

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

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**DATE:** August 28, 2024

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** John A. Titkanich, Jr., County Administrator

**FROM:** Jennifer Hyde, Purchasing Manager

**SUBJECT:** Change Order 1 to Close Construction for Jones' Pier Conservation Area Bungalow Renovation (Bid 2024009)

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**BACKGROUND:**

On November 7, 2023, the Board awarded Bid 2024009 for construction services related to conversion of the Jones' Pier Conservation Area Bungalow, located at 7770 Jungle Trail into an interpretive center for use by the public. These renovations are in funded in part by a grant from the Florida Inland Navigation District.

**DISCUSSION:**

The agreement provided 150 days for substantial completion, and 180 days for final completion. Notice to proceed was issued on March 21, 2024, after receipt of the building permit. The contract dates established August 18, 2024, for substantial completion, and September 17, 2024, for final completion.

When progress seemed to stall over the summer, both staff and Spiezle (the County's architect for the project), reached out to the contractor for updates. Due to a lack of response, a formal letter was ultimately sent to Close by staff on August 16, 2024, detailing the punch list of outstanding items of work, noting the impending substantial completion deadline, reiterating the urgency of timely completion to ensure compliance with the grant, and requesting a schedule detailing the Contractor's plan to reach final completion.

Close responded with the requested schedule, and staff and its architect later met with the contractor to discuss the outstanding work, as well to clarify some items previously considered, but not clearly memorialized by work change directive. Mutual agreement on the final tasks and an extension to the contract times was reached, and a final work change directive 3 was approved. The addition of 23 days to the contract times is recommended, which will provide for completion in accordance with the FIND grant.

**FUNDING:**

No increase to the contract amount is anticipated, as a \$78,000 force account for work not anticipated in the bid specifications and plans was included; therefore, the project is anticipated to be completed below contract price.

**RECOMMENDATION:**

Staff recommends the Board approve Change Order 1 to the contract with Close Construction and authorize the Chairman to execute it. So long as there are no changes in the dollar amount under the agreement, upon adequate completion of the work set forth in the agreement, staff is directed to make final payment and release any retainage to Close Construction Services, LLC, after review and approval by the Purchasing Manager and the County Attorney's Office.

**ATTACHMENT**

Change Order 1