatment facility.
- Design and permitting of any proposed infrastructure improvements (repair, rehabilitation, replacement or expansion).
- Meetings with regulatory agencies.

These professional engineering services can be added, at a later date, under a separate Scope of Services presented to the County, if desired by County Staff.

SECTION G - DELIVERABLES

The following documents, information and items shall be delivered by the Consultant during this Task Order. All deliverables shall be provided only in electronic PDF format and shall be uploaded to the Consultants FTP site for easy distribution and downloading by County Staff:

General

- Monthly activity reports.
- Meeting minutes from the proposed project workshops.
- Comment response tables showing comment and response for County comments.
- Timely invoices concurrent with the work.

SBWWTF Improvements Program Report

- A draft list and description of each capital improvement project identified based on the SBWWTF infrastructure evaluation conducted.
- A draft copy and description of the scoring and ranking system utilized.
- A draft copy of the prioritization scoring/ranking table for all capital improvement projects identified.

- Draft copies of the Opinions of Probable Construction Cost (OPCC) for each capital improvement project at the SBWWTF.
- Draft copies of the implementation schedules for the duration of each capital improvement project at the SBWWTF.
- Draft copy of the SBWWTF Improvements Program Report.
- Final version of the SBWWTF Improvements Program Report.

SECTION H - PROJECT SCHEDULE

Project Element	Calendar Days to Complete	Sum of Days from NTP
Consultant development of Evaluation Program and Metrics	7	7
Workshop No. 1: Kick-Off and Roundtable Meeting	2	9
Review of all County Provided Information/Reports/Data	7	16
Task No. 1 – Facility Site Evaluation	7	23
Task No. 2 – Unit Operation/Process Evaluation	7	30
Task No. 3 – Structural Evaluation	7	37
Task No. 4 – Electrical Evaluation	7	44
Compilation of Evaluation Results; draft Write-ups (Tasks 1-4)	15	59
Workshop No. 2: Review of Evaluation: Part I	3	62
Workshop No. 3: Review of Evaluation: Part II	3	65
Workshop No. 4: Development of Ranking Criteria, etc.	2	67
Generation of a prioritization scoring/ranking table for projects	3	70
Generation of OPCC's for all identified projects	21	91
Generation of Implementation schedules for all identified projects	7	98
Workshop No. 5: Improv's Program Projects Review Workshop	3	101
County Review of Recommended Projects List, Rankings, OPCCs	14	115
Task No. 6 – Generation of SBWWTF Improv's Program Report	14	129
Delivery of "draft" report to County for review	2	131
Workshop No. 6: Improvements Program Report Review	2	133
Revisions to "draft" Improvements Program Report	4	137
County Review of Final SBWWRF Improvements Program Report	7	144
Issuance of Final SBWWTF Improvements Program Report	1	145

NOTE: All County supplied information (Section E) to be provided with the Project NTP. The County may suspend the Consultant's schedule for coordination with other projects, or unforeseen circumstances causing delay.

SECTION I - BASIS OF COMPENSATION

The Consultant agrees to perform the professional engineering work outlined herein for a fixed fee of \$104,500, inclusive of out-of-pocket expenses.

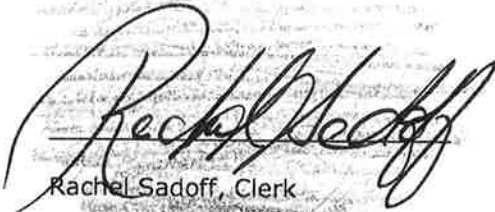
The County shall make payment to the Consultant, on a monthly basis, based on the percentage of the project work completed.

SECTION J - ACCEPTANCE

IN WITNESS WHEREOF, this 27 day of May, 2021.

ATTEST:

For: BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA



Rachel Sadoff, Clerk
dated May 27, 2021

By: 

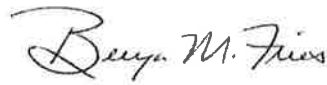
Rita Pritchett, Chair
As approved by the Board on 5/27/21

WITNESS:

For: CPH, Inc.



Patricia Hunt
Executive Assistant, HR Director

By: 

Benjamin M. Fries
Vice-President

