

# TASK ORDER APPROVAL FORM

CONTRACT #: C22-3221-TDD

TASK ORDER #: 4

TASK ORDER AMOUNT: \$ 38,325.00

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

OFFERED BY CONSULTANT:

MRD Associates, Inc.

FIRM'S NAME

Joseph Morrow, PE

REPRESENTATIVE'S PRINTED NAME

Joseph P Morrow  
2023.11.02 11:44:48 -05'00'



SIGNATURE

Senior Coastal Engineer

TITLE

11/02/2023

DATE

**RECOMMENDED FOR APPROVAL**  
**(Department Director)**

Jennifer Adams

Digitally signed by  
Jennifer Adams  
Date: 2023.11.02  
13:12:57 -05'00'

Charlotte  
Dunworth  
Digitally signed by  
Charlotte Dunworth  
Date: 2023.11.02  
12:50:31 -05'00'

SIGNATURE

TDD Director

TITLE

DATE

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

DeRita Mason

Digitally signed by DeRita  
Mason  
Date: 2023.11.02  
14:04:03 -05'00'

PURCHASING MANAGER

DATE

Faye Douglas

Digitally signed by Faye  
Douglas  
Date: 2023.11.02  
14:07:03 -05'00'

OMB Director/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE

VIA EMAIL

November 02, 2023

Mr. Alex Fogg, Coastal Resource Manager  
Tourist Development Department  
**Okaloosa County**  
1540 Miracle Strip Parkway  
Fort Walton Beach, Florida 32548  
[afogg@myokaloosa.com](mailto:afogg@myokaloosa.com)



**Subject: COASTAL AND ENVIRONMENTAL ENGINEERING SERVICES**  
**CONTRACT NUMBER: C22-3221-TDD**  
**Task Order 4 Boat Ramp Maintenance Dredging Permitting Services**

Dear Mr. Fogg,

At your request, attached is Task Order 4 for the *Boat Ramp Maintenance Dredging Permitting 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.

Joseph P Morrow  
2023.11.02 11:44:15 -05'00'

Joseph Morrow, P.E.  
Senior Coastal Engineer  
[jmorrow@coastalprotectioneng.com](mailto:jmorrow@coastalprotectioneng.com)

**COASTAL AND ENVIRONMENTAL ENGINEER SERVICES**  
**CONTRACT NUMBER C18-2637-TDD**  
**Task Order 4 – Boat Ramp Maintenance**  
**Dredging Permitting Services**  
**Scope of Work**

The purpose of this Task Order is to authorize MRD Associates, Inc. (MRD) to provide permitting services to support maintenance dredging at five (5) existing boat ramps located within Okaloosa County (Figures 1-). These boat ramps include 1) Marler Park Boat Ramp, 2) Milligan/Yellow River Boat Ramp, 3) Oak Grove Boat Ramp, 4) Guest Lake Boat Ramp, and 5) Bryant Bridge Boat Ramp. The services provided herein will be required to submit and process a General Permit application to the Florida Department of Environmental Protection (FDEP) under Section 62-330.417(1)(d), Florida Administration Code (FAC) for each of the five (5) boat ramp maintenance dredging projects. The General Permit applies "*for Construction, Alteration, Operation, and Maintenance of Boat Ramp Facilities*". In addition, services will be required to apply for and process a U.S. Army Corps of Engineers (USACE) Nationwide 19 Permit for each of the five (5) projects. The Nationwide 19 Permit applies for the "*dredging of no more than 25 cubic yards below the plane of the ordinary high-water mark or the mean high-water mark from navigable waters of the United States (i.e., section 10 waters)*". MRD will perform the followings tasks for Okaloosa County (COUNTY):

**I. SCOPE OF WORK**

**Task 1.0 Survey Services and Analysis**

Survey data will be required to apply for and process permit applications through the Florida Department of Environmental Protection (DEP) and the U.S. Army Corps of Engineers (USACE). Light Detection and Ranging (LiDAR) data providing adequate coverage within each of the five (5) project areas will be obtained and analyzed to determine the volume of material that will need to be dredged from the base of each of the five (5) boat ramps. The LiDAR data will be used to support permit sketches and to create topographic contours representing existing conditions at the boat ramp. DEP may require recent surveys of each site and this service may be provided under separate authorization. This task assumes available LiDAR data will be sufficient for permitting.

**Task 2.0 Permitting Services**

The following tasks will start the process toward the issuance of DEP and USACE permits.

**2.1 Permit Sketches**

MRD will prepare permit sketches (superimposed over an aerial with LiDAR topography/bathymetry) based on dimensions of the boat ramps derived from LiDAR analysis and/or as-built drawings obtained from the County. The permit sketches will include dimensioned plan-views and cross-sections, and details of these elements, and will meet current permitting design standards. The draft permit sketches will be submitted to the COUNTY for review and

comment. The permit sketches will be signed and sealed by a Professional Engineer registered in the State of Florida. These sketches will serve as a base map for permitting as well as for Construction Drawings (future authorization) and the State of Florida submerged lands authorizations (by others).

## **2.2. Pre-Application Meeting**

Prior to submitting the permit applications to DEP and USACE, a preapplication meeting will be held with the agencies to discuss each of the five (5) boat ramp maintenance dredging projects. This task will start the process toward the issuance of DEP and USACE permits, and State of Florida submerged lands authorizations, if necessary. MRD will coordinate and attend a pre-application video conference meeting with the DEP Northwest District Office, Pensacola and the USACE Pensacola Regulatory Office. The proposed projects will be presented to agency staff and discuss what, if any, studies will be required to develop a complete permit application and determine the best pathway forward to obtain the necessary permits and authorizations. The meeting will provide an opportunity for clear/open communications with the regulatory agencies from the outset and promote an efficient review of the proposed project; obtain regulatory staff input; confirm the applicable criteria, rules, codes, and permit application submittals. This will ensure that the permit application package will be complete as possible to minimize the number of Requests for Additional Information (RAIs).

## **2.3. Permit Application and Support Information**

MRD will prepare and submit a General Permit application to the Florida Department of Environmental Protection (FDEP) under Section 62-330.417(1)(d), Florida Administration Code (FAC) and a U.S. Army Corps of Engineers (USACE) Nationwide 19 Permit for each of the five (5) boat ramp maintenance dredging projects. The permit application packages will be submitted to the COUNTY for review and comment prior to submittal to the DEP and the USACE. The permit package will include, at a minimum: 1) completed DEP and USACE permit applications; 2) Supplemental Information which may include a project narrative; overview in detail; site description; permit history; project justification; a review of key regulatory issues; 3) permit sketches; and 4) identification of the dredged material disposal location. All permit processing fees will be provided by the COUNTY.

## **2.4. Permit Processing**

Although the permit application package prepared and submitted herein will be complete and detailed, based on our experience, the regulatory agencies (DEP and USACE) will develop detailed Requests for Additional Information (RAIs) during the permit review process. MRD will provide responses to DEP and USACE to clarify the information submitted herein and coordinate with the COUNTY and regulatory agencies during permit processing. MRD will: 1) confer with the CLIENT as to questions, revisions, or additional items that may be required by the DEP and/or the USACE; 2) prepare minor revisions to the permit sketches at the request of the COUNTY, DEP and/or USACE staff; and 3) provide written responses to DEP and/or the USACE to address staff RAIs.

**II. INFORMATION TO BE PROVIDED BY THE COUNTY**

The COUNTY will provide MRD with any survey data of the study areas in digital format, permits, as-built drawings of the boat ramps, dredge records, and any other relevant information.

**III. TENTATIVE SCHEDULE**

Task	Task Description	Months from Notice to Proceed							
		1	2	3	4	5	6	7	8
1.1	Topographic/Bathymetric LiDAR Data Acquisition and Analysis	█							
2.1	Permit Sketches		█						
2.2	Pre-Application Meeting			█					
2.3	Permit Application and Support Information				█				
2.4	Permit Processing <sup>(1)</sup>					==> ==>			

(1) MRD makes no claim to the timing to obtain the DEP or USACE permits, only that MRD will work toward completion of Task 2.4 Permitting Processing in an expeditious and timely manner.

**IV. DELIVERABLES**

Refer to the individual tasks.

**V. 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 services necessary to complete this work at the fees and expenses in Section VI. The scope and associated costs have been based on preliminary guidance suggesting that the proposed actions will be permissible through the issuance of a General Permit from FDEP and a Nationwide Permit 15 from the Department of Army which infers that no more than 25 cy of material may be dredged from any given site. In addition, it is presumed that the material will be disposed offsite at the Wright Landfill via truck haul. If these costs are anticipated to exceed these amounts due to site condition changes, additional services requested by the regulatory agencies, or other unknowns, MRD 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; geotechnical investigations; submerged cultural resources remote sensing and reporting; State of Florida submerged lands authorizations; coastal numerical modeling; flushing studies; upland architectural and civil engineering services; bidding or construction phase services; construction layout and as-built surveys; or any other services not explicitly listed in Section I. Scope of Work.

**VI. FEES AND EXPENSES**

Total estimated Fees and Expenses for the described services shall be **\$38,325.00**. These tasks will be billed on a Time and Materials basis.

**Okaloosa County Contract Number C22-3221-TDD**  
**Boat Ramp Maintenance Dredging Permitting Services**

Task	Task Description	Fee Structure	Fees/ Expenses
1.1	Topographic/Bathymetric LiDAR Data Acquisition and Analysis	Lump Sum	\$3,930.00
2.1	Permit Sketches	Lump Sum	\$11,260.00
2.2	Pre-Application Meeting	Lump Sum	\$2,610.00
2.3	Permit Application and Support Information	Lump Sum	\$14,000.00
2.4	Permit Processing	Estimated	\$6,525.00
<b>TOTAL:</b>			<b>\$38,325.00*</b>

\* These tasks will be billed on a Time and Materials basis.

Joseph P Morrow  
 2023.11.02 11:45:13 -05'00'  
 \_\_\_\_\_  
 Signature

November 02, 2023  
 \_\_\_\_\_  
 Date

Joseph Morrow, P.E., Senior Coastal Engineer  
 Printed Name, Title

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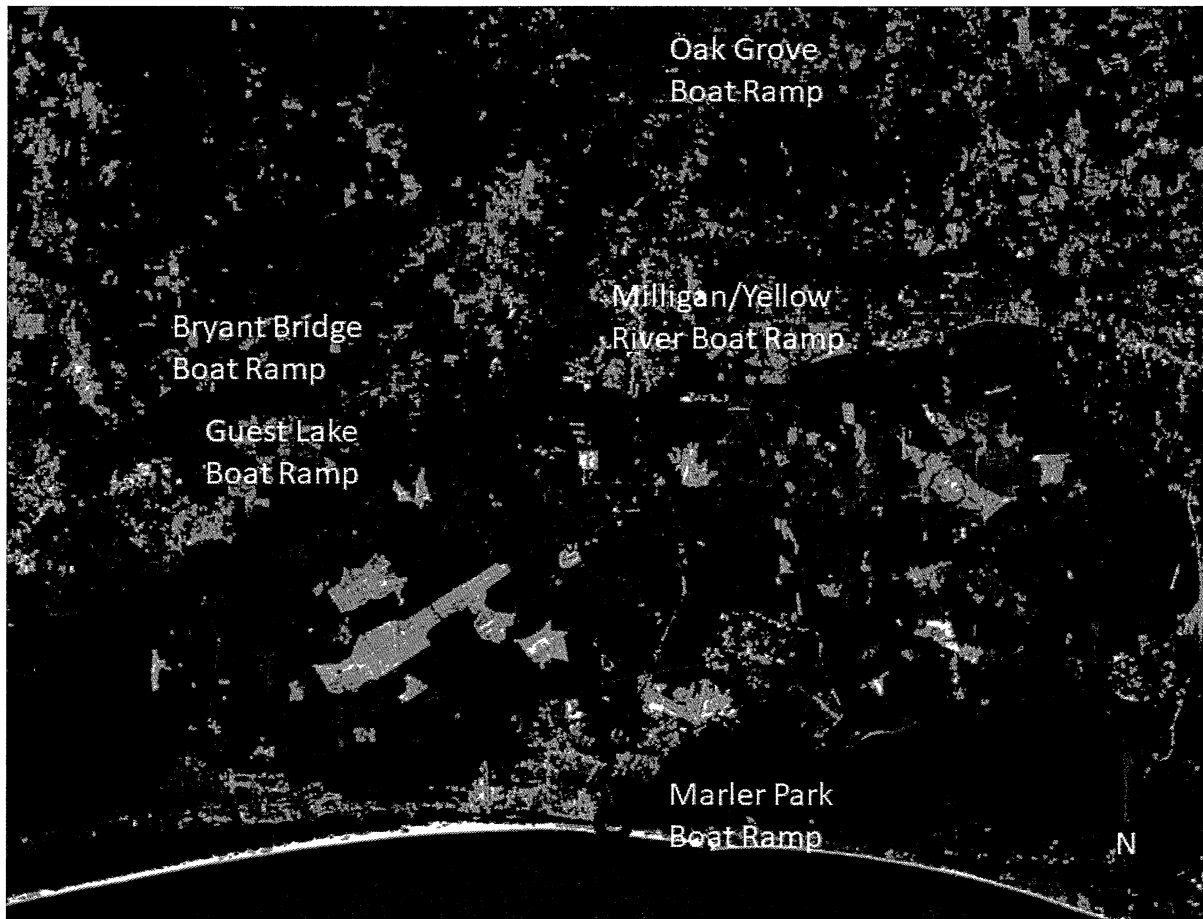


Figure 1. Location of boat ramps requiring maintenance dredging