



INDIAN RIVER COUNTY
SOLID WASTE DISPOSAL DISTRICT
BOARD MEMORANDUM



Date: January 2, 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 CDM Smith, Inc. for the SWDD Annual Financial Reports

DESCRIPTIONS AND CONDITIONS:

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

CDM Smith, Inc. (CDM Smith) has prepared CCNA-2018 Work Order No. 4, 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. The tasks are listed below showing the expected completion dates and their estimated fees.

TASK	DESCRIPTION	DUE DATE	AMOUNT
Task 1	Full Cost Accounting Report	March 31, 2019	\$ 8,270 – Lump Sum
Task 2	Financial Assurance Report	September 30, 2019	\$ 55,650 – Lump Sum
TOTAL (Lump Sum) =			\$ 63,920

The engineering costs for this project are 5.11% higher than last fiscal year due to the updated contract agreement with our consultant.

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 \$300,000 for the 2018/2019 fiscal year.

Description	Account Number	Amount
Engineering Services	41121734-033130	\$63,920

RECOMMENDATION:

SWDD staff recommends that its Board approve the following:

- a) Approve CCNA-2018 Work Order No. 4 with CDM Smith, Inc. in the amount of \$63,920 to provide engineering services related to the SWDD Annual Financial Reports.
- b) Authorize the Chairman to execute the same, as presented.

ATTACHMENT(s):

- 1) CCNA-2018 Work Order No. 4 – CDM Smith, Inc.