

TASK ORDER NO. 24

CDM SMITH INC.

BEVARD COUNTY UTILITY SERVICES DEPARTMENT

PHASE II ASSET MANAGEMENT PILOT

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, CDM SMITH INC, hereinafter referred to as “Consultant”, consistent with the terms of the Master Agreement RFQ # 7-22-06 dated November 15, 2022, 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 task orders;

IT IS AGREED as follows:

Section A. BACKGROUND AND INTENT

The Consultant is assisting the County with the implementation of a utility asset management program that will drive more effective utility management, planning, and risk reduction. This initiative aims to establish a structured approach to tracking, maintaining, and optimizing the performance of critical infrastructure assets. By adopting this comprehensive strategy, the County seeks to improve service reliability, extend asset life cycles, support regulatory compliance, and ensure that limited resources are allocated efficiently to meet both current and future community needs.

On July 31, 2025, the Consultant received the Notice to Proceed (NTP) for Task Order No. 23 to develop an asset management strategy and establish the framework for an enterprise-wide asset management program. This Task Order provides Phase II asset management services to implement the asset management elements established under the Asset Management Plan, as outlined in the scope below.

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 and determine the scope of available documentation and resources.

Section B. PROJECT REPRESENTATIVES

For Brevard County Utility Services:

Brian Sorensen
321-633-2091
Brian.Sorensen@brevardfl.gov

For Consultant:

Ben Hayner, PE
772-231-4301
HaynerBM@cdmsmith.com

Section C. SCOPE OF WORK

This Task Order will involve the completion of an asset management pilot project for the County's Utility Services Department. During this pilot project, asset management standards will be established, asset data collection and GIS development will be completed at the North Brevard Water Treatment Plant and the North Brevard Wastewater Treatment Plant, including up to 12 lift stations associated with the North Brevard Wastewater Treatment Plant. Up to 16 maintenance workflows will be developed, and data will be evaluated for integration into County's existing systems. In addition, a Computerized Maintenance Management System (CMMS) requirements analysis will be completed to develop baseline specifications for a new CMMS environment.

Task 1 – Asset Management Planning & Standards Development

Consultant will meet with the County's asset management team to support asset management planning and develop initial asset management standards. During this task, Consultant will:

- Assist County with assembling an Asset Management Committee, develop an Asset Management (AM) mission statement and charter, and develop an AM communications protocol.
- Develop an asset hierarchy for the North Brevard Wastewater Treatment Plant and the North Brevard Water Treatment Plant and up to 12 lift stations to assist with organization of asset data. This will be completed through a series of workshops with the Asset Management Committee and plant walkthroughs.
- Develop an asset definition and naming convention, a list of asset types and classes (valve, pump, motor, etc.) that meet the asset definition criteria.
- Develop baseline asset data attribute fields, including universal data fields (collected for every asset type) and specification fields (developed for each asset type).
- Develop general standards for asset data collection and baseline condition assessment.

Consultant will document the standards developed and provide them in a technical memorandum.

Task 2 – Pilot Project

Consultant will complete a pilot project for the North Water Treatment Plant and the North Brevard Wastewater Treatment Plant, including up to 12 lift stations associated with the North Brevard Wastewater Treatment Plant. This process will include asset data collection within the plants and GIS development of horizontal assets within the fence line. During this task, Consultant will:

- Configure a mobile data collection application in Excel format to support data collection at the two pilot plants and lift stations based on the County's data standards, developed in Task 1 above.

- Complete an asset inventory and baseline condition assessment for vertical assets located at the two pilot plants, with an upper limit of 1,000 total assets to be collected between the two pilot plants and 600 for the 12 lift stations. Consultant will perform the asset inventory using the mobile data collection tools configured for this program. Data will be collected in accordance with standards developed during Task 1. Data collected will be prepared for integration within the County's existing CMMS environment, if it is feasible to do so given the difficulty posed by legacy CMMS systems. Timely access and support from the County's Infor representative, including system access, data structure guidance, and technical coordination is required. Consultant therefore requests support from the County's Infor representative to enable solution access. Regardless, data will be finalized in a solution-agnostic excel spreadsheet. Assets will be tagged with labels.
- Complete GIS development for horizontal assets within the fenceline at the two pilot plants. Data will be developed based on existing plans and documents provided by the County. A GPS data collection effort will be completed to verify data and a GIS database will be developed in accordance with County GIS standards. All buried assets will be developed in GIS format. A common asset identification (ID) will be assigned across plant and lift station assets and will be carried through corresponding GIS features to support compatibility with the County's existing Infor CMMS and any future CMMS environment. Due to the pilot level of focus, plans will be the primary source for GIS development in this project. All GIS deliverables will be in geodatabase format.
- Review the use of ArcGIS Indoors, indoor LiDAR scanning, and use of drones to develop detailed base mapping of BCUD facility locations and provide recommendations in the Asset Management Technical Memorandum prepared under Task 2.

Consultant will compile the data for quality review to promote consistency and completeness.

Task 3 – Maintenance Workflow Mapping, Job Plans, and Key Performance Indicators (KPI) Identification

Consultant will work with the County to develop up to 16 preventive and corrective maintenance workflows (process maps), 6 at each plant and 4 for the lift stations. Consultant will also develop standardized job plans for up to 24 asset types, 9 at each plant and 6 for the lift stations, for higher critical asset types of the County's choosing. Job plans will include maintenance tasks, required materials, estimated time to complete, safety protocols, and a section for technician feedback, among other information. Job plans and process maps will become part of the standards developed in Task 1. Note this level of work is commensurate with a pilot level preparation to document key maintenance workflow and task instructions.

Consultant will work with the County to develop up to 20 initial asset management-related KPIs, which will drive performance measurement, metrics reporting, and allow the County to adjust processes to drive efficiency.

Task 4 – Perform CMMS Requirements Analysis

Consultant will complete a CMMS requirements analysis to determine baseline functionality

required of a new CMMS environment. This will be completed through a series of workshops with BCUSD staff and finalized. The results of the CMMS requirements analysis will be a set of specifications that can be used to support development of a CMMS Request for Proposal (RFP). Consultant will document the requirements and provide them to the County in a technical memorandum.

Section D. COORDINATION

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

Function	Name	Email	Phone
Operations	Brian Sorensen	Brian.Sorensen@brevardfl.gov	321-633-2091
Billing	Utility Billing	utility_contracts@brevardfl.gov	321-633-2091

Section E. COUNTY'S RESPONSIBILITIES

The following shall be provided by the County to the Consultant as available to assist in the completion of the Consultant's tasks:

1. Access to data, systems, and reports required to complete the analysis.
2. Operations and Maintenance (O&M) Manuals for pilot sites.
3. Support for scheduling meetings with County staff and stakeholders.
4. Timely reviews of submittals from the Consultant.
5. Access to pilot sites.
6. The scope assumes that the County will have up to one review cycle for the Task 1 technical memorandum and a two-week review period.
7. The scope assumes that the County will have up to two review cycles per deliverable identified under Task 2 and Task 3 with a two-week review period for each deliverable.
8. The scope assumes that the County will have one review cycle to review the key performance indicators listed under Task 4, with a two-week review period.
9. The County will have up to two review cycles to review the CMMS requirements listed under Task 4, with two weeks per review cycle.
10. The County will provide Consultant with access to technical staff support from Infor which will be required for the preparation of the asset data file for the assets collected. Consultant will upload data into the existing CMMS environment.

Section F. CONSULTANT SERVICES SPECIFICALLY NOT INCLUDED

The following services are specifically not included:

1. Asset inventory or condition assessment for facilities not mentioned in the scope above.
2. No field survey or subsurface utility locates will be completed during this process. Plans will be the primary source of GIS development for this pilot.
3. Selection and implementation of a new CMMS environment is not included in this scope of work. CDM Smith will gather requirements for a new CMMS during this project and it is the County's intention to advertise for a new CMMS software at a later date.

Section G. DELIVERABLES

The following will be delivered by the Consultant in PDF format unless otherwise noted:

1. Timely invoices concurrent with the work.
2. Task 1 - Technical memorandum formalizing asset data standards including a data model in tabular format.
3. Task 2 - Asset register with condition scores for the pilot plants and lift stations in Excel format. GIS deliverables in geodatabase and CAD format.
4. Task 2 - Technical memorandum summarizing approach and methodology for data collection and feasibility of upload into existing Infor environment, as well as summary of findings of GIS pilot.
5. Task 3 - 16 Workflow Maps in Visio format.
6. Task 3 – 24 Job Plans in MS Word format.
7. Task 3 - Up to 20 key performance indicators, including calculation and explanation, in MS Word format.
8. Task 4 - CMMS requirements in MS Word format.

Section H. SCHEDULE

It is anticipated that the work will take approximately 6 months to complete the pilot, starting within two weeks of receipt of a formal Notice to Proceed (NTP). The estimated schedule by task is shown in **Table 1**. Consultant will prepare an updated detailed schedule within the first 30 calendar days after NTP.

Table 1 – Anticipated Schedule

Task	Milestone	Calendar Days to Complete	Sum of Days from Start
1	Asset Management Planning & Standards Development	60	75
2	Pilot Project	60	135
3	Maintenance Workflow Mapping, Job Plans, and KPI Identification	45	130
4	Perform CMMS Requirements Analysis	45	180

*County review times are assumed to be 2 weeks per deliverable and are not included in the schedule.

Section I. BASIS OF COMPENSATION

The County agrees to pay the Consultant lump sum amount of **\$231,710** for the services provided under this Task Order. The Consultant will submit monthly invoices to the County based on estimated percentage of work completed. For invoicing purposes, the value of each task is provided in **Table 2**.

Table 2 - Task Value for Invoice Purposes Only

Task	Description	Value (\$)
1	Asset Management Planning & Standards Development	\$39,065
2	Pilot Project	\$98,725
3	Maintenance Workflow Mapping, Job Plans, and KPI Identification	\$57,945
4	Perform CMMS Requirements Analysis	\$35,975
TOTAL (Lump Sum)		\$231,710

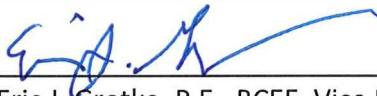
Section J. ACCEPTANCE

IN WITNESS WHEREOF, this _____ day of _____, 2026.

For: BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA

By: _____
Thad Altman, Chair
As approved by the Board on 7/21/2026.

For: CDM Smith Inc.

By:  _____
Eric J. Grotke, P.E., BCEE, Vice President