

## TASK ORDER APPROVAL FORM

CONTRACT #: C22-3221-TDD Department(s) # 1410-581715 CHRISTO 50%

TASK ORDER #: 3A Account(s) # 1416-581715 TDME001 50%

TASK ORDER AMOUNT: \$ 108,510.00 Note: brings the task order total to \$397,602

Funding Source(s) County/Grant Agency \_\_\_\_\_

Grant Funded? Grant Title/number: \_\_\_\_\_

### OFFERED BY CONSULTANT:

MRD Associates, INC

CONTRACT: C22-3221-TDD  
MRD Associates, Inc.  
Coastal and Environmental Engineering Services  
EXPIRES: 08/15/2025 w/2 1 yr renewals

FIRM'S NAME

Yubeiri Bacon

REPRESENTATIVE'S PRINTED NAME

Digitally signed by Yubeiri Bacon  
Date: 2025.06.19 08:50:31 -05'00'

SIGNATURE

Marine Structural Engineer / Project Manager

06/19/2025

TITLE

DATE

### RECOMMENDED FOR APPROVAL (Department Director)

Jennifer  
Adams

Digitally signed by  
Jennifer Adams  
Date: 2025.06.19  
11:33:26 -05'00'

Charlotte  
Dunworth

SIGNATURE

TDD Director

TITLE

06.19.25

DATE

### APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual) Table 1

DeRita  
Mason

Digitally signed by DeRita  
Mason  
Date: 2025.06.19  
12:24:56 -05'00'

PURCHASING MANAGER

06.19.2025

DATE

OMB Director/DATE

06.19.2025  
DATE

Digitally signed by John Hofstad  
Date: 2025.06.19 16:00:31 -05'00'

COUNTY ADMINISTRATOR (if applicable)

06.19.2025

DATE

Revised January 13, 2025

CHAIRMAN (if applicable)  
Paul Mixon

7/1/2025

DATE



VIA EMAIL

June 10, 2025

Sharon Gold  
Destination Project Coordinator  
Tourist Development Department  
Okaloosa County  
1540 Miracle Strip Parkway  
Fort Walton Beach, Florida, 32548  
[sgold@myokaloosa.com](mailto:sgold@myokaloosa.com)



**Subject: COASTAL AND ENVIRONMENTAL ENGINEERING SERVICES**  
**CONTRACT NUMBER: C22-3221-TDD**  
**Task Order 3A – Cristobal Road Waterfront Park Permitting and Design Services**

Dear Ms. Gold,

This is a proposal for additional services for the subject project as discussed due to the change in project phasing and agency-requested information resulting from the ongoing permitting process.

At the County's direction during our meeting held in Shalimar on November 14, 2024, we were requested to divide the project into two distinct phases: (1) Upland Development, which is nearly complete, and (2) Waterfront Improvements, which related to the effort described herein. This strategic split chosen by the County means the waterfront component must proceed as a stand-alone project in sequence—complete with its own permitting pathway, design deliverables, and construction procurement—rather than advancing in parallel with the upland work as originally envisioned.

Separating the waterfront component from the overall development converts it into a stand-alone project with its own deliverables. As outlined in the attached scope, the work now includes: producing a complete, self-contained drawing set; preparing a dedicated permitting package for the waterfront improvements; compiling a project-specific technical specification; and providing an independent bidding phase and construction-administration support. Accordingly, this revised proposal details the additional services, extended schedule, and fee adjustments required to deliver a fully compliant, construction-ready waterfront package.

At your request, attached is Task Order 3A for the *Cristobal Waterfront Park Permitting and Design Services* under the COUNTY's Contract Number **C22-3221-TDD** with MRD Associates, Inc.

If you have any questions, please feel free to give me a call at 850.654.1555.

Sincerely,  
mrd associates, inc.

*Yubeiri Bacon*  
Yubeiri Bacon, P.E.  
Marine Structural Engineer/Project Manager  
[ybacon@coastalprotectioneng.com](mailto:ybacon@coastalprotectioneng.com)

**COASTAL AND ENVIRONMENTAL ENGINEER SERVICES**  
**CONTRACT NUMBER C22-3221-TDD**  
**Task Order 3A – Christobal Road Waterfront Development**  
**Permitting and Design Services**  
**Scope of Work**

The purpose of this Task Order is to authorize MRD Associates, Inc. (CONSULTANT) to provide permitting, bidding, and construction services for the proposed Christobal Waterfront Development located in Mary Esther, Florida. The project consists of approximately 370 feet of waterfront at the south end of Christobal Road. The proposed improvements include a new pile-supported pier, boardwalk, canoe/kayak and paddleboard launch; and rip-rap. MRD Associates, Inc. (CONSULTANT) will perform the followings tasks for Okaloosa COUNTY (COUNTY):

**I. SCOPE OF WORK**

**Task 1.0 Meetings**

The CONSULTANT will attend up to three (3) meetings with the COUNTY and Design Team when called upon. These services and expenses will be provided on an hourly and cost basis in accordance with the provisions contained in Contract C22-3221-TDD.

**Task 2.0 Permitting Services**

The following tasks are for the process toward the issuance of DEP and USACE permits, and a State of Florida Submerged Land Lease for the structures over the water (waterward of the MHWL).

**Permit Sketches**

The CONSULTANT will prepare permit sketches superimposed over a recent aerial, and the topographic and bathymetric survey and will include dimensioned plan-views and cross-sections, and details of the proposed improvements, meet current permitting standards, and be based on the refined Conceptual Site Plan. The limits of the SAVs will be based on previous surveys performed for the project. The permit sketches will be signed and sealed by a Professional Engineer registered in the State of Florida. These sketches will be submitted to DEP Environmental Resources Permit and USACE for permitting purposes.

**DEP and USACE Permit Application and Support Information**

The proposed project will require a DEP Environmental Resources Permit (ERP) and an USACE Individual permit. The CONSULTANT will prepare and forward the permit application package to the COUNTY for review and comment prior to submitting it to the DEP and the USACE. The permit package will include, at a minimum: 1) completed DEP and USACE permit applications; 2) Provide supplemental information; 3) provide permit sketches; and 4) State of Florida Submerged Lands Lease (SSLL). Permit processing fees will be provided by the COUNTY.

**DEP and USACE Permit Processing**

Although the permit application package submitted herein will be complete and detailed, based on our experience, the regulatory agencies (DEP and USACE) will develop detailed RAIs during the permit review process. The CONSULTANT will provide written responses to clarify the information submitted

herein, coordinate with the COUNTY and regulatory agencies during permit processing and prepare minor revisions to the permit sketches at the request of the COUNTY, DEP and/or USACE staff, toward securing approval of permits and SSL. Any meetings conducted during this phase shall be invoiced under this sub-task. The level of effort estimate for this sub-task is based on a reasonable approximation of support for permit processing and does not include protracted responses to RAls, such as requests for redesigns or field investigations.

Deliverables: Permit sketches, permit application package and support information, responses to RAls.

### **Task 3.0 Construction Drawings**

The CONSULTANT will prepare 75% Construction Drawings and will be submitted to the COUNTY for review and comments. Based on the comments by the COUNTY and final design calculations, the CONSULTANT will prepare 100% Construction Drawings and Technical Specifications that will include the following structures: pile-supported pier, boardwalk, canoe/kayak and paddleboard launch; and rip-rap. The 24" by 36" 100% complete Construction Documents will consist of: Cover Sheet, Existing Conditions, Demolition Plan, Site Plan, Geometry Layout Plan, Sections, Elevations and Plan Views, and Technical Specifications. Design, Shop Drawings and Technical Specifications of the prefabricated Kayak launch structures are to be provided by the vendor or manufacturer.

Once the Contractor is selected, the 100% Construction Documents will be signed and sealed by a Professional Engineer Registered in the State of Florida and will be suitable to apply for local building permits by the selected Contractor.

Any major changes to the project after the approval of the final 100% complete Construction Documents or for services required to substantially modify or add elements to the preliminary design not originally included in the project will be invoiced at the CONSULTANT's standard hourly rate. For example, if COUNTY directs the CONSULTANT to change materials or modify the layout, any work necessary to advance and complete the project to final design at the point of the change will require additional efforts and costs to the COUNTY.

Deliverables: 75% and 100% Construction Documents.

### **Task 4.0 Contract and Bidding Phase Services**

The CONSULTANT will support Okaloosa County's Purchasing Department, who will be responsible for all contracting/bidding services and selecting a Contractor. The Purchasing Department will be responsible for the advertising and solicitation of bids, review bids for completeness, and make the final decision as to the Bidder's selection and award to construct the Project. The CONSULTANT will prepare and supply the technical elements (Construction Drawings and Technical Specifications, bid quantities) to the COUNTY for their use and incorporation into the Purchasing Department's Contract and Bid Documents for the bidding and construction of the project.

The CONSULTANT's role in contracting will be limited to engineering and technical issues, and will:

- 1) Coordinate with Okaloosa Purchasing Department and review the latest bidding requirements and project manual, including solicitation for bid.

- 2) Attend a Pre-Bid meeting to present and discuss the project, document technical questions and issues, and prepare response(s) to the questions posed at the meeting.
- 3) Provide Pre-Bid meeting notes in MS Word format to be incorporated into the meeting minutes prepared by the COUNTY, prepare written responses to Requests for Information (RFI's) and clarify questions and issues discussed in the meeting in MS Word format that will be issued in an Addendum to Bidders by the COUNTY.
- 4) Review and evaluate submitted Bids and Bid packages, if requested.

#### **Task 5.0 Construction Phase Services**

The CONSULTANT will conduct limited site visits during a projected 6-month construction period for the waterfront improvements. The effort proposed is intended to become generally familiar with the work to determine if it is proceeding in general conformance with the Construction Drawings and Technical Specifications, Development Order, and regulatory permits. The CONSULTANT's efforts will provide limited assurances that the completed project will conform to the Contract Documents and may recommend the COUNTY to reject the work that is not in conformance to the Contract Documents in an attempt to guard against defects and deficiencies. During the construction phase, the CONSULTANT will be available for the following activities:

- 1) Attend a pre-construction meeting.
- 2) Visit the site once (1) per week, or more frequently if requested by the COUNTY or for critical elements, to observe progress of the construction and survey the site for general compliance with the Contract Documents and permit requirements.
- 3) Attend monthly construction progress meetings.
- 4) Submit field observation reports to the COUNTY after every site visit.
- 5) Review and respond to Shop Drawings and material submittal packages.
- 6) Review and respond to technical Requests for Information (RFI) from the Contractor and address the RFI as necessary.
- 7) As necessary, evaluate, draft, and recommend Change Orders for the COUNTY's approval.
- 8) Review and recommend the Contractor pay requests to the COUNTY.
- 9) Conduct a substantial completion walkthrough and prepare a "punch-list" for Contractor action.
- 10) Upon completion of the "punch-list," visit the site as a basis to evaluate the substantial completion list and recommend final payment to the Contractor.
- 11) Review As-built surveys.
- 12) Prepare and submit the necessary permit Final Certifications.
- 13)

The CONSULTANT's visits will not include detailed, exhaustive, or continuous site inspections to check the quality or quantity of the work. Likewise, CONSULTANT staff will not approve or monitor the Contractor's means, method, or sequences, and will not be responsible for Contractor compliance with environmental permits or regulations; however, the CONSULTANT will inform the Contractor of permit requirements, observed deficiencies, possible violations, and be available to discuss potential means to correct documented issues.

#### I. INFORMATION TO BE PROVIDED BY THE COUNTY

The COUNTY will provide the CONSULTANT with any survey data of the study area in digital format, utilities, previous permits, other relevant information, and permit fees.

#### II. TENTATIVE SCHEDULE

Upon receiving the executed Task Order, the CONSULTANT will commence services in a prompt and timely manner and as expeditiously as possible. The tentative schedule may be updated periodically.

Task	Task Description	Months from Notice to Proceed											
		1	2	3	4	5	6	7	8	9	10	11	12
1.0	Meetings (4)												
2.0	Permitting Services												→
3.0	Construction Documents												→
4.0	Contract and Bidding Services												→
5.0	Construction Phase Services												→

- MRD makes no claim to the timing to obtain the DEP or USACE permits, only that MRD will work toward completion of Task 5.0 Permitting Services in an expeditious and timely manner.
- Tasks 3, 4, and 5 require DEP and USACE permit approval.

#### III. DELIVERABLES

Refer to the individual tasks.

#### IV. ASSUMPTIONS AND EXCLUSIONS

This investigation will be limited to the best available data and information, unless data collection is listed herein. The above Scope of Work is believed to be all-inclusive of the services necessary to complete this work at the fees and expenses in Section VI. If the actual costs are anticipated to exceed these estimated amounts due to site condition changes, additional services, or other unknowns, the CONSULTANT will notify the COUNTY in writing for authorization to proceed.

The following are additional services where conditions may arise beyond those listed and that are excluded from this Scope of Work but could be provided under separate authorization: environmental and ecological inventories, studies, assessments, monitoring and mitigation plans; water quality or sediment quality investigations; any additional studies not explicitly included herein and identified during the pre-application meeting; Phase I and II studies; value engineering or development and assessment of multiple conceptual layouts; traffic studies; turn lanes off of US 98; upland and submerged historic, cultural and archeological resources remote sensing and reporting; FEMA studies; Land Use planning or rezoning; local building permits; or construction phase services; construction layout and as-built surveys; or any other services not explicitly listed in Section I. Scope of Work.

**V. FEES AND EXPENSES**

Total estimated Fees and Expenses for the described services shall be **\$108,510.00**

Task	Task Description	Fee Structure	Fees/ Expenses
1.0	Meetings (3)	Not To Exceed	4,080.00
2.0	Permitting Services	Lump Sum	26,740.00
3.0	Construction Documents	Lump Sum	29,800.00
4.0	Contract and Bidding Services	Not To Exceed	8,510.00
5.0	Construction Phase Services	Not To Exceed	39,380.00
<b>TOTAL:</b>			<b>108,510.00</b>

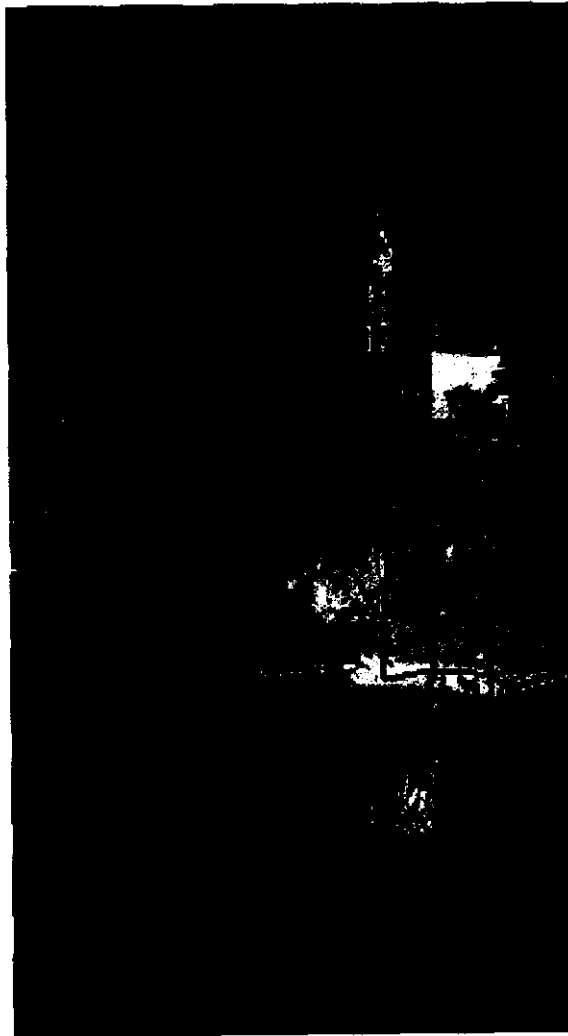
All permit processing fees will be provided by the COUNTY.

Yubeiri Bacon  
Signature

June 10, 2025  
Date

Yubeiri Bacon, Marine Structural Engineer, Project Manager  
Printed Name, Title

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK



**Figure 1.**      **Christobal Road - Waterfront Development**