

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

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**DATE:** December 8, 2023

**TO:** BOARD OF COUNTY COMMISSIONERS

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

**FROM:** Jennifer Hyde, Purchasing Manager

**SUBJECT:** Agreement with Carter Associates, Inc. for Design Services for Oslo Park Paving and Drainage Project (IRC-2308)

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**BACKGROUND:**

On May 16, 2023, the Board denied approval for non-Ad Valorem Assessments for street paving in the Oslo Park area, and directed staff to pursue design, engineering, and cost estimation for the project. The Board approved the final ranking of firms established for Request for Qualifications (RFQ) and authorized negotiations with the top ranked consultant, Carter Associates, Inc. (CAI) at its October 3, 2023 meeting.

The agreement is now ready for the Board's consideration. The agreement represents the initial phase of the work, which will include survey, geotechnical investigation, permitting investigation, conceptual design, and public outreach. After the county approves the conceptual design, an amendment to the agreement will be brought before the Board to cover additional services and costs included in final design development, permitting, and utility coordination and adjustments.

**FUNDING:**

The project will be initially funded by Gas Tax with a cash budget amendment to the Secondary Roads/Road & Bridge/Construction in Progress/Oslo Park Paving account. Once the cost of the project is determined, and the assessments begin to be collected, the Gas Tax fund will be reimbursed for expenses over 25% of the project costs.

<b>Account Number</b>	<b>Account Description</b>	<b>Total</b>
10921441-066510-24003	Secondary Roads/Road & Bridge/Construction in Progress/Oslo Park Paving	\$285,240

**RECOMMENDATION:**

Staff recommends the Board 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 with CAI