

**Indian River County, Florida  
Solid Waste Disposal District  
Board Memorandum**

**Date:** September 24, 2021

**To:** Jason E. Brown, County Administrator

**From:** Matthew Jordan, Interim Director of Utility Services

**Prepared By:** Himanshu H. Mehta, PE, Managing Director, Solid Waste Disposal District

**Subject:** Work Order No. 43 to Kimley-Horn for the Solid Waste Disposal District Annual Financial Reports

**Descriptions and Conditions:**

The Solid Waste Disposal District (SWDD) is required by the Florida Department of Environmental Protection (FDEP) to prepare two (2) 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:**

Kimley-Horn and Associates, Inc. (KHA) has prepared Work Order No. 43, per the Continuing Consulting Engineering Services Agreement for Professional Services, 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 entered into on April 17, 2018, renewed and amended as of May 18, 2021. The tasks are listed below showing the expected completion dates and their estimated fees.

<b>TASK</b>	<b>DESCRIPTION</b>	<b>DUE DATE</b>	<b>AMOUNT</b>
Task 1	Full Cost Accounting Report	30 Days from NTP <sup>(a)</sup>	\$ 5,000 – Lump Sum
Task 2	Financial Assurance Report	15 Days from NTP <sup>(b)</sup>	\$ 42,200 – Lump Sum
	2.1 – Closure Cost Adjustment	90 Days from NTP	
<b>TOTAL (Lump Sum) =</b>			<b>\$ 47,200</b>
NTP – Notice to Proceed (a) And receipt of data from SWDD (b) Escrow balance and budget recommendations will be provided within 30 days of receipt of information from SWDD			

**Funding:**

Funding for the SWDD 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 \$430,000 for the 2021/2022 fiscal year.

Description	Account Number	Amount
Engineering Services	41121734-033130	\$47,200

**Recommendation:**

Solid Waste Disposal District (SWDD) staff recommends that its Board approve the following:

- a) Approve Work Order No. 43 with Kimley-Horn and Associates, Inc. in the amount of \$47,200 to provide engineering services related to the SWDD Annual Financial Reports.
- b) Authorize the Chairman to execute the same, as presented.

**Attachment:**

- 1. Work Order No. 43 – KHA