



INDIAN RIVER COUNTY, FLORIDA
INTEROFFICE MEMORANDUM
Department of General Services
Parks & Recreation – Conservation Lands

Date: June 28, 2021

To: The Honorable Board of County Commissioners

Through: Jason E. Brown, County Administrator
Michael C. Zito, Assistant County Administrator / General Service Department
Kevin Kirwin, Director Parks & Recreation

From: Beth Powell, Assistant Director Parks & Conservation Resources

Subject: Jones' Pier Conservation Area Public Use Improvements – Amendment
Number 2 to Work Order Number 3 Continued Construction Administration
Services

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 and on October 20, 2020, the Board approved Amendment Number 1 to Work Order Number 3 for additional construction administration services due to delays in the amount of \$20,450.00. Amendment Number 1 scope of services ended on February 28, 2021.

Due to additional project delays and necessary extension of work required, Carter Associates, Inc., has provided staff with Amendment Number 2 to Work Order 3 (Attachment A and Exhibit 1) for additional construction administration services required to complete the project through September 30, 2021. 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 for the period expected to complete the work by the contractor at an amount of \$11,365.00. The total Work Order with all both amendments will be \$62,150.00.

FUNDING

Funding for this Amendment Number 1 to Work Order Number 3 in the amount of \$11,365.00 will be funded through Optional Sales Tax as identified in the Capital Improvement Element of the Comprehensive Plan adopted on December 1, 2020.

Item:	Description:	Account Number:	Amount:
Carter Associates, Inc. - Amendment Number 2, Work Order Number 3	Jones' Pier Preserve Public Access Improvements – Windsor Properties exchange Donation	31521072-066510- 18010	\$11,365.00

RECOMMENDATION

Staff recommends the Board accepts Amendment 2 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 \$11,365.00 upon approval by the County Attorney as to form and legal sufficiency.

ATTACHMENTS

Attachment A – Amendment Number 2, Work Order Number 3 – Carter Associates, Inc.
Exhibit 1 – Proposed Amendment Number 2, Work Order Number 3 – Continuing Engineering Services RFP 2018008 – Jones Pier Conservation Area Construction Administration Services

DISTRIBUTION:

Carter Associates, Inc.

APPROVED AGENDA ITEM FOR JULY 13, 2021