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March 20, 2025

Mrs. Wendy Swindell  
Conservation Lands Manager  
Indian River County Parks and Recreation  
1590 9<sup>th</sup> Street SW  
Vero Beach, Florida 32962

**RE: Professional Services Agreement  
South Prong Slough – Boardwalk and Pavilion  
Indian River County  
CAI Proposal No. 25-42916**

Dear Wendy:

It is our pleasure to present for your acceptance, the following estimate for professional services for the above referenced project. We propose the following services and corresponding fees in accordance with the Professional Services Agreement (PSA) effective March 20, 2025, between Carter Associates, Inc. (CAI) and Indian River County Parks and Recreation (CLIENT).

**PROJECT LIMITS:**

This proposal and the services detailed within pertain to the proposed boardwalk and pavilion design for the South Prong Slough project located on at 7780 85<sup>th</sup> Street, Vero Beach, Florida 32967.

**SCOPE OF SERVICES:**

The following outline and scope of services is provided and based on a coordinated effort between CAI and its sub-consultant, Spiezle Architectural Group, Inc.

**TASK 1 – SITE SURVEY**

- Establish Vertical Control (Benchmarks): Differential levels from a published record vertical benchmark to establish near or on site temporary vertical benchmark for required site observations.
- Perform topographic survey to collect baseline data including topography and protected tree locations with 4" or greater diameter at breast height, within 25 feet of the proposed boardwalk baseline as provided by the CLIENT and prepared by CAI.
- Deliverables for this task will include survey data for to produce input to be depicted on the engineering design files – No physical survey, or survey certificate to be produced.

## **TASK 2 – BOARDWALK DESIGN and CONSTRUCTION ADMINISTRATION**

- Coordinate with CLIENT on boardwalk locations and dimensional criteria.
- Prepare site plan depicting boardwalk locations and connections to walking trails. Determine boardwalk widths for pedestrian traffic, ADA compliance, and any vehicle access requirements.
- Designate the type, height, and spacing of railings.
- Determine finished elevation for top of deck based on base flood elevation criteria.
- Coordinate with Geotechnical Engineer for soil boring locations, expected loads, and pile depths. Soil testing is not included with this proposal and will be provided by the CLIENT.
- Prepare construction specifications and details for boardwalk deck, supports, and piling materials.
- Prepare engineering calculations for structural integrity of the boardwalk and submit to Indian River County (IRC) Building Department.
- Provide follow through during permitting process to address IRC review comments.
- Provide periodic site inspections to observe pile installation, stringers, bents, and fasteners.

## **TASK 3 – PAVILION ARCHITECTURAL SERVICES**

- A. Design, Documentation, and Bidding Support:
  - Schedule and conduct a review meeting with Owner for the purpose of presenting the programming for review and approval.
  - Finalize project requirements, schedule, and process.
  - Survey of the existing affected areas to establish existing conditions, dimensions, and characteristics for the project.
  - Develop full design development documents for review.
  - Florida building code and fire prevention code compliance.
  - Develop construction documents and specifications.
  - Conduct our in-house ‘Fresh-Eye’ quality control review of bid package.
  - Submit to and support the permit review and approval process.
  - Attend Pre-Bid meeting, respond to request for information (RFI) during bidding and issue addenda as necessary.
  - Prepare estimates of probable construction cost at 100% design development and 50% construction document milestones.
- B. Construction Administration and Close Out:
  - Assist in coordinating an AIA contract between contractor and Owner for approval by Owner’s counsel.
  - Issue Notice of Award on behalf of the Owner.
  - Represent Owner’s interests through construction process, monitoring construction for conformance with designs, specifications, and construction requirements.
  - Attend a preconstruction meeting.
  - Attend a maximum of 12 job meetings, once every two weeks during construction.

- Consultants site visits during construction shall be as follows:
  - Maximum of 3 Site Visits for the MEP Engineer.
  - Maximum of 3 Site Visits for the Structural Engineer.
- Maintain records of correspondence, submittals, minutes, etc. on behalf of the Owner during construction
- Review construction schedule.
- Review and process payment applications and shop drawings, issue Architect's Supplemental Instructions (ASI), and respond to RFI's.
- Process closeout documents.
- Upon receipt of contractor's punch list, walk through and prepare architectural, engineering, and interiors finish punch list and issue a Certificate of Substantial Completion.

C. Construction Cost Consulting Services

- Prepare estimates of probable construction cost at 100% design development and 50% construction document milestones.

**COMPENSATION:**

We recommend authorization of the following fees for this assignment.

<b>Task 1 – Site Survey.....</b>	<b>\$5,200.00</b>
<b>Task 2 – Boardwalk Design and Construction Administration.....</b>	<b>\$25,400.00</b>
<b>Task 3 – Pavilion Architectural Services</b>	
A. Design, Documentation, and Bidding Support.....	\$26,875.00
B. Construction Administration and Close Out Fees.....	\$10,550.00
C. Construction Cost Consulting Services.....	\$3,250.00
<b>Sub-Consultant Coordination.....</b>	<b>\$5,550.00</b>
<b>Reimbursable Expenses.....</b>	<b>\$3,000.00</b>
 <b>TOTAL FEES.....</b>	 <b>\$79,825.00</b>

**ASSUMPTIONS:**

In developing this proposal, CAI represents to the CLIENT that the following assumptions have been made and that deviation from these assumptions may require additional expenditures on behalf of the CLIENT to CAI.

1. This proposal specifically excludes all application and/or impact fees, which shall be the responsibility of the CLIENT.
2. Soil testing is not included in this proposal and will be required for the design of the boardwalk and pavilion improvements. Coordination with the ARCHITECT to obtain and consolidate the necessary soil testing is included.
3. Design and permitting fees for off-site improvements, such as turn lanes, signalization, and utility line extensions are not included with this proposal but can be provided under separate

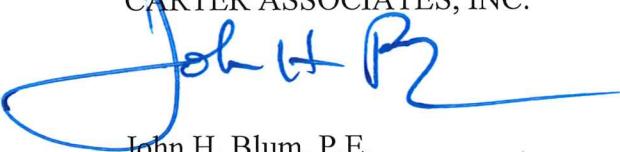
authorization if needed. These requirements for these improvements will not be known until the sub-consultant studies are performed.

4. Landscape, arborist, and irrigation design services are not included with this fee proposal.
5. Wetland permitting is not included. Wetland planting design drawings, plant lists, and installation shall be provided by others.
6. The respective utility provider shall provide conduit design and layout.
7. Construction stakeout and as-built surveys are not included with this proposal. It is anticipated that the contractor will be responsible for construction stakeout and as-built surveys. CAI can provide these services for the contractor if he chooses.

Thank you for giving us the opportunity to submit a proposal for our services. We look forward to working with you on this project. Our receipt of a signed copy of this agreement will serve as our notice to proceed. Should you have any questions or need additional information, please do not hesitate to contact me at our office.

Sincerely,

CARTER ASSOCIATES, INC.

A handwritten signature in blue ink that reads "John H. Blum, P.E." followed by a blue line.

John H. Blum, P.E.  
Vice President

*Agreed to and Accepted:*

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_



## PROFESSIONAL SERVICES AGREEMENT

This Agreement prepared on **March 20, 2025** is by and between **Indian River County Parks and Recreation** with address at **1590 9<sup>th</sup> Street SW, Vero Beach, FL 32962** ("Client") and Carter Associates, Inc. ("CAI"), who agree as follows:

Client engages CAI to perform professional services (the "Services") for the compensation set forth in one or more proposals or work authorizations (the "Proposal(s)") for one or more projects (the "Project(s)"). CAI shall be authorized to commence the Services upon execution of the Proposal(s) by the Client. Client and CAI agree that this Agreement, the Proposal(s), and any attachments herein incorporated by reference (the "Agreement") constitute the entire agreement between them.

**I. CAI'S RESPONSIBILITIES:** CAI shall perform or furnish the Services described in the Proposals, which shall be combined and attached as part of this Agreement. Where the terms or conditions of any Proposal conflict with those of Parts I-III contained herein, the Proposal shall control for the Services performed under that Proposal only.

**II. CLIENT'S RESPONSIBILITIES:** Client, at its expense, shall do the following in a timely manner so as not to delay the Services:

**1. INFORMATION/REPORTS:** Furnish CAI with all information, reports, studies, site characterizations, advice, instructions, and similar information in its possession relating to the Project.

**2. REPRESENTATIVE / ACCESS:** Designate a representative for the Project who shall have the authority to transmit instructions, receive information, interpret and define Client's policies, and make decisions with respect to the Services, and provide CAI safe access to any premises necessary for CAI to provide the Services.

**3. DECISIONS:** Provide all criteria and full information as to requirements for the Project, obtain (with CAI's assistance, if applicable) necessary approvals and permits, attend Project-related meetings, provide interim reviews on an agreed-upon schedule, make decisions on Project alternatives, and participate in the Project to the extent necessary to allow CAI to perform the Services.

**III. COMPENSATION, BILLING, & PAYMENT:** Client shall pay CAI for Services as denoted in the applicable Proposal and in accordance with the standard rate schedule – Attachment B.

**IV. STANDARD TERMS AND CONDITIONS:** Attachment A.

The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing and each of the undersigned parties has caused this Agreement to be duly executed. This Agreement contains a limitation of liability clause and the Client has read and consents to all terms.

**APPROVED FOR "CLIENT"**  
INDIAN RIVER COUNTY PARKS AND RECREATION

By: \_\_\_\_\_

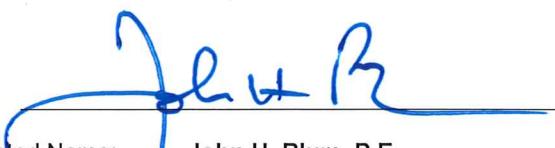
Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Attachments:  
A – Standard Terms and Conditions  
B – Standard Rate Schedule

**APPROVED FOR "CAI"**  
CARTER ASSOCIATES, INC.

By: 

Printed Name: John H. Blum, P.E.

Title: Vice President

## ATTACHMENT A STANDARD TERMS AND CONDITIONS

**1. STANDARD OF CARE.** The Services shall be performed with the professional skill and care ordinarily provided by competent engineers practicing under the same or similar circumstances and professional license. The Services are not subject to, and CAI cannot provide, any warranty or guarantee, express or implied, including warranties or guarantees contained in any uniform commercial code, work authorization, requisition, or notice, except as provided herein.

**2. CHANGE OF SCOPE.** The scope of Services set forth in any Proposal is based on facts known at the time of execution of the Proposal, including, if applicable, Client Data (defined below). As the Project progresses, facts discovered, including, but not limited to, site conditions or the existence of differing subsurface or physical conditions, may indicate that the scope, pricing, or other terms must be redefined, and the parties shall reasonably cooperate to equitably adjust the scope, pricing, or terms of this Agreement accordingly.

**3. SAFETY.** CAI has established and maintains corporate programs and procedures for the safety of its employees. Unless included as part of the Services, CAI specifically disclaims any authority or responsibility for general job site safety and safety of persons other than CAI employees.

**4. DELAYS.** The Services shall be performed expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer. Where CAI is prevented from completing any part of the Services within the schedule provided under the Agreement due to delay beyond its reasonable control, the schedule will be extended in an amount of time equal to the time lost due to such delay so long as CAI provides written explanation of the delay to Client. Except with regard to payment of any amounts due CAI from any Services, neither party shall be liable to the other for any delays or failure to act, due to unforeseeable causes reasonably beyond the control of the party claiming such circumstances.

**5. TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon thirty (30) days written notice to the other party. In the event of termination, Client shall pay CAI for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination. In the event either party defaults in its obligations under this Agreement (including Client's obligation to make the payments required hereunder), the non-defaulting party may suspend performance under this Agreement. In the event of a suspension of Services, CAI shall have no liability to the Client for delay or damage caused the Client because of such suspension of Services. Before resuming Services, CAI shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of CAI's Services. CAI's fees for the remaining Services and the time schedules shall be equitably adjusted. Obligations under this Agreement, which by their nature would continue beyond the suspension or termination of this Agreement (e.g., indemnification), shall survive such suspension or termination.

**6. RELATIONSHIP WITH CONTRACTORS / REVIEW.** CAI shall serve as Client's professional representative for the Services, and may make recommendations to Client concerning actions relating to Client's contractors, but CAI specifically disclaims any authority to direct or supervise the means, methods, techniques, security or safety activities, personnel, compliance, sequences, or procedures of construction selected by Client's contractors. For Projects involving bid preparation, CAI may supply standard contract forms, templates, or other documents that will be executed between the Client and contractor(s). It is the Client's responsibility to review those documents and to obtain legal advice thereto. For Projects involving construction, Client acknowledges that under generally accepted professional practice, interpretations of

construction documents in the field are normally required, and that performance of construction-related services by the design professional for the Project permits errors or omissions to be identified and corrected at comparatively low cost. Evaluations of Client's budget for construction and estimates prepared by CAI represent CAI's judgment as a design professional. It is recognized, however, that neither CAI nor Client have control over the cost of labor, materials, or equipment, the contractor's methods of determining bid prices, or competitive bidding, market, or negotiating conditions. Accordingly, CAI cannot and does not warrant or represent that bids or negotiated prices will not vary from Client's budget or from any estimate of costs prepared or agreed to by CAI. Client agrees to hold CAI harmless from any claims resulting from performance of construction-related services by persons other than CAI and CAI shall not be responsible for the contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. In fulfilling its duties pursuant to the Agreement, Client permits CAI to elect to subcontract to others certain tasks in its scope of Services.

**7. INSURANCE.** CAI will maintain insurance coverage for Professional Liability, Commercial Liability, Auto, and Workers' Compensation in amounts in accordance with legal and business requirements. Certificates evidencing such coverage will be provided to Client upon request. For Projects involving construction, Client agrees to require its construction contractor, if any, to include CAI as an additional insured on its policies relating to the Project. CAI's coverages referenced above shall, in such case, be excess over any contractor's primary coverage. Client shall require its construction contractor to include CAI as an indemnitee under any indemnification obligation of contractor to Client to the fullest extent allowed by law.

**8. SITE CONDITIONS.** Hazardous, archaeological, paleontological, cultural, biological, or other materials, protected resources, unknown underground facilities, or other conditions ("Conditions") may exist at a site where there is no reason to believe they could or should be present. CAI and Client agree that the discovery of unanticipated Conditions constitutes a changed condition that may mandate a renegotiation of the scope of Services. CAI will notify Client should unanticipated Conditions be encountered. Client acknowledges and agrees that it retains title to all Conditions existing on the site and shall report to the appropriate public agencies, as required, any Conditions at the site that may present a potential danger to the public health, safety, or the environment. Client shall execute any manifests in connection with avoidance, containment, transportation, storage, or disposal of Conditions resulting from the site.

**9. INDEMNITY.** CAI shall indemnify Client from and against liability for damage to the extent that the damage is actually caused by or results from an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subcontractor or supplier committed by CAI, CAI's agent, or another entity over which CAI exercises control.

**10. LIMITATION OF LIABILITY.** Client agrees that, to the fullest extent permitted by law, CAI's total liability to Client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, CAI's negligence, errors, omissions, strict liability, or breach of contract, and whether claimed directly or by way of contribution, shall not exceed the total compensation received by CAI for the relevant work authorization or proposal under this Agreement. If Client desires a limit of liability greater than that provided above, Client and CAI shall include in Part III of this Agreement the amount of such limit and the additional compensation to be paid to CAI for assumption of such additional risk. **PURSUANT TO F.S. 558.0035, AN EMPLOYEE OR AGENT OF CAI MAY**

# NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

**11. CONSEQUENTIAL DAMAGES.** IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, SPECIAL, OR EXEMPLARY DAMAGES, INCLUDING LOST REVENUES, LOSS OF USE, LOSS OF FINANCING, LOSS OF REPUTATION, LOST PROFITS, DELAYS, OR OTHER ECONOMIC LOSS ARISING FROM ANY CAUSE INCLUDING BREACH OF WARRANTY, BREACH OF CONTRACT, TORT, STRICT LIABILITY OR ANY OTHER CAUSE WHATSOEVER, NOTWITHSTANDING ANY PROVISION OF THIS AGREEMENT TO THE CONTRARY. REGARDLESS OF LEGAL THEORY, CAI SHALL BE LIABLE ONLY TO THE EXTENT THAT ANY DAMAGES SPECIFIED HEREIN ARE FOUND BY A FINAL COURT OF COMPETENT JURISDICTION TO HAVE BEEN THE SEVERAL LIABILITY OF CAI. TO THE EXTENT PERMITTED BY LAW, ANY STATUTORY REMEDIES THAT ARE INCONSISTENT WITH THIS PROVISION OF THE AGREEMENT ARE WAIVED.

**12. REUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by Client for any purpose other than that for which such were originally prepared, or alteration of such without the written verification or adaptation by CAI for the specific purpose intended, shall be at the Client's risk. All title blocks and the engineer's seal, if applicable, shall be removed if Client provides deliverables in electronic media to any third party. Any modification of the plans will be evidenced on the plans and be signed and sealed by a licensed professional prior to re-use of modified plans. Client agrees that relevant analyses, findings, and reports provided in electronic media shall also be provided in hard copy and that the hard copy shall govern in the case of a discrepancy between the two versions, and shall be held as the official set of drawings, as signed and sealed. Client shall be afforded a period of thirty (30) days to check the hard copy against the electronic media. In the event that any error or inconsistency is found during that time, CAI shall be advised and the inconsistency shall be corrected at no additional cost to Client. Following the expiration of this notice period, Client shall bear all responsibility for the care, custody, and control of the electronic media. In addition, Client represents that it shall retain the necessary mechanisms to read the electronic media. Client agrees to indemnify and hold harmless CAI from all claims, damages, and expenses (including reasonable litigation costs) arising out of such reuse or alteration by Client or others acting through Client.

**13. CLIENT DATA.** Client or any third party designated by Client may provide information, reports, studies, site characterizations, advice, instructions, and similar information in its possession relating to the Project ("Client Data"). CAI may reasonably and in good faith rely upon the accuracy of Client Data and unless described as part of the Services, CAI is not required to audit, examine, or verify Client Data. However, CAI will not ignore the implications of information furnished to CAI and may make reasonable inquiries if Client Data as furnished appears to be incorrect or incomplete. CAI makes no representations or warranties (express or implied) as the quality, accuracy, usefulness, or completeness of any Services to the extent CAI relies on Client Data. CAI, its affiliates, its officers, directors, and employees shall have no liability whatsoever with respect to the use of unreliable, inaccurate, or incomplete Client Data.

**14. ASSIGNMENT/BENEFICIARIES.** Neither party may assign this Agreement without the written consent of the other party. With the exception of such assignments, nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's contractors, if any. The Services may be performed by any affiliated company of CAI under its common insurance program.

**15. AMENDMENT, NO WAIVER, & SEVERABILITY.** This Agreement can be amended in writing and signed by the parties. No waiver by either party of any default by the other party in the performance of this

Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character. The various terms, provisions, and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

**16. INDEPENDENT PARTIES.** Each party is an independent entity and is not a partner, agent, principal, or employee of the other party, unless otherwise agreed to by the parties in writing.

**17. STATUTE OF LIMITATION.** To the fullest extent permitted by law, the parties agree that the time period for bringing claims under this Agreement shall expire one (1) year after Project completion.

**18. STATUTORY TERMS APPLICABLE TO STATE POLITICAL SUBDIVISIONS.** As provided in F.S. 287.135, CAI certifies that it has not been placed on the Scrutinized Companies that Boycott Israel List, nor is engaged in a boycott of Israel pursuant to F.S. 215.4725, and it has not been placed on the Scrutinized Companies with Activities in Sudan List or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List pursuant to F.S. 215.473, nor is engaged in business operations in Cuba or Syria. This Agreement may be terminated at the option of the Client if CAI is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, or is found to have submitted a false certification as provided under F.S. 287.135 (5), been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria.

**19. DISPUTE RESOLUTION.** The parties shall attempt to settle all claims, disputes, and controversies arising out of or in relation to the performance, interpretation, application, or enforcement of this Agreement, including but not limited to breach thereof, by discussion between the parties' senior representatives. If any dispute cannot be resolved in this manner, within five (5) business days, the parties agree to refer such claims, disputes, and controversies to mediation by a mediator mutually agreed to and equally paid for by the parties before, and as a condition precedent to, the initiation of any adjudicative action or proceeding, including arbitration. The mediator shall convene the mediation at the request of either party, and the mediation will last at such times and as long as the mediator reasonably believes agreement is probable. Notwithstanding the foregoing, prior to or during negotiation or mediation, either party may initiate litigation that would otherwise become barred by a statute of limitation. In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs including reasonable attorney's fees from the other party.

**20. LITIGATION SUPPORT.** CAI will not be obligated to provide expert witness or other litigation support related to its Services, unless expressly agreed in writing. In the event CAI is required to respond to a subpoena, inquiry, or other legal process related to the Services in connection with a proceeding to which CAI is not a party, Client will reimburse CAI for its costs and compensate CAI at its then standard rates for the time it incurs in gathering information and documents and attending depositions, hearings, and the like.

**21. GOVERNING LAW.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Florida without giving effect to any conflict or choice of law rules or principles under which the law of any other jurisdiction would apply. Each party hereby submits to the jurisdiction of the federal and state courts located in the county of CAI's address and agrees that such courts shall be exclusive forum and venue for resolving any legal suit, action or proceeding arising out of or relating to this Agreement.

**ATTACHMENT B**  
**Carter Associates, Inc., an LJA Company**

**CONTINUING ENGINEERING SERVICES FOR INDIAN RIVER COUNTY**

**MAY 2, 2023 TO MAY 1, 2026**

**RATE SCHEDULE**

<b>Staff Type:</b>	<b>Hourly Rates</b>
Engineer (Principal)	\$195.00
Engineer I	\$175.00
Engineer II	\$160.00
Engineer III	\$140.00
Engineer IV	\$130.00
Engineer V	\$115.00
CAD/GIS Tech I	\$130.00
CAD/GIS Tech II	\$125.00
CAD/GIS Tech III	\$120.00
CAD/GIS Tech IV	\$110.00
CAD/GIS Tech V	\$100.00
Administrative Staff	\$ 75.00
Inspector	\$ 85.00

**REIMBURSABLE EXPENSES:**

Postage, Express Mail, etc.	Cost
Blueprints/Blackline (24" x 36")	\$2.20/Each
Color Prints (24"x36)	\$5.50/Each
Mileage	IRS Standard Rate
Photocopies:	
8.5" x 11"	16¢/Each
8.5" x 14"	27¢/Each
11" x 17"	38¢/Each

Note: These hourly billing rates will remain effective for the initial duration of this Agreement, and may be renegotiated should an additional renewal period be exercised.