

Meeting Date
03/20/2018



AGENDA	
Section	CONSENT
Item No.	II.A.4

AGENDA REPORT
 BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Approval RE: BCC-48 Facilities Construction Fees – All Districts (Fiscal Impact – None)
DEPT/OFFICE:	Public Works Department/Facilities

Requested Action:
 It is requested that the Board of County Commissioners approve Policy BCC-48 establishing a uniform system of fees and/or charges for Facilities Construction.

Summary Explanation & Background:
 Policy BCC-48 establishes a uniform system of fees and/or charges for Facilities Construction in accordance with the services provided under Brevard County Administrative Order AO-28. Facilities Construction services include overseeing architectural/engineering design, plans/specifications, and performing contract administration for User Departments. The fee schedule is based on the value of the project and is collected as a percentage of the project completion as identified in the Policy. Facilities Construction works closely with the User Department's staff to establish a project cost and clearly defined Scope of Work for the needed design or construction. Upon completion of the project all closeout documentation is turned over to the User Department.

Facilities Construction charges are a supplement to revenue received from the General Fund and enable staff to make capital equipment purchases, upgrade software, and purchase operating supplies.

No changes are recommended other than Facilities Construction now falls under the Public Works Department.

Clerk to the Board Instructions:

Exhibits Attached: BCC-48

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

County Manager Frank Abbate	Assistant County Manager John P. Denninghoff Interim Assistant County Manager Jim Liesenfelt	Department Director / Extension Andrew J. Holmes, P.E/57202
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March 21, 2018

M E M O R A N D U M

TO: Frank Abbate, County Manager

RE: Item II.A.4., Approval of Policy BCC-48, Facilities Construction Fees for All Districts

The Board of County Commissioners, in regular session on March 20, 2018, approved Policy BCC-48, establishing a uniform system of fees and/or charges for Facilities Construction. Enclosed is a fully-executed Policy.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/kp

Encl. (1)

cc: Public Works



POLICY

TITLE: Facilities Construction Fees

NUMBER: BCC-48

CANCELS 02/17/2015

APPROVED: 03/20/2018

ORIGINATOR: Public Works/Facilities

REVIEW: 03/20/2021

I. OBJECTIVE

To establish a uniform system of fees and/or charges for the Facilities Department 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 Department, 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%

The fees will be 50% of the above stated fees for any construction by outside agencies that will be turned over to the County for use by the County, where the Facilities Department is monitoring the project.

These fees are due and payable within thirty (30) days of invoice by the Facilities Department. 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 Department 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 will require prior 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:



Scott Ellis, Clerk



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

As approved by the Board: March 20, 2018