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EXHIBIT A SCOPE OF SERVICES

CHARLOTTE COUNTY WORK ORDER – DESIGN: ENGLEWOOD BEACH BOARDWALK AND WALKOVERS

SECTION I PROJECT DESCRIPTION

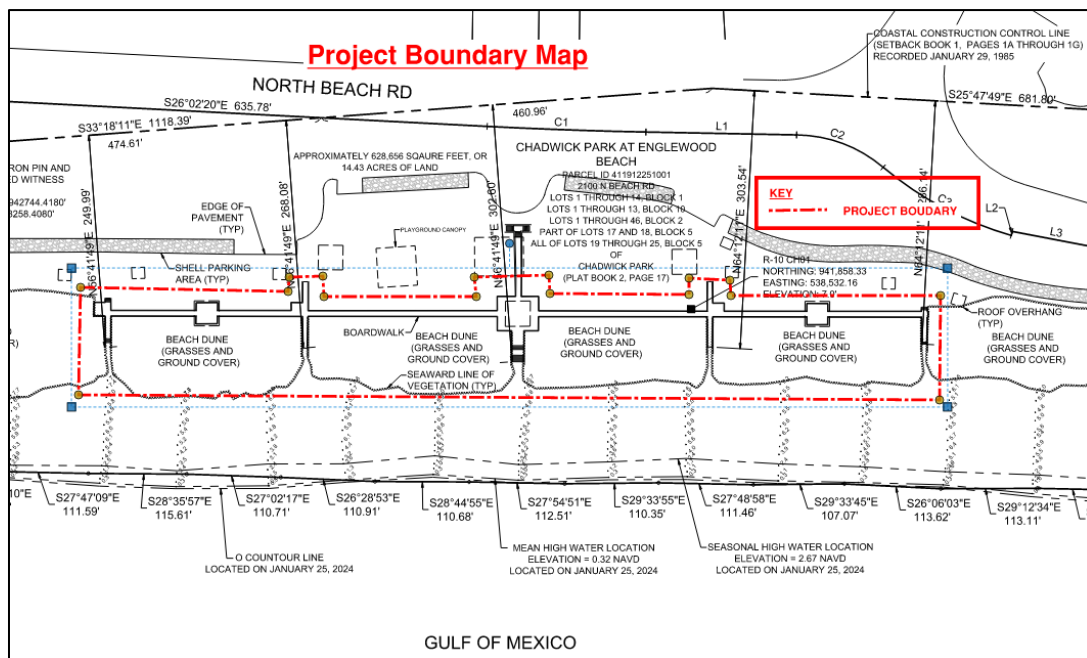
Giffels-Webster Engineers, Inc. (CONSULTANT) will provide design, permitting, and limited construction observation services for the Englewood Beach Boardwalk and Walkovers project at Chadwick Park, 2100 North Beach Road, Englewood, Florida. The project is administered by Charlotte County (COUNTY).

This FEMA-funded disaster recovery project (DR-4834-FL) includes replacing approximately 10,000 square feet of fixed timber structures—specifically, three (3) overlook pavilions, five (5) dune walkovers, and associated shower areas. Structures span the beach access corridor and vary in elevation.

While the project anticipates full replacement, the preliminary phase will explore alternative layouts, materials, and construction methods to improve resiliency, ADA compliance, and FEMA alignment. Minor adjustments including possible reductions in footprint may be proposed, but the intent remains to replace the existing structures in kind.

The project is within the County-owned limits shown in the embedded project boundary map.

Note: Any services not specifically listed in this Scope of Services are excluded.



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SECTION II SCOPE OF SERVICES

Task 1 – Site Analysis / Permitting

The CONSULTANT will perform site analysis and manage permitting efforts required for the replacement of the beach boardwalk and walkover structures.

- a. Data Review
 1. Evaluate available record drawings, GIS data, aerial imagery, and FEMA flood zone information.
 2. Review FDEP Coastal Construction Control Line (CCCL) mapping and historical permitting data.
- b. Utility & County Coordination
 1. Coordinate with utility providers and Charlotte County departments (including Parks & Recreation, Zoning, and Public Works).
- c. Survey Integration
 1. Utilize updated boundary and topographic survey provided by the COUNTY to support base mapping, preliminary alignments, and permit exhibits.
- d. Environmental Assessment
 1. Perform a listed species site assessment within project boundary
- e. Permitting
 1. Prepare and submit FDEP Environmental Resource Permit (ERP) application, including supporting narratives, impact minimization strategies, and mitigation approach
 2. Prepare and submit USACE Section 404/10 permit application, including coordination with coastal resource agencies and support meetings
 3. Ensure compliance with FEMA Environmental and Historic Preservation (EHP) requirements
 4. Confirm with Charlotte County Zoning that Site Plan Review is not required due to work remaining within the approximate existing footprint

Deliverables:

1. Base survey files (AutoCAD + PDF)
2. Permit applications and agency correspondence
3. FEMA EHP documentation package
4. Zoning coordination correspondence

Task 2 – Preliminary Study and Schematic Design Phase

The CONSULTANT will prepare a preliminary study in the form of a technical memorandum presenting schematic-level design options for the boardwalks, walkovers, pavilions, and showers. The purpose is to confirm the project scope and guide decisions related to resiliency, accessibility, and FEMA compliance. While the replacement of existing structures is anticipated, alternatives may explore layout adjustments or material changes to improve long-term durability and regulatory alignment. Tasks include:

- f. Preparation of a Technical Memorandum addressing:
 1. Preliminary layout and alignment concepts
 2. ADA compliance considerations
 3. Storm resiliency and FEMA-compliant design strategies
 4. Evaluation of material and construction alternatives
 5. Recommendation of preferred concept and scope

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- g. Presentation support for a Board of County Commissioners (BOCC) meeting, including visual exhibits and summary documentation.

Deliverables:

- 1. Technical Memorandum (PDF)
- 2. Conceptual layout exhibits (PDF)
- 3. Preliminary Opinion of Probable Cost (PDF + Excel)
- 4. BOCC presentation materials (PDF or PowerPoint format)

Task 3 – Design Development Phase

The CONSULTANT will advance the preferred schematic alternative to final construction documents suitable for permitting, bidding, and construction. This includes finalizing the layout, materials, structural components, and integrating FEMA funding requirements. All work will incorporate feedback from County staff.

Tasks include:

- a. Final layout and structural detailing of boardwalks, walkovers, pavilions, and showers
- b. Selection of durable, resilient materials and construction methods suitable for a coastal environment
- c. Development of coordinated plans, technical specifications, bid form, and detailed opinion of probable cost (OPC)
- d. Conducting review meetings with County staff to ensure alignment with project goals and funding requirements

Deliverables:

- 1. 90% and 100% Construction Plans (PDF)
- 2. Final Opinion of Probable Cost (PDF + Excel)
- 3. Final Bid Form (Excel or Word + PDF)
- 4. AutoCAD files for construction use
- 5. Meeting summaries documenting design coordination and decisions

Task 4 – Bidding Assistance

The CONSULTANT will assist Charlotte County during the bidding phase by providing technical support, clarifications, and ensuring bid documents meet FEMA disaster recovery requirements.

Tasks include:

- a. Responding to RFIs
- b. Participating in pre-bid meeting
- c. Ensuring FEMA provisions are in bid documents

Deliverables:

- 1. RFI responses (electronic)
- 2. Bid document support (electronic)

Task 5 – Construction Observation

The CONSULTANT will provide limited construction observation services to support compliance with the approved plans, specifications, and FEMA requirements. Tasks include:

- a. Preconstruction meeting
- b. Periodic site visits
- c. Review of shop drawings and submittals
- d. As-built review and coordination

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- e. Final inspection and punch list
- f. Certification of completion
- g. Davis-Bacon and Buy America compliance assistance

Deliverables:

- 1. Preconstruction meeting notes
- 2. Reviewed submittals (electronic)
- 3. Final inspection report and punch list
- 4. As-built review and certification (electronic)

SECTION III COMPENSATION AND SCHEDULE

Fees

Task	Task Total	Compensation Terms
Task 1 – Site Analysis / Permitting	\$54,700.00	Lump Sum
Task 2 – Schematic Design Phase	\$53,750.00	Lump Sum
Task 3 – Design Development Phase	\$77,000.00	Lump Sum
Task 4 – Bidding Assistance	\$5,000.00	Lump Sum
Task 5 – Construction Observation	\$59,425.00	Lump Sum
Total	\$249,875.00	Lump Sum

Anticipated schedule

Milestone	Timeframe from Notice to Proceed (Calendar Days)
Design Phase (Tasks 2-3)	120
Permitting (Task 1)	Concurrent; timeline TBD based on agency coordination
Task 5 – Construction Observation	270 calendar days (post-award)