



Memorandum

Meeting Details: August 13, 2025

Prepared For: Mayor & Board of Commissioners

From: Megan Wepfer, Public Works Director

Subject: Area 3 Construction Engineering Inspection (CEI) Approval

Background

The construction contract with Harbor Contracting LLC was approved by the Board of Commissioners on May 14, 2025. Construction activities for the Area 3 project officially commenced on June 9, 2025.

The project includes substantial upgrades to roadway infrastructure and stormwater drainage systems, requiring daily oversight, permitting coordination, and consistent inspection to ensure successful completion.

To request approval for the award of Construction Engineering and Inspection (CEI) services for the Area 3 Roadway and Drainage Improvement Project in the amount of \$185,000.00. These services are critical to ensuring the successful delivery, regulatory compliance, and quality of the project.

The selected CEI consultant will provide the following:

- Coordination between Harbor Contracting LLC, Pinellas County Utilities (JPA), SWFWMD, FDOT, and the City of Madeira Beach
- Attendance at the pre-construction conference and regular progress meetings
- Review of shop drawings and timely responses to RFIs
- Assurance that all work is performed in the City's best interest and to industry standards
- Coordination with utilities affected by the project
- Daily onsite construction inspections
- Review of testing results related to stormwater and roadway construction

- Daily construction documentation and inspection reports
- Review and processing of monthly contractor pay applications, with recommendations for payment
- Final certifications and coordination of project closeout with regulatory agencies
- Conducting a Final Walkthrough and development of a Punch List for project closeout

The CEI consultant serves as an independent, professional representative of the City to:

- Monitor construction for conformance with plans, specifications, and permits
- Maintain accountability and transparency in contractor performance
- Ensure all project work is completed safely, efficiently, and to regulatory standards
- Provide accurate documentation required by agencies like SWFWMD and FDOT
- Avoid costly errors, construction delays, or regulatory non-compliance

Fiscal Impact

The fiscal impact of the CEI services is \$185,000 and will be funded through the City's Stormwater Fund.

Recommendation(s)

Staff recommends approval of CEI services in the amount of \$185,000.00 to provide construction oversight and regulatory coordination for the Area 3 Roadway and Drainage Improvement Project.

This investment ensures the City's long-term infrastructure goals are met with quality assurance and compliance support from start to finish.

Attachments

- Terra Mare Proposal