



VIA REGISTERED OR CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AND VIA EMAIL: cgardner@incbiz.org

April 24, 2026

Incubate Neighborhood Center
1601 North 27th Street
Fort Pierce, FL 34947
Attn: Chief Executive Officer

Re: Follow-Up Request – Incubate Neighborhood Center

Dear Ms. Gardner,

This letter serves as a follow-up to the discussion held during the FPRA Board Meeting on April 14, 2026 regarding the Incubate Neighborhood Center project at the Means Court Center Building located at 532 N. 13th Street.

The Fort Pierce Redevelopment Agency recognizes your continued efforts to advance this important community project. Based on the Board's discussion and staff's review of the submitted Construction Scope of Work, additional clarification and detail are required in order for staff and the Board to properly evaluate the project and determine next steps. The following items require immediate action:

1. Detailed Scope of Work, Organization, and Responsibilities

Please provide a revised and itemized scope of work that clearly separates and groups all tasks by project location (e.g., first floor, second floor) and identifies the specific work to be performed by your contractor.

The scope should clearly distinguish between:

- a) Work to be completed by your contractor (e.g., interior buildout, restrooms, finishes, ADA lift, etc.), and
- b) Work to be completed separately by others, including HVAC installation and roof-related repairs, which may be funded and coordinated by the FPRA.

This distinction is essential to ensure clarity in responsibility, sequencing, and funding.

2. Project Schedule and Completion Benchmarks

Please provide a detailed construction schedule that includes specific start and completion dates for each phase of work. Clearly identify the deliverables associated with each phase to ensure accountability and measurable progress.



3. Cost Breakdown and Funding Capacity

Provide a detailed cost estimate for each task or phase. In addition, please provide documentation demonstrating that sufficient funding is secured to complete the project beyond the requested FPRA contribution.

4. Permit Status and Plans

The approved plans currently on file with the Building Department are to remain as submitted, including the original second-floor scope. However, Permit #23-465 has expired and will need to be reopened for the project to proceed.

Please provide the requested information to my office no later than **May 4, 2026**, for consideration by the FPRA Board at the May 12, 2026 meeting.

While FPRA recognizes that certain components may be interdependent, it is important that the scope clearly distinguishes responsibilities and confirms the project's ability to move forward. This will allow for a more efficient review and determination of eligible activities.

Thank you for your cooperation. Should you have any questions, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R.D.C.', is written over a white background.

Richard D. Chess, MBA
City Manager/FPRA Executive Director

c: Agency Attorney
Agency Clerk
Building Official
Director of Community & Economic Development