



Submission of Construction Scope Attachment – Incubate Neighborhood Center (2nd Floor Improvements)

Dear CRA Board Members and Staff,

I hope you are well. I am pleased to submit the attached Construction Scope of Work for the Incubate Neighborhood Center – 2nd Floor Improvements project.

We are encouraged to move forward and appreciate the continued partnership and support in advancing this important, community-focused project. This submission reflects the current construction scope, including the addition of three restrooms (two on the south side and one on the north side), along with all associated systems and improvements.

Our team is also thrilled with the successful completion of the first floor, which is already demonstrating the value and impact this project can have, unfortunately only virtually. We are hopeful that the current delays can be addressed so that we may proceed with completing the second floor and fully delivering this much-needed resource to the community.

At this stage, we would like to clarify that the project schedule included is intentionally presented as a general framework. Finalization of the construction timeline remains dependent upon receipt of coordinated scheduling and direction related to the HVAC system and roof repair components, which are critical path items that directly impact sequencing and overall project delivery.

To date, the project timeline has experienced delays associated with the pending coordination of these elements. We remain ready to proceed and will finalize and submit a fully detailed construction schedule promptly upon receipt of the necessary information.

In the interim, the current schedule should be considered a baseline planning document only.

We value our ongoing collaboration and remain committed to working closely with the CRA to efficiently move this project forward. Please feel free to reach out should additional information or clarification be helpful.

Thank you again, and we look forward to the next steps.

Warm regards,

A handwritten signature in blue ink, appearing to read 'Amieria Paulina', is written below the text.

CONSTRUCTION SCOPE OF WORK

Incubate Neighborhood Center – 2nd Floor Improvements

Project Address: 532 N. 13th St., Fort Pierce, Florida

Applicant/Developer: Incubate Neighborhoods

Prepared For: The Fort Pierce Redevelopment Agency (FPRA)

Date: April 10, 2026

I. PROJECT OVERVIEW

This project outlines the construction scope for the **second-floor buildout** of the Incubate Neighborhood Center, a community-serving facility designed to support workforce development, entrepreneurship, and neighborhood-based programming.

The **first floor of the facility has been completed**, establishing the foundation for program delivery and demonstrating the intended community impact. However, full activation of the facility remains dependent on completion of the second floor.

The second-floor project includes interior demolition, structural modifications, mechanical/electrical/plumbing (MEP) systems installation, **ADA lift installation**, and full interior buildout necessary to expand operational capacity and program offerings.

Scope Enhancement (Revision)

The project scope has been updated to include the addition of:

- **Two (2) restrooms on the south side**
- **One (1) restroom on the north side**

All associated infrastructure (plumbing, electrical, ventilation, ADA compliance, and finishes) is incorporated into this scope.

II. DETAILED SCOPE OF WORK

A. DEMOLITION & FRAMING

- Selective interior demolition of existing second-floor elements
 - Removal of non-load-bearing walls and outdated finishes
 - New framing for:
 - Interior layout reconfiguration
 - **Three (3) new restroom facilities (South x2, North x1)**
 - Structural modifications as required for code compliance
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B. MASONRY & STRUCTURAL REPAIRS

- Masonry repair at ADA lift door opening
 - Reinforcement of structural elements as needed
 - Preparation of wall openings for new systems
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C. MECHANICAL, ELECTRICAL & PLUMBING (MEP)

Plumbing

- Installation of full plumbing systems for **three (3) new restrooms**
- Water supply and sanitary sewer connections
- Installation of fixtures (toilets, lavatories, ADA-compliant components)
- Floor drains and venting systems

Electrical

- Electrical rough-in for lighting, outlets, and restroom systems
- Integration with HVAC systems
- Code-compliant wiring and panel upgrades as needed

Mechanical (HVAC)

- Installation of mini-split HVAC units
 - Electrical rough-in and final installation of units
 - Installation of outside air rooftop unit
 - Roof penetration, ductwork, and sealing
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D. ADA LIFT SYSTEM

- Pre-measurement of ADA lift hoistway
 - Procurement and lead time coordination
 - Full installation of ADA lift system
 - Code compliance and inspection
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E. INTERIOR FINISHES

- Drywall installation and finishing throughout
 - Moisture-resistant finishes in restroom areas
 - Interior painting of all constructed areas
 - Installation of doors, trim, and hardware
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F. ACCESSIBILITY & CODE COMPLIANCE

- All restroom facilities designed to meet **ADA requirements**
 - Compliance with Florida Building Code and City of Ft. Pierce requirements
 - Coordination with FPRA funding Compliance
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G. INSPECTIONS & CLOSE-OUT

- Required building inspections at key milestones
 - Final inspections and certificate of completion
 - Punch list completion and project close-out
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III. PROJECT SCHEDULE

All construction activities will follow a phased sequence consistent with standard commercial buildout practices.

Project Start Date: TBD (Upon coordination of HVAC and roof repair for ADA lift, expectation to complete 90 days upon receipt)

Project Completion Date: TBD (Upon coordination of HVAC and roof repair for ADA lift 120 days to include 90 days of construction and 30 days for inspections)

A detailed construction schedule will be provided upon coordination of HVAC and roof repair for ADA lift.

IV. CRA ELIGIBILITY ALIGNMENT

This project scope aligns with The Fort Pierce Redevelopment Agency (FPRA) priorities, including:

- **Commercial and mixed-use redevelopment**
- **Activation of underutilized space**
- **Support for small business incubation and workforce development**
- **Improved building code compliance and accessibility**
- **Infrastructure upgrades supporting long-term economic activity**

V. COMMUNITY IMPACT

The improvements will:

- Expand access to community programming and business support services
- Provide safe, code-compliant, and ADA-accessible facilities
- Support job creation and entrepreneurial development
- Enhance the overall functionality and usability of the site

REVISED SCHEDULE

ID	Task Name	Duration	Start	Finish
1	Demo & Framing	28 days	TBD	TBD
2	Framing (Includes Bathroom Build-Out – South x2, North x1)	7 days	TBD	TBD
3	Masonry Repair @ ADA lift Door	5 days	TBD	TBD
4	MEP Wall Rough-In (Includes Plumbing for 3 New Bathrooms)	6 days	TBD	TBD
5	Railing Modifications	12 days	TBD	TBD
6	Inspection	2 days	TBD	TBD
7	Drywall & Finishing (Includes Bathrooms)	10 days	TBD	TBD
8	Paint	3 days	TBD	TBD
9	HVAC - Mini Split Units	63 days	TBD	TBD
10	Electrical Mini Split Rough-In	18 days	TBD	TBD
11	Install Mini Split Units	18 days	TBD	TBD
12	Outside Air Roof Top Unit	60 days	TBD	TBD
13	Cut Roof for Outside Air Duct	2 days	TBD	TBD
14	Patch/Seal Roof Curb	3 days	TBD	TBD
15	ADA lift	76 days	TBD	TBD
16	Pre-Measure ADA lift Hoistway	1 day	TBD	TBD
17	ADA lift Estimated Lead Time	60 days	TBD	TBD
18	Install ADA lift	10 days	TBD	TBD