

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

Date: March 15, 2024

To: Indian River County Board of County Commissioners

Through: John A. Titkanich, Jr., County Administrator

From: Sean C. Lieske, Director of Utility Services

Prepared by: Howard G. Richards, P.E., Manager - Capital Projects

Subject: Amendment to Work Order 3 to AtkinsRéalís USA for Continuation of Supplemental Staff Support Services

Background:

The Capital Improvement Plan (CIP) for the Indian River County Department of Utility Services (IRCDUS) includes the long-range (10 years), short-range (5 years) and annual capital plans for County's Water, Wastewater, and Resue systems. The CIP master list comprises capital projects, asset renewals, and major equipment procurement, that averages between \$24 million and \$30 million annually. The growth of IRCDUS' CIP has placed challenges on its limited Engineering staff to provide oversight and management of the projects. As such, IRCDUS has looked to the consulting community to provide temporary staff while it continues with recruiting efforts to fill vacant positions.

On November 7, 2023, the Indian River County Board of County Commissioners (BCC) approved Work Order No.3 to AtkinsRéalís USA pursuant to Continuing Contract Agreement, dated May 2, 2023, to provide supplemental staff support services for the amount of \$150,000.00. Since then, the Atkins engineering consultants have been providing project management support to IRCDUS, including project initiation, planning, oversight, and administration. IRCDUS desires to continue with AtkinsRéalís supplemental staff support services, while it continues with recruiting efforts to fill staff vacancies.

Analysis:

IRCDUS is projecting that the BCC approved budget of \$150,000.00 for WO 3 will be exhausted sometime around May 4, 2024. AtkinsRéalís is interested and agrees to continue its services beyond that date (subject to BCC approval) and provided the attached Amendment 1 to WO 3 for the amount of \$150,000.00, which would effectively extend the contract through the end of the fiscal year, or September 30, 2024.

Funding:

Expenses in the amount of \$150,000.00 for these services will be derived from the Utilities/Gen & Eng/Other Professional Services account, number 47123536-033190, in the Utilities operating fund.

Consent Item

Utilities operating funds are generated from water and sewer sales.

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 Amendment No.1 to Work Order 3 with AtkinsRéalis USA in the amount of \$150,000.00 to provide continuation of 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 to AtkinsRéalis USA, after review and approval by the Purchasing Manager and the County Attorney’s Office.

Attachments:

AtkinsRéalis WO 3 Amend 1 - Supplemental Staff Support Services