



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.4.

4/6/2021

Subject:

Approval RE: Revisions to Board Policy BCC-48, Facilities Construction Fees

Fiscal Impact:

None

Dept/Office:

Public Works/Facilities

Requested Action:

It is requested that the Board of County Commissioners renew and approve minor revisions to Board Policy BCC-48.

Summary Explanation and Background:

BCC-48 requires renewal. Minor revisions are being made. Changes are outlined in the attached "redlined" document.

Clerk to the Board Instructions:

Return fully executed copy to Facilities



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

April 6, 2021

M E M O R A N D U M

TO: Frank Abbate, County Manager


RE: Item F.4., Approval for Revision to Board Policy BCC-48, Facilities Construction Fees

The Board of County Commissioners, in regular session on April 6, 2021, granted approval for minor revisions to Board Policy BCC-48, Facilities Construction Fees. Enclosed is a fully-executed Policy.

Your continued cooperation is always appreciated.

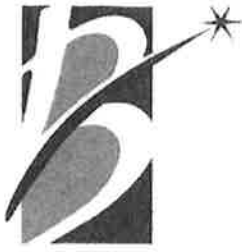
Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK


Kimberly Powell, Clerk to the Board

Encl. (1)

cc: Public Works
Facilities



POLICY

TITLE: Facilities Construction Fees

NUMBER: BCC-48

CANCELS 03/20/18

APPROVED: 04/06/2021

ORIGINATOR: Public Works/Facilities

REVIEW: 04/06/2024

I. OBJECTIVE

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

II. REFERENCES

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

III. DIRECTIVES

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

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

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

10% of total due at approval of Program Phase.
20% of remaining fee due at completion of Schematic Design Phase.
25% of remaining fee due at completion of Design Development Phase.
25% of remaining fee due at completion of Construction Document Phase.
The remaining 20% will be construction management and will be invoiced on a bi-monthly schedule. Invoice will be based on percentage of construction completed. Final invoice will be at time of Substantial Completion.

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

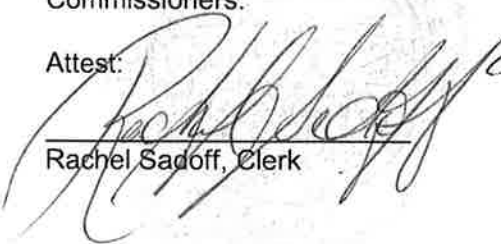
Any exception to the above fee schedule or performing work without the Facilities Construction Program for buildings owned or maintained shall require written approval of the County Manager or his/her designee. The Department requesting a waiver of fees, as outlined in BCC-48, Facilities Construction Fees, should initiate a written request and submit to the County Manager or designee for approval. After request is approved the written request should be submitted to the Facilities Department and will become an attachment to the original cost analysis worksheet.


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

IV. RESERVATION OF AUTHORITY

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

Attest:


Rachel Sadoff, Clerk


Rita Pritchett, Chair
Board of County Commissioners
Brevard County, Florida

As approved by the Board: 04/06/2021