

TASK ORDER APPROVAL FORM

CONTRACT #: C22-3221-TDD

TASK ORDER #: 6

TASK ORDER AMOUNT: \$ 76,560.00

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

Michael R. Dombrowski

REPRESENTATIVE'S PRINTED NAME

Michael R. Dombrowski

SIGNATURE

President

12/15/2023

TITLE

DATE

**RECOMMENDED FOR APPROVAL
(Department Director)**

Jennifer
Adams

Digitally signed by
Jennifer Adams
Date: 2023.12.19
14:11:42 -06'00'

Charlotte
Dunworth

Digitally signed by
Charlotte Dunworth
Date: 2023.12.18
22:46:09 -06'00'

SIGNATURE

TDD Director

TITLE

DATE

John Hofstad

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Hofstad
Date: 2023.12.22
12:33:34 -06'00'

COUNTY ADMINISTRATOR (if applicable)

DATE

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

DeRita
Mason

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Mason
Date: 2023.12.22
07:41:40 -06'00'

PURCHASING MANAGER

DATE

Faye
Douglas

Digitally signed by Faye
Douglas
Date: 2023.12.22
11:31:15 -06'00'

OMB Director/DATE

DATE

CHAIRMAN (if applicable)

DATE

VIA EMAIL

December 15, 2023

Sharon Gold
Destination Project Coordinator
Tourist Development Department
Okaloosa COUNTY
1540 Miracle Strip Parkway
Fort Walton Beach, Florida 32548
sgold@myokaloosa.com



mrd associates, inc.

Coastal, Marina & Water Resources Engineering

543 Harbor Blvd., Suite 204
Destin, Florida USA 32541
850.654.1555 • (fax) 654.0550

Subject: COASTAL AND ENVIRONMENTAL ENGINEERING SERVICES
CONTRACT NUMBER: C22-3221-TDD
Task Order 6 – Water Street Boat Ramp Permitting and Design Services

Dear Ms. Gold,

At your request, attached is Task Order 6 for the *Water Street Boat Ramp 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.

A handwritten signature in black ink that reads 'Michael R. Dombrowski'. The signature is written in a cursive style with a large, stylized 'M' and 'D'.

Michael Dombrowski, P.E.
President
md@mrd-associates.com

**COASTAL AND ENVIRONMENTAL ENGINEER SERVICES
CONTRACT NUMBER C18-2637-TDD
Task Order 6 – Water Street Boat Ramp
Permitting and Design Services
Scope of Work**

The purpose of this Task Order is to authorize MRD Associates, Inc. (CONSULTANT) to provide permitting and design services for the proposed Water Street boat ramp and parking lot located in Fort Walton Beach, Florida. The project consists of the east end of Water Street and Cinco Bayou, and the 0.16-acre parcel (PID 10-2S-24-2110-0001-008C). The proposed improvements include a replacement boat ramp with a staging/fishing pier, pervious stabilized gravel parking, stormwater management, seawall and signage. The total overwater structures will be less than 1,000 square feet so that a State of Florida Submerged Land Lease will not be required. 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 four (4) 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 C18-2637-TDD.

Task 2.0 Permitting and Design Investigations

The following investigations 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) and the design of the project.

- 2.1. Boundary and Topographic Survey**The survey will be subcontracted to Dewberry Engineers, Inc. (DEI) to perform all office and field work required for a Boundary and Topographic Survey of approximately 400 linear feet of Water Street, and PID 10-2S-24-2110-0001-008C. The limits of the topographic survey extend 25' outside of the parcel and R/W lines of Water Street and shall extend into Cinco Bayou approximately 50' to wading depth (-4' elevation). The proposed survey will include the following:
- 2) Survey shall be referenced to the Florida State Plane Coordinate System, North Zone, North American Datum (NAD) 1983/2011, U.S. Survey Feet, per National Geodetic Survey control points.
 - 3) Survey shall be referenced to North American Vertical Datum of 1988 (NAVD 88), per National Geodetic Survey benchmarks and/or control points.
 - 4) Minimum of two (2) site benchmarks.
 - 5) Horizontal location of all boundary lines of PID 10-2S-24-2110-0001-008C.
 - 6) Legal descriptions of property surveyed.
 - 7) Horizontal location of the Right of Way lines of Water Street.
 - 8) Contours at 1-foot intervals, together with spot elevations.

- 9) Horizontal and vertical location of all aboveground visible improvements and/or structures.
- 10) Location of all aboveground/visible utilities within the limits of survey, including pipe sizes, types, and invert elevations. This proposal does not include excavation or verification of buried utilities.
- 11) Location of all trees within the limits of survey.
- 12) Location of the western edge of the dock to the east of the project site.
- 13) FEMA flood zone boundaries.

Deliverables: Signed/Sealed Survey Map and Report by a Florida-Licensed Surveyor & Mapper. Digital copies of the survey (Adobe® PDF and AutoCAD® files).

2.2. Submerged Aquatic Vegetation (SAV) Survey

The CONSULTANT will conduct a SAV (sea grass) survey within the project area to determine the presence or absence of SAV within the footprint. If present, the SAV will be surveyed following the U.S. Army Corps of Engineers (USACE) “Submerged Aquatic Vegetation Survey Guidelines”. According to protocol, the following data will be collected during the field survey completed between June 1 and September 30:

- 1) *Survey of all SAV locations, landward and waterward extents (shallow and deep extents)*
- 2) *Seagrass species identification (including photographs)*
- 3) *Identification and spatial distribution of SAV species*
- 4) *Percent coverage of seagrass (Braun-Blanquet method)*
- 5) *Frequency of occurrence for various species of SAV*

The field effort will be performed utilizing a boat, kayak, snorkel diving and/or a surface viewing device. The boundaries of the SAVs will be delineated and mapped using a Global Positioning System (GPS) field unit with decimeter precision. At least 10 percent of each transect across any SAV bed will be assessed quantitatively using a PVC 1-meter quadrat. Representative photographs will be collected for all SAV species encountered and any other observed aquatic fauna and/or flora will be noted. Emergent vegetation along the shoreline and establish a jurisdictional wetland boundary if present will be established. If a jurisdictional wetland is not present, the Mean High-Water Line (MHWL) will serve as the jurisdictional boundary for any proposed in-water work.

Deliverables: The CONSULTANT will provide the COUNTY with an electronic copy (PDF) of a map(s), GPS data depicting the SAV boundaries on an aerial image, and the SAV survey results will be documented in a technical memorandum to meet USACE pre-construction permit application requirements. The SAV survey will be incorporated into the permit sketches.

2.3. Geotechnical Investigation

The CONSULTANT will sub-contract geotechnical investigation services to Universal Engineering Sciences (UES).

Field Investigations

Due to the proposed boring locations and limited access via a truck mounted drill rig, the following assumptions were made:

In light of this information, it has been assumed that the boring locations will be accessible to a truck mounted drill rig (both with regard to the overhead power lines and relocation as necessary to facilitate access), right of entry to the site has been obtained from the property owner, the drillers will not experience excessive delays due to debris at borehole locations or for other reasons outside of their control and that the performance of clearing operations (other than limited manual clearing operations) will not be required in the proposed scope of services and presented fee estimate. If such conditions are encountered that may cause the cost of the exploration to exceed the budget figure, they will obtain approval for the additional work before proceeding.

The following field services will be performed: locate the borings at the site; clear registered utilities at the site with the Florida Sunshine Network; non-registered or private utilities are the responsibility of the COUNTY to clear; and Standard Penetration Test (SPT) borings will be drilled for design purposes. The boring plan will entail the following:

- 1) The construction of a concrete slab or pre-manufactured boat ramp (Boring B-1) which will extend from Cinco Bayou water's edge approximately 10 to 20 feet landward (west) and, possibly, 20 to 30 feet waterward (east);
- 2) The construction of stormwater drainage/management swales (Borings B-3 and B-4);
- 3) The construction of a timber pile and waler seawall with a maximum exposed height of 3.5 feet along Cinco Bayou (Boring B-2);
- 4) The construction of an asphalt paved or unpaved gravel parking/driveway area (Borings B-3 and B-4); and
- 5) The construction of a boat staging pier north of the boat ramp to be supported on timber piles with tip diameters of either 6 inches or 8 inches and associated butt diameters of 12 inches and 10 inches, respectively (Boring B-1).

Laboratory Investigations

The following laboratory services will be performed on the collected cores: a visual classification and laboratory testing of the soil samples; laboratory testing may also include moisture content, visual classification and evaluate and document various soil properties; and analyze the test data to develop geotechnical engineering recommendations for the project. A professional geotechnical engineer licensed in the State of Florida will manage the project.

Deliverables: The results of the exploration will be presented in a Signed and Sealed Geotechnical Investigation Report that will address the following existing site characteristics: soil classifications; depth to groundwater at the time of drilling; a discussion of laboratory test results;

a discussion of site preparation techniques and construction considerations that may include general comments such as pile requirement, subgrade preparation, fill placement and compaction, drainage/dewatering recommendations, etc.; and, engineering soil properties needed to design the project.

Task 3.0 Conceptual Site Plan

The CONSULTANT will develop a draft Conceptual Site Plan based on the sketch provided by the COUNTY and will be superimposed over a recent aerial of the site and, topographic and bathymetric survey conducted in Task 2.1. The draft Conceptual Site Plan will consist of the proposed improvements listed in the introduction. The draft Conceptual Site Plan will be submitted to the COUNTY for review, comment, and approval. The draft Conceptual Site Plan will be refined based on the COUNTY's comments and will be presented on a 24" x 36" hard and digital format. The draft Conceptual Site Plan will be used as a basis for discussions, design and permitting.

Task 4.0 Permitting Services

The following tasks will start the process toward the issuance of DEP and USACE permits. A State of Florida Submerged Land Lease for the structures over the water (waterward of the MHWL) will not be required assuming the total area is less than 1,000 square feet.

4.1. Pre-Application Meeting

The following task will start the process toward the issuance of DEP and USACE permits. The CONSULTANT 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 project will be presented to agency staff and discuss what support information will be required to develop a complete permit application; provide an opportunity for clear/open communications with the regulatory agencies from the outset; promote an efficient application review; obtain regulatory staff input relative to the conceptual design; confirm the applicable criteria, rules, and codes and determine the best pathway forward to obtain the necessary permits and authorizations. The meeting will ensure that the permit application package will be complete as possible to minimize the number of Requests for Additional Information (RAIs).

Deliverables: Summary of the pre-application meeting.

4.2. Permit Sketches

The CONSULTANT will prepare permit sketches superimposed over a recent aerial, and the topographic and bathymetric survey collected in Task 2.1 and will include dimensioned plan-views and cross-sections, and details of the proposed improvements, meet current permitting design standards, and be based on the refined Conceptual Site Plan. The approximate limits of the SAVs will be based on recent aerials (if visible) and refined from the SAV survey in Task 2.2. The draft permit sketches will be submitted to the COUNTY for review and comment, and the budget includes one refinement of the preferred project layout. 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 Plans.

Deliverables: Permit sketches.

4.3. DEP and USACE Permit Application and Support Information

The proposed project will require a DEP Environmental Resources Permit (ERP) and a USACE Dredge and Fill 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) Supplemental Information may include a project narrative; overview in detail; site description; permit history; project justification; a review of key regulatory issues; list of property owners within 500-feet of the proposed activity; and 3) permit sketches. Permit processing fees will be provided by the COUNTY.

The permit applications will be prepared using the information assimilated to date and information identified during agency pre-application meetings to prepare comprehensive permit applications that demonstrate project purpose and need, impact avoidance and minimization, and best management practices for construction, as well as other permit specific criteria, and permit sketches necessary for application review. Preparation of a complete DEP and USACE permit application reduces the number of agency Requests for Additional Information (RAI) and therefore reduces permitting costs and permit processing duration.

Deliverables: Permit application package and support information.

4.4. 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. Any meetings conducted during this phase shall be invoiced under this sub-task.

Deliverables: Responses to RAIs.

4.5. Okaloosa County Development Order

The CONSULTANT will apply and process an Okaloosa County Development Order. The proposed development will be submitted for review and approval under Chapter 1 of the Okaloosa County Land Development Code (LDC). The CONSULTANT will complete, address, and provide the information listed in the LDC and from a preapplication meeting with COUNTY staff. Permit processing fees will be provided by the COUNTY.

Deliverables: Development Order Application Package.

Task 5.0 Site and Waterfront Improvements

The services under this task include the analysis and design of the site and waterfront improvements which includes a replacement boat ramp with a staging/fishing pier, pervious stabilized gravel parking, stormwater management, seawall and signage.

5.1. Analysis and Design

MRD will conduct an analysis and develop a design for the proposed site and waterfront improvements. Our services will include the review and evaluation of the soil information and recommendations provided in the Geotechnical Investigation Report that will be applied in the design. The project design will meet the general guidelines and requirements in the Okaloosa County Land Development Code (LDC).

The CONSULTANT will prepare a Stormwater Management Plan and design the drainage system. This system will accommodate the flows from the adjacent properties and generated within the project limits and will not address any offsite flows from Water Street. The CONSULTANT will perform design calculations; determine structural requirements; size the structural members; evaluate materials and configurations; determine pile diameters, lengths, and embedment depths; and pavement sections. The design of the boat ramp will consider a concrete slab or pre-manufactured unit (ie., Tedder) for cost savings. The facility will meet ADA accessibility requirements. Based on this analysis, a preliminary design will be prepared.

5.2. Construction Documents

The CONSULTANT will prepare 75% Construction Plans 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 Plans and Technical Specifications that will include the structures listed above. The 24" by 36" 100% complete Construction Documents will consist of: Cover Sheet, Existing Conditions, Demolition Plan, Site Plan, Geometry Layout Plan, Tree Preservation Plan, Grading and Drainage Plan, Road and Parking Plan, measurement and payment summary, sections, elevations and plan views, and Technical Specifications and will be developed to a level of detail necessary to construct the project. The COUNTY will provide signage details.

The 100% Construction Documents will be submitted to the COUNTY for bidding. 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.

II. INFORMATION TO BE PROVIDED BY THE COUNTY

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

III. TENTATIVE SCHEDULE

Task	Task Description	Months from Notice to Proceed											
		1	2	3	4	5	6	7	8	9	10	11	12
1.1	Meetings (4)												
2.1	Boundary and Topographic Survey												
2.2	SAV Survey (6/1-9/30)												
2.3	Geotechnical Investigation												
3.0	Conceptual Site Plan												
4.0	Permitting Services ⁽¹⁾												→
5.0	Site and Waterfront Improvements												→

(1) MRD makes no claim to the timing to obtain the DEP or USACE permits, only that MRD will work toward completion of Task 4.0 Permitting Services 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. If these costs are anticipated to exceed these 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; any additional studies not explicitly included herein and identified during the pre-application meeting; Phase I and II studies; traffic studies; utilities; bathrooms or gazebos; upland and submerged historic, cultural and archeological resources remote sensing and reporting; FEMA studies; State of Florida Submerged Land Lease; 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.

VI. FEES AND EXPENSES

Total estimated Fees and Expenses for the described services shall be **\$76,560.00**.

Task	Task Description	Fee Structure	Fees/ Expenses
1.1	Meetings (5)	Not To Exceed	\$3,040.00
2.1	Boundary and Topographic Survey	Lump Sum	\$7,170.00
2.2	SAV Survey (6/1-9/30)	Lump Sum	\$3,075.00
2.3	Geotechnical Investigation	Lump Sum	\$12,335.00
3.0	Conceptual Site Plan	Lump Sum	\$3,040.00
4.1	Pre-Application Meeting	Lump Sum	\$3,040.00
4.2	Permit Sketches	Lump Sum	\$2,880.00
4.3	Permit Application and Support Information	Lump Sum	\$4,480.00
4.4	Permit Processing	Estimated	\$5,560.00
4.5	Okaloosa County Development Order	Lump Sum	\$3,460.00
5.0	Site and Waterfront Improvements	Lump Sum	\$28,480.00
TOTAL:			\$76,560.00

All permit processing fees will be provided by the COUNTY.

Michael R. Dombrowski

Signature

December 15, 2023

Date

Michael Dombrowski, P.E., President
Printed Name, Title

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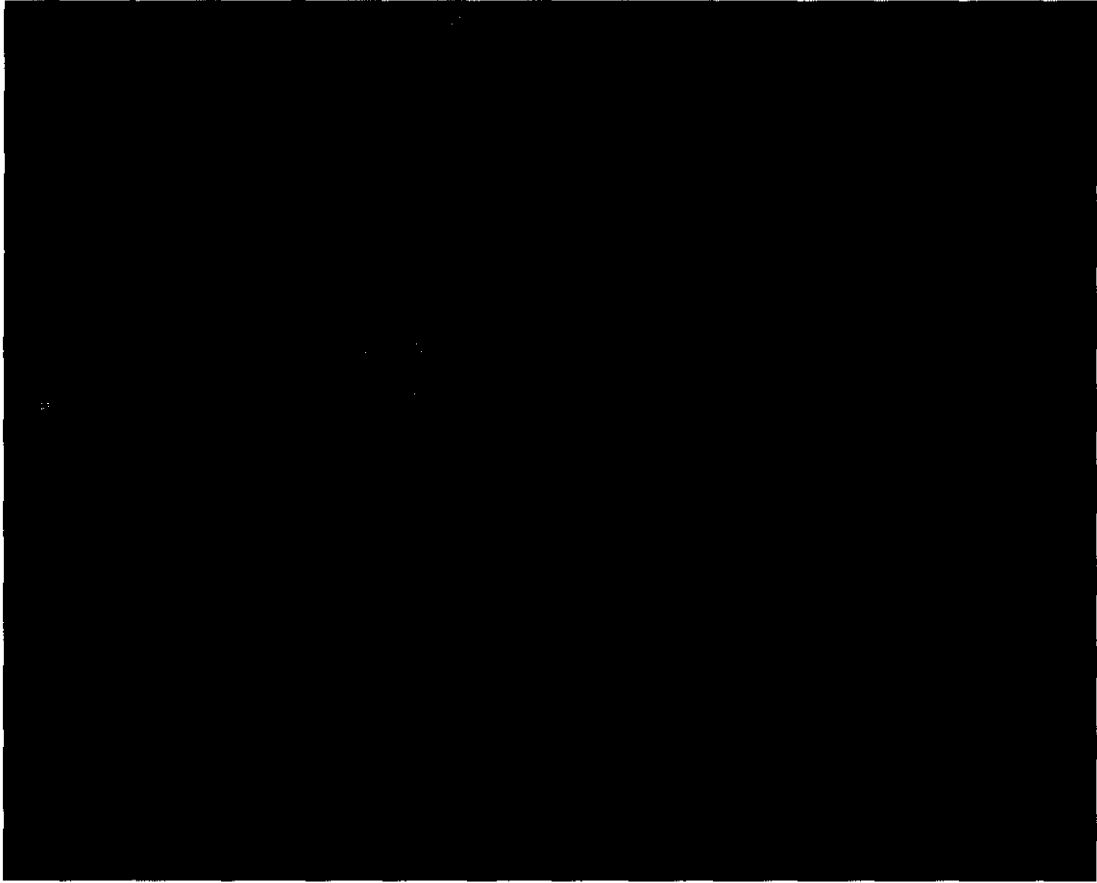


Figure 1. Water Street Boat Ramp and Parking Lot Limits.