

Meeting Date
December 5, 2017



AGENDA	
Section	CONSENT
Item No.	II.C.1.

AGENDA REPORT
 BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Approval of Task Order No. E1 with HDR, Inc.: North Riverside Drive PVC Force Main Replacement and approval to waive formal bidding requirements (District 5) (Fiscal Impact: \$371,531.00)
DEPT/OFFICE:	Central Services/Purchasing Services on behalf of Utility Services

Requested Action:

It is requested that the Board of County Commissioners approve and authorize the Chairman to execute emergency Task Order No. E1 with HDR, Inc. for necessary engineering and construction assistance services associated with the North Riverside Drive PVC Force Main Replacement, waive formal bidding requirements and authorize any associated budgetary changes.

Summary Explanation & Background:

The County has identified the need to rehabilitate or replace certain wastewater facilities identified as the North Riverside Drive PVC Force Main Replacement. The limits of the project are from Eau Gallie Boulevard to Oakland Avenue in Indialantic (3.4 miles, more or less.)

The scope includes replacement of the 24" PVC force main with 30" ductile iron pipe (DIP). The scope also includes reconnection of the force main from lift station B-01.

This force main has experienced six intermittent failures over the last five years, the most significant and recent being 1.4 million gallons. These failures resulted in discharge of raw sewage into the Indian River Lagoon and pose a danger to public health and safety. As a result of Hurricane Irma and the increased levels of rainfall this season, there is an increased risk of additional failures and discharges that pose an imminent danger to public health and safety, necessitating emergency replacement of this force main and waiver of the statutory RFQ requirements, as authorized by 287.057(3)(a) and 252.38(3), Florida Statutes. The delay in obtaining pricing information from at least two prospective vendors would increase the immediate danger to public health and safety. The State is still currently under a State of Emergency pursuant to Executive Order 17-287. The County extended its State of Local Emergency on November 28, 2017 for seven days and it is anticipated that the County will extend it again on December 5, 2017. During a State of Local Emergency, the County is authorized to waive the procedures and formalities otherwise required pertaining to entering into contracts and performing public work to ensure the health, safety, and welfare of the community. As such, the County proposes to use its continuing consultant, HDR, to perform the design of this phase of the project.

HDR was selected as the most qualified for engineering and construction assistance for the following reasons:

1. They successfully designed a similar project on South Patrick Drive (another portion of the same force main).
2. HDR has completed an investigation of the entire force main and delivered a report that identifies the design requirements for a replacement force main. They are completing a surge analysis that should be received in December 2017.
3. They have completed a 60% design of the B-01 lift station which is the primary lift station connecting to the force main on Riverside Drive. The design of the lift station and force main will occur concurrently.

HDR has provided superior performance on a similar project and they know more about this specific force main than any of the other continuing consultants. The construction portion of the project will be put out for formal bid with expedited bid responses.

Funds are available for these projects in Fund 4153 – Utility CIP

Contact: Teresa Camarata, Central Services Director, 321-617-7390, Teresa.camarata@brevardfl.gov
 Jim Helmer, Utility Services Director, 321-633-2091, Jim.helmer@brevardfl.gov

Clerk to the Board Instructions: **Please call Utility Services to pick-up two originals after execution. Rose Lyons 633-2091 (Retain 1 copy for Clerk's Records). Non-original copy to Central Services.**

Exhibits Attached: **3 Originals – Task Order #E1 – HDR, Inc.**

Contract /Agreement (If attached): Reviewed by County Attorney		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
County Manager Frank Abbate	Assistant County Manager John Denninghoff	Department Director / Extension Teresa Camarata, Central Services Director x57390					
	Interim Assistant County Manager Jim Liesenfelt	 Jim Helmer, Utility Services Director / x52091					



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

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Tammy.Rowe@brevardclerk.us

December 6, 2017

M E M O R A N D U M

TO: Jim Helmer, Utility Services Director

RE: Item II.C.1., Task Order No. E1 with HDR, Inc. for North Riverside Drive PVC Force Main Replacement; and Approval to Waive Formal Bidding Requirements

The Board of County Commissioners, in regular session on December 5, 2017, executed Task Order No. E1 with HDR, Inc. for the necessary engineering and construction assistance services associated with the North Riverside Drive PVC Force Main Replacement; approved the waiving of the formal bidding requirements; and authorized any associated budgetary changes. Enclosed are two fully-executed copies the Task Order.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/cmw

Encls. (2)

cc: Central Services
Contracts Administration
Finance
Budget

TASK ORDER NO. E1
HDR, Inc.
North Riverside Drive PVC Force Main Replacement
Brevard County Project No. SB-RR-204

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, HDR, 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 identified the need to rehabilitate or replace certain wastewater facilities identified as the North Riverside Drive PVC Force Main Replacement (3.5 miles +/-) from Oakland Street in Indialantic, Florida, to East Eau Gallie Boulevard (SR 518). The scope of this project will include the design of a new 30" ductile iron force main, the removal/abandonment of the existing 24" PVC force main, and the reconnection of all force main tie-ins within the project limits. The scope will also include the design for the connection of Lift Station B-01. In addition, the scope of work will include the design of one (1) force main crossing under a canal. 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. Additionally, the County desires the Consultant to provide the services necessary to obtain and administer a State Revolving Fund (SRF) loan to finance the project.

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

For Consultant:

Heath Hardy, PE, CDT
850-429-8925
Heath.Hardy@hdrinc.com

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. The horizontal and vertical locations of underground features shall be verified by excavation and exposure ("soft-digs"). Assume (25) twenty-five VVH utility locations required. Cost for VVH locations will be billed as time and materials.
- c) Develop a preliminary opinion of whether to anticipate environmental impacts.
- d) Prepare conceptual force main alignment 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 force main design drawings and specifications consistent with County standard criteria.
- c) Prepare 60% design documents including cover sheet, general legend/abbreviations sheet, general notes sheet, key sheets, (33) thirty-three plan and profile sheets (1':30' Horizontal Scale), (5) five standard construction detail sheets, 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 final 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. The following permits are included:
 - a. FDEP General Permit for Construction or Permit Exemption Determination
 - b. FDEP Environmental Resource Permit
 - c. USACE Regional General Permit for Subaqueous Utility Crossing
 - d. County Right-of-Way Permit
- 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.
- i) Compile electronic files of bid documents in PDF format with Division 0 and 1 specifications in MS Word format. (The County will provide MS Word files of Divisions 0 and 1 specifications for modification by the Consultant.)

Task 3 -- Bidding Assistance

- a) Attend the pre-bid meeting.
- b) Prepare answers to bidder questions for the County to use in preparation and distribution of bid addenda.
- c) Review bids and investigate bidder qualifications.
- d) Prepare a written recommendation for award of the construction contract.

Task 4 -- Construction Support Services

- a) Attend the pre-construction conference.
- b) Submit two sets of signed and sealed construction drawings (22"x34") and one set of specifications marked "For Construction" to the County.
- c) Submit two sets of construction drawings (22"x34") and specifications to the Contractor for preparation of progress and final as-built drawings and specifications.

- d) Make sure the Contractor is keeping progress drawings and specifications up to date consistent with Division 0 contract specifications.
- e) Review and approve shop drawings.
- f) Answer Contractor questions and requests for information (RFI). Assume (5) five RFI's.
- g) Provide field inspections at critical points in the construction. Six total inspections are anticipated; three general field inspections, one inspections for canal crossing, one pressure testing inspection, and one final inspection.
- h) Provide field directives to Contractor.
- i) Review and approve Contractor pay requests. Assume (8) eight pay requests.
- j) Review and approve Contractor change order requests. Assume (3) three change-orders.
- k) Issue formal punch-list, determine substantial completion.
- l) Receive record drawings and specifications from the Contractor, review them for conformity with Division 0 specifications, prepare final as-built drawings, sign them, and submit them.
- m) Coordinate execution of final paperwork to close out the project.
- n) Prepare certificates of completion for the County to submit to permitting agencies.

Task 5 -- State Revolving Fund (SRF) Loan Application and Administration

- a) Provide assistance for all phases of SRF financing and interim bridge financing if necessary. Assistance to include coordination, management, and record keeping.
- b) Prepare a Facility Plan for the SRF application based on requirements of Section 62-503.700(2) F.A.C.
- c) Prepare a Request for Inclusion, which shall include filling out RFI form from FDEP website with supporting documentation.
- d) Prepare a Capital Finance Plan based on template from FDEP website.
- e) Prepare a loan application package. The completed loan application package must be submitted to FDEP within 120 days after the project is listed on the fundable portion of the priority list.
- f) Process reimbursement requests on the County's behalf. Record keeping and files must be kept in accordance with FDEP requirements.
- g) Assist with obtaining temporary financing, aka 'bridge loan' in the event the SRF funds are not available. Assistance to be limited to providing project figures, exhibits, and documentation to County for 'bridge loan application'.
- h) Attend up to two County Commission meetings as necessary for loan approvals.

Section D. COORDINATION

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

Function	Name	Email	Phone
Safety	Mike Malavolta	Mike.Malavolta@brevardcounty.us	321-633-2093
Operations Mgr.	Brian Sorensen	Brian.Sorensen@brevardcounty.us	321-633-2093
Area Operations	Jay Wolf	jason.wolf@brevardcounty.us	321-952-6363
SCADA	Steve Allen	Steve.Allen@brevardcounty.us	321-255-4331
Construction	Craig Helpling	Craig.Helpling@brevardcounty.us	321-633-2089
Engineering	Don Kean	don.kean@brevardcounty.us	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) MS Word files of County standard technical specifications.
- e) Copies of available as-built drawings.
- f) Copies of available design and construction documents.
- g) Copies of available operating reports and maintenance records.
- 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) Day-to-day observation of construction and coordination with Consultant.
- n) County Financial information required for completion of SRF loan application.

Section F. CONSULTANT SERVICES SPECIFICALLY NOT INCLUDED

- a) Environmental services related to 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.
- c) Services for bridge loan limited to providing supporting documentation for bridge loan application. All interaction with funding agency other than FDEP will be handled by the County.

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) Decision logs from meetings and conferences with County staff and regulatory agencies.
- c) Comment response tables showing comment and response for County comments.
- d) 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 force main alignment layout.

Task 2 -- Final Design

- a) Sixty percent design drawings.
- b) Results of geotechnical survey.
- c) Permit applications as applicable (County R/W, FDEP, USACE). Provide in PDF and hard copies as required.
- d) Ninety percent design drawings and technical specifications.

- e) Specification Divisions 0 and 1 in PDF and MS Word format.
- 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) Answers to bidder's questions as applicable.
- b) Written recommendation for award of the construction contract.

Task 4 -- Construction Support Services

- a) Approved shop drawings (PDF and one hard copy).
- b) Two hard copies of signed and sealed, full size (22"x34") final drawings marked "For Construction".
- c) One hard copy of signed and sealed final design specifications marked "For Construction".
- d) Responses to RFI's as applicable. Assume (5) five RFI's.
- e) Record drawings signed by a professional engineer in PDF format and AutoCAD format with X-refs and plot styles with geographic positions or State Plane Coordinates and a permanent benchmark on NAVD88 datum, consistent with Section 1.12 of the Criteria for Water and Sanitary Sewerage Systems in Brevard County (<http://www.brevardfl.gov/UtilityServices/Standards>).
- f) Certificates of Completion (one hard copy and one PDF).

Task 5 -- State Revolving Fund (SRF) Loan Application and Administration

- a) Facility Plan for the SRF application.
- b) Request for Inclusion.
- c) Capital Finance Plan.
- d) Loan application package.

Section H. SCHEDULE

Milestone	Calendar Days to Complete	Sum of Days from NTP
Preliminary design (Mobilization, data collection, site plans, survey, SRF RFI)	150	150
County review of preliminary design	14	164
60% design (Including draft permit applications)	60	224
County review of 60% design	14	238
90% design (Including final permit applications)	45	283
County review of 90% design/Approved Permit Packages	30	313
Final design (100% plans and specifications including Divisions 0 and 1)	30	343
County review of final documents	7	350
Engineering completed	7	357

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 \$371,531 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.

Task	Description	Fee
1	Preliminary Design	\$35,550
2	Final Design	\$122,625
3	Bidding Assistance	\$7,970
4	Construction Support Services	\$35,885
5	SRF Loan Application and Administration	\$38,840
6	Surveying/Geotechnical Services	\$130,661
--	Total	\$371,531

Section J. ACCEPTANCE

IN WITNESS WHEREOF, this 5 day of December, 2017.

WITNESS:



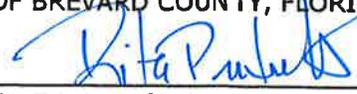
Scott Ellis, Clerk

WITNESS:



For: BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA

By:



Rita Pritchett, Chair

As approved by the Board on 12/5/17

For:

HDR, Inc.

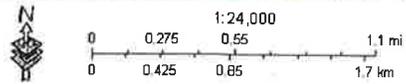
By:



Christine Kefauver, Area Manager



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North Riverside PVC Force Main Replacement (3.5 miles +/-)

October 27, 2017

Prepared by: Brevard County BOCC GIS
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