

**WORK ORDER 4**

**Dune Crossover Replacement for Two Structures and Dune Ramp Repair  
at the Tracking Station Beach Access**

This Work Order Number 4 is entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2023, pursuant to that certain Continuing Architectural Services Agreement for Professional Services entered into as of the 17<sup>th</sup> day of April, 2018, renewed and amended as of May 18, 2021 (collectively referred to as the "Agreement"), by and between INDIAN RIVER COUNTY, a political subdivision of the State of Florida ("COUNTY") and Coastal Waterways Design & Engineering LLC ("CONSULTANT").

The COUNTY has selected the CONSULTANT to perform the professional services set forth on Exhibit A (Scope of Work), attached to this Work Order and made part hereof by this reference. The professional services will be performed by the CONSULTANT for the fee schedule set forth in Exhibit B (Fee Schedule), attached to this Work Order and made a part hereof by this reference. The CONSULTANT will perform the professional services within the timeframe more particularly set forth in Exhibit C (Time Schedule), attached to this Work Order and made a part hereof by this reference all in accordance with the terms and provisions set forth in the Agreement. Pursuant to paragraph 1.4 of the Agreement, nothing contained in any Work Order shall conflict with the terms of the Agreement and the terms of the Agreement shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first written above.

**CONSULTANT:  
COASTAL WATERWAYS DESIGN  
& ENGINEERING LLC**

**BOARD OF COUNTY COMMISSIONERS  
of INDIAN RIVER COUNTY**

By: \_\_\_\_\_  
**Stephen W. Boehning, P.E., CFM**

By: \_\_\_\_\_  
**Joe Earman, Chairman**

Title: President

BCC Approved Date: \_\_\_\_\_

**Attest: Jeffrey R. Smith, Clerk of Court and Comptroller**

By: \_\_\_\_\_  
**Deputy Clerk**

Approved: \_\_\_\_\_  
**Michael Zito, Interim County Administrator**

Approved as to form and legal sufficiency: \_\_\_\_\_  
**Dylan T. Reingold, County Attorney**

## **EXHIBIT A – SCOPE OF WORK**

### **Dune Crossover Replacement for Two Structures and Dune Ramp Repair at the Tracking Station Beach Access**

The County seeks to replace two (2) dune crossover access structures and repair the existing ramp structure located at Tracking Station Beach Access. The two replacement structures would that would be positioned on the site to minimize damage of the new structure and seek to minimize associated disruption of service to park goers, or to be designed to minimize storm related damage so that the structure can be made operational in an efficient and timely manner. This proposal is to design and seek state and local permits and to provide construction administration services for replacement of two (2) Tracking Station Beach Access dune crossover structure to replace the existing damaged structure and for one (1) repair of the existing ramp. The objective of this design is to provide a new structure that is more resistant to storm damage through repositioning the new crossover or by design, or a combination of both and provide design for repair to the ramp.

The requested professional coastal engineering and environmental services are limited to Permitting, Design and Construction Administration Services for replacement of two (2) dune crossover access structures and repair of the existing ramp structure located at Tracking Station Beach Access:

#### **Task 1a – FDEP Permit/Indian River County Pre-application Conference and Conceptual Design**

CONSULTANT will conduct by telephone a pre-application meeting with the Department of Environmental Protection (DEP) staff and conduct a pre-application meeting with Indian River County Planning Division and Building Department staff, as necessary, to discuss the conceptual plan for beach access. CONSULTANT will prepare conceptual design drawings to use during the discussions of the project with FDEP and County staff. CONSULTANT shall prepare minutes of the pre-application conferences.

CONSULTANT will obtain beach profile data from Indian River County and the Florida Department of Environmental Protection (FDEP). This will form the basis for the CONSULTANT conceptual design that will be utilized in preparation of the permit sketches.

CONSULTANT will prepare a conceptual design for a dune crossover structure consistent with existing FDEP and Indian River County rules and codes. CONSULTANT will prepare a plan drawing, a cross-sectional drawing, and an opinion of probable initial construction costs. CONSULTANT will meet with the COUNTY staff to present the conceptual design. At this meeting, the COUNTY will approve the conceptual design or identify a conceptual design to be the basis of preliminary and final design.

### **Task 1b – Survey**

A topographic survey of the existing conditions is required by the County and the DEP.

CONSULTANT will obtain a topographic survey of the beach and dune that meets the DEP requirements and provides a basis for the cross-section design template for permitting and construction documents.

CONSULTANT professional land surveying subconsultant will perform a topographic survey of the Project area including establishment of a baseline. The survey will; define park features including parking, buildings, amenities, define the upland and seaward extent of dune vegetation; identify the top of dune, toe of dune, and crest width of the dune. The survey will consist of at least one beach profile as required by FDEP Permit Rules, including elevations recorded at least every 25 feet on center and at any break in slope. The profiles shall extend from the approximate landward toe of dune, or approximately 20 feet landward of the seaward dune crest, to the zero-contour line. Plan view and cross-sectional drawings of the survey results will be prepared by CONSULTANT which shall serve as the basis of design and permitting for the Project. CONSULTANT shall subcontract a portion of this work to a registered Florida licensed surveyor.

### **Task 2 – Preliminary and Final Design**

CONSULTANT will prepare preliminary and final design drawings for the proposed project that will consist of a dune crossover structure meeting the design criteria established in the conceptual design task of this scope of work. For each phase, CONSULTANT will provide an opinion of probable costs and meet with the COUNTY to review the design. Final design shall include signed and sealed construction plans and specifications suitable for bidding and construction of the project.

CONSULTANT will prepare a preliminary design to be submitted with the permit application and subsequently used to prepare 24" x 36" construction drawings for bidding purposes. The preliminary design will utilize the conceptual design sketches and will be updated with information from the pre-application meeting and our meeting with the COUNTY.

Final design drawing updates will be completed after receipt of the permit, as necessary, and shall include signed and sealed construction plans and specifications. For each phase, CONSULTANT will provide an updated opinion of probable costs and meet with the COUNTY to review the design.

### **Task 3a - DEP Permit Application**

Based on the results of the pre-application conference with FDEP staff and on the preliminary design, CONSULTANT will prepare a formal application for a FDEP permit for the dune crossover structure.

To fulfill DEP requirements, the COUNTY will provide to CONSULTANT:

- 1) a copy of the Warranty Deed for the project property;
- 2) a signed "Certificate of Owner's Authorization"; and
- 3) the required FDEP permit application fee. (estimated at \$1,000)

### **Task 3b – Indian River County Approval Application**

CONSULTANT will complete the necessary Indian River County Approval Application and submit to the County for Site Planning approval. CONSULTANT shall complete the necessary County Approval Application Forms including providing the required number of plans, a project description, One (1) aerial of site with project overlaid showing surrounding 100 feet, One (1) Copy of the Owner's Deed, Letter of Authorization from Property Owner if owner is not applicant,

CONSULTANT shall provide evidence of compliance with Indian River County Dune Vegetation regulations and apply for necessary vegetation alteration permits. In general, COASTALWATERWAYS shall include a survey of the construction area, including a plan view, Aerial photograph, detailed description of the proposed re-vegetation and maintenance plan, including vegetation species, planting schedule, and maintenance schedule.

The County shall pay any application fee.

### **Task 3c – DEP Permit and County Approval Processing**

CONSULTANT will represent the project before DEP and County permit review staff towards obtaining permits for the work consistent with the design approved by the COUNTY in Task 2. CONSULTANT will contact FDEP and County staff to address staff questions and concerns and to expedite their review and processing of the permit application. CONSULTANT will confer with the COUNTY as to (a) interpretation of FDEP and County rules and regulations, and (b) responses to any FDEP and County staff requests for additional information. CONSULTANT will provide written responses to DEP and County staff to address staff requests for additional information. CONSULTANT will represent the project before FDEP and County staff toward securing approval of permits for the project.

Additional surveys, studies or analysis not identified may be required by the agencies. These surveys/studies/analyses are beyond the scope of this work. Upon request by the FDEP for

additional surveys/studies/analysis, CONSULTANT will submit a separate proposal requesting the COUNTY's authorization for these additional services.

#### **Task 4 - Construction Administration Services**

CONSULTANT will assist the COUNTY with answers to potential bidders' questions and assist the COUNTY with issuance of one (1) addendum if necessary. CONSULTANT will assist the COUNTY Representative in bidding and negotiating a construction agreement.

CONSULTANT will assist the County with providing Building Permit processing assistance to the County selected Contractor. This assistance is limited to CONSULTANT providing a response to Building Code Official comments that are specifically related to the CONSULTANT design documents submitted for Building Department review. Specifically, the work by CONSULTANT will include the Building Department's engineered drawing requirements. Work by CONSULTANT will not include preparation and submittal of a Building Permit Application.

CONSULTANT will conduct an on-site pre-construction meeting with the COUNTY Representative and the selected contractor. CONSULTANT will review shop drawings and up to two (2) change orders if necessary. CONSULTANT will make up to five (5) daily site observation, additional daily site observations will be negotiated at our hourly rates if deemed necessary. Daily site observations shall include identifying that the Contractor is performing the scope of work in accordance with the plans, specifications and permits. In addition, CONSULTANT will make a final site observation and submit a certification to the regulatory agencies to identify conformance of the project to the specifications, plans and permit.

The COUNTY will provide all permit application fees, publishing fees, and additional surveys and testing reports required by the FDEP and any associated agencies. Additional surveys, studies or analyses may be required by the agencies. These surveys, studies, or analyses are beyond the scope of this work but may be provided by CONSULTANT under separate authorization.

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**EXHIBIT B – FEE SCHEDULE**

The COUNTY agrees to pay, and the Consultant agrees to accept for services rendered pursuant to this Agreement, fees inclusive of expenses in accordance with the following (see NOTE below):

A. Professional Services Fee

The basic compensation mutually agreed upon by the Consultant and the COUNTY is as follows:

*Lump Sum Components*

<u>Task</u>	<u>Labor Fee</u>
Design, Permitting and Construction Administration Services	\$ 45,500.00
Project Total	\$ 45,500.00

NOTE: The above professional fees do not include required permit application fees for permits to be obtained by CONSULTANT, to be paid by the County.

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**EXHIBIT C – TIME SCHEDULE**

Upon authorization to proceed by the COUNTY, permit application and preliminary design documents are expected to take approximately twenty weeks (20) weeks from the Notice to Proceed (NTP).

DEP Permit and County Approval Processing is dependent upon agency review timing.

Construction Administration Services schedule is dependent upon County contract bidding and negotiation timing

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