



**TerraMareConsulting**  
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June 17, 2025

Megan Wepfer  
Public Works Director  
City of Madeira Beach  
300 Municipal Drive  
Madeira Beach, FL 33708

RE: Proposal for Professional Engineering Services  
Construction Administration Services  
Area 3 – Roadway & Stormwater Improvements Project

Dear Ms. Wepfer:

Thank you for the opportunity to present our proposal to provide Construction Administrative Services for the City of Madeira Beach Area 3 Roadway and Stormwater Improvements Project. This proposal is for the comprehensive construction oversight including field inspection and administration services for the duration of the construction of the project.

Our Services Will Include:

- Provide coordination between the onsite contractor, Pinellas County Utilities (JPA), the Southwest Florida Water Management District, FDOT and the City.
- Attend a pre-construction conference with the selected construction company
- Review shop drawings as needed and respond to contractor requests for additional information.
- Ensure the construction activities and work product are in the best interest of the City.
- Coordinate with utility companies that have facilities onsite.
- Provide onsite construction inspection and project related services for the duration of the project.
- Review contractor submitted testing results for the roadway and stormwater construction.
- Document daily construction activities.
- Review and process monthly pay applications and provide recommendations to the City for payment.
- Provide final certifications and project close to the permitting agencies.



- Perform a construction Final Walk Through and Punch List to provide to the contractor.

Our fee for the above services will be One Hundred Eighty-Five Thousand Dollars, \$185,000.00. If this proposal is acceptable, please provide a purchase order as authorization to proceed. Should you have any questions do not hesitate to call me at (727) 822-4151.

Sincerely,

Terra Mare Consulting

Albert Carrier, P.E., PSM  
Principal