



## INDIAN RIVER COUNTY, FLORIDA DEPARTMENT OF UTILITY SERVICES

**Date:** October 12, 2017

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

**From:** Vincent Burke, P.E., Director of Utility Services

**Through:** Terry Southard, Operations Manager  
Eric Charest, Environmental Compliance Specialist

**Prepared By:** Arjuna Weragoda, P.E., Capital Projects Manager

**Subject:** Extension of Annual Wetlands Maintenance Contract at West Regional Wastewater Treatment Plant

### **DESCRIPTIONS AND CONDITIONS:**

On October 18, 2016, the Board of County Commissioners (BCC) approved to retain Ecotech Consultants, Inc., to maintain and operate the West Regional Wastewater Treatment Facility (WWTF) Wetlands System for a sum amount of \$34,000.00 (Item 8R). Although staff requested the option of authorizing the Purchasing Manager to grant renewal of the contract up to two one year terms, the BCC denied that request. Instead, the BCC approved award of the bid to Ecotech Consultants, Inc., for a one-year term with no renewal options. That contract is expiring October 31, 2017. Staff is requesting an extension to the Ecotech Consultants, Inc., contract for an additional three-month term.

Staff, with the assistance from the Purchasing and Legal Departments, drafted a new Request for Proposal (RFP) for the Annual Maintenance of the Wetlands at the WWTF. As of the writing of the subject agenda, legal and purchasing have submitted comments on the draft RFP, and staff is in the process of reviewing those comments. Due to Hurricane Irma and the changes in the procurement method, staff has been delayed over three weeks in preparing the RFP. Staff anticipates advertising the RFP on October 22, 2017, with proposals to be received by November 22, 2017. Once a selection committee has been approved by the County Administrator, staff anticipates the entire evaluation and ranking process to take two to three weeks.

The current consultant has implemented numerous changes to the Wetlands system, with those changes to be identified in the Annual Maintenance report as required by the Florida Department of Environmental Protection (FDEP) for the calendar year ending 2017. That report is to be submitted to the Indian River County Department of Utility Services (IRCDUS) by January 31, 2018, with a final report being submitted to the FDEP by April 28, 2018. In order to have the consultant that managed the Wetlands system during the reporting period responsible for authoring the annual report, staff proposes changing the contract time period to cover the calendar year.

Therefore, for the reasons stated above, county staff is proposing, subject to approval by the BCC, to extend the contract with Ecotech Consultants, Inc., for an additional three-month term that would expire January 31, 2018.

**FINANCING/FUNDING:**

Funds for this project were allocated from the Other Professional Services account in the operating fund. The consultant is not requesting additional funds to cover the additional three-month term.

**RECOMMENDATION:**

Since the county is in the process of selecting firms under a new Request for Proposal, staff recommends approval of extending the existing contract for three (3) months with a single end date of January 31, 2018, for Ecotech Consultants, Inc.