



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Matthew Morton, City Manager

**THRU:** Richard E. Stover, Fire Chief, George Barber, Chief Procurement Officer

**DATE:** May 15, 2025

**RE:** Contract: Site development design services, Fire Station 8 (Task Order 4) - RFQ 55-0-2022 - Fire Rescue (CPZ Architects, Inc. - \$259,530).

### **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.

#### **Task Order Summary:**

The development of Fire Station #7 has progressed through a phased and deliberate approach, guided by three sequential task orders approved by City Council. The initial phase focused on programming and schematic design, including the creation of architectural renderings, site planning, and supporting technical documentation. The second phase advanced the project into full design, encompassing the preparation of construction documents and coordination for permitting and bidding activities. The final phase provides construction administration services to support City staff in overseeing construction, addressing contractor inquiries, conducting inspections, and managing project close-out tasks.

- **Task Order 1:** Approved by City Council on November 17, 2022, for \$160,100, this phase included programming and schematic design services such as concept plans, floor plans, site layout, utility and drainage plans, technical studies, and cost estimation.

- **Task Order 2:** *Approved by City Council on July 6, 2023, for \$439,702, this phase provided full architectural and engineering services including construction drawings, permitting, bidding, and design coordination based on Task Order 1.*
- **Task Order 3:** *Approved by City Council on September 5, 2024, for \$150,000, this phase supports construction administration including RFI responses, site inspections, pay application and Owner Direct Purchase reviews, and punch list development.*

**New Task Order 4:**

This task order is being presented to provide the below services: Site design development for Fire Station 8 to include - site plan layout to include geotechnical, topographical, cross section coordination for utilities, exterior lighting design, zoning and code agency reviews, civil, structural, landscape, and MEP design services. Completion of this design and the site work construction (under separate contract) will allow a permanent Fire Station to be designed and placed at this site. By splitting the engineering and design into phases (site work design and fire station design), the City can keep the progress moving with previously approved funding.

This request is utilizing the funding previously requested and approved for two temporary fire stations - one for southeast station 9 and one for northwest station 8. Although the determination of whether the City will procure a temporary station is still pending further analysis, the site design and site construction is needed for either purpose.

**REQUESTING DEPARTMENT:**

Fire Rescue

**FISCAL IMPACT:**

The total cost of the site design services for permanent Fire Station 8 is \$259,530 to be paid out of the Project #25FD02.

**STAFF RECOMMENDATION:**

Motion to approve the award of design services to CPZ Architects, Inc. in the amount of \$259,530 as outlined in the attached proposal for permanent Station 8.

**ATTACHMENT:**

1. Palm Bay Fire Station #8 Site Development Design Services Proposal Rev4 2025-04-11