

**INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET  
PURCHASING DIVISION**

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**DATE:** March 7, 2024

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** John A. Titkanich, Jr., County Administrator  
Kristin Daniels, Director, Office of Management and Budget  
Jennifer Hyde, Purchasing Manager

**FROM:** Shelby Ball, Purchasing Specialist

**SUBJECT:** Award of RFP 2024032 for a Vulnerability Assessment Study

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**BACKGROUND:**

On behalf of the Natural Resources Department, a Request for Proposals (“RFP”) was issued to conduct vulnerability assessments in order to comply with Florida Statutes and provide in-depth data on how to protect and adapt the County’s most vulnerable critical assets. The awarded Consultant will prepare and deliver a Vulnerability Assessment Report that addresses objectives such as: compliance with F.S.S. 380.093, measuring the impact of flooding on assets, and the impacts of sea-level rise on critical and regionally significant assets.

**DISCUSSION:**

A selection committee comprised of Andrew Sobczak, Planning and Development Services Director, Eric Charest, Interim Natural Resources Director, Howard Richards, Utilities Capital Projects Manager, Laura Yonkers, Stormwater Engineer, and Michael Staudt, GIS Manager independently reviewed and scored the received proposals. The committee then met to compile an initial ranking of firms. After discussions, the committee determined no interviews were necessary, and declared the ranking final.

<b>Firm</b>	<b>Total Proposed Cost</b>
1. Tetra Tech, Inc.	<b>\$248,675</b>
2. Brizaga, Inc.	<b>\$226,739</b>
3. Aptim Environmental & Infrastructure, LLC	<b>\$224,275</b>
4. Thornton Tomasetti, Inc.	<b>\$245,000</b>

Pending Board of County Commission approval of Staff’s recommendation and execution of all contract documents, it is anticipated that the project would commence in April 2024 with an initial kick off meeting. Due to the extensive data research and on-going County input associated with a study such as this, the next milestone event in this project would be the generation of a draft Vulnerability Assessment report projected to be provided to the County in December 2024. After

Staff review, public outreach workshops are expected to take place in January 2025, with comments being incorporated into the final Vulnerability Assessment report which is expected in March 2025. The contractor’s proposed schedule may be altered based on concurrence with the County.

**FUNDING:**

Funding for this study will come from the MSTU Fund/ Natural Resources/ Other Professional Services/ Comp Vulnerability Grant account, number 00423137-033190-23047.

<b>Account Number</b>	<b>Account Description</b>	<b>Total Cost</b>
00423137-033190-23047	MSTU Fund/ Natural Resources/ Other Professional Services/ Comp Vulnerability Grant	\$248,675

**RECOMMENDATION:**

Staff recommends the Board approve the final ranking of firms, award the RFP to Tetra Tech, Inc., and after the receipt and approval of the required insurance by the Risk Manager, approve the agreement, and authorize the Chairman to execute it, after review and approval by the County Attorney as to form and legal sufficiency.

**ATTACHMENT**

Agreement