



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.23.

5/17/2022

Subject:

Request for permission to develop and advertise a Request for Qualifications (RFQ), seeking the services of Land Planning consulting firm

Fiscal Impact:

The County's FY 2021-22 Budget includes \$125,000 for Land Planning Consulting services and the FY 2022-23 Requested Budget includes \$150,000 for these services with additional funding available in Reserves if required.

Dept/Office:

Planning and Development

Requested Action:

It is requested that the Board of County Commissioners:

1. Authorize the development, advertisement and award of a Request for Qualifications (RFQ) seeking services of Land Planning consulting firm to assist the County's efforts to prepare the Evaluation and Appraisal Report and related updates to the County's Comprehensive Plan amendments.
2. It is requested that the Board approve a contract period of one (1) year with four (4), one (1) year renewal options as necessary to ensure project completion.
3. Approve the appointment of the Selection and Negotiation Committees as follows:
 - a. Tad Calkins, Director, Planning and Development
 - b. Darcie Mcgee, Assistant Director, Natural Resources
 - c. Edward Fontanin, Director, Utility Services
4. Authorize the County Manager to execute all contracts, contract renewals, contract amendments, and any necessary contract extensions upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services.

Summary Explanation and Background:

The Brevard County Planning and Development Department is seeking the services of a Land Planning consulting firm to assist the Department's efforts to prepare the Evaluation and Appraisal Report (EAR) and related updates to the County's Comprehensive Plan amendments pursuant to the requirements of Section 163.3191, Florida Statutes and Chapter 166, Florida Statutes. The County's Notice of Intent (NOI) for the 2023 EAR cycle is this December. Qualified firms will have demonstrable experience with other Florida local governments regarding the scope of services listed herein.

SPECIFIC SERVICES TO BE PROVIDED:

1. Evaluation of the County's Comprehensive Plan to determine if plan amendments are necessary to reflect changes in State requirements since the last update of the Comprehensive Plan pursuant to the requirements of Section 163.3191(1) Florida Statutes. Brevard County has a hard deadline of December 1, 2023 to submit this information to the State of Florida.
2. Update and evaluate changes in local conditions that have occurred since the previous update of the County's Comprehensive Plan pursuant to the requirements of Section 163.3191(3), Florida Statutes including the following:
 - Population Growth
 - Changes in land area due to annexations/de-annexations
 - Vacant and developable land analysis
 - Transportation Level of Service Analysis
 - Projected demands of growth on public infrastructure
 - Utility Service Areas
 - Water Supply Plan
 - Joint Planning Areas governed by Interlocal Agreements with local municipalities
 - Other assessments, as directed
3. Evaluation of major local issues, identified through a public participation process involving residents, interested parties, adjacent local governments, State and regional agencies, County Commissioners and staff. Each identified issue shall be addressed separately and shall include analyses recommendations to address the issue.
4. Assessment of the successes and/or shortcomings of key goals, objectives and policies in the individual elements based on the changes in State requirements and local conditions, as well as, the issues identified in subsection 3 above. This assessment should include a statement regarding whether the objective or policy has been implemented, is and will continue to be effective, and whether it should be left unchanged, revised or removed from the Comprehensive Plan.
5. Preparation of recommendations for amending the Comprehensive Plan including changes in

planning time frames; changes to the Goals, Objectives and Policies; and recommendations for supplemental plans, studies and/or land development regulations to address changes in state requirements, local conditions and identified major issues.

The selected firm shall be responsible for the professional quality and technical accuracy of all data and documents used to produce the Evaluation and Appraisal Report and related Comprehensive Plan amendments and to make any corrections that are necessary. They shall attend such applicable Planning and Zoning Board workshops, present the Evaluation and Appraisal Report and related Comprehensive Plan amendments to the Local Planning Agency and County Commission, as well as, prepare any revisions to the data and documents that result from these meetings. The selected firm shall attend all adoption hearings regarding the Evaluation and Appraisal Report and related Comprehensive Plan amendments.

Clerk to the Board Instructions:

None



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

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May 18, 2022

MEMORANDUM

TO: Tad Calkins, Planning and Development Director

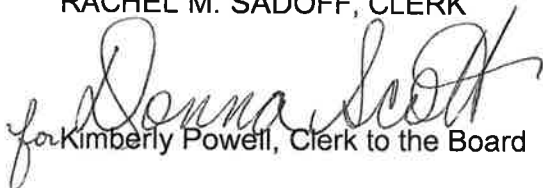
RE: Item F.23., Permission to Develop and Advertise a Request for Qualifications (RFQ) Seeking Services of Land Planning Consulting Firm

The Board of County Commissioners, in regular session on May 17, 2022, authorized the development, advertisement, and award of RFQ seeking services of Land Planning consulting firm to assist the County's efforts to prepare the Evaluation and Appraisal Report and related updates to the County's Comprehensive Plan amendments; approved a contract period of one-year with four one-year renewal options as necessary to ensure project completion; approved the appointment of the Selection and Negotiation Committees consisting of Darcie Mcgee, Natural Resources Management Assistant Director, Edward Fontanin, Utility Services Director, and you; and authorized the County Manager to execute all contracts, contract renewals, contract amendments, and any necessary contract extensions upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK


for Kimberly Powell, Clerk to the Board

/ds

cc: County Manager
Committee Members
Finance
Budget