



**INDIAN RIVER COUNTY, FLORIDA  
DEPARTMENT OF UTILITY SERVICES**

---

**Date:** November 10, 2018  
**To:** Jason E. Brown, County Administrator  
**From:** Vincent Burke, PE, Director of Utility Services  
**Prepared By:** Arjuna Weragoda, PE, Capital Projects Manager  
**Subject:** Asset Management Program Services- Phase 1A

---

**DESCRIPTIONS AND CONDITIONS:**

On October 17, 2017, the Indian River County Board of County Commissioners (BCC) approved the Asset Management Plan (AMP) Services outlined in Exhibit A with Arcadis U.S., Inc. in the amount of \$448,888.

**ANALYSIS:**

In the original scope of work, Arcadis provided a detailed scope of services, separated into seven (7) tasks, outlining a roadmap to create and implement a comprehensive Asset Management Program. The tasks are as follows:

- Task 1 Project Management and Kickoff Meeting
- Task 2 Best Practices Training and Team Chartering
- Task 3 Gap Analysis
- Task 4 Asset Management Strategy
- Task 5 Implementation Roadmap
- Task 6 Condition Assessment and Risk Methodology Development
- Task 7 Pilot Asset Condition and Risk Assessment

Arcadis has successfully completed the majority of the tasks and is working on Task 7, the Pilot Asset Condition and Risk Assessment portion of the project. The end of Fiscal Year (FY) 17/18 concluded on September 30, 2018, and the total billed services at that time were \$359,110.40, leaving a balance of \$89,777.60.

During Task 3, Gap Analysis, it was determined that the existing Computer Management Maintenance System (CCMS) Indian River County Department of Utility Services (IRCDUS) currently uses, called SEMS, did not have the proper table structure or database set up in regard to an Asset Management Plan (AMP). Much of the work done on equipment prior to Arcadis’ evaluation was unable to be queried in such a way as to run reports or glean useful information regarding work efforts at a particular location or device.

The purpose of this agenda is twofold. First, it is to complete the phase 1 remaining portion of the project (Task 7), and second, it is to update the SEMS software (Task 7.5 specifically) in order to bring in all the field data from the pilot project so that it can be stored in a central location and become the foundation on which IRCDUS builds its AMP. The data could then be used/queried in the future to make informed decisions regarding renewal and replacement of IRCDUS assets.

Arcadis U.S., Inc. has provided an updated scope of service called Phase 1A, which is Exhibit 1A in the attached back up. The proposal is submitted to IRCDUS utilizing the 2017029 Asset Management Request for Qualification (RFQ), and specifically outline in the Agreement for Professional Services dated October 17, 2017. The total lump sum fee for the Phase 1A services is \$121,500.00.

**FUNDING:**

Funding of \$400,000.00 for the second phase of the AMP was budgeted and approved for FY 18/19. Funding for the AMP is available in the other professional services account in the Operating Fund. Operating funds are derived from water and sewer sales.

Description	Account Number	Amount
Asset Management Program-Phase 1A	47123536-033190	\$121,500.00

**RECOMMENDATION:**

Staff recommends approval of the revised scope of services outlined in Exhibit 1A authorizing the mentioned professional services and requests the Board of County Commissioners accept the amended scope of services for a lump sum amount of \$121,500.00 to Arcadis U.S., Inc.

**ATTACHMENT(s):**

- Exhibit 1A - Asset Management Program Services
- Exhibit 1B – Fee Estimate