

**BREVARD BOATING IMPROVEMENT PROGRAM (BBIP) CONSULTANT SERVICES**  
**PARKS AND RECREATION DEPARTMENT**  
**P-3-26-09**

**SCOPE OF WORK**

**I. INFORMATION AND RESOURCES**

To comply with this scope of service, the Consultant will be required to develop methods and procedures to capture and define analytical data, including service level impacts and gaps, population growth projections, vessel registration trends, and methodologies to establish public engagement and boater expectations. Boat ramp improvements generally require permitting from multiple agencies and have environmental impacts that must be considered. BBIP funds are limited in use for some boat ramp improvements (e.g., dredging), so supplemental funding sources may need to be identified. Information and resources available with this RFP include:

1. Brevard County currently collects approximately \$167,000 annually from the vessel registration fees. Authorized in Section 328.72(1)(a), Florida Statutes. In accordance with the Section, the vessel registration fees may be used for the sole purposes of providing, maintaining, or operating recreational channel marking, and other uniform waterway markers, public boat ramps, lifts, and hoists, marine railways, boat piers, docks, mooring buoys, and other public launching facilities, and removing derelict vessels, debris that specifically impedes boat access.
2. The State allows Counties to impose an optional vessel registration fee on vessels registered, operated, used, or stored within the County's jurisdiction. According to Section 328.66, Florida Statutes, the optional vessel registration fee uses include: (1) the first \$1 of every vessel registration fee shall be remitted to the State for deposit in the "Save the Manatee Trust Fund," (2) the balance of the registration fees shall be used for patrol, regulation, and maintenance of the lakes, rivers, and waters and for other boating related activities of the County.
3. A 2007 University of Florida study entitled "A Recreational Boating Characterization for Brevard County" is available as an additional resource.
4. An interactive online Google map highlighting the locations of the County's existing motorized boat ramp parks.
3. A comprehensive inventory of all County-owned and/or operated Parks and their locations on the Brevard County website.

**II. TASKS**

**Task 1:** The Consultant shall perform a comprehensive review and assessment of the County's inventory of motorized boat ramp facilities to evaluate existing conditions, operational functionality, safety, accessibility, and level of service relative to the intended design of each facility. The evaluation shall identify deficiencies affecting usability, safety, regulatory compliance, and user experience. It should provide prioritized recommendations for repairs, renovations, or improvements to existing infrastructure. This task shall include photo documentation with written descriptions and justifications.

A. The Consultant shall conduct field verification of each County-operated motorized boat ramp park and assess the safety, condition, functionality, and adequacy of facility components, including, but not limited to:

1. Boat launch infrastructure

2. Dock and related structures
3. Vehicle and trailer parking
4. ADA accessibility
5. Site amenities
6. Resiliency and storm-resistance

- B. The Consultant shall make recommendations in priority order on recommended repair, maintenance, or upgrade projects to current infrastructure to improve safety, increase its utility, or upgrade user amenities to meet current boater expectations. Each recommendation will include planning-level cost estimates.

**Task 2:** The Consultant shall evaluate current and projected demand for motorized boat launching facilities and identify geographic areas where additional capacity or new facilities are needed to address service level gaps and improve public access to navigable waters. The analysis shall identify opportunities to expand existing facilities and identify candidate locations for new facilities on County-owned property, consistent with environmental constraints, regulatory considerations, and financial feasibility.

- A. Assess current boat ramp usage patterns, boater population, and project growth trends in each, using available data sources and accepted forecasting methods.
- B. Identify existing gaps in boat ramp service levels based on usage patterns and identify underserved geographic areas that may need additional infrastructure.
- C. Make recommendations in priority order on projects designed to provide boat ramp service to anticipated future users and increase accessibility to underserved geographic areas by adding new boat ramps on County-owned property or expanding existing facilities, with consideration given to:
  1. Location restrictions and/or land suitability for improvement
  2. Environmental considerations on both land and water
  3. Estimated costs and time to completion
  4. Demand for service at that location

**Task 3:** The Consultant shall develop a funding and implementation strategy to support the execution of the recommended improvements identified in Tasks 1 and 2. The strategy shall identify potential funding sources, project prioritization, implementation plans, and opportunities to leverage partnerships to maximize financial resources and accelerate project delivery. For each recommendation, the Consultant will:

- A. Identify and prioritize projects eligible for BBIP funding.
- B. Identify projects that will require additional non-BBIP County funding.
- C. Identify projects that could benefit from or will require a phasing strategy (short, medium, long term).
- D. Identify potential grant funding sources.
- E. Identify opportunities for partnership with private or commercial operations.

**Task 4: Deliverables.** The Consultant shall prepare a professional-quality report documenting the results of each task and combine findings and recommendations in a product suitable for policy planning, capital planning, and grant applications. Deliverables shall be organized, technically supported, and formatted to allow the County to readily evaluate, prioritize, and implement recommended improvements.

- A. All deliverables shall be provided in both draft and final form, both electronic and hardcopy, and shall incorporate feedback from County staff. Additionally, all deliverables must be compliant under **Section 508** of the Rehabilitation Act of 1973, requiring **electronic and information technology** to be accessible to people with disabilities.
- B. The final written report shall include an executive summary and appropriate charts, maps, graphs, tables, photographs, and diagrams necessary to clearly communicate findings, conclusions, and prioritized recommendations.
- C. The Consultant shall provide oral presentations to County staff at key project milestones to review findings, confirm direction, and solicit feedback.