

**Indian River County, Florida
Department of Utility Services
Board Memorandum**

Date: October 3, 2024

To: Indian River County Board of County Commissioners

Through: John A. Titkanich, Jr., County Administrator
Sean C. Lieske, Director of Utility Services

From: Howard G. Richards, PE, Manager - Capital Projects

Subject: AtkinsRéalis USA Work Order 6 for Staff Augmentation/Support Services

Descriptions and Conditions:

The Engineering Section within the Indian River County Department of Utility Services (IRCDUS) General & Engineering Division (235) provides utility-wide Technical Support Services, including engineering, capital projects delivery, construction inspection, infrastructure asset management, development of utility design reviews and permitting, and geographic information system (GIS) services. The IRCDUS capital improvement plan (CIP) under management comprises approximately 200 projects planned for the next five (5) years.

IRCDUS is in the process of recruiting to fill vacant engineering and project management staff positions to bolster its resources for oversight and management of the CIP. The vacancies have created a void in the Engineering Section's capacity to efficiently manage and execute CIP projects.

To fill the immediate needs for engineering and project management resources, IRCDUS has turned to the consulting community for Staff Augmentation/Support Services. On October 17, 2023, Work Order (WO) 2 was issued to AtkinsRéalis USA (AtkinsRéalis), pursuant to their Continuing Contract Agreement dated May 2, 2023, for said services. Subsequently, WO 3 was issued on November 7, 2023, for continuation of services through September 30, 2024.

Analysis:

IRCDUS, in conjunction with the Human Resources Department (HR), is implementing aggressive recruiting measures with a goal to fill key vacant positions by the end of the calendar year. The plans include expanding job listing boards to get more visibility into the labor market in the hopes of reaching qualified resources to attract them to apply for these positions. To continue with addressing the staff gap, IRCDUS would like to continue with AtkinsRéalis Staff Augmentation/Support Services. Upon request, AtkinsRéalis provided the attached WO 6 for the continuation of its services, in the amount not-to-exceed \$75,000.00. Should these new recruiting efforts not be successful, IRCDUS will come back to the BCC at a later date to request additional budget to continue with the services until the positions are filled.

Consent Item

Funding:

Expenses in the amount of \$75,000.00 for these services will be derived from the Utilities/Gen & Eng/Other Professional Services account, number 47123536-033190, in the Utilities operating fund. Utilities operating funds are generated from water and sewer sales.

Description	Account Number	Amount
Utilities/Gen & Eng/Other Professional Services	47123536-033190	\$75,000.00

Recommendation:

Staff recommends that the Indian River County Board of County Commissioners approve Work Order 6 with AtkinsRéalis USA in the not-to-exceed amount of \$75,000.00 to provide Staff Augmentation/Support Services, while the Department of Utility Services, in conjunction with Human Resources, continue recruitment to fill vacant positions and authorize the Chair to execute the same. So long as there are no changes in the dollar amount under the work order and upon adequate completion of the work set forth in the work order, staff is directed to make final payment and release any retainage to AtkinsRéalis USA.

Attachments:

AtkinsRéalis Staff Augmentation/Support Services – Scope of Services