



**INDIAN RIVER COUNTY**  
**SOLID WASTE DISPOSAL DISTRICT**  
**BOARD MEMORANDUM**



**Date:** January 5, 2018  
**To:** Jason E. Brown, County Administrator  
**From:** Vincent Burke, P.E., Director of Utility Services  
**Prepared By:** Himanshu H. Mehta, P.E., Managing Director, Solid Waste Disposal District  
**Subject:** CCNA-2014 Work Order No. 12 to CDM Smith, Inc. for the 2018 Annual Financial Reports

**DESCRIPTIONS AND CONDITIONS:**

The Solid Waste Disposal District (SWDD) is required by Florida Department Environmental Protection (FDEP) rules to prepare annual financial reports certified by a third party professional engineer. The Financial Assurance Report determines SWDD's annual obligations to fund escrow accounts for the closure and long term care of the County's active landfills. The Full Cost Accounting Report is to inform residents of the County of the full cost of collection, management and disposal of solid waste in the County.

**ANALYSIS:**

CDM Smith, Inc. (CDM) has prepared CCNA-2014 Work Order No. 12, provided in Attachment 1, for engineering services detailing the scope of work, budget, and schedule for each of the tasks. The fees to be paid by SWDD for the execution of this work authorization are in accordance with the engineer's continuing consulting services master agreement. The tasks are listed below showing the expected completion dates and their estimated fees.

TASK	DESCRIPTION	DUE DATE	AMOUNT
Task 1	Full Cost Accounting Report	March 31, 2018	\$7,760 – Lump Sum
Task 2	Financial Assurance Report	October 1, 2018	\$53,050 – Lump Sum
TOTAL (Lump Sum) =			\$60,810

**FUNDING:**

Funding for the 2018 Annual Financial Reports is budgeted and available in the Engineering Services account in the SWDD Landfill Fund which is funded from SWDD assessments and user fees. The account has a total budget of \$400,000 for the 2017/2018 fiscal year.

Description	Account Number	Amount
Engineering Services	41121734-033130	\$60,810

**RECOMMENDATION:**

SWDD staff recommends that its Board approve the following:

- a) Approve CCNA-2014 Work Order No. 12 with CDM Smith, Inc. in the amount of \$60,810 to provide engineering services related to the 2018 Annual Financial Reports
- b) Authorize the Chairman to execute the same, as presented.

**ATTACHMENT(s):**

- 1) CCNA-2014 Work Order No. 12 – CDM Smith, Inc.