

**Indian River County, Florida  
Department of Utility Services  
Board Memorandum**

**Date:** September 21, 2023

**To:** Indian River County Board of County Commissioners

**Through:** John A. Titkanich, Jr., County Administrator  
Sean C. Lieske, Director of Utility Services

**From:** Howard G. Richards, PE, Manager - Capital Projects

**Subject:** AtkinsRéalis USA Work Order 3 for Supplemental Staff Support Services

**Descriptions and Conditions:**

The engineering group within the Indian River County Department of Utility Services (IRCDUS) provides oversight and management of the department's capital improvement program (CIP). The current CIP comprises over 100 capital projects planned for the next five years. IRCDUS is actively recruiting engineers to staff the oversight and management of the current CIP. The vacancies have created a void in resources required to oversee and manage the current CIP projects.

To fill the immediate needs for engineering/project management resources, IRCDUS has turned to the consulting community for staff augmentation resources. On October 17, 2023, Work Order (WO) 2 was issued to AtkinsRéalis USA (AtkinsRéalis), pursuant to their Continuing Contract Agreement dated May 2, 2023, to provide supplemental staff support services in the amount of \$35,000.00. WO 2 is valid through November 14, 2023.

**Analysis:**

IRCDUS desires to continue with AtkinsRéalis supplemental staff support services beyond November 14, 2023, when WO 2 expires. Upon request, AtkinsRéalis provided the attached WO 3 for the continuation of supplemental staff support services in the amount not-to-exceed \$150,000.00. Upon approval of WO 3 by the BCC, the staff augmentation would begin on November 15, 2023 and extend through September 30, 2024. Should full-time staff be hired during this period, the need for staff augmentation will be further evaluated to determine if it is necessary to continue with the service.

**Funding:**

Expenses, in the amount of \$150,000.00, for these services are budgeted and available in the Utilities/Gen & Eng/Other Professional Services account, number 47123536-033190, in the Utilities operating fund. Utilities operating funds are generated from water and sewer sales.

## Consent Item

Description	Account Number	Amount
Utilities/Gen & Eng/Other Professional Services	47123536-033190	\$150,000.00

**Recommendation:**

Staff recommends that the Board of County Commissioners approve Work Order 3 with AtkinsRéalís USA in the amount of \$150,000.00 to provide supplemental staff support services, and authorize the Chair to execute the same. So long as there are no changes in the dollar amount under the work order and upon adequate completion of the work set forth in the work order, staff is directed to make final payment and release any retainage to AtkinsRéalís USA, after review and approval by the Purchasing Manager and the County Attorney's Office.

**Attachments:**

- AtkinsRéalís Supplementary Services SOW