

CCNA2018 WORK ORDER 03

Point Source Facilities Allocations and Canals Reclassification

This Work Order Number 03 is entered into as of this 26th day of March, 2019, pursuant to that certain Continuing Consulting Engineering Services Agreement for Professional Services entered into as of this 17th day of April, 2018 (collectively referred to as the "Agreement"), by and between INDIAN RIVER COUNTY, a political subdivision of the State of Florida ("COUNTY") and Tetra Tech, Inc. ("Consultant").

The COUNTY has selected the Consultant to perform the professional services set forth on Exhibit A (Scope of Work), attached to this Work Order and made part hereof by this reference. The professional services will be performed by the Consultant for the fee schedule set forth in Exhibit B (Fee Schedule), attached to this Work Order and made a part hereof by this reference. The Consultant will perform the professional services within the timeframe more particularly set forth in Exhibit C (Time Schedule), attached to this Work Order and made a part hereof by this reference all in accordance with the terms and provisions set forth in the Agreement. Pursuant to paragraph 1.4 of the Agreement, nothing contained in any Work Order shall conflict with the terms of the Agreement and the terms of the Agreement shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first written above.

CONSULTANT:

**BOARD OF COUNTY COMMISSIONERS
OF INDIAN RIVER COUNTY**

By: 
Matthew Shelton

By: _____
_____, Chairman

Print Name: _____

Title: Project Manager

BCC Approved Date: _____

Attest: Jeffrey R. Smith, Clerk of Court and Comptroller

By: _____
Deputy Clerk

Approved: _____
Jason E. Brown, County Administrator

Approved as to form and legal sufficiency: _____
Dylan T. Reingold, County Attorney



February 28, 2019

Eric Charest
Indian River County Department of Utility Services
1801 27th Street
Vero Beach, Florida 32960
Email: echarest@ircgov.com

Subject: Proposal to Indian River County Department of Utility Services for Point Source Facilities Allocations and Canals Reclassification

Dear Mr. Charest:

Tetra Tech, Inc. (Tetra Tech) is pleased to provide the Indian River County Department of Utility Services (IRCDUS) with this proposal for services to support aggregating the point source National Pollutant Discharge Elimination System (NPDES) facility allocations and reclassifying canals, as needed.

BACKGROUND

Indian River County is a stakeholder in the Central Indian River Lagoon (IRL) Basin Management Action Plan (BMAP). The BMAP was adopted in 2013 and it did not assign detailed allocations to stormwater. However, the adopted total maximum daily load (TMDL) assigned allocations to the point source NPDES facilities using the 95th percentile of each facility's annual loads from the period of 2000 through 2005 (based on measured monthly flows and nutrient concentrations, not the facility design capacity). These point source allocations were incorporated into each facility permit. IRCDUS has three facilities within the Central IRL BMAP that discharge to surface waters within the IRL basin: West Regional Wastewater Treatment Facility (WWTF), North County Reverse Osmosis (RO) Concentrate Discharge Facility, and South County RO Concentrate Discharge Facility.

The Florida Department of Environmental Protection (DEP) is in the process of reevaluating the Central IRL BMAP to create an update for the next steps in BMAP implementation. The Central IRL BMAP will include detailed allocations to the stormwater sources. IRCDUS is interested in evaluating options to aggregate the point source facility allocations to account for the large nutrient reductions occurring at these facilities and to allow for flexibility in meeting BMAP allocations.

The wasteload allocations are set so aggregating the permits gives IRCDUS flexibility in achieving the TMDL. Aggregating the permits would recognize the investment that IRCDUS has made into their point sources facilities and would allow IRCDUS to keep up with growth and the facilities' hydraulic design capacities. The aggregate permit will be a separate permit from the individual facility permits.

Tetra Tech, Inc.

SCOPE OF WORK

Tetra Tech is proposing the following tasks to assist Indian River County with meeting their TMDL and BMAP allocations.

Task 1. Coordination Meetings

IRCDUS staff have had preliminary discussions with DEP staff about aggregating the point source facility allocations into one permit. Based on initial feedback from DEP staff, it seems that if some of the waterbodies are reclassified from "streams" that must meet Class III water quality standards to "canals" that have less stringent water quality requirements, it may be easier for DEP to approve an aggregate permit. The West Regional WWTF discharges through the following canals: Lateral D Canal, Lateral C Canal, and Main Canal. The South County RO Concentrate Discharge Facility discharges through the following canals: Sub-Lateral J-1 Canal, Lateral J Canal, and South Relief Canal.

The first step in this process will be to hold a meeting(s) with DEP assessment and BMAP staff to discuss in detail IRCDUS' request to aggregate the point source NPDES facility allocations and determine the path forward – reclassifying all or some of the canals named above and then aggregating the point source NPDES facility allocations or only aggregating the allocations. Tetra Tech will coordinate with IRCDUS and DEP staff to set up the meeting(s) and will attend the meeting(s) in-person with DEP. Tetra Tech will prepare a summary from each meeting to have a record of the discussion. This task would include up to two meetings with DEP.

If, through coordination with DEP, it is determined that all or some of the canals listed above need to be reclassified, coordination meeting(s) will be needed with the Indian River Farms Water Control District (IRFWCD) since these canals are owned by the district. Tetra Tech will coordinate with IRCDUS, IRFWCD staff, and the district's engineers to set up a meeting(s) to discuss the reclassification. Tetra Tech will prepare a meeting summary from each meeting to have a record of the discussion. This would include up to two meetings with IRFWCD, and Tetra Tech will attend one meeting in-person.

Task 2. Waterbody Reclassification

This task would be completed only if DEP requires that some or all the canals named above be reclassified to provide an aggregate allocation for the NPDES facilities permits. These waterbodies can be reclassified as canals if information is provided to demonstrate that they meet the following requirements:

- Be man-made, or predominantly channelized or predominantly physically altered;
- Be primarily used for water management purposes, such as flood protection, stormwater management, irrigation, or water supply; and
- Have marginal or poor stream habitat or habitat components, such as a lack of habitat or substrate that is biologically limited, because the conveyance has cross sections that are predominantly trapezoidal, has armored banks, or is maintained primarily for water conveyance.

Tetra Tech will work with IRCDUS staff and IRFWCD staff to gather information and create geographic information system (GIS) maps to provide the following details to DEP in support of reclassification:

- Map showing the waterbody identification (WBID) numbers for the canals.
- Historical and current photographs or topographic maps showing that the waterbody is either manmade or predominately channelized or physically altered.
- Information on the current primary purpose of the waterbody such as a narrative description, photographs, operational protocols, permits, memorandums of understanding, contracts, etc.
- Demonstration of maintenance such as records of herbicide application, physical removal of aquatic substrate, dredging of sediments, or removal of riparian trees.
- Details on the land uses, point sources, and municipal separate storm sewer systems (MS4s) in the area.
- Details on the affected TMDLs and BMAP area.

Tetra Tech will work with IRCDUS to submit this documentation and will assist with providing additional details for up to two requests for additional information from DEP to obtain approval for the reclassification.

Task 3. Aggregate Permit

This task will occur after receiving approval from DEP for the waterbody reclassification in Task 2 or after the meeting with DEP in Task 1, if it is determined that the streams do not need to be reclassified to aggregate the permits. Tetra Tech will coordinate with IRCDUS staff, DEP staff in the local district office, and DEP BMAP staff to determine what information is needed to create an aggregate permit. The purpose of the aggregate permit will be to aggregate the wasteload allocation assigned to three IRCDUS point source NPDES facilities to provide flexibility in meeting the TMDL load allocations. The aggregate permit will be a separate permit from the individual facility permits.

Tetra Tech will assist IRCDUS staff in preparing the application and supporting documents for the aggregate permit. Tetra Tech will also assist with providing additional details for up to two requests for additional information from DEP to obtain the aggregate permit.

PROJECT SCHEDULE

Tetra Tech anticipates commencing project activities upon receipt of a task order authorization from IRCDUS. This project is anticipated to be completed by September 30, 2019. This schedule may be subject to change upon agreement between IRCDUS and Tetra Tech.

ASSUMPTIONS

Tetra Tech's scope of services, project costs, and schedule were developed with the following assumptions:

- IRCDUS and IRFWCD will provide supporting materials in a timely manner.

- DEP will review materials submitted for the waterbody reclassification and aggregate permit in a timely manner.
- IRCDUS will pay the fees associated with the waterbody reclassification and aggregate permit.

PROJECT COST

The estimated costs are based on our current understanding of the project requirements and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between IRCDUS and Tetra Tech. The estimated project costs are shown in the table below. This proposed project would be completed on a time and materials basis not to exceed \$27,010. The rates provided below are estimated, and rates provided on invoices will be based on direct labor multiplier of 3.0 for each staff member, as outlined in the Indian River County Professional Services Hourly Rate Fee Schedule, provided as Exhibit 1 of the Continuing Contract Agreement for Continuing Engineering Services RFQ2018008.

Personnel Classification	Hourly Rate	Task 1. Coordination Meetings		Task 2. Waterbody Reclassification		Task 3. Aggregate Permit		Subtotal Hours	Total
		Hours	Cost	Hours	Cost	Hours	Cost		
Project Manager	\$155	34	\$5,270	60	\$9,300	40	\$6,200	134	\$20,770
GIS Analyst II	\$110	0	\$0	30	\$3,300	16	\$1,760	46	\$5,060
Contract Administrator	\$100	4	\$400	2	\$200	2	\$200	8	\$800
Labor Total		38	\$5,670	92	\$12,800	58	\$8,160	188	\$26,630
Travel	Unit Cost	Units	Cost						
Travel from Tallahassee to Indian River County	\$380	1	\$380						\$380
Travel Total			\$380						\$380
PROJECT TOTAL									\$27,010

IRCDUS will be invoiced each month for services rendered during the previous calendar month based on a time and materials basis. Tetra Tech shall be paid for all invoices within 30 days of an approved submittal.

Tetra Tech looks forward to working with you on this project. We are available to discuss our approach with you in detail at your convenience. Should you have any questions regarding this proposal, please contact me at (850) 536-8115 or Matt Shelton at (321) 637-8009.

Sincerely,

Marcy Frick
Project Manager

Cc: Matthew Shelton, Tetra Tech
Brian Watson, P.E., Tetra Tech

Exhibit B
Tetra Tech, Inc.
Indian River County
Professional Services Hourly Rate Fee Schedule
Effective October 1, 2017, through September 30, 2020⁽¹⁾

Position/Titles	Raw Labor Rates		Direct Labor Rate Multiplier	Raw Labor Rates x Multiplier	
	Minimum	Maximum		Minimum	Maximum
Project Management					
Sr Project Manager	\$ 52.00	\$ 80.00	3.0	\$ 156.00	\$ 240.00
Project Manager	\$ 41.00	\$ 68.00	3.0	\$ 123.00	\$ 204.00
Engineers					
Principal Engineer	\$ 70.00	\$ 99.00	3.0	\$ 210.00	\$ 297.00
Sr. Engineer	\$ 50.00	\$ 79.00	3.0	\$ 150.00	\$ 237.00
Engineer V	\$ 39.00	\$ 61.00	3.0	\$ 117.00	\$ 183.00
Engineer IV	\$ 32.00	\$ 49.00	3.0	\$ 96.00	\$ 147.00
Engineer III	\$ 26.00	\$ 40.00	3.0	\$ 78.00	\$ 120.00
Engineer II	\$ 24.00	\$ 34.00	3.0	\$ 72.00	\$ 102.00
Engineer I	\$ 22.00	\$ 29.00	3.0	\$ 66.00	\$ 87.00
Engineering Technician	\$ 12.00	\$ 22.00	3.0	\$ 36.00	\$ 66.00
Scientists					
Scientist VI	\$ 45.00	\$ 71.00	3.0	\$ 135.00	\$ 213.00
Scientist V	\$ 31.00	\$ 57.00	3.0	\$ 93.00	\$ 171.00
Scientist IV	\$ 27.00	\$ 38.00	3.0	\$ 81.00	\$ 114.00
Scientist III	\$ 24.00	\$ 30.00	3.0	\$ 72.00	\$ 90.00
Scientist II	\$ 20.00	\$ 26.00	3.0	\$ 60.00	\$ 78.00
Scientist I	\$ 19.00	\$ 23.00	3.0	\$ 57.00	\$ 69.00
Design Professionals					
Sr CAD/Eng Designer II	\$ 39.00	\$ 52.00	3.0	\$ 117.00	\$ 156.00
Sr CAD/Eng Designer I	\$ 26.00	\$ 40.00	3.0	\$ 78.00	\$ 120.00
CAD/Engineering Designer III	\$ 24.00	\$ 33.00	3.0	\$ 72.00	\$ 99.00
CAD/Engineering Designer II	\$ 18.00	\$ 24.00	3.0	\$ 54.00	\$ 72.00
CAD/Engineering Designer I	\$ 16.00	\$ 21.00	3.0	\$ 48.00	\$ 63.00
Surveyors					
Sr Land Surveyor	\$ 41.00	\$ 50.00	3.0	\$ 123.00	\$ 150.00
Land Surveyor	\$ 28.00	\$ 40.00	3.0	\$ 84.00	\$ 120.00
Survey Crew Chief	\$ 24.00	\$ 38.00	3.0	\$ 72.00	\$ 114.00
Survey Tech	\$ 17.00	\$ 30.00	3.0	\$ 51.00	\$ 90.00
Architects					
Architectural Program Mgr	\$ 65.00	\$ 85.00	3.0	\$ 195.00	\$ 255.00
Sr Architect	\$ 55.00	\$ 75.00	3.0	\$ 165.00	\$ 225.00
Architect	\$ 35.00	\$ 55.00	3.0	\$ 105.00	\$ 165.00
Architectural Designer	\$ 17.00	\$ 35.00	3.0	\$ 51.00	\$ 105.00
Construction Professionals					
Construction Project Rep	\$ 22.00	\$ 42.00	3.0	\$ 66.00	\$ 126.00
Construction Manager II	\$ 50.00	\$ 70.00	3.0	\$ 150.00	\$ 210.00
Construction Manager I	\$ 38.00	\$ 54.00	3.0	\$ 114.00	\$ 162.00
Construction Administrator	\$ 23.00	\$ 39.00	3.0	\$ 69.00	\$ 117.00
GIS Analysts					
Sr Analyst	\$ 30.00	\$ 65.00	3.0	\$ 90.00	\$ 195.00
Project Analyst II	\$ 24.00	\$ 40.00	3.0	\$ 72.00	\$ 120.00
Project Analyst I	\$ 18.00	\$ 28.00	3.0	\$ 54.00	\$ 84.00
Project Administration					
Sr Project Administrator	\$ 27.00	\$ 35.00	3.0	\$ 81.00	\$ 105.00
Project Administrator	\$ 15.00	\$ 32.00	3.0	\$ 45.00	\$ 96.00
Project Assistant	\$ 12.00	\$ 22.00	3.0	\$ 36.00	\$ 66.00
Contract Administrator	\$ 25.00	\$ 36.00	3.0	\$ 75.00	\$ 108.00
Subconsultant					
		Cost + 10%			
Reimbursable Expenses					
Engineer's Reimbursable Travel/Mileage		At Cost			
Other Direct Costs		At Cost			

⁽¹⁾These hourly billing rates will remain effective for the initial duration of this Agreement, and may be renegotiated should an additional renewal period be exercised.

Exhibit C

Point Source Facilities Allocations and Canals Reclassification

PROJECT SCHEDULE

Tetra Tech anticipates commencing project activities upon receipt of a task order authorization from IRCDUS. This project is anticipated to be completed by September 30, 2019. This schedule may be subject to change upon agreement between IRCDUS and Tetra Tech.