

Joe Griffin  
Town Manager  
Town of Indian River Shores  
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Indian River Shores, FL 32963

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Subject: Scope for Feasibility Study to Connect Utilities to Indian River County  
Our Ref: 10458047

Date: December 16, 2020

Dear Mr. Griffin,

The Town of Indian River Shores (TOWN) currently receives utility services from the City of Vero Beach including potable water, wastewater, and reclaimed water. The TOWN has requested Arcadis US, Inc. (CONSULTANT) to complete a feasibility study for the purpose of transferring utility services to Indian River County (COUNTY) and disconnecting from the City of Vero Beach (CITY). The study will look at the current and future flows for the TOWN, available capacity at COUNTY facilities including treatment plants and pipelines, possible pipeline routes, and an estimated cost for the connections. A roadmap will be developed highlighting the required steps to transfer services. The Town will use the existing Asset Management Services Contract from Indian River County.

## Scope of Work

### Task 1: Project Management

CONSULTANT shall provide the following services throughout the duration of the project:

- Coordinate between CONSULTANT Project Team and TOWN Project Team.
- Manage project schedule and budget.
- Prepare and distribute agendas and support documentation for project meetings and workshops.
- Prepare and distribute meeting summaries from project meetings and workshops.
- Prepare and submit monthly progress reports and invoices.
- Prepare and implement Quality Control Plan

#### Deliverables:

- Meeting Summaries
- Monthly Progress Reports
- Monthly Invoices

## Task 2: Background Data Evaluation

### Task 2.1 Information Request and Review

Prior to the kickoff meeting, CONSULTANT shall request information needed to conduct the tasks outlined in this scope of work. This will be a formal request sent by email. Much of this information will need to be provided by the COUNTY and the analysis performed by COUNSULTANT in this project will rely on the information provided. If the required information is unavailable or incomplete the TOWN, COUNTY and CONSULTANT shall meet to make mutually agreed upon assumptions. At a minimum, the following data is requested:

Required Document	Purpose	Source
Capacity Analysis Reports	Evaluate existing and future plant capacity	COUNTY
Comprehensive plans	Evaluate future growth	TOWN, COUNTY
Master Meter readings	Evaluate existing use	TOWN
Water Quality Data	Evaluate water quality compatibility for distribution system	COUNTY, CITY
Facility Flow Data	Understand average and peak demands	COUNTY
Census data	Develop a per capita flow demand	TOWN, COUNTY
GIS Layers	Determine possible points of connection and pipe routes	COUNTY
Plant Permits	Evaluate capacity and treatment availability	COUNTY
Land use maps or layers	Determine possible routes or sites for utilities	COUNTY
Hydraulic or system models including system pressures	Evaluate connection points	COUNTY

CONSULTANT shall review the information in preparation for the kick-off meeting.

### Task 2.2 Kickoff Meeting

CONSULTANT shall prepare and lead one project kickoff meeting virtually, with appropriate TOWN staff to review the scope of work, project objectives, project schedule, data needs and key milestones. Prior to the kickoff meeting, CONSULTANT shall submit a proposed agenda that will include items to be discussed, specific questions to be answered, and additional data requests.

#### Deliverables:

- Data request
- Meeting agenda and minutes

## Task 3: Coordination Meetings

CONSULTANT shall coordinate meetings with TOWN and COUNTY staff to review the data and to understand current system operating conditions and plans. Coordination meetings with the COUNTY and TOWN will be focused on the different utilities and will require participation from the COUNTY to discuss process and procedures. It is estimated that five, two-hour meetings will be required to discuss each of the different systems. Two additional meetings may be needed to discuss the transition process and County Commission requirements. The suggested coordination meetings include:

- Collection system
- Water and reclaimed distribution systems
- Water treatment
- Wastewater treatment
- Franchise agreement negotiation process and approvals

### Deliverables:

- Meeting agendas
- Meeting minutes

## Task 4: Utilities Analysis

### Task 4a – Supply and Treatment Analysis

CONSULTANT shall evaluate current and future treatment capacity at the COUNTY facilities for availability of supply and treatment. The COUNTY currently operates two water treatment plants and three water reclamation facilities. Using information provided in the request for information (RFI) these facilities will be reviewed for current availability and impacts the new connections would have on future capacity as the COUNTY expands. To the extent possible with water quality data furnished by COUNTY and CITY, CONSULTANT shall perform a desktop evaluation for compatibility of COUNTY water sources with the distribution pipelines within the TOWN.

### Task 4b – Pump and Pipeline Analysis

CONSULTANT shall evaluate the information provided in the RFI on applicable sections of the distribution and collection systems in the COUNTY to determine if existing pipelines and pump stations have sufficient capacity for the new flow. CONSULTANT shall review the current master plans or hydraulic models from the COUNTY to determine connection pressures and if new booster stations or other conveyance infrastructure may be needed.

### Task 4c – Pipeline Route Evaluation

CONSULTANT shall complete a desktop route evaluation looking at up to two possible routes for each of the new pipelines to connect to the COUNTY based on possible points of connection from the analysis done in Tasks 4a and 4b. The CONSULTANT shall utilize information provided in the RFI and publicly available on-line. Routes will be evaluated for:

- Construction Access / Impacts to Commercial Operations and/or Residences
- Environmental Impacts

- Regulatory / Permitting Requirements
- Pipe Lengths and Material(s)
- Special Crossings

#### **Task 4d – Alternatives Workshop**

CONSULTANT shall conduct a workshop to present results of analysis and review proposed routes and points of connection. Alternatives will be reviewed and selected for financial evaluation.

**Deliverables:**

- Workshop agenda and presentation materials
- Meeting minutes

#### **Task 5: Permitting Evaluation**

CONSULTANT shall evaluate permitting requirements needed for the proposed infrastructure. Evaluation will include environmental impacts from new infrastructure and any permitting updates needed at existing treatment facilities to manage the additional capacity. Recommendations to be included in final report.

#### **Task 6: Cost Estimate**

CONSULTANT shall develop an Estimate of Probable Construction Cost (EOPCC) at Class 5 as defined by the Association for the Advancement of Cost Estimating (AACE). Estimate will include proposed infrastructure design, permitting and construction costs. CONSULTANT shall coordinate a meeting with TOWN staff to review estimate.

**Deliverable(s)**

- Meeting agenda and materials

#### **Task 7: Funding Evaluation**

CONSULTANT shall also evaluate funding alternatives and provide recommendations to fund and/or finance the planning, design and construction of the proposed infrastructure. Funding alternatives include but are not limited to, Clean Water State Revolving Funds (SRF), Drinking Water SRF, federal/state grants, other potential financing mechanisms.

#### **Task 8: Update Roadmap**

CONSULTANT shall update the roadmap previously developed by COUNSULTANT under a separate scope agreement to include:

- Requirements of existing agreement
- Agreement development and implementation with COUNTY
- Estimated design and construction schedule for new pipes

## Task 9: Feasibility Report

CONSULTANT will provide a final feasibility report summarizing the evaluation and recommendations. Report will include an executive summary, updated roadmap for execution, analysis of alternatives with recommendations, permitting evaluation, cost estimate, and roadmap.

### Deliverable(s)

- Draft Feasibility Report
- Final Feasibility Report

## Assumptions:

- Most of the required data will come from entities other than the TOWN. The proposed schedule is predicated on receiving this information in a timely fashion. Therefore, the proposed schedule is subject to change considering availability and timeliness of the data requested and required for this feasibility assessment. Schedule deviations for reasons other than those caused by CONSULTANT may require extended project management and will be considered additional scope which shall result in an increase of fees.
- If any information requested from outside entities is not available or not provided in a timely fashion, CONSULTANT shall work with the TOWN to form assumptions based on engineering experience and standard practices.
- All reviews will be of a desktop nature and no field work is expected.
- The project scope of work described herein is a feasibility study; no design work will be completed by CONSULTANT.
- Any costs associated with public records requests will be paid by the TOWN.
- This project assumes that there is existing capacity at the COUNTY treatment facilities for the new demands. Should it be found that sufficient capacity does not exist, additional scope and fee would be required to evaluate necessary upgrades to provide capacity.

Joe Griffin  
Town of Indian River Shores  
December 16, 2020

## Proposed Schedule:

A preliminary schedule of the work (calendar days) is summarized below. The schedule is based upon a notice to proceed (NTP) date of February 15, 2021.

Task	Days to Complete Task	Completion days from NTP	Estimated Completion Date
NTP	0	0	2/15/2021
Task 1 Project Management	345	345	1/26/2022
Task 2 Kickoff and Data Eval	30	30	3/17/2021
Task 3 Coordination Meetings	60	90	5/16/2021
Task 4 Data Analysis	90	180	8/14/2021
Task 5 Permitting Review	30	210	9/13/2021
Task 6 Cost Estimate/Funding	30	240	10/13/2021
Task 8 Update Roadmap	30	270	11/12/2021
Task 9 Feasibility Report	60	330	1/11/2022

## Compensation

CONSULTANT shall be compensated for the services described herein a lump sum fee of **\$121,320.00**

CONSULTANT shall submit monthly invoices to the TOWN Project Manager based on progress per task and work performed. Invoicing shall be accompanied by a brief description of the work effort completed during the billing period.

Sincerely,  
Arcadis U.S., Inc.



Timothy Ware, PE  
Project Manager

Email: [Tim.Ware@arcadis.com](mailto:Tim.Ware@arcadis.com)  
Direct Line: 813-353-5773  
Mobile: 813-508-4615

CC: Celine Hyer, Greg Osthues, Melissa L. Pomales (Arcadis)

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Task No.	Task Description	Project Manager	Sr. Professional Asset Mgmt	Sr. Professional IT/GIS	Lead Project Professional	Project Professional	Assistant Project Professional	Admin	Total Hours	Total Billable	Other Reimbursable expenses (at cost)
		Ware	Hyer/Pomales / Osthues			Dachuna/Naik	Balaguer-Barbosa, Bellino	Mondesir			
1	Project Management										
1.1	Project Management	20	6					10	36	\$6,090	
2	Kickoff and RFI										
2.1	Kickoff	4	4				20		28	\$4,720	
2.2	Review Data	24				24	24		72	\$12,240	
3	Meeting Coordination										
3.1	Utility Meetings	16					32		48	\$7,680	
3.2	Management Meetings	4	16				16		36	\$7,320	
4	Alternative Analysis										
4.1	Supply & Treatment	8					24		32	\$5,000	
4.2	Pumps & Pipes					32			32	\$5,600	
4.3	Roule Study					64	16		80	\$13,520	
4.4	Workshop	8	8				24		40	\$7,120	
5	Permitting										
5.1	Permit Review					8	24		32	\$4,880	
6	Cost										
6.1	EOPCC	4				24	40		68	\$10,760	
7	Funding										
7.1	Funding Analysis		6				24		30	\$5,070	
8	Roadmap										
8.1	Roadmap		24						24	\$6,360	
9	Evaluation Report										
9.1	Draft & Final Report	8	8			28	96		140	\$22,460	
	<b>Total Hours</b>	96	72	0	0	180	340	10			
	<b>Estimated Billing Rate</b>	\$190.00	\$265.00	\$230.00	\$190.00	\$175.00	\$145.00	\$70.00	698	\$118,820	Not to Exceed \$2,500
	<b>Estimated Total Billable</b>	\$27,030	\$22,500	\$14,720	\$52,440	\$14,000	\$32,480	\$1,120			
<b>Total Estimated Fee</b>										<b>\$121,320</b>	

*This proposal and its contents shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to Arcadis as a result of — or in connection with — the submission of this proposal, Arcadis and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.*