



CITY OF TITUSVILLE

COMMUNITY REDEVELOPMENT AGENCY

AGENDA

Regular Meeting

January 13, 2026 - 5:30 PM

Council Chamber at City Hall

555 South Washington Avenue, Titusville, FL 32796

Any person who decides to appeal any decision of the Community Redevelopment Agency with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The City desires to accommodate persons with disabilities. Accordingly, any physically handicapped person, pursuant to Chapter 286.26 Florida Statutes, should, at least 48 hours prior to the meeting, submit a written request to the chairperson that the physically handicapped person desires to attend the meeting.

1. CALL TO ORDER

2. DETERMINATION OF A QUORUM

3. INVOCATION

A. **A moment of silence will be held.**

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF MINUTES

A. **Minutes**

Approve the minutes of the regular Community Development Agency meeting on December 9, 2025.

6. SPECIAL RECOGNITIONS & PRESENTATIONS

7. OLD BUSINESS

A. **Broad Street Streetscape Design Scope of Services**

Recommend to City Council to approve the Continuing Consultant Contract CO23Q006 Task Order 9 with AECOM Technologies Inc. in the amount of \$440,825 to provide Consulting and Design Services for the Broad Street Streetscape project and authorize the City Manager to execute the task order and approve the associated budget amendment at the next regular City Council meeting.

8. NEW BUSINESS

9. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT

10. EXECUTIVE DIRECTOR'S REPORT

A. Executive Director's Report

The Executive Director's Report is attached.

11. ADJOURNMENT

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Community Redevelopment Agency
From: Thomas Abbate, City Manager
Subject: **Minutes**
Department/Office: City Clerk

Recommended Action:

Approve the minutes of the regular Community Development Agency meeting on December 9, 2025.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. CRA minutes 12-9-25

The Community Redevelopment Agency (CRA) of the City of Titusville, Florida met in regular session in the Council Chamber of City Hall, 555 South Washington Avenue, on Tuesday, December 9, 2025.

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Call to Order/Determination of a Quorum

Chairperson Connors called the meeting to order at 5:30 p.m. Present were Chairperson Andrew Connors, Vice-Chairperson Herman Cole, Jr. Col USAF Retired, and Members Megan Moscoso, Jo Lynn Nelson, Executive Director Tom Abbate, Community Redevelopment Agency (CRA) Attorney Andriene Treasure, and Sr. Administrative Assistant Emily Campbell were also present. Member Dr. Sarah Stoeckel arrived later in the meeting. Member Greg Aker was absent. Sr. Administrative Assistant Emily Campbell completed the minutes of the meeting.

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Invocation/Pledge of Allegiance

Chairperson Connors asked for a moment of silence and then led the entire assembly in the *Pledge of Allegiance to the Flag*. Sr. Administrative Assistant Emily Campbell read the procedure for public comment.

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Chairman Connors advised that there was a new CRA Member, James Mutter, who read his oath of office at the CRA meeting.

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Approval of Minutes

The request was to approve the minutes of the regular Community Redevelopment Agency meeting on November 11, 2025.

Motion: Member Nelson moved to approve the minutes of the Community Redevelopment Agency meeting on November 11, 2025, as submitted. Vice-Chairperson Cole seconded the motion.

The motion carried unanimously.

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Special Recognitions and Presentations – None.

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Old Business

Continuing Contract CO23Q006TB -Task Order #9 with Kimley Horn for Trail Town Amenities Strategic Master Plan – Executive Director Abbate advised that the request was to recommend to City Council to approve the Continuing Consultant Contract CO23Q006TB Task Order #9 with Kimley Horn in the amount not-to-exceed \$40,000 to provide Consulting Services for the development of a Comprehensive Trail Town Amenities Master Plan and authorize the City Manager to execute the task order.

At the September 9, 2025, Community Redevelopment Agency (CRA) meeting, the Board approved the development of a Trail Town Amenities Strategic Master Plan. As part of this action, the Board authorized the allocation of Trail Town funds in an amount not to exceed \$40,000 and approved expanding the project scope to include the area where Main Street crosses the railroad tracks, ensuring a continuous connection between the bike path and Garden Street.

Member Moscoso asked if the 2018 Master Plan was outdated or accurate.

Community Redevelopment Director Brad Parrish advised that the Master Plan was developed in 2018 through public engagement, but if the council believed that it needed to be updated, staff would move in that direction.

Member Nelson asked what the timeline was for updating the Master Plan.

Community Redevelopment Director Brad Parrish advised that it would take a few months.

Toni Shifalo stated that there was no inclusion of opinions, ideas, or concerns from the bicycle community. She stated that she was in support of the City receiving more community input or holding a public meeting.

Member Nelson stated that the City owned a piece of property near the bike path on Garden Street and she was in support of the City utilizing that property for amenities along the bike path.

Motion: Member Nelson moved to approve the Continuing Consultant Contract CO23Q006TB Task Order #9 with Kimley Horn in the amount not-to-exceed \$40,000 to provide Consulting Services for the development of a Comprehensive Trail Town Amenities Master Plan and authorize the City Manager to execute the task order.

Discussion: Member Moscoso stated that she wanted to amend the motion to include a public engagement meeting.

Amended Motion: Member Nelson moved to approve the Continuing Consultant Contract CO23Q006TB Task Order #9 with Kimley Horn in the amount not-to-exceed \$40,000 to provide Consulting Services for the development of a Comprehensive Trail Town Amenities Master Plan, including a public engagement meeting and authorize the City Manager to execute the task order. Vice-Chair Cole seconded the motion.

Discussion: Chairman Connors stated that he was in support of staff engaging with Pete Petyk who was a regular member on the Space Coast Transportation Planning Organization (SCTPO) Citizens Advisory Committee.

Stan Johnston stated that he was not in support of previous Kimley Horn parking studies. Mr. Johnston stated that the improvement to Space View Park included reduced parking and recommendations for a parking garage, which he did not support.

The motion carried unanimously.

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Scope of Work for Trail Town Amenities Strategic Master Plan - Main Street Segment - Executive Director Abbate advised the request was to review and approve or revise the three (3) scenarios for the Main Street extension scope of work.

The initial phase of the Trail Town Amenities Strategic Plan remains focused within the CRA District. However, the expanded project segment extending to the Main Street–Garden Street connection lies outside the CRA boundaries. As such, a separate, non-CRA funding source would be required to support planning and improvements for this portion of the project.

The Consultant would develop a separate concept plan for each of the following scenarios:

- Scenario 1 – Main Street Segment Only. Prepare a concept plan for the segment of Main Street located between S. Deleon Avenue and the F.E.C Railroad right-of-way.
- Scenario 2 – Main Street Segment + City-Owned Blanton Street Parcel. Prepare a concept plan that includes the segment of Main Street between S Deleon Avenue and the F.E.C. Railroad right-of-way; and the City-owned parcel on Blanton Street (Brevard County Property Appraiser number 22-35-04-02-35-6).
- Scenario 3 – Main Street Segment + F.E.C. Railroad Corner Property. Prepare a concept plan that includes the segment of Main Street between S. Deleon Avenue and the F.E.C. Railroad right-of-way and the F.E.C. Railroad property located at the northwest corner of Main Street and the Railroad right-of-way.

Chairperson Connors discussed a piece of property that was owned by the Florida East Coast Railway (FEC) that would be a good location for a trailhead.

Stan Johnston stated that Kimley Horn consultants were not from Titusville but were making recommendations for Titusville. Mr. Johnston stated that City staff was more qualified to work on this project.

Toni Shifalo stated that the problem was that the bike trail ended on Canaveral Avenue and Main Street, but that was not within the CRA boundaries. Ms. Shifalo stated that Kimley Horn was designing the comprehensive plan but she was unsure of how they were going to continue the bike path without getting permission from the Florida East Coast Railway (FEC).

Member Nelson asked if the work could be completed by City staff.

Community Development Director Brad Parrish stated that staff sought assistance from a landscape architect because they had the most experience with the amenities associated with a trail or sidewalk.

Motion: Member Nelson moved to approve Scenario 1 Main Street Segment Only and Scenario 2 Main Street Segment + City-Owned Blanton Street Parcel, for the Main Street extension scope of work. Vice-Chair Cole seconded the motion.

The motion carried unanimously.

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New Business

Commercial Beautification Grant Application - First United Methodist Church – Executive Director Abbate advised the request was to approve the one grant request for several buildings located at 206 South Hopkins Avenue.

The project was located at 206 South Hopkins Avenue and 213 Palm Avenue within the Downtown Sub-district of the Community Redevelopment District. There was a total of four buildings. Mark Kendrick, on behalf of the First United Methodist Church of Titusville Inc., was applying to paint and repair or replace fascia on buildings. Painting was an eligible expense as part of a more comprehensive improvement project. Vinyl soffit and fascia were an eligible expense as part of more extensive project improvements.

Redevelopment Planner Sue Williams stated that the applicant's proposed scope of work, which included painting and the repair or replacement of fascia, was classified as maintenance under the CRA Exterior Beautification Grant Program. These activities preserved the building's appearance and condition but did not constitute restoration, as they did not return the structure to a documented historic condition or reconstruct architectural features. While the work was eligible for funding, it was evaluated within the category of routine maintenance and aesthetic enhancement rather than restoration.

The total cost of the low bid for these improvements was \$85,520.00. The total amount of the reimbursement grant was 50% of the total, which was \$42,760.00. Funds were available in the CRA Building Grants FY2026 budget to cover the grant amount.

Mark Kendrick stated that he was available for any questions.

Stan Johnston stated that he was in support of this item because this was consistent with what the CRA had approved in the past.

Member Nelson stated that First United Methodist Church assisted the community with a food bank, community garden, etc.

Motion: Member Nelson moved to approve the Commercial Beautification Grant request for \$42,760.00 for several buildings located at 206 South Hopkins Avenue (First United Methodist Church). Vice-Chair Cole seconded the motion.

Chairperson Connors thanked the First United Methodist Church for serving the City of Titusville for 150 years.

The motion carried unanimously.

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Petitions and Request from the Public Present

Stan Johnston discussed a handout that he distributed regarding dams in the flood plain, etc. Mr. Johnston stated that he also distributed this handout at the St. Johns River Water Management District. Mr. Johnston also discussed flooding in the City of Titusville, etc.

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Member Nelson stated that there was not a designated crosswalk on Indian River Avenue between Space View Park and Gemini Park. Member Nelson requested the addition of a crosswalk be discussed at mid-year.

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Member Moscoso discussed an email from a business in Downtown Titusville stating that they were not included in some of the planning of the events in Downtown Titusville.

Redevelopment Planner Sue Williams stated that the code required applicants for special events to contact surrounding businesses. She added that she personally spoke with nearby businesses to

advise them of upcoming special events, and that once events were approved, the CRA advertised them on the LED signs and on social media.

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Executive Directors Report

Executive Director Abbate submitted his written report and advised that all items were informational only.

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With no further business to discuss, the meeting adjourned at 6:15 p.m.

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Community Redevelopment Agency
From: Thomas Abbate, City Manager
Subject: **Broad Street Streetscape Design Scope of Services**
Department/Office: Community Development

Recommended Action:

Recommend to City Council to approve the Continuing Consultant Contract CO23Q006 Task Order 9 with AECOM Technologies Inc. in the amount of \$440,825 to provide Consulting and Design Services for the Broad Street Streetscape project and authorize the City Manager to execute the task order and approve the associated budget amendment at the next regular City Council meeting.

Summary Explanation & Background:

At the August 12, 2025 Community Redevelopment Agency (CRA) meeting, the Broad Street Streetscape was unanimously approved by the CRA Board. The Broad Street project is envisioned as a signature downtown "festival street" that supports community events, enhances walkability, and strengthens economic activity within the Downtown Titusville CRA District. The City maintains continuing service agreements with two engineering firms to support public works projects. These firms possess specialized technical expertise and adequate resources and are engaged on a rotating, as-needed basis to provide engineering services. In accordance with the existing contract for professional consulting services, the firm of AECOM Technical Services, Inc. ("Consultant") has been requested to provide a proposal for scope of services outlining the professional design services required to advance the project from data collection and conceptual design through final construction documents.

Project Limits

The Broad Street project area is located within downtown Titusville and generally extends from Lemon Avenue South on the west to the parking area near Veterans Memorial Park on the east, encompassing approximately 1,950 linear feet within a 100-foot right-of-way. The corridor includes multiple intersections, including two FDOT-owned U.S. 1 crossings, which will require coordination with FDOT standards and requirements.

Overall Scope and Approach

AECOM’s scope is structured to deliver a comprehensive, phased design process. The work includes project administration, site data collection, conceptual design, stakeholder engagement, and preparation of 30%, 60%, and final signed and sealed construction documents. Permitting and construction administration services are excluded and would require a separate authorization.

Project Administration

AECOM will manage the consultant team, coordinate with City and CRA staff, conduct a formal kickoff meeting, and facilitate up to sixteen progress meetings throughout the design process. Written summaries and meeting documentation will be provided to ensure transparency and coordination.

Site Data Collection and Analysis

The consultant team will complete detailed topographic, boundary, tree, and subsurface utility surveys, along with a geotechnical investigation. This work will ensure a site base plan and a strengths-weaknesses-opportunities-threats (SWOT) analysis to guide design decisions and identify constraints early in the process.

Concept Design and Visioning

AECOM will prepare up to two conceptual design alternatives, supported by 3-D visualizations and precedent imagery. Following City selection of a preferred alternative, a Final Concept Plan Package will be prepared to illustrate the overall vision for Broad Street, including paving treatments, landscaping, and site furnishings

Stakeholder and CRA Engagement

The scope includes a dedicated stakeholder meeting and a separate CRA input meeting to gather feedback on the concept design. A summary of input received will be prepared and presented to City and CRA staff to inform refinement of the design.

Design Development (30%, 60%, and Final Plans)

AECOM will advance the approved concept into detailed construction documents in three phases. Each phase includes updated plans, specifications, and cost estimates, allowing the City and CRA to evaluate scope, design, and budget as the project progresses. Elements addressed include grading and drainage, hardscape, landscaping, irrigation, lighting, utilities coordination, and evaluation of EV charging capabilities.

Schedule and Budget

The anticipated design schedule totals approximately 38 weeks, excluding City review periods. The total lump-sum cost for the base scope of services is \$440,825, with fees allocated by task and milestone. An optional wayfinding and signage design task is available for \$25,130 if authorized by the City and CRA. There is \$280,515 in the Broad Street Parking Account. Staff is recommending a budget adjustment of \$65,847 from the Space View Pier and \$94,463 from the CRA Restricted Fun Balance Account.

CRA Board Review

The scope is being presented to the CRA Board to solicit Board input on the overall design approach, engagement process, and project expectations prior to advancing into concept development and detailed design. Board feedback at this stage will help ensure the Broad Street Streetscape reflects the CRA’s vision, priorities, and long-term redevelopment goals. Approval is needed to keep this project moving forward.

It is recommended that the CRA recommend to City Council to approve the Continuing Consultant Contract CO23Q006 Task Order 9 with AECOM Technologies Inc. in the amount of \$440,825 to provide Consulting and Design Services for the Broad Street Streetscape project and authorize the City Manager to execute the task order and approve the associated budget amendment at the next regular City Council meeting.

Alternatives:

As the Board Desires.

Item Budgeted:

Yes, with approval of the associated budget amendment.

Source/Use of Funds/Budget Book Page:

Strategic Plan:

City of Titusville Strategic Goals & Objectives Addressed	CRA 2022 Adopted Plan Goals, Objectives & Strategies Addressed
<p>Goal 1 – Quality of Life 1.b,d,f : Enhance public spaces and infrastructure that support walkability, safety, and community well-being.</p>	<p>Goal 1 – Administration of the CRA Objective 1.1.1: Effectively utilize TIF for the operation of the CRA Policy1.1.1.1.: Utilize funding derived from TIF to fund capital improvements.</p>
<p>Goal 2 - Efficient & Effective Services 2.a.: Commit to funding Capital Improvements</p>	<p>Goal 3 – Community and Culture Policy 3.2.1.1: Support infrastructure improvements including streetscape projects</p>
<p>Goal 4 – Economic Development & Redevelopment 4.c: Encourage redevelopment and reinvestment in targeted areas through public infrastructure improvements.</p>	<p>Goal 4 – Economic Development Goal 4.1 : Increase private sector investment and economic activity within the CRA. Objective 4.2.2.: Establish a safe, pedestrian friendly environment within the CRA Goal 5 – Public Spaces Goal 5.1: Create safe and accessible</p>

public spaces within the CRA

Strategic Plan Impact:

The project reinforces economic development objectives by leveraging public infrastructure investment to stimulate private reinvestment, increase downtown visitation, and enhance the function and appearance of a key commercial corridor within the CRA District.

ATTACHMENTS:

1. City of Titusville_Broad St Design Scope_2025-12-02
2. AECOM TO009

SCOPE OF SERVICES

Project Understanding

The City of Titusville (“City”) and its Community Redevelopment Agency (CRA) have asked AECOM Technical Services, Inc. (“Consultant”) to support the visioning and design of the Broad Street project. This initiative focuses on transforming Broad Street, a public street within the Downtown Titusville Redevelopment Area, into a vibrant, multi-functional “festival” street. The goal is to create an outdoor space for community events; attract regional visitors; and catalyze economic opportunities. This project aligns with the CRA master plan adopted 2022. The Consultant’s primary role will be to collaborate with the City and CRA to prepare design and construction documents that align with the City’s vision.

Broad Street Project Area

The Broad Street project area (“Project Limits”) is in the downtown of the City of Titusville, generally bounded by and inclusive of the rights-of-way of Lemon Ave S. on the west and the parking lot associated with Veterans Memorial Park on the east. The cross streets of Lemon Ave S., S. Palm Ave., US-1 southbound, US-1 northbound and Indian River Ave. The length of Project Limits is approximately 1,950 linear feet. Broad Street includes a 100’ right-of-way width. A limit of work exhibit is included in Attachment 1.

Known Constraints of the Broad Street Project Limits

The Broad Street project presents several constraints and operational considerations that must be addressed during the design and engineering process. The Broad Street Project is in downtown Titusville; however, the two US-1 streets are owned by FDOT. These two street intersections, as they cross Broad Street, will need to conform to FDOT rules and regulations. Several private businesses and one RV Park are located along Broad Street. The Consultant will accommodate these constraints and operational restrictions in the design and engineering of the Project Limits.

Broad Street Project Design Services

The City anticipates that the scope for the Broad Street design services will be completed in two Parts: Part I will consist of data collection, conceptual design and preparation of 30%, 60% and Final signed and sealed design for construction plans. A cost estimate will also be prepared at each Design Development milestone deliverable (30%, 60% and final plans). Part II will be the permitting and construction phase services needed during the construction of the project. Part II is not included in this scope of work.

Consultant will provide the following design services:

- Project Administration to manage the design team
- Landscape Architecture
- Civil Engineering
- Structural Engineering
- Electrical Engineering
- Signage & Wayfinding Design (Optional Service)
- Cost Estimating

Professionals working as a subconsultant to the Consultant include the following.

- Land Surveying Southeastern Surveying and Mapping Corporation (SSMC)
- Geotechnical Nadic Engineering, Inc
- Irrigation Design Hines Inc.

Task 1 Project Administration

The Consultant will oversee the project coordination, monitor the project schedule, provide timely invoicing and reporting of project progress, and collaborate between the City, CRA and subconsultant.

The City and CRA will each designate a project manager to assist the consultant in achieving project

Broad Street Scope of Services – AECOM

milestones.

- a) Project Setup – The Consultant will assist the City in preparing the scope of work, coordinate the scopes and contracts of the Consultant’s subconsultants, conduct one meeting with the City Project Manager and CRA Project Manager at mutually agreed upon date and time, and mobilize the Consultant team.
- b) Progress Meetings – During the project, the Consultant will schedule and coordinate every third week project team meetings including an agenda with an estimated total up to sixteen (16) meetings. Meetings are intended to include a status update on project progress and team coordination. Meetings will occur virtually, using Teams or Zoom. The duration of each meeting is estimated to be one (1) hour with up to three (3) Consultant team members.
- c) Kickoff Meeting
The Consultant will attend one (1) half-day long kickoff meeting with the City in person. The City will be responsible for securing an indoor location which should accommodate seating for up to twelve (12) participants and must have restroom access, internet connectivity, and large projection screen(s) or video display(s). Following the meeting, the Consultant will provide summary notes to the City and CRA Project Managers for distribution. The consultant will prepare a draft agenda for City review and will revise the agenda one (1) time to produce the final agenda. This agenda will include coordination of subconsultant attendance, planning for the site walk route and points of interest, and preparation of a site walk map and data collection format. The draft agenda for the kickoff meeting is anticipated to include the following:
 - a. Team members’ roles and responsibilities
 - b. Project understanding, opportunities, and constraints
 - c. Lines of authority
 - d. Communications and management practices
 - e. Preliminary schedule milestones
 - f. Special requirements of the Project Limits, including existing parking obligations and commitments.
 - g. Establish the rules that set the boundaries of design vision relative to Project Limits and site structures
 - h. Strategy for engaging constituents and partners
 - i. Strategy for establishing and tracking the Broad Street cost budget
 - j. Review of Site Base Plan
 - k. Project Limits walk-through with Consultant, City and CRA staff to discuss restrictions, constraints, and anomalies

AECOM will provide the following deliverables for Task 1:

All deliverables will be provided in digital PDF format

- Up to Sixteen (16) Progress Meeting Summaries.
- One (1) Kickoff Meeting Summary provided in digital PDF format
- One (1) Draft Kickoff Meeting Agenda in digital PDF format
- One (1) Final Kickoff Meeting Agenda in digital PDF format

Task 2 - Site Data, Analysis, and Base Model

- a. Site Data Collection – The Consultant will prepare a three-dimensional (3D) topographic, boundary, and subsurface utility land survey provided by the subconsultant SSMC. The survey will include location and identification of the following at-grade physical elements and property limits:
 - Topographic survey
 - Directional signage
 - Traffic control cabinets and poles
 - Light poles
 - Pavement markings
 - Edges of pavement
 - Curbs/gutters

- Tree Survey

The survey will include location and identification of the following sub-grade physical elements, providing Subsurface Utility Engineering (SUE) Quality Level B:

- Horizontal and vertical limits of the Broad Street drainage system and/or FDOT subterranean exfiltration drainage system
- Active potable & reclaimed water mains and associated apparatuses
- Active sanitary sewer lines and manholes
- Active telecom and high-voltage utilities (pipes, duct banks, and vaults)
- Storm drainage pipes, inlets, and manholes
- Gas lines

Prior to the Consultant proceeding with field data collection, the City will provide the following information, if available:

- Current land survey in AutoCAD 2018 file format
- Any proposed infrastructure improvements or planned upgrades (streets, utilities, traffic control, etc.), including current ongoing improvements by the City.
- Existing Utility and/or PGD as built plans within the subject project area.

Survey Requirements:

Requirements for Site Boundary, Topographic & Tree Surveys

1. Provide four (4) Signed & Sealed Boundary and/or Topographic Surveys (per project scope). The Survey will be prepared with benefit of a Title Opinion (when requested in scope). The City will provide a Title Opinion if required. All matters of record will be shown (if plottable) or noted on the survey. All survey work will be accomplished in accordance with the Chapter 5J-17, F.A.C.
2. The survey will label bearings and distances, corner monuments, point of beginning, point of commencement, basis of bearings, horizontal and vertical datum references, and title search reference.
3. Site Benchmarks, elevations, and contours will be based on and referenced to an established NAVD 1988 benchmark and will include its published datum, elevation, description, and location.
4. Show and note the location of temporary benchmark (TBM) on survey (minimum of 2 required per site). TBM to be established on permanent structure ("X" in concrete, headwall, RR spike in power pole, north rim sanitary manhole, etc.). TBMs to be located within 100 feet of property line.
5. Include a standard note regarding the Contractor's responsibility to protect and/or replace post-construction all survey monumentation within the project limits by a Florida licensed land surveyor.
6. Drawing should be on 22" x 34" sheet size (unless otherwise specified).
7. Minimum scale of survey will be 1"=50'.
8. Show elevations on a 25' grid (or alternate based on proposal) including corners of property, edge of pavement, top of curb, flow line at gutter, center line and code required distance from property line at sides and rear of parcel (minimum of 25').
 - a. Show and label all breaks in grade, depressions or changes in terrain, top of bank, toe of slope, etc. (unless otherwise specified).
 - b. For existing stormwater/water features, the survey data will include the top of bank, water surface, and toe of slope/bottom elevations.
 - c. For areas where there are adjacent road rights-of-way to the project area, the survey data will be collected to the crown of road except for the entrances and exits to each park where the data will be collected to within 100' of the project boundary.
9. All horizontal points should be associated with an appropriate vertical location. All point data (northing, easting, elevation and description) will be provided to AECOM in an ASCII Point File format. The survey drawing file will include the point information compiled into a Civil 3D TIN surface (version 2020 or newer) and include all appropriate breaklines and boundary lines for accurate triangulation of data. In addition to the AutoCAD Civil 3D drawing file (version 2020 or newer), the surveyor will provide AECOM a DTM file of the surface. Some elevations may be frozen/turned off in the printed survey for clarity Surface contours will be labeled. AECC Contours, polylines with z-coordinates, and standalone text on top of the

- surface contours will not be accepted.
10. Physically set property corners, if applicable. Where construction is imminent, off-site reference accessories should be set and shown on the survey. Flag and label property corners found.
 11. Show north arrow, legend, property boundary lines with bearings (record and field), distances (record and field) and interior angles (field). Show site area in square feet and acres.
 12. Furnish numbers, blocks, parcel, subdivision, plat book/page, zoning classification, property address, owner info, Section-Township-Range (S/T/R), etc. of property, including that of each immediately adjoining parcel.
 13. Show location and dimensions of existing and proposed rights-of-way and easements.
 14. Show and dimension existing location of all on-site above ground and visible features such as buildings (with finished floor elevation), fences, sidewalks/walkways, curbs, ditches, drains, swales, sewers, edges of pavement, driveways, etc.
 15. Show and label the location, size (structure and pipe), material, and pipe invert elevations of all storm sewer and sanitary sewer structures/inlets, pipes, boxes, and manholes within the survey area.
 16. Show location and dimension of site features within 25' of site, including sidewalks, curbs, gutters, highway centerlines, and any adjacent structures that may affect building placements on subject property.
 17. Show and dimension existing location of existing off-site sanitary and stormwater structures within 100 feet of property lines.
 18. Show and dimension existing location of other visible utilities, such as poles, overhead lines, sewer/water/utility service valves or valve boxes, telephone, cable TV, natural gas, and fiber optic markers.
 - a. Include estimated linework for the utility lines showing connection between valves and boxes.
 - b. Also include name of utility companies with complete addresses and phone numbers.
 - c. Include location of nearest two (2) hydrants within 1,000 ft. of site.
 - d. Locate all underground utilities in the right-of-way, including but not limited to, gas, water, sewer, electric, telephone, and fiberoptics. Show Florida Sunshine One locate information.
 19. Include trees on-site and 25' adjacent to property lines or to edge of pavement if abutting roadway. Include elevation at base of tree, the tree species and DBH. No more than 5% of trees onsite may be listed unknown.
 20. For 'Grand Trees', Surveyors will locate dripline of designated trees.
 21. Furnish a certification to AECOM (Client) and the applicable title company, including any separate surveyor's forms or AECOM reports, if applicable.
 22. Furnish a written legal description on the drawing. If two or more ownerships are included, furnish a written description of each and a composite drawing.
 23. Drawing oriented with north arrow pointing to top of sheet or with major street on bottom and minor street on side, if applicable, north arrow to suit.
 24. ACAD drawing will be drawn with proper UCS coordinates (when applicable) and north direction referenced to the State Plan Coordinate System.
 25. Indicate Flood Zone, Community Panel Number, and Map Revision Date. If flood zone boundaries are present within/adjacent to the survey area, depict and label approximate location of flood zone lines.
 26. Identify the posted speed limit under the street names adjacent to subject property.
 27. Identify width and centerline of right-of-way adjacent to subject property.
 28. Locate and depict all pavement markings, including, but not limited to, parking stripes, lane markings, and stop bars.

The Consultant will integrate the information provided by the City to supplement and enhance the data collection process. The City will also provide available existing 3D urban context models and plans or reports for any planned City projects or private developments within the project limits. If such context models and as-builts are not available from the City, the Consultant will use current publicly available data from online sources to supplement the analysis.

Geotechnical Assessment Requirements:

Consultant will prepare geotechnical investigations provided by subconsultant Nadic Engineering. The Field Testing Program will include the following items within the project limits:

1. Coordination of boring locations, including field reconnaissance, mark boring locations at the site, utility clearance and engineering permit application with the City of Titusville.
2. Mobilization of a truck mounted drill rig and men.
3. Provide maintenance of Traffic (MOT) during the drilling operations.
4. Perform 10 Standard Penetration Test (SPT) borings to a depth of 20 feet below existing grade.
5. Perform a total of 10 pavement cores.
6. Perform eight (8) permeability tests to a maximum depth of 10 feet below existing grade.
7. Perform eight (8) auger borings to a depth of 10 feet below existing grade.
8. Collect groundwater level measurements and estimate normal wet seasonal high groundwater tables.
9. Visually examine recovered soil samples in the laboratory using the Unified Soil Classification System. Perform laboratory tests on selected representative soil samples. The laboratory testing will include grain-size analyses, Atterberg limits, organic content, natural moisture content and corrosion series testing, as appropriate.

Based on the results of the field exploration and laboratory visual classification, a geotechnical engineering assessment regarding site suitability for the development will be formulated. The report will include the following:

1. Review of readily available published geologic and topographic information, including the appropriate Quadrangle Map published by the United States Geological Survey (USGS), the "Soil Survey of Brevard County, Florida" published by the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) and Site Historical geotechnical engineering reports and data.
2. A Site Plan showing boring location.
3. Report of Borings indicating the general subsurface conditions encountered at each proposed project site, noting any anomalies or features which could affect construction.
4. Identification of groundwater conditions encountered and estimated seasonal high groundwater levels.
5. Engineering evaluation of field and laboratory visual classification data as well as an interpretation of the subsurface conditions with respect to the proposed construction.
6. Recommendations for asphalt pavement and concrete pavement.
7. Submit a final geotechnical report.

Limitations:

This proposal is subject to the following limitations: (1) The site is accessible to the drilling equipment assumed in this proposal. If other type of drill rig is required due to site and/or weather condition, appropriate adjustments to the fees will be made. (2) AECOM through its subconsultant NADIC bears no responsibility for damages to underground utilities and/or structures that are not located by the owner or Sunshine State One-Call. (3) Undisturbed samples, hydrometer, consolidation and triaxial tests are not included unless stated in Attachment A. (4) Environmental condition exploration and evaluation are not included in this study.

Site Base Plan and Site Analysis – Upon completion of surveys, the Consultant will prepare a Site Base Plan of the Project Limit's existing conditions.

Using the site base plan, Consultant will provide an analysis using 2D graphics and diagrams that describe strengths, weaknesses, opportunities, and threats (SWOT) of the existing conditions of the Project Limits related to pavements, water and sewer utilities, gas utilities, drainage systems, high voltage utilities, franchise utilities, traffic control, and signage.

AECOM will provide the following deliverables for Task 2:

The Consultant will supply the City with deliverables in native file format and PDF as applicable.

- One (1) series of SWOT analysis diagrams
- One (1) digital 2D Base Plan in AutoCAD Civil 3D 2021 or later format

Task 3 – Concept Design

Task 3.1 - Concept Plan

a. Design Alternatives – Prior to the preparation of up to two (2) concept plans, the Consultant and City will meet during a regularly scheduled meeting according to Project Administration task and project schedule to define the criteria by which each alternative design will vary. Upon agreement on the variations required and based on the preferred Broad Street Design Program, the Consultant will prepare the following using a combination of hand-drawn sketches (limited), digital 3D modeling tools, computer-aided drafting tools, and desktop publishing tools:

- Two (2) conceptual plans
- Up to eight (8) digital 3-D study model exported images (four (4) model exported images for each alternative)
- Up to twenty (20) precedent images

The design alternatives will be compiled into one (1) Design Alternatives package and presented to the City and CRA staff during one of the scheduled meeting events as described in Project Administration according to the project schedule. Following this meeting, the Consultant will submit the Design Alternatives package to the City for review. The package will be submitted in its original form and will not be revised based on the progress meeting discussion with the City and CRA staff prior to the submission. City is responsible for circulating the package to all required City departments, selecting one preferred alternative design and providing one (1) consolidated set of written comments to the Consultant. Consultant will not proceed with preparation of the Final Concept Plan prior to receipt of the consolidated City comments and confirms the preferred alternative design.

b. Final Concept Plan – Based on the City's selection of the preferred alternative design and the feedback from the City review of Design Alternatives Package, the Consultant will prepare one (1) Final Concept Plan Package which will be a report-style document that describes the Final Vision for Broad Street using graphics, imagery, tables, charts, and annotation. The document will be prepared using Adobe CC InDesign and will include:

- One (1) vision statement
- One (1) overall illustrative plan to include the following elements:
 - Paving materials (vehicular and pedestrian)
 - Landscape materials
 - Site furnishings

Consultant will present the Final Concept Plan Package to City and CRA staff during one of the scheduled meeting events as described in Project Administration according to the project schedule. This meeting will include an introduction to the content, time for questions, and guidance for reviewers for the expectations for comments. Following this meeting the Consultant will submit the Final Concept Plan Package to the City for review. The package will be submitted in its original form and will not be revised based on the progress meeting discussion with the City and CRA staff prior to the submission. City is responsible for circulating the package to all required City departments and providing one (1) consolidated set of written comments. Consultant will address City comments through one (1) revision of the Final Concept Plan Package.

AECOM will provide the following deliverables for Task 3.1:

The following deliverables will be provided in digital PDF format suitable for print on 8.5"x11" paper.

- One (1) Design Alternatives Package
- One (1) Final Concept Plan Package
- One (1) Revised Final Concept Plan Package if applicable

Task 3.2 - Stakeholder Engagement

The Consultant will build upon the CRA master plan and any City conducted community engagement data to guide the stakeholder engagement process.

- a) Stakeholder Meeting – The Consultant will conduct one (1) two-hour meeting with key stakeholders identified by the City. City and CRA staff, designated by the Project Managers, will attend the meeting in-person. The intent is to give key stakeholders an opportunity to provide input into the Final Concept Plan. The City will be responsible for inviting the stakeholders and providing the venue for the meeting.
- b) CRA Input Meeting – The Consultant will conduct one (1) two-hour meeting with the CRA. City and CRA staff, designated by the Project Managers, will attend the meeting in-person. The intent is to engage CRA representatives and other key stakeholders identified by the CRA an opportunity to provide input into the Final Concept Plan.
- c) Stakeholder Meeting and CRA Input Summary – Following the conclusion of the Stakeholder Meeting and CRA Input Meeting, the Consultant will prepare a summary presentation of the data collected from the stakeholder activities and CRA meeting. The Consultant will present this data to the City and CRA staff designated by the Project Managers during a regularly scheduled meeting according to Project Administration task and project schedule.

AECOM will provide the following deliverables for Task 3.2:
The following deliverables will be provided in digital PDF format

- One (1) Broad Street Stakeholder Engagement Summary
- One (1) CRA Input Meeting Summary

Task 4 - 30% Design

- a) 30% Design – Consultant will prepare a set of 30% Design documents for Broad Street based on the approved Final Concept. Documents will be coordinated between design specialties and are anticipated to include:
 - Overall site plan depicting the location of site amenities and features
 - Grading and drainage plan
 - Utility plan
 - Hardscape plan and preliminary details
 - Site furnishing schedule
 - Landscape plan and plant list
 - Irrigation plan. Irrigation controller location, electrical power source location and water tap information (available pressure, meter requirements, etc.) will be documented.
 - Lighting plan, locations of light fixtures only
 - Determine desired EV charger capability with client. Client desires up to (6) charging stations Evaluation of City and State regulatory compliance
- b) 30% Design Cost Estimate – Consultant will prepare an Opinion of Probable Cost based on the 30% Construction Documents and submit to the City for review. It is anticipated that the 30% cost estimate will be Class 3 based on the AACE Cost Estimate Classification System. Typical markups will be applied based on current market and bidding environment in the Central Florida area.
- c) 30% Design Package Meeting – Consultant will meet with the City and CRA staff during a regularly scheduled meeting according to Project Administration task and project schedule to review the package of drawings prior to releasing to the City for formal review. This review will include an introduction to the content, time for questions, and guidance for the reviewers in understanding the expectations for comments.

AECOM will provide the following deliverables for Task 4:

- One (1) set of 1" = 20'-0" plans in digital PDF-format file

Broad Street Scope of Services – AECOM

- Draft Specifications
- Cost Estimate

TASK 5 – 60% CONSTRUCTION DOCUMENTS

Based on the consolidated written comments from Client and the approved 30% Construction Documents, AECOM will prepare 60% Plans. These documents will further refine and articulate the project elements established in the 30% Construction Document Phase.

The 60% Design Package will include:

- Horizontal and Vertical Control Site Layout Plan
- Demolition, Erosion and Sediment Controls, and Tree Protection Plans and Details
- Paving, Grading and Drainage Plan and Details
- Utilities Plan and Details
- Hardscape Plans and details
- Landscape Plans, details and plant list
- Irrigation Plans; sprinkler layout, mainline and lateral pipe routing and sizing, remote-control valve locations, and diagrammatic routing of drip laterals, details and schedule
- Lighting Plan and details and materials schedule
- Electrical Plan and details including EV Charging Stations, layout of equipment and equipment ratings
- Stormwater Evaluation Narrative
- 60% Design Cost Estimate – Consultant will prepare an Opinion of Probable Cost based on the 60% Construction Documents and submit to the City for review. It is anticipated that the 60% cost estimate will be Class 2 based on the AACE Cost Estimate Classification System. Typical markups will be applied based on current market and bidding environment in the Central Florida area.

Client Review - Once the 60% Plans have been submitted, AECOM will allow 2 weeks for City to review and provide comments before moving to Final Construction Documents.

Design Review Meeting – Upon receipt of the consolidated written comments from the City and Authorities Having Jurisdiction (AHJ), AECOM will participate in one (1) virtual design review meeting to discuss the comments. AECOM will incorporate one (1) final set of comments into the Final Construction Documents. The meeting is anticipated to have a duration of up to 2 hours with up to three (3) attendants from the Consultant.

AECOM will provide the following deliverables for Task 5:

- One (1) set of 1" = 20'-0" plans in digital PDF-format file
- Draft Specifications
- Cost Estimate

TASK 6 – FINAL CONSTRUCTION DOCUMENTS

Based on the consolidated written comments from Client and the approved 60% Construction Documents, AECOM will prepare Final Plans. These documents will further refine and articulate the project elements established in the 60% Construction Document Phase.

The Final Design Package will include:

- Horizontal and Vertical Control Site Layout Plan
- Demolition, Erosion and Sediment Control, and Tree Protection Plans and Details
- Paving, Grading and Drainage Plan and Details
- Utilities Plan and Details
- Hardscape Plans and details
- Landscape Plans, details and plant list
- Irrigation Plans, details and schedule
- Lighting Plan and details and materials schedule

Broad Street Scope of Services – AECOM

- Electrical Plan and details including EV Charging Stations, full design and coordination with utility
- Refined Stormwater Evaluation Narrative
- 100% IFC Cost Estimate – Consultant will prepare an Opinion of Probable Cost based on the IFC Construction Documents and submit to the City for review. It is anticipated that this cost estimate will be Class 1 based on the AACE Cost Estimate Classification System. Typical markups will be applied based on current market and bidding environment in the Central Florida area.

AECOM will provide the following deliverable for Task 6:

- One (1) set of 1" = 20'-0" plans in digital PDF-format file
- Specifications
- Cost Estimate

Work not included in this Scope of Services (Assumptions and Exclusions):

- a. The Consultant will not provide permitting and construction administration services.
- b. The Consultant will rely on all information supplied by the Client as accurate and correct.
- c. The Client will supply the Consultant with the property deeds/legal descriptions of their property/parcels, any available as-builts of the project area, and previously-performed surveys and/or studies/reports that provide information on existing conditions
- d. The Consultant will not attend meetings with community stakeholders, authorities having jurisdiction, or any other meetings with third parties beyond those listed in this scope of work.
- e. Transportation analysis including existing conditions analysis, travel demand modeling, traffic counts, traffic signal study/analysis, traffic analysis of the no-build scenario and proposed conditions in the build-out year, and rough order of magnitude cost for transportation improvements.
- f. Roadway widening design or permitting for roadways outside of the project boundaries.
- g. Off-site (outside of project boundaries) infrastructure improvements design and/or permitting (including but not limited to off-site utilities, stormwater, etc)
- h. Fast-track design services, value engineering activities, early packages, or phased development of Construction documents.
- i. Land Use Entitlement modifications including but not limited to zoning or comprehensive planning elements.
- j. Engineering, site plan/development, and building permitting services and/or applications/fees.
- k. Utility and/or Transportation Impact and Connection Fees
- l. Maintenance of traffic designs or permitting
- m. Off-site utility improvement design and extensions.
- n. Document Reproduction beyond that noted in the proposed scope.
- o. Architectural design
- p. Water feature design
- q. Digital signage design Brand development and logo design that is different from what the City currently has.
- r. Additional survey limits may be required during the project design phase(s) depending on existing conditions. Additional survey can be provided as an additional service.
- s. 30% plans are primarily graphic based and are intended to convey basic design intent. Detailed engineering design will not be included in the 30% plans.
- t. The City determined that upgraded/new utilities designs (potable water, fire water, sanitary sewer, reclaimed water, etc.) within the Broad Street redevelopment right-of-way are not included in this scope of services.
- u. Electrical engineering services are for coordination with FPL only. Electrical engineering services

Broad Street Scope of Services – AECOM

for street lighting and other project elements are not included. These items are not part of this scope and can be provided as an additional service.

- v. The inclusion of a stormwater evaluation narrative assumes that the existing Broad Street stormwater system will be sufficient to support the streetscape redevelopment with only minor modifications to components of this existing system. If the City-selected concept design or the results of AHJ pre-application meeting(s) dictate greater stormwater requirements or require major redesign of the stormwater system, detailed stormwater modeling and/or analysis may be necessary. These items are not part of this scope and can be provided as an additional service.
- w. The project site will contain approximately 1300 linear ft of irrigated turf, native grass & point source drip irrigated plant materials.
- x. The irrigation system will utilize a potable water supply with adequate municipal pressure & flow rate to efficiently operate the irrigation system.

Optional Task – Wayfinding and Signage

AECOM will provide this optional task for the amount of \$25,130.00 in addition to the base scope if authorized by the City.

- Concept Plan Development
AECOM will prepare two (2) conceptual design options for the wayfinding sign family. Anticipated sign types include a Gateway Sign and Vehicle and Pedestrian Directional Signs. AECOM will attend the Client Review Meeting to present the signage design concepts.
- 30% Construction Documents
Signage and Wayfinding Plan and Preliminary Details
- 60% Construction Documents
Signage and Wayfinding Plan and Details
- Final Construction Documents
Signage and Wayfinding Plan and Details

PROJECT SCHEDULE

The following schedule outlines the anticipated duration in workdays for activities within the project, excluding construction phase. It is anticipated that the proposed schedule will generally be consistent with the durations listed below. The durations below do not include Client review, which is assumed to take no more than two weeks.

• Data Collection	6 weeks
• Concept Design	8 weeks
• 30% Design	8 weeks
• 60% Design	8 weeks
• Final Construction Documents	8 Weeks
TOTAL	38 weeks

CONSULTANT'S Compensation:

The Services set forth in this Scope of Services will be compensated on the following basis:

Lump Sum \$440,825

Milestone / Deliverable	Payment Amount
Task 1 - Project Administration	\$ 31,050
Task 2 – Data Collection	\$ 106,450
Task 3 – Conceptual Design	\$ 47,600
Task 4 – 30% Design Documents	\$ 84,500
Task 5 – 60% Construction Documents	\$ 91,100
Task 6 – 100% Construction Documents	\$ 77,625
Direct Expenses	\$ 2,500.00



**TASK ORDER FOR PROFESSIONAL ENGINEERING
CONTINUING CONSULTING
SERVICES AGREEMENT**

*Post Office Box 2806
(555 South Washington Avenue)
Titusville, FL 32781-2806
(32796-3584)*

*City of Titusville
Purchasing & Contracting Division*

CONTRACT#: _____ **TASK ORDER#:** _____
CONSULTANT: _____ **PROJECT#:** _____
ADDRESS: _____ **PROJECT NAME:** _____

By the signature affixed below, both the City and the Consultant agree to the following Contract work as per the Task Order stipulated herein. Upon proper execution of this document, the Consultant is hereby notified to commence work. All Task stated below is hereby incorporated and made a part of the Contract identified above. And all the terms and conditions of said Contract are incorporated herein and in full force and effect while executing the Task stipulated as follows:

- A) TOTAL AMOUNT OF TASK AWARDED PRIOR TO THIS TASK ORDER \$
- TOTAL AMOUNT FOR THIS TASK ORDER \$
- TOTAL AMOUNT OF TASK AWARDED INCLUDING THIS TASK ORDER \$
- B) TERM FOR THIS TASK ORDER
- COMPLETION DATE FOR THIS TASK ORDER: _____ MM/DD/YYYY or _____ #of Days from NTP

CONSULTANT (Print):
Firm Name: _____
Authorized Staff Name _____

CITY OF TITUSVILLE:

City Manager (Print)

(Signature) Date

(Signature) Date

ATTEST: _____
City Clerk Date

City of Titusville - Staff Reviews

Purchasing & Contracting Administrator

(Signature)

Date

Community Development Department Director

(Signature)

Date

SCOPE OF SERVICES

Project Understanding

The City of Titusville (“City”) and its Community Redevelopment Agency (CRA) have asked AECOM Technical Services, Inc. (“Consultant”) to support the visioning and design of the Broad Street project. This initiative focuses on transforming Broad Street, a public street within the Downtown Titusville Redevelopment Area, into a vibrant, multi-functional “festival” street. The goal is to create an outdoor space for community events; attract regional visitors; and catalyze economic opportunities. This project aligns with the CRA master plan adopted 2022. The Consultant’s primary role will be to collaborate with the City and CRA to prepare design and construction documents that align with the City’s vision.

Broad Street Project Area

The Broad Street project area (“Project Limits”) is in the downtown of the City of Titusville, generally bounded by and inclusive of the rights-of-way of Lemon Ave S. on the west and the parking lot associated with Veterans Memorial Park on the east. The cross streets of Lemon Ave S., S. Palm Ave., US-1 southbound, US-1 northbound and Indian River Ave. The length of Project Limits is approximately 1,950 linear feet. Broad Street includes a 100’ right-of-way width. A limit of work exhibit is included in Attachment 1.

Known Constraints of the Broad Street Project Limits

The Broad Street project presents several constraints and operational considerations that must be addressed during the design and engineering process. The Broad Street Project is in downtown Titusville; however, the two US-1 streets are owned by FDOT. These two street intersections, as they cross Broad Street, will need to conform to FDOT rules and regulations. Several private businesses and one RV Park are located along Broad Street. The Consultant will accommodate these constraints and operational restrictions in the design and engineering of the Project Limits.

Broad Street Project Design Services

The City anticipates that the scope for the Broad Street design services will be completed in two Parts: Part I will consist of data collection, conceptual design and preparation of 30%, 60% and Final signed and sealed design for construction plans. A cost estimate will also be prepared at each Design Development milestone deliverable (30%, 60% and final plans). Part II will be the permitting and construction phase services needed during the construction of the project. Part II is not included in this scope of work.

Consultant will provide the following design services:

- Project Administration to manage the design team
- Landscape Architecture
- Civil Engineering
- Structural Engineering
- Electrical Engineering
- Signage & Wayfinding Design (Optional Service)
- Cost Estimating

Professionals working as a subconsultant to the Consultant include the following.

- Land Surveying Southeastern Surveying and Mapping Corporation (SSMC)
- Geotechnical Nadic Engineering, Inc
- Irrigation Design Hines Inc.

Task 1 Project Administration

The Consultant will oversee the project coordination, monitor the project schedule, provide timely invoicing and reporting of project progress, and collaborate between the City, CRA and subconsultant.

The City and CRA will each designate a project manager to assist the consultant in achieving project

Broad Street Scope of Services – AECOM

milestones.

- a) Project Setup – The Consultant will assist the City in preparing the scope of work, coordinate the scopes and contracts of the Consultant’s subconsultants, conduct one meeting with the City Project Manager and CRA Project Manager at mutually agreed upon date and time, and mobilize the Consultant team.
- b) Progress Meetings – During the project, the Consultant will schedule and coordinate every third week project team meetings including an agenda with an estimated total up to sixteen (16) meetings. Meetings are intended to include a status update on project progress and team coordination. Meetings will occur virtually, using Teams or Zoom. The duration of each meeting is estimated to be one (1) hour with up to three (3) Consultant team members.
- c) Kickoff Meeting
The Consultant will attend one (1) half-day long kickoff meeting with the City in person. The City will be responsible for securing an indoor location which should accommodate seating for up to twelve (12) participants and must have restroom access, internet connectivity, and large projection screen(s) or video display(s). Following the meeting, the Consultant will provide summary notes to the City and CRA Project Managers for distribution. The consultant will prepare a draft agenda for City review and will revise the agenda one (1) time to produce the final agenda. This agenda will include coordination of subconsultant attendance, planning for the site walk route and points of interest, and preparation of a site walk map and data collection format. The draft agenda for the kickoff meeting is anticipated to include the following:
 - a. Team members’ roles and responsibilities
 - b. Project understanding, opportunities, and constraints
 - c. Lines of authority
 - d. Communications and management practices
 - e. Preliminary schedule milestones
 - f. Special requirements of the Project Limits, including existing parking obligations and commitments.
 - g. Establish the rules that set the boundaries of design vision relative to Project Limits and site structures
 - h. Strategy for engaging constituents and partners
 - i. Strategy for establishing and tracking the Broad Street cost budget
 - j. Review of Site Base Plan
 - k. Project Limits walk-through with Consultant, City and CRA staff to discuss restrictions, constraints, and anomalies

AECOM will provide the following deliverables for Task 1:

All deliverables will be provided in digital PDF format

- Up to Sixteen (16) Progress Meeting Summaries.
- One (1) Kickoff Meeting Summary provided in digital PDF format
- One (1) Draft Kickoff Meeting Agenda in digital PDF format
- One (1) Final Kickoff Meeting Agenda in digital PDF format

Task 2 - Site Data, Analysis, and Base Model

- a. Site Data Collection – The Consultant will prepare a three-dimensional (3D) topographic, boundary, and subsurface utility land survey provided by the subconsultant SSMC. The survey will include location and identification of the following at-grade physical elements and property limits:
 - Topographic survey
 - Directional signage
 - Traffic control cabinets and poles
 - Light poles
 - Pavement markings
 - Edges of pavement
 - Curbs/gutters

- Tree Survey

The survey will include location and identification of the following sub-grade physical elements, providing Subsurface Utility Engineering (SUE) Quality Level B:

- Horizontal and vertical limits of the Broad Street drainage system and/or FDOT subterranean exfiltration drainage system
- Active potable & reclaimed water mains and associated apparatuses
- Active sanitary sewer lines and manholes
- Active telecom and high-voltage utilities (pipes, duct banks, and vaults)
- Storm drainage pipes, inlets, and manholes
- Gas lines

Prior to the Consultant proceeding with field data collection, the City will provide the following information, if available:

- Current land survey in AutoCAD 2018 file format
- Any proposed infrastructure improvements or planned upgrades (streets, utilities, traffic control, etc.), including current ongoing improvements by the City.
- Existing Utility and/or PGD as built plans within the subject project area.

Survey Requirements:

Requirements for Site Boundary, Topographic & Tree Surveys

1. Provide four (4) Signed & Sealed Boundary and/or Topographic Surveys (per project scope). The Survey will be prepared with benefit of a Title Opinion (when requested in scope). The City will provide a Title Opinion if required. All matters of record will be shown (if plottable) or noted on the survey. All survey work will be accomplished in accordance with the Chapter 5J-17, F.A.C.
2. The survey will label bearings and distances, corner monuments, point of beginning, point of commencement, basis of bearings, horizontal and vertical datum references, and title search reference.
3. Site Benchmarks, elevations, and contours will be based on and referenced to an established NAVD 1988 benchmark and will include its published datum, elevation, description, and location.
4. Show and note the location of temporary benchmark (TBM) on survey (minimum of 2 required per site). TBM to be established on permanent structure ("X" in concrete, headwall, RR spike in power pole, north rim sanitary manhole, etc.). TBMs to be located within 100 feet of property line.
5. Include a standard note regarding the Contractor's responsibility to protect and/or replace post-construction all survey monumentation within the project limits by a Florida licensed land surveyor.
6. Drawing should be on 22" x 34" sheet size (unless otherwise specified).
7. Minimum scale of survey will be 1"=50'.
8. Show elevations on a 25' grid (or alternate based on proposal) including corners of property, edge of pavement, top of curb, flow line at gutter, center line and code required distance from property line at sides and rear of parcel (minimum of 25').
 - a. Show and label all breaks in grade, depressions or changes in terrain, top of bank, toe of slope, etc. (unless otherwise specified).
 - b. For existing stormwater/water features, the survey data will include the top of bank, water surface, and toe of slope/bottom elevations.
 - c. For areas where there are adjacent road rights-of-way to the project area, the survey data will be collected to the crown of road except for the entrances and exits to each park where the data will be collected to within 100' of the project boundary.
9. All horizontal points should be associated with an appropriate vertical location. All point data (northing, easting, elevation and description) will be provided to AECOM in an ASCII Point File format. The survey drawing file will include the point information compiled into a Civil 3D TIN surface (version 2020 or newer) and include all appropriate breaklines and boundary lines for accurate triangulation of data. In addition to the AutoCAD Civil 3D drawing file (version 2020 or newer), the surveyor will provide AECOM a DTM file of the surface. Some elevations may be frozen/turned off in the printed survey for clarity Surface contours will be labeled. AECC Contours, polylines with z-coordinates, and standalone text on top of the

- surface contours will not be accepted.
10. Physically set property corners, if applicable. Where construction is imminent, off-site reference accessories should be set and shown on the survey. Flag and label property corners found.
 11. Show north arrow, legend, property boundary lines with bearings (record and field), distances (record and field) and interior angles (field). Show site area in square feet and acres.
 12. Furnish numbers, blocks, parcel, subdivision, plat book/page, zoning classification, property address, owner info, Section-Township-Range (S/T/R), etc. of property, including that of each immediately adjoining parcel.
 13. Show location and dimensions of existing and proposed rights-of-way and easements.
 14. Show and dimension existing location of all on-site above ground and visible features such as buildings (with finished floor elevation), fences, sidewalks/walkways, curbs, ditches, drains, swales, sewers, edges of pavement, driveways, etc.
 15. Show and label the location, size (structure and pipe), material, and pipe invert elevations of all storm sewer and sanitary sewer structures/inlets, pipes, boxes, and manholes within the survey area.
 16. Show location and dimension of site features within 25' of site, including sidewalks, curbs, gutters, highway centerlines, and any adjacent structures that may affect building placements on subject property.
 17. Show and dimension existing location of existing off-site sanitary and stormwater structures within 100 feet of property lines.
 18. Show and dimension existing location of other visible utilities, such as poles, overhead lines, sewer/water/utility service valves or valve boxes, telephone, cable TV, natural gas, and fiber optic markers.
 - a. Include estimated linework for the utility lines showing connection between valves and boxes.
 - b. Also include name of utility companies with complete addresses and phone numbers.
 - c. Include location of nearest two (2) hydrants within 1,000 ft. of site.
 - d. Locate all underground utilities in the right-of-way, including but not limited to, gas, water, sewer, electric, telephone, and fiberoptics. Show Florida Sunshine One locate information.
 19. Include trees on-site and 25' adjacent to property lines or to edge of pavement if abutting roadway. Include elevation at base of tree, the tree species and DBH. No more than 5% of trees onsite may be listed unknown.
 20. For 'Grand Trees', Surveyors will locate dripline of designated trees.
 21. Furnish a certification to AECOM (Client) and the applicable title company, including any separate surveyor's forms or AECOM reports, if applicable.
 22. Furnish a written legal description on the drawing. If two or more ownerships are included, furnish a written description of each and a composite drawing.
 23. Drawing oriented with north arrow pointing to top of sheet or with major street on bottom and minor street on side, if applicable, north arrow to suit.
 24. ACAD drawing will be drawn with proper UCS coordinates (when applicable) and north direction referenced to the State Plan Coordinate System.
 25. Indicate Flood Zone, Community Panel Number, and Map Revision Date. If flood zone boundaries are present within/adjacent to the survey area, depict and label approximate location of flood zone lines.
 26. Identify the posted speed limit under the street names adjacent to subject property.
 27. Identify width and centerline of right-of-way adjacent to subject property.
 28. Locate and depict all pavement markings, including, but not limited to, parking stripes, lane markings, and stop bars.

The Consultant will integrate the information provided by the City to supplement and enhance the data collection process. The City will also provide available existing 3D urban context models and plans or reports for any planned City projects or private developments within the project limits. If such context models and as-builts are not available from the City, the Consultant will use current publicly available data from online sources to supplement the analysis.

Geotechnical Assessment Requirements:

Consultant will prepare geotechnical investigations provided by subconsultant Nadic Engineering. The Field Testing Program will include the following items within the project limits:

1. Coordination of boring locations, including field reconnaissance, mark boring locations at the site, utility clearance and engineering permit application with the City of Titusville.
2. Mobilization of a truck mounted drill rig and men.
3. Provide maintenance of Traffic (MOT) during the drilling operations.
4. Perform 10 Standard Penetration Test (SPT) borings to a depth of 20 feet below existing grade.
5. Perform a total of 10 pavement cores.
6. Perform eight (8) permeability tests to a maximum depth of 10 feet below existing grade.
7. Perform eight (8) auger borings to a depth of 10 feet below existing grade.
8. Collect groundwater level measurements and estimate normal wet seasonal high groundwater tables.
9. Visually examine recovered soil samples in the laboratory using the Unified Soil Classification System. Perform laboratory tests on selected representative soil samples. The laboratory testing will include grain-size analyses, Atterberg limits, organic content, natural moisture content and corrosion series testing, as appropriate.

Based on the results of the field exploration and laboratory visual classification, a geotechnical engineering assessment regarding site suitability for the development will be formulated. The report will include the following:

1. Review of readily available published geologic and topographic information, including the appropriate Quadrangle Map published by the United States Geological Survey (USGS), the "Soil Survey of Brevard County, Florida" published by the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) and Site Historical geotechnical engineering reports and data.
2. A Site Plan showing boring location.
3. Report of Borings indicating the general subsurface conditions encountered at each proposed project site, noting any anomalies or features which could affect construction.
4. Identification of groundwater conditions encountered and estimated seasonal high groundwater levels.
5. Engineering evaluation of field and laboratory visual classification data as well as an interpretation of the subsurface conditions with respect to the proposed construction.
6. Recommendations for asphalt pavement and concrete pavement.
7. Submit a final geotechnical report.

Limitations:

This proposal is subject to the following limitations: (1) The site is accessible to the drilling equipment assumed in this proposal. If other type of drill rig is required due to site and/or weather condition, appropriate adjustments to the fees will be made. (2) AECOM through its subconsultant NADIC bears no responsibility for damages to underground utilities and/or structures that are not located by the owner or Sunshine State One-Call. (3) Undisturbed samples, hydrometer, consolidation and triaxial tests are not included unless stated in Attachment A. (4) Environmental condition exploration and evaluation are not included in this study.

Site Base Plan and Site Analysis – Upon completion of surveys, the Consultant will prepare a Site Base Plan of the Project Limit's existing conditions.

Using the site base plan, Consultant will provide an analysis using 2D graphics and diagrams that describe strengths, weaknesses, opportunities, and threats (SWOT) of the existing conditions of the Project Limits related to pavements, water and sewer utilities, gas utilities, drainage systems, high voltage utilities, franchise utilities, traffic control, and signage.

AECOM will provide the following deliverables for Task 2:

The Consultant will supply the City with deliverables in native file format and PDF as applicable.

- One (1) series of SWOT analysis diagrams
- One (1) digital 2D Base Plan in AutoCAD Civil 3D 2021 or later format

Task 3 – Concept Design

Task 3.1 - Concept Plan

a. Design Alternatives – Prior to the preparation of up to two (2) concept plans, the Consultant and City will meet during a regularly scheduled meeting according to Project Administration task and project schedule to define the criteria by which each alternative design will vary. Upon agreement on the variations required and based on the preferred Broad Street Design Program, the Consultant will prepare the following using a combination of hand-drawn sketches (limited), digital 3D modeling tools, computer-aided drafting tools, and desktop publishing tools:

- Two (2) conceptual plans
- Up to eight (8) digital 3-D study model exported images (four (4) model exported images for each alternative)
- Up to twenty (20) precedent images

The design alternatives will be compiled into one (1) Design Alternatives package and presented to the City and CRA staff during one of the scheduled meeting events as described in Project Administration according to the project schedule. Following this meeting, the Consultant will submit the Design Alternatives package to the City for review. The package will be submitted in its original form and will not be revised based on the progress meeting discussion with the City and CRA staff prior to the submission. City is responsible for circulating the package to all required City departments, selecting one preferred alternative design and providing one (1) consolidated set of written comments to the Consultant. Consultant will not proceed with preparation of the Final Concept Plan prior to receipt of the consolidated City comments and confirms the preferred alternative design.

b. Final Concept Plan – Based on the City's selection of the preferred alternative design and the feedback from the City review of Design Alternatives Package, the Consultant will prepare one (1) Final Concept Plan Package which will be a report-style document that describes the Final Vision for Broad Street using graphics, imagery, tables, charts, and annotation. The document will be prepared using Adobe CC InDesign and will include:

- One (1) vision statement
- One (1) overall illustrative plan to include the following elements:
 - Paving materials (vehicular and pedestrian)
 - Landscape materials
 - Site furnishings

Consultant will present the Final Concept Plan Package to City and CRA staff during one of the scheduled meeting events as described in Project Administration according to the project schedule. This meeting will include an introduction to the content, time for questions, and guidance for reviewers for the expectations for comments. Following this meeting the Consultant will submit the Final Concept Plan Package to the City for review. The package will be submitted in its original form and will not be revised based on the progress meeting discussion with the City and CRA staff prior to the submission. City is responsible for circulating the package to all required City departments and providing one (1) consolidated set of written comments. Consultant will address City comments through one (1) revision of the Final Concept Plan Package.

AECOM will provide the following deliverables for Task 3.1:

The following deliverables will be provided in digital PDF format suitable for print on 8.5"x11" paper.

- One (1) Design Alternatives Package
- One (1) Final Concept Plan Package
- One (1) Revised Final Concept Plan Package if applicable

Task 3.2 - Stakeholder Engagement

The Consultant will build upon the CRA master plan and any City conducted community engagement data to guide the stakeholder engagement process.

- a) Stakeholder Meeting – The Consultant will conduct one (1) two-hour meeting with key stakeholders identified by the City. City and CRA staff, designated by the Project Managers, will attend the meeting in-person. The intent is to give key stakeholders an opportunity to provide input into the Final Concept Plan. The City will be responsible for inviting the stakeholders and providing the venue for the meeting.
- b) CRA Input Meeting – The Consultant will conduct one (1) two-hour meeting with the CRA. City and CRA staff, designated by the Project Managers, will attend the meeting in-person. The intent is to engage CRA representatives and other key stakeholders identified by the CRA an opportunity to provide input into the Final Concept Plan.
- c) Stakeholder Meeting and CRA Input Summary – Following the conclusion of the Stakeholder Meeting and CRA Input Meeting, the Consultant will prepare a summary presentation of the data collected from the stakeholder activities and CRA meeting. The Consultant will present this data to the City and CRA staff designated by the Project Managers during a regularly scheduled meeting according to Project Administration task and project schedule.

AECOM will provide the following deliverables for Task 3.2:
The following deliverables will be provided in digital PDF format

- One (1) Broad Street Stakeholder Engagement Summary
- One (1) CRA Input Meeting Summary

Task 4 - 30% Design

- a) 30% Design – Consultant will prepare a set of 30% Design documents for Broad Street based on the approved Final Concept. Documents will be coordinated between design specialties and are anticipated to include:
 - Overall site plan depicting the location of site amenities and features
 - Grading and drainage plan
 - Utility plan
 - Hardscape plan and preliminary details
 - Site furnishing schedule
 - Landscape plan and plant list
 - Irrigation plan. Irrigation controller location, electrical power source location and water tap information (available pressure, meter requirements, etc.) will be documented.
 - Lighting plan, locations of light fixtures only
 - Determine desired EV charger capability with client. Client desires up to (6) charging stations Evaluation of City and State regulatory compliance
- b) 30% Design Cost Estimate – Consultant will prepare an Opinion of Probable Cost based on the 30% Construction Documents and submit to the City for review. It is anticipated that the 30% cost estimate will be Class 3 based on the AACE Cost Estimate Classification System. Typical markups will be applied based on current market and bidding environment in the Central Florida area.
- c) 30% Design Package Meeting – Consultant will meet with the City and CRA staff during a regularly scheduled meeting according to Project Administration task and project schedule to review the package of drawings prior to releasing to the City for formal review. This review will include an introduction to the content, time for questions, and guidance for the reviewers in understanding the expectations for comments.

AECOM will provide the following deliverables for Task 4:

- One (1) set of 1" = 20'-0" plans in digital PDF-format file

Broad Street Scope of Services – AECOM

- Draft Specifications
- Cost Estimate

TASK 5 – 60% CONSTRUCTION DOCUMENTS

Based on the consolidated written comments from Client and the approved 30% Construction Documents, AECOM will prepare 60% Plans. These documents will further refine and articulate the project elements established in the 30% Construction Document Phase.

The 60% Design Package will include:

- Horizontal and Vertical Control Site Layout Plan
- Demolition, Erosion and Sediment Controls, and Tree Protection Plans and Details
- Paving, Grading and Drainage Plan and Details
- Utilities Plan and Details
- Hardscape Plans and details
- Landscape Plans, details and plant list
- Irrigation Plans; sprinkler layout, mainline and lateral pipe routing and sizing, remote-control valve locations, and diagrammatic routing of drip laterals, details and schedule
- Lighting Plan and details and materials schedule
- Electrical Plan and details including EV Charging Stations, layout of equipment and equipment ratings
- Stormwater Evaluation Narrative
- 60% Design Cost Estimate – Consultant will prepare an Opinion of Probable Cost based on the 60% Construction Documents and submit to the City for review. It is anticipated that the 60% cost estimate will be Class 2 based on the AACE Cost Estimate Classification System. Typical markups will be applied based on current market and bidding environment in the Central Florida area.

Client Review - Once the 60% Plans have been submitted, AECOM will allow 2 weeks for City to review and provide comments before moving to Final Construction Documents.

Design Review Meeting – Upon receipt of the consolidated written comments from the City and Authorities Having Jurisdiction (AHJ), AECOM will participate in one (1) virtual design review meeting to discuss the comments. AECOM will incorporate one (1) final set of comments into the Final Construction Documents. The meeting is anticipated to have a duration of up to 2 hours with up to three (3) attendants from the Consultant.

AECOM will provide the following deliverables for Task 5:

- One (1) set of 1" = 20'-0" plans in digital PDF-format file
- Draft Specifications
- Cost Estimate

TASK 6 – FINAL CONSTRUCTION DOCUMENTS

Based on the consolidated written comments from Client and the approved 60% Construction Documents, AECOM will prepare Final Plans. These documents will further refine and articulate the project elements established in the 60% Construction Document Phase.

The Final Design Package will include:

- Horizontal and Vertical Control Site Layout Plan
- Demolition, Erosion and Sediment Control, and Tree Protection Plans and Details
- Paving, Grading and Drainage Plan and Details
- Utilities Plan and Details
- Hardscape Plans and details
- Landscape Plans, details and plant list
- Irrigation Plans, details and schedule
- Lighting Plan and details and materials schedule

Broad Street Scope of Services – AECOM

- Electrical Plan and details including EV Charging Stations, full design and coordination with utility
- Refined Stormwater Evaluation Narrative
- 100% IFC Cost Estimate – Consultant will prepare an Opinion of Probable Cost based on the IFC Construction Documents and submit to the City for review. It is anticipated that this cost estimate will be Class 1 based on the AACE Cost Estimate Classification System. Typical markups will be applied based on current market and bidding environment in the Central Florida area.

AECOM will provide the following deliverable for Task 6:

- One (1) set of 1" = 20'-0" plans in digital PDF-format file
- Specifications
- Cost Estimate

Work not included in this Scope of Services (Assumptions and Exclusions):

- a. The Consultant will not provide permitting and construction administration services.
- b. The Consultant will rely on all information supplied by the Client as accurate and correct.
- c. The Client will supply the Consultant with the property deeds/legal descriptions of their property/parcels, any available as-builts of the project area, and previously-performed surveys and/or studies/reports that provide information on existing conditions
- d. The Consultant will not attend meetings with community stakeholders, authorities having jurisdiction, or any other meetings with third parties beyond those listed in this scope of work.
- e. Transportation analysis including existing conditions analysis, travel demand modeling, traffic counts, traffic signal study/analysis, traffic analysis of the no-build scenario and proposed conditions in the build-out year, and rough order of magnitude cost for transportation improvements.
- f. Roadway widening design or permitting for roadways outside of the project boundaries.
- g. Off-site (outside of project boundaries) infrastructure improvements design and/or permitting (including but not limited to off-site utilities, stormwater, etc)
- h. Fast-track design services, value engineering activities, early packages, or phased development of Construction documents.
- i. Land Use Entitlement modifications including but not limited to zoning or comprehensive planning elements.
- j. Engineering, site plan/development, and building permitting services and/or applications/fees.
- k. Utility and/or Transportation Impact and Connection Fees
- l. Maintenance of traffic designs or permitting
- m. Off-site utility improvement design and extensions.
- n. Document Reproduction beyond that noted in the proposed scope.
- o. Architectural design
- p. Water feature design
- q. Digital signage design Brand development and logo design that is different from what the City currently has.
- r. Additional survey limits may be required during the project design phase(s) depending on existing conditions. Additional survey can be provided as an additional service.
- s. 30% plans are primarily graphic based and are intended to convey basic design intent. Detailed engineering design will not be included in the 30% plans.
- t. The City determined that upgraded/new utilities designs (potable water, fire water, sanitary sewer, reclaimed water, etc.) within the Broad Street redevelopment right-of-way are not included in this scope of services.
- u. Electrical engineering services are for coordination with FPL only. Electrical engineering services

Broad Street Scope of Services – AECOM

for street lighting and other project elements are not included. These items are not part of this scope and can be provided as an additional service.

- v. The inclusion of a stormwater evaluation narrative assumes that the existing Broad Street stormwater system will be sufficient to support the streetscape redevelopment with only minor modifications to components of this existing system. If the City-selected concept design or the results of AHJ pre-application meeting(s) dictate greater stormwater requirements or require major redesign of the stormwater system, detailed stormwater modeling and/or analysis may be necessary. These items are not part of this scope and can be provided as an additional service.
- w. The project site will contain approximately 1300 linear ft of irrigated turf, native grass & point source drip irrigated plant materials.
- x. The irrigation system will utilize a potable water supply with adequate municipal pressure & flow rate to efficiently operate the irrigation system.

Optional Task – Wayfinding and Signage

AECOM will provide this optional task for the amount of \$25,130.00 in addition to the base scope if authorized by the City.

- Concept Plan Development
AECOM will prepare two (2) conceptual design options for the wayfinding sign family. Anticipated sign types include a Gateway Sign and Vehicle and Pedestrian Directional Signs. AECOM will attend the Client Review Meeting to present the signage design concepts.
- 30% Construction Documents
Signage and Wayfinding Plan and Preliminary Details
- 60% Construction Documents
Signage and Wayfinding Plan and Details
- Final Construction Documents
Signage and Wayfinding Plan and Details

PROJECT SCHEDULE

The following schedule outlines the anticipated duration in workdays for activities within the project, excluding construction phase. It is anticipated that the proposed schedule will generally be consistent with the durations listed below. The durations below do not include Client review, which is assumed to take no more than two weeks.

• Data Collection	6 weeks
• Concept Design	8 weeks
• 30% Design	8 weeks
• 60% Design	8 weeks
• Final Construction Documents	8 Weeks
TOTAL	38 weeks

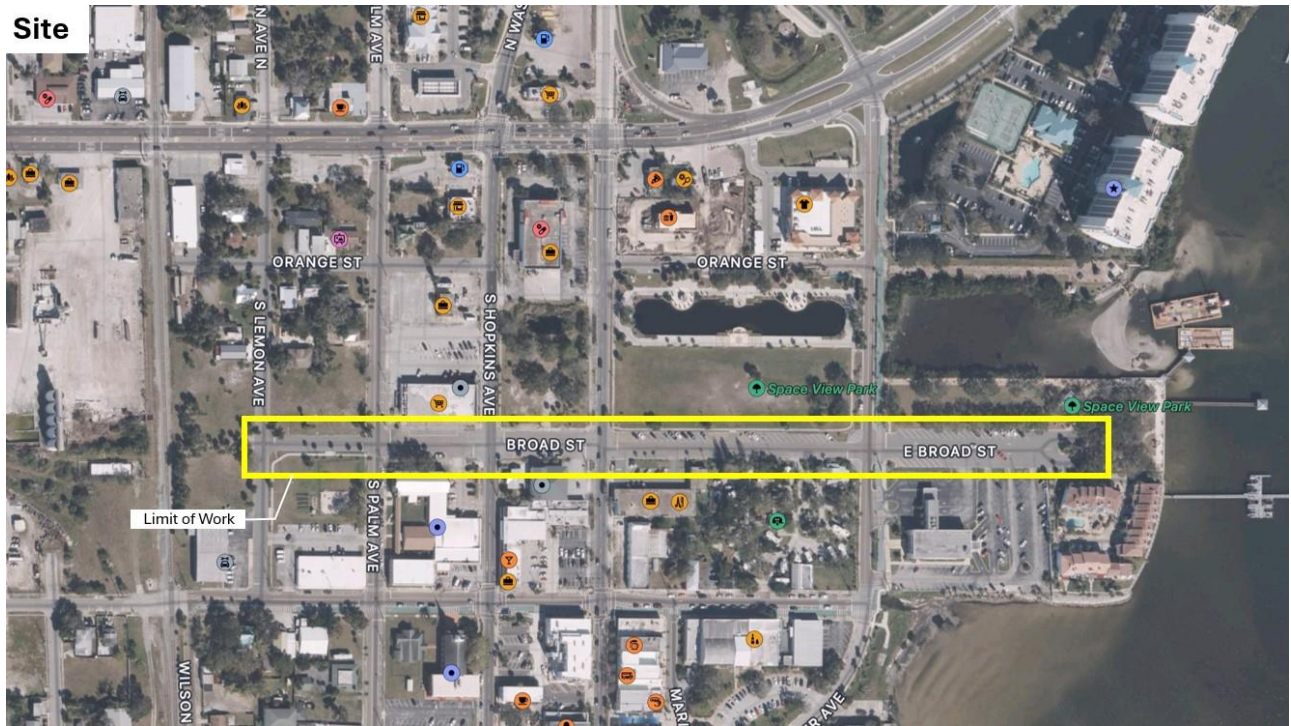
CONSULTANT'S Compensation:

The Services set forth in this Scope of Services will be compensated on the following basis:

Lump Sum \$440,825

Milestone / Deliverable	Payment Amount
Task 1 - Project Administration	\$ 31,050
Task 2 – Data Collection	\$ 106,450
Task 3 – Conceptual Design	\$ 47,600
Task 4 – 30% Design Documents	\$ 84,500
Task 5 – 60% Construction Documents	\$ 91,100
Task 6 – 100% Construction Documents	\$ 77,625
Direct Expenses	\$ 2,500.00

Attachment 1. – Project Limits



City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Community Redevelopment Agency
From: Thomas Abbate, City Manager
Subject: **Executive Director's Report**
Department/Office: Community Development

Recommended Action:

The Executive Director's Report is attached.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. Executive Director's Report January 2026
2. 12.01.25 Minutes Draft

EXECUTIVE DIRECTOR'S REPORT

TO: Honorable Chairman and CRA Members

FROM: Tom Abbate, Interim Executive Director

DATE: **January 13, 2026**

Staff is working on the following items.

1. Broad Street Streetscape – CRA staff is working with Contractor and Public Works and obtained the design scope of work. This is on the January 13, 2026 agenda.
2. Working with Economic Development and Terracon to order Environmental Assessments on 4 vacant properties downtown that are listed as opportunity sites in the CRA Plan. This was completed in October 2025.
3. Working with Contractor, Purchasing and Public Works for handprint monuments and lighting at Space View Park (monument handprints, lighting, irrigation were approved). The handprints and bases have been removed and being worked on by contractor. Solar lights are in production.
4. Planning a Community Meeting on January 12, 2026 at St. Gabriels titled "Are We Ready for Mainstreet?" Florida Main Street Director will be guest speaker. Postcards will go out to CRA property owners and advertised. Staff will report on this meeting at the January 13, 2026 CRA meeting.
5. CRA staff secured vendor for Trail Town Amenities Plan scope of work and not to exceed \$40,000. Staff has fully executed Task Order.
6. Wrote CRA articles for Titusville Talking Points.
7. Attended Florida Design Out Crime Associated Fall Conference.
8. Collaborating with Community Development Director, NASA, Space X, Kennedy Space Center, regarding structural monitoring for historic structures in the CRA for the proposed Space X Starship Superheavy launches in 2026.
9. Pedestrian safety – new proposal received from FDOT, approved, and work is in progress.
10. Collaborating with the Economic Development Department and East Central Florida Regional Planning Council (ECFRPC) on SWOT Analysis. This was presented at the October 28 City Council meeting.
11. Working with Marketing Alliance Economic Development for Titusville reviewing opportunity sites in the CRA District and working on proposed new Economic Development website – eta December 2025.
12. New Downtown Directory map in design. This item is complete.
13. Submitted Department of Economic Opportunity Annual Report and paid fees for 2025-2026 for CRA.
14. Reviewing Proposed Projects
15. Reviewing Special Events in Downtown and update on number of visitors to the Welcome Center.
16. Approving Business Tax Receipts for CRA District.
17. Working on 1 additional proposed beautification grants in the CRA District.

18. Completed FY 2026 Goals, Objectives and Performance Measures per Florida Statute 189.0694 and are now posted on our CRA website.
19. EV Charging Stations at Welcome Center – working with Sustainability Staff and Purchasing Department.
20. Security Cameras at Welcome Center – working with TPD, Code Enforcement and IT. All cameras have been installed and are operational.
21. Recruiting new businesses downtown.
22. Business Retention Visits.
23. Trash Concerns
24. Miracle City Market Special Event monthly in Downtown resumed in October 2025.
25. Working with Code Enforcement – positive activity generators and CPTED
26. **Events in the Downtown – Staff will provide a verbal report regarding events downtown and visitors to the Welcome Center.**

The Resurfacing Project for Northbound US1 is Project Number 454217-1 and has been rescheduled to FY 2029 due to funding.

The FDOT website is CFLRoads.com.

Capital Projects in the Downtown

1. Sidewalk Infill & Repair

The CRA approved a scope for the consultant DRMP, Inc. to develop a plan for sidewalk infill and repair at the November 22, 2022, CRA meeting. A work order has been issued to DRMP. The draft was received by Public Works staff. Work completed. (\$87,796).

2. New Sidewalks (ADA)

Scobie Park was paved with a pervious sidewalk for \$33,675 from CRA funding in conjunction with plantings at Scobie Park funded by grant partnerships. This was completed in May 2025. Other new sidewalk projects are in progress (\$207,127 total).

3. Indian River Avenue Utilities Infrastructure Improvements – Project started in August 2023 and is in progress/construction. This project will be funded by utilizing a Clean Water State Revolving Fund loan with an estimated cost of approximately \$8.9 million. This project was completed in FY2025.

4. Stormwater Infrastructure – The City received a Save Our Indian River Lagoon (SOIRL) grant for twenty (20) tree box filters. The tree boxes will be installed on the Main Street/Indian River Ave Commons Parking area. The City received grant agreement from SOIRL and staff finalized the project grant approval from FDEP. The design is complete. The construction work order was awarded at the 6/11 Council Meeting and was fully funded by grant funds. Construction has begun and four tree boxes are complete in the Commons area. Request for Direction of funds on July 9, 2024, CRA Agenda. Funds allocated to low impact development (LID) demonstration project below.

5. Low Impact Development (LID) Demonstration Project – on July 9, 2024, CRA approved \$149,742 to be utilized for a low impact development demonstration project along Indian

River Ave. This project will create a bioswale and pervious parking spaces that will reduce nutrient loadings and discharges to the Indian River Lagoon. Construction is complete.

6. Whiteway Replacement – City Staff is working with FPL on the design to replace the Whiteway lights with FPL maintained lights. A cost estimate will be forth coming.

7. Broad Street Streetscape – This project was allocated \$150,000 in FY 2025 budget. An additional \$100,000 was approved for FY 2026 to fund this project with pervious pavement. This project was approved on August 2025 CRA Agenda. The Consulting Design Scope of Services is on the January 13, 2026 CRA Agenda for review and approval.

8. Water Resources Utilities Infrastructure Slip Lining in CRA. Work Completed. (\$137,018).

9. Security cameras in Welcome Center – completed.

Ongoing Projects

Historic Preservation Board

There was a Historic Preservation Board (HPB) meeting on December 1, 2025.

The HPB is working on a new program to recognize Mid Century Modern Structures. The Board also discussed the Historic Preservation Ordinance and possible changes regarding demolitions.

December draft minutes are attached.

The Historic Preservation Board (HPB) of the City of Titusville, Florida met in regular session at City Hall in the Council Chamber, located at 555 South Washington Avenue, on Monday December 1, 2025 at 1:00 p.m.

XXX

Chairman Kiesel called the meeting to order at 1:00 p.m. Present were, Vice Chairman Petyk, Secretary Adams, Member Shifalo, Member Gaetjens, Member Jonas and Alternate Member Davis. Member Foster and Alternate Member Crofton were absent. Also attending were Redevelopment Planner Sue Williams, Planner Tabitha Armstrong, Community Development Director Brad Parrish and Recording Secretary Laurie Dargie.

XXX

Vice Chairman Petyk motioned to approve the regular minutes from the November 3, 2025 meeting with a correction. Member Secretary Adams seconded. There was a unanimous voice vote in favor.

XXX

Old Business

Historic Preservation Ordinance

Chairman Kiesel stated he had some discussion regarding the need to work with the Historic Preservation Officer on the changes that the Historic Preservation Board would like to see made to the ordinance to make a recommendation to City Council.

Community Development Director Brad Parrish said Pat Tyjeski, the Historic Preservation Officer, provided a report and made recommendations that the Historic Preservation Board members can review and decide if this is what the Board desires to recommend to City Council. Mr. Parrish went over the report with the Historic Preservation Board members.

The Historic Preservation Board members had discussion with Mr. Parrish.

XXX

Member Shifalo made a motion to recommend the report from Historic Preservation Officer Pat Tyjeski with her stated recommendations and flow-chart to City Council. Member Jonas seconded. There was a unanimous voice vote in favor.

XXX

Mid-Century Modern Structures

Member Gaetjens asked if the Historic Preservation Board members might consider advertising on social media with their intent to highlight significant Mid-Century Modern structures in effort to have the public approach the Historic Preservation Board with their significant structures and provide information to them.

Draft

The Historic Preservation Board had discussion and decided to wait on putting this on social media until they have a better idea as to what they are specifically looking for regarding criteria.

Member Shifalo provided information she had on criteria on Mid-Century Modern structures.

The Historic Preservation Board members went over each of the properties in the agenda packet to decide whether to pursue further review of the properties for consideration of being an example of Mid-Century Modern structures.

All the properties in the agenda packet were noted as an example of Mid-Century Modern structures to further pursue with the exception of the following:

10 Fairglen Drive	removed from list
19 N. Washington Avenue	removed from list
120 S. Hopkins Avenue	removed from list
313 Wilson Avenue	removed from list
550 S. Washington Avenue	removed from list
1136 Riverside Drive	removed from list
1231 S. Hopkins Avenue	maybe, need to look at current structure
1440 Barna Avenue	maybe, need to look at current structure
1501 S. Park Avenue	maybe, need to look at current structure
2779 Pine Ridge Drive	maybe, need to look at current structure

Melinda Villain of Titusville, Florida came to make comments on Mid-Century Modern structures. Ms. Villain also invited the Historic Preservation Board members to come to the Indian River City Neighborhood and look at the area for its history.

Petitions & Request

Malinda Villain of Titusville, Florida came to speak to the Historic Preservation Board about the Indian River City (IRC) community in hopes of getting the same interest and focus as the Joynerville area did from the Historic Preservation Board. Ms. Villain provided a brief history of the Indian River City Neighborhood.

XXX

Reports

None

XXX

Adjournment 2:24pm