

Indian River County, Florida  
Department of Utility Services  
Board Memorandum

**Date:** May 31, 2024  
**Through:** John A. Titkanich, Jr., County Administrator  
Sean C. Lieske, Director of Utility Services  
**From:** Howard G. Richards, P.E., Manager - Capital Projects  
**Prepared by:** Bryan Beavers, Finance Manager, Utility Services  
**Subject:** First Amendment to the Agreement For RFP 2024005, Comprehensive Utility Rate Study to Stantec Consulting Services, Inc. for Additional Community Engagement Marketing Services  
IRCDUS Project ID 00.23.544

**Background:**

On November 7, 2023, the Indian River County Board of County Commissioners (BCC) awarded RFP 2024005 to Stantec Consulting Services, Inc. (Stantec), for a Department of Utility Services Comprehensive Rate Study. Additional work is now contemplated and requires an amendment to the agreement.

**Analysis:**

During the rate study review, it was deemed necessary by the Indian River County Department of Utility Services (IRCDUS) staff, to expand the scope of the services provided by Stantec to include marketing services to assist with the communication of the rate study results to its customers. The proposed additional services expand the awarded services to include the design and production of planning, presentation, and communication materials, as well as website development services.

Stantec submitted a proposal for the above-described additional services in the amount of \$35,000.00.

**Funding:**

Funds, in the amount of \$35,000.00, for these additional services are budgeted and available in the Utilities/General & Engineering/Other Professional Services/Utility Services Rate Study account, number 47123536-033190-23544, in the Utilities Operating Fund. Utilities operating funds are derived from water and sewer sales.

Description	Account Number	Amount
Utilities/General & Engineering/Other Professional Services/Utility Services Rate Study	47123536-033190-23544	\$35,000.00

**Recommendation:**

Staff recommends the Indian River County Board of County Commissioners approve the first amendment to the agreement for RFP 2024005, Comprehensive Utility Rate Study to Stantec Consulting Services, Inc. for Additional Community Engagement Marketing Services and authorize the Chairman to sign, after review and approval by the County Attorney as to form and legal sufficiency.

**Attachment:**

First Amendment to Agreement for Utility Services Comprehensive Rate Study