



June 1, 2023

Eric Charest  
Indian River County Department of Public Works  
1801 27th Street  
Vero Beach, FL 32960-3388  
Email: [echarest@ircgov.com](mailto:echarest@ircgov.com)

**Subject: Proposal to Indian River County for Development of an Indian River Lagoon Management Plan – Public Outreach**

Dear Mr. Charest:

Tetra Tech, Inc. (Tetra Tech) is pleased to provide Indian River County (IRC) with this proposal for services to carry forward the development of a comprehensive Indian River Lagoon (IRL) Management Plan and assist IRC by providing outreach services.

## **BACKGROUND**

IRC is located along the IRL, which is one of the nation's most ecologically diverse estuaries and an important ecosystem in the state of Florida. The local governments and state agencies have been working together to restore this system, which is impaired by excessive nutrient inputs that are causing algal blooms and low dissolved oxygen conditions.

IRC has been collecting data on its portion of the IRL and providing regular updates to the County Commission on research areas since 2019. Based on the information provided, the Commission asked IRC staff to begin preparing a Lagoon Management Plan.

Tetra Tech has been working with IRC to develop the Lagoon Management Plan since 2018. In 2019, IRC hired an IRL Plan Environmental Specialist, and this position has taken the lead on preparing the plan with support from Tetra Tech. As part of plan development, IRC would like to include opportunities for public workshops and meetings with specific interest groups to gather input and feedback on the Lagoon Management Plan.

## **SCOPE OF WORK**

### **Task 1: One-on-One Meetings with Commissioners**

Tetra Tech will work collaboratively with IRC staff during plan development to prepare presentations to each of the five County Commissioners on a one-on-one basis to update them on the progress with IRC's IRL Management Plan and to identify areas, topics, and projects that each commissioner would like to include (or exclude as the case may be) to the Plan. One meeting will be held with each commissioner. Tetra Tech will prepare an agenda, facilitate each

**Tetra Tech, Inc.**

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meeting, take notes, and log comments from each commissioner. These meetings will be held in-person at the IRC office in a single day to minimize travel time and costs. Tetra Tech will assist IRC staff to ensure that the commissioners' comments are included in the draft Lagoon Management Plan.

### **Task 2: Facilitation and Support for Two Public Workshops**

Tetra Tech will work collaboratively with IRC staff during plan development to prepare for two public workshops. At least one of these workshops will be held in the evening hours. Tetra Tech will assist in preparing a presentation summarizing the draft Lagoon Management Plan. The workshops will seek input for data gaps, projects, and topics for the draft plan. Tetra Tech will prepare an agenda, facilitate each meeting, take notes, and log comments. In addition, Tetra Tech can assist with providing online tools to allow for virtual participation in the workshops if IRC desires.

The public comment and review period for the draft Lagoon Management Plan will be open for 30 days during which time Tetra Tech will work with IRC staff to gather additional comments. All comments received will be tracked in an Excel document that notes the commenter, location in draft plan, and comment. Tetra Tech will work with IRC to provide a response to each comment, which will include noting how the plan was revised, if applicable.

### **Task 3: Meetings with Specific Interest Groups**

Tetra Tech will also support IRC staff in 6 to 8 meetings with specific interest groups in the County. These meetings will be held with individual groups to discuss the draft Lagoon Management Plan and obtain input. IRC staff will identify the key interest groups to meet with, such environmental organizations and homeowner's associations, and provide contacts for each group. Tetra Tech will work with IRC staff to set up these meetings, facilitate each meeting, take notes, and log comments received. Tetra Tech will participate in half of these meetings in-person and half of the meetings virtually.

## **PROJECT SCHEDULE**

The approximate duration noted for each task is based on our current understanding and best estimates of time required to perform the basic services and may be subject to change upon agreement between IRC and Tetra Tech.

<b>Task</b>	<b>Timeline</b>
Notice to Proceed (NTP)	June 20, 2023
Meetings with IRC Commissioners	July 2023
Public Workshops	August 2023
Meetings with Specific Interest Groups	August – September 2023

## **ASSUMPTIONS**

Tetra Tech's scope of services and project costs were developed with the following assumptions:

- Tetra Tech shall be entitled to rely upon any information, data and documentation concerning the project provided to it by IRC or other parties or that is generally available, as well as any statements and representations made by IRC concerning the project or the services. In relying on such information, Tetra Tech shall have no obligation to investigate or independently verify the accuracy or completeness of such information.
- No field sampling, analysis, or design services will be conducted by Tetra Tech.
- Services are limited to only items included in the Scope, and any items not included in the scope shall be considered additional services subject to additional compensation and a time extension.
- In recognition of the relative risks and benefits of the project to both the Client and Tetra Tech, the risks have been allocated. The Client agrees to limit the liability of Tetra Tech for all claims related to the Project the contract value of \$68,956.02

## **PROJECT COST**

The estimated costs are based on our current understanding of the project requirements and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between IRC and Tetra Tech. Our Time and Materials price proposal includes labor hours and travel costs in the amount of \$68,956.02, as outlined in Table 1.

Tetra Tech will invoice IRC each month for services rendered during the previous calendar month based on work completed for each task. Tetra Tech shall be paid for all invoices within 30 days of an approved submittal.

## **PERIOD OF PERFORMANCE**

Tetra Tech anticipates commencing project activities upon receipt of a task order authorization from IRC. This project is anticipated to be completed by September 30, 2023.

Tetra Tech looks forward to providing these additional services in support of the Lagoon Management Plan. We are available to discuss our approach with you in detail at your convenience. Should you have any questions regarding this proposal, please contact me at (321) 961-5627.


Sincerely,



Matthew D. Shelton  
Project Manager

Cc: Marcy Frick, Tetra Tech  
Erin Lincoln, Tetra Tech

**Table 1. Hours and Costs by Task**

<div></div> <div>TETRA TECH, INC.</div>			Task 1			Task 2			Task 3								
			One-on-One Meeting with Commissioners			Two Public Workshops			Meetings with Specific Interest Groups								
			DESCRIPTION			Units	\$		Units	\$		Units	\$		Units	\$	
Tetra Tech, Inc. Labor																	
Employee Name	Category	Rate															
Shelton, Matthew	Project Manager 2	\$227.00	19.0	\$	4,313.00	66.0	\$	14,982.00	48.0	\$	10,896.00	133.0	\$	30,191.00			
Frick, Marcy	Project Manager 2	\$227.00	22.0	\$	4,994.00	60.0	\$	13,620.00	40.0	\$	9,080.00	122.0	\$	27,694.00			
Leonard, Morgan	Engineer I	\$124.00	4.0	\$	496.00	24.0	\$	2,976.00	16.0	\$	1,984.00	44.0	\$	5,456.00			
Keller, Francis	Sr. Project Administrator	\$140.00	2.0	\$	280.00	2.0	\$	280.00	1.0	\$	140.00	5.0	\$	700.00			
Total Labor			47.0	\$	10,083.00	152.0	\$	31,858.00	105.0	\$	22,100.00	304.0	\$	64,041.00			
Tetra Tech, Inc. Travel																	
Travel Jacksonville to Vero (\$300 each)				\$	300.00		\$	600.00		\$	1,200.00		\$	2,100.00			
Travel Merritt Island to Vero (\$84 each)				\$	84.00		\$	168.00		\$	336.00		\$	588.00			
Per Diem - M&IE (\$69/day)				\$	138.00		\$	276.00		\$	276.00		\$	690.00			
Per Diem - lodging (\$204 per night)				\$	-		\$	408.00		\$	276.00		\$	684.00			
G&A to Travel			10.00%	\$	52.20		\$	145.20		\$	208.80		\$	406.20			
Fee to Travel			10%	\$	57.42		\$	159.72		\$	229.68		\$	446.82			
Total Travel				\$	631.62		\$	1,756.92		\$	2,526.48		\$	4,915.02			
TOTAL					\$10,714.62			\$33,614.92			\$24,626.48			\$68,956.02			