



## LEGISLATIVE MEMORANDUM

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

**FROM:** Scott Morgan, Interim City Manager

**THRU:** George Barber, Chief Procurement Officer; Larry Wojciechowski, Finance Director

**DATE:** January 2, 2025

**RE:** Award of Bid: Modular/Relocatable Fire Station(s) - 04-IFB-25 - Fire Rescue Department (Elite Aluminum Corporation - \$3,186,102); consideration of issuing a purchase order for one Modular/Relocatable Fire Station (plus furniture package) - \$1,539,051.

### **SUMMARY:**

#### **Background:**

At the August 13, 2024, Regular City Council Meeting, Council approved the allocation of \$3.7 million from the undesignated general fund balance for the purchase and installation of two (2) temporary fire stations, Northwest (NW) Station 8 and Southeast (SE) Station 9. This appropriation included the estimated costs of the design, permitting, and installation/delivery of the temporary stations. These temporary stations intend to provide Fire Rescue services to the designated areas while a nearby permanent station is designed and the site is prepared for the development of the station being constructed. The modular structure is designed to house (7) firefighters and be equipped with one (1) fire engine, one (1) squad vehicle, and one (1) high water/brush rescue vehicle. The structure itself maintains a three (3) year warranty, can sustain 175 mph wind speed, is equipped with hurricane impact windows, and can be disassembled at such time as it needs to be relocated. Additionally, the temporary station is fully furnished upon installation by the bidder as part of the negotiated price.

#### **Solicitation:**

The Procurement Department, on behalf of the Fire Department, solicited bids for the delivery and installation of two (2) Modular/Relocatable Fire Stations for Southeast Station 9 and Northwest Station 8. The bid was advertised for thirty-three (33) calendar days and broadcast to approximately 1,771 vendors, of which, forty (40) downloaded the documents. One (1) bid was received, and the Procurement Department staff reviewed the sole bidder (Elite Aluminum Corporation) for responsiveness and deemed the Bidder responsive. The Fire and Parks and Facilities Departments staff reviewed the sole bidder (Elite Aluminum Corporation) for responsibility

and found the Bidder to be responsible. In accordance with the Procurement Manual Section (L)(4)(3); where it states, *In the event only one bid is received, the City may award to the sole bidder, rebid, or negotiate with the sole bidder if the price is deemed to be unreasonably high.* The Procurement Department negotiated with the sole Bidder and achieved a negotiated 3.5 percent reduction in the proposal. The result was \$120,000.00 savings.

**Southeast Temporary Fire Station No. 9:**

If the bid is awarded, Southeast Temporary Fire Station No. 9 will be delivered and installed to the site location within 90 days from receipt of the purchase order.

Below you will find a synopsis of the tentative project timeline/coordination:

- **Location** – Parcel ID: 30-37-04-UT-0S1
- **Lease Agreement** – The City Attorney's Office is negotiating a lease agreement with the Site Owner (Kimaya) to occupy the land while the temporary station is in use. Staff will present a lease agreement to the Council at a future meeting.
- **Engineering** – The civil engineering will be performed by Consor, a firm from the City's contracted Continuing Consultant Services Library for Civil Engineering. The estimated cost for this task order is \$88,345. This estimated cost will be funded as part of the Council's August 13, 2024, appropriation of \$3.7 million for both temporary stations.
- **Site Work** – The site work for Southeast Temporary Fire Station No. 9 is anticipated to be performed by the City's contracted General Contractor Services Pool. These services are estimated to be \$65,000.
- **Building Permit Application** – Per the Florida Building Code (Section 108), the Building Official is authorized to issue a permit for temporary structures and temporary uses. Such permits shall be limited as to the time of service but shall not be permitted for more than 180 days. This intent is to reapply periodically based on how long the temporary station needs to be utilized.
- **Permits Needed** – In addition to the building permit, because this is an existing site, Growth Management can issue a site plan modification permit and Consor will review the existing St. Johns River Water Management District (SJRWMD) permit with the intent of keeping within the approved stormwater of the original site and owner.
- **Ancillary Items** – Furniture Package Optional Add Alternate to the building from Elite Aluminum (\$51,020.41), IT Hardware/Software (est. \$70,000), Contingency & Construction Administration Services (est. \$31,000), Permitting (est. \$4,000).
- **Estimated PO Issuance** – April 2025 (delayed so as not to deliver the unit prior to site work completion)
- **Estimated Completion Date** – July 2025

**Northwest Temporary Fire Station No. 8:**

If the bid is awarded, the purchase order for Northwest Temporary Fire Station No. 8 will not be issued at the same time as the purchase order for Southeast Temporary Fire Station No. 9, as this site requires significant engineering & site work. The subsequent delivery and installation to the site location will be within 90 days from receipt of the purchase order. The vendor understands and agrees to hold their pricing while the site work is being designed. **The site for NW Temporary Fire Station No. 8 is also the site for the permanent Fire Station No. 8.**

Below you will find a synopsis of the tentative project timeline/coordination:

- **Location** – Parcel ID:29-36-05-00-3
- **Land Acquisition** – Owner, City of Palm Bay Utilities
- **Engineering** – The civil engineering will be performed by MBV Engineering, Inc., a sub-consultant utilized by CPZ Architects, the City's contracted architectural firm for fire station design and engineering, and the firm who designed prototype Fire Station 7 (currently under construction). CPZ will also need to develop the utility needs for both permanent NW Fire Station No. 8 and NW Temporary Station No. 8, with the intent of bringing onsite enough utilities to cover both structures and allow construction of permanent NW Fire Station No. 8 while NW Temporary Station No. 8 is operational.
- **Site Work** – Because this site is vacant land with no existing utilities, the City intends to phase the site work, bringing in the utilities for the full site, but only completing enough site work necessary to allow delivery and installation of the temporary fire station. City staff is actively scoping the task order for the first phase of engineering, which will be brought forward at a future Council meeting. The site work is significantly greater than the site work needed for SE Temporary Fire Station No. 9 and an accurate budget level estimate for this site is not yet available.
- **Building Permit Application** – Per the Florida Building Code (Section 108), the building official is authorized to issue a permit for temporary structures and temporary uses. Such permits shall be limited as to time of service but shall not be permitted for more than 180 days. This intent is to reapply periodically based on conditional use.
- **Permits Needed** – In addition to the building permit, this site will require a new St. Johns River Water Management District (SJRWMD) permit, new Brevard County right of way permit for driveway access from Malabar Road, new site plan approval from Growth Management, and other permit needs which will be identified by the consultant engineer.
- **Estimated PO Issuance, Estimated Completion Date, Estimated Cost** are TBD. Staff will bring back revised estimates once the task order for civil engineering is developed.

**REQUESTING DEPARTMENTS:**

Procurement, Fire

**FISCAL IMPACT:**

Funding of \$1,593,050.00 is available in Account Number 001-6012-522-64.01.

**STAFF RECOMMENDATION:**

Motion to 1) approve the Award of Bid for two Modular/Relocatable Fire Stations - 04-IFB-25 from Elite Aluminum Corporation in the negotiated amount of \$3,186,102.04; and 2) approve the purchase order issuance of one of the Modular/Relocatable Fire Station plus add alternate optional furniture package for \$1,593,051.02 in accordance with 04-IFB-25.

**ATTACHMENT:**

1. Bid Tabulation Sheet