



SCOPE OF SERVICES

Agency Overview

The City of Palm Bay, incorporated January 16, 1960, is a political subdivision of the State of Florida. The legislative branch of the City is composed of five elected Council Members, one of which is the Mayor. The City Manager is responsible for the execution of Council's established and adopted policy. The City, with an estimated population of 129,000 residents, is the largest incorporated area in Brevard County.

(Please visit our official web site, www.palmbayflorida.org)

Scope Of Services

Pursuant to Florida Statutes, Chapter 287.055 (Consultants Competitive Negotiations Act), the City of Palm Bay seeks to identify Firms with substantial experience and capabilities to perform consulting services on an open end (continuing services) basis. The City will endeavor to award a maximum of three (3) Firms for each professional category listed. Firms will not be limited to one discipline. Firm shall designate discipline(s) they are proposing on the attached discipline form (Attachment A). Each selected firm shall enter into a three-year (3) contract with the City. The services sought by the City may include, whether in part or in whole, but not limited to the following;

1. Architecture

Professional architectural consultant and associated professional services. Professional services include, but are not limited to, planning and feasibility studies, conceptual design, design development, design criteria package preparation, final design for procurement and construction, preparation of technical specifications, cost estimating, regulatory agency permitting, and construction administration for new building construction, building additions, renovations, park facilities, park facilities master plan design, and related projects.

2. Landscape Architecture

Professional landscape architectural consultant services including, but not limited to, landscaping and associated irrigation system design, cost estimating, regulatory agency permitting, and construction administration for City facilities and public rights-of-way (i.e. - roadways, waterways, etc.) drawings, specification and permitting.

3. Environmental Engineering

Professional environmental engineering consultant services including, but not limited to, environmental studies, environmental design (ex: wetlands), construction documents, cost estimating, environmental permitting, construction administration, industrial hygienist services, and post-construction monitoring services for environmental projects. Knowledge and experience in obtaining permits from various environmental regulatory agencies, (ex: FHWA, EPA, DERM, Dept. of Health, FDEP).

4. Civil Engineering

Professional general civil engineering services including, but not limited to, planning and feasibility studies, designs for roadways, bridges, stormwater/floodplain management systems and waterways, water and wastewater distribution systems, design criteria package preparation, construction plans and technical specifications, park facilities master plan design, cost estimating, regulatory agency permitting, and construction administration services for improvements within public rights-of-way and for City facilities.

5. Roadway/Traffic/Transportation Engineering

Professional traffic and transportation engineering consultant services, including, but not limited to, planning studies, traffic impact analysis, traffic signal and intersection stop warrant analysis, transportation studies, review and comment on traffic impact analysis for private development, traffic and transportation design, sidewalk/trails/pathway design, construction plans and technical specifications, cost estimating and construction administration. Knowledge and experience in traffic engineering, transportation planning, street and highway design, traffic calming design, transit planning, general engineering. Experience working with regulatory agencies such the Florida Department of Transportation.

6. Surveying /Mapping Services

Professional surveying and mapping services including, but not limited to, boundary/topographic surveys, roadway surveys, bathymetric surveys, preparation of legal descriptions/sketches, LIDAR

services, asset management surveys, subdivision plats, construction field changes (redline drawings) etc.

7. Construction/Project Management

Contract/construction/grant management services to assist with the administration and management of construction contracts and City procedures for successful completion of various capital projects including, but not limited to, buildings, parks facilities, roadways, bridges, waterways, transportation and traffic engineering projects, and other City projects as needed. Firm must be familiar with current Federal/State/County and local regulations, policies, processes demonstrate knowledge and experience pertaining to grants administration, housing requirements, City codes, and administrative procedures.

8. Construction Engineering/Inspection Services

Construction Engineering and Inspection (CEI) services to include contract administration, inspection, and materials sampling and testing. It shall be the responsibility of the CEI Consultant to administer, monitor, and inspect Construction Contracts such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract. Observe the Firm 's work to determine the progress and quality of work. Identify discrepancies, report significant discrepancies to the City and direct the Firm to correct such observed discrepancies. Inform the designated City project personnel of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Firm and the corrective action including construction field changes (redline drawings) that has been directed to be performed by the Firm.

9. Grant Writing

Professional grant writing consultant services encompass the development, preparation, and writing of grant proposals to secure funding from government entities, foundations, and other funding organizations. Services may include research and identification of grant opportunities, strategic planning for funding acquisition, preparation of narratives and budgets, submission of proposals, and assistance with grant administration and reporting requirements.

10. Permitting/Plan Review

Professional consulting services for permitting and plan review that include a comprehensive analysis of projects to ensure compliance with local, state, and federal regulations. Services may consist of navigating the permitting process, preparing and submitting necessary documentation, managing communications with regulatory agencies, and facilitating reviews to secure approvals for development plans.

11. Land Development Review

Professional land development review services to evaluate and guide development proposals through the regulatory framework, including subdivision, planned unit developments, construction plans and site plans. This includes assessing site plans, zoning compliance, land use compatibility, environmental impact assessments, business impact estimate preparation, and providing recommendations to ensure sustainable and compliant development practices.

12. Urban Planning & Design

Professional urban planning and design services aimed at shaping the physical setting for life in cities, towns, and regions. Services include the creation of comprehensive plans, development regulations, urban designs, parks and facilities master plans, public space planning, market and economic analysis, feasibility studies, business impact estimate preparation, and community engagement processes to guide orderly development and create vibrant, livable communities.

13. Building Safety and Compliance Services

Professional consulting services focusing on ensuring that all construction and building designs meet safety standards and comply with all relevant building codes and regulations. Services include, but are not limited to, technical field inspections of buildings, equipment, and installations during various phases of construction; granting inspection approvals if found in compliance with Florida Building Codes, regulations, and approved permit documents; providing written comments if found not in compliance. Inspectors shall have the necessary tools, equipment, cell phone, and vehicle to perform inspection services. Plans Examiners will examine permit documents and construction plans for compliance with Florida Building Codes and related regulations, granting approvals if found in compliance and providing written comments for non-compliance.

14. Fire Safety and Prevention Services

Professional consulting services dedicated to ensuring that all aspects of building and urban development adhere to strict fire safety and prevention standards. Services include, but are not limited to, technical field inspections of buildings, equipment, and installations during various phases of construction; granting inspection approvals if found in compliance with the Florida Fire Prevention Code, NFPA regulations, and approved permit documents; providing written comments if found not in compliance. Fire Plans Examiners will review building plans to ensure compliance with fire prevention codes and regulations, providing approvals for compliant structures and detailed recommendations for non-compliant cases. These services are designed to promote safety, prevent fire incidents, and ensure adherence to all relevant regulations and standards.

Qualifications Of Proposers

Responses will be considered from qualified Firms whose experience includes successful work in the industry with the following applicable requirements:

- For disciplines requiring architectural or engineering work, The Firm must have on staff architects/engineers with knowledge of all applicable Federal, State and County standards and requirements needed to develop design plans, specifications, cost estimates, site inspections and project management as applicable.
- Firms shall demonstrate professional and supporting staff knowledge and experience to develop studies, design drawings, technical specifications, cost estimates, regulatory agency permitting, contract administration, and other related services for projects applicable to their respective disciplines.
- Architects, Engineers, and Surveyor/Mappers shall hold professional licensure to practice in the State of Florida. In accordance with the applicable discipline, certifications shall be required in accordance with industry standards (CEI, AICP, etc.).
- Firms must possess at least five (5) years of considerable relevant experience in delivery of professional services as outlined above for their respective disciplines, with emphasis on municipal, county, state, or federal projects.
- Firm must have sufficient qualified staff to complete applicable work in the time required and in accordance with State statutes and standards.

Scope and Term of Agreement

- Responses are hereby invited for a term contract on a continuing service basis. The City intends to evaluate submitted responses and award multiple Firms exhibiting comprehensive experience in the submitted discipline. The term of the contract(s) for Miscellaneous Projects (basic construction cost under \$4 million each or study activities under \$500,000, in accordance with the requirements of Florida Statute 287.055.) shall be for a three (3) year period from the award date. (Note: In the event that statutory dollar thresholds are amended by the State of Florida, those amended limits shall be applied to this Agreement.) The City may extend each individual contract(s) under the same terms and conditions for two (2) additional one (1) year periods, on an as needed basis, subject to vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the City. No guarantee is expressed or implied as to the amount and total

number of the individual project task authorizations provided to any one firm for the life of this contract.

Utilization of Subconsultants and Firm Selection

- Firms may utilize subconsultants to complete tasks under this contract with the approval of the City. When submitting for disciplines, the City will only receive qualifications from the Prime Firm. The subsequent evaluation criteria and applicable discipline requirements will apply to the Prime Firm only.
- Should a task order require disciplines from multiple categories, the City will make the determination as to the most applicable prime discipline and most qualified prime firm, and negotiate a task order with that firm. As stated above, subconsultants must be approved by the City.
- Firm selection for each task order is solely at the City's discretion.