

Mr. Howard Richards  
Indian River County Department of Utilities Services  
1801 27th Street, Bldg. A  
Vero Beach, FL 32960

**Date:** January 28, 2026

**Arcadis Ref:** 30286084

**IRDUS Project ID 00.23.541**

**Subject:** Monthly Progress Report-Invoice for services through **January 25, 2026**, for Computerized Maintenance Management System Implementation Support Services, Engineering Services Work Order #2

Arcadis U.S., Inc.  
37 N Orange Ave.  
4300 W Cypress Street  
Suite 450900D  
Orlando  
Florida 32801  
Phone: 407-660-1133  
[www.arcadis.com](http://www.arcadis.com)

FL Engineering License #7917  
FL Geology License #GB564  
FL Surveying License #LB7062

Dear Mr. Howard,

Please find the description below of work completed through **January 25, 2026**, for the Computerized Maintenance Management System (CMMS). All work will be billed on a time and material basis in accordance with the Fee Schedule attached herein.

## Task 1: CMMS Readiness Review

No charges under this task during this invoicing period.

## Task 2: Develop and Facilitate Scripted Demos

### General Project Management Activities

- Final Invoicing package.
- Follow up meeting with IRCDUS.
- Internal planning meetings.

### Task Execution

- Follow up discussion about next steps and final deliverables.
- Reviewed and submitted Final Readiness Assessment Memorandum and delivered on **January 22, 2026**.

## Task 3: Implementation Scoping and Phase I Detailed Planning

Not started.

## Task 4: Allowance for Additional On-Call Assistance

Not started.

## Schedule

Schedule below could be subjected to changes.

Mr. Howard Richards  
 IRCDUS  
 January 28, 2026

	2025							2026	
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
<b>Task 1 – EAMS Readiness Review</b>									
<b>Task 2 – Develop and Facilitate Scripted Demos</b>									
<b>Task 3 – Implementation Scoping and Phase 1 Detailed Planning</b>									
<b>Task 4 – Allowance for Additional on Call Assistance</b>									

Sincerely,  
**Arcadis U.S., Inc.**

Zahira Tieso, PE  
 Project Manager  
<mailto:zahira.tiesotosado@arcadis.com>  
 M: 407-244-2046

## 5 COMPENSATION AND METHOD OF PAYMENT

The compensation to be paid to the CONSULTANT for providing the scope of services described above will be on a time and material basis as described in the breakdown provided in the Attached Fee Schedule. A task summary is provided below:

Task	Not-to-Exceed Budget (Labor +ODCs)
<b>Task 1 – EAMS Readiness Review</b>	<b>\$79,716.13</b>
<b>Task 2 – Develop and Facilitate Scripted Demos</b>	<b>\$62,546.86</b>
<b>Task 3 – Implementation Scoping and Phase 1 Detailed Planning</b>	<b>\$85,722.35</b>
<b>Task 4 – Allowance for Additional on Call Assistance</b>	<b>\$47,574.53</b>
<b>Not-to-Exceed Total Budget</b>	<b>\$275,559.87</b>

The CONSULTANT may adjust the budget between tasks as needed and CONSULTANT reserves the right to substitute resources with others of equivalent experience and expertise. The allowance task will be used only after authorization is provided by the COUNTY’s Project Manager. The CONSULTANT will submit invoices to the COUNTY’s Project Manager for work performed during each calendar month. Invoicing will be accompanied by a brief description of the work completed during the billing period. **Table 1** provides a detail of hours and breakdown budget for this scope.

## FEE SUMMARY/REQUEST FOR PAYMENT

CONSULTING FIRM	Arcadis US, Inc.
ADDRESS (Remit To)	62638 Collections Center Dr
CITY, STATE ZIP	Chicago, IL 60693-0626
PROJECT NAME	Indian River CMMS Implementation
PROJECT NUMBER	30286084
PROJECT ID	00.23.541
DATE SUBMITTED	January 28, 2026
INVOICE NO.	36101742
PAYMENT NO.	8 -FINAL
BILLING FOR SERVICES THROUGH	January 25, 2025

Task	LUMP SUM SERVICES	TASK FEE	% COMP	AMOUNT COMPLETE	LESS AMOUNT PREV. BILLED	AMOUNT REMAINING	AMOUNT DUE THIS PERIOD
1	EAMS Readiness Review	\$ 79,716.13	98.7%	\$ 78,677.03	\$ 78,677.03	\$ 1,039.10	\$ -
2	Develop & Facilitate Scripted Demos	\$ 62,546.86	62.7%	\$ 39,217.32	\$ 38,751.27	\$ 23,329.54	\$ 466.05
3	Implementation, Scoping, & Phase 1 Detailed Planning	\$ 85,722.35	0.0%	\$ -	\$ -	\$ 85,722.35	
4	Allowance for Additional OnCall Assistance	\$ 47,574.53	0.0%	\$ -	\$ -	\$ 47,574.53	
<b>TOTAL FEE</b>		<b>\$ 275,559.87</b>	<b>42.8%</b>	<b>\$ 117,894.35</b>	<b>\$ 117,428.30</b>	<b>\$ 157,665.52</b>	<b>\$ 466.05</b>

**FINAL  
INVOICE**

**Indian River County, FL**  
**Attn. : Howard Richards**  
 1801 27th St  
 Bldg A  
 Vero Beach, FL 32960-3388  
 United States

**Arcadis U.S., Inc.**  
 Bank of America  
 Acct: 8188093937  
 ACH: 071 000 039 Wire: 026009  
 593  
 SWIFT: BOFAUS3N  
 Remit-mailbox@arcadis-us.com  
 62638 Collections Center Drive  
 Chicago, IL 60693-0626

<b>Invoice Date</b>	28-Jan-2026	<b>Invoice Number</b>	36101742
<b>Due Date</b>	Pay When Paid	<b>Payment Term</b>	Pay When Paid
Project ID: 00.23.541			
Arcadis Reference Number	30286084	Project Number	30286084
Arcadis Reference Name	Indian River CMMS Implementation	Project Name	Indian River CMMS Implementation
Services Through	25-Jan-2026	Project Manager	Zahira Tieso-Tosado
		Client Contact	Howard Richards

**Professional Services to 25-Jan-2026**

Total Contract Value	275,559.87	
Services Billed Previously	117,428.30	42.61% Billed Previously
Services Billed This Invoice	466.05	0.17% Billed This Invoice
Total Services To Date	<u>117,894.35</u>	42.78% Billed To Date
Amount Remaining	157,665.52	

**Total This Invoice** 466.05 USD

**Bank Name** BANK OF AMERICA N.A. **Bank/Branch Code** BOFA-071923284  
**Account No.** 8188093937 **SWIFT** BOFAUS3N

Remittance Address: Remit-Mailbox@arcadis-us.com

Please include the invoice number on all payments and include remittance copy with all postal payments. Late payments will be assessed according to contract terms.

## Details - Invoice Number 36101742

### Labor

Role	Employee Name	Quantity	UOM	Rate	This Invoice
<b>National Discipline Leader</b>					
	Hyer, Celine	0.50	Hours	350.00	175.00
<b>Project Assistant</b>					
	Demma, Sandra	0.70	Hours	107.90	75.53
<b>Project Manager</b>					
	Tieso-Tosado, Zahira	1.00	Hours	215.52	215.52
		<b>2.20</b>			<b>466.05</b>
<b>Total Labor</b>					<b>466.05 USD</b>

**Total This Invoice** **466.05 USD**

## Transaction Details - Invoice Number 36101742

Project	Task	Contract Line
30286084 - Indian River CMMS Implementation	2 - Develop & Facilitate Scripted Demos	3 - Task 2 - Develop & Facilitate Scripted Demos

### Labor

Role	Employee No. and Name	Date	Hours	Rate	This Invoice
<b>National Discipline Leader</b>					
	23518 - Hyer, Celine final client meeting on TM comments and path forward	01/22/2026	0.50	350.00	175.00
<b>Project Assistant</b>					
	37532 - Demma, Sandra PM Support	01/20/2026	0.30	107.90	32.37
	37532 - Demma, Sandra PM Support	01/21/2026	0.40	107.90	43.16
<b>Project Manager</b>					
	100401 - Tieso-Tosado, Zahira General PM activities	01/12/2026	0.50	215.52	107.76
	100401 - Tieso-Tosado, Zahira General PM activities	01/13/2026	0.50	215.52	107.76
			<b>2.20</b>		<b>466.05</b>
<b>Total Labor</b>					<b>466.05 USD</b>
<b>Total This Task</b>					<b>466.05 USD</b>
<b>Total This Project</b>					<b>466.05 USD</b>

**Total This Invoice** 466.05 USD

# TIMESHEET REPORT

**Employee Name:** Hyer, Celine  
**Employee Number:** 23518  
**Week Ending:** 1/25/2026

**Project Name:** Indian River CMMS Implementation  
**Project Number:** 30286084  
**Client Name:** Indian River County, FL

Date	Task Number	Task Name	Hours	Timesheet Comments
Thu - 1/22/2026	2	Develop & Facilitate Scripted Demos	.50	1/22/2026: final client meeting on TM comments and path forward
		<b>Total Hours</b>	.50	

**Approver:**  
**Approval Date:**

**Verifier:** Hyer, Celine  
**Submittal Date:** 2026-01-26 01:33 AM UTC

# TIMESHEET REPORT

**Employee Name:** Demma, Sandra  
**Employee Number:** 37532  
**Week Ending:** 1/25/2026

**Project Name:** Indian River CMMS Implementation  
**Project Number:** 30286084  
**Client Name:** Indian River County, FL

Date	Task Number	Task Name	Hours	Timesheet Comments
Tue - 1/20/2026	2	Develop & Facilitate Scripted Demos	.30	1/20/2026: PM Support
Wed - 1/21/2026	2	Develop & Facilitate Scripted Demos	.40	1/21/2026: PM Support
<b>Total Hours</b>			.70	

**Approver:**  
**Approval Date:**

**Verifier:** Demma, Sandra  
**Submittal Date:** 2026-01-23 09:17 PM UTC

# TIMESHEET REPORT

**Employee Name:** Tieso-Tosado, Zahira  
**Employee Number:** 100401  
**Week Ending:** 1/18/2026

**Project Name:** Indian River CMMS Implementation  
**Project Number:** 30286084  
**Client Name:** Indian River County, FL

Date	Task Number	Task Name	Hours	Timesheet Comments
Mon - 1/12/2026	2	Develop & Facilitate Scripted Demos	.50	1/12/2026: General PM activities
Tue - 1/13/2026	2	Develop & Facilitate Scripted Demos	.50	1/13/2026: General PM activities
<b>Total Hours</b>			1.00	

**Approver:**  
**Approval Date:**

**Verifier:** Tieso-Tosado, Zahira  
**Submittal Date:** 2026-01-14 09:10 PM UTC