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**SCOPE OF WORK  
CHARLOTTE COUNTY  
NORTHWEST PORT CHARLOTTE WATERWAY  
MSBU MAINTENANCE DREDGING  
CEC FILE NO. 25.338  
JUNE 4, 2026  
Charlotte County WO#364 FILE #20260106**

**PROJECT DEFINITION**

This scope of work has been requested to assist the County assess and evaluate storm impacts on the Northwest Port Charlotte Waterway System, and design and administer the next maintenance dredge project. Environmental permitting shall be completed under a separate task order. The dredging extents are as follows:

- Myakka River Main Channel: Stations 0+00 to 75+00
- Venus Waterway: Stations 100+00 to 121+50 (Bridge)
- Apollo Waterway: Stations 191+60 to 234+00
- Cheshire Waterway: Stations 300+00 to 330+00 (Bridge)

The Project shall consist of dredging approximately 17,000 linear feet of channel to a depth of -5ft MLW by removing approximately 16,000 CY as defined by a 2023 post-Ian survey conducted by CEC noting the County's 2024 post Helene/Milton survey coverage fell short of the prior survey so an updated volume could not be computed.

For the purpose of assessment only, the County has requested a survey of the Juno Waterway, approximately 1,600 linear feet, be included in the Project.

**SCOPE OF SERVICES**

**TASK 1. DESIGN SURVEY**

Establish temporary survey control. Temporary benchmarks shall be established for a Real Time Kinematic (RTK) Base Station. Conduct the bathymetric survey for the five (5) waterways following historic baselines at 50-foot intervals and points of intersection. Deploy a land-based RTK Global Positioning System (GPS) reference station. The system will transmit corrections to a vessel-mounted RTK GPS system resulting in accurate vessel positioning as well as real-time water level determination at the location of the survey vessel.

Field operations will be conducted by two-man survey team using a survey vessel outfitted with the following survey instrumentation (or equivalent):

- Trimble RTK GPS,
- HYPACK navigation and data-logging computer system,
- Digital survey fathometer with a narrow beam 200 kHz. transducer.

Standard calibrations will be performed on-site including navigation control checks and bar checks. The surveys will be conducted in accordance with USACE Hydrographic Surveying Manual EM-1110-2-100 and meet State of Florida standards including the requirements set forth in Chapter 5J-17 (F.A.C.) Florida Administrative Code.

All survey units will be in feet and referenced horizontally to the Florida State Plane Coordinate System, West Zone (NAD83/07 Florida West Zone). Sounding data will be feet referenced to the North American Vertical Datum of 1988 (NAVD88). Data will be collected continuously along each cross-section. The Deliverables will include AutoCAD files, XYZ data files, and PDF files for the surveys.

## **TASK 2. ENGINEERING ASSESSMENT REPORT**

Utilizing the available historic data, compute the background infilling rates, infilling between the last available historic survey and post-storm survey to be provided by the County, and storm related infilling to quantify incident related damages associated with the Myakka River and Venus, Apollo, and Cheshire Waterways. Meet with County to review results of data collection and storm impact analyses. Prepare an engineering assessment report. Report shall include Project Location, History and Performance; Engineering Design Summary; Environmental Permit and Compliance History; Details of Dredging History; Hurricanes Helene/Milton Storm Impact Assessment; Details of Construction Methods to Repair the Project; Outline of Permits and Regulatory Authorities that will be required to Repair the Project; Drawings depicting as-built, monitoring, and post-storm conditions; and Opinion of Probable Construction Cost to Repair Project.

## **TASK 3. FEMA TECHNICAL ASSISTANCE**

Provide the County technical assistance in support of requesting FEMA post-storm recovery public assistance to address impacts from Hurricanes Helene and Milton. CEC shall assist the County in responding to one (1) request for additional information from FEMA. Prepare and participate in two (2) virtual meetings as requested by the County to discuss all the public assistance claim(s). As the magnitude of the storm impacts have not been determined the budget presented is limited. Site visits with FEMA representatives to review damages, additional requests for information, and additional meetings shall be provided as additional services.

## **TASK 4. FINAL DESIGN**

Utilizing the most recent survey and permitted dredge template, compute dredge volumes to the permitted dredge depths. Prepare drawing of the dredge plans with color contours, cross-sections, potential dredge volumes, and channel markers located at the time of most recent survey.

Prepare and submit to County draft construction plans to show general scope, character, and extent of the work to be furnished and performed by Contractor. Plans shall include horizontal and vertical control, survey baselines, staging areas, access corridors, dredging plans with table identifying dredge volumes, disposal details, and construction details. Prepare for incorporation into County's Bid Documents draft construction specifications including description of work, special terms and conditions, quantity estimates, bid schedules, and technical specifications describing the general scope, character and extent of work to be furnished and performed. Develop draft of Final Opinion of Probable Construction Cost (FOPCC). Construction costs shall be broken down by mobilization and

demobilization, offload and disposal site preparation and restoration, dredging, trucking, and environmental protection. Conduct one meeting with County to obtain their input and complete one round of edits on the draft deliverables. Based on review, prepare and submit to County one reproducible engineering scaled set of final drawings, one reproducible set of technical specifications and special conditions, and FOPCC along with electronic copies.

**TASK 5: BID PHASE SERVICES**

Assist County conduct one-time solicitation of bid process. Attend pre-bid meeting. Assist County prepare addenda. Consult with County as to acceptability of received bids. Assist County in evaluating bids and make a recommendation of award. Evaluate opportunities with County and Contractor to provide cost savings. Assist the County negotiate the terms and conditions of the construction contract with Contractor. Assist the County issue Notice of Award/Notice to Proceed.

**TASK 6. CONSTRUCTION PHASE SERVICES**

Provide Construction Phase Services. Attend pre-construction and monthly construction meetings with County and Contractor covering work progress and schedule, conformance to plans and specifications, and other relevant issues to be addressed. Prepare and submit construction commencement notices to agencies. Consult with County and Contractor as reasonably required and necessary with regard to construction, assist County issue interpretations and clarifications during construction, and prepare work change orders as directed by County.

Make site visits at intervals appropriate to various stages of construction as deemed necessary in order to observe, as an experienced and qualified design professional, progress and quality of Contractor's work. Based on information obtained during such visits and on such observations, endeavor to determine in general if such work is proceeding in accordance with Contract Documents and keep County informed of work progress. Budget assumes one site visit per week on average.

Determine amounts owed to Contractor, and recommend, in writing, payments in such amounts. Such recommendations of payment will constitute a representation to County, based on such observations and review, that work has progressed to point indicated, and that, to best of our knowledge, information, and belief, quality of such work is generally in accordance with Contract Documents (subject to evaluation of such work as a functioning whole prior to or upon Substantial Completion, to results of any subsequent tests called for in Contract Documents and to other qualifications stated in recommendation). Upon receiving written notice from County that Project is substantially complete, conduct one-time comprehensive review, prepare punch list of items needing completion or correction, forward said list to County and Contractor, and provide written recommendations to County concerning acceptability of work done and use of Project. Upon receiving written notice from County that Project is finally complete, perform final site observations in conjunction with County to verify punch list has been completed and Project is ready for its intended use, and assist County in closing out construction contract. Prepare and submit Agency Final Certifications.

The budget is based on a 180-day construction window. Services beyond 180 days shall be provided as additional services.

**TASK 7. CONSTRUCTION SURVEYS**

Surveys shall be conducted following the protocols listed in Task 1.

Conduct detailed bathymetric survey to obtain existing conditions before dredging (BD). Reduce survey data to Project datums. Utilizing surveyed cross sections and authorized channel dredge templates, compute dredge volumes within permitted cuts using TIN surface to surface comparison method. Provide updated plans, cross-sections, and dredge volumes.

Conduct construction stake-outs of the dredge cuts as follows. Install PVC pipes at approximate 100-ft stations and points of inflection along one side of dredge template, at an offset to be determined in conjunction with Contractor. Budget includes one (1) stake-out for each of the four waterways.

Conduct detailed bathymetric survey of dredge cut to obtain existing conditions after dredging (AD). Survey stations and intervals shall match BD survey. Budget includes two (2) AD surveys for the Myakka River Main Channel, and one (1) AD survey for each of the three connecting waterways (Venus, Apollo, Cheshire). Reduce survey data to Project datums. Compute volume removed from permitted cut. Provide plans, cross-sections, and pay volumes.

**TASK 8. ADDITIONAL CONSTRUCTION ALLOWANCE**

It is anticipated that additional construction surveys or site visits may be necessary. A budget is recommended for the surveys under this task which must be approved by the County prior to conducting the supplemental surveys or site visits.

**FEES**

The scope of services will be provided on a fixed fee basis as presented on the following table. Payment for services shall be made on a monthly basis on a percent complete basis. The budget does not include Environmental Compliance Officer nor turbidity monitoring services.

<b>Task</b>	<b>Description</b>	<b>Cost</b>
1	Design Survey	\$19,480
2	Engineering Assessment Report	\$4,970
3	FEMA Technical Assistance	\$2,600
4	Final Design	\$8,170
5	Bid Phase Services	\$4,050
6	Construction Phase Services	\$66,900
7	Construction Surveys	\$77,700
8	Additional Construction Allowance	\$13,760
<b>Total</b>		<b>\$197,720</b>

Please contact us if you have any questions regarding the above matters. I can be reached at 239-643-2324, ext. 126, or by email at [mpoff@cecifl.com](mailto:mpoff@cecifl.com).

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COASTAL ENGINEERING CONSULTANTS, INC.

Sincerely,  
COASTAL ENGINEERING CONSULTANTS, INC.

A handwritten signature in blue ink that reads "Michael T. Poff". The signature is stylized with a large, looped initial "M" and a distinct "P" at the end.

Michael T. Poff, P.E., President