



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Greg Minor, Parks and Facilities Director; George Barber, Chief Procurement Officer

DATE: September 5, 2024

RE: Contract: Architectural and engineering design services, fire stations and fire station prototypes – Master Agreement 55-0-2022, Task Order 3 (Fire Station 7 construction administration) – Parks and Facilities Department (CPZ Architects, Inc. – not to exceed \$150,000).

SUMMARY:

Background:

In accordance with the provisions of Section 287.055, Florida Statutes for Consultants Competitive Negotiation Act (CCNA) the City of Palm Bay received qualification submittals from Firms to provide Architectural and Engineering Services specifically tailored for the conceptualization and design of Fire Station facilities, as well as the development of standardized Fire Station prototypes, in a concerted effort to address the demand of the City's Fire Department on a citywide scale. The City and CPZ Architects, Inc entered into a binding Master Agreement for Architectural and Engineering Fire Station Design Services and Fire Station Prototypes on November 29, 2022.

Construction Solicitation:

The Procurement Department, on behalf of the Parks and Facilities and Fire Departments, solicited bids for the Construction of Fire Station No. 7. This project will consist of the complete vertical construction of Fire No. 7 located at 2144 Palm Bay Road, FL 32905. At the August 1, 2024 City Council Meeting, Council approved the award of Construction of Fire Station No. 7 to W & J Construction Corp.

Task Order 1:

At the November 17, 2022 City Council Meeting, Council approved Task Order 1 (Programming and Schematic Design for Fire Station # 7) for \$160,100 which provided the below services:

- Concept Plans / Renderings, Architectural Site Plan
- Building Floor plan

- Building Elevations (all 4 sides)
- Two (2) Building Cross Sections to indicate construction and building heights.
- Architectural Design Rendering
- Civil Engineering Drainage Plan
- Civil Engineering Utility Plan
- Traffic Signal Report
- Survey
- Geotechnical Report
- Cost Estimate

Task Order 2:

At the July 6, 2023 City Council Meeting, Council approved Task Order 2 (Full Design for Fire Station # 7) for \$439,702.00 which provided the below services:

- To provide architectural and engineering services for the design, construction drawings, permitting, bidding and construction administration for Fire Station #7 located in the City of Palm Bay as agreed to under Task Order 1.

Task Order 3:

This task order is being presented to provide the below services:

- Construction Administration Services - \$150,000
- To provide assistance to the City's Project Management team in responding to queries about constructability from the contractor (RFIs), site inspections, pay application review, owner direct purchasing review and punch list development, etc.

REQUESTING DEPARTMENTS:

Procurement

Facilities & Parks

FISCAL IMPACT:

Funding for this will come from undesignated fund balance account #001-0000-392-1001 and be transferred to the project account #001-6012-522-6501, project #21FD02. On the next scheduled budget amendment.

STAFF RECOMMENDATION:

Motion to approve and authorize Task Order #3 against the Master Agreement #55-0-2022/JM, not to exceed a total of \$150,000.00 and motion to approve transfer from undesignated fund balance.

Honorable Mayor and Members of the City Council

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