
**PORT CHARLOTTE BEACH PARK SHORELINE STABILIZATION
SCOPE OF SERVICES
CEC FILE NO. 25.426
NOVEMBER 4, 2025**

INTRODUCTION

The scope of services presented herein is designed for Coastal Engineering Consultants, Inc. (CEC) to assist Charlotte County (County) implement the recommendations of the Port Charlotte Beach Park Erosion and Navigation Channel Study prepared CEC dated August 26, 2024. The recommended features included the floating breakwater system, living shoreline unit under the pier, maintenance dredging and sediment trap excavation with sand placement on the park beach areas, and importing beach compatible sand. The combination of these features is the optimal alternative for achieving the goals of reclaiming recreational beach and stabilizing the shoreline while reducing channel infilling to increase the time cycle between maintenance dredge events. The scope will include refining the recommended features with respect to the County's Park redevelopment plans, recent storm impacts, and ongoing recovery efforts.

SCOPE OF SERVICES

TASK 1. DATA COLLECTION

Arrange, prepare for, and attend one meeting with County to discuss the Project goals, identify concerns and issues, obtain initial input, establish lines of communication and contact people, and identify stakeholders. Discuss Park redevelopment plans, recent storm impacts, and ongoing recovery efforts as they relate to the recommended features.

In support of the design and permitting, conduct limited bathymetric survey, locate existing features, map submerged resources, measure facility details, and identify site constraints that could affect construction and implementation. Conduct a limited number of soil borings and / or probes along the floating breakwater system alignment. Prepare an existing conditions plan depicting the existing conditions of the uplands, shoreline, and channel including the following information.

- Property boundaries and mean high water line
- Site infrastructure including proposed redevelopment plans
- Topographic and bathymetric contour lines
- Environmental and resource protection areas
- Shoreline features
- Marine structures
- Signage and marking

TASK 2. PRELIMINARY DESIGN

Prepare and submit to the County draft Preliminary Design Plans consisting of cover page, existing conditions survey, proposed site plan, typical design sections, and detail sheets. Develop a Preliminary Opinion of Probable Construction Cost based on a $\pm 25\%$ margin of error inclusive of soft costs. Construction costs shall be broken down by feature. Review the draft deliverables with the County to obtain their input and complete one round of edits to the Preliminary Design Plans. The Preliminary Plans will be of sufficient form for utilization in the permit applications.

TASK 3. PERMIT APPLICATIONS

Coordinate, prepare for, and present the Project to the FDEP and USACE in one (1) pre-application meeting to garner their input and identify issues or concerns.

Prepare draft permit drawings on 8/12" x 11" format. Prepare technical materials for inclusion in the State and Federal Permit Applications including justification statement to document the need for the Project, maps and aerial photos, endangered species, water quality, and sea grass protection plans during construction, NMFS Section 7 Checklist Form and USFWS Manatee Biological Evaluation, and adjacent property owners. Based on County's comments, finalize and submit the Permit Applications to the State and Federal agencies. The budget includes the primary improvements, and assumes no mitigation is required. If mitigation is required by the permit agencies, services to develop a mitigation plan shall be provided as additional services.

TASK 4. PERMITTING PROCESSING

Monitor the progress of the Permit Applications with the regulatory agencies. Assist County in preparing and responding to the permit agencies' Requests for Additional Information (RAI) to answer questions and address their concerns. Coordinate receipt of needed jurisdictional, regulatory and operational approvals from the State and Federal agencies. Prepare for County a summary of the agency approvals listing the special permit conditions, responsible party, and time frame for implementation and construction for the Project. Budget includes one(1) RAI response each for FDEP and USACE.

TASK 5. FINAL DESIGN

Prepare construction plans to show the general scope, character, and extent of the work to be furnished and performed. The plans shall include existing conditions; horizontal and vertical control; survey baselines; construction access and staging areas; site plans for channel dredging, beach fill, living shoreline unit under pier, and floating breakwater system; typical profiles and cross sections; construction details; quantity requirements; and environmental protection measures. Prepare detailed construction specifications including description of work, special provisions, quantity estimates, schedule of values, and technical specifications describing the general scope, character, and extent of work to be furnished and performed. Develop a Final Opinion of Probable Construction Cost including a 10 percent contingency. Construction costs shall be broken down by project feature such as mobilization and demobilization, site preparation, demolition, and environmental protection. Prepare Bid Schedule and Special Provisions.

Review drafts of the deliverables with the County to obtain their input and complete one round of edits. Based on the review, prepare and submit to the County one reproducible engineering scaled set of final drawings along with one electronic copy of both CADD and PDF files, and one reproducible set of construction specifications along with one electronic copy of both Word and PDF files.

TASK 6 BID PHASE SERVICES

The CONSULTANT shall perform the following tasks and assist the County in coordinating a one-time bid process. Attend pre-bid meeting. Assist the County issue addenda as appropriate to interpret, clarify or expand the Bid Documents. Evaluate bids. Check bidder references. Render recommendation for award to the lowest responsible and responsive bidder.

Assist the County evaluate opportunities with the Contractor to provide cost savings, assist the County negotiate the terms and conditions of the construction contract with the Contractor, and assist the County issue Notice of Award and Notice to Proceed.

TASK 7. CONSTRUCTION PHASE SERVICES

Arrange, prepare for, and attend one (1) pre-construction meeting with the County, contractor, and appropriate stakeholders designated by the County to discuss the construction; develop the schedule; review permits, plans, and specifications; identify concerns and issues; and establish lines of communication and contact people.

Review the Contractor's work plan, shop drawings and submittals to determine compliance with the plans and specifications. Upon completion of the review, submit to the County in writing recommended changes or a written approval of the Contractor's work plan, shop drawings and submittals. Attend routine construction meetings with the County and contractor covering work progress and schedule, conformance to plans and specifications, and other relevant issues that need to be addressed. Record and distribute meeting minutes.

Consult with the County and contractor as reasonably required and necessary with regard to construction. Assist the County prepare required field changes, change orders, or contract modifications requested by the contractor and submit to the County for approval. Provide contractor with instructions issued by the County in addition to providing any necessary interpretations or clarifications of the contract documents requested by contractor. Make determinations on non-conforming and unauthorized work as authorized in the contract documents. Based upon construction observations and evaluations of data reflected in contractors' request for payment, render recommendations concerning amounts owed.

Make visits to the site at intervals appropriate to the various stages of construction as deemed necessary in order to observe, as an experienced and qualified design professional, the progress and quality of the various aspects of the 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 the Contract Documents and keep the County informed of the progress of the work.

Upon receiving written notice the Project is substantially complete, conduct a one-time comprehensive review of the Project, develop a list of items needing completion or correction, forward said list to the contractor and provide written recommendations to County concerning the acceptability of work done and the use of the Project. Upon receiving written notice from the County the Project is finally complete, and perform final site observations in conjunction with the County. Assist the County in closing out construction contract.

The budget is based on a 120-day construction window. Services beyond 120 days shall be provided as additional services.

TASK 8. CONSTRUCTION SURVEYS

Establish horizontal and vertical control, one-time, on the uplands within the Project to be used by the Contractor for survey control and construction stake-out of the work limits. Conduct detailed bathymetric survey of the Sunrise Waterway 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 cut using TIN surface to surface comparison method. Provide plans, cross-sections, and dredge volumes. Conduct construction stake-outs of 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. Conduct detailed bathymetric survey of dredge cut to obtain existing conditions after dredging (AD). Survey stations and intervals shall match BD survey. Budget includes one (1) AD survey. Reduce survey data to Project datums. Compute volume removed from permitted cut. Conduct pre- and post-construction topographic surveys of the beach fill disposal areas. Budget includes one (1) pre-construction survey and one (1) post-construction survey. Conduct one (1) stakeout of the beach fill disposal area. Conduct one-time construction stake-out of the floating breakwater system and living shoreline unit under the pier alignments.

Provide plans, cross-sections, and pay volumes. Conduct surveys in accordance with State and Federal standards for topographic and bathymetric surveys. Provide survey data deliverables in XYZ Format. Provide drawing deliverables in PDF format along with CADD files. Provide volume tables in PDF format.

TASK 9. DESIGN ALLOWANCES

It is anticipated that additional work may be necessary for Project design including but not limited to data collection, preliminary design, and final design to address refinements to the recommended features based upon current site conditions or Park redevelopment plans. All scopes of work under this task must be reviewed and approved by the County for the additional design work. The services will not exceed the authorized amount.

TASK 10. PERMITTING ALLOWANCE

Because of the complex nature of the work involving marine environments, it is anticipated additional work may be necessary including but not limited to preparation of the federal public notice, consultation letters with U.S. Fish and Wildlife Service and National Marine Fisheries Service, and draft environmental assessment and statement of findings. An allowance is recommended for these circumstances. All scopes of work under this task must be reviewed and approved by the County for the additional permitting work. The services will not exceed the authorized amount.

TASK 11. CONSTRUCTION ALLOWANCE

It is anticipated additional work may be necessary during the construction phase including but not limited to construction administration and support beyond the 120-day contract time, construction stake-out, as-built surveys, permit required environmental monitoring and reporting to permit agencies. An allowance is recommended for these services. All scopes of work under this task must be reviewed and approved by the County for the additional permitting work. The services will not exceed the authorized amount.

Providing an Environmental Compliance Officer for dredging work is outside the scope of services and can be provided on a time and materials basis.

COUNTY RESPONSIBILITIES

The scope of services and budget are based on the County providing the following:

- Public Noticing
- Permit Fees

SCHEDULE AND 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.


Task	Description	Cost	Schedule
1	Data Collection	\$18,845	60 Days
2	Preliminary Design	\$16,789	60 Days
3	Permit Applications	\$22,086	60 Days
4	Permit Processing	\$15,478	3 Years*
5	Final Design	\$12,649	60 Days*
6	Bid Phase Services	\$3,667	120 Days*
7	Construction Phase Services	\$39,671	120 Days**
8	Construction Surveys	\$40,208	120 Days**
8	Design Allowance	\$8,181	TBD
9	Permitting Allowance	\$5,075	TBD
10	Construction Allowance	\$12,233	TBD
Total		\$194,882	

* denotes concurrent tasks

** denotes concurrent tasks (Federal Permit Process is Critical Path)

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.

Sincerely,
COASTAL ENGINEERING CONSULTANTS, INC.

A handwritten signature in blue ink, appearing to read "Michael T. Poff", with a stylized flourish at the end.

Michael T. Poff, P.E., President