



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



**Date:** April 26, 2019  
**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-2018 Work Order No. 4 to Tetra Tech, Inc. for Professional Services with the Landfill Gas Agreement

**DESCRIPTIONS AND CONDITIONS:**

On February 5, 2019, the Indian River County (IRC) Solid Waste Disposal District (SWDD) Board directed staff to enter into negotiations with the Indian River Eco District, LLC, for a landfill gas (LFG) agreement. Staff has started the process and hope to bring an agreement to the Board at a future meeting.

As part of this process, staff has obtained professional services from Tetra Tech, Inc., a firm that is part of the Continuing Contract Agreement for Continuing Engineering Services, through a purchase order in the total amount to date of \$11,407. The team from Tetra Tech has been integral to our review process, and staff is requesting further assistance to inspect our current system and to provide on-going support to complete the landfill gas agreement.

**ANALYSIS:**

As part of the Continuing Contract Agreement for Continuing Engineering Services entered into on April 17, 2018, SWDD staff requested Tetra Tech submit a proposal to provide professional and consulting services for the subject project. Tetra Tech's time and materials proposal, including scope of work, schedule and budget, is shown in the attached documents. Tetra Tech's proposal consists of two phases, as follows:

PHASE	DESCRIPTION	\$ AMOUNT
1	LFG System Inspection	\$ 11,488
2	LFG to Energy Consulting Support	\$ 19,506
	<b>Total =</b>	<b>\$ 30,994</b>

The first phase is an inspection of our existing LFG system and assessment of the conditions and operations of the system. This is essential to ensuring that the landfill gas agreement is optimized to include the current and future connection elements for the project. The second phase is to assist with the technical aspects of the negotiations of the landfill gas agreement.

**FUNDING:**

Funding for these professional services is budgeted and available in the Other Professional Services account in the SWDD Landfill Fund, which is funded from SWDD assessments and user fees.

<b>Description</b>	<b>Account Number</b>	<b>Amount</b>
Other Professional Services	41121734-033190	\$30,994

The total funding to Tetra Tech, including this work order would be \$42,401.

**RECOMMENDATION:**

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

- a) Approve CCNA-2018 Work Order No. 4 with Tetra Tech, Inc. in the amount of \$30,994 to provide professional services related to the Technical Assistance with the Landfill Gas Agreement.
- b) Authorize the Chairman to execute the same, as presented.

**ATTACHMENT(s):**

- 1) CCNA-2018 Work Order No. 4 – Tetra Tech