



INDIAN RIVER COUNTY, FLORIDA
AGENDA ITEM
Assistant County Administrator /
Department of General Services
Parks and Conservation Resources Division

Date: January 31, 2020

To: The Honorable Board of County Commissioners

Through: Jason E. Brown, County Administrator
Michael C. Zito, Assistant County Administrator
Kristin Daniels, Director, Office of Management and Budget
Kevin Kirwin, Director, Parks and Conservation Resources

From: Beth Powell, Asst. Director, Parks and Conservation Resources

Subject: Jones' Pier Conservation Area Public Use Improvements – Work Order
Number 3 Jones' Pier Conservation Area Construction Administration
Services

BACKGROUND:

On October 15, 2019, staff provided an update to the Board regarding the improvements for the Jones' Pier Conservation Area including the design and engineering for the public use improvements and saltmarsh wetland. The construction of the project was awarded to XGD Systems, Inc. on January 7, 2020, and the Agreement was executed by all parties. Due to current project workloads and staffing limitations within the Public Works Department, it is necessary to contract professional construction administration services for this project to assist with technical items such as:

- Coordination of project meetings and scheduling
- Coordination with other project consultants
- Review of contractor's submittals and shop drawings with follow-up recommendations
- Review and coordination of necessary on-site testing
- Review as-built survey (to be provided by contractor) for compliance with approved plans
- Confirmation of work performed and review of pay requests

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. Based on their familiarity with the project, staff determined that Carter Associates, Inc. would be the most appropriate firm to assist with construction services for all phases of the project, with exception of the Pavilion/Restroom. Staff will work with the project architect to provide additional services as needed in relation to that building.

Carter Associates, Inc. provided staff with a proposal (Attachment A and Exhibit A) for the services listed above. These services will be provided to completion of the project as outlined in the proposal. 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.

FUNDING:

Funding for this Work Order Number 3 is funded through the project budget allocated in the updated Comprehensive Plan, Capital Improvements Schedule adopted December 3, 2019.

	Description	Account Number	Amount
Work Order #3	Jones' Pier Preserve Public Access Improvements – Windsor Properties Exchange Donation	00421072-066510-18010	\$30,335.00

RECOMMENDATION:

Staff respectfully recommends approval of Work Order Number 3, Jones' Pier Conservation Area with Carter Associates, Inc. under the Continuing Consulting Engineering Services Agreements - RFQ 2018008 in the amount of \$30,335.00, and authorize the Chairman to execute Work Order No. 3 after review and approval by the County Attorney as to form and legal sufficiency.

ATTACHMENT:

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

DISTRIBUTION:

Carter Associates, Inc.

AGENDA ITEM FOR FEBRUARY 18, 2020