

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

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**DATE:** December 7, 2023

**TO:** BOARD OF COUNTY COMMISSIONERS

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

**PREPARED BY:** Shelby Ball, Purchasing Specialist

**SUBJECT:** First Extension and Amendment to Agreement for Professional Roof Design, Evaluation, and Construction Oversight Services (RFQ 2020031)

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**BACKGROUND:**

The Board of County Commissioners awarded RFQ 2020031 to the REI Engineers, Inc., Jay Ammon Architect, Inc., and A/R/C Associates, Inc. effective January 5, 2021 for continuing professional roof design, evaluation, and construction oversight services. The Public Works Department has been pleased with services rendered thus far and requested to execute the First Extension and Amendment to the agreement. Staff initially contacted the firms on November 8, 2023 to request execution of the First Extension and Amendment. Due to lengthy review timelines, the First Extension and Amendment was not received by staff until December 6, 2023. All three firms have agreed to renew with no change in rates.

**FUNDING:**

Funding for work orders under the agreements will vary, based on project and department. Individual work orders over \$35,000 will be brought before the Board for review and approval. Per Section 105.01, Indian River County Code, the County Administrator may approve work orders for Continuing Consulting Services up to \$35,000. A quarterly list of work orders approved by the Administrator will be presented to the Board as an informational item. The effective date of the Extension and Amendment is January 5, 2024, to coincide with the expiration date of the original agreement.

**RECOMMENDATION:**

Staff recommends the Board approve the first extension and amendment to the agreement with REI Engineers, Inc., Jay Ammon Architect, Inc., and A/R/C Associates, Inc and authorize the Chairman to execute it after the County Attorney has approved it as to form and legal sufficiency.

**ATTACHMENTS:**

First Extension and Amendment – A/R/C

First Extension and Amendment – Jay Ammon

First Extension and Amendment - REI