



**INDIAN RIVER COUNTY, FLORIDA**  
**INTEROFFICE MEMORANDUM**  
**Department of General Services**  
**Parks & Conservation Resources**

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**Date:** October 7, 2020

**To:** The Honorable Board of County Commissioners

**Through:** Jason E. Brown, County Administrator  
Michael Zito, Assistant County Administrator  
Kevin Kirwin, Director Parks & Recreation

**From:** Beth Powell, Assistant Director Parks & Conservation Resources

**Subject:** Jones' Pier Conservation Area Public Use Improvements – Amendment Number 1 to Work Order Number 3 Continued Construction Administration Services

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**DESCRIPTIONS AND CONDITIONS**

On April 17, 2018, the Board of County Commissioners approved Continuing Consulting Engineering Services Agreements (RFQ 2018008). Carter Associates, Inc. is the design engineer of record for the 4-acre Saltmarsh Wetland and was also hired to provide bid document preparation and assist with the bidding process for both phases of the project. On February 18, 2020, the Board of County Commissioners approved Work Order Number 3 in the amount of \$30,335.00 to Carter Associates, Inc. to provide construction administration services for the Jones' Pier Conservation Area Public Use Improvements.

Due to project delays and necessary extension of work required, Carter Associates, Inc., provided staff with Amendment Number 1 to Work Order 3 (Attachment A and Exhibit 1) for additional construction administration services required to complete the project. Carter Associates, Inc. in close coordination with County staff, will serve as the primary point of contact with the general contractor on behalf of the County. This amendment provides a scope of work through February 28, 2021, at an amount of \$20,450.00. The total Work Order with the Amendment will be \$50,785.00

**FUNDING**

Funding for this Amendment Number 1 to Work Order Number 3 will be funded through Optional Sales Tax as identified in the Capital Improvement Element of the Comprehensive Plan adopted on December 3, 2019.

<b>Description:</b>	<b>Account Number:</b>	<b>Amount:</b>
Optional Sales Tax/Parks/Jones Pier Improvements	31521072-066510-18010	\$20,450.00

**STAFF RECOMMENDATION**

Staff recommends the Board accept Amendment 1 to Work Order Number 3 with Carter Associates, Inc. authorizing the professional services as outlined in the Scope of Services and requests the Board to authorize the Chairman to execute the Work Order on their behalf for a lump sum amount of \$20,450.00 upon approval by the County Attorney as to form and legal sufficiency.

**ATTACHMENTS**

Attachment A – Amendment Number 1, Work Order Number 3 – Carter Associates, Inc.  
Exhibit 1 – Proposed Amendment Number 1, Work Order Number 3 – Continuing Engineering Services RFP 2018008 – Jones Pier Conservation Area Construction Administration Services

**DISTRIBUTION:**

Carter Associates, Inc.

**APPROVED AGENDA ITEM FOR OCTOBER 20, 2020.**