

City of Palm Coast, Florida Agenda Item

Agenda Date: March 3, 2026

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$226,000
Division		Account #	21066015-063000- 61400
Subject:	RESOLUTION 2026-XX APPROVING A WORK ORDER FOR THE EXISTING FIRE STATION 22 SCHEMATIC DESIGN PHASE		
Presenter:	Eric Gebo, Architect III		
Attachments:	<ol style="list-style-type: none">1. Presentation2. Resolution3. Draft Proposal		
Background: Council Priority: D. Sustainable Environment and Infrastructure:	<p>As directed identified by Council, Forefront and City Staff held stakeholders' meetings with various local community organizations along with representatives from Palm Coast Fire Services and City Staff. These respective groups provided insight into their organizations and offered suggestions regarding potential uses for the facility and their desired level of involvement.</p> <p>A new entry to the facility will be constructed which consists of a 200 square foot, two story lobby space with reception area and adjacent restrooms and service closet. A secured office suite makes up the west side of the building. It includes a 175-square-foot office with storage, a 340 square-foot conference room and a central work. An elevator and stairs to serve the mezzanine are conveniently adjacent to the lobby.</p> <p>The City has explored opportunities that would allow for additional parking at nearby businesses and organizations, but these are not a long-term solution due to liability issues, time of day constraints and distance from the Center. The fire station site is an ideal solution. The FS site encompasses just under 1 acre and is not impacted by areas of wetlands or the flood plain.</p> <p>Under the existing contract RFSQ-SWE-25-02, staff negotiated a scope and in the amount of \$226,000 with Forefront Architecture & Engineering, LLC., to provide schematic design services for the existing fire station 22. City staff have determined that the cost for the services is reasonable and fair and is consistent with these types of services for a project of this size and scope.</p> <p>This item is for approval of a work order in the amount of \$226,000 with Forefront Architecture & Engineering, LLC., to provide design services for the above-mentioned scope</p>		

for the existing Fire Station 22.

Funds for this project are budgeted out of the FY 26 Recreation Impact Fee fund.

Source of Funds Worksheet FY 26

Recreation Impact Fee 21066015-063000-61400	\$334,500.00
Total Expenses/Encumbered to Date	\$105,731.77
Pending Work Orders/Contracts	\$0.00
Current Contract	\$226,000.00
Balance	\$2,768.23

Recommended Action:

ADOPT RESOLUTION 2026-XX APPROVING A WORK ORDER FOR THE EXISTING FIRE STATION 22 DESIGN PHASE