Consent Item

Indian River County, Florida
Department of Utility Services
Board Memorandum

Date: January 24, 2025

To: Indian River County Board of County Commissioners

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

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

Subject: Amendment 1 to AtkinsRéalis USA Work Order No. 6 for Continuation of Staff Augmentation Support Services

Descriptions and Conditions:

The Engineering Group within the Indian River County Department of Utility Services (IRCDUS) General & Engineering provides utility-wide technical support services, including engineering, capital projects delivery, construction inspections, infrastructure asset management, design reviews and construction permitting for offsite utilities development, and geographic information system (GIS) services.

The proposed potable water and sanitary sewer sub-elements (CIE) of the Indian River County 2030 Comprehensive Plan comprises over sixty (60) defined projects to be undertaken over the next five (5) years commencing in Fiscal Year 2025. IRCDUS maintains a working capital improvement plan (CIP), which elaborates the CIE to incorporate other important projects pending availability of funding and staff resources. This CIP includes projects driven by (i.e., Project Drivers):

- **Mandate** – Comply with regulatory and legal requirements, or conduct joint infrastructure coordination (typically utility relocations)
- **Expansion** – Increase capacity or extend utility services to meet customer demands
- **Renewal** – Address aging infrastructure and risk of failure to ensure reliable service delivery
- **Economic** – Improve operational efficiency and staff productivity, generate new revenue, address obsolescence, or investments in sustainability initiatives
- **Resilience** – Address potential impacts of threats and hazards from natural or human causes while meeting minimum services

The growth of IRCDUS' CIP has placed challenges on its limited engineering staff to manage projects. IRCDUS is in the process of recruiting to fill vacant engineering and project management staff positions. The shortage of engineering and project management professionals with the requisite qualifications coupled with competing with the private sector, plus other factors, have made it difficult to attract applicants, thus significantly extending the time it will take to fill the positions.

In anticipation that the recruiting challenges may become the norm, IRCDUS initiated a summer engineering intern program in 2023. One key objective of the program is to enable college students to

gain valuable exposure to public utilities with the hopes of starting their candidacy upon graduation. As a temporary measure, on October 22, 2024, the Indian River County Board of County Commissioners (BCC) approved Work Order No. 6 to AtkinsRéalis USA (AtkinsRéalis) pursuant to Continuing Contract Agreement, dated May 2, 2023, to provide staff augmentation and support services in the amount of $75,000.00.

Analysis:

The IRCDUS summer intern program generated recent success when an engineering graduate who went through the program applied for the vacant engineering position and was hired after multiple interviews. However, the new engineer will be undergoing several months of a structured process to ensure a smooth integration into IRCDUS.

The AtkinsRéalis engineering consultants have been providing project management support to IRCDUS' limited staff, including project initiation, planning, oversight, and administration. They have provided knowledge and expertise that have played an integral role in the progress of many of the capital projects and the health of the capital program.

IRCDUS is projecting that the BCC approved budget of $75,000.00 for WO No. 6 will be exhausted sometime in mid-February 2025. IRCDUS desires to continue the services of AtkinsRéalis beyond this date while it continues with recruiting efforts to fill additional staff vacancies and complete the integration of the new engineer. AtkinsRéalis has expressed interest in continuing its services and provided the attached Amendment 1 to WO No. 6, in the amount of $75,000.00, bringing the total budget to $150,000.00 upon BCC approval.

Funding:

Expenses in the amount of $75,000.00 for these services will be derived from 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.

Description	Account Number	Amount
Utilities/General & Engineering/Other Professional Services	47123536-033190	$75,000.00

Recommendation:

Staff recommends that the Indian River County Board of County Commissioners approve Amendment 1 to Work Order No. 6 with AtkinsRéalis USA for the not-to-exceed amount of $75,000.00 to provide continuation of Staff Augmentation/Support Services, while the Department of Utility Services, in conjunction with Human Resources, continue recruitment to fill vacant positions 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 services set forth in the work order, staff is directed to make final payment and release any retainage to AtkinsRéalis USA.

Attachments:

- AtkinsRéalis WO No.6 Amendment 1 – Staff Augmentation and Support Services