

February 7, 2022

Eric Charest
echarest@ircgov.com
Natural Resources Manager
Indian River County Public Works Coastal Division
1801 27th Street
Vero Beach, FL 32960

RE: Work Order for HB 53 Stormwater Needs Analysis
Continuing Engineering Services Agreement (Amendment No.1)
Jones Edmunds Opportunity No. 95479-024-22

Dear Mr. Charest:

In the 2021 Legislative session, the Florida Legislature passed HB 53, which is titled *Public Works*. The bill was later signed into law by Governor DeSantis. One of the requirements of HB 53 is to provide a 20-year needs analysis of Indian River County's (COUNTY) stormwater management program. There is a further requirement for the COUNTY to compile the same information for municipalities and applicable dependent special districts in the COUNTY. We understand that the COUNTY includes the municipalities of Fellsmere, Indian River Shores, Orchid, Sebastian, and Vero Beach.

For the first cycle of reports, local governments and applicable dependent special districts must submit their reports to Indian COUNTY by June 30, 2022, and the COUNTY must compile them along with their own report and submit them to the Office of Economic and Demographic Research (EDR) and the Secretary of the Department of Environmental Protection by July 31, 2022.

The Needs Analysis consists of general information on the COUNTY's stormwater program, a summary of program/project funding, summaries of the COUNTY's assets and the operation and maintenance performed on them, future expansion projects (i.e., capital improvement projects), future resiliency projects, and projected replacement projects. The purpose of this Work Order is to assist the COUNTY with preparing the Stormwater Needs Analysis.

This Work Order will be completed in accordance with the Agreement for Continuing Engineering Services between Jones Edmunds & Associates, Inc. (CONSULTANT) and Indian River County (COUNTY) dated April 17, 2018, as renewed by Amendment No. 1 expiring April 16, 2023 (Agreement). Jones Edmunds has included Drummond Carpenter as a subconsultant to assist with completing the project. Drummond Carpenter staff are currently working with CONSULTANT on similar assignments. DC is a highly qualified firm who also is a certified Service-Disabled Veteran-Owned Small Business (SDVOSB).

SCOPE OF WORK

TASK 1 – PROJECT MANAGEMENT, MEETINGS, AND COMMUNICATIONS

CONSULTANT will be involved in project management with the COUNTY throughout the project. Project management will include planning, coordination, communications, accounting, and general reporting.

In addition, CONSULTANT proposes meetings as follows:

We will attend a Kickoff Meeting with the COUNTY. The Kickoff Meeting will address the following items:

- Identify the roles and responsibilities for CONSULTANT and the COUNTY personnel.
- Discuss available data.
- Review the project schedule.
- Discuss deliverables.

CONSULTANT will attend up to two additional meeting with the COUNTY. CONSULTANT will communicate with the COUNTY via telephone, email, and written correspondence on a regular and on-going basis.

Deliverables: Project management reports; Meeting minutes in .pdf format.

TASK 2 – DATA COLLECTION AND GAP ANALYSIS

The COUNTY will provide CONSULTANT with applicable COUNTY data on future projects, COUNTY stormwater assets, ongoing operation and maintenance, and planned replacement projects. CONSULTANT will compile and evaluate these data and provide the COUNTY with a gap analysis for what additional data may be needed or necessary to complete the Needs Analysis and proposed methods for making the estimates.

Deliverables: Data gap analysis technical memorandum in .pdf format.

TASK 3 – ADDITIONAL DATA COLLECTION AND ESTIMATES

If necessary, from Task 2, the COUNTY will provide CONSULTANT with additional applicable COUNTY data. CONSULTANT will compile the additional data and provide a summary of estimates.

Deliverables: Task 3 technical memorandum in .pdf format.

TASK 4 – DRAFT COUNTY-ONLY NEEDS ANALYSIS

CONSULTANT will use the data from Tasks 1 through 3 to create the initial-draft COUNTY-only Stormwater Needs Analysis. We will use the EDR Stormwater Needs Analysis Workbook as a tool. We will submit the draft workbook to the COUNTY for review. Based on the COUNTY's comments, CONSULTANT will update the "initial-draft" to "draft" Stormwater Needs Analysis prior to receiving input from the municipalities.

Deliverables: Initial-draft and updated draft Stormwater Needs Analyses in .xlsx format.

TASK 5 – FINAL NEEDS ANALYSIS – STORMWATER

CONSULTANT will incorporate the data provided by the municipalities into a draft County-wide Needs Analysis. Based on the COUNTY's comments, CONSULTANT will provide a final County-wide Needs Analysis for the COUNTY's submittal to EDR and the Secretary.

Deliverables: Initial draft and updated draft Needs Analyses in .xlsx format.

SCHEDULE

The proposed project milestone schedule is provided in the table below.

Task	Weeks from Notice to Proceed
Task 1 – Project Management, Meetings, and Communications	2
Task 2 – Data Collection and Gap Analysis	8
Task 3 – Additional Data Collection and Estimates	12
Task 4 – Draft County-Only Needs Analysis	16
Task 5 – Final Needs Analysis – Stormwater	20

Note: The proposed scheduled is based on 2-week review periods by the COUNTY of project deliverables

COMPENSATION

We propose to provide the services in this Work Order on a time-and-expense basis in accordance with the terms of the Agreement for a fee not to exceed **\$ 35,487** as shown in below and detailed on the attached Man-hour and Fee Estimate Table.

Indian River County HB53 Stormwater Needs Analysis					
Man-hour and Fee Estimate					
Tasks	Total Task Hours	Labor Fee	Subconsultant Drummond Carpenter	Expenses	Total
1 - PM	14	\$ 2,561		\$ -	\$ 2,561
1- Meetings (4 total; 2 in person)	26	\$ 5,554		\$ 200	\$ 5,754
2 - Data Collection and Gap Analysis	29	\$ 4,261		\$ -	\$ 4,261
3 - Add. Data Collection and Estimates	25	\$ 3,341		\$ -	\$ 3,341
4 -Draft County-Only Analysis	27	\$ 4,035		\$ -	\$ 4,035
5 - Final Analysis - Stormwater	27	\$ 4,035		\$ -	\$ 4,035
Total Hrs and Fee	148	\$ 23,787	\$ 11,500	\$ 200	\$ 35,487

If you have any questions or comments, please contact me at (561) 267-8535 or via email at blynch@jonesedmunds.com.

Sincerely,

William H Lynch Digitally signed by William H Lynch
Date: 2022.02.07 15:25:41 -05'00'

William H. Lynch, PE
Senior Consultant | Vice President
2240 Palm Beach Lakes Blvd, Suite 300, West Palm Beach, Florida 33409

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Indian River County HB53 Stormwater Needs Analysis												
Man-hour and Fee Estimate												
Tasks	Project Officer / Sr. Consultant	Sr. Engineer	Engineer Intern	GIS Analyst	Sr. GIS Analyst	Senior Admin. Assist.	Senior Tech Editor	Total Task Hours	Labor Fee	Subconsultant Drummond Carpenter	Expenses	Total
<i>Hrly rate</i>	\$ 250	\$ 230	\$ 100	\$ 100	\$ 130	\$93.50	\$ 121					
<i>Total Fee/Role</i>	\$ 5,500	\$10,120	\$ 1,200	\$ 4,800	\$ -	\$1,683	\$ 484					
1 - PM	8	0	0	0	0	6	0	14	\$ 2,561		\$ -	\$ 2,561
1- Meetings (4 total; 2 in person)	6	16	0	0	0	4	0	26	\$ 5,554		\$ 200	\$ 5,754
2 - Data Collection and Gap Analysis	2	8	2	16	0	0	1	29	\$ 4,261		\$ -	\$ 4,261
3 - Add. Data Collection and Estimates	2	4	2	16	0	0	1	25	\$ 3,341		\$ -	\$ 3,341
4 -Draft County-Only Analysis	2	8	4	8	0	4	1	27	\$ 4,035		\$ -	\$ 4,035
5 - Final Analysis - Stormwater	2	8	4	8	0	4	1	27	\$ 4,035		\$ -	\$ 4,035
<i>Total Hrs and Fee</i>	22	44	12	48	0	18	4	148	\$ 23,787	\$ 11,500	\$ 200	\$ 35,487