



## BOARD OF COUNTY COMMISSIONERS AGENDA REQUEST

**DATE:** September 6, 2022  
**TO:** Honorable Chairman and Distinguished Members of the Board  
**FROM:** Jason Autrey  
**SUBJECT:** Design Services Task Order for Tarpon Beach Public Access  
**DEPARTMENT:** Public Works  
**BCC DISTRICT:** 5

---

**STATEMENT OF ISSUE:** Okaloosa County, the Tourist Development Council, the City of Destin and the Trust for Public Lands have agreed to partner together to increase public beach access in Destin. With property now being acquired near the south end of Tarpon St, the overall goal now is to put these assets into public use as quickly as possible. This is a request for approval of a professional services task order with Baskerville Donovan, Inc. to perform the required design/permitting services. The plan is to do these services concurrently while the acquisition is being completed and on through the demolition process, which should save approximately 4-6 months of time.

**BACKGROUND:** Property adjacent to the existing public beach access in the Crystal Beach area of Destin, adjacent to the existing Tarpon St. beach access way, is being acquired as new beach access. The project is currently being referred to as Tarpon Beach. The partnership between the County, City, TDC, and the Trust for Public Lands is acquiring three parcels for use as public beach access along with the creation of public parking, pavilions, and facilities. The City will be working on the demolition for this property as well. We hope to develop one bid package for both parks.

Baskerville Donovan, Inc (BDI) has a continuing services contract with both the City of Destin and Okaloosa County and staff has requested a proposed scope and fee to perform the design and permitting services; akin to what is being done at the Shores of Crystal Beach. Proposed improvements will be similar to the Crystal Beach amenities and will include public parking, open air pavilions, restrooms, sand wash-off stations and improved beach access.

The attached Task Order 7, for a not to exceed amount of \$311,233.00, will provide the necessary services and is recommended for approval. This tasking will be funded through the Tourist Development Department as part of the partnership project with funding already approved as part of the TDD 5-year Capital Plan and proposed FY22 budget and will be cost allocated at 50/50, in accordance the City/County Amended and Restated Interlocal Agreement.

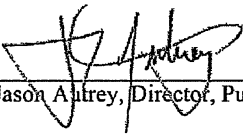
**FUNDING SOURCE:**

Budget Amendment Resolution from Reserves to:  
Department #1175  
Account #581702  
Amount \$311,233

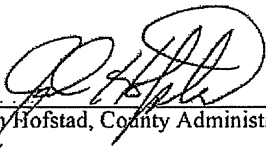
**OPTIONS:** Approve/Deny/Postpone

**RECOMMENDATIONS:** Motion to approve authorization of Task Order 7 with Baskerville Donovan for a not to exceed amount of \$311,233.00 for the Tarpon Beach Public Access Improvement project.

**RECOMMENDED BY:**

  
\_\_\_\_\_  
Jason Audrey, Director, Public Works 8/31/2022

**APPROVED BY:**

  
\_\_\_\_\_  
John Hofstad, County Administrator 8/31/2022

**CONTRACT #: C19-2748-PW**  
**BASKERVILLE-DONOVAN, INC.**  
**GENERAL ENGINEERING SVS FOR PW**  
**EXPIRES: 09/30/2023**

**TASK ORDER APPROVAL FORM**

CONTRACT #: C19-2748-PW

TASK ORDER #: 07

TASK ORDER AMOUNT: \$311,233.00

OFFERED BY CONSULTANT:

Baskerville-Donovan, Inc.

FIRM'S NAME

T. Keith Hill, P.E.

REPRESENTATIVE'S PRINTED NAME

*T. Keith Hill*

SIGNATURE

President/CEO

TITLE

9/31/2022  
DATE

RECOMMENDED FOR APPROVAL  
(Department Director)

*[Signature]*

SIGNATURE

*Peter Weeks Director*

TITLE

9/1/22  
DATE

APPROVED BY OKALOOSA COUNTY  
(Per Purchasing Manual)

- \$25,000 or less approved by Purchasing Manager
- \$25,001 to \$50,000 approved by OMB Director
- Between \$50,001 and \$100,000 approved by Purchasing Director and County Administrator
- in excess of \$100,000 approved by the Board.

Jeffrey A Hyde Digitally signed by Jeffrey A Hyde  
Date: 2022.09.01 10:55:08 -0500

PURCHASING MANAGER

DATE

Faye Douglas Digitally signed by Faye Douglas  
Date: 2022.09.01 19:49:23 -0500

OMB Director/DATE

John Hofstad Digitally signed by John Hofstad  
Date: 2022.09.02 09:40:24 -0500

COUNTY ADMINISTRATOR (if applicable)

DATE

Revised November 3, 2017

DATE

*[Signature]*

Mel Ponder, Chairman

SEP 06 2022

DATE





**PROFESSIONAL SERVICES PROPOSAL**

**TARPON BEACH GULF FRONT PARK**  
**Okaloosa County, Florida**

**August 31, 2022**

**SUMMARY AND PURPOSE**

Okaloosa County previously entered into a cooperative partnership with the City of Destin, the Tourist Development Council (TDC) and Trust for Public Land to expand and revitalize the existing Shore at Crystal Beach Park south of Scenic Highway 98 at Hutchinson Street. The Crystal Beach project (otherwise known as the Gateway to Crystal Beach) was Phase I of the initiative and it's currently at the 60% design milestone. Phase II of the initiative was recently presented before the Board of Okaloosa County Commissioners and it focuses on a new, yet similar park project approximately 0.5 miles to the east of Crystal Beach to be called Tarpon Beach. The Tarpon Beach site encompasses four existing Gulf front parcels totaling +/- 3.0 acres (including beach acreage) and is located along Scenic 98 between Tarpon and Dolphin streets. Acquiring Public Beach is the Destin City Council's Top Priority in the City's Adopted 2020 Strategic Plan. According to Okaloosa County, total land acquisition for the Phase II Tarpon Beach project will be \$14,050,000 with a 50/50 split between the County and City of Destin.

The proposed site includes the following existing four parcels all owned by the same entity (00-2S-22-0390-0000-0010, 00-2S-22-0580-000A-0090, 00-2S-22-0580-000A-0100 and 00-2S-22-0580-000A-0110). The first parcel identified is currently used as Public Beach Access and the other three are multi-family developed parcels. All four parcels combined will provide a total of 340 linear feet of Gulf front public beach access.

The County has requested that Baskerville-Donovan, Inc. (BDI) generate a proposal to include Boundary and Topographical Site Survey, Geotechnical Soil Testing, Conceptual Site Planning, Engineering Design and Regulatory Permitting Services necessary to develop and construct the proposed Tarpon Beach Park.

BDI understands the new Tarpon Beach Park perimeter will encapsulate all four existing parcels and be designed to mimic the Shore at Crystal Beach project layout. The Phase II Park facility will offer at least one covered pavilion with restroom facilities, wooden boardwalk access and paved parking for standard vehicles and LSVs. The wooden boardwalk, restroom facilities and parking areas will meet ADA requirements.

The new asphaltic parking area will span all four parcels and meet development requirements outlined within the City of Destin LDRs. Low Speed Vehicle (LSV or golf cart) parking spaces will be considered and strategically placed to maximize parking uses by vehicle type within the expanded parking area. BDI will use the boundary survey and existing utility information to determine the most strategic locations for new park vehicular access, new pavilion(s) and the restroom facilities and outline these in the conceptual layout submittal for County approval.

Florida Design Standards (Florida "Green Book"), the FDOT Design Standards Manual and City of Destin Land Development Regulations (LDRs) will be utilized as the basis of all design, where appropriate. The Northwest Florida Water Management District (WMD) will govern all stormwater-related design criteria.



## **WORK SCOPE ELEMENTS**

### **Task 1.1/1.2 – Boundary/Topographic Survey**

Task 1.1 will be a boundary survey to obtain the property lines of all four parcels identified. Parcel 00-2S-22-0390-0000-0010 is currently owned by Blasbichler H D Agreement per county property appraiser website and used as public beach access under an agreement/easement with the local municipality. The other three parcels to the east are owned by Blasbichler H D Trust and currently being acquired by the county/city (or will be soon). To effectively identify limits of conceptual design and the existing improvements scheduled for demolition, the survey team will obtain all boundary and building corner data for the four identified parcels of record.

Task 1.2 will be a topographic survey of all four parcels (including the three eastern parcels currently with vertical improvements) to obtain post-acquisition and post-demolition data and ensure accurate topography across the entire proposed park area. The topographic survey will identify site contours/grade elevations, location of existing utility infrastructure, drainage features and other pertinent hard/softscape features. Surveyors will establish State Plane Control, the Coastal Construction Control Line (CCCL) and vertical control using established vicinity benchmarks. Both surveys will also include areas of Scenic Highway 98 and the Tarpon/Dolphin Street intersections (as needed for roadway and utility connection design).

### **Tasks 2.1 – Geotechnical Investigation**

Geotechnical Investigation services will be necessary to examine soil conditions within boundaries of the proposed parking lot area and new Stormwater Management Facilities (SMFs) to provide recommendations for pavement section and drainage design criteria. Geotechnical field work will commence post-acquisition and post-demolition in order to ensure access to required pavement/stormwater areas identified in the conceptual layout generated from the boundary survey.

Soil investigations will include the drilling of two (2) 35 foot deep Standard Penetration Test (SPT) borings in proposed pavilion areas and two (2) auger borings to the existing groundwater table within the proposed stormwater management facility (SWMF) footprint to evaluate present the subsurface conditions. Encountered sub-surface conditions realized during the SPTs will be used to establish aquifer characteristics for SWMF analysis. It is assumed that the SPT locations will be readily accessible via truck mounted drill rig once the residential structures on the three easternmost parcels are cleared.

Laboratory soil testing will be required to determine soil classification, evaluate and document general material properties (e.g. moisture sensitivity, compatibility, permeability, etc.). Several natural water content, grainsize tests, and up to two (2) falling head permeability tests will be performed. Additional laboratory testing (if necessary, based on the subsurface conditions encountered) will not be performed without prior County authorization.



### **Task 3 – Overall Concept Park Layout**

An initial Conceptual Park Layout will be prepared for County review and will include all four parcels to illustrate the overall park plan and design concept. The concept plan will be generated using the obtained boundary survey and will assume all existing improvements will be acquired by Okaloosa County/City of Destin and cleared by the City of Destin.

The conceptual plans will be a comprehensive civil and architectural illustration of the proposed park layout and its related improvements. It will illustrate parking lot limits with required space counts as per Destin LDRs, define landscape buffers, show proposed boardwalk locations, identify new pavilion(s)/restroom facilities, access connections to Scenic Highway 98 and proposed stormwater management areas.

The conceptual layout plan will be considered a 10% illustrative effort to serve as the basis for initial County comment and provide a starting point for actual site design and architectural specifics relative to the proposed pavilion and restroom structure(s). Comments provided by the County to the concept layout will drive the project forward.

#### **Task 3 Deliverables:**

- One (1) CD, USB drive or email containing the following:
  - Tarpon Beach Park Conceptual Layout in PDF format
  - Architectural Rendering of Conceptual Layout (optional)
  - Team Meeting with County to Discuss Layout and Design Specifics

### **Task 4 – 30% Construction Plans**

30% Construction Plans will be prepared for County review based upon County comments to the Task 3 layout. The plans will be completed to a level of detail necessary for the County to fully understand design intent for the finalized site layout.

The plans will define horizontal control for all proposed park improvements, identify asphalt pavement design for the parking area and illustrate typical pavement sections, identify proposed roadway access connection points to Scenic Highway 98 and begin to address design elements of the pavilion/restroom structure. Design criteria such as pertinent layout information from Destin LDRs, one architectural rendering (if requested) and expected drainage requirements will also be addressed.

Pre-application meetings will be held with regulatory agencies to review the 30% plan set and discuss expected permitting requirements.

Architectural Plans will be prepared for the 30% submittal including structural, mechanical, electrical and plumbing design disciplines. The work will be performed in accordance with the Florida Building Code, latest edition. The design plans for the existing pavilion will be utilized as the basis for design with incorporation of updated codes and requirements.



**Task 4 Deliverables:**

- One (1) CD, USB drive or email containing the following:
  - 30% Construction Plans in PDF format

**Task 5 – 60% Construction Plans**

The 30% construction plans will advance to a 60% design phase for County review. The 60% construction plans will include an overall site layout, general notes, demo and erosion control, finalized horizontal control, grading and drainage, drainage details (including SWMF and swale sections), pavement sections and details, intersection details, boardwalk plans and details, pavilion architectural/MEPS plans, identified utility locations and traffic control plans. Drainage calculations will also be provided for County review.

The 60% plan set will include general or specific conditions addressed as part of 30% pre-application discussions with regulatory agencies.

**Task 5 Deliverables:**

- One (1) CD, USB drive or email containing the following:
  - 60% construction plans in PDF format
  - Distribution of 60% plans to all identified Utility Owners for comment

**Task 6 - 90% Construction Documents**

Construction documents will be completed to the 90% stage. Comments from the 60% submittal to the County will be incorporated into the plan set along with any comments from utility owners. Construction details and technical specifications will be finalized for permit submittals.

**Task 6 Deliverables:**

- One (1) CD, USB drive or email containing the following:
  - 90% design plans in PDF format
  - Distribution of 90% plans to utility providers

**Task 7 - Permitting**

Permitting activities will include site and building plan reviews through the City of Destin, stormwater permitting through the Northwest Florida Water Management District, construction activities seaward of the Coastal Construction Control Line (CCCL) through Florida Division of Water Resource Management and utility permitting through Destin Water Users.

**Task 7 Deliverables:**

- Completed City of Destin Development Order application and supporting documents
- Completed Environmental Resource Permit (ERP) application and supporting documents
- Completed Destin Water Users application with supporting documents
- Completed Division of Water Resource Management and supporting documents

**Task 8 - Final Construction Documents**

Construction documents will be completed to the 100% stage. Comments from the County, City of Destin and other regulatory agencies will be incorporated into the plans in accordance with the specified permit requirements. Construction plans and technical specifications will be finalized for bidding activities.

**Task 8 Deliverables:**

- One (1) bound signed and sealed set of 100% Final Design Plans in 11"x 17" format
- One (1) bound signed and sealed Project Manual in 8.5"x11" format
- One (1) CD, USB drive or email containing the following:
  - Digitally signed and sealed 100% Final Design Plans in PDF format
  - Digitally signed and sealed Project Manual in PDF format

**Task 9 - Bidding Services**

Bidding services will include front end document preparation assistance for the design, responses to bidder requests for information, attendance at a pre-solicitation meeting, bid opening attendance, bid tabulations and recommendations of award.

**Submittal Schedule**

<b>Task 1.1 - Boundary Survey</b>	30 Days from NTP
<b>Task 1.2 - Topographic Survey</b>	30 Days from Acquisition and Clearing
<b>Task 2 - Geotechnical Investigation</b>	30 Days from Acquisition and Clearing
<b>Task 3 - Overall Concept Layout and Rendering</b>	30 Days from Completion of Task 1.1
<b>Task 4 - 30% Construction/Architectural Plans</b>	60 Days from County Approval of Task 3 and Completion of Task 1.2 (whichever is later)
<b>Task 5 - 60% Construction Plans</b>	60 Days from County Approval of Task 4
<b>Task 6 - 90% Construction Plans</b>	30 Days from County Approval of Task 5
<b>Task 7 - Permitting</b>	90 Days from County Approval of Task 5 (estimated)
<b>Task 8 - Final Construction Docs</b>	30 Days from County Approval of Task 6
<b>Task 9 - Bidding Services</b>	15 Days from County Approval of Task 8





*Note: A proposal for Construction Engineering and Inspection (CEI) Services is not provided as part of this task order, but can be provided upon request from the County.*

The following fee schedule is based on anticipated hours to complete each task and the contract shall not exceed the identified totals without prior written authorization from Okaloosa County.

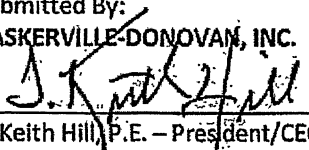
**Anticipated Fee Schedule:**

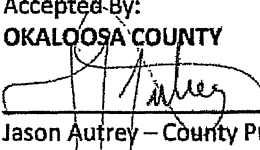
Boundary and Topographic Survey (Tasks 1.1/1.2)	\$ 18,764.00
Design Development (including Conceptual Layout for County Review)	\$ 43,728.00
Construction Docs (30%, 60%, 90% & 100%)	\$ 127,816.00
Architectural / MEPS Services	\$ 69,000.00
Geotechnical Services	\$ 5,175.00
Permitting Services	\$ 39,328.00
Bidding Services	\$ 7,422.00
<b>Total Service Fee</b>	<b>\$ 311,233.00</b>

*Note: Refer to detailed hourly breakdown spreadsheet included with this task order submittal.*

**Excluded Items:**

- Permitting Fees
- PD&E Studies
- Phase 1 and 2 Environmental Assessments
- Cultural Resource Assessment Report (CRAS)
- Lighting Studies
- Site Lighting Design
- CEI Services
- Public Meetings (hourly service fees apply as requested by County)

Submitted By:  
**BASKERVILLE-DONOVAN, INC.**  
  
 T. Keith Hill, P.E. – President/CEO

Accepted By:  
**OKALOOSA COUNTY**  
  
 Jason Autrey – County Public Works Director

Date: 8/31/2022

Date: 9/1/22

L:\121 Okaloosa County\12107.01 Tarpon Beach Gulf Front Park