

ENGINEERING SERVICES WORK ORDER 05

This Work Order Number 05 is entered into as of this ____ day of _____, _____, pursuant to that certain Continuing Contract Agreement, dated May 2, 2023 (referred to as the "Agreement"), by and between INDIAN RIVER COUNTY, a political subdivision of the State of Florida ("COUNTY") and AtkinsRéalis USA Inc ("Consultant").

The COUNTY has selected the Consultant to perform the professional services set forth on Exhibit A (Scope of Work), attached to this Work Order and made part hereof by this reference. The professional services will be performed by the Consultant for the mutually agreed upon lump sum or maximum amount not-to-exceed professional fee. Any additional costs must be approved in writing, and at a rate not to exceed the prices set forth in Exhibit B (Rate Schedule) of the Agreement, made a part hereof by this reference. The Consultant will perform the professional services within the timeframe more particularly set forth in Exhibit A (Time Schedule), attached to this Work Order and made a part hereof by this reference all in accordance with the terms and provisions set forth in the Agreement. Pursuant to paragraph 1.4 of the Agreement, nothing contained in any Work Order shall conflict with the terms of the Agreement and the terms of the Agreement shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first written above.

CONSULTANT:

By: 

Print Name: Chris Rader

Title: Vice President

BOARD OF COUNTY COMMISSIONERS OF INDIAN RIVER COUNTY

By: _____
Susan Adams, Chairman

BCC Approval Date: _____

Attest: Ryan L. Butler, Clerk of Court and Comptroller

By: _____
Deputy Clerk

By: _____
John A. Titkanich, Jr., County Administrator

Approved as to form and legal sufficiency:

William K. DeBraal, County Attorney



EXHIBIT A
INDIAN RIVER COUNTY DEPARTMENT OF UTILITIES SERVICES

WORK ORDER NO. 5
Collection System Action Plan
Scope of Services
IRCDUS PID 21.24.519

Background

The Indian River County Department of Utilities Services (COUNTY) owns and operates four sewer service areas: North, West, Central and South. Within these areas there are public facilities, private facilities, and septic systems. The North and Central Service Areas are served by the Central Wastewater Treatment Facility (WWTF). The West and South Service Areas each contain a dedicated WWTF.

On June 28, 2023, Rule 62-600.705(2) F.A.C. became effective. This rule requires all domestic wastewater facility permittees to develop a pipe assessment, repair, and replacement action plan for the facility's collection system. The goal of a Collection System Action Plan is to prevent sanitary sewer overflows (SSOs) and leakages that may endanger public health and the environment. The plan requires a proactive approach of assessing the condition of the collection system to identify and plan for needed maintenance, repairs, and rehabilitation of the system. This Rule was activated upon the COUNTY's submission for the Central WWTF permit renewal in Spring of 2024. The COUNTY has commissioned AtkinsRéalis (CONSULTANT) to assist the COUNTY with creating a Collection System Action Plan that meets the Rule's requirements and can be utilized by COUNTY staff for annual reporting purposes.

Scope of Services

This Scope of Services is for technical services associated with the creation of a Collection System Action Plan (Action Plan) and Annual Report Template for the collection/transmission systems in all four service areas under the COUNTY's control. Upon Notice to Proceed, CONSULTANT shall proceed with the following tasks:

Task 01 Project Management & Meetings

1.1 General Project Management

This task consists of overall management of the PROJECT including contract administration, budget management, invoicing, monthly status reports, and project scheduling and coordination. CONSULTANT shall prepare and submit progress reports

and invoices to the COUNTY, on a monthly basis, to advise and highlight the overall progress and incurred expenses of the PROJECT.

1.2 Kick-off Meeting

CONSULTANT will prepare for and attend a full day in-person project kick-off workshop with all associated staff members, including COUNTY engineering and operations staff, to discuss the PROJECT goals and objectives, clarify team roles and assignments, review and establish PROJECT schedule objectives and discuss data requirements and collection needs. An agenda, Microsoft PowerPoint presentation and meeting minutes will be prepared and distributed to all participants.

1.3 Progress Meetings

CONSULTANT will attend biweekly virtual progress meetings, up to ten (10) total. Meetings will be combined with Weekly Supplemental Staff meetings when appropriate. Agenda and meeting minutes will be prepared and distributed to all participants.

Deliverables: Invoices, Project Status Reports, Meeting Agendas and Minutes.

Task 02 Data Collection & Review

Once authorized, CONSULTANT will prepare and submit a data request memo to the COUNTY to provide available collection system data such as assessment reports, maps, GIS data, infiltration studies, flow data, maintenance records, ordinances, inventory, odor complaints, project records and Standard Operating Procedures (SOPs) that may be pertinent to execution of the PROJECT. Any information provided by the COUNTY in hardcopy form will be scanned for project use. The hardcopy along with an electronic version will be returned to the COUNTY for their records. CONSULTANT will review available data provided by the COUNTY and identify data and records that may be missing or should be collected in the future for the COUNTY'S benefit. The results of this analysis will be documented in a Missing & Future Data Needs Memo.

Deliverables: Data Request Memo. Electronic versions of all hard copy data. Missing & Future Data Needs Memo.

Task 03 Collection System Action Plan & Annual Report Template

3.1 FDEP Meetings

CONSULTANT will prepare for and attend up to two (2) virtual meetings with FDEP and associated COUNTY staff. Meetings will likely include one kick-off meeting and one progress meeting approximately midway through preparation of the Action Plan. The objective of these meetings is to closely collaborate with FDEP to better understand and meet the new Action Plan requirements. Agendas and meeting minutes will be prepared and distributed to all participants.

3.2 Draft Action Plan

CONSULTANT shall prepare a pipe assessment, repair, and replacement action plan in accordance with Rule 62-600.705(2) F.A.C. to demonstrate how the COUNTY will mitigate sanitary sewer overflows and underground pipe leaks to the extent technically and economically feasible. Plan will include a 5-year outlook for all collection/transmission systems under the COUNTY's control including, but not limited to, gravity sewers, manholes, lift and vacuum stations, force mains and vacuum lines and tanks.

3.2.1 Collection/Transmission System Description, Inventory & Data

Action Plan will contain background information, including but not limited to current and projected future flows, population served, management and personnel, assets, and relevant geologic and climatic data. Additional system information including GIS details, overflows, bypasses, odor complaints and corrosion data will also be noted. COUNTY GIS staff will prepare a map and inventory of the system.

3.2.1 Record Keeping

CONSULTANT will assist COUNTY staff to establish clear recordkeeping procedures for all content associated with the Action Plan. Procedures will be detailed in the Action Plan and shared with the appropriate staff members.

3.2.2 System Inspections/Evaluations

Action Plan will include details of recent inflow and infiltration studies and leakage surveys conducted on the system. Details of historic evaluations will be included where available and appropriate. CONSULTANT will document the COUNTY's current standard procedures for completing system inspections, evaluating results and identifying areas of improvement and projects to be completed. Procedures will be evaluated based on industry best practices and any potential improvements, if noted, will be presented to the COUNTY for consideration. CONSULTANT will assist COUNTY staff with preparing an inspection schedule.

3.2.3 Adaptive Maintenance & Repair Plans

Action Plan will summarize general programs and protocols regarding routine maintenance, cleaning activities and emergency repairs. CONSULTANT will review and update up to 15 SOPs associated with routine maintenance, cleaning activities and emergency repairs of the collection/transmission system. Procedures will be evaluated based on industry best practices and improvements will be recommended, as needed. Associated capital improvement and R&R projects identified within this Action Plan, in the current Capital Improvement Plan along with the current Master Plan will be listed.

3.2.4 Sewer Programs

CONSULTANT will review and describe COUNTY's current fats, oils and grease (FOG) program, root control program and any other program in place to limit the presence of debris and blockages in the collection/transmission system. Programs will be

evaluated based on industry best practices and improvements will be recommended, as needed.

3.2.5 Individual Service Connections & Sanitary Sewer Laterals

CONSULTANT will review and describe COUNTY's current sewer ordinances and/or programs associated with minimizing inflow and infiltration from sanitary sewer laterals.

3.2.6 Satellite Systems

Action Plan will include details on all satellite collection systems connected to the COUNTY's collection system.

3.2.7 Resiliency

Action Plan will describe the resiliency of the system, in respect to sea-level rise, based on previously completed evaluations. All flood mitigation and stormwater control actions associated with reducing the potential for inflow and infiltration into the collection/transmission system, both completed and planned, will be identified, and documented.

3.3 Draft Annual Report Template & Guidance Document

CONSULTANT will prepare a Report Template for the COUNTY's use to meet the required annual reporting under Rule 62-600.705(2) F.A.C. The template will seek to summarize the Action Plan's implementation over the previous year including facility revenues, expenditures, expansions, repairs, and assessments conducted. A Guidance Document will be created to provide the user detailed steps on how to complete the Annual Report. This will help ensure consistency of use and allow the Report to easily be assigned to different employees, as needed.

3.4 Review Meeting

CONSULTANT will prepare for and conduct an in-person Review Meeting with COUNTY staff to discuss and understand comments associated with the Draft Action Plan. CONSULTANT will summarize the comments received during the Draft Action Plan Review Meeting along with the actions for incorporating or resolving the comments received.

3.5 Final Action Plan

CONSULTANT will incorporate comments as summarized from the Review Meeting into a Final Action Plan. Final Action Plan will be certified by a professional engineer registered in the State of Florida. Up to three (3) hardcopies along with a digital copy will be submitted to the COUNTY.

3.6 Final Annual Report Template & Guidance Document

CONSULTANT will incorporate comments as summarized from the Review Meeting into a Final Report Template and Guidance Document. Up to three (3) hardcopies along with a digital copy will be submitted to the COUNTY.

Deliverables: FDEP Meeting Agendas & Minutes. Draft Action Plan. Draft Annual Report Template & Guidance Document. Review Meeting Agenda and

Meeting Minutes. Comment Matrix. Final Action Plan. Final Annual Report Template & Guidance Document.

Task 04 Requests for Information (RFI)

CONSULTANT will consider written questions from FDEP related to the PROJECT and prepare all responses and addenda as required to interpret, clarify, or expand the Final Action Plan. CONSULTANT will submit addenda to the COUNTY in a timely manner.

Deliverables: RFI Responses, Action Plan Addenda and Annual Report Template & Guidance Document (if needed).

Task 05 Expenses

Expenses include cost of staff travel and meals for in-person meetings in addition to final prints.

Deliverables

Task	Deliverable
<i>1.0 Project Administration</i>	
	Invoices and Project Status Reports
	Meeting Agendas and Minutes
<i>2.0 Data Collection & Review</i>	
	Data Request Memo
	Electronic versions of all hard copy data
	Missing & Future Data Needs Memo
<i>3.0 Collection System Action Plan & Annual Report Template</i>	
	FDEP Meeting Agendas & Minutes
	Draft Action Plan
	Draft Report Template & Guidance Document
	Review Meeting Agenda and Minutes
	Comment Matrix
	Final Action Plan
	Final Report Template & Guidance Document
<i>4.0 Requests for Information</i>	
	RFI Responses, Action Plan Addenda, Annual Report Template & Guidance Document (as needed)

Quality Control

CONSULTANT will be responsible for the professional quality of all deliverables. This shall include an internal Quality Assurance Plan that, as a minimum, provides review of all deliverables and significant calculations by qualified professionals who are not responsible for project execution.

Schedule

The anticipated schedule shown below is based on the weeks after the formal issuance of the signed Work Order and a Notice to Proceed (NTP) by the COUNTY. The COUNTY's deadline to submit the Action Plan to FDEP is 1-year from effective date of permit. The effective date of permit is May 10, 2024.

Task	Duration from NTP
Project Kick-Off Meeting	4 weeks
Data Collection and Review	6 weeks
Draft Action Plan & Report Template	32 weeks
Draft Action Plan Review Meeting	35 weeks
Final Action Plan & Report Template	38 weeks
FDEP Review & RFIs	TBD

Assumptions

The following assumptions have been made in the development of this scope of work, schedule, and fee.

- Design efforts are not needed for this PROJECT.
- Start date of 1-year Action Plan deadline begins May 10, 2024.
- The project will comply with all federal, state, and local codes in effect when NTP is given.
- Data requested under Task 02 is available and will be furnished to CONSULTANT within two weeks of request.
- Attendees of the Kick-off and Review meetings are designated as decision makers.
- Oliver and Erika will charge their travel and expenses for the Kickoff and Review Meetings to Work Order 3 Supplemental Staff. In the event that either of these meetings become a stand alone meeting and are not accompanied by a standard 3-4 day in-office visit for Supplemental Staff work then all costs will be charged to this work order.
- CONSULTANT will sign and seal Final Action Plan.
- COUNTY already performs evaluations on at least 5% of the system each year using one of the approved methods.

- COUNTY has recently performed inflow/infiltration studies and/or leakage surveys and can provide documentation on the details and results of these studies and studies historically completed.
- COUNTY has a FOG program in place at the time of this scope approval.
- COUNTY has a root control program in place at the time of this scope approval.
- COUNTY has an established and thorough GIS system that identifies collection/transmission system components and their attributes. This system can produce a map and inventory of the collection/transmission system.
- All additional work to complete a full inventory of the collection/transmission system within GIS will be performed by COUNTY staff.
- CONSULTANT will not be summarizing results of all recent and historical CCTV data but rather using the most recent data to assist COUNTY staff with setting up a system of evaluating this data and recommending improvements where needed.
- COUNTY has an established Maintenance System (Cartegraph) used to schedule and track maintenance work orders and records. This system is used regularly and in good standing.
- COUNTY is contracting an Engineer to complete a Master Plan that includes wastewater and collections systems along with a resiliency evaluation. The Action Plan may refer to work to be completed in the Master Plan.

Exclusions

The following items are not included in the scope of this project:

- Permitting services
- Preparation of bidding documents
- Bidding services
- Construction services
- Survey services
- Preparation of Record Drawings
- GIS services & data input
- Public Meetings
- Resiliency evaluation

Compensation

CONSULTANT proposes to perform the work on a Lump Sum basis with budgets between the sub-tasks and expenses being interchangeable upon approval by the COUNTY. The estimated total engineering fee including labor and expenses associated with the scope of work is \$155,229.20 as summarized in the table below and presented in detail in Exhibit B.

Task No.	Task	Fee
1	Project Management & Meetings	\$ 34,010.00
2	Data Collection & Review	\$ 12,456.00
3	Action Plan & Annual Report Template	\$ 101,865.00
4	Requests for Information	\$ 5,336.00
5	Expenses	\$ 1,562.20
	Total Fee	\$ 155,229.20



EXHIBIT B

Cost Detail

'Cost Proposal - By Labor Category and Cost Type

Collection System Action Plan
Indian River County
(AtkinsRealis WO#5)

Labor Hours by Project Role												
Bill Rate:		\$ 131.00	\$ 154.00	\$ 290.00	\$ 260.00	\$ 260.00	\$ 131.00					
Task#	Description	Engineer II (PM)	Sr. Engineer I	Principal Tech Professional	Sr. Project Manager	Sr Engineer IV - QAQC	Engineer II	Total Hours	Labor	Subcontract & Consultants	Equipment	Travel
01	Project Management & Meetings	136.00	18.00	22.00	16.00	-	22.00	214.00	\$ 34,010.00	\$ -	\$ -	\$ -
02	Data Collection & Review	8.00	16.00	20.00	-	-	24.00	68.00	\$ 12,456.00	\$ -	\$ -	\$ -
03	Action Plan & Annual Report Template	36.00	110.00	150.00	5.00	46.00	179.00	526.00	\$ 101,865.00	\$ -	\$ -	\$ -
04	Requests for Information	4.00	6.00	8.00	-	2.00	8.00	28.00	\$ 5,336.00	\$ -	\$ -	\$ -
05	Expenses	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ 1,362.00
Total		184.00	150.00	200.00	21.00	48.00	233.00	836.00	\$ 153,667.00	\$ -	\$ -	\$ 1,362.00
Total												



Atkins North America, Inc
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www.atkinsglobal.com/northamerica

Subject: Indian River County Continuing Engineering Services RFQ 2023015

As requested, the following is our information regarding proposed hourly rates for the subject contract. These hourly billing rates will remain effective for the initial duration of this Agreement, and may be renegotiated should an additional renewal period be exercised.

Labor Category *	Proposed Billing Rate
Sr. Project Manager	\$260.00
Project Manager	\$226.00
Principal Technical Professional	\$290.00
Sr Engineer IV	\$260.00
Sr Engineer III	\$208.00
Sr Engineer II	\$178.00
Sr Engineer I	\$154.00
Engineer II	\$131.00
Engineer I	\$125.00
Engineer Intern	\$95.00
Chief Designer	\$196.00
Sr Designer II	\$166.00
Sr Designer I	\$154.00
CAD Technician II	\$113.00
Sr. GIS Analyst III	\$172.00
GIS Analyst	\$143.00
Sr. Landscape Architect IV	\$238.00
Sr. Landscape Architect III	\$172.00
Landscape Architect I	\$83.00
Construction Estimation/Scheduling	\$184.00
Chief Scientist	\$249.00
Sr. Scientist II	\$184.00
Sr. Scientist I	\$148.00
Scientist II	\$113.00
Scientist I	\$101.00
Administrative Assistant	\$95.00

* Representative titles only - not intended to capture all titles necessary for assignments.

Matthew Taylor, PE; Vice President

Printed Name and Title


 Signature

Date: 21-Apr-23



EXHIBIT C

Time Schedule



Schedule

The anticipated schedule shown below is based on the weeks after the formal issuance of the signed Work Order and a Notice to Proceed (NTP) by the COUNTY.

Task	Duration from NTP
Project Kick-Off Meeting	4 weeks
Data Collection and Review	6 weeks
Draft Action Plan & Report Template	32 weeks
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