

RESOLUTION NO. 2024 - 169

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFQ NO: 23-47; BEACH MANAGEMENT PLAN TO OLSEN ASSOCIATES, INC. AS THE TOP-RANKED FIRM AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR THE COMPLETION OF COMPREHENSIVE BEACH MANAGEMENT PLAN.**

**RECITALS**

**WHEREAS**, St. Johns County recognizes the value of protecting, preserving, and restoring its approximately forty-one (41) miles of Atlantic coastline with proactive and state-of-the-art measures. Therefore, the County engaged the formal RFQ process to obtain proposals for the development of a comprehensive Beach Management Plan to design strategies to address sea level rise, resiliency, response to emergencies, use of new technologies, impacts of population growth, public access, public involvement in planning activities, potential funding sources, economic opportunities, and protecting dunes and wildlife habitats; and

**WHEREAS**, through the County's formal RFQ process, Olsen Associates, Inc., was identified as the top-ranked firm, and County staff has negotiated the scope and terms and conditions for a Professional Services Agreement to prepare a comprehensive Beach Management Plan; and

**WHEREAS**, the County finds that issuing a contract for this work serves a public purpose; and

**WHEREAS**, the project will be funded by the St. Johns County Coastal Management Department.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA**, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to award RFQ No: 23-47; to Olsen Associates, Inc., as the top ranked firm.

Section 3. Upon Board approval, the County Administrator, or designee, is further authorized to execute the Professional Services Agreement in substantially the same form and format as the attached draft for a comprehensive Beach Management Plan.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida, on this 16th day of April, 2024.

**BOARD OF COUNTY COMMISSIONERS OF  
ST. JOHNS COUNTY, FLORIDA**

Rendition Date APR 17 2024

By: \_\_\_\_\_  
Sarah Arnold, Chair

**ATTEST: Brandon J. Patty,  
Clerk of the Circuit Court & Comptroller**

By: Crystal Smith  
Deputy Clerk





PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
ST. JOHNS COUNTY AND CONSULTANT

Professional Services Agreement No: 24-PSA-OLS-19617

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This Professional Services Agreement (hereafter “Agreement”) is made this \_\_\_ day of \_\_\_\_\_, 2024 (the “Effective Date”) by and between **ST. JOHNS COUNTY** ( “County”), a political subdivision of the State of Florida, whose principal offices are located at 500 San Sebastian View, St. Augustine, FL 32084; and **OLSEN ASSOCIATES, INC** (“Consultant”), a company authorized to do business in the State of Florida, with its principal offices located at: 2618 Herschel Street, Jacksonville, FL 32204; Phone: (904) 387-6114, and E-mail: [abrowder@olsen-associates.com](mailto:abrowder@olsen-associates.com), for **RFQ NO: 23-47; BEACH MANAGEMENT PLAN**, hereinafter referred to as the “Project”.

In consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows:

## ARTICLE I CONTRACT DOCUMENTS

### 1.1 THE CONTRACT DOCUMENTS

1.1.1 The Contract Documents consist of the following documents incorporated herein by reference:

- a) Professional Services Agreement
- b) Request for Qualifications No. 23-47, and all issued Addenda (Exhibit A)
- c) Consultant’s Rate Sheet accepted by the County (Exhibit B)
- d) Consultant’s Cost Proposal (Exhibit C)
- e) Task Orders, Change Orders and Amendments to this Agreement signed by the County
- f) Insurance furnished by Consultant meeting the requirements of Article XII

1.1.2 Documents not enumerated above are not Contract Documents and do not form part of this Agreement. In interpreting the Agreement and resolving any inconsistencies or ambiguities, the main body of this Agreement takes precedence over any of the Exhibits provided above unless expressly stated to the contrary.

## ARTICLE II AGREEMENT TERM

### 2.1 Term

This Agreement shall become effective upon the date of execution by all parties, shall be in effect for an initial contract term of three (3) calendar years (Initial Term), and may be renewed for up to one (1) calendar year renewal period (Renewal Term). This Agreement may be renewed, upon satisfactory performance by the Consultant, mutual contract by both parties, and the availability of funds. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under no obligation to renew this Agreement. It is further expressly understood that the option of renewal is exercisable only by the County, and only upon the County’s determination that the Consultant satisfactorily performed the Services specified in the Contract Documents.

## ARTICLE III DEFINITIONS

### 3.1 Definitions

When the following terms appear in the Contract Documents, they shall have the following meaning:

3.1.1 Addendum (Addenda): A document issued by the County during the bidding period which modifies, supersedes or supplements the Contract Documents.

3.1.2 Applicable Laws: All local, state, and federal laws, statutes, codes, ordinances, rules and regulations in effect at the time Services are performed under this Agreement.

3.1.3 Amendment: A written addition or modification of, or a waiver of a right or obligation under the terms of the Agreement executed by the County and issued after execution of the Agreement.

3.1.4 Claim: Any claim, liability, loss, demand, demand for arbitration, damage, lien, cause of action of any kind, obligation, responsibility, cost, expense, royalty, fee, assessment, penalty, fine, judgment, interest or award, pending or threatened, whether arising by law, contract, tort, voluntary settlement or otherwise.

Change Order: A written order to Consultant executed by the County, issued after execution of this Agreement, authorizing and directing a change in the scope of Services or an adjustment to the time or compensation for the

Services.

3.1.5 Compensation Method:

3.1.5.1 Lump Sum. Compensation may be determined as a lump sum amount. The lump sum amount shall constitute full payment for satisfactory performance of the Services including all direct and indirect labor, personnel related costs, taxes, expenses, costs, fees, overhead and profit, services of Subconsultants and/or subcontractors, and any other expense or cost of whatever nature incurred by Consultant as may be required and/or necessary to complete the Services and agreed to in writing by both parties to this Agreement.

3.1.5.2 Hourly Rate. Compensation may be determined as a Not-To-Exceed (NTE) amount. It is mutually understood and agreed that such compensation for Services satisfactorily performed will be made on the following hourly rate basis:

3.1.6.2(A) Actual Hours. Actual hours necessary, required, and expended by the Consultant's and/or Subconsultant's professional and technical personnel, shall be multiplied by the applicable hourly rates for each classification or position as set forth in Exhibit B (Consultant's Rate Sheet). The hourly rates shall constitute full payment for satisfactory performance of the Services including but not limited to all payroll costs and taxes, insurances, fees, overhead and profit, and any and all other costs or expenses of whatever nature incurred by Consultant except for Expenses approved in writing by the County pursuant to paragraph 3.1.6.2(B) below.

3.1.6.2(B) Reimbursable Expenses. In addition to the hourly rates, the Consultant shall also be reimbursed for travel and travel-related expenses, or other direct non-salary expenses directly attributable to the Services ("Expenses") provided such Expenses incurred by Consultant are approved in writing, in advance. Unless otherwise mutually agreed in writing in advance, any and all such Expenses shall comply with Section 112.061, Florida Statutes. The County shall not be liable for any such Expenses that have not been approved in writing in advance by the County. All requests for payment of such Expenses shall include copies of paid receipts, invoices, or other documentation acceptable the County. Consultant acknowledges and agrees that failure to furnish the required documentation may result in the County's denying all or part of the Expenses for which reimbursement is sought. Reimbursable Subconsultant expenses must also comply with the requirements of this section.

3.1.6 FEMA: The Federal Emergency Management Agency, an agency of the United States Department of Homeland Security.

3.1.7 Project: The total undertaking to be accomplished for the County by engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the Services to be performed by Consultant are a part.

3.1.8 County Representative: The County employee assigned to the Project, or any part thereof, to observe the Services and perform certain other obligations of the County.

3.1.9 Services: The work described in the Contract Documents or a subsequently issued Change Order including engineering services, architectural services and other professional services as applicable for the Project and procured under this Agreement.

3.1.10 Subconsultant: Any entity or individual engaged by Consultant to provide Services to the County for which Consultant is contractually obligated, responsible, and liable to provide and perform under this Agreement. The term "Subconsultant" shall include all subcontractors.

## ARTICLE IV SERVICES

### 4.1 Scope of Services

4.1.1 Consultant shall provide all Services as set forth in the Contract Documents, including all necessary, incidental, and related activities required for full and complete performance of this Agreement (the "Services").

4.1.2 Services provided by the Consultant shall be under the general direction of the St. Johns County Department requesting Services, or the St. Johns County Purchasing Division, who shall act as the County's representative during the performance of Services under this Agreement.

4.1.3 The Consultant shall provide and perform all Services pursuant to this Agreement in accordance with generally accepted standards of professional practice and in accordance with all Applicable Laws and the requirements of any applicable grant agreements.

4.1.4 The Consultant shall be responsible for the professional quality, technical adequacy and accuracy, timely completion, and the coordination of all data, studies, reports, memoranda, other documents and other services, and materials performed, provided, or furnished by the Consultant. The Consultant shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in such data, studies, and other services, and materials resulting from the negligent acts, errors, omissions, or intentional misconduct of the Consultant.

4.1.5 Review, approval, or acceptance by the County of data, studies, reports, memoranda, and incidental professional services, and materials furnished by the Consultant under this Agreement shall not relieve the Consultant of responsibility for the adequacy, completeness, and accuracy of its Services and materials. Neither the County's review, approval, or acceptance of, nor payment for, any part of the Consultant's Services, and materials shall be construed to operate as a waiver of any of the County's rights under this Agreement, or any cause of action it may have arising out of the performance of this Agreement.

4.2.2 Should Consultant have any questions concerning interpretation or clarification of a Task Order or the Contract Documents, Consultant shall immediately submit to the Project Manager in writing a request for clarification that clearly and concisely sets forth the issues for which such request is sought. The County will render its determination concerning such interpretation or clarification, which determination shall be considered final and conclusive unless Consultant files a written protest pursuant to Paragraph 13.7 titled "Disputes". Consultant's protest shall state clearly and in detail the basis thereof. The County will consider Consultant's protest and render its decision thereon within twenty-one (21) calendar days. If Consultant does not agree with the County's decision, Consultant shall immediately deliver written notice to that effect to the County.

## **ARTICLE V SCHEDULE**

### **5.1 SCHEDULE**

5.1 Consultant shall perform the Services within the time periods specified in Exhibit A. Consultant's Services for each Project, or portion thereof, shall commence upon receipt of a written Notice to Proceed from the County.

5.2 If Services are scheduled to end due to the expiration of this Agreement, at the request of the County, Consultant agrees to continue to provide Services for an extension period defined by the County, upon the same terms and conditions as contained in this Agreement. The County will issue an Amendment or Change Order prior to the expiration of this Agreement authorizing any such extension period. Consultant shall be compensated for such Services at the rate in effect when the extension is invoked by the County.

## **ARTICLE VI COMPENSATION**

### **6.1 General**

The County agrees to pay and Consultant agrees to accept for Services rendered pursuant to this Agreement, amounts determined by a Compensation Method defined in Section 3.1.6 above. Payments made to Consultant pursuant to this Agreement shall be the sole and complete compensation to which Consultant is entitled.

### **6.2 METHOD OF PAYMENT**

6.2.1 Compensation shall be based on the method of compensation as stated in in Exhibit B or as otherwise set forth in a mutually agreed Change Order or Amendment.

6.2.1.1 For lump sum items, Exhibit B shall contain a breakdown of the various elements of the Services comprising the lump sum items for the purpose of arriving at agreement on the basis for progress payments. Consultant shall submit invoices only after satisfactory completion and County approval of any Services, based on such mutually agreed lump sum breakdown.

6.2.1.2 For hourly rate-based items, Consultant shall be entitled to payment of compensation for Services satisfactorily

performed based on the hourly rates set forth in Exhibit B subject to the NTE compensation amount identified therein. In no event shall Consultant be reimbursed in excess of the total NTE amount, unless the NTE amount has been modified in writing by a fully executed Change Order or Amendment to increase the specified amount.

6.2.2 It is expressly understood that Consultant is not entitled to the amount of compensation set forth in Exhibit B. Rather, Consultant's compensation is based upon Consultant's satisfactory completion of all Services and delivery of all work product and deliverables identified in the Contract Documents. No payment by the County shall be interpreted to constitute approval or acceptance of any Services, nor shall it be considered a waiver by Consultant of any of the terms of this Agreement.

6.2.3 On or before the tenth (10th) day of each calendar month, Consultant shall submit monthly invoices to the County for Services satisfactorily performed in the preceding month, along with such supporting documentation as the County may reasonably require. The County may prescribe the format of such invoice. In the event Consultant's supporting documentation is not adequate for the County to verify Consultant's invoice, the County will request additional documentation or information and the timeframe for payment will be extended accordingly. Payment by the County shall be made in compliance with the provisions of the Local Government Prompt Payment Act (Section 218.70, Florida Statutes, et seq.).

### **6.3 Withheld Payment**

The County may decline to make payment, may withhold funds otherwise payable and, if necessary, may demand the return of some or all of the amounts previously paid to Consultant for any costs or expenses that the County incurs or reasonably expects to incur as a result of Consultant's failure to comply with the Contract Documents, this Agreement or as a result of Consultant's failure to pay Subconsultants.

### **6.4 Final Payment**

Before being eligible for final payment of any amounts due, the Consultant shall deliver to the County all Work Product (as defined in Paragraph 7.1 below) prepared by and for the County under this Agreement. The Consultant shall clearly state "Final Invoice" on the Consultant's final/last billing to the County. This shall constitute Consultant's certification that all Services have been properly performed and all charges, costs and Expenses have been invoiced to the County. Any other charges, costs or Expenses not properly included on this Final Invoice are waived by Consultant.

### **6.5 Availability of Funds**

The County's obligations under this Agreement are subject to the availability of lawfully appropriated County funds. While the County will make all reasonable efforts, in order to provide funds needed to perform under this Agreement, the County makes no express commitment to provide such funds in any given County Fiscal Year. Moreover, it is expressly noted that the Consultant cannot demand that the County provide any such funds in any given County Fiscal Year.

## **ARTICLE VII OWNERSHIP OF WORK PRODUCT AND CONFIDENTIALITY**

### **7.1 Ownership of Work Product**

All concepts, products, processes (patentable or otherwise) and copyrightable material (including but not limited to documents, specifications, calculations, maps, sketches, notes, reports, studies, proposals, data, models, samples, surveys, drawings, designs, electronic software, and any other results of the Work), first developed, produced or reduced to practice by Consultant or Subconsultant, or purchased under this Agreement, or at the County's expense ("Work Product"), shall be and remains the County's property upon creation. At the County's request, Consultant shall provide the County with copies of supporting computations, analyses, sketches, or similar items pertaining to the Consultant's Work Product.

The Consultant may not reuse Work Product developed by Consultant for the County without the express written permission of the County. The County may, at its option, reproduce and reuse Work Product (in whole or in part) and Consultant agrees to such reuse in accordance with this provision. Any plans which the Consultant provides under this Agreement shall contain a statement that they are subject to reuse in accordance with the provisions of Section 287.055(10), Florida Statutes.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party



pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

## **7.2 Confidentiality**

Subject to Chapter 119, Florida Statutes (Public Records Law), Consultant shall keep all information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, confidential. Such information shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order.

## **ARTICLE VIII AUTHORIZED REPRESENTATIVE AND PERSONNEL**

### **8.1 Authorized Representative**

Prior to commencing Services, Consultant shall designate in writing a competent, authorized representative(s) acceptable to the County to represent and act for Consultant ("Authorized Representative"). Such Authorized Representative shall be authorized to receive and accept any and all communications from the County. All communications given to the Authorized Representative shall be binding upon Consultant. An Authorized Representative may be added, removed or changed upon prior written notice given in the manner provided in this Agreement.

### **8.2 Personnel**

8.2.1 The Consultant represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Services as described in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with, the County. All of the Services required hereunder shall be performed by the Consultant, or under its supervision.

8.2.2 In the event Consultant wishes to substitute personnel for the key personnel identified in Consultant's proposal and selection presentation, the Consultant shall notify the County in writing and request written approval for the substitution at least ten (10) business days prior to effecting such substitution.

## **ARTICLE IX SUBCONSULTANTS**

### **9.1 Subconsultants**

9.1.1 Consultant may obtain the assistance of other design professionals ("Subconsultants") by subcontract for the performance of a portion of these Services, provided that any such Subconsultant shall perform its services to the standards set forth herein for Consultant's Services, and that Consultant obtains written approval of Subconsultant(s) from the County. The Consultant is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities. The County hereby approves those Subconsultants specifically named by Consultant in Consultant's proposal.

9.1.2 The County reserves the right to disqualify any Subconsultant based upon unsatisfactory performance. If a Subconsultant fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the Subconsultant to complete the Services in a timely fashion, the Consultant shall promptly do so, subject to approval by the County.

9.1.3 The use of any such Subconsultant shall not relieve the Consultant from any liability or responsibility assumed under this Agreement.

## **ARTICLE X CHANGES IN THE SERVICES**

### **10.1 CHANGES IN THE SERVICES**

10.1.1 The County reserves the right to make changes to the Services, including alterations, reductions therein or additions thereto. Upon receipt by the Consultant of the County's notification of a contemplated change, the Consultant shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Consultant's ability to meet the completion dates or schedules of this

Agreement. If the County instructs in writing, the Consultant shall suspend work on that portion of the Project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order. The Consultant shall not commence work on any such change until such Change Order has been issued and signed by each of the parties.

10.1.2 Consultant's written acceptance of a Change Order shall constitute a final and binding contract to the provisions thereof and a waiver of all claims in connection therewith, whether direct, indirect, or consequential in nature.

## **ARTICLE XI TERMINATION**

### **11.1 TERMINATION**

11.1.1 The County may terminate this Agreement, in whole or in part, for its convenience upon thirty (30) calendar days written notice to the Consultant. In such event, Consultant will be entitled to compensation for Services previously authorized and satisfactorily performed up through the date of termination identified in the County's notice. Consultant shall not be entitled to compensation or profit for Services not performed.

11.1.2 Consultant may terminate this Agreement for any reason upon sixty (60) calendar days written notice, provided that any outstanding authorized Services are completed by Consultant. Consultant further agrees to cooperate and provide assistance to the County upon request in order to complete any Service or Project. In such event, the County shall compensate Consultant at its hourly rates set forth in Exhibit B for Services provided after termination.

11.1.3 The County may terminate this Agreement, in whole or in part, for cause. In the event of a termination by the County for cause, Consultant shall have fourteen (14) calendar days from receipt of notice to remedy deficiencies identified in said notice. If Consultant fails to remedy such deficiencies to the satisfaction of the County within the stated time period, the County may take over and prosecute the Services to completion. In such case, Consultant shall be liable to the County for reasonable additional costs incurred by the County in completing the Services.

11.1.4 Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Consultant shall:

- (1) Stop Services work on the date and to the extent specified in the notice of termination;
- (2) Terminate and settle all orders and subcontracts relating to the performance of the terminated Services;
- (3) Transfer all Work Product, including work in process, and any other materials related to the terminated Services to the County; and
- (4) Continue and complete all parts of the Services that have not been terminated.

11.1.5 In the event Consultant changes names, merges with another company, becomes a subsidiary, or makes any other substantial change in structure or in principals, the County reserves the right to terminate this Agreement subject to the terms described above.

11.1.6 The rights and remedies of the County provided in this Section 11.1 are in addition to any other rights and remedies provided by law or under this Agreement.

## **ARTICLE XII WARRANTY, INDEMNITY, AND INFRINGEMENT**

### **12.1 Warranty of Performance**

12.1.1 The Consultant hereby represents and warrants that it is fully experienced and properly qualified, licensed, and financed to perform the Services under this Agreement and that it shall continue to maintain all licenses and approvals required to conduct its business and that it shall conduct its business activities in a reputable manner at all times.

12.1.2 Consultant represents and warrants that it possesses the knowledge, skill, experience, and financial capability required to perform and provide all required and optional Services under this Agreement, and that each person and entity that will provide Services is duly qualified to perform such Services by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will render such Services. Consultant represents and warrants that the Services shall be performed in a skillful and respectful manner, and that the quality of all such Services shall equal or exceed prevailing industry standards for the provision of such Services.

12.1.3 The Consultant represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Services as noted in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with, the County. All of the Services required hereunder shall be performed by the Consultant, or under its supervision. All personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Services.

## **12.2 Indemnity**

12.2.1 Consultant shall indemnify and hold harmless the County and its officers and employees (“Indemnified Party”), from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney’s fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant or other persons employed or utilized by Consultant in the performance of this Agreement.

12.2.2 To the extent permitted by, and in accordance with Section 725.08 of the Florida Statutes, Consultant further agrees that “damages, losses and costs”, includes fines, citations, court judgments, insurance claims, restoration costs or other liability, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant and persons employed or utilized by Consultant in the performance of this Agreement.

12.2.3 To the extent permitted by, and in accordance with Section 725.08 of the Florida Statutes, for purposes of indemnity, the “persons employed or utilized by Contractor” shall be construed to include, but not be limited to, Consultant, its staff, employees, subconsultants, all deliverers, suppliers, furnishers of materials or services or anyone acting for, on behalf of, or at the request of Consultant.

12.2.4 This indemnification will not be valid in the instance where the loss is caused by the gross negligence, or willful, wanton or intentional misconduct of any Indemnified Party.

12.2.5 If any provision(s), or portion(s) of a provision(s) of this Section, or the application thereof to any person or circumstance shall, to any extent, be held to be invalid, illegal or unenforceable for any reason whatsoever, the validity, legality and enforceability of the remaining provision(s), or part of the provision(s), shall not in any way be affected or impaired thereby; and shall be interpreted to the fullest extent possible to be enforceable and to give effect to the intent manifested by the provision(s), or portion(s) thereof, held invalid, illegal or unenforceable.

## **12.3 Infringement**

Consultant shall not infringe upon any patents, trademarks or copyrights (“Intellectual Property”) in performance of the Services. In the event that Consultant is alleged to have infringed upon such Intellectual Property, in addition to Consultant’s obligations under the Indemnity provisions in Section 12.2 above, Consultant shall, at the sole discretion of County and at Consultant’s sole expense: (i) procure for County the right to continue using the infringing subject matter; (ii) replace or modify the infringing subject matter so that it becomes non-infringing but still complies with the requirements of the Contract; or (iii) reimburse County for all payments made to Consultant relating to or impacted by the infringing material and all costs incurred by County resulting from such infringement.

# **ARTICLE XIII INSURANCE**

## **13.1 Consultant’s Insurance Requirements**

13.1.1 Consultant shall, at its sole expense, obtain and maintain the minimum insurance coverages stated herein. All insurance policies shall be satisfactory to the County and be issued by companies authorized and duly licensed to transact business in the State of Florida. Consultant shall furnish proof of insurance to the County prior to performance of Services. No Services shall commence until Consultant has obtained all insurance coverages required under this section. The County will not make any payment to Consultant until Consultant has complied with the requirements of this Article XIII. Certificates of insurance shall clearly indicate Consultant has obtained insurance of the type, amount, and classification as required by this Agreement. Required insurance coverage shall be maintained in force, including coverage for Additional Insureds, for the duration of the Agreement and until all performance required by Consultant has been completed, as determined by the County. Consultant shall maintain insurance coverage against Claims relating to any act or omission by Consultant, its agents, representatives, employees, or Subconsultants in connection with this Agreement.

13.1.2 No less than ten (10) days written notice shall be provided to the County prior to cancellation, non-renewal or any material change of required insurance policies. Yearly renewal certificates shall be provided to the County within

thirty (30) days of expiration of the current policy.

13.1.3 The types and amounts of insurance required under this Agreement do not in any way limit the liability of Consultant including under any warranty or indemnity provision of this Agreement or any other obligation whatsoever Consultant may have to the County or others. Nothing in this Agreement limits Consultant to the minimum required insurance coverages found in this Article XIII.

### **13.2 Additional Insured Endorsements and Certificate Holder**

The term "Additional Insured", as used in this Agreement, shall mean St. John's County, its elected officials, officers, employees, agents and representatives. Certificates of insurance shall specifically name each Additional Insured for all policies of insurance except Workers' Compensation and Professional Liability. A copy of the endorsement showing the required coverages must accompany the certificate of insurance.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida  
500 San Sebastian View  
St. Augustine, FL 32084  
Attn: Purchasing

### **13.3 Workers Compensation**

Consultant shall procure and maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as is required by law for all of its employees per Chapter 440, FS. In claims against any person or entity indemnified under this Paragraph by an employee of the Consultant, a Subconsultant, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Consultant or a Subconsultant under workers' compensation acts, disability benefits acts or other employee benefit acts.

### **13.4 Commercial General Liability**

Consultant shall procure and maintain during the life of this Agreement, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, including bodily injury (including wrongful death), property damage, products, personal & advertising injury, and completed operations. This insurance must provide coverage for all Claims that may arise from the Services and/or operations completed under this Agreement, whether such Services or operations are by Consultant or anyone directly or indirectly employed by them. Such insurance(s) shall also be primary and non-contributory with regard to insurance carried by the Additional Insureds.

### **13.5 Automobile Liability**

Consultant shall procure and maintain during the life of this Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability and insuring liability arising out of or in any way related directly or indirectly to the ownership, maintenance or use of any owned, non-owned or rented/hired automobiles.

### **13.6 Professional Liability**

13.6.1 Consultant shall procure and maintain, during the life of this Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000 with 4-year tail coverage starting upon completion of all Services, as determined by the County. Consultant's professional liability policy should not have an exclusion for environmental compliance management or construction management professionals.

13.6.2 In the event that Consultant employs professional engineering or land surveyor services for performing field engineering or preparing design calculations, plans, and specifications, Consultant shall require the retained engineers and land surveyors to carry professional liability insurance with limits not less than \$1,000,000 each claim with respect to negligent acts, errors, or omissions in connection with professional services to be provided under this Contract.

### **13.7 Other Requirements**

13.7.1 The required insurance limits identified in Sections 13.4 and 13.5, above may be satisfied by a combination of a primary policy and/or Umbrella or Excess Liability Insurance policy. Consultant shall require each lower-tier subconsultant to comply with all insurance requirements appropriate for its scope of Services, and any deficiency shall not relieve Consultant of its responsibility herein. Upon written request, Consultant shall provide County with copies

of lower-tier subconsultant certificates of insurance.

13.7.2 Providing and maintaining adequate insurance coverage is a material obligation of Consultant. County has no obligation or duty to advise Consultant of any non-compliance with the insurance requirements contained in this Section. If Consultant fails to obtain and maintain all of the insurance coverages required herein, Consultant shall indemnify and hold harmless the Additional Insureds from and against any and all Claims that would have been covered by such insurance had Consultant complied with its obligations herein.

13.7.3 County reserves the right to adjust the above minimum insurance requirements or require additional insurance coverages to address other insurable hazards.

## ARTICLE XIV GENERAL CONSIDERATIONS

### 14.1 Independent Contractor

Consultant shall act as an independent consultant and not as an employee, agent or servant of the County in performing all Services and activities under this Agreement. Consultant shall at all times and in all places maintain complete control over its employees and all of its Subconsultants. Nothing contained in this Agreement shall create any contractual relationship between any such Subconsultant and the County. Consultant shall perform all Services in accordance with the requirements of this Agreement and in accordance with its own means and methods subject to compliance with this Agreement. The Consultant does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

### 14.2 Taxes

14.2.1 Consultant shall pay and be solely responsible for any and all taxes, levies, duties and assessments of every nature which may be applicable to any Services performed under this Agreement, including, without limitation, any tax that Consultant is required to deduct or withhold from any amount payable under this Agreement and shall make all payroll deductions and withholdings required by law. Consultant herein indemnifies and holds the County harmless from any liability on account of any and all such taxes, levies, duties and assessments. The indemnity provision of this Paragraph 14.2 shall survive the expiration or earlier termination of this Agreement. Consultant may not use County's tax-exempt status unless specifically authorized in writing in advance.

14.2.2 Foreign Entity Tax Withholding. Amounts due to certain foreign persons or entities may be subject to backup withholding taxes under federal law. If Consultant is a foreign person or entity that is required to complete Internal Revenue Service ("IRS") Form W-8ECI, Consultant shall provide County a copy of Consultant's current Form W-8ECI prior to issuance of any invoice or payment under this Agreement. If Consultant fails to timely provide a completed, current Form W-8ECI, County will withhold all backup withholding taxes from the amounts due Consultant, remit such sums to the IRS, and pay Consultant only the remainder. County makes no representation regarding the tax treatment of amounts due to Consultant, and Consultant releases and holds County harmless from any claims or damages in any way relating to or arising from any tax withholding by County pursuant to this section.

### 14.3 Publicity and Advertising

14.3.1 Consultant shall not make any announcement or release any information or publish any photographs concerning this Agreement, or the Services or any part thereof, to any member of the public, press or any official body, unless prior written consent is obtained from the County.

14.3.2 Use of the County Seal or County Logo is strictly prohibited. In accordance with, County Ordinance 92-2 and County Administrative Policy 101.3, Consultant may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal or Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

### 14.4 Examination of Consultant's Records

The County or its authorized representative shall, for a minimum of five (5) years after expiration or termination of this Agreement (or until resolution of any audit findings, whichever is longer), have access to, and the right to examine any directly pertinent books, documents, papers and records of Consultant involving transactions relating to this Agreement, and to make copies, excerpts and transcriptions thereof. If any such examination reveals that Consultant has overstated any component price, Task Order, Change Order, Claim, or any other County payment obligation arising out of this

Agreement, then Consultant shall, at the election of the County, either immediately reimburse to the County or offset against payments otherwise due Consultant, the overstated amount plus interest. The foregoing remedy shall be in addition to any other rights or remedies the County may have.

#### **14.5 Governing Law & Venue**

This Agreement shall be governed by the laws of the State of Florida. Venue for any administrative and/or legal action arising under the Agreement shall be St. Johns County, Florida.

#### **14.6 Arbitration**

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with this Agreement in any manner whatsoever.

#### **14.7 Disputes**

If any dispute between the County and Consultant under this Agreement arises over whether any work requested by the County is within the scope of the contracted Services and such dispute cannot be resolved by good faith negotiation between the Authorized Representatives of each party, such dispute shall be promptly referred to County's Assistant Director of Purchasing for resolution. The County's Assistant Director of Purchasing shall render a written decision on any such referred claim or dispute, whose decision shall be final and binding on the Parties. During the pendency of any dispute, Consultant shall promptly perform the disputed Services.

#### **14.8 Assignment and Arrears**

14.8.1 Neither the County nor the Consultant shall assign, transfer, or encumber its interest in this Agreement without the written consent of the other Party. Any assignment, transfer, encumbrance or subcontract in violation of this section shall be void and ineffective, constitute a breach of this Agreement, and permit the non-assigning Party to immediately terminate this Agreement, in addition to any other remedies available to the non-assigning Party at law or in equity. County reserves the right to condition its approval of any assignment, transfer, encumbrance, or subcontract upon further due diligence and an additional fee paid to the County to reasonably compensate it for the performance of any such due diligence.

14.8.2 The Consultant shall not pledge the County's credit, or make it a guarantor of payment, or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

#### **14.9 Severability**

If a court deems any provision of the Agreement void, invalid or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.

#### **14.10 Section Headings**

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Agreement, or affect its meaning, construction or effect.

#### **14.11 Disclaimer of Third-Party Beneficiaries**

Both the County and the Consultant explicitly agree, and this Agreement explicitly states that no third-party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

#### **14.12 No Waiver; Course of Dealing**

The delay or failure by the County to exercise or enforce any of its rights or remedies under this Agreement shall not constitute or be deemed a waiver of the County's right thereafter to enforce those rights or remedies, nor shall any single or partial exercise of any such right or remedy preclude any other or further exercise thereof or the exercise of any other right or remedy. The conduct of the parties to this Agreement after the Effective Date shall not be deemed a waiver or modification of this Agreement. In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

#### **14.13 No Waiver of Sovereign Immunity**

Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance and obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

#### **14.14 Conflict of Interest**

The Consultant represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of Services required hereunder. The Consultant further represents that no person having any interest shall be employed for said performance.

The Consultant shall promptly notify the County in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Consultant's judgment or quality of Services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Consultant may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Consultant.

The County agrees to notify the Consultant of its opinion by certified mail within 30 days of receipt of notification by the Consultant. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Consultant, the County shall so state in the notification and the Consultant shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to Services provided to the County by the Consultant under the terms of this Agreement.

#### **14.15 Execution in Counterparts**

This Agreement may be executed in counterparts, each of which shall be an original document, and all of which together shall constitute a single instrument. The parties may deliver executed counterparts by e-mail transmission, which shall be binding. In the event this Agreement is executed through a County-approved electronic signature or online digital signature service (such as DocuSign), such execution shall be valid, effective and binding upon the party so executing. Execution and delivery of an executed counterpart of this Agreement and/or a signature page of this Agreement by electronic image scan transmission (such as a "pdf" file) or through a County approved electronic signature service will be valid and effective as delivery of a manually executed counterpart of this Agreement.

#### **14.16 Entire Agreement**

This Agreement, together with the Contract Documents for the Services, constitutes the entire Agreement between County and Consultant relating to the subject matter hereof and supersedes all prior or contemporaneous Contracts, negotiations, discussions and understandings, oral or written.

#### **14.17 Modifications, Amendments, Waivers and Extensions**

This Agreement may not be modified, amended, changed or supplemented, nor may any obligations hereunder be waived or extensions of time for performance granted, except by written instrument signed by Authorized Representatives of both parties. No waiver of any default or breach of any agreement or provision herein contained shall be deemed a waiver of any preceding or succeeding default or breach thereof or of any other agreement or provision herein contained. No extension of time for performance of any obligations or acts shall be deemed an extension of the time for performance of any other obligations or acts.

#### **14.18 Survival**

The provisions of the Contract Documents which by their nature survive termination of the Contract, including without limitation all warranties, indemnities, insurance, taxes, enforcement costs, payment obligations, and the County's right to audit Consultant's books and records, shall in all cases survive the expiration or earlier termination of this Agreement.

#### **14.19 Convicted and Discriminatory Vendor Lists**

Consultant warrants that neither it nor any Subconsultant is currently on the convicted vendor list or the discriminatory vendor list maintained pursuant to Sections 287.133 and 287.134 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. Consultant shall immediately notify the County in writing if its ability to perform is compromised in any manner during the term of this Agreement.

#### **14.20 Scrutinized Companies Lists**

Section 287.135 of the Florida Statutes prohibits agencies from contracting with companies for goods or services that are on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel, and from contracting with companies for goods or services of \$1,000,000 or more that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations in Cuba or Syria. The lists are created pursuant to §215.473 and §215.4725, F.S. By execution of this Agreement, Consultant certifies that it is not listed on the Scrutinized Companies that Boycott Israel List, the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria, and understands that pursuant to §287.135, F.S., the submission of a false certification may subject Consultant to civil penalties, attorney's fees, and/or costs. In accordance with §287.135, F.S., the County may terminate this Agreement if a false certification has been made, or the Consultant is subsequently placed on any of these lists, or engages in a boycott of Israel or is engaged in business operations in Cuba or Syria.

#### **14.21 Employment Eligibility and Mandatory Use of E-Verify**

As a condition precedent to entering into this Agreement, and in accordance with section 448.095, F.S., Consultant and its subconsultants shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021.

a. Consultant shall require each of its subconsultants to provide Consultant with an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an unauthorized alien. Consultant shall maintain a copy of such affidavit for the duration of this Agreement.

b. The County, Consultant, or any subconsultant who has a good faith belief that a person or entity with which it is contracting has knowingly violated section 448.09(1), F.S. or these provisions regarding employment eligibility shall terminate the contract with the person or entity.

c. The County, upon good faith belief that a subconsultant knowingly violated these provisions regarding employment eligibility, but Consultant otherwise complied, shall promptly notify Consultant and Consultant shall immediately terminate the contract with the subconsultant.

d. The County and Consultant hereby acknowledge and mutually agree that, a contract terminated pursuant to these provisions regarding employment eligibility is not a breach of contract and may not be considered as such. Any contract terminated pursuant to these provisions regarding employment eligibility may be challenged in accordance with section 448.095(2)(d), F.S.

e. Consultant acknowledges that, in the event that the County terminates this Agreement for Consultant's breach of these provisions regarding employment eligibility, then Consultant may not be awarded a public contract for at least one (1) year after such termination. Consultant further acknowledges that Consultant is liable for any additional costs incurred by the County as a result of the County's termination of this Agreement for breach of these provisions regarding employment eligibility.

f. Consultant shall incorporate in all subcontracts made pursuant to this Agreement the provisions contained herein regarding employment eligibility.

#### **14.22 Nondiscrimination**

The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, political affiliation, disability, age, or sex (including sexual orientation and gender identity/expression) pregnancy, marital status or national origin (including limited English proficiency). Consultant shall include the foregoing or similar language in its contracts with any Subconsultants.

#### **14.23 Drug Free Workplace**

To the extent required under the Drug-Free Workplace Act (Chapter 112, Florida State Statutes), Consultant certifies that it has and will maintain a drug-free workplace program for the duration of this Agreement.

#### **14.24 Public Records**

14.24.1 To the extent Consultant is acting on behalf of the County, Consultant shall comply and shall require all of its



subconsultants to comply with the State of Florida's Public Records Statute (Chapter 119), specifically to:

- (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
- (2) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by Applicable Law;
- (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by Applicable Law for the duration of this Agreement and following expiration of this Agreement, or earlier termination thereof, if Consultant does not transfer the records to the County; and
- (4) Upon completion of this Agreement, or earlier termination thereof, transfer, at no cost, to the County all public records in possession of Consultant or keep and maintain for inspection and copying all public records required by the County to perform the Services.

14.24.2 If Consultant, upon expiration of this Agreement or earlier termination thereof:

i) transfers all public records to the County, Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements; and ii) keeps and maintains public records, Consultant shall meet all Applicable Law and requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

14.24.3 Failure by Consultant to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

**IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (904) 209-0805, [PUBLICRECORDS@SJCFL.US](mailto:PUBLICRECORDS@SJCFL.US), [500 SAN SEBASTIAN VIEW, ST. AUGUSTINE, FLORIDA 32084](#)**

#### **14.25 Enforcement Costs**

If any legal proceeding, lawsuit, or action is instituted in connection with any dispute, breach, default, misrepresentation or controversy arising out of this Agreement or the enforcement of any right hereunder, the prevailing party will be entitled to recover, in addition to actual costs, such sums as the court may adjudge reasonable as attorney fees, including fees on any appeal.

#### **14.26 Contingency Fee**

The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement. Failure by Consultant to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

#### **14.27 Written Notice**

Any and all notices, requests, consents, approvals, demands, determinations, instructions, and other forms of written communication ("Notices") under this Agreement shall be validly given when delivered as follows:

- i. Hand delivered to Consultant's Authorized Representative or hand delivered during normal business hours and addressed as shown below, or

- ii. Delivered by U.S. Mail or commercial express carrier, (postage prepaid, delivery receipt requested), to the following addresses:

St. Johns County, FL  
500 San Sebastian View  
St. Augustine, FL 32084  
Attn: Jaime Locklear  
Email Address: [jlocklear@sjcfl.us](mailto:jlocklear@sjcfl.us)

Olsen Associates, Inc  
2618 Herschel Street  
Jacksonville, FL 32204  
Attn: Dr. Albert Browder, VP / Corp. Secretary  
Email Address: [abrowder@olsen-associates.com](mailto:abrowder@olsen-associates.com)

*With a copy to:*

St. Johns County, FL  
Office of the County Attorney  
500 San Sebastian View  
St. Augustine, FL 32084

Notices shall be deemed to have been given on the date of delivery to the location listed above without regard to actual receipt by the named addressee. The County may also send copies of Notices by email transmission. Any such email transmission from the County is for informational purposes only. County and Consultant may each change the above addresses at any time upon prior written notice to the other party.

**14.28 Non-Exclusive Right**

Consultant has no exclusive right to provide the Services required within this Agreement. The County may at its sole discretion contract with others to perform the same duties or any part of the Services.

**14.29 Truth-In-Negotiation Representation**

By execution of this Agreement, Consultant hereby certifies that, in accordance with Florida Statutes, Section 287.055(5)(a), the wage rates and other factual unit costs supporting the compensation under this Agreement are accurate, complete and current as of the date of entering into this Agreement. The Parties agree that the County may adjust the original Agreement price and any additions thereto to exclude any significant sums by which the County determines the Agreement price was increased due to inaccurate, incomplete or noncurrent wage rates and other factual unit costs.

\*\*\*\*\*

The authorized representatives hereto have executed this Agreement effective as of the Effective Date. Consultant's authorized representative executing this Agreement represents that he or she is duly authorized to execute this Agreement on behalf of Consultant.

**County**

St. Johns County, FL (Seal)  
(Typed Name)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Jaime T. Locklear, MPA, NIGP-CPP, CPPO, CPPB  
(Printed Name)

Director, Purchasing & Contracts Department  
(Title)

\_\_\_\_\_  
(Date of Execution)

**ATTEST:**  
**St. Johns County, FL**  
**Clerk of Circuit Courts & Comptroller**

By: \_\_\_\_\_  
(Deputy Clerk)

\_\_\_\_\_  
(Date of Execution)

**Legally Sufficient:**

\_\_\_\_\_  
(Office of County Attorney)

\_\_\_\_\_  
(Date of Execution)

**Consultant**

Olsen Associates, Inc (Seal)  
(Typed Name)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date of Execution)

**CONSULTANT'S FINAL RELEASE AND WAIVER OF LIEN**

<b>Owner:</b> St. Johns County (hereafter "County")	<b>County Department/Division:</b>
<b>Agreement No.:</b>	<b>Consultant Name:</b>
<b>Project:</b>	<b>Consultant Address:</b>
<b>Project Address:</b>	<b>Consultant License No.:</b>
<b>Payment Amount:</b>	<b>Amount of Disputed Claims:</b>

The undersigned has been paid in full for all Services provided to the Project or to the County and does hereby waive and release any notice of lien, any right to mechanic's lien, any bond right, any claim for payment and any rights under any similar ordinance, rule or statute related to a claim or payment rights the undersigned has on the above described Project, except for the payment of Disputed Claims, if any, described below.

The undersigned warrants that he or she either has already paid or will use the monies received from this final payment to promptly pay in full all of its Subconsultants or anyone else acting for, on behalf of, or at the request of Subconsultant for all Services provided for or to the above referenced Project.

Before any recipient of this document relies on it, the recipient should verify evidence of payment to the undersigned.

**Disputed Claims:** The following invoices, pay applications, retention, or extra Services are reserved by undersigned from this final payment (if there are no Disputed Claims enter "**None**"):

*None*

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Signed this \_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

Consultant Name

By:

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

**NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT TO THE EXTENT OF THE PAYMENT AMOUNT OR THE AMOUNT RECEIVED.**

**MEMORANDUM**



Date: 22 March 2024 (rev.3)

To: Greg Lulkoski  
Procurement Coordinator, St. Johns County BOCC Purchasing Division

From: Albert E. Browder, Ph.D., P.E., D.CE  
Christopher G. Creed, P.E., D.CE

Re: RFQ 23-47  
Comprehensive Beach Management Plan: St. Johns County, FL  
  
Proposal for Plan Development and Coastal Engineering Services

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Attached please find our revised Proposal #23-47 for the above-referenced project.

Please do not hesitate to contact us with any questions. Thank you.

Enc. - PROPOSAL #23-47  
(inc. proposed schedule and Attachment #1 – Terms of Compensation)

**SCOPE-OF-WORK:**

**COMPREHENSIVE BEACH MANAGEMENT PLAN**

**St. Johns County, FL**

**22 March 2024 (rev. 3)**

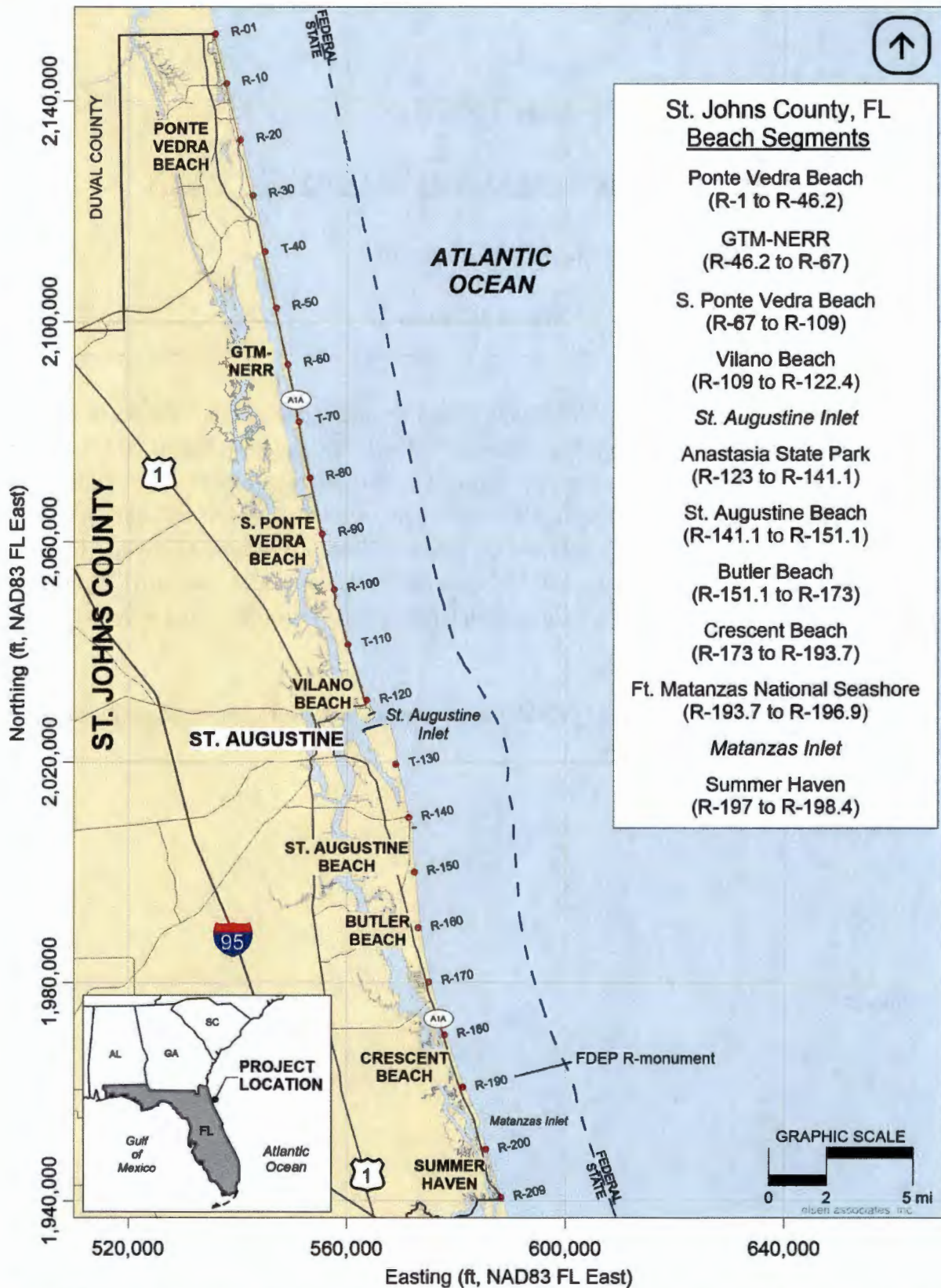
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The St. Johns County Board of County Commissioners, through the Disaster Recovery Department, is seeking to develop a Comprehensive Beach Management Plan (CBMP) for the Atlantic Ocean shoreline in the County (see **Figure 1**). This proposal details the execution of a beach management study, culminating in the development of a draft CBMP for final adoption by the County. The study and plan are intended to document beach management activities County-wide, identify and prioritize the needs and objectives for coastal protection, and provide guidance for future management, project implementation, and pre- and post-disaster recovery actions.

**Compensation**

Attachment I to this Proposal provides terms and amounts for compensation for the plan development work described herein.

*Continued...*



**Figure 1** Location Map – St. Johns County Atlantic Ocean shoreline. Segment of the County beaches are described by FDEP “R-monument” survey ranges.

**SCOPE-OF-WORK:**

**COMPREHENSIVE BEACH MANAGEMENT PLAN**

**St. Johns County, FL**

**22 March 2024 (rev 3)**

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**WORK PLAN**

The objective of this effort is to perform numerous tasks relating to beach management along the St. Johns County, FL, Atlantic Ocean shoreline and document these efforts in a Beach Management Study document. This document will form the basis for the list of recommended actions to be developed as the CBMP and adopted by the County for implementation.

**GENERAL SCOPE OF WORK ITEMS**

- 1) The study will assemble and rely upon recently collected survey from the multiple beach projects along the County shoreline to assess historical and current shoreline and beach volume change trends and changes in inlet shoal features. This Scope of Work (SOW) does not include the collection of any new topographic or hydrographic survey data. Should it become necessary to collect new survey data, such efforts will necessitate additional scope and budget for Olsen Associates, Inc., to assist the County in this regard.
- 2) The study proposes field work associated with the mapping and documentation of beach-related environmental resources, principally targeted at nesting sea turtles, shorebirds, beach mice, and other endangered, threatened, and/or imperiled species and their habitats.
- 3) The study proposes field work associated with the collection of visitor information data to be used in support of the beaches economic impact analyses. It is noted that this effort potentially carries a great deal of overlap with similar survey needs from the County Tourism Office in the development of an updated Visitor Profile and Economic Impact study. The costs included herein cover both efforts, hence it is recommended that the Tourism Office be included in the development of the final study parameters (and potentially be approached as a cost-sharing partner given the shared goals).
- 4) The study assumes that a current list of coastal property parcel information will be provided by the County to assist in the economic analyses and the structure inventory compilation.



**Task 1.0 PROJECT COORDINATION, COMMUNICATIONS & DATA COMPILATION**

Subtask 1.1 Project Coordination – The Consultant shall provide a trained and knowledgeable project manager(s) as Point-of-Contact throughout the project. That POC shall coordinate the efforts of all subcontractors, facilitate all communications with the County, and post 2-week progress and schedule updates to the County.

Subtask 1.2 Workshops & Client Education – The Consultant shall participate in an initial kick-off meeting with the County to review the current status of the County’s report and data holdings to determine the extent of available information, make arrangements for data sharing and download, and determine the general format and desired organization for data management. This meeting shall include a representative of the County GIS department to review similar items for the GIS database and to discuss the desired formatting for the organization of the database, the appearance and functionality of websites, dashboards, and data repositories.

The Consultant shall hold individual meetings with Board of County Commissioner (BOCC) members and County leadership, generally at three workshop stages in the process. The first such workshop meetings shall introduce the topics of beach management and basic beach behavior and coastal engineering fundamentals, shall identify the initial strategies of County beach management, and shall describe the organization approach to the study. A second workshop meeting would occur after the majority of the data compilation and coastal engineering analyses have been completed (Task 3.0) to discuss those findings, present initial concepts of beach management activities for the various areas of the County shoreline, and receive input from the BOCC and County leaders (public and/or private) regarding desired approaches for future management. A third workshop meeting would present the findings of the study and the recommendations for the CBMP.

Subtask 1.3 Applicability of Other Beach Management Program Examples. The Consultant shall review other established relevant beach management programs (approach and organization, history, future initiatives, and staffing levels) and how examples from other similar communities may be appropriate for consideration by St. Johns County (e.g., Flagler County, Miami-Dade County, Broward County, Palm Beach County, Town of Longboat Key, FL, South Amelia Island, Town of Hilton Head Island, among others). Consultant shall develop a short 1-2 page questionnaire for these other entities to facilitate the collection and organization of these data. The questionnaire would pose questions like A) the number of staff in each group dedicated at least half-time (or some high percentage) to beach management, beach funding, etc., B) what codes and ordinances these government agencies have that cover beach-related issues, C) methods of local funding, D) other funding mechanisms if available, E) other questions the County would like to pose.

Subtask 1.4 Review & Assessment of Existing County Beach Codes and Policies – The Consultant team shall review the existing County beach-related ordinances, codes, and policies to assess the need for potential changes or additions to improve or better protect beach resources and environmental habitat seaward of the Coastal Construction Control Line (CCCL), including the potential impacts of drainage issues in this zone. These ordinances and policies include the Beach Code, the Habitat Conservation Plan, and the relevant sections of the County Comprehensive Plan, Land Development Code and Emergency Management Plan. Similar policies from other local governments shall be assessed in this process. The review will result in written comments for recommended updates.

Subtask 1.5 Data Compilation – Following the kick-off meeting, the Consultant team shall collect and organize existing data, to include, but not necessarily be limited to:

- Beach management history information
- Coastal engineering studies related to Atlantic shoreline projects
  - Including Inlet Management Plans (IMPs), Coastal Feasibility Studies, project design reports, General Design Memorandums and Reevaluation Reports (GDMs and GRRs),
- Beach nourishment and coastal structure projects history
  - Project limits, dates, volumes, construction techniques, other details
- Beach project permits (prior and present)
  - Associated environmental documents (EAs, BAs, other NEPA-related documents)
- Shoreline, beach profile, inlet shoal and offshore survey data
  - County-wide and project specific datasets
  - Develop a “most recent condition” set of profile data based on existing data
  - Identify areas where significant gaps occur in the datasets and make recommendations on options to address those gaps
- Geotechnical analyses and borrow area development reports
  - Summarize native beach sediment characteristics based on existing data and literature
  - Summarize available sand volume information (including spatial information), to include both offshore and known upland sand mine sources
  - Identify areas where significant gaps occur in the datasets and make recommendations on options to address those gaps
- Environmental monitoring reports and data
  - Annual marine turtle nesting (date range TBD)
  - Shorebird nesting and presence data (date range TBD)
  - Beach mice presence (date range TBD)
  - Gopher tortoise habitats and occurrences (as data are available)

The data compilation shall support the establishment of beach segment boundaries, guided by geographic limits, political, and/or historical project boundaries. Project data and references shall be made available for inclusion in the Coastal geodatabase.

Subtask 1.6 Inventory of Coastal Structures – The Consultant shall compile a geo-located list of structures located along the shoreline seaward of the Coastal Construction Control Line (CCCL). This list shall include parcel IDs from the County’s property appraiser database and a description of structures located on each parcel. Structures found seaward of the CCCL include hotels, condominiums, single-family homes, park facilities, bulkheads, revetments, walkovers, and other structures. The list of structures will be identified through inspection of aerial photography provided by the County.

Task 1 Deliverables: Deliverables for this task shall include materials for the County workshops (Subtask 1.2: PDF- and Powerpoint-format versions of workshop presentations, in County format if desired), and a brief letter report of suggested modifications or additions to existing County codes (in PDF). Any associated formal correspondence shall likewise be provided to the County in PDF. Where applicable, deliverables shall likewise be submitted for inclusion in the County’s Coastal Geodatabase in the specific formats appropriate for inclusion, including GIS mapping elements. As appropriate, documents from Task 1 will be included as chapters or appendices in an overall Comprehensive Beach Management Study, the culmination of which will be the development of a Comprehensive Beach Management Plan to be adopted by the County.

Task 1 Schedule: The Consultant shall coordinate with the County to schedule and hold the kick-off meeting and any workshops and individual meetings to be held, assuming that the workshops will occur generally in the order described above and will occur a) within a few months of NTP, b) roughly halfway through the entire schedule, and c) within 1-2 months before project completion. The review of codes and policies shall occur within the first 3 months following NTP. The inventory of structures shall occur within 6 months of provision of the coastal parcel information from the County Property Appraiser’s database. These data will be updated throughout the study and as part of the final submittal of the CBMP (22 months from NTP).

## **2.0 ENVIRONMENTAL RESOURCES COMPILATION & ANALYSIS**

Task 2 Inventory and Protection Recommendations for Endangered and Threatened Species – Using a qualified environmental subconsultant, the Consultant Team shall assemble a database of marine sea turtle nesting results along the County beaches extending back in time as far as the consistently available records allow (20-30 years, approx.). The inventory shall include descriptions by beach segment of total nesting by species, nest success, and several other parameters. Similarly, the team shall compile available beach mice and shorebird presence and nesting data for a comparable period, as available. Inventories shall be presented in tabular format, with summary tables. Data shall be provided in electronic format, \*.xlsx format or other, for mapping purposes.

In conjunction with Task 1.5, above, the environmental subconsultant shall develop recommendations for the improved protection, restoration, and/or enhancement of listed Endangered and Threatened species and their associated habitats. The work shall include a field assessment of the array of currently available habitat types along the Atlantic shoreline. The assessment shall include consideration for invasive species currently occupying those habitats and steps to take to control or eliminate such species. Existing protections offered by the Beach Code, the Habitat Conservation Plan, and the relevant sections of the Land Development Code, shall be reviewed and included in the recommendations.

Task 2 Deliverables - Deliverables for this task shall include a written report including the tabulations of environmental resource data and the recommendations for improvements. The report is intended to be included as an appendix in the Beach Management Study. The report shall be provided in PDF. Any associated formal correspondence shall likewise be provided to the County in PDF. Where applicable, deliverables shall likewise be submitted for inclusion in the County's Coastal Geodatabase in the specific formats appropriate for the application.

Task 2 Schedule - Provision of the report and tabular data is anticipated to occur within 12 months of the issuance of an NTP. Inclusion of the data in the coastal database is anticipated to be completed within 6 months following completion of the report.

### **Task 3.0 COASTAL ENGINEERING ANALYSES**

Subtask 3.1 Shoreline, Beach and Inlet Shoal Volume Change Analyses - Utilizing the compiled existing shoreline and beach volume change data and published literature, Consultant shall prepare a description of historic and current shoreline and beach volume change rates (erosion, accretion, stability, etc.). Changes in inlet shoal volumes and lateral extents shall be assessed and documented. Results shall be presented in both tabular and graphical formats. Results shall be referenced to existing published studies for comparison. Areas where data are lacking shall be noted to the attention of the County.

Subtask 3.2 Alongshore Sediment Transport Modeling and Analysis - Through numerical modeling techniques, the Consultant shall perform an alongshore sediment transport analysis for the entire St. Johns County, FL, Atlantic shoreline to evaluate transport trends, identify chronic erosional and accretional trends, and support the development of a County-wide sediment budget (Subtask 3.3). Existing topographic, hydrographic and wave climate data shall be utilized to support the implementation of a wave transformation and alongshore transport model applying the SWAN and UNIBEST models from Delft. Transport results will be presented in graphical format to describe erosion/accretion trends.

Subtask 3.3 Countywide Sediment Budget – Using the results of the subtasks above, the Consultant shall develop a Countywide Sediment Budget to describe the flows of sand into and out of various segments of the County shoreline. The approach shall follow typical cellular budget methods, similar to those utilized in the USACE Coastal Engineering Manual (CEM, 2003), and shall supplement that approach with techniques similar to the Family of Solutions technique (CEM, 2003) where results from the alongshore transport modeling allow to better describe sediment flow paths, especially around the two tidal inlets. The results of the sediment budget shall principally be presented graphically, with additional tabular information provided where appropriate for various cells in the budget. Results of the sediment budget analysis are expected to inform design decisions for future projects, particularly related to the two tidal inlets.

Task 3 Deliverables: Deliverables for this task shall include reports for the shoreline and volume change analyses (3.1) and the alongshore transport and sediment budget development (3.2 and 3.3) intended to be included as appendices in the Beach Management Study. Reports shall be provided in PDF. Any associated formal correspondence shall likewise be provided to the County in PDF. Where applicable, deliverables shall likewise be submitted for inclusion in the County's Coastal Geodatabase in the specific formats appropriate for the application. It is anticipated that a GIS thematic layer will be developed for presenting/hosting these data in the database.

Task 3 Schedule: Provision of the reports is anticipated to occur within 14 months of the issuance of an NTP.

**Task 4.0      OPTIONS FOR EROSION CONTROL & BEACH/DUNE ENHANCEMENT**

Task 4 Erosion Control Options – Building upon the coastal engineering analyses, the Consultant shall develop options for erosional control along the various segments of the County shoreline, ranging from No-Action and Managed Retreat options to beach nourishment, structural stabilization, and armoring. Options will be considered over a range of timelines, from near-term (3-5 yrs) to longer-term, 20+ yr project horizons. This effort will include the ongoing role of the USACE in the current Shore Protection Project in St. Augustine Beach and the Coastal Storm Risk Management Project in South Ponte Vedra Beach/Vilano Beach as well as the possible expansion of Federal involvement in coastal protection in the County. For options that require the placement of beach compatible sand, the analysis will evaluate the sand volume needs in the short- and long-term, and relate those needs to the inventory developed in Task 1. Where deficits exist, those volume deficits will be quantified and potential avenues for developing sufficient sand resources will be detailed.

For each option, the Consultant shall evaluate sea level rise effects for the array of alternatives developed, starting with the No-Action alternative. The Consultant shall develop projections of sea level rise, to include the NOAA Intermediate High projections utilized by the FDEP. For each option, the effects of sea level rise and the ability of the option to enhance coastal resiliency will be evaluated.

Task 4 Deliverables: Deliverables for this task shall include a report detailing the options for erosion control, including opinions of quantities of material required, sea-level rise considerations, Reports shall be provided in PDF. Any associated formal correspondence shall likewise be provided to the County in PDF. Where applicable, deliverables shall likewise be submitted for inclusion in the County’s Coastal Geodatabase in the specific formats appropriate for the application.

Task 4 Schedule: Provision of the options discussion report is anticipated to occur within 14 months of the issuance of an NTP.

## **5.0 ECONOMIC IMPACT & BENEFITS ANALYSES OF THE BEACHES**

Subtask 5.1 Update of Annual Visitor Profile & Economic Impact Study - Using a qualified economics subconsultant, the Consultant Team shall collect visitor data to update the County annual Visitor Profile and Economic Impact Study. For purposes of the Beach Management Study, an enhanced level of survey detail and analysis will target beach-related tourism impacts from the overall data collection, and shall seek to separately identify different areas of the County beach strand for their economic impact. Data collection efforts will include collection of tourist tax income, hotel visit data, and other information already collected by the County Tourism Office, supplemented with field survey collection of visitor information at primary tourist destinations along the beaches, and an online resident survey of local beach visitation and perceived value of the beaches to the County.

Subtask 5.2 Assessment of Economic Value of the Beaches to the County, State, and Federal Government – From the data collected above, the economic subconsultant shall prepare a written report to describe

- Annual beach visitation statistics
- Annual direct tourism revenue from beach visitation and beach tourism
- Estimates of annual revenue for the County, State, and Federal governments
  - Details of the direct and indirect, or extended economic benefits
  - Details of the distribution of revenue from different County areas

In connection with this effort, these data shall be integrated into a thematic layer for inclusion into the Coastal Geodatabase to allow for spatial query and further analysis of the data.

Subtask 5.3 Project Cost and Funding Analysis - The Consultant shall develop a preliminary opinion of probable cost of each of the proposed project options in Task 4.0 for comparison of the alternatives and for future budgeting considerations. The cost analysis shall address the cost of initial construction, cost of future maintenance, and future maintenance frequency such that the average annual cost of alternatives can be evaluated for expected project life cycles.

Subtask 5.4 Evaluation of Funding Options. - The Consultant shall evaluate potential funding options for recommended alternatives and how they may be pursued and implemented for St. Johns County. Such options may include, but not be limited to, additional or expanded requests to the US Army Corps of Engineers; FDEP funding assistance; ongoing and future eligibility for FEMA public assistance funding, local MSBU options, bonds, etc. It is expected that the funding requirements and approach will continue to be non-uniform along the entire County shoreline, as development and public access conditions vary. The study will make recommendations for funding approaches that can be considered by the County and beachfront stakeholders for future implementation following selection of a preferred beach management approach and adopted plan.

It is assumed that plan adoption may include an agreed upon funding approach for selected projects.

Task 5 Deliverables: Deliverables for this task shall include the Annual Visitor Profile & Economic Impact Study report and the detailed assessment from that of the specific economic impact of the beaches, intended to be included as appendices in the Beach Management Study. Reports of findings for the project benefit analyses and funding sources shall be provided to the County, and shall ultimately be incorporated into the Beach Management Study. Reports shall be provided in PDF. Any associated formal correspondence shall likewise be provided to the County in PDF. Where applicable, deliverables shall likewise be submitted for inclusion in the County's Coastal Geodatabase in the specific formats appropriate for the application.

Task 5 Schedule: Provision of the reports is anticipated to occur within 18 months of the issuance of an NTP.



## **6.0 ASSOCIATED BEACH MANAGEMENT ELEMENTS**

Subtask 6.1 Public Access Inventory – Utilizing existing aerial photography, existing data and access information from the County, and prior beach access development work for the northern portion of the County, the Consultant shall prepare a set of aerial-based plan view drawings at an appropriate scale(s) to depict the existing beach access locations and the corresponding alongshore extent of access derived from each access point. Local parcel boundaries, roads, major identifying landmarks, and local coordinates shall be included on the maps. Extents of access shall be based upon the current guidance provided by the Florida Department of Environmental Protection (FDEP) and the U.S. Army Corps of Engineers (USACE) for beach parking, access, and alongshore limits.

Subtask 6.2 Public Access Analyses and Report - Consultant shall prepare a brief report of findings regarding existing and potential beach access and parking along the St. Johns County, FL, Atlantic Ocean shoreline. On a segment-by-segment basis, with each segment generally consisting of a ½-mile reach of the Atlantic shoreline where applicable, Consultant shall make recommendations for the improvement of beach access, with the objective of improving not only public access to the beaches, but also identifying access areas that would assist in maximizing access for FDEP grant cost-sharing and potentially improving the Federal interest for cost-sharing in an existing or future Federal Coastal Storm Risk Management Project. Options shall be depicted graphically and in table format to illustrate the potential increase in public accessibility and Federal participation relative to existing conditions.

Subtask 6.3 Public engagement – The Consultant shall provide recommendations for the inclusion of public input in future beach management activities.

Subtask 6.4 Disaster Planning for Beach Projects – Following from Subtask 1.6, the Consultant shall review the relevant portions of the County Emergency Management Plan to assess the need and make recommendations for potential changes or additions to improve protection of the public and the beach resources and environmental habitat seaward of the Coastal Construction Control Line.

Task 6 Deliverables – Deliverables shall include a PDF-based set of plan drawings depicting access locations. GIS-based shape files of access layer information shall be provided to the County for potential use in other applications and updates to the current County access database. Brief reports of findings in PDF shall be provided for public engagement and disaster planning recommendations, and these writings will be incorporated into the Beach Management Study.

Task 6 Schedule: Provision of the reports is anticipated to occur within 18 months of the issuance of an NTP.

**7.0 DEVELOPMENT OF A BEACH MANAGEMENT PLAN**

Subtask 7.1 Report Preparation and County Coordination. The Consultant shall prepare a draft beach management study report in PDF format and submit that to County staff for review, comment, and final input. The draft report shall include, but not be limited to, proposed recommendations by beach segment regarding probable project scope, sand source options, cost analysis, and a review of funding options that may be considered by the County and stakeholders. Following receipt of comments from County staff, the Consultant shall prepare a final report for submittal to the St. Johns County Board of County Commissioners. The finalized reports, results and recommendations of the Study and Plan will be prepared and included in the Coastal Geodatabase. The Consultant shall also prepare for and present the results to County staff and/or BOCC, as necessary.

Task 7 Deliverables – Deliverables shall include the submittal of the draft and final PDF-based reports for the Beach Management Study and a PDF based copy of the Beach Management Plan. A GIS thematic layer of the plan objectives for different segments of the County shoreline will be developed.

Task 7 Schedule – Provision of the Draft Study is anticipated to occur within 22 months of the issuance of an NTP.

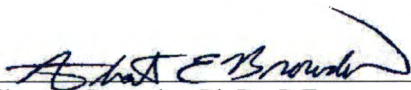
*----- End of Contract Proposal SOW (see Attachment 1 for Compensation details) -----*

**PROPOSAL OFFER**

This proposal is hereby offered on:

06 March 2024

By:



Albert E. Browder, Ph.D., P.E.

Its:

Principal, Vice-President and Corporate Secretary

**ATTACHMENT #1 – TERMS OF COMPENSATION**

**COMPREHENSIVE BEACH MANAGEMENT PLAN**

**St. Johns County, FL**

**22 March 2024 (rev 3)**

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**1.0 Specific Terms**

1.1 For this Proposal #23-47, compensation shall be payable on a Not-to-Exceed (NTE) basis determined by the degree of services provided for the various segments of the work. For these services, the Consultant shall receive compensation in the NTE amount of **\$ Five Hundred Forty Thousand Four Hundred Eighty Four Dollars and Zero Cents (\$540,484.00)**, including allowance-funded services, if authorized by the County, for rendering all of the identified goods and services as indicated in this Scope of Work and “Proposal #23-47: Fee Schedule.”

The Consultant shall submit to the County invoices for the fees for those Services rendered. The Consultant shall submit one monthly invoice for all Services performed during invoiced month. The County will make payment in accordance with the Florida Prompt Payment Act upon receipt of a proper invoice.

1.2 Fee Schedule – The specific fees associated with rendering the identified goods and services of each subtask of this Contract, Phase I and Phase II, are provided in the attached table “Proposal #23-47: Fee Schedule.” These lump sum fees include all travel and direct costs associated with the work described in the Proposal.

**Proposal #23-47: Fee Schedule**

<b>SJC 23-47 COMPREHENSIVE BEACH MANAGEMENT PLAN</b>	6-Mar-24
RFQ 23-47 Coastal Engineering Services	
<b>TOTAL \$</b>	<b>540,484.00</b>

Task #	Description	Amount (\$)
1.0	Task 1 - Project Coordination, Communications, Data Comp.	\$ 130,896.00
2.0	Task 2 - Inventory & Protection Reco's Turtles/Shorebirds	\$ 28,655.00
3.0	Task 3 - Coastal Engineering Analyses	\$ 112,667.00
4.0	Task 4 - Erosion Control Options	\$ 52,406.00
5.0	Task 5 - Economic Impacts & Benefits Analyses	\$ 162,274.00
6.0	Task 6 - Associated Beach Management Elements	\$ 30,561.00
7.0	Task 7 - Beach Management Plan and Draft Study	\$ 23,025.00

olsen associates, inc.

**Olsen Associates, Inc.**

2024-2025 Billing Rates & Key Personnel for BMP Proposal

Position	Name	\$ rate/hr
Principal	Albert E. Browder, Ph.D., P.E.	\$ 245
Principal	Christopher G. Creed, P.E.	\$ 245
Principal	Kevin R. Bodge, Ph.D., P.E.	\$ 245
Senior Engineer	Steven C. Howard, P.E.	\$ 180
Senior Engineer	William A. Hobensack, P.E.	\$ 180
Coastal Engineer III	Krista J. Egan, P.E.	\$ 127
Coastal Engineer II	Zachary N. Bedell, E.I.	\$ 122
Coastal Engineer II	Joe Jefferson, Ph.D., E.I.	\$ 122
Coastal Engineer I	Sergio A. Pena, E.I.	\$ 111
Coastal Engineer I	Luis Valderrama, E.I.	\$ 111
Draftsman/Designer (CADD)	Michael J. Lawson	\$ 95
Administrative Assistant	Heather D. Kalka	\$ 100

Prepared for: St. Johns County, FL

Project: RFQ 23-47

25-Jan-24

**SJC 23-47 COMPREHENSIVE BEACH MANAGEMENT PLAN**

RFQ 23-47 Coastal Engineering Services

**\$ 540,484.00**

**Attachment A**

**22-Mar-24**

ESTIMATE OF LABOR AND EXPENSES FOR NTE AMOUNTS

OAI and subcontractors

**Task 1 - Project Coordination, Communications, Data Comp.**

Subtotal \$ **130,896.00**

DIRECT LABOR										
LABOR CATEGORY	1.1 ADMIN/ MGMT	1.2 Mtgs./ Wrkshps	1.3 Review BMPs	1.4 Review Regs	1.5 Data Compilation	1.6 Strux Inventory	Report Prep.	TOTAL HOURS	2024 RATE	COST
Principal Engineer	8	16	32	24	16	8	16	120	\$ 245	\$ 29,400.00
Senior Engineer								0	\$ 180	\$ -
Coastal Engineer III		40	40	40	16		16	152	\$ 127	\$ 19,304.00
Coastal Engineer II					24		24	48	\$ 122	\$ 5,856.00
Coastal Engineer I		80		16	80	40	80	296	\$ 111	\$ 32,856.00
Draftsman/Designer (CADD)						40		40	\$ 95	\$ 3,800.00
Administrative Assistant	16				8		8	32	\$ 100	\$ 3,200.00
SUBTOTAL DIRECT LABOR:										\$ 94,416.00

OUTSIDE SVCS/SUB-CONTRACTORS	
SERVICE	COST
CCG	\$ 12,000.00
CMAR	\$ 24,480.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
subtotal	\$ 36,480.00

**Task 2 - Inventory & Protection Reco's Turtles/Shorebirds**

Subtotal \$ **28,655.00**

DIRECT LABOR										
LABOR CATEGORY	ADMIN/ MGMT	Mapping/ Data Assy	Protection Recs				Report Prep.	TOTAL HOURS	2024 RATE	COST
Principal Engineer	4		2				2	8	\$ 245	\$ 1,960.00
Senior Engineer								0	\$ 180	\$ -
Coastal Engineer III			4				2	6	\$ 127	\$ 762.00
Coastal Engineer II								0	\$ 122	\$ -
Coastal Engineer I		8						8	\$ 111	\$ 888.00
Draftsman/Designer (CADD)		4						4	\$ 95	\$ 380.00
Administrative Assistant	4							4	\$ 100	\$ 400.00
SUBTOTAL DIRECT LABOR:										\$ 4,390.00

OUTSIDE SVCS/SUB-CONTRACTORS	
SERVICE	COST
CCG	\$ 22,000.00
CMAR	\$ 2,265.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
subtotal	\$ 24,265.00

**Task 3 - Coastal Engineering Analyses**

Subtotal \$ **112,667.00**

DIRECT LABOR										
LABOR CATEGORY	ADMIN/ MGMT	Engr./ Mapping	3.1 Shore/ Vol Change Anayses	3.2 Transport Modeling	3.3 Sediment Budget		Report Prep.	TOTAL HOURS	2024 RATE	COST
Principal Engineer			16	16	40		16	88	\$ 245	\$ 21,560.00
Senior Engineer								0	\$ 180	\$ -
Coastal Engineer III			40	24	40		40	144	\$ 127	\$ 18,288.00
Coastal Engineer II				160			40	200	\$ 122	\$ 24,400.00
Coastal Engineer I		24	120		120		80	344	\$ 111	\$ 38,184.00
Draftsman/Designer (CADD)		16					16	32	\$ 95	\$ 3,040.00
Administrative Assistant	8						8	16	\$ 100	\$ 1,600.00
SUBTOTAL DIRECT LABOR:										\$ 107,072.00

OUTSIDE SVCS/SUB-CONTRACTORS	
SERVICE	COST
CCG	\$ -
CMAR	\$ 5,595.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
subtotal	\$ 5,595.00

**Task 4 - Erosion Control Options**

Subtotal \$ **52,406.00**

DIRECT LABOR										
LABOR CATEGORY	ADMIN/ MGMT	Engr./ Design	Sand Needs	SLR Analysis	Resiliency Assmnt	Report Prep.	TOTAL HOURS	2024 RATE	COST	
Principal Engineer	4	40	8	8	16		76	\$ 245	\$	18,620.00
Senior Engineer							0	\$ 180	\$	-
Coastal Engineer III		40	40	8	40		128	\$ 127	\$	16,256.00
Coastal Engineer II							0	\$ 122	\$	-
Coastal Engineer I		40	40	40			120	\$ 111	\$	13,320.00
Draftsman/Designer (CADD)			16				16	\$ 95	\$	1,520.00
Administrative Assistant	8					8	16	\$ 100	\$	1,600.00
SUBTOTAL DIRECT LABOR:										\$ 51,316.00

OUTSIDE SVCS/SUB-CONTRACTORS	
SERVICE	COST
CCG	\$ -
CMAR	\$ 1,090.00
DSG	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
subtotal	\$ 1,090.00

**Task 5 - Economic Impacts & Benefits Analyses**

Subtotal \$ **162,274.00**

DIRECT LABOR										
LABOR CATEGORY	ADMIN/ MGMT	5.1 Visitor / Econ Impact	5.2 Beaches Econ Value	5.3 Cost and Funding	5.4 Funding Options	Report Prep.	TOTAL HOURS	2024 RATE	COST	
Principal Engineer	8	4	8	8	8	8	44	\$ 245	\$	10,780.00
Senior Engineer							0	\$ 180	\$	-
Coastal Engineer III				32	8	32	72	\$ 127	\$	9,144.00
Coastal Engineer II							0	\$ 122	\$	-
Coastal Engineer I							0	\$ 111	\$	-
Draftsman/Designer (CADD)							0	\$ 95	\$	-
Administrative Assistant	4					4	8	\$ 100	\$	800.00
SUBTOTAL DIRECT LABOR:										\$ 20,724.00

OUTSIDE SVCS/SUB-CONTRACTORS	
SERVICE	COST
CCG	\$ -
CMAR	\$ 6,550.00
DSG - Visitor/Econ	\$ 75,000.00
DGS - Beach Surveys	\$ 30,000.00
DSG - Beach Detail	\$ 30,000.00
	\$ -
	\$ -
subtotal	\$ 141,550.00

**Task 6 - Associated Beach Management Elements**

Subtotal \$ **30,561.00**

DIRECT LABOR										
LABOR CATEGORY	ADMIN/ MGMT	6.1 Public Access Inventory	6.2 Public Access Recs	6.3 Public Engagement	6.4 Review Disaster Planning	Report Prep.	TOTAL HOURS	2024 RATE	COST	
Principal Engineer	4	4	16	4	8	4	40	\$ 245	\$	9,800.00
Senior Engineer							0	\$ 180	\$	-
Coastal Engineer III				8	8		16	\$ 127	\$	2,032.00
Coastal Engineer II							0	\$ 122	\$	-
Coastal Engineer I		40	24			40	104	\$ 111	\$	11,544.00
Draftsman/Designer (CADD)		16					16	\$ 95	\$	1,520.00
Administrative Assistant	8						8	\$ 100	\$	800.00
SUBTOTAL DIRECT LABOR:										\$ 25,696.00

OUTSIDE SVCS/SUB-CONTRACTORS	
SERVICE	COST
CCG	\$ 2,000.00
CMAR	\$ 2,865.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
subtotal	\$ 4,865.00

**Task 7 - Beach Management Plan and Draft Study**

Subtotal \$ **23,025.00**

DIRECT LABOR										
LABOR CATEGORY	ADMIN/ MGMT	Final Report Prep	Plan Devel.				TOTAL HOURS	2024 RATE	COST	
Principal Engineer	4	8	16				28	\$ 245	\$	6,860.00
Senior Engineer							0	\$ 180	\$	-
Coastal Engineer III		40	40				80	\$ 127	\$	10,160.00
Coastal Engineer II							0	\$ 122	\$	-
Coastal Engineer I							0	\$ 111	\$	-
Draftsman/Designer (CADD)							0	\$ 95	\$	-
Administrative Assistant	4	4					8	\$ 100	\$	800.00
SUBTOTAL DIRECT LABOR:										\$ 17,820.00

OUTSIDE SVCS/SUB-CONTRACTORS	
SERVICE	COST
CCG	\$ 3,000.00
CMAR	\$ 2,205.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
subtotal	\$ 5,205.00

3/6/2024

Schedule subject to change

**23-47 St. Johns County, FL  
Comprehensive Beach Management Plan**

	Q2 2024			Q3 2024			Q4 2024			Q1 2025			Q2 2025			Q3 2025			Q4 2025			Q1 2026		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Task 1 Coordination, Comms., Data Compilation	◆																							
Task 2 Env. Resources Compilation/Analysis																								
Task 3 Coastal Engineering Analysis																								
Task 4 Options for Erosion Control & Beach/Dune																								
Task 5 Economic Impact & Benefits Analysis																								
Task 6 Associated Beach Management Elements																								
Task 7 Development of a Beach Management Plan																								◆
PROGRESS UPDATES (every 2 weeks)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Individual Meetings/Workshops																								

assumes NTP is 01 May 2024

coord. with BOCC or another County department requ.

olsen associates, inc.



**CMAR CONSULTING, LLC**  
*Environmental & GIS Services*

**START SCOPE OF WORK**

**Task 1.0 PROJECT COORDINATION, COMMUNICATIONS & DATA  
COMPILATION**

CMAR will participate in an initial kick-off meeting with the County to review the current status of the County's report and data holdings to determine the extent of available information, make arrangements for data sharing and download, and determine the general format and desired organization for data management. This meeting shall include a representative of the County GIS department to review similar items for the GIS database and to discuss the desired formatting for the organization of the database, the appearance and functionality of websites, dashboards, and data repositories. This task includes time to participate in this kick-off meeting.

Following the kick-off meeting, the Consultant team shall collect and organize existing data, in a folder structure that will allow for data links from the coastal geodatabase or other County applications. CMAR will update or adapt the schema of the coastal geodatabase created for the 2022 South Ponte Vedra Beach dune enhancement project, to reflect the preferences discussed with the County team during the kickoff meeting.

CMAR will create beach segment and area boundaries to enable project data queries by beach segment and sections geographic limits. Specifically, CMAR will create up to four boundary layers that will allow the County to characterize beach segments and sections according to the needs of the different projects. Examples include beach sections below mean high water, between mean high water (MHW) and reference monument line, etc.). These limits and the MHW line calendar year chosen, will be agreed upon with the County and Consultant teams.

Once the data is compiled by the Consultant team CMAR will integrate the datasets from dune and beach projects (provided in CAD or GIS format only) in the updated coastal geodatabase. CMAR will update the structures layer developed under the South Ponte Vedra Beach project, based on the list of structures located along the shoreline seaward of the Coastal Construction Control Line (CCCL) compiled by the project team. A parcel IDs from the County's property appraiser database and a beach segment ID will be added to layer. Structures found seaward of the CCCL include hotels, condominiums, single-family homes, park facilities, bulkheads, revetments, walkovers, and other structures. Historical data to integrate in the



geodatabase, included project, survey (i.e. natural resources, geotechnical), borrow area and sand sources boundaries, as well as geotechnical survey point locations.

This task also includes time to integrate in the coastal geodatabase the literature and document list consolidated in table format by the project team for each beach segment. Paths and links to each document (pdf format), photos and images will be included in each literature review table by the project team. The County may choose the option to represent with a point layer the documents, photos (geotagged only) and image locations and directly relate the table content with each beach segment. CMAR will integrate pertinent data and create thematic layers up to a total cost of \$24,480.00.

**Proposed Cost: \$24,480.00**

## **2.0 ENVIRONMENTAL RESOURCES COMPILATION & ANALYSIS**

This task includes time to integrate in the Coastal geodatabase the table information provided by the environmental consultant. This information includes sea turtle total nesting and nest success by species and by beach segment, nest data for shorebirds, beach mice burrows if available. This task also includes time to include designated habitat boundaries for sea turtle's species, shorebirds, and right whale. This task also included time to add gopher tortoise burrow locations and survey boundaries for the 2022 FEMA dune enhancement project.

This task includes time to integrate in the coastal geodatabase the literature and document list consolidated in table format by the project team for each beach segment. Paths and links to each document (pdf format), photos and images will be included in each literature review table by the project team. The County may choose the option to represent with a point layer the documents, photos (geotagged only) and image locations and directly relate the table content with each beach segment. CMAR will integrate pertinent data and create thematic layers up to a total cost of \$2,265.00.

**Proposed Cost: \$2,265.00**

### **Task 3.0 COASTAL ENGINEERING ANALYSES**

This task includes time to integrate in the coastal geodatabase the literature and document list consolidated in table format by the project team for each beach segment. Paths and links to each document (pdf format), photos and images will be included in each literature review table by the project team. The County may choose the option to represent with a point layer the documents, photos (geotagged only) and image locations and directly relate the table content with each beach segment.

CMAR will integrate pertinent topographic and hydrographic shoreline profile data, survey and borrow areas boundaries, and other hydrographic surveys identified in the beach plan. In the case of LIDAR surveys, due to the data volume, the survey boundary will be integrated into the database, with a link to the point cloud or xyz dataset and to the DEM (if available).

The results of the coastal engineering analysis developed for the entire county Atlantic shoreline or by beach segment(s), may be integrated in the coastal geodatabase to facilitate visualization. Datasets may include historic and current erosion rates by beach segment(s), inlet shoal volumes and geographic limits, sediment budget cell boundaries. CMAR will integrate pertinent data and create thematic layers up to a total cost of \$5,595.00.

**Proposed Cost: \$5,595.00**

### **Task 4.0 OPTIONS FOR EROSION CONTROL & BEACH/DUNE ENHANCEMENT**

This task includes time to integrate in the coastal geodatabase the literature and document list consolidated in table format by the project team for each beach segment. Paths and links to each document (pdf format), photos and images will be included in each literature review table by the project team. The County may choose the option to represent with a point layer the documents, photos (geotagged only) and image locations and directly relate the table content with each beach segment.

**Proposed Cost: \$1,090.00**

## **5.0 ECONOMIC IMPACT & BENEFITS ANALYSES OF THE BEACHES**

This task includes time to integrate in the coastal geodatabase the literature and document list consolidated in table format by the project team for each beach segment. Paths and links to each document (pdf format), photos and images will be included in each literature review table by the project team. The County may choose the option to represent with a point layer the documents, photos (when geotags are available) and image locations and directly relate the table content with each beach segment.

This task also includes time to upload to the geodatabase tables provided by the Consultant with the beach management plan that can be linked to a beach segment or section and further analyzed with GIS software or connected to County applications. CMAR will prepare up to four thematic layers based on the data produced from this task. Thematic layers, when linked to the beach segments, will facilitate quick scenario evaluation and visualization as well as to allow for spatial query and further analysis of the data (i.e., charts). CMAR will integrate pertinent data and create thematic layers up to a total cost of \$6,550.00.

**Proposed Cost: \$6,550.00**

## **6.0 ASSOCIATED BEACH MANAGEMENT ELEMENTS**

This task includes time to update or create a new layer with the County public access inventory (beach access locations and the corresponding alongshore extent of access derived from each access point based upon the current guidance provided by the Florida Department of Environmental Protection (FDEP) and the U.S. Army Corps of Engineers (USACE) for beach parking, access, and alongshore limits. This layer will integrate the results of the public access analyses conducted by the consultant on a segment-by-segment basis (each segment generally consisting of a ½-mile reach of the Atlantic shoreline) and provide to CMAR in CAD and tabular formats. Identified shoreline segments may be attributed with eligibility for cost share criteria, eligibility for state or federal cost sharing, etc.

This task also includes time to integrate in the coastal geodatabase the literature and document list consolidated in table format by the project team for each beach segment. Paths and links to each document (pdf format), photos and images will be included in each literature review table by the project team. The County may choose the option to represent with a point layer the documents, photos (when geotags are available) and image locations and directly relate

the table content with each beach segment. CMAR will integrate pertinent data and create thematic layers up to a total cost of \$2,865.00.

**Proposed Cost: \$2,865.00**

## **7.0 BEACH MANAGEMENT PLAN COASTAL GEODATABASE**

Together with the draft management study report, CMAR will submit a final draft coastal geodatabase for County review. This task includes time for one project meeting with the project team and County, and time to incorporate minor revisions to the final coastal geodatabase upon final review by the County in coordination with Olsen Associates, Inc. up to a maximum cost of \$2205.00.

**Proposed Cost: \$2,205.00**

**END SCOPE OF WORK**

**CMAR Cost Proposal (1/25/2024)**

Service Levels	CEO/President	Project Manager	Lead GIS Professional	Senior GIS Professional	GIS Specialist	GIS Analyst	Staff GIS	Totals
Hourly rate (\$)	\$245.00	\$185.00	\$ 175.00	\$ 150.00	\$120.00	\$ 90.00	\$ 75.00	
<b>TASK 1 - PROJECT COORDINATION, COMMUNICATIONS &amp; DATA COMPILATION</b>								
Time (hours)	2	4	6	8	40	80	120	260
Cost (\$)	\$490.00	\$740.00	\$1,050.00	\$1,200.00	\$4,800.00	\$7,200.00	\$9,000.00	\$24,480.00
<b>TASK 2 - ENVIRONMENTAL RESOURCES COMPILATION &amp; ANALYSIS DATA</b>								
Time (hours)	1	2			4	8	6	21
Cost (\$)	\$245.00	\$370.00			\$480.00	\$720.00	\$450.00	\$2,265.00
<b>TASK 3 - COASTAL ENGINEERING ANALYSES DATA</b>								
Time (hours)		3			4	24	32	63
Cost (\$)		\$555.00			\$480.00	\$2,160.00	\$2,400.00	\$5,595.00
<b>TASK 4 - EROSION CONTROL &amp; BEACH/DUNE ENHANCEMENT DATA</b>								
Time (hours)		2				8		10
Cost (\$)		\$370.00				\$720.00		\$1,090.00
<b>TASK 5 - ECONOMIC IMPACT &amp; BENEFITS ANALYSES OF THE BEACHES DATA</b>								
Time (hours)	2	4	4	4	6	20	20	60
Cost (\$)	\$490.00	\$740.00	\$700.00	\$600.00	\$720.00	\$1,800.00	\$1,500.00	\$6,550.00
<b>TASK 6 - ASSOCIATED BEACH MANAGEMENT ELEMENTS DATA</b>								
Time (hours)	1	2		2	6	12	2	25
Cost (\$)	\$245.00	\$370.00		\$300.00	\$720.00	\$1,080.00	\$150.00	\$2,865.00
<b>TASK 7 - BEACH MANAGEMENT PLAN COASTAL GEODATABASE</b>								
Time (hours)	1	2			6	8	2	19
Cost (\$)	\$245.00	\$370.00			\$720.00	\$720.00	\$150.00	\$2,205.00
<b>Total Cost</b>								<b>\$45,050.00</b>



## Coastal Conservation Group, LLC

January 18, 2024

Al Browder  
Principal | Senior Engineer  
Olsen Associates, Inc  
Jacksonville, FL 32204

### **RE: Beach Management Plan Scope of Services**

Dear Mr. Browder,

As requested, we are pleased to provide the following scope of services for the St. Johns County Beach Management Plan.

Item 1: Compile beach management history to include the research and summaries of relevant codes and ordinances that impact management of the beaches (i.e. Beach Code, LDC, HCP, etc).

Environmental Lead = 60 hours @150.00/hour = \$9,000

Environmental Assistant = 80 hours @100.00/hour = \$8,000

Item 2: Develop an inventory of turtle nesting and other vital habitats of the beach/dune system; and develop a protection and restoration plan, where necessary, for listed species.

Environmental Lead = 80 hours @150.00/hour = \$12,000

Environmental Assistant = 100 hours @100.00/hour = \$10,000

Grand Total: \$39,000

Please contact me if you have any questions.

**Sincerely,**

*Tara Dodson*

Tara Dodson  
Coastal Conservation Group, LLC  
Project Manager | Lead Biologist  
MBA Environmental Compliance



downs & st. germain  
R E S E A R C H

St. Johns County  
Visitor Profile & Economic Impact Of Tourism and Beaches  
Research Brief

### Purpose

The purpose of this research will be to:

- Update the Annual Visitor Profile & Economic Impact Study last completed April 2019-March 2020
- Assess the Economic Value of the Beaches to the County, State, and Federal Government

### Survey Content

The Annual Visitor Profile & Economic Impact Study will focus on:

- Determine visitors' reasons for coming to St. Johns County
- Determine visitor activities while in the destination
- Profile travel parties to St. Johns County
  - Travel party size, length of stay, number of times visited
- Determine likelihood of returning
- Define mode of transportation
- Assess importance of vacation attributes
- Capture rating of St. Johns County on vacation attributes
- Calculate daily expenditures & expenditure by category
- Investigate trip planning information
- Assess recall of promotions for St. Johns County
- Create a demographic profile of visitors
- Other topics to be discussed

This data will be used to inform marketing of the destination and estimate the economic impact of tourism in St. Johns County.

The final questionnaire will be customized to St. Johns County's needs and will be based on an initial Backgrounding session with Downs & St. Germain Research and St. Johns County.



# downs & st. germain

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## R E S E A R C H

For the assessment of the beaches, the same questionnaire will be used but additional questions will be added specifically for the beach analysis.

### Visitor Profile Methodology

For this study, we recommend intercept interviews of visitors to St. Johns County while supplementing with online surveys. We recommend a minimum of 2,000 annual surveys with 500 surveys being completed per quarter. Completing this study on an annual basis with quarterly reports will allow St. Johns County to understand seasonal differences of visitors to the area. Each survey will take 5-7 minutes to complete.

For this study, we recommend a multistage, stratified, random sampling plan that captures all types of visitors (stay in paid accommodations, those visiting friends & relatives [VFRs], and day trippers). The data collection locations will be finalized in the initial Backgrounding session, but we are including some examples below for evaluative purposes:

- Geography
- Property type
- Attractions
- Events
- Time

From this stratified, random sampling approach, we will not only have a valid and representative set of visitors to St. Johns County in our sample, but we will also know the percentage of visitors who are day trippers, who stay with friends and relatives, and who stay in paid accommodations.

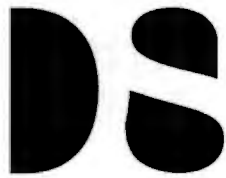
Having an accurate estimate of the percentages of day trippers, VFRs and visitors staying in paid accommodations is essential in determining the total number of visitors and economic impact to St. Johns County. This sampling approach also enables us to determine the number of business travelers to St. Johns County; the number of visitors who come for nature, the arts, sports, etc.; the number who travel to different geographic areas of the county; and many other detailed breakdowns of visitor tracking data that may be of interest to St. Johns County.

In sum, with our stratified, random sampling process for interviewing visitors, St. Johns County will have a representative and valid set of visitors.

### Beach Analysis Methodology

In addition to the Visitor Profile, which will include surveys completed at the beaches, additional surveys will be completed at the different beach areas to complete analyses for the overall impact of beaches to the area with sub analyses for each beach area. The geographic breakdown will be discussed Olsen Associates and St. Johns County.





# downs & st. germain

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## R E S E A R C H

### Deliverables

Downs & St. Germain will deliver the following:

- Quarterly PowerPoint deck of Visitor Profile and Economic Impact results
- Annual PowerPoint deck of Visitor Profile and Economic Impact Results
- Annual PowerPoint deck of the Economic Value of the Beaches to the County, State, and Federal Government with sub analyses for each beach area
- Presentations of the above reports, as requested

### Time Frame

- 12-month data collection period
- Data collection onset to be determined

### Costs

- **Visit Profile and Economic Impact Study**
  - \$75,000
  - 500 intercept and online surveys completed per quarter
  - 2,000 intercept and online surveys completed annually
  - Includes analysis and reporting of 4 quarterly reports and one annual report (similar to the previous iteration of this study)
  - \$18,750 due each quarter
- **Additional Beach Surveys**
  - \$30,000
  - Additional surveys needed to break out analyses by beach area
- **Additional Beach Analysis**
  - \$30,000
  - Additional annual analysis of beach areas to the County, State, and Federal government

Costs are all inclusive and include travel to St. Johns County for a kickoff meeting and presentations of results.



# downs & st. germain

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## R E S E A R C H

### Downs & St. Germain Research Experience

Selected tourism clients include:



Downs & St. Germain Research has been conducting tourism research since 1990. We have conducted over 1,500 tourism studies for clients throughout Florida, and for the states of Maine, Kentucky, Delaware, and Louisiana.



## NOTICE OF INTENT TO AWARD

November 6, 2023

### RFQ No: 23-47; Beach Management Plan

St. Johns County hereby issues this Notice of Intent to Award a contract, upon successful negotiations, with Olsen Associates, Inc], as the highest ranked firm, based upon evaluation of submitted Qualifications and subsequent presentations under RFQ 23-47

Any actual Bidder, Proposer or Supplier who is aggrieved in connection with the Notice of Intent to Award a Contract, where such grievance is asserted to be the result of a violation of the requirements of the St. Johns County Purchasing Policy and associated procedures, or any applicable provision of law by the officers, agents, or employees of the County, may file a Protest to the Assistant Director of Purchasing & Contracts. The Protest must be made in writing and filed by 4:00PM on the fifth business day following the date of the posting of the Notice of Intent to Award, and must be submitted in accordance with Section 13, SJC Purchasing Policy.

Should no Protest be received in response to this Notice, the County will proceed with negotiations, and upon successful negotiations, award of a Contract in accordance with SJC Purchasing Policy.

Please forward all correspondence, requests or inquiries directly to Greg Lulkoski, Procurement Coordinator, via email at [glulkoski@sjcfl.us](mailto:glulkoski@sjcfl.us) or phone at 904-209-0156.

Leigh A. Daniels, CPPB  
Purchasing Manger  
[ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us)  
(904) 209-0154 - Direct

Date: 11/6/23

**Purchasing Division**  
500 San Sebastian View, St. Augustine, FL 32084  
904.209.0150 | [sjcfl.us](http://sjcfl.us)



**EVALUATION SUMMARY SHEET**  
ST. JOHNS COUNTY, FLORIDA

Date: 11/3/2023

RFP: 23-47; Beach Management Plan

Posted: 11-03-2023

FIRM	Proposal Evaluation Score	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	TOTAL	RANK	COMMENTS
		Joseph Giammanco Presentation	Damon Douglas Presentation	Lauren Mancini Presentation	Sloane Stephens Presentation	Stephen Hammond Presentation			
Olsen Associates, Inc.	339.00	18.00	23.00	20.00	19.00	22.00	441.00	1	
Atkins North America, Inc.	335.00	23.00	20.00	18.00	16.00	20.00	432.00	2	

APPROVED: Joseph Giammanco, Director, Emergency Management

APPROVED: Leigh A. Daniels, CPPB, Purchasing Manager

*[Handwritten signature of Leigh A. Daniels]*  
 \_\_\_\_\_  
 11/3/23

Posted to Demandstar:

11-03-2023 *[Handwritten mark]*

**NOTE:**  
THE RANKING SHOWN ABOVE SHALL BE FOLLOWED UNLESS SPECIAL CONDITIONS MERIT A CHANGE IN THE NEGOTIATING ORDER, IN THIS CASE, THE SPECIAL CONDITIONS MUST BE EXPLAINED IN DETAIL AND ATTACHED TO THIS EVALUATION SUMMARY SHEET.

ANY ACTUAL BIDDER, PROPOSER, OR SUPPLIER WHO IS AGGRIEVED IN CONNECTION WITH THE NOTICE OF INTENT TO AWARD A CONTRACT, WHERE SUCH GRIEVANCE IS ASSERTED TO BE THE RESULT OF A VIOLATION OF THE REQUIREMENTS OF THE ST. JOHNS COUNTY PURCHASING POLICY AND ASSOCIATED PROCEDURES, OR ANY APPLICABLE PROVISION OF LAW BY THE OFFICERS, AGENTS, OR EMPLOYEES OF THE COUNTY, MAY FILE A PROTEST TO THE ASSISTANT DIRECTOR OF PURCHASING AND CONTRACTS AS PROVIDED IN SECTION 13 OF THE SJC PURCHASING POLICY.

**RFQ 23-47; BEACH MANAGEMENT PLAN**

**COVER PAGE**

ST. JOHNS COUNTY PURCHASING DIVISION  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE, FLORIDA 32084

**FULL LEGAL NAME OF RESPONDENT:** OLSEN ASSOCIATES, INC.

**MAILING ADDRESS:** 2618 Herschel Street, Jacksonville, Florida 32204

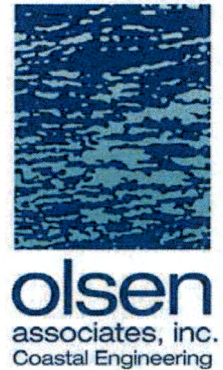
**POINT OF CONTACT NAME & TITLE:** Dr. Albert E. Browder, P.E., Vice President

**CONTACT EMAIL ADDRESS:** abrowder@olsen-associates.com

**DATE:** 3 October 2023

03 October 2023

Mr. Greg Lulkoski, Procurement Coordinator  
SJC Purchasing Division  
500 San Sebastian View  
St. Augustine, FL 32084



Re: **RFQ No. 23-47**  
Request for Qualifications  
Beach Management Plan

Dear Mr. Lulkoski,

The coastal engineering firm of Olsen Associates, Inc. (OAI) is pleased to provide the attached Statement of Qualifications package pursuant to St. Johns County's solicitation for consulting services for the development of a Beach Management Plan. Our firm has over 40 years of experience providing the very services sought in this RFQ, for governmental clients all over the State of Florida and the Southeast U.S. Our recent experience includes not only the development of Beach Management Plans for neighboring Flagler County and for the Town of Longboat Key, but also the ongoing long-term management of many large-scale beach restoration projects around the Southeast U.S.

In response to the details requested in the RFQ:

*Full Legal Name:* Olsen Associates, Inc.  
*Physical Street Address:* 2618 Herschel St., Jacksonville, FL 32204  
*Phone / FAX / e-mail:* 904.387.6114 / 904.384.7368 / [abrowder@olsen-associates.com](mailto:abrowder@olsen-associates.com)  
*Company Type:* S-Corporation, FL authorized engineering business  
*Principals:* Dr. Kevin R. Bodge, President and Principal  
Mr. Christopher G. Creed, Vice-President and Principal  
*POC:* Dr. Albert E. Browder, Vice-President/Corp. Sec. and Principal

*Statement of Company History:* OAI was founded in 1982 in Jacksonville, FL. The firm maintains only one office, in Jacksonville, from which all our Clients are serviced. OAI has always focused its practice on local non-Federal as well as Federal (USACE) beach restoration, coastal stabilization works, marina and oceanfront management and resort projects, inlet interactions with adjacent shorelines, navigation projects, and coastal construction regulation. Our experience extends throughout the southeastern United States, the Caribbean, Mexico, Central America, Hawaii, and the Middle East. The Olsen Associates, Inc., professional staff is internationally recognized for their contributions to technical literature and coastal engineering design manuals. Since 1982, the firm has grown to consist of ten coastal engineers, three with Doctoral degrees from the University of Florida, and two staff for administrative technical drafting support.

*Business Philosophy:* As professional consultants concentrating in the specialized field of coastal engineering for over 40 years, we have learned that the "team" concept allows us to best meet the multidisciplinary requisites for projects such as these. This approach allows our firm to

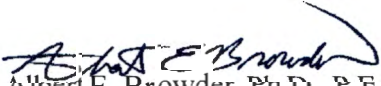
retain highly specialized individuals or companies recognized as being the best in their specific fields of endeavor. Accordingly, our project team will be headed by Dr. Albert E. Browder, P.E. Vice President and Principal of OAI, and assisted by our President and Principal Dr. Kevin R. Bodge, P.E., and our Vice-President and Principal Mr. Christopher G. Creed, P.E., as well as our extensive coastal engineering staff. We likewise team with highly regarded subcontractors for complex issues relating to marine biology and environmental management, monitoring, and permitting; hydrographic/topographic surveying; economic analyses; cultural resources assessment; real estate issues; Geographic Information System (GIS) mapping, and other specialized areas that are closely affiliated with beach management. As described herein, our team members bring exemplary services to all our projects.

*Reason for Interest:* With our team's past and present experience in the County, and our local connections to St. Johns County and St. Augustine, we have a vested interest in the beaches and environment of the County (I myself live in SJC, as do several members of the team). We are very much aware of the vast array of project components, stakeholders, and challenges associated with the management of the extensive length of beaches under the County's responsibility. With our firm's direct and extensive experience in developing and managing all aspects of a wide array of coastal engineering projects, we believe we can provide unparalleled comprehensive and timely support to the County for the development of a comprehensive beach management plan that brings clarity, uniformity, and efficiency to the management of the County's most valuable asset, its beaches.

We have studied the scope of services desired for this effort, and we believe we can provide excellent management in this regard, based on our experience in developing not only specific beach management plans for other Counties and municipalities, but also in our decades-long experience in actually managing beach projects for multiple Clients. This management includes project development and construction as well as permitting, funding, and emergency response services. Locally, the team includes Coastal Conservation Group, LLC, who with Tara Dodson and Bob Fraser provide a significant level of experience in the development of the current Habitat Conservation Plan for the beaches and the monitoring and protection of endangered and threatened species along the coast.

Our firm prides itself on its responsiveness to its clients. We have provided comprehensive services to dozens of county and municipal clients that require proactive, innovative, and efficient management of their shoreline and attendant environmental resources through cost-effective engineering analyses, design, planning, public outreach, and monitoring. We bring vigor, innovation, independence, responsiveness, comprehensive services, and the exceptional qualifications and experience necessary to successfully and economically develop a comprehensive beach management plan for the County. We look forward to the favorable consideration of our firm by the Selection Committee.

Sincerely,

  
Albert E. Browder, Ph.D., P.E.  
Vice-President/ Corp. Secretary

Enc./

## SECTION 2: STAFF QUALIFICATIONS & PROFESSIONAL TEAM

This section includes the following documentation to describe the qualifications of our team:

- Project Team Organizational Chart
- Olsen Associates, Inc. (Respondent) - Company Profile & Resumes for Key Personnel
- Subcontractors - Company Profiles & Resumes for Key Personnel (also listed in **Attachment G** from the RFQ)
  - Arc Surveying & Mapping, Inc.
  - Coastal Conservation Group, LLC
  - CMAR Consulting, LLC
  - Coastal Eco-Group, Inc.
  - Downs & St. Germain Research, Inc.
  - Tidewater Atlantic Research, Inc.
- Summary Table of Licenses & Certifications
  - Professional Engineering Licenses
  - Professional Surveying Licenses

**The team currently has on payroll all employees necessary for performance of all the required work. The team will not have to hire new employees to complete this work.**

Please refer to **Section 6** for the following:

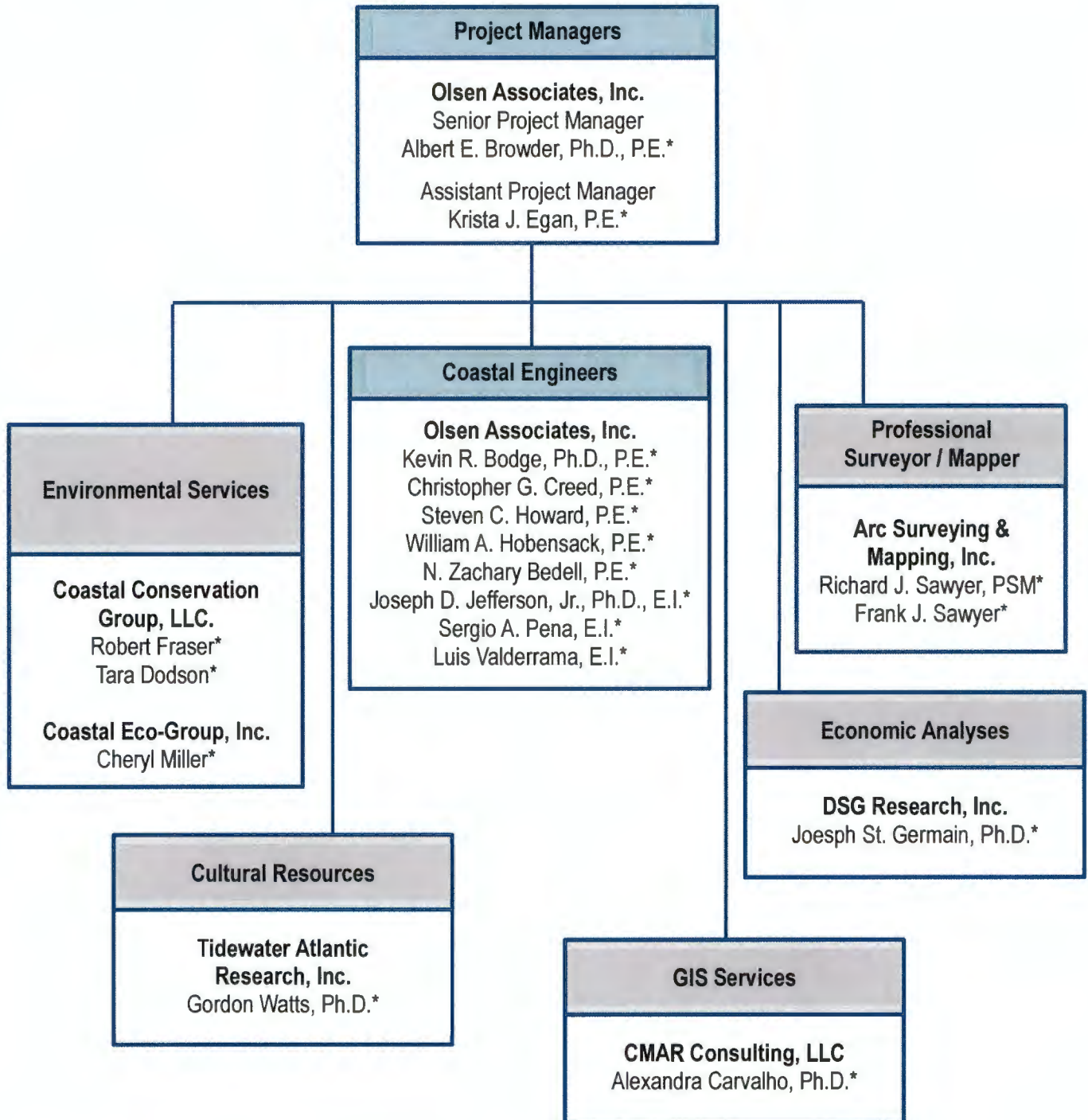
- Certificates of Insurance
- Claims and Litigation History - **Attachment H** from the RFQ



**SECTION 2 COMPANY, STAFF, & TEAM QUALIFICATIONS**

**ORGANIZATIONAL CHART**

The team led by Olsen Associates, Inc., includes the following subconsultants and key personnel:



\* Key staff for this submittal, resumes provided.



**olsen**  
associates, inc.  
Coastal Engineering

**FIRM OVERVIEW:** **Olsen Associates, Inc.** (OAI) is a coastal engineering firm located in Jacksonville, Florida which specializes in the study, design, permitting and management of projects located in coastal, insular, and estuarine environments. The firm's general practice is focused upon beach restoration, marina and oceanfront resort projects, inlet interactions with adjacent shorelines, coastal stabilization works, dredging and navigation projects, and coastal construction regulation. The firm's principal experience is noted across the southeastern United States, the Caribbean, Mexico, and Hawaii. Its professional staff is recognized internationally for their contributions to technical literature and coastal engineering design manuals.

Olsen Associates, Inc. is widely regarded for the challenging coastal projects it has taken on as well as for the innovative and successful solutions it has introduced to coastal engineering practice. Among these are included the first full-scale use of imported aragonite sand for beach nourishment in the United States; unique application of tuned coastal structures for shoreline stabilization; comprehensive planning and implementation of measures to minimize sand losses to ocean inlets; mathematical modeling of shoreline changes and storm protection for oceanfront development; analysis of set-back policies for oceanfront development; and the world's first large-scale structural rehabilitation of coral reefs damaged by vessel groundings. Further, the successful record of the firm's principals in regulatory permitting relating to marine projects is unparalleled.

The firm was established in 1982. The engineering staff includes three Principals and seven engineers each with graduate degrees in coastal and oceanographic engineering, complemented by state-of-the-art numerical modeling and CADD facilities. The firm's philosophy is to focus strictly upon engineering problems in the coastal and nearshore environment in order to provide for its clients the most highly-developed expertise in these areas. Toward accomplishment of this goal, the firm strives to combine its staff's extensive experience in traditional engineering practice with leading-edge academic theory.

Specific examples of the firm's experience include:

- comprehensive beach management planning for local sponsors;
- engineering design, permitting, and construction management of large-scale dredging and beach restoration projects at well over 4 dozen sites throughout the southeastern U.S. and the Caribbean (c. 1982-present); project experience includes Federal as well as non-federal projects;
- pioneering introduction of numerical modeling techniques for the prediction of beach fill design, performance prediction, and wave refraction analyses;
- fast-track design and permitting of large-scale shoreline restoration projects (Gulf Shores, AL (12 months); Patrick AFB, FL (3 months); Atlantis, Bahamas (2 months));
- innovative coastal engineering techniques to improve beach fill longevity, including the strategic use of structures;
- beach restoration via sand placement (hydraulic and mechanical), dune revegetation and fencing;
- dredging, tidal inlet relocation, beach disposal and inlet sand management improvements to reduce dredging requirements and inlet-adjacent beach erosion;
- emergency assistance to project sponsors in the fast-track reconstruction of non-federal beach restoration projects eligible for FEMA post-disaster relief; and
- post-construction monitoring & permit compliance, coordination of project expertise, funding/grant assistance, and public communication for successful and fiscally efficient implementation of projects.

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**


*(Complete one Section E for each key person.)*




12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS OF EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
<b>Albert E. Browder, Ph.D., P.E., D.CE</b>	Principal / Project Manager	30	28




15. FIRM NAME AND LOCATION *(City and State)*  
**Olsen Associates, Inc. (Jacksonville, Florida)**

16. EDUCATION <i>(Degree and Specialization)</i> Ph.D. – Civil & Coastal Engineering, University of Florida, 2000 M. Eng. – Civil, Coastal & Oceanographic Engineering, U. Florida, 1994 B.S. – Mechanical Engineering, Clemson University, 1992	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> P.E. - Florida (2001) #57403 (Civil) P.E. - Alabama (2004) #26227 (Civil)
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Training, Awards, etc.)*  
 Dr. Browder is a Vice President and a Principal Engineer of Olsen Associates, Inc., and has thirty years of experience with planning, engineering analyses, design, permitting, cost analysis, plans and specifications, and construction administration for large-scale civil works projects in the coastal, marine, and insular environments.  
 Diplomate in Coastal Engineering (D. CE) – Academy of Coastal, Ocean, Port & Navigation Engineers;  
 Member - American Society of Civil Engineers; Member - American Shore and Beach Preservation Association (ASBPA);  
 Member - Florida Shore and Beach Preservation Association (FSBPA)

(1) TITLE AND LOCATION <i>(City and State)</i> <b>2023 St. Johns County Emergency Berms Project (Post-Ian/Nicole)</b> <i>(St. Johns County, FL)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2023	2023
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
<p><b>Coastal Engineer</b> and Engineer of Record responsible for engineering/design; permit modifications; cost analysis and scheduling; preparation of plans and specifications for competitive bidding, construction review and administration, post-construction documentation and out-year monitoring.  <i>Construction Cost: \$12.0M</i></p>		

(1) TITLE AND LOCATION <i>(City and State)</i> <b>2021/22 South Amelia Island Shore Stabilization Project</b> <i>(Nassau County, FL)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2009 - present	2011, 2021/22
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
<p><b>Coastal Engineer</b> for Nassau County, Florida, South Amelia Island Shore Stabilization MSBU. Engineer of Record responsible for engineering/design studies; geotechnical investigation; permitting; design analyses; cost analysis and schedule; preparation of plans and specifications for competitive bidding, construction review and administration, 2011 and 2021/22. Responsible for FDEP and FEMA Project Worksheet acquisitions, reimbursements and project closeout.  <i>Construction Cost: \$15.0M (2021/22); \$9.8M (2011)</i></p>	 	
		

<p>(1) TITLE AND LOCATION (<i>City and State</i>)  <b>2021 Longboat Key, FL, Beach Nourishment &amp; North End Structural Stabilization Project: Beach Mgmt Plan Implementation</b> (<i>Town of Longboat Key</i>)</p>	<p>(2) YEAR COMPLETED</p> <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>2013 - Present</td> <td>2021</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	2013 - Present	2021
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)					
2013 - Present	2021					
<p>(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE</p> 	<p><input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM</p> <p><b>Coastal Engineer</b> for Town of Longboat Key, FL. Engineer of Record responsible for permitting; design analyses; cost analysis; plans/specifications for competitive bidding; construction review/administration for dual-contract phased dredging and rock groin stabilization project. Responsible for FDEP/FEMA grant acquisition and project closeout, post-construction monitoring. Co-author of Town beach management plan and subsequent project implementation <i>Construction Cost: \$31.0M.</i></p>					
<p>(1) TITLE AND LOCATION (<i>City and State</i>)  <b>Orange Beach/Gulf State Park/Gulf Shores Comprehensive Beach Restoration &amp; Management</b> (<i>Baldwin County, AL</i>)</p>	<p>(2) YEAR COMPLETED</p> <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>2002 - present</td> <td>2005-06, 2012-13, 2023-24</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	2002 - present	2005-06, 2012-13, 2023-24
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)					
2002 - present	2005-06, 2012-13, 2023-24					
<p>(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE</p> <p><b>Coastal Engineer</b> for 18 miles of Gulf of Mexico shoreline managed by three parties: the AL Department of Conservation and Natural Resources and Cities of Orange Beach and Gulf Shores, AL. Engineer of Record responsible for engineering study; geotechnical borrow area development; permitting; design analyses; cost-analysis and schedule; preparation of plans and specifications for competitive bidding; bidding; construction review/administration; FEMA Project Worksheet acquisitions and closeout; and post-construction monitoring. Engineer-of-record for projects in 2005-06, 2012-13, and 2023-24 (ongoing).  <i>Construction Cost: \$32.8M (est., 2023-24); \$15.5M (2013), \$30.9M (2006)</i></p>	<p><input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM</p> 					
<p>(1) TITLE AND LOCATION (<i>City and State</i>)  <b>Pensacola Beach, FL, 2016 Beach Nourishment Project</b> (<i>Escambia County, FL</i>)</p>	<p>(2) YEAR COMPLETED</p> <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>2000 - Present</td> <td>2002, 2006, 2016</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	2000 - Present	2002, 2006, 2016
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)					
2000 - Present	2002, 2006, 2016					
<p>(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE</p> <p><b>Coastal Engineer</b> for Santa Rosa Island Authority. Engineer of Record responsible for comprehensive coastal management, engineering, offshore sediment source development, permitting, design, cost-analysis and schedule, plans / specifications for competitive bidding; construction review/administration, FDEP/FEMA grant acquisition and project closeout, and post-construction monitoring for 1.8Mcy beach renourishment project (2016). Also project manager for the 2002 initial restoration project and 2006 post-Hurricane Ivan renourishment.  <i>Construction Cost: \$15.3M, \$15.1M, \$14.5M (2016)</i></p>	<p><input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM</p> 					


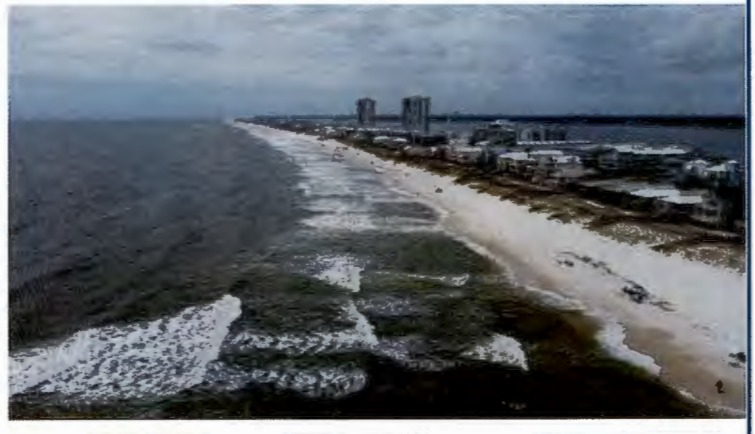

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS OF EXPERIENCE	
<b>Krista J. Egan, P.E.</b>	Coastal   Civil Engineer	a. TOTAL	b. WITH CURRENT FIRM
		10	9
15. FIRM NAME AND LOCATION <i>(City and State)</i> Olsen Associates, Inc. <i>(Jacksonville, Florida)</i>			
16. EDUCATION <i>(Degree and Specialization)</i> MS, Coastal and Oceanographic Engineering, 2012 (U. Florida) BS, Civil Engineering – Water Resources, 2010 (U. Florida)		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Florida P.E. - #85302 (Civil – Coastal Engineer)	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Training, Awards, etc.)</i> Member – American Shore and Beach Preservation Association Member – Florida Shore and Beach Preservation Association Publication - JGR Oceans, 2014 "Subtidal variability in water levels inside a subtropical estuary"			

(1) TITLE AND LOCATION <i>(City and State)</i> <b>Beach Management Plan (Town of Longboat Key, FL)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2018-2019	CONSTRUCTION (if applicable) N/A
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM
 	<p><b>Coastal Engineer</b> responsible for comprehensive beach management planning over a 25-year horizon for the Town's 10 miles of Gulf of Mexico shoreline. Assessed beach and dune conditions; historical erosion rates; vulnerability of shorefront infrastructure; offshore, inlet, and upland sand resources; native sediment characteristics; sand volume requirements; public access and parking; funding options and cost-sharing eligibility; construction alternatives and considerations; renourishment schedule; and environmental monitoring requirements. Integrated the Town's numerous survey requirements from multiple permits into one comprehensive physical monitoring plan. Provided recommendations regarding the design beach width, project baseline modifications, future project planning, and sand sources for future renourishment.</p>	

(1) TITLE AND LOCATION <i>(City and State)</i> <b>FEMA Category B Emergency Berm &amp; Dune Repairs (St. Johns County, FL)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023 - Present	CONSTRUCTION (if applicable) 2023
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM
	<p><b>Coastal Engineer</b> responsible for development of technical specifications, review of construction plans, project implementation, permit compliance, construction management, and post-construction monitoring for various segments of St. Johns County shoreline that were damaged by the passage of Hurricanes Ian and Nicole in 2022. The phased project includes the placement of roughly 150,000 cy of beach and dune fill sourced from two upland mines and the installation of 470,000 sea oats and panic grass. Construction along the Butler Beach segment was completed in August. The South Ponte Vedra Beach and Crescent Beach segments are in the contract review period.</p>	

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
<b>Flagler County Beach Management (Flagler County, FL)</b>		PROFESSIONAL SERVICES 2018 - Present	CONSTRUCTION (if applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
<p><b>Coastal Engineer</b> responsible for review of the Flagler County Beach Management Plan document, describing the comprehensive coastal management plan for 18 miles of Atlantic Ocean shoreline in Flagler County, FL. The comprehensive plan included the evaluation of beach and dune conditions; assessment of vulnerability of shorefront infrastructure to coastal erosion, storm impacts, flooding, and sea level rise; identification of beach management segments; summary of historical County shoreline management strategies; description of various State and Federal permits; identification beach-compatible sand resources; and characterization of the native beach sediment. The plan summarized various project alternatives, including the respective sand volume requirements, cost estimates, renourishment schedules, and approaches for implementation.</p>			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
<b>Orange Beach / Gulf State Park / Gulf Shores Beach Nourishment Project (Baldwin County, AL)</b>		PROFESSIONAL SERVICES 2018 - Present	CONSTRUCTION (if applicable) 2023-24 (planned)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
<p><b>Coastal Engineer</b> responsible for the design, formulation, and permitting (Federal and State) of a maintenance renourishment placing up to 3.5M cy of beach compatible sand to be excavated from a combination of four permitted offshore borrow areas located in State waters and placed along 16.5 miles of Gulf of Mexico shoreline. The regional project is jointly sponsored by the City of Orange Beach, Gulf State Park, and the City of Gulf Shores. The project will have FEMA assistance to repair storm damages from Hurricane Nate (2017) and Hurricane Sally (2020). For the upcoming construction, Engineer will support preparation and review of construction plans and specifications, construction engineering inspection and management, permit compliance, and regulatory coordination.</p>			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
<b>Inlet Management of Pensacola Pass (Escambia County, FL)</b>		PROFESSIONAL SERVICES 2021 - 2023	CONSTRUCTION (if applicable) 2023-24 (planned)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
		<p><b>Coastal Engineer</b> responsible for developing recommendations to be incorporated in the FDEP Inlet Management Plan, including physical monitoring scope; sand bypassing quantities; sand placement locations; and appropriate sediment sources. Responsible for assessing the erosional impact of the inlet on the adjacent shorelines; determining the typical volumetric change rate of the shoal system; analyzing sediment transport patterns; developing a contemporary sediment budget; and evaluating historical and contemporary dredging and sand placement practices. Follow-on work will include physical monitoring of the a 2M-cubic yard dredging and sand placement event to evaluate fill performance and sand bypassing.</p>	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Kevin R. Bodge, Ph.D., P.E., D.CE., D.PE.</b>	13. ROLE IN THIS CONTRACT Principal	14. YEARS OF EXPERIENCE	
		a. TOTAL 38	b. WITH CURRENT FIRM 36

15. FIRM NAME AND LOCATION *(City and State)*  
Olsen Associates, Inc. *(Jacksonville, Florida)*

16. EDUCATION <i>(Degree and Specialization)</i> PhD, Engineering; Coastal & Oceanographic Engineering, 1986 ME, Civil Engineering, Ocean Engineering, 1982 BS, Aerospace and Ocean Engineering, 1980	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> P.E. - Florida (1995) #49434 (Civil) P.E. - Hawaii (1998) #9594 (Civil) P.E. - Virginia (2003) #0402-038386 (Civil)
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Training, Awards, etc.)*  
Dr. Bodge is the President and a principal engineer of Olsen Associates, Inc. Since 1986, Dr. Bodge prepares technical analysis, permit documents, designs, plans & specifications, cost estimates and construction review for all manner of civil/coastal engineering projects in coastal environments, particularly including beach & dune restoration, resort development, navigation and shore protection.

- Diplomat in Coastal Engineering and Port Engineering – Academy of Coastal, Ocean, Port & Navigation Engineers
- Florida Shore & Beach Preservation Association 1995 Engineering Award & 2001 Distinguished Service Award

(1) TITLE AND LOCATION <i>(City and State)</i> <b>Duval County Federal Shore Protection Project</b> <i>(Duval County, FL)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2003 - Present	CONSTRUCTION <i>(if applicable)</i> 2005, 11, 16/17, 18/19

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  
 CHECK IF PROJECT PERFORMED WITH CURRENT FIRM

**Coastal Engineer** (OAI Project Manager) for City of Jacksonville, FL - Local Sponsor - for Duval County Federal Shore Protection Project. Responsible for acquisition of State (FDEP) permits and Federal (BOEM) leases; engineer of record for design, construction drawings & permit compliance review of dune repairs after Hurricanes Matthew & Irma, including coordination with FEMA for Project Worksheets and cost-reimbursement from FEMA and FDEP for dune repairs, and providing technical guidance for construction observation. Perform pre-construction activities for Notice to Proceed and co-conduct pre-construction meetings with Corps of Engineers (USACE); conduct pre- and post-construction physical & environmental monitoring, permit compliance review, and project coordination between the Corps, City of Jacksonville, and the Cities of Atlantic, Neptune, and Jacksonville Beach for construction in 2005, 2011, 2016-17, 2018-19. Prepare applications for, and assist with management of, FDEP State Grants for COJ's beach management, including progress reports & reimbursements. Assisted COJ with acquiring emergency authorization of \$7.5M in post-hurricane funding for dune repairs; designed immediate post-Matthew & post-Irma repairs; and acquired over 95% reimbursement of funds from State & federal agencies for COJ. Review USACE construction plans for beach nourishment, and routinely provide technical input, designs & review for Corps project planning, including Corps' addition of dunes to the federal project and proposed study for future participation in project after 2028. All project tasks completed on time and within or below budget.  
*Construction Cost: \$72M+*






(1) TITLE AND LOCATION <i>(City and State)</i> <b>Martin County, Bathtub Beach Park / Sailfish Point Beach Nourishment</b> <i>(Martin County, FL)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2014 - Present	CONSTRUCTION <i>(if applicable)</i> 2016, 17/18, 21

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  
 CHECK IF PROJECT PERFORMED WITH CURRENT FIRM

**Coastal Engineer** (OAI Project Manager) for Martin County & Sailfish Point for a public/private cooperative project that restored & maintains 1 mile of beach and dunes from multiple sand sources. Constructed in spring 2016 and renourished after Hurricanes Matthew, Irma and Dorian, with FEMA and FDEP reimbursement. Responsible for all designs, construction documents, technical specifications & drawings, permit acquisition, review & recommendation regarding bid submittals, pre-construction meetings & preparations, construction review for permit compliance, assist County with review of pay submittals, and project close-out. Prepare surveys, analysis and project reports to document storm impacts and calculate beach & dune damage attributable to discrete storm events. Assist County with deliverables to FEMA and FDEP, and post-construction reimbursement from FEMA and FDEP.  
*Construction Cost: \$18M+*  
All project tasks completed on time and within or below budget.



(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>Canaveral Harbor Inlet Management</b> ( <i>Canaveral Harbor, FL</i> )		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 1992 – Present	CONSTRUCTION (if applicable) 1993 - Present
(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
c	 <p><b>Coastal Engineer</b> (OAI Project Manager) for Canaveral Port Authority (Local Sponsor) for development &amp; implementation of Canaveral Harbor Inlet Management Plan, since 1992. The IMP mostly eliminates the Federal navigation project's erosion impact to adjacent beaches. Responsible for technical review of, and coordination with, USACE for design and construction of Canaveral Harbor Sand Bypass Project, improvements to the inlet's north and south jetties, nearshore disposal of beach-quality maintenance-dredge material, and construction of sediment traps adjacent to ship channel. Prepared designs, plans and specifications, acquired all permits, and perform permit-required annual &amp; construction-related physical and environmental monitoring. Prepared fundamental design concepts, detailed construction plan reviews, and technical construction review for five (5) sand bypass projects – moving over 4.5 mcy of sand from north to south across the Canaveral Harbor inlet since 1995. Coordinate construction activities between Corps, Canaveral Port Authority, Brevard County, FDEP, and local municipalities. Prepare FDEP grant applications and assist Port with grant management &amp; reimbursements. <i>Construction Cost: \$85M+</i></p>		
(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>Ft. Pierce Inlet Management Plan &amp; Sediment Budget Analysis</b> ( <i>St. Lucie County, FL</i> )		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2016 - Present	CONSTRUCTION (if applicable) n/a
(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
d	<p><b>Coastal Engineer</b> (OAI Project Manager) for physical surveys, engineering analysis, and development of updated sediment budget for Ft Pierce Inlet, Florida, for purposes of updating Inlet Management Plan. Tasks have included (1) comprehensive analysis of inlet dredging history, beach changes, wave &amp; littoral transport analysis, draft sediment budgets; (2) expanded &amp; detail inlet surveys; (3) investigation of effect of historical nearshore borrow area on shore erosion; (4) summary sediment budget update; (5) review of State's draft IMP update; (6) physical surveys and performance analysis of a new sediment trap at the north jetty; and (7) biological monitoring of an inlet-interior artificial reef. This investigation identified objectives to optimize economic and physical performance of inlet sand management to address beach erosion south of Ft. Pierce Inlet. <i>Construction Cost: (n/a; construction by others; tasks are for monitoring &amp; analysis).</i></p>		
(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>Brevard County Shore Protection Project</b> ( <i>Brevard County, FL</i> )		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 1998 – Present	CONSTRUCTION (if applicable) 2000 - Present
(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
e	<p><b>Coastal Engineer</b> (OAI Project Manager) for Brevard County, FL-- Local Sponsor -- for the Brevard County Federal Shore Protection Project and for South Beaches Dune Maintenance Project. The latter includes post-storm repair &amp; annual maintenance of dunes along 12+ miles of coastline, since 2005, both with and without FEMA eligibility and cost-share. The most recent construction includes three separate truck-haul renourishment &amp; dune vegetation projects conducted to repair dune erosion damage after Hurricanes Matthew, Irma, Dorian. Prepare construction drawings, technical specifications, acquire State and Federal permits, perform post-construction monitoring, conduct construction observation &amp; permit compliance review. Prepare surveys, analysis and project reports to document storm impacts and calculate beach &amp; dune damage attributable to discrete storm events. Concurrently, OAI's work for the 20+ mile long Brevard County Federal project has included development of all beach designs; acquisition of all State permits &amp; Federal (BOEM) leases; contributing author to Corps' Feasibility Studies and Environmental Impact Studies; participation in construction review of all renourishments; development of two offshore sand sources, seabed- and beach-stockpile areas for rehandling dredged sand, and other cost-savings features; easement acquisition; and physical monitoring. OAI additionally assists Brevard County with applications for, and management of, FDEP beach management grants. <i>Construction Cost: \$150M+</i></p>		



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS OF EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
<b>Christopher G. Creed, P.E., D.CE</b>	Principal Engineer	32	31

15. FIRM NAME AND LOCATION (*City and State*)  
**Olsen Associates, Inc. (Jacksonville, Florida)**

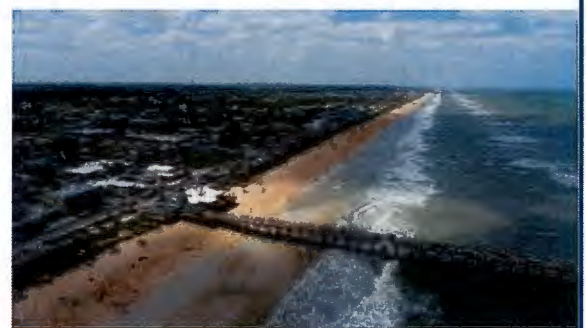
16. EDUCATION ( <i>Degree and Specialization</i> )	17. CURRENT PROFESSIONAL REGISTRATION ( <i>State and Discipline</i> )
M.CE. – Civil, Coastal & Oceanographic Engineering, University of Delaware, 1992	P.E. - South Carolina (1999) #23064 (Civil)
B.S.C.E. – Civil Engineering, NC State University, 1989	P.E. - North Carolina (2010) #037119 (Civil)
	P.E. - Georgia (2019) #044304 (Civil)
	P.E. - Florida (1995) #49445 (Civil)

18. OTHER PROFESSIONAL QUALIFICATIONS (*Publications, Training, Awards, etc.*)  
 Mr. Creed has experience with planning, engineering studies, design analyses, permitting, cost analyses and scheduling, plans, specifications, and contract documents used from solicitation of competitive bids, and construction administration for large-scale Federal and non-federal civil works projects in the coastal, marine, and insular environments.

Diplomate in Coastal Engineering (D.CE) – Academy of Coastal, Ocean, Port & Navigation Engineers; Member - American Society of Civil Engineers; Member - Association of Coastal Engineers (Board Member 2009-2011); Member - Florida Shore and Beach Preservation Association (FSBPA); Member – Executive Planning Committee for FSBPA National Conference on Beach Preservation Technology (2015-present); FSBPA Per Bruun Distinguished Service Award Recipient (2011).

(1) TITLE AND LOCATION ( <i>City and State</i> )	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
<b>Flagler County Beach Management (Flagler County, FL)</b>	2018 - Present	N/A
(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	




**PM/Engineer-of-Record/Principal Engineer** for Flagler County, Florida. Responsible for comprehensive coastal management planning for 18 miles of Atlantic Ocean shoreline. Evaluated beach and dune conditions and vulnerability of shorefront infrastructure to coastal erosion, storm impacts, flooding, and sea level rise over a 50-yr period. Identified beach management segments; historical County shoreline management strategies; various permits; project alternatives; native beach sediment characteristics; sand volume requirements; beach-compatible sand resources; cost estimates and schedule; strategies to leverage State and Federal funding opportunities; and approaches for implementation. Performed economic analysis and served as a liaison with citizens, board members, and government agencies. Developed County's Beach Management Plan ('23).



(1) TITLE AND LOCATION ( <i>City and State</i> )	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
<b>Town of Hilton Head Island Beach Management (Town of Hilton Head Island, SC)</b>	1995 – Present	1997, 1999, 2006-07, 2012, 2013, 2016-17
(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	



**PM/Engineer-of-Record/Principal Engineer** for the Town of Hilton Head Island since 1995. Responsible for island-wide beach management planning; sand source identification; vulnerability to sea level rise and storms; assisting with the establishment of an island-wide development and beachfront setback policy; environmental and physical monitoring; and implementation of all shore protection projects from since 1995. Worked with the Town to add more than 12 million cubic yards of sand to the 17 miles of shoreline and complete numerous shore-stabilizing projects to reduce the overall sand loss rate from the island. Project responsibilities included permitting; cost-analysis and schedule; preparation of plans and specifications for competitive bidding; bidding assistance; post-storm damage assessments; construction review/administration; and project performance assessment. Recently served as a principal contributor to the South Carolina Dept. of Health and Environmental Control (SCDHEC) Beach Management Plan on behalf of the Town. Updated Town's Beach Management Plan ('22-23).

(1) TITLE AND LOCATION (City and State) <b>Segment III Beach Management Plan (Broward County, FL)</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2013-2014	CONSTRUCTION (if applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
c		<p><b>PM/Principal Investigator</b> responsible for conducting a comprehensive beach management and resiliency investigation for 8.5 miles of Atlantic Ocean shoreline in Broward County, FL. Responsible for evaluation of beach and dune conditions and vulnerability of shorefront infrastructure to coastal erosion, storm impacts, and flooding. Developed the sediment budget, project need assessment, beach management goals, project plans and estimated costs for long-range shorefront resiliency and beach management. Identified funding needs and opportunities to implement plan recommendations.</p>	
(1) TITLE AND LOCATION (City and State) <b>Broward County Federal Shore Protection Project Segment II (Broward County, FL)</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2014 - Present	CONSTRUCTION (if applicable) 2016 / 2021
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
d	<p><b>PM/Principal Engineer</b> for Broward County, Florida (local sponsor). Responsible for engineering feasibility study; upland sand source ID; community outreach; preparation of Federal LRR and associated USACE analyses; permitting; design analyses; cost analysis and schedule; preparation of plans and specifications for competitive bidding; bidding; construction review/ administration for 0.69 Mcy beach upland truck-haul beach fill project and reef habitation mitigation.</p> <p>The Segment II project was constructed under a Congressional authorization based upon a 2015 USACE Limited Re-evaluation Report (LRR). The Segment II project included the placement of approximately 690,000 cubic yards of sand along 6.5 miles of Atlantic Ocean shoreline. The work was completed in 6 months and required more than 42,000 truckloads of sand from the upland mine. An upland sand source was used for this project due to limited available sand sources offshore of Broward County and concerns regarding potential impacts of sand to hardbottom (reef) resources. OAI conducted an extensive upland sand source investigation that identified four upland sand mines that were ultimately permitted for project use. OAI staff worked closely with the USACE during the preparation, review and approval of the LRR. Preparation and approval of the LRR required extensive study of the project scope and economic measures to justify Federal cost-sharing participation in the project. The Segment II project is the largest upland-sourced truck-haul beach fill project completed to-date in the southeastern US and one of the first Federal projects to use upland sand exclusively. OAI's knowledge of the Federal planning process and close working relationship with the USACE Jacksonville District was integral to the successful completion of this Federal project. <i>Construction Cost: \$49.0M</i></p>		
(1) TITLE AND LOCATION (City and State) <b>Port Everglades Entrance Sand Bypass Project (Broward County, FL)</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2002 - present	CONSTRUCTION (if applicable) 2024 (planned)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
e		<p><b>PM/Principal Engineer</b> for Broward County, Florida. Responsible for engineering feasibility study; design analyses for project scoping and plan selection; geotechnical investigation (unconsolidated sediments and subsurface rock); rock excavation feasibility study; permitting; USACE Section 408 analysis; design; cost analysis and schedule; preparation of plans and specifications for competitive bidding of dredging, jetty modifications, and reef habitat mitigation.</p> <p>The project will reduce the impact of the inlet on adjacent shorelines; provide a reliable, cost-effective and sustainable sand source for the Broward County Federal Shore Protection Project – Segment III; reduce maintenance requirements and dredging costs for the Federal navigation project; and re-expose and restore more than 10 acres of hardbottom habitat immediately north inlet impacted previously by historical channel expansion and dredging project. The planned project includes construction of a storage-type sand trap on the north side of the inlet channel, significant modifications and expansion of the inlet's north jetty (a feature of the Federal navigation project), removal of a large submerged rubble spoil shoal immediately north of the sand trap to facilitate sand transport into the sand trap, and construction of hardbottom mitigation to compensate for impacts associated with project construction. The feasibility study concluded that the initial capital cost of sand bypass project construction will be offset by a long-term reduction in the cost to maintain protective beaches south of the inlet, as compared to the long-term cost of alternative sand source options. OAI conducted calculations and analyses to design the sand trap dimensions, jetty improvements, dredging and material disposal requirements, sand placement templates along the downdrift shoreline, and mitigation structures sufficient to apply for regulatory permits. <i>Total Construction Cost: \$27.0M(est.)</i></p>	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS OF EXPERIENCE	
<b>Steven C. Howard, P.E., D.CE</b>	Senior Engineer	a. TOTAL	b. WITH CURRENT FIRM
		25	24

15. FIRM NAME AND LOCATION *(City and State)*  
 Olsen Associates, Inc. (Jacksonville, Florida)

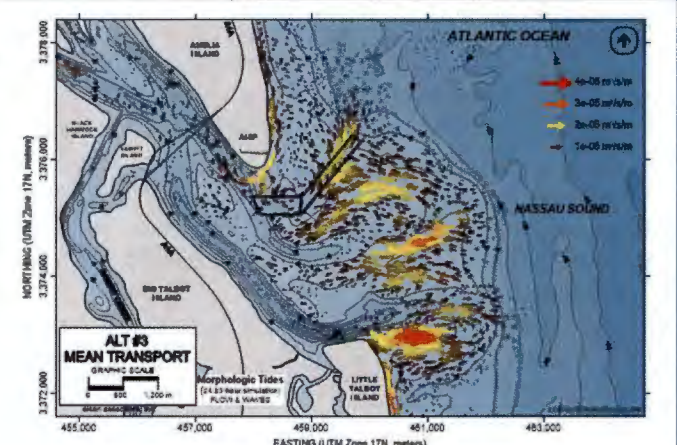
16. EDUCATION <i>(Degree and Specialization)</i>	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>
M.S. – Ocean Engineering, 1999 (Texas A&M University) B.S. – Ocean Engineering, 1997 (Texas A&M University)	Florida - #60120 (Civil – Coastal Engineer) North Carolina - #037655 (Professional Engineer)

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Training, Awards, etc.)*  
**Professional Summary:** Mr. Howard has diverse experience in the design and construction of engineering projects involving fundamental aspects of beach nourishment, coastal structure design, geotechnical investigation, numerical modeling, and construction oversight.  
 Diplomat in Coastal Engineering – Academy of Coastal, Ocean, Port & Navigation Engineers;  
 Member – American Society of Civil Engineers;  
 Member – American Shore and Beach Preservation Association & Florida Shore and Beach Preservation Association

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
<b>South Amelia Island Shore Stabilization Project 2021</b> <i>(Amelia Island/Nassau Sound, FL)</i>	2019 - Present	2021/22

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  CHECK IF PROJECT PERFORMED WITH CURRENT FIRM

**Coastal Engineer** developed, calibrated, and implemented a Delft3D numerical model to describe hydrodynamics, sediment transport, and morphology of the Nassau Sound Entrance and estuary. Modeling considered hydrologic contributions of marsh and riverine inputs in assessing project-related impacts associated with various borrow area designs. Ultimately, model results guided development of an engineering design intended to result in a borrow area of sufficient size for project construction (2.2M cy) and function as a long-term source of borrow sand. The latter functionality is the result of predicted infilling of the borrow area with beach compatible sand resulting in a "recyclable" borrow area.  
 Construction Cost: \$15.0M






(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
<b>Duval County Federal Shore Protection Project</b> <i>(Duval County, FL)</i>	2005 – Present	2005, 11, 16/17, 18/19

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  CHECK IF PROJECT PERFORMED WITH CURRENT FIRM

**Coastal engineer** and FDEP Permit Agent to the City of Jacksonville (COJ), who is the local sponsor of the Federal Shore Protection Project. Responsible for state permitting, limited construction oversight, and physical monitoring of the federally-constructed shore protection project and COJ-constructed dune along Duval County, FL. Project elements include periodic renourishment of ~900,000 cy of beach fill, dune design and construction, dune vegetation, beach tilling and annual monitoring. His technical support of the project includes assessing post-storm damage, O&M requirements, managing environmental monitoring tasks, liaison with the Beaches Cities (Atlantic, Neptune, and Jacksonville Beach), and directly coordinating with the USACE on behalf of the City to ensure permit compliance, and timely & economical implementation of beach and dune repairs along Duval County.  
 Construction Cost: \$72M+.



<p>(1) TITLE AND LOCATION (<i>City and State</i>)  <b>North County Comprehensive Shore Protection Project (SPP)</b>  <i>(Palm Beach County, FL)</i></p>	<p>(2) YEAR COMPLETED</p> <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>2016 - Present</td> <td>2020/21</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	2016 - Present	2020/21
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)					
2016 - Present	2020/21					
<p>(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE  <b>Coastal Engineer</b>, Engineer-of-Record, and FDEP/USACE Permit Agent to Palm Beach County responsible for combining the Jupiter-Carlin Federal Shore Protection Project and the Juno Beach Shore Protection Project into a single, regionally managed project to additionally include integration of a dune fill along the previously unnourished shoreline between the two projects for the purpose of mitigating coastal storm risk. Responsible for State and Federal permitting; borrow area geotechnical investigations, numerical modeling of shoreline evolution, alongshore and cross-shore transport, preparation of design plans, technical specifications, and contract documents suitable for bidding; contractor evaluation and selection; construction oversight/administration; post-construction physical monitoring; and engineering support for FEMA Category G storm damage claims. <i>Construction Cost: \$21.2M</i></p>	<p><input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM</p> 					
<p>(1) TITLE AND LOCATION (<i>City and State</i>)  <b>Ocean Ridge Federal Shore Protection Project – Renourishment 3</b>  <i>(Palm Beach County, FL)</i></p>	<p>(2) YEAR COMPLETED</p> <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>2010 - 2019</td> <td>2013</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	2010 - 2019	2013
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)					
2010 - 2019	2013					
<p>(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE  <b>Coastal Engineer</b>, Engineer-of-Record, and Principal Investigator. Responsible for geotechnical sand search, cost/benefit analysis and preparation of Federal LRR to verify NED plan for the design of beach fill and coastal modification, permitting, NEPA compliance, preparation of design plans and specifications, bidding, and construction oversight and contract management for 0.6 Mcy beach restoration. Following Hurricane Sandy, performed the economic evaluations required by the U.S. Army Corps of Engineers to secure the inclusion of emergency Federal funds for the 2013 restoration project in the President’s Budget. <i>Construction Cost: \$6.0M.</i></p>	<p><input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM</p> 					
<p>(1) TITLE AND LOCATION (<i>City and State</i>)  <b>Perdido Pass Sediment Budget/Delft3D Modeling</b>  <i>(City of Orange Beach, AL)</i></p>	<p>(2) YEAR COMPLETED</p> <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>2020 - Present</td> <td>n/a</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	2020 - Present	n/a
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)					
2020 - Present	n/a					
<p>(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE  <b>Coastal Engineer</b> developed, calibrated, and implemented a numerical model to describe hydrodynamics, waves, tides, sediment transport, and seabed morphology of the Lower Perdido Pass estuary with specific focus on the inlet shoal system itself from Bayou St. John Gulfward to the ebb shoal. Model results assisted in the formulation and evaluation of engineering alternatives intended to restore, preserve, and protect the existing islands within the interior of the estuary. The development of project alternatives associated with the restoration of the Lower Perdido Islands involved close collaboration with regional environmental experts and is expected to result in functional conservation practices for the long-term conservation of those islands. <i>Design fee: \$300,000</i></p>	<p><input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM</p> 					

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**


*(Complete one Section E for each key person.)*


12. NAME <b>William A. Hobensack, P.E.</b>	13. ROLE IN THIS CONTRACT Senior Engineer	14. YEARS OF EXPERIENCE	
		a. TOTAL 24	b. WITH CURRENT FIRM 23





15. FIRM NAME AND LOCATION *(City and State)*  
Olsen Associates, Inc. *(Jacksonville, FL)*

16. EDUCATION <i>(Degree and Specialization)</i> MS, Civil Engineering, Ocean Engineering, 1999 BS, Civil Engineering, Environmental & Hydraulics Engineering, 1997	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> P.E. - Florida (2003) # 60112 (Civil)
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Training, Awards, etc.)*  
Mr. Hobensack is involved with field data collection, engineering analyses, numerical modeling, design studies, permitting and research for a variety of civil works projects in the coastal and estuarine environments.  
Member – American Society of Coastal Engineers; Florida Shore and Preservation Association; and American Shore and Beach Preservation Association

(1) TITLE AND LOCATION <i>(City and State)</i> <b>South Amelia Island, Shoreline Stabilization Project</b> <i>(Nassau County, FL)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2009 - Present	CONSTRUCTION (if applicable) 2011, 2021/22
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM
<p><b>Coastal Engineer</b> for engineering study; design analyses for project scoping and plan selection; preparation of engineering reports (computations/analysis) geotechnical investigation; permitting; design analyses and cost analysis; preparation of plans and specifications for competitive bidding of beach nourishment projects, construction review and administration, 2011 and 2021/22. <i>Construction Cost: \$15.0M (2021/22); \$9.8M (2011)</i></p>		

(1) TITLE AND LOCATION <i>(City and State)</i> <b>Brevard County Shore Protection Project</b> <i>(Brevard County, FL)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 1999 – Present	CONSTRUCTION (if applicable) 2000 - Present
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM
	<p><b>Coastal Engineer</b> for Brevard County, FL (Local Sponsor) for the South Beaches Dune Maintenance Project and for Brevard County Federal Shore Protection Project. The former includes post-storm repair &amp; annual maintenance of dunes along 12+ miles of coastline, since 2005, both with and without FEMA eligibility and cost-share. The most recent construction includes three separate truck-haul renourishment projects conducted to repair erosion damage after Hurricanes Matthew, Irma, Dorian. The latter federal project includes development of designs, acquisition of all State permits, Federal leases, participation in construction review, development of two offshore sand sources, seabed- and beach-stockpile areas for rehandling dredged sand, and other cost-savings features on 20+ mile long project, since 2000. <i>Construction Cost: \$150M+</i></p>	

(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>Duval County Federal Shore Protection Project</b> ( <i>Duval County, FL</i> )	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2005 - Present	CONSTRUCTION (if applicable) 2005/11/17/19
(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE <b>Coastal Engineer</b> for permitting and physical monitoring of the Federally-constructed shore protection project and locally constructed FEMA dune projects (Hurricanes Matthew & Irma). c Project elements include cyclical placement of up to about 900,000 cy of beach fill and construction of a non-Federal dune project along the Federal project reach. Services the general coastal engineering needs of the City including development of state grant requests and direct coordination with the USACE on behalf of the City.	<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
		
(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>2020-2021 Ponte Vedra Beach, FL, Beach Management Project</b> ( <i>St. Johns County, FL</i> )	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019 - present	CONSTRUCTION (if applicable) 2024 (planned)
(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE  <b>Coastal Engineer</b> for St. Johns County, FL. for upcoming beach nourishment project along (north) Ponte Vedra Beach. Tasks include engineering study; design analyses for project scoping and plan selection; preparation of engineering reports (computations/analysis), permitting; design analyses and cost analysis. Future tasks to include plans/specifications for competitive bidding; construction review/administration and post-construction monitoring. <i>Construction Cost: ~\$30.0 to 35.0M</i>	<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
		
(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>Bald Head Island Shoreline Stabilization Project</b> ( <i>Village of Bald Head Island, NC</i> )	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 1999 - Present	CONSTRUCTION (if applicable) 2010/11, 2019
(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE <b>Coastal Engineer</b> for design, permitting and construction management of beach restoration projects constructed in 2009/10 and 2019. Tasks including management of construction and post-construction monitoring data and preparation of engineering reports (calculations/analysis) relevant to post-construction physical monitoring. <i>Project Cost: \$10.6M</i>	<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

<b>12. NAME</b>	<b>13. ROLE IN THIS CONTRACT</b>	<b>14. YEARS OF EXPERIENCE</b>	
<b>N. Zachary Bedell, P.E.</b>	Coastal   Civil Engineer	a. TOTAL 7	b. WITH CURRENT FIRM 6
<b>15. FIRM NAME AND LOCATION (City and State)</b> Olsen Associates, Inc. (Jacksonville, Florida)			
<b>16. EDUCATION (Degree and Specialization)</b> ME, Coastal and Oceanographic Engineering, 2017 BS, Civil Engineering, 2014		<b>17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)</b> P.E. - Florida (2021) #91057 (Civil) P.E. - South Carolina (2022) #40139 (Civil)	
<b>18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Training, Awards, etc.)</b> Member – Florida Shore and Beach Preservation Association      FAA Remote Pilot Certification – Small Unmanned Aircraft Systems			

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
<b>Town of Hilton Head Island, SC, Beach Renourishment Project (2017)</b> <i>(Town of Hilton Head Island, SC)</i>	2017 - Present	2017
<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b> <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM <b>Coastal/Civil Engineer</b> for Town of Hilton Head Island, SC. Responsible for review of daily quality control reports provided by contractor with regards to dredging activity, beach fill placement, and general construction activities along the Hilton Head Island, SC, shoreline and coastal waters. Performed analysis of borrow area and beach surveys in order to quantify total sand excavation and placement. Communicated with client to assure construction and final product met expectations. Construction Cost \$7.9M+ <b>FEMA Category G Documentation</b> . Responsible for immediate post-hurricane beach condition assessment for damages to the beach, loss of shoreline, loss of beach volume, and preparation of storm-impact project worksheets required for FEMA reimbursement, for the Town of Hilton Head Island, SC, associated with Hurricanes Irma (2017) and Dorian (2019). Repairs to the beach are currently being planned for future construction.		
<b>Hammock Dunes Dune Restoration and Maintenance Project (Flagler County, FL)</b>	2021 – Present	2022
<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b> <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM <b>Coastal/Civil Engineer</b> . Prepared State and Federal permit applications for dune restoration and maintenance project. Performed volume and shoreline change analyses of historical beach elevation survey data, geotechnical compatibility analysis of dune fill sand to native material, and applied results to support permit applications. Developed engineering design level technical plans and specifications for implementation of dune construction project. Provided engineering oversight during project construction. Construction Cost \$650K+.		
<b>Perdido Pass Sediment Budget/Delft3D Modeling (City of Orange Beach, AL)</b>	2020 – Present	n/a
<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b> <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM <b>Coastal/Civil Engineer</b> for City of Orange Beach, AL. Developed, calibrated, and implemented a Simulating Waves Nearshore (SWAN) model describing wave conditions incident to Perdido Pass and adjacent shorelines (Orange Beach and Perdido Key). Simulation results used to drive a Delft3D hydrodynamic and morphological model of the Lower Perdido Pass estuary with focus on inlet shoal system from Bayou St. John to the ebb shoal. Evaluated model results and physical survey data to develop updated sediment budget for the Perdido Pass inlet system.		
<b>Palm Beach County, FL, North County Comprehensive Shore Protection Project (Palm Beach County, FL)</b>	2017 – 2018	n/a
<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b> <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM <b>Coastal/Civil Engineer</b> for Palm Beach County, FL (Local Sponsor) for Jupiter-Carlin Federal SPP and Juno Beach SPP as a combined, regionally managed project. Developed alongshore sediment transport/shoreline change analyses using SWAN and UNIBEST (Uniform Beach Sediment Transport) models under "with-project" and "no-project" conditions. Generated predictions of sediment transport/shoreline change rates using bathymetric and wave data. Evaluated with-project lifespan to no-project lifespan.		
<b>Broward County Shore Protection Project (Broward County, FL)</b>	2018 - Present	2021/2022
<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b> <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM <b>Coastal/Civil Engineer</b> . Prepared permit applications to state and Federal agencies for comprehensive beach nourishment project along 8.1 miles of critically eroded shoreline. Performed volume and shoreline change analyses of historical beach elevation surveys and nearshore hardbottom edge data to design project with no/minimal impact to benthic communities. Responsible for annual, physical beach monitoring survey analysis of previously-constructed project. Provided assistance to client for preparation of Local Government Funding Request (LGFR) documentation for project cost sharing with the State of Florida.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Joseph D, Jefferson Jr., Ph.D., E.I.T.</b>	13. ROLE IN THIS CONTRACT Coastal   Civil Engineer	14. YEARS OF EXPERIENCE	
		a. TOTAL 5	b. WITH CURRENT FIRM 0.1

15. FIRM NAME AND LOCATION (City and State)  
Olsen Associates, Inc. (Jacksonville, Florida)

16. EDUCATION (Degree and Specialization) PhD Coastal and Oceanographic Engineering 2023 ME, Coastal and Oceanographic Engineering, 2020 BCE, Civil Engineering, 2018	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) FE- Delaware, Civil #5910
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Training, Awards, etc.)  
A coastal engineer experienced with nearshore ocean wave models oceanographic instrumentation data collection and analysis. Obtained 5 years of graduate research experience throughout collaborations with academic and government research institutions. Extensive knowledge of nearshore wave hydrodynamics, sediment transport, and time series analysis. Member- American Geophysical Union. Awards- Naval Research Enterprise Internship Program (NREIP). Publications- Jefferson, J., Sheremet, A., Simeonov, J., Calantoni, J. (2023). Sediment Transport by Internal Waves on the California Inner Shelf. Manuscript submitted for publication.

(1) TITLE AND LOCATION (City and State) <b>Town of Hilton Head Island, SC, Beach Renourishment Project (2017)</b> (Town of Hilton Head Island, SC)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Present	CONSTRUCTION (if applicable) 2017
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. <b>Coastal Engineer</b> for Town of Hilton Head Island, SC. Responsible for review of survey data daily quality control reports provided by contractor with regards to dredging activity, beach fill placement, and general construction activities along the Hilton Head Island, SC, shoreline and coastal waters. Performed analysis of borrow area and beach surveys in order to quantify total sand excavation and placement. Construction Cost \$7.9M+		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM

(1) TITLE AND LOCATION (City and State) <b>Brevard County Shore Protection Project</b> (Brevard County, FL)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Present	CONSTRUCTION (if applicable) 2020/2021
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. <b>Coastal Engineer</b> for Brevard County, FL (Local Sponsor) for the South Beaches Dune Maintenance Project and for the Brevard County Federal Shore Protection Project, which include post-storm repair & annual maintenance of dunes along 12+ miles of coastline. Participation in these projects included preparing project reports to document storm impacts and calculate beach & dune damage attributable to discrete storm events, preparing and submitting annual monitoring documentation to state and federal agencies, and preparing permit-compliant QAQC documentation to state and federal agencies. Construction Cost: \$57M+.		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM

(1) TITLE AND LOCATION (City and State) <b>Field Investigations of Internal Wave Driven Sediment Transport</b> (Gainesville, FL)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020 – 2023	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. <b>Graduate Research Assistant</b> for the University of Florida Coastal and Oceanographic Engineering Department. Field observations of internal wave driven sediment transport were collected along the Pacific Coast of Central California. Analysis was performed on a subset of data collected from the 2017 Inner Shelf Dynamics Experiment, a collaborative field research effort led by the Office of Naval Research. Roles included participation in the deployment and retrieval of oceanographic instrumentation, managing the collection, cleaning, and analysis of time series data sets obtained from oceanographic instruments, preparing computer programming routines (MATLAB).		<input type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM

(1) TITLE AND LOCATION (City and State) <b>Atchafalaya Bay Meteotsunami Monitoring</b> (Gainesville, FL)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2018 – 2020	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. <b>Graduate Research Assistant</b> for the Univeristy of Florida Coastal and Oceanographic Engineering Department. Field research experiment aimed at capturing multiple meteotsunami events along the coast of Louisiana. The site was chosen based on its potential for many meteotsunami occurrences. Project roles included analysis of meteorological data sets, implementing numerical models to resolve various nearshore coastal processes, preparing reports and presentations.		<input type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM

(1) TITLE AND LOCATION (City and State) <b>Northeast Florida High Energy Shoreline Monitoring</b> (Gainesville, FL)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019 – 2020	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. <b>Graduate Research Assistant</b> for the University of Florida Coastal and Oceanographic Engineering Department. Field research effort conducted in a boating near North Peninsula State Park near Ormond beach in Volusia County, FL. The goal of the experiment was to monitor the dispersive effects of newly installed break walls on boat wave energy. Project roles included the deployment and retrieval of instruments, and the analysis of time series records.		<input type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS OF EXPERIENCE	
<b>Sergio A. Pena, E. I.</b>		Coastal   Civil Engineer		a. TOTAL	b. WITH CURRENT FIRM
				5	4
15. FIRM NAME AND LOCATION <i>(City and State)</i> Olsen Associates, Inc. <i>(Jacksonville, Florida)</i>					
16. EDUCATION <i>(Degree and Specialization)</i> M.Eng., Coastal and Port Engineering, 2019 (Univ. of North Florida) BS, Civil Engineering, 2015 (Univ. of North Florida)			17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Florida E.I. - # 1100019442		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Training, Awards, etc.)</i> Member – Florida Shore and Beach Preservation Association; Training – Delft3D-FM course – Hydrodynamics, waves, sediment transport and morphology					
(1) TITLE AND LOCATION <i>(City and State)</i>		(2) YEAR COMPLETED			
<b>Post-Ian/Nicole FEMA Emergency Berms Project</b> <i>(St. Johns County, FL)</i>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)		
		2023	align="center">2023		
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM			
<p><b>a Coastal Engineer</b> – Prepared the design and construction drawings for the three segments of Butler Beach, Crescent Beach, and South Ponte Vedra Beach. Assisting with review of contract compliance, permit compliance, pay submittals, of ongoing construction to place roughly ~148k cy of beach compatible sand along 6.7 miles of the Saint Johns County Shoreline. <i>Construction Cost: ~\$11.6M (ongoing)</i></p>					
(1) TITLE AND LOCATION <i>(City and State)</i>		(2) YEAR COMPLETED			
<b>Ponte Vedra Beach Restoration Project</b> <i>(St. Johns County, FL)</i>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)		
		2020 - Present	align="center">2024 (planned)		
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM			
<p><b>b Coastal Engineer</b> – Acquired permits pertaining to the Beach Restoration Project and assisted in the preparation of supporting geotechnical studies and reports. Collected samples, analyzed data, and prepared the Characterization of Existing Beach Sediments report. Prepared the Geotechnical Investigation for Borrow Area Development report, analyzed geotechnical data and designed a borrow area for the Beach Restoration Project containing approx. 4.1 M cy of beach compatible sand. Assisting in the preparation of the design and construction drawings for the 8.9 miles of Ponte Vedra Beach, FL.</p>					
(1) TITLE AND LOCATION <i>(City and State)</i>		(2) YEAR COMPLETED			
<b>South Amelia Island, Shoreline Stabilization Project</b> <i>(Nassau County, FL)</i>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)		
		2019 - Present	align="center">2021/22		
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM			
<p><b>c Coastal Engineer</b> - Prepared for and performed pre-construction activities relating to permit compliance, Notice to Proceed, and pre- construction meetings. Assisted with review of contract compliance, permit compliance, pay submittals, construction observation, and post-construction physical monitoring of the South Amelia Island Beach Nourishment Project placing 1.8M cy of beach compatible sand along 3.2 miles of Atlantic Ocean shoreline. <i>Construction Cost: \$15.0M</i></p>					
(1) TITLE AND LOCATION <i>(City and State)</i>		(2) YEAR COMPLETED			
<b>2021 Longboat Key, FL, Beach Nourishment &amp; North End Structural Stabilization Project</b> <i>(Town of Longboat Key, FL)</i>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)		
		2019 - Present	align="center">2021		
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM			
<p><b>d Coastal Engineer</b> – Assisted with review of contract compliance, permit compliance, pay submittals, construction observation, and post-construction physical monitoring for the 2021 Beach Nourishment and North End Stabilization Project placing 821k cy of beach compatible sand along 4.3 miles of the Longboat Key shoreline. The project was funded by the local sponsor, the FL Dept. of Environmental Protection, and FEMA (post-Hurricane Hermine). <i>Construction Cost: \$31.0M</i></p>					
(1) TITLE AND LOCATION <i>(City and State)</i>		(2) YEAR COMPLETED			
<b>Pensacola Beach, FL, Beach Restoration Project</b> <i>(Santa Rosa Island Authority &amp; Escambia County, FL)</i>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)		
		2019 - Present	align="center">2026 (planned)		
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM			
<p><b>e Coastal Engineer</b> - Prepared project monitoring reports that include volume and shoreline change analyses pertaining to the 2016 beach renourishment project. Performed analysis and assessed post-storm damage following Hurricane Sally (2020).</p>					

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Luis F. de Valderrama, E.I.</b>	13. ROLE IN THIS CONTRACT Coastal   Civil Engineer	14. YEARS OF EXPERIENCE	
		a. TOTAL 3	b. WITH CURRENT FIRM 2

15. FIRM NAME AND LOCATION (City and State)  
Olsen Associates, Inc. (Jacksonville, Florida)

16. EDUCATION (Degree and Specialization) MS, Coastal and Port Engineering, 2021 BS, Mechanical Engineering, 2019	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) #20-224-16 FE Mechanical
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Training, Awards, etc.)  
Mr. Valderrama is involved with field data collection, engineering analyses, and numerical modeling for a variety of civil works projects in the coastal and estuarine environments.  
Member – Florida Shore and Beach Preservation Association (FSBPA)

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
<b>a Duval County Federal Shore Protection Project</b> (Duval County, FL)	2021 - Present	2018/2019
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM <b>Coastal Engineer</b> for City of Jacksonville, FL (Local Sponsor) for the Duval County Federal Shore Protection Project. Responsible for preparation and submission of annual monitoring documentation to state and federal agencies on a 10-mile long federal project that included post-hurricane repairs. Performed volume and shoreline change analyses using historical beach elevation survey transect data. The project was funded by the local sponsor, and FEMA (post-Hurricane Irma and Matthew). <i>Construction Cost: \$18M+</i> .		
<b>b Brevard County Shore Protection Project</b> (Brevard County, FL)	2021 – Present	2020/2021
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM <b>Coastal Engineer</b> for Brevard County, FL (Local Sponsor) for the South Beaches Dune Maintenance Project and for the Brevard County Federal Shore Protection Project, which include post-storm repair & annual maintenance of dunes along 12+ miles of coastline. Participation in these projects included acquiring Federal permits, preparing project reports to document storm impacts and calculate beach & dune damage attributable to discrete storm events, preparing and submitting annual monitoring documentation to state and federal agencies, performing volume and shoreline change analyses using historical beach elevation survey transect data, and preparing permit-compliant QAQC documentation to state and federal agencies. <i>Construction Cost: \$57M+</i> .		
<b>c Canaveral Harbor Federal Sand Bypassing Project</b> (Brevard County, FL)	2021 – Present	2018/2019
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM <b>Coastal Engineer</b> for Canaveral Port Authority, FL (Local Sponsor) for the Phase V Canaveral Harbor Federal Sand Bypassing Project. Responsible for preparation and submission of permit-compliant annual monitoring documentation to state and federal agencies and performing volume and shoreline change analyses using historical beach elevation survey transect data. <i>Construction Cost: \$17M</i> .		
<b>d Town of Longboat Key, FL, Beach Restoration Project</b> (Town of Longboat Key, FL)	2021 – Present	2021
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM <b>Coastal Engineer</b> for the Town of Longboat Key for the structural stabilization and beach nourishment of the north end of Longboat Key. Assisted in the elaboration and review of pay submittals. The project was funded by the local sponsor, the FL Dept. of Environmental Protection, and FEMA (post-Hurricane Hermine). <i>Construction Cost: \$31M</i> .		
<b>e Martin County, Bathtub Beach Park/Sailfish Point Beach Nourishment Project</b> (Martin County, FL)	2021 – Present	2021
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM <b>Coastal Engineer</b> for Martin County & Sailfish Point for a public/private cooperative project that restored & maintains 1 mile of beach and dunes from multiple sand sources. Responsible for preparation and submission of permit-compliant QAQC documentation to state and federal agencies and performing volume change analyses using historical beach elevation survey transect data. <i>Construction Cost: \$6M+</i>		

## STAFF QUALIFICATIONS & PROFESSIONAL TEAM

### LIST OF SUBCONTRACTORS

Olsen Associates, Inc., firmly embraces the team approach, choosing to focus closely on the coastal engineering and beach management aspects of its projects. This allows our firm to retain highly specialized individuals and companies recognized as being the best in their specific fields of endeavor. As such, this RFQ response includes a "core" team of specialty firms, to be subcontracted and coordinated by OAI, with extensive experience supporting the management of Florida's shorelines. As indicated in the organizational chart and **Attachment G**, the OAI team of subconsultants shall be utilized to address specialty needs, such as environmental resources assessment, Geographic Information System (GIS) mapping, economic analysis, topographic/hydrographic surveying, and other requirements unique to beach management. The following subconsultants have proposed to team with OAI to provide the multidisciplinary support for the St. Johns County Beach Management Plan:

- **SURVEYING**

- **Arc Surveying & Mapping, Inc.** (Arc) is a professional surveying and mapping small business, operating since 1979, and is headquartered in Jacksonville, FL. The firm offers dozens of years of experience and knowledge pertaining to the standards, technologies, and data presentation for charting of inland and coastal water bodies and their littoral land areas. Arc blends together the fields of hydrography and professional surveying and mapping, providing agencies, marine engineering, coastal engineering, developers and marine construction entities a one-stop source for their project survey information needs. Arc has conducted numerous beach profile and borrow area surveys for Olsen.

- **ENVIRONMENTAL RESOURCES**

- **Coastal Conservation Group, LLC.** (CCG) is a local environmental firm based in St. Johns County, FL. CCG brings a strong background in managing environmental permits for coastal programs. CCG team members have extensive knowledge in marine turtle permitting, marine turtle relocation, shorebird monitoring, escarpment surveys, lighting surveys, Anastasia Island beach mouse identification, and environmental data collection and reporting. With an extensive framework that is surrounded by local knowledge, they develop paths of efficiency within the regulations and time constraints of coastal projects. They work closely and efficiently with design teams; engineers; consultants; federal, state, and local agencies; and stakeholders.
- **Coastal Eco-Group, Inc.** (CEG) is a woman-owned environmental consulting firm based in Deerfield Beach, FL, specializing in biological monitoring, environmental impact assessment, environmental permitting, and hardbottom, seagrass and mangrove mitigation design for shore protection projects and navigation projects throughout Florida and the Caribbean.

- **ECONOMIC ANALYSIS**

- **Downs & St. Germain Research, Inc.** (DSG) is a full service market research firm located in Tallahassee, Florida. Serving clients since 1981, Downs & St. Germain Research specializes in developing marketing and strategic recommendations from survey results and focus groups. DSG has performed numerous studies in St. Johns County for economic impacts from tourism.

- **GIS SERVICES**

- **CMAR Consulting, LLC.** (CMAR) is a woman-owned firm based in Jacksonville, Florida committed to provide innovative, high quality, cost effective and on-time environmental and GIS consulting services to private and government clients. Our staff has a strong foundation in marine and coastal science, planning and management, and over 16 years of working experience with coastal and marine information management and analysis. Services include marine and coastal information management, coastal planning and management, environmental permitting, GIS training and technical writing support.

- **CULTURAL RESOURCES**

- **Tidewater Atlantic Research, Inc.** (TAR), based in Washington, NC, provides historical and archaeological research and cultural resources management services to State and Federal agencies, institutions, and corporations. Staff experience includes expertise in both acoustic and magnetic remote sensing, self-contained and surface-supplied compressed air or mixed gas diving operations, underwater photographic and video documentation, and artifact analysis and conservation.



Arc Surveying & Mapping, Inc.  
5202 San Juan Avenue  
Jacksonville, Florida 32210

Arc Surveying & Mapping, Inc. is a multi-disciplined company with an office in Jacksonville, Florida. Since 1986 Arc has helped public and private sector clients to achieve their goals by collecting and providing accurate, reliable, cost effective topographic and hydrographic data.

Arc is staffed by an innovative team of professionals, each committed to excellence. Our surveyors and mappers are equipped with modern topographic and hydrographic equipment and can transmit digital survey data directly from any jobsite to Arc offices or those of our clients.

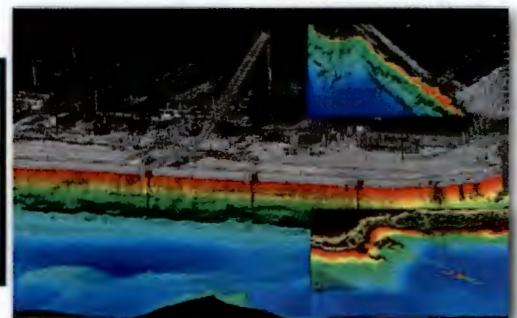
Arc is especially proficient with surveys that require quick turnaround, such as large earthwork construction, dredging and navigation projects. Clients include the ACOE, DOT, NOAA, USCG, many construction companies and most major engineering companies.

Arc's maps are available in all computer formats, including MicroStation and AutoCAD. The company is continually raising the competitive bar by providing clients with interactive 3D models and holograms which are among the most compelling visualization products in the world.

For more information regarding Arc Surveying & Mapping, Inc., please visit our website [www.arcsurveyors.com](http://www.arcsurveyors.com).



- Environmental Surveys
- Hydrographic Surveys
- Construction Surveys
- Topographic Surveys
- Engineering Surveys
- Geophysical Surveys
- Structural Surveys
- Sediment Surveys
- Ports & Harbors
- Laser Scanning
- Utility Surveys
- Virtual Reality
- Land Surveys
- Consulting





*Arc Surveying & Mapping, Inc.*  
*Jacksonville, FL*  
*Professional Hydrographers • Surveyors • Mappers*

## **ST. JOHNS COUNTY PROJECT EXPERIENCE**

### **Summer Haven and Matanzas Inlet Coastal Engineering Study Survey 2022**

St. Johns County, Florida

Arc Surveying and Mapping was contacted to acquire topographic and hydrographic data in support of a Coastal Engineering Study along the Atlantic coastline and Matanzas Inlet located in southern St. Johns County, Florida. Acquisition of engineering survey data was obtained utilizing a combination of techniques consisting of conventional surveying, GPS RTK, airborne UAV Lidar, and aerial photography, as well as single beam and multibeam hydrographic surveying. Task included:

- Beach profiles to FDEP standards onshore/offshore from R-187 to R-209 (24 profiles), plus beach profiles at R-203.5, R-203.75, R-204.25, R-204.5, R-204.75, and R-205.5 (6 additional profiles)
- Summer Haven River topography/bathymetry survey bank-to-bank from the river's confluence with Matanzas Inlet to the north and ICWW to the south (extend survey across ICWW to include mouth of Pellicer Creek.
- LiDAR of the beach/dune between the river's east bank and the ocean from R-200 to R-205 and R-192 to R-195.
- Matanzas Inlet survey, including flood and ebb shoals between R-196 and R-200.

### **FEMA Dune Enhancement Project 2022**

St. Johns County, Florida

Arc Surveying and Mapping provided UAV LiDAR topographic data acquisition along project reaches located in North Ponte Vedra Beach between historic beach profiles R-01 through R-46. The limits of the survey captured the existing ground conditions adequate to facilitate a template re-design, as well as pre-construction and post construction berm conditions. Data was acquired with a ROCK R2A which is a complete aerial mapping solution, integrating the LiVOX Avia sensor, with a Novatel GNSS, high-accuracy Inertial Labs IMU, and a 24 MP Sony camera. The system platform was a DJI M300 UAV.

### **2023 FEMA Emergency Berm Project**

St. Johns County, Florida

In support of the 2023 FEMA Emergency Berm Project, Arc Surveying and Mapping, Inc. was employed to provide surveying support services for beach segments located in Butler Beach, Crescent Beach, and South Ponte Vedra Beach. These services included corridor LiDAR topographic data acquisition coverage of the existing coastal shoreline to include the design berm footprint and existing beach topography extending to exposed low tidal beach. LiDAR acquisition included a point density of not less than 25 points per square meter to support a complete digital terrain model of the existing conditions as well as high resolution digital ortho photogrammetry. In addition, individual property parcels included property boundary research, field surveying and determination of the location of parcel property lines as well as including the field identification and field marking of property line limits within the beach dune construction footprint.



**RICHARD J.  
SAWYER**

**SUR CHIEF SURVEYOR  
Certified Hydrographer  
Professional Surveyor  
& Mapper  
FAA Drone Pilot**

**EDUCATION:**

Civil Engineering Technology; Associates of Science (A.S.) Florida Community College: 1989

Shallow Water Multibeam Training, U.S and Canadian Hydrographic Commission, University of New Brunswick, 1996

**LICENSE AND/OR REGISTRATION**

Florida Professional Surveyor & Mapper (PSM) No. LS0006131

American Congress of Surveying & Mapping, (ACSM CH) Certified Hydrographer No. 194

FAA Drone Pilot #3958472

**EXPERIENCE WITH ARC SURVEYING & MAPPING:**

19 Years

**TOTAL YEARS OF EXPERIENCE**

35 Years

**BACKGROUND / RESPONSIBILITIES**

Mr. Sawyer is a Professional Surveyor and Mapper, as well as a ACSM Certified Hydrographer, with over thirty-five (35) years of experience in large-scale design, marine engineering, and dredging surveys. . Mr. Sawyer offers to our client's dozens of years of experience and knowledge pertaining to the standards, technologies, and data presentation for charting of inland and coastal water bodies and their littoral land areas. His current responsibilities include all facets of project management, field to finish, for surveying and mapping on large scale engineering design, geodetic, coastal, marine, dredging and hydrographic mapping projects.

**PROJECT EXPERIENCE**

- **Flagler County Beach Monitoring Profiles:** Acquire topographic & bathymetric data of estimated 101 beach profiles
- **Ponte Vedra Beach Monitoring Profiles:** Topographic and Bathymetric survey approximately 10 miles of coastline in St. Johns County
- **Gulf State Park Beach Monitoring Survey, Baldwin Alabama:** Topographic and Bathymetric survey along Gulf State Park Beach
- **Bureau of Beaches & Coastal Systems State Wide Monitoring Surveys:** Acquisition of topographic and bathymetric survey data in Florida
- **Hilton Head Island Beach Monitoring Survey & Profiles:** Topographic and Bathymetric survey along the beach, Hilton Head Island, South Carolina
- **Perdido Key Beach Monitoring:** Topographic profile survey along the Gulf of Mexico Coastline, Escambia County, Florida
- **Manzanillo International Terminal, Colon, Panama:** Multibeam swath bathymetric and BlueView under dock sonar scan surveys for port expansion
- **US Virgin Islands Port Authority, St. Thomas & St. Croix, USVI:** Post-dredge and existing condition surveys of harbors for NOAA charting
- **City of Tybee Island:** Topographic and Bathymetric data acquisition for beach monitoring profiles, Tybee Island, Georgia
- **Jacksonville Port Authority, Jacksonville, FL:** Continuing services contract. Surveys to support port expansion and maintenance dredging

**AFFILIATIONS**

American Association of Port Authorities  
American Congress of Surveying and Mapping  
U.S. Hydrographic Society  
Florida Professional Surveying and Mapping Society

**PROFESSIONAL TRAINING**

- Shallow Water Multibeam Training, U.S and Canadian Hydrographic Commission, University of New Brunswick, 1996
- Trimble Geomatics GPS Processing Training, Measuretronics
- Side Scan Sonar Processing and Mosaicing, Oceanic Imaging Consultants, 2002
- Bentley's Microstation, InRoads and Descartes Mapping Training, CADD Development, 1996, 1999, 2003
- Hydrographic Data Acquisition and Processing, Coastal Oceanographics, Yearly from 1991-2006
- 30 Hour Construction Safety and Health 29 CFR Part 1926



**FRANK J.  
SAWYER**  
PRESIDENT

Party Chief  
Hydrographer  
Project Manager

**EDUCATION:**

Orange Park High School

**LICENSE AND/OR REGISTRATION**

Merchant Mariner #501973

Hypack Certified Hydrographer

**EXPERIENCE WITH ARC SURVEYING &  
MAPPING:**

33 Years

**TOTAL YEARS OF EXPERIENCE**

33 Years

**BACKGROUND / RESPONSIBILITIES**

Mr. Sawyer has over thirty-three (33) years of surveying, mapping and computing experience. He has performed numerous hydrographic surveys for ACOE, FDOT, Port Authorities and various other clients and is proficient with all types of positioning and depth sounding equipment, Differential Global Positioning (DGPS) and Real Time Kinematic (RTK). He is experienced in the use of multibeam swath and single and dual frequency depth sounders, Ground Penetrating Radar (GPR), side-scan sonar, geophysical systems, sub-bottom profilers and magnetometers. Mr. Sawyer specializes in hydrographic surveys and is capable of collecting, processing, computing and mapping. Mr. Sawyer is a Hypack/Hysweep expert, well know and respected for his ability to assist in software development and installation.

**PROJECT EXPERIENCE**

- **St. Augustine Shipyard Marina** – St. Augustine, FL - Hydrographic Survey of Marina Lift Basin and Vessel Dockage Area
- **St. Augustine Shipyard South Dock** – St. Augustine, FL – Hydrographic survey of proposed South dockage areas, locate water structures including docks, bulkheads, aids to navigation and signage
- **NDT Investigation/Abandoned Piling San Sebastian Inlet, St. Augustine, FL** Hydrographic, side-scan and sub-bottom sonar survey performed to identify objects lying on or protruding above the river bottom and identify buried pilings
- **St. Augustine Shipyard UAV/Topographic Survey, St. Augustine, FL**
- **Villages of Vilano Marina, St. Augustine Beach, FL** – Topographic and Hydrographic Surveying in support of dredging design. Topographic survey to include pier or docks, bulkhead, shoreline, aids to navigation, boat ramps and associated features; Hydrographic soundings of the approaches and basin of the existing marina; Create dredge design template and perform volume computations
- **St. Augustine Inlet, St. Augustine, FL** – Hydrographic and topographic survey for establishing locations of seven ADCP's in and around St. Augustine, FL
- **St. Augustine Inlet/Sebastian River/ICWW at Matanzas Inlet/Discharge channel ICWW-5 miles/RTK Topographic survey of small ICWW channel in support of Marine Dredging Project** – Performed multibeam and single beam hydrographic surveys and topographic surveys

**AFFILIATIONS**

American Association of Port Authorities  
American Congress of Surveying and Mapping  
U.S. Hydrographic Society  
Florida Professional Surveying and Mapping Society

**PROFESSIONAL TRAINING**

Hypack/Hysweep Certification  
Trimble Geomatics GPS Processing Training  
OSHA 40-hour Hazardous Waste Site Operations & Emergency Response  
CPR Certified  
United States Coast Guard Vessel Operation Certification  
OSHA 10 Hour Construction Management Safety



Coastal Conservation Group, LLC  
St. Augustine, Florida 32080  
(904) 505-4052

[Bob@coastalconservationgroup.com](mailto:Bob@coastalconservationgroup.com)

[Coastalconservationgroup.com](http://Coastalconservationgroup.com)

## COMPANY OVERVIEW

The team at Coastal Conservation Group, LLC (CCG) brings a strong background in managing environmental permits and compliance requirements for coastal projects. CCG team members have extensive knowledge in marine turtle permitting, shorebird monitoring, scarp surveys, coastal lighting surveys, Anastasia island beach mouse identification, coastal habitats, restoration efforts, environmental data collection and reporting at local, state, and federal levels. They work with project managers, permitting agencies, sponsors, and governments to ensure that the requirements for environmental permitting and endangered species protection measures are met.

Tara Dodson brings 17 years of experience and expertise working at St. Johns County managing the Habitat Conservation Plan and Incidental Take Permit along 41 miles of beaches that managed public access, protection of endangered species, beach habitat and supported large coastal projects. She has extensive experience working with regulatory agencies, developing, and implementing management plans for endangered species protection and wildlife studies.

Bob Fraser has been permitted through FWC on various coastal projects for over 12 years in such capacities as the marine turtle permit holder, shore/seabird monitor and his most recent certification as a gopher tortoise relocation agent. He has upheld high levels of accountability with various regulatory agencies, environmental permitting requirements, and contractors for coastal construction projects.





Coastal Conservation Group, LLC  
St. Augustine, Florida 32080  
(904) 505-4052  
[Bob@coastalconservationgroup.com](mailto:Bob@coastalconservationgroup.com)  
[Coastalconservationgroup.com](http://Coastalconservationgroup.com)

## ROBERT FRASER

### SKILLS

**CO-FOUNDER | FIELD MANAGER | SUPPORT BIOLOGIST**

**COASTAL CONSERVATION GROUP, LLC (NAICS CODE: 541620)**

**ST. AUGUSTINE, FLORIDA**

2023

**Extensive** knowledge in marine turtle permitting, shore/sea/migratory bird identification, gopher tortoise relocations and habitat assessments, and environmental permitting requirements as it relates to coastal construction projects.

**Perform** marine turtle monitoring, relocations, shore/sea/migratory bird monitoring, marking of nesting sites, escarpment surveys, coastal lighting assessments, beach mice habitat identification, gopher tortoise relocation, presence & absence surveys, and habitat assessments.

**Collect data and create** reports for environmental compliance to satisfy federal, state, and local regulatory agencies.

**Coordinate** and work closely with design teams, engineers, consultants, volunteers, and varying levels of regulatory agencies to develop efficient plans for data collection, daily work, and communication.

**Florida Fish & Wildlife Conservation Commission - Marine Turtle Permit (MTP) Holder**

MTP – #023 Vilano

MTP – #090 St. Augustine

MTP – #056 South Ponte Vedra

FWC Gopher Tortoise Relocation Permit GTA – #00023

FWC Certified Shorebird Monitor

**St. Johns County Projects**

May 2023 – Present

Sub-consultant FEMA dune restoration project and MTP and shorebird monitor

March 2022 – September 2022

MTP and shorebird monitor FEMA dune restoration project

April 2021 – August 2021

MTP and shorebird monitor FEMA dune restoration project

June 2020 – October 2020

MTP and shorebird monitor S Ponte Vedra/Vilano Coastal Storm Risk Management Project

April 2018 – July 2018

MTP and shorebird monitor St. Augustine Beach Shore Protection Project

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**TRAINING**

2012 – 2023. Annual FWC marine turtle workshops: nesting surveys, disorientation, obstructive nesting attempts, stranding and coastal lighting.

2012 – 2023. Annual St. Johns County Habitat Conservation Plan Training

2018 – 2023. Annual FWC shorebird database training.



Coastal Conservation Group, LLC  
St. Augustine, Florida 32080  
(904) 814 - 2172

[Tara@coastalconservationgroup.com](mailto:Tara@coastalconservationgroup.com)  
[Coastalconservationgroup.com](http://Coastalconservationgroup.com)

## TARA DODSON

### SKILLS

**CO-FOUNDER | PROJECT MANAGER | LEAD BIOLOGIST**

**COASTAL CONSERVATION GROUP, LLC (NAICS CODE: 541620)**

**ST. AUGUSTINE, FLORIDA**

2023

**Extensive** knowledge in marine turtle permitting, shore/sea/migratory bird identification, gopher tortoise relocations and habitat assessments, and environmental permitting requirements as it relates to coastal construction projects.

**Perform** marine turtle monitoring, relocations, shore/sea/migratory bird monitoring, marking of nesting sites, escarpment surveys, coastal lighting assessments, beach mice habitat identification, gopher tortoise relocation, presence & absence surveys, and habitat assessments.

**Collect data and create** reports for environmental compliance to satisfy federal, state, and local regulatory agencies.

**Coordinate** and work closely with design teams, engineers, consultants, volunteers, and varying levels of regulatory agencies to develop efficient plans for data collection, daily work, and communication.

**Marine Turtle Permit (MTP) Volunteer**

**Florida Fish & Wildlife Conservation Commission (FWC)**

MTP – 023 Vilano

MTP – 090 St. Augustine

MTP – 056 South Ponte Vedra

FWC Certified Shorebird Monitor

**St. Johns County Projects**

May 2023 – Present

Sub-consultant FEMA dune restoration project and MTP and shorebird monitor

**ENVIRONMENTAL SUPERVISOR**

**ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS**

**ST. AUGUSTINE, FLORIDA**

May 2006 – May 2023

**Responsible** for managing, administering, and implementing a US Fish and Wildlife Service (USFWS) Habitat Conservation Plan and Incidental Take Permit that manages 41 miles of coastline to protect coastal habitat of nesting sea turtles, Anastasia Island beach mice, shorebirds, gopher tortoises and other coastal species alongside traditional public use.

**Maintained** cooperative working relationships with team leaders of USFWS, Florida Fish and Wildlife Conservation Commission, Department of Environmental Protection, Army Corps of Engineers, department directors, law enforcement, industry groups and non-governmental organizations.

**Implemented, coordinated and managed** two science-based volunteer programs: sea turtle patrol/monitoring (~100 volunteers) and post-hatchling/beach stewards (~200 volunteers).

**Researched and implemented** administrative polices for adaptive beach management and coastal conservation.

**Reviewed and advised** on technical policy decisions related to protected species management.

**Developed** research strategies and created annual compliance reports that summarize impact, minimization, mitigation and management activities.

**Produced and performed** annual training for staff, law enforcement personnel, industry groups and special interests' groups relating to implementation of beach management.

**Developed** public awareness and outreach programs that are distributed through social media, websites, articles, workshops, educational materials, and signage.

**Represented** county at conferences, meetings, public speaking engagements, radio and television interviews regarding coastal conservation and beach management.

**Surveyed and collected** data for designated shorebird routes for nesting, breeding, and winter surveys.

**Participated** as founding member of first St. Johns County Shorebird Alliance in 2007, which is still a thriving partnership.

**Supervised** 2 full-time and 10 part-time employees and supplemental staff involved in daily and seasonal operations.

**Obtained** additional state and local permits for supporting projects.

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## EDUCATION

2018 MBA, Sustainability and Environmental Compliance

**Southern New Hampshire University, New Hampshire**

2002 BS, Biology

**Sierra Nevada College, Nevada**

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## TRAINING

2007 – 2023. Annual FWC marine turtle workshops: nesting surveys, stranding and coastal lighting.

2007 – 2023. Annual FWC shorebird database training.



**CMAR CONSULTING, LLC**  
*Environmental & GIS Services*

Alexandra Carvalho, PhD, GISP

**EDUCATION**

5/2017 Graduate Postbaccalaureate Certificate in GIS  
PENNSYLVANIA STATE UNIVERSITY,  
Pennsylvania, USA

12/2000 Doctor of Philosophy, Oceanography - Coastal  
Zone Management. FLORIDA INSTITUTE OF  
TECHNOLOGY, Melbourne, Florida, USA

5/1993 Licenciatura Marine Biology and Fisheries  
UNIVERSIDADE DO ALGARVE, Faro, Portugal

**EMPLOYMENT**

3/2011 – Present President and Principal,  
CMAR CONSULTING, LLC  
Jacksonville, FL

1/2001 – 2/2011 Project and Senior Scientist,  
TAYLOR ENGINEERING, INC.  
Jacksonville, FL

**CERTIFICATIONS**

CERTIFIED GEOGRAPHIC INFORMATION PROFESSIONAL (GISP)  
*since 2011. GISP # 67414*

**PROFESSIONAL AFFILIATIONS**

URBAN AND REGIONAL INFORMATION SYSTEMS ASSOCIATION  
*since 2012*

**BACKGROUND**

Dr. Carvalho founded CMAR Consulting, LLC (CMAR), a MBE certified small business, in March 2011. CMAR's services include marine and coastal information management, coastal and marine planning and management, GIS training and technical writing support. Dr. Carvalho's strong foundation in marine and coastal science, planning, and management combined with 20 years of working experience in the field supports the company services. Dr. Carvalho has supported or managed more than 100 projects, for private and government clients. She has authored technical reports, papers, two peer-reviewed book chapters, GIS desktop and web GIS applications.

**PROJECTS**

**St Johns County GIS Data Analysis and Reporting (2016 - present).** CMAR prepared for the Coastal Engineering consulting team GIS products for reports and presentations and conducted spatial data analysis for different projects. Examples include extraction of elevation profiles from LIDAR, maps showing, reach extents, shoreline ownership and cost sharing eligibility; borrow area location and characterization; public beach access inventory and damage assessment. Work also included GIS products in support of State and Federal grant

applications for Hurricane Mathew, Irma, Ian, and Nicole recovery efforts.

**Martin County Coastal GIS Program (2012 – present)** — Management of the Coastal GIS Program; Consolidation into GIS of the historic (1970's - present) and current project information from the County Engineering Division's coastal Programs, including: St Lucie Inlet management and maintenance, navigation, sand bypass, sediment budget; data management of the estuary and offshore gage monitoring network; physical (i.e. hydrographic and geotechnical) and biological (i.e., hardbottom, habitat restoration (marine turtle nesting; coral reefs, artificial reefs, oyster restoration, living shorelines); water quality, resilience and sea level rise projects.

**St Johns County FEMA Dune Enhancement Project (2022).** CMAR work consisted of: (1) GIS data analysis and reporting: in support of the Engineering consulting team. CMAR performed a Gopher Tortoise burrow location analysis, imported, and exported data to Google Earth format, (2) Design and maintenance of a Web map application. CMAR created web versions of construction templates and other baseline data, and assembled a public AGOL web map application that provided a project overview, tutorial, and 24-hour access to project progress updates.

**St Johns County South Ponte Vedra Beach Dune Restoration (2021-2022).** CMAR work consisted of (1) Design and creation of the project ESRI ArcGIS geodatabase, with consolidated baseline, permitting, construction, and immediate post construction data; identification of data gaps; and tracking missing datasets from each phase of the project. (2) Design maintenance of two AGOL Web map applications. CMAR assembled and updated daily during construction, that provided a project overview, tutorial, and 24-hour access to project progress updates. The web applications differed on the data presented, but in general consisted of layers representing completed and projected beach fill, dune planting progress, sand ramps, pipeline locations and active pipeline corridors, link to the dredge's locations.

**St. Lucie County Erosion District Coastal Data Organization (2014 - 2015)** — Consolidated and organized more than 20 years of coastal data from projects initiated and/or sponsored by the District. Coordinated with contractors' the transfer of digital data (i.e., CAD format) for projects which the County only had reports, or did not have the digital information (i.e., only had a pdf or image of the dataset). Organized files into a County approved folder structure and prepared it for future integration into a GIS system.



Coastal Eco-Group (CEG) is a small environmental consulting firm based in Deerfield Beach, Broward County, FL. The company was established in 2005 and represents over 100 years of collective professional experience in National Environmental Policy Act assessments and document preparation; project management; environmental planning and permitting; marine ecological surveys, including coral reef, hardbottom, and artificial reef, and seagrass mapping, monitoring, and impact analysis. Our core staff of five senior marine scientists and five staff scientists are highly skilled in marine resource assessment with specialized experience in regulatory project permit review and compliance, post-project monitoring and impact assessment, and hardbottom and seagrass mitigation development for shore protection projects and navigation projects throughout Florida, Georgia, and South Carolina.

Our team of senior scientists is highly respected by the regulatory and resource protection agencies and has a reputation of providing accurate evaluations of marine habitat conditions, project-related impacts, and appropriate mitigation strategies to offset losses in habitat functions. CEG scientists have collectively authored or co-authored hundreds of technical monitoring reports in compliance with state and federal permits for beach nourishment and navigational dredging projects. These technical reports involve extensive multivariate statistical analysis associated with benthic ecological data and evaluation. Our scientists work in close communication with regulatory and resource protection agency staff during the permitting process and monitoring periods to ensure agency satisfaction with monitoring methods and progress and to coordinate adjustments in protocol dependent upon field conditions.

CEG scientists have authored dozens of NEPA documents and Biological Assessments under the Endangered Species Act for beach nourishment and shore protection projects. These projects include the 2011 and 2021 beach nourishment projects on South Amelia Island in Nassau County, FL; 2022 Flagler County Beach/Dune Restoration Project, Flagler County, FL; 2011/12 Port Royal Sound Shoreline Stabilization Project, 2016 Hilton Head Beach Nourishment Project and 2017 Fish Haul/Spa Beach Nourishment Project in the Town of Hilton Head Island, SC; Orange Beach/Gulf State Park/Gulf Shores Beach Nourishment Project (Baldwin County, AL); 2016 Pensacola Beach Nourishment Project (Escambia County, FL); North County Comprehensive Shore Protection Project- Juno Beach/Jupiter Carlin (Palm Beach County, FL); 2016 and 2017/18 Bathtub Beach/Sailfish Point Beach Nourishment (Martin County, FL); 2013/14 Ocean Ridge Shore Protection Project (Palm Beach County, FL); 2015 Spar Orion and Clipper Lasco Reef Restoration Project (Broward County, FL); 2014/16 North and Central Boca Raton Beach Nourishment and 2013 South Boca Raton Beach Nourishment Project (Palm Beach County, FL); Port Everglades Sand Bypass Project (Broward County, FL); and the Florida Gulf coast (Periodic Beach Nourishment from New Pass Ebb Shoal- Longboat Key and Lido Key, FL Sarasota County, FL; and Manasota Key Beach Nourishment Project (Charlotte County, FL).





**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Cheryl L. Miller</b>	13. ROLE IN THIS CONTRACT Environmental Permitting, Habitat Monitoring, NEPA Documentation, Biological Monitoring, Endangered Species Act Surveys	14. YEARS EXPERIENCE	
		a. TOTAL 26	b. WITH CURRENT FIRM 17
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Coastal Eco-Group Inc., Deerfield Beach, FL</b>			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Master of Science, Biological Sciences/Marine Ecology		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> 2005 FSBPA Environmental Award; Southeast Florida Coral Reef Initiative Team Member (SEFCRI), 2003-2020; Vice-Chair (2012-2016) South Florida Water Management District Water Resources Advisory Commission, 2011-2013; AAUS Scientific Diver			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
<b>2021/22 South Amelia Island Beach Renourishment Project, Nassau County, FL</b>	2017-2020	2022
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;">Check if project performed with current firm <input checked="" type="checkbox"/></span> <b>a.</b> Work performed under subcontract to Olsen Associates, Inc. Project Manager and Primary Author of the Endangered Species Act (ESA) Biological Assessment (BA), Essential Fish Habitat (EFH) assessment, cumulative impact assessment, and evaluation of potential impacts to sea turtles and shorebirds for 2021/22 beach renourishment project. Responsible for the design and implementation of a field survey to evaluate softbottom benthic community and sediment recovery at the borrow area in Nassau Sound. Assisted with preparation of technical responses to Requests for Additional Information from the FDEP, NMFS, and USACE. Contract value: \$64,314; Not to Exceed, Lump Sum by Task.		
<b>2011 South Amelia Island Shoreline Stabilization Project, Nassau County, FL</b>	2009-2014	2011
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;">Check if project performed with current firm <input checked="" type="checkbox"/></span> <b>b.</b> Work performed under subcontract to Olsen Associates, Inc. Project Manager and Primary Author of the NEPA Regulatory Environmental Assessment (EA) and BA for the 2011 South Amelia Island Shoreline Stabilization Project. Development of the EA included the EFH assessment, cumulative impact assessment, and evaluation of potential impacts to sea turtles and shorebirds. Assisted with preparation of technical responses to Requests for Additional Information from the FDEP, NMFS, and USACE. Primary Investigator for permit-mandated softbottom macroinvertebrate study for evaluation of beach nourishment impacts on beach and borrow site benthic communities. Responsible for data collection, statistical analyses, and annual report preparation. Contract value: \$114,318; Not to Exceed, Lump Sum by Task.		
<b>Ponte Vedra Beach, FL Beach Nourishment Project, St. John's County, FL</b>	2020-2021	Projected 2023
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;">Check if project performed with current firm <input checked="" type="checkbox"/></span> <b>c.</b> Work performed under subcontract to Olsen Associates, Inc. Project Manager responsible for development of the ESA Section 7 BA and NEPA Regulatory EA in coordination with the Bureau of Ocean and Energy Management. Lead Scientist for hardbottom verification dives of side-scan sonar surveys of the offshore borrow area and submerged pipeline corridors. Primary Author of the EFH assessment and benthic habitat characterization report. Provided environmental permitting support services with application development and Responses to Requests for Additional Information from the state and federal regulatory agencies. Contract value: \$127,306; Not to Exceed, Lump Sum by Task.		
<b>Flagler County Beach/Dune Restoration Project, Flagler County, FL</b>	2019-2020	2022
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;">Check if project performed with current firm <input checked="" type="checkbox"/></span> <b>d.</b> Work performed under subcontract to Olsen Associates, Inc. Principal Scientist and Project Manager responsible for development of the ESA Section 7 BA and NEPA Regulatory EA in coordination with the Bureau of Ocean and Energy Management. This project was the first beach restoration project in Florida coordinated under the 2020 NMFS South Atlantic Regional Biological Opinion (SARBO). Responsible for inter-agency coordination with representatives from the USACE, BOEM, and NMFS. Contract value: \$149,977; Not to Exceed, Lump Sum by Task.		
<b>Bathub Beach Sailfish Point Beach Nourishment Project, Martin County, FL</b>	2010 - present	2010; 2016; 2018; 2021
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;">Check if project performed with current firm <input checked="" type="checkbox"/></span> <b>e.</b> Principal Author of the Regulatory EA and BA for the 2016 beach nourishment project; Developed a cumulative effects review template for overlapping project elements at St. Lucie Inlet. Project Manager and Principal Scientist responsible for seagrass mapping and pre/post-construction monitoring of seagrass beds adjacent to St. Lucie Inlet flood shoal borrow area. Project Manager/Principal Scientist for the annual nearshore hardbottom and intertidal wormreef monitoring program since 2010. Provided recommendations for streamlining hardbottom monitoring protocol and removing redundant metrics and multiple edge mapping and sediment surveys to capture dynamic intertidal wormreef habitat.		

## DSG Research, Inc.

### Company Capabilities

Downs & St. Germain Research combines academic market research training and expertise with managerial savvy from studies with major corporations, including Boeing, Delta Airlines, United Airlines, Texaco, BellSouth, Prudential, General Tire, and Club Med. Our 3 Ph.D.s on staff have taught market research to over 20,000 college students and over 1,000 business executives.

We have conducted over 1,000 research studies for destinations. In each of these studies, we have utilized the methodology, personnel, and approaches that we will use for this study.

We control all aspects of each study in-house. All our projects are tailored to the needs of each client, and all our projects are finished on-time and on-budget.

The types of tourism and hospitality studies we have conducted include the following:

- Branding and positioning studies
- Tracking studies
- Visitor satisfaction studies
- Conversion studies
- Economic impact studies
- Segmentation studies
- Demand analyses
- Strategic focus
- Supply Analysis
- Visitor Profile Survey
- Market Opportunity Analysis
- Occupancy & ADR Survey
- Visitation Trend Analysis
- Industry Barometer Analysis
- Product Alignment Studies
- Lifestyle Segmentation (PRIZM)
- Advertising Effectiveness
- Event Visitor Research
- Group Business
- Partner Studies
- Focus groups
- Tourism Master Plan



## **Joseph St. Germain, Ph.D.**

### ***Education***

#### **Florida State University**

Ph.D. in Educational Psychology with a Sport Psychology major

M.S. in Educational Psychology with a Sport Psychology major

Received the College of Education Teaching Fellowship

Certificate in Measurement and Statistics

#### **University of Minnesota – Duluth**

B.A.S. in psychology, Minor in coaching

Graduated cum laude and with departmental honors

### ***Professional Experience***

#### **Downs & St. Germain Research**

##### *President*

- » Manage market research projects for local, state, and national clients
- » Design research methodologies customized to client's needs
- » Conduct research via telephone, mail, web surveys, in-depth interviews, and focus groups
- » Analyze qualitative and quantitative data
- » Develop strategic recommendations to guide client's future marketing and business decision
- » Prepare reports of research results
- » Present research results and recommendations
- » Prepare and submit proposals
- » Present at nationwide conferences

#### **Flagler College – Tallahassee Campus**

##### *Adjunct Professor*

- » Taught Market Research courses

#### **Tallahassee Community College**

##### *Adjunct Professor*

- » Taught General Psychology courses

#### **Florida State University**

##### *Academic Advisor*

- » Provided academic advising to students in the College of Human Sciences
- » Chair of the Social/Teambuilding Committee
- » Chair of the Policy Committee
- » Served on the Peer Mentoring Committee
- » Leader of a Peer Mentoring Group
- » Conducted Preview and Orientation presentations
- » Performed student outreach activities

## **Firm Qualifications**

Based in Washington, North Carolina, Tidewater Atlantic Research, Inc. (TAR) was formed in July 1979 [incorporated 1988] to provide historical and archaeological research and cultural resources management services to state and Federal agencies, institutions, corporations, and organizations requiring specialized skills. In order to provide the most appropriate combination of skills and experience, each project is organized on an individual basis selecting personnel from a nucleus group with professional backgrounds in underwater, prehistoric, and historic archaeology, historical research and writing, cultural resource location, identification, assessment, management, and mitigation. As the successful conduct of submerged cultural resource investigations requires the use of sophisticated technology, staff experience includes expertise in both acoustic and magnetic remote sensing, self-contained and surface supplied compressed air or mixed gas diving operations, underwater photographic and video documentation, and artifact analysis and conservation. To ensure sensitivity to each project's requirements and objectives, TAR maintains the flexibility to provide any combination of support and assistance from problem-oriented consultation and service assistance to complete project development, conduct, and reporting.

For over 40 years, TAR has carried out high-quality survey and assessment operations for numerous government agencies. Federal clients include; U.S. Navy; NOAA, U.S. Department of Justice, U.S. Marine Corps, Bureau of Ocean Energy Management, National Park Service, Naval Historical Center, and U.S. Army Engineer Districts; New York, Philadelphia, Baltimore, Norfolk, Wilmington, Charleston, Savannah, Jacksonville, and Mobile. Former State and municipal agencies, museums, and colleges clients include; South Carolina Department of Highways and Public Transportation; Georgia Department of Transportation (DOT); North Carolina DOT, Virginia DOT; Maryland DOT; University of South Carolina, Institute of Archaeology and Anthropology; Virginia Department of Historic Resources; Virginia Port Authority; City of Alexandria, Virginia; City of Milwaukee; City of Sheboygan; City of Petoskey; National Civil War Naval Museum; Bermuda Maritime Museum; St. Augustine Lighthouse Museum, Tampa Aquarium, and the Martin County [Florida] Historical Society-Elliott Museum. TAR regularly provides cultural resource consultation to engineering and other private firms which include; Applied Technology and Management, APTIM, Brockington & Associates, Carter & Sloope, Chicago Bridge & Iron, Coastal Planning & Engineering, Coastal Science & Engineering, Durocher Dock & Dredge, First Colony Foundation, GeoDynamics, ICFI, James River Institute for Archaeology, LG2 Environmental Services, Moffatt and Nichol, Olsen Associates, Panamerican Consultants, Stantec, SWCA, Tetra Tech, The Brigman Company, The SHAW Group, The Wooten Company, and Vanasse Hangen Brustlin.

TAR operates out of a primary facility in Washington, North Carolina. The 4,000-square-foot structure contains office, library, engineering, laboratory and storage space. TAR maintains in-house a complete line of remote-sensing and positioning equipment and six survey vessels ranging from 16 to 32 feet to support those operations. Diving operations can be carried out from several suitable surface support platforms using available and communications equipped surface supplied and/or SCUBA equipment. A complete inventory of pumps, compressors, dredges, underwater photographic and television equipment, hand held object locators, grids and mapping equipment is available to support all phases of underwater archaeological investigations. Both space and equipment are available to clean, record and conserve archaeological material. TAR provides appropriate hardware and software necessary for field data analysis and report production. Relevant software includes AutoCAD, Rhinoceros, ArcView, HYPACK, QuickSurf, and Chesapeake Technology SONARWIZ.

### **Proposed Key Project Personnel**

Gordon P. Watts, Jr., Director of TAR, will serve as the Principal Investigator. As such he will design and supervise all project activities. Dr. Watts has extensive experience in conducting submerged cultural resource investigations in river, sound, and open ocean environments. Ralph L. Wilbanks will serve as Field Director. As necessary, qualified remote-sensing operators will serve as field personnel. Report preparation and computer graphics will be prepared by Dr. Watts and Senior Historian Robin Arnold. All project personnel exceed the minimum qualifications established by the U.S. Department of Interior.

#### ***Gordon P. Watts, Jr., Principal Investigator***

Gordon Watts experience in maritime history and underwater archaeology spans more than 45 years. That experience has been accumulated in a variety of positions that included responsibility for program administration, cultural resource management, academic and public education and historical and underwater archaeological research and writing. Dr. Watts holds a M.A. degree in History from East Carolina University in Greenville, North Carolina and a Ph.D. in Maritime History from the University of St. Andrews in Fife, Scotland. He currently serves as the director of TAR and the director of the Institute for International Maritime Research, a non-profit research institute. Dr. Watts retired in January 2001 from East Carolina University (ECU) serving the university's Program in Maritime History and Nautical Archaeology as a professor of Nautical Archaeology for 20 years. From 1972 until 1981, Dr. Watts was employed by the North Carolina Department of Cultural Resources. After serving for several years as an underwater archaeologist, Dr. Watts was placed in charge of the Underwater Archaeology Branch in 1978. That unit was created to make management of North Carolina's submerged cultural resources more effective. Activities of the branch included development of a submerged cultural resource management plan, survey and planning, grant development, environmental review, education (public and academic), contract administration, public information, preservation and historic and archaeological research. In addition to activities related to resource management, the Branch cooperated with the National Oceanic and Atmospheric Administration in developing research and management programs for the USS *Monitor* National Marine Sanctuary. In 1981, Dr. Watts accepted a teaching and administrative position with ECU to assist in establishing the Program in Maritime History and Nautical Archaeology. That program was designed and organized to provide graduate educational opportunities in maritime history and underwater archaeology. Today that program includes both traditional courses in history and field research experience involving site location, identification, testing and excavation projects. Since 1981, Dr. Watts' grant and university-supported field research projects have included remote sensing and/or site-specific investigations along the Atlantic Seaboard, in the Great Lakes and Gulf of Mexico, Europe, Bermuda and in a number of islands in the Caribbean and West Indies. Shipwreck experience related to those areas includes sites that date from the period of exploration in the early sixteenth century to the American Civil War. Much of that work has involved the excavation, recovery, and documentation of the sixteenth century Western Ledge Reef Wreck and the excavation and documentation of vessels such as the seventeenth century *Stonewall* and New Old Spaniard wrecks and the nineteenth century French frigate *L'Herminie* in Bermuda. In the United States Dr. Watts' experience in excavation and documentation includes the eighteenth century British transport *Betsy* and Cornwallis Cave Wrecks at Yorktown, Virginia; the *El Nuevo Constante* off the Louisiana coast; a variety of late eighteenth and early nineteenth century sail and steam wrecks at Savannah, Georgia; a nineteenth century schooner in the Cape Fear River at Wilmington, North Carolina; and a variety of Great Lakes vessels that include a steam powered lightship, several grain and ore carriers, and fishing and lumber schooners. Dr. Watts directed research on a variety of Civil War vessels that include blockade runners, blockade vessels, and gunboats such as the CSS *Chattahoochee* and USS *Southfield* and the ironclads USS *Monitor*, USS *Tecumseh*, CSS *North Carolina*, CSS *Richmond*, and CSS *Jackson*. Dr. Watts served in a variety of capacities to assist

NOAA to develop a program for protecting, investigating, and developing the remains of the USS *Monitor*, the Canadian Government with research and management of the War of 1812 schooners *Hamilton* and *Scourge*, and the French Association CSS *Alabama* with research and management of the Confederate commerce raider CSS *Alabama*.

***Ralph Wilbanks, Field Director***

Mr. Wilbanks' experience in the fields of marine remote sensing and underwater investigations spans over 40 years. Mr. Wilbanks received a B.S. from the University of South Carolina and M.A. in Maritime History from Vermont College. After working for nearly a decade as the Assistant Underwater Archaeologist with the University of South Carolina Institute of Archaeology and Anthropology (Columbia, SC), Mr. Wilbanks formed his own corporate entity to provide CRM expertise to Federal, state and local agencies in addition to private engineering firms and academic institutions.

***Robin Arnold, Senior Historian/Section 106 Specialist***

Ms. Arnold received a B.A. in History and Political Science from ECU and completed the course requirements for an M.A. in History at that institution. Ms. Arnold later enrolled in the *Paralegal Technology Program* (Pitt Community College, Greenville NC) and completed *Legal Research* [Statute & Case Law], *Legal Writing*, Estate & Probate coursework. Ms. Arnold received certification by NOAA for a Coastal Application, ArcGIS training module and similar instruction. In regard to Historic Preservation & Cultural Resource Management, Ms. Arnold serves as the Section 106 Compliance Specialist for TAR. Ms. Arnold received certifications by the Advisory Council on Historic Preservation for *Section 106 Essentials* and *Advanced Section 106* training. Ms. Arnold also received certifications from the National Preservation Institute for *Identification and Management of Traditional Cultural Places*, *Native America 101*, and *Section 106: Resource Identification* training.



## RÉSUMÉ FOR GORDON P. WATTS, JR. (SENIOR UNDERWATER ARCHAEOLOGIST)

### Educational Background:

B.A. History, East Carolina University (ECU), Greenville NC

M.A. History, ECU

Ph.D. Maritime History and Underwater Archaeology, University of St. Andrews, Fife, Scotland

### Current Position:

Director: Tidewater Atlantic Research, Inc. (TAR), Washington, North Carolina

Under Dr. Watts's direction (1979 to present), TAR has carried out survey and assessment operations in Texas, Louisiana, Mississippi, Alabama, Florida, Georgia, South Carolina, North Carolina, Virginia, Maryland, Delaware, New Jersey, New York, Connecticut, New Hampshire, Minnesota, and Wisconsin. Foreign projects include consultation and surveys in France, Bermuda, Puerto Rico, Jamaica, Tobago, U.S. Virgin Islands, Canada, and Mexico.

### 1981 to 1 January 2001:

Professor, Maritime History and Nautical Archaeology, Department of History, ECU

Dr. Watts joined ECU professor Dr. William N. Still to design and develop the Program in Maritime History and Underwater Research. The program was established to provide opportunities for graduate students interested in maritime history and underwater archaeology. The program design included both academic and field research. Traditional and maritime histories supported the program to provide a context for underwater archaeology. Enrolled students participated in a summer field school in Maritime History and Underwater Archaeology and a fall research semester designed to provide field experience on a variety of research projects involving site location, identification, testing, and excavation. Watts supervised and directed numerous grant and university-supported field research projects. Those investigations included remote sensing and archaeological investigations of Colonial ports in North Carolina, early ferry crossings in both North Carolina and South Carolina, shipwrecks sites in North Carolina, South Carolina, Virginia, Georgia, Pennsylvania, Florida, Alabama, Wisconsin, Michigan, Minnesota and Virginia. Watts worked with the Bermuda Maritime Museum to investigate a number of 16th, 17th, 18th and 19th century shipwrecks. In association with the Institute of Nautical Archaeology at Texas A&M University, additional research projects were carried out in Jamaica, Panama, Dominican Republic and Mexico. In conjunction with other agencies and organizations project organization, development and research activities included work on the USS Monitor in conjunction with NOAA, development of a planning document for the War of 1812 schooners Hamilton and Scourge in conjunction with the Ontario Heritage Foundation, surveys of Civil War shipwrecks in Mobile Bay and off Fort Fisher, North Carolina for the National Park Service, documentation of the Confederate ironclads CSS Jackson for the Confederate Naval Museum, the CSS Neuse for the North Carolina Division of Archives and History and investigation of the CSS Alabama (Cherbourg, France) with the Naval Historical Center and Association CSS Alabama in France.

### 1972-1981:

Archaeologist and later: Head, Underwater Archaeology Branch, North Carolina Division of Archives and History

In 1972, the North Carolina Division of Archives and History reorganized its program in underwater archaeology. Watts worked to expand the program to focus on a "state-wide" approach to the identification and investigation of underwater archaeological resources. Through increased public participation, more sophisticated educational activities and an improved Salvage Contract Program, activities were dramatically expanded. Through cooperative programs with Cape Fear Technical Institute and the University of North Carolina at Wilmington, students were offered the opportunity to assist with historical research, survey and site assessment investigations. In February 1978, the Underwater Archaeology Branch (UAB) was created to manage North Carolina's submerged cultural resources. Under the direction of Dr. Watts, program activities included development of a "State Resource Management Plan," survey and planning, grant development, environmental review, education (public and academic), contract administration, public information, preservation, and historic and archaeological research. In addition to activities related to submerged cultural resources management, the UAB cooperated with NOAA to develop management programs and conduct on-site research in the USS Monitor National Marine Sanctuary.

### 1971-1972:

Underwater Archaeological Field Agent, Florida Division of Archives, History and Records Management

In 1971, Watts accepted a position with the Florida Division of Archives History and Records Management. Under the direction of State Underwater Archaeologist Carl Clausen, Watts served as a field director for the first Early Man investigations at Little Salt Spring and Warm Mineral Spring. Those investigations uncovered the first inundated evidence of human habitation in Florida dating as early as 14,500 BP. Extensive human skeletal remains were recovered from undisturbed contexts in association with extinct mega fauna such as sloth, mastodon and giant tortoise. Watts also worked in the Florida Keys documenting the West Turtle Shoals Site, one of the earliest shipwrecks in North America.

**Dr. Gordon P. Watts Jr., Director**  
Tele: 252.975.6659/Fax: 252.975.2828  
Email: iimr@coastalnet.com

Post Office Box 2494  
5290 River Road [Courier]  
Washington NC 27889-2489

**SECTION 2 COMPANY, STAFF, & TEAM QUALIFICATIONS**

**LICENSES & CERTIFICATIONS**

<b>License / Certification</b>	<b>Number</b>	<b>Issuing Agency</b>	<b>Valid Period</b>
Firm Registration Olsen Associates, Inc.	#3491	State of Florida DBPR	Current
Professional Engineer Albert E. Browder	FL P.E. #57403	State of Florida DBPR	02/28/2023 – 02/28/2025
Professional Engineer Kevin R. Bodge	FL P.E. #49434	State of Florida DBPR	02/28/2023 – 02/28/2025
Professional Engineer Christopher G. Creed	FL P.E. #49445	State of Florida DBPR	02/28/2023 – 02/28/2025
Professional Engineer Steven C. Howard	FL P.E. #60120	State of Florida DBPR	02/28/2023 – 02/28/2025
Professional Engineer William A. Hobensack	FL P.E. #60112	State of Florida DBPR	02/28/2023 – 02/28/2025
Professional Engineer Krista J. Egan	FL P.E. #85302	State of Florida DBPR	02/28/2023 – 02/28/2025
Professional Engineer Nung Zachary Bedell	FL P.E. #91057	State of Florida DBPR	02/28/2023 – 02/28/2025
Professional Surveyor Richard J. Sawyer	FL P.L.S. #6131	Florida Dept. of Agriculture & Consumer Services Board of Professional Surveyors & Mappers	02/28/2023 – 02/28/2025
Inshore Hydrographer Richard J. Sawyer	194	National Society of Professional Surveyors	03/18/2014 – 12/31/2023

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**LICENSEE DETAILS**

10:04:02 AM 9/28/2023

**Licensee Information**

Name:	<b>OLSEN ASSOCIATES, INC. (Primary Name)</b>
Main Address:	<b>2618 HERSCHEL ST JACKSONVILLE Florida 32204</b>
County:	<b>DUVAL</b>

**License Information**

License Type:	<b>Engineering Business Registry</b>
Rank:	<b>Registry</b>
License Number:	<b>3491</b>
Status:	<b>Current</b>
Licensure Date:	<b>07/12/1982</b>
Expires:	

**Special Qualifications**

**Qualification Effective**

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**Alternate Names**

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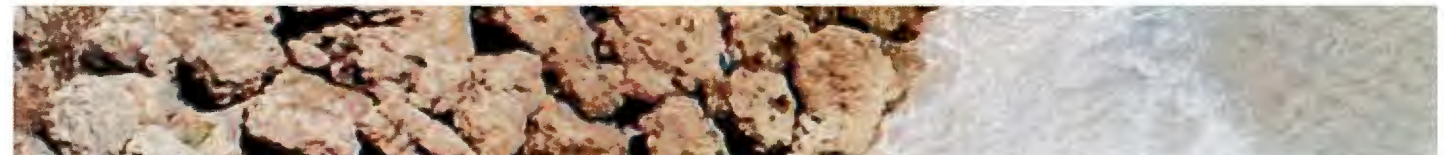
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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



## STATE OF FLORIDA

### BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

**BROWDER, ALBERT EDWARD**

1924 BARHAM CT  
SAINT JOHNS FL 32259

**LICENSE NUMBER: PE57403**

**EXPIRATION DATE: FEBRUARY 28, 2025**

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Melanie S. Griffin, Secretary



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**BODGE, KEVIN ROBERT**

336 12TH STREET  
ALANTIC BEACH FL 322335514

**LICENSE NUMBER: PE49434**

**EXPIRATION DATE: FEBRUARY 28, 2025**

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**CREED, CHRISTOPHER GRAY**

2618 HERSCHEL STREET  
OLSEN ASSOCIATES, INC.  
JACKSONVILLE FL 322044512

**LICENSE NUMBER: PE49445**

**EXPIRATION DATE: FEBRUARY 28, 2025**

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**HOWARD, STEVEN CHRISTOPHER**

12960 PLANTERS CREEK CIR S  
JACKSONVILLE FL 32224

**LICENSE NUMBER: PE60120**

**EXPIRATION DATE: FEBRUARY 28, 2025**

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**HOBENSACK, WILLIAM ALAN**

3811 FAIRBANKS FOREST DRIVE  
JACKSONVILLE FL 32223

**LICENSE NUMBER: PE60112**

**EXPIRATION DATE: FEBRUARY 28, 2025**

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PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

**EGAN, KRISTA JEANNE**

2773 POST STREET  
JACKSONVILLE FL 32205

**LICENSE NUMBER: PE85302**

**EXPIRATION DATE: FEBRUARY 28, 2025**

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**BEDELL, NUNG ZACHARY**

2761 FORBES ST  
JACKSONVILLE FL 32205

**LICENSE NUMBER: PE91057**

**EXPIRATION DATE: FEBRUARY 28, 2025**

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Florida Department of Agriculture and Consumer Services  
 Division of Consumer Services  
 Board of Professional Surveyors and Mappers  
 2005 Apalachee Pkway Tallahassee, Florida 32399-6500  
 800HELPFLA(435-7352) or (850) 488-2221

March 1, 2023

RICHARD JOHN SAWYER  
 5202 SAN JUAN AVE  
 JACKSONVILLE, FL 32210-3140

Detach Here

SUBJECT: Professional Surveyor and Mapper License # LS6131

Your application / renewal as a professional surveyor and mapper as required by Chapter 472, Florida Statutes, has been received and processed.

The license appears below and is valid through February 28, 2025.

You are required to keep your information with the Board current. Please visit our website at [www.800helpfla.com/psm](http://www.800helpfla.com/psm) to create your online account. If you have already created your online account, you can use the website to maintain your license. You can also find other valuable information on the website.

If you have any questions, please do not hesitate to call the Division of Consumer Services, Board of Professional Surveyors and Mappers at 800-435-7352 or 850-488-2221.



Florida Department of Agriculture  
 and Consumer Services  
 Board of Professional Surveyors  
 and Mappers

LS6131

Professional Surveyor and Mapper  
**RICHARD JOHN SAWYER**

IS LICENSED under the provisions of Ch. 472 FS  
 Expiration date: February 28, 2025

Detach Here



Florida Department of Agriculture and Consumer Services  
 Division of Consumer Services  
 Board of Professional Surveyors and Mappers  
 2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LS6131**

Expiration Date February 28, 2025

### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

RICHARD JOHN SAWYER  
 5202 SAN JUAN AVE  
 JACKSONVILLE, FL 32210-3140

WILTON SIMPSON  
 COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

# National Society of Professional Surveyors



*This attests that*

## Richard John Sawyer

*has met the requirements established by  
the National Society of Professional Surveyors  
Hydrographer Certification Board  
for certification as*

### Inshore Hydrographer

*by Authority of the Board of Directors*



**National Society of  
Professional Surveyors**

**Richard J. Sawyer  
Hydrographer**

**Expires: December 31, 2023**

5119 Pegasus Court, Suite Q, Frederick, MD 21704  
240-439-4615 | 240-439-4952 (fax) | nps.us.com



*Gary R. Davis*  
Chairman, Certification Board

*Artis Sumal*  
Executive Director

Certificate Number 194

Date March 18, 2014



**SECTION 3: RELATED EXPERIENCE**

**PROJECTS COMPLETED IN THE LAST 10 YEARS**

OAI has provided comprehensive beach management and planning services for numerous clients. OAI has also developed beach maintenance and monitoring plans for various non-Federal projects to maintain eligibility for post-storm funding reimbursement from the Federal Emergency Management Agency (FEMA). The table below summarizes OAI's similar project experience in the last 10 years. The following pages describe OAI's professional services to support these projects.

**Table 3.1:** List of comparable projects performed 2013-2023

<b>Owner</b>	<b>Services Provided</b>	<b>Timeframe</b>	<b>Fee*</b>	<b>POC</b>
Flagler County, FL	Beach management plan development	2021-2022	\$250K	Dr. Ansley Wren-Key <a href="mailto:awren-key@flaglercounty.gov">awren-key@flaglercounty.gov</a> (386) 313-4112
Town of Longboat Key, FL	Beach management plan development	2019-2020	\$170K	Mr. Charlie Mopps, Assistant Public Works Director <a href="mailto:cmopps@longboatkey.org">cmopps@longboatkey.org</a> (941) 316-1988
Town of Longboat Key, FL	Beach project planning & implementation	2012 - Present	\$2.5M	Mr. Charlie Mopps, Assistant Public Works Director <a href="mailto:cmopps@longboatkey.org">cmopps@longboatkey.org</a> (941) 316-1988
Brevard County, FL	Beach project planning & implementation	1998 - Present	\$5M	Mr. Mike McGarry, Natural Resources Manager <a href="mailto:mike.mcgarry@brevardfl.gov">mike.mcgarry@brevardfl.gov</a> (321) 633-2016
South Amelia Island Shore Stabilization Association, Nassau County, FL	Beach project planning & implementation	1994 – Present	\$2M	Mr. William Moore Project Manager <a href="mailto:moor1706@bellsouth.net">moor1706@bellsouth.net</a> (904) 753-4178
Town of Hilton Head Island, SC	Beach project planning & implementation	1986 - Present	\$4.5M	Mr. Bryan McIlwee, P.E. Assistant Community Development Director <a href="mailto:bryanm@hiltonheadislandsc.gov">bryanm@hiltonheadislandsc.gov</a> 843-384-9731
City of Orange Beach <i>(project is also sponsored by City of Gulf Shores &amp; Alabama Department of Conservation &amp; Natural Resources)</i>	Beach project planning & implementation	2013 - Present	\$2.5M	Mr. Phillip West Coastal Resources Manager <a href="mailto:pwest@orangebeachal.gov">pwest@orangebeachal.gov</a> (251) 747-6166
Santa Rosa Island Authority Pensacola Beach, FL	Beach project planning & implementation	2000 - Present	\$1.5M	Mr. Juan Lemos, Director of Development <a href="mailto:juan_lemos@sria-fla.com">juan_lemos@sria-fla.com</a> (850) 932-2257
Broward County, FL	Shore Protection Project Segment III Beach management planning	2013 - 2014	\$100K	Dr. Jennifer Jurado Chief Resilience Officer <a href="mailto:jjurado@broward.org">jjurado@broward.org</a> 954-519-1464
Broward County, FL	Comprehensive planning & engineering for beach & inlet projects	2002 - Present	\$5M	Mr. Jacob Rice Beach Program Manager <a href="mailto:jrice@broward.org">jrice@broward.org</a> (954) 519-1231

\*Represents fees over the indicated timeframe.

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT  
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER  
1

21. TITLE AND LOCATION <b>Flagler County, FL, Beach Management Plan</b> Flagler County, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2021 - Present	CONSTRUCTION (if applicable) --

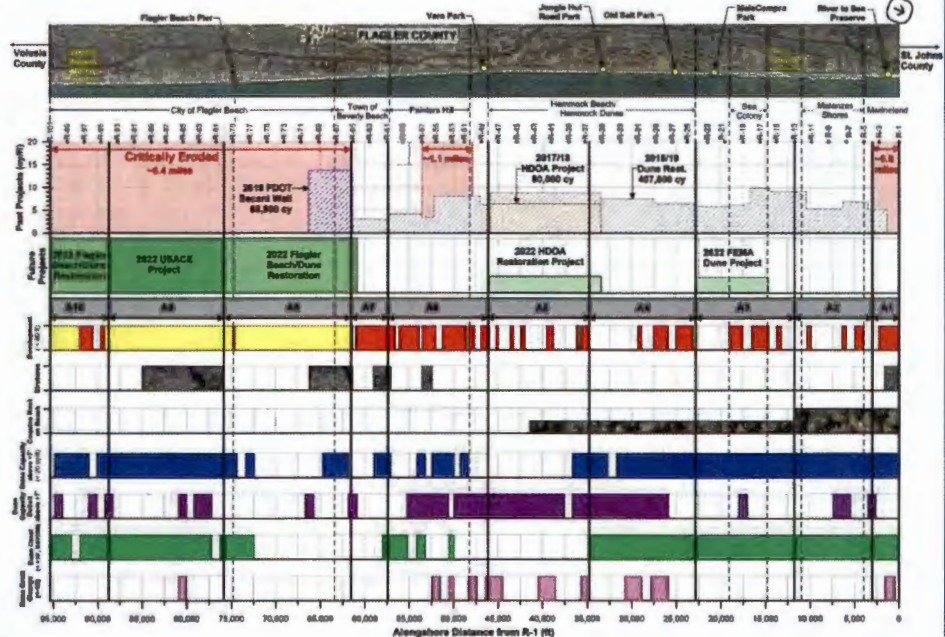
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Flagler County	b. POINT OF CONTACT NAME Ansley Wren-Key, Ph.D.	c. CONTACT INFORMATION (PHONE / EMAIL) (386) 313-4112 / awren-key@flaglercounty.gov

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

**Project Description.** Olsen Associates, Inc. developed the first comprehensive Beach Management Plan (BMP) for Flagler County, FL. Flagler County includes 18 miles of Atlantic Ocean shoreline in northeast Florida. OAI was engaged to guide the County in the development of proactive beach management strategies to restore the beach and dune, perform long-term maintenance, and repair episodic storm damages along the entire County shoreline. To that end, OAI organized the county shoreline into sub-segments, documented historical beach and dune management activities, calculated storm-induced and background erosion, characterized the native sediment; identified potential sand sources for beach nourishment; quantified future sand needs; projected the effects of sea level rise; developed strategies to leverage State and Federal funding opportunities; assessed storm vulnerability; and presented project implementation considerations.



OAI presented various project alternative concepts for reestablishing and maintaining a wide, protective beach and dune, while minimizing impacts to the coastal system and adjacent natural resources. Several factors were considered, including: existing and historical conditions, long-term sand loss rates, anticipated future sand loss rates, sea level rise, planned projects, construction methodologies, location and extent of coquina rock, and possible dune enhancements for resiliency. Estimated construction costs were developed for the initial restoration and management over a 50-year period. OAI coordinated with stakeholders to establish objectives and select a preferred plan. OAI identified various beach erosion control initiatives, planning studies, and management needs to facilitate the implementation of the preferred plan. Topics included an administrative structure for the beach management program, local funding, natural resources, offshore borrow area expansion, permitting, easements, Federal participation, public access, and public parking. In addition to BMP development, OAI provides continuing coastal engineering consulting services to the County. These services include borrow area development, beach nourishment design, permitting, bidding, contract management, construction and post-construction observation/reporting, physical and environmental monitoring, and grant management assistance.



Characterization of the 18-mile Atlantic Ocean shoreline of Flagler County. Beach management segments were developed by considering various criteria, including: project limits, upland development, existing structures, natural resources, and dune conditions.

OAI identified various beach erosion control initiatives, planning studies, and management needs to facilitate the implementation of the preferred plan. Topics included an administrative structure for the beach management program, local funding, natural resources, offshore borrow area expansion, permitting, easements, Federal participation, public access, and public parking. In addition to BMP development, OAI provides continuing coastal engineering consulting services to the County. These services include borrow area development, beach nourishment design, permitting, bidding, contract management, construction and post-construction observation/reporting, physical and environmental monitoring, and grant management assistance.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. Olsen Associates, Inc.	Jacksonville, FL	Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

2

21. TITLE AND LOCATION <b>Town of Longboat Key, FL, Beach Management Plan</b> <i>Town of Longboat Key, FL</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2011 to Present	CONSTRUCTION (if applicable) 2016, 2018, 2021

23. PROJECT OWNER'S INFORMATION

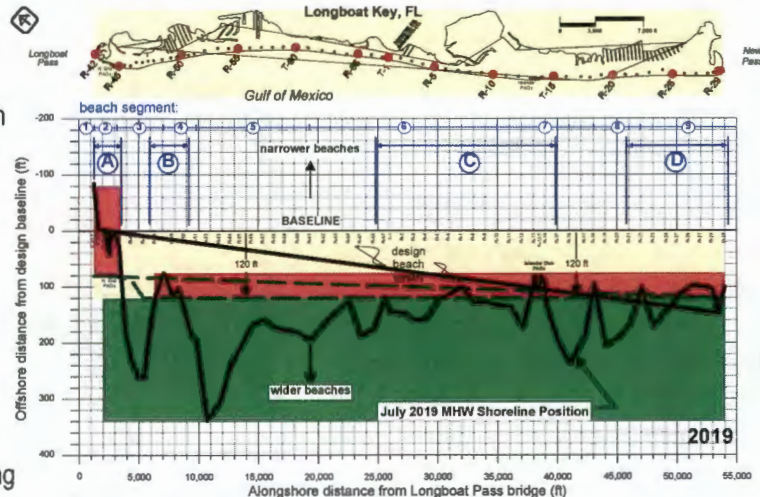
a. PROJECT OWNER Town of Longboat Key	b. POINT OF CONTACT NAME Charles Mopps	c. CONTACT INFORMATION (PHONE / EMAIL) (941) 316-1988 / cmopps@longboatkey.org
--	---	---

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost)



**Project Description.** The Town of Longboat Key manages 10.2 miles of Gulf of Mexico shoreline in Manatee and Sarasota Counties, FL, and Olsen Associates, Inc. Since the 1990s, the Town of Longboat Key has administered a beach management program along the Town's Gulf of Mexico shoreline. In 2019, OAI was tasked with updating the Town's Beach Management Plan (BMP), which was first adopted in 1995 and subsequently updated in 2008. The 2019 BMP summarized the history of beach management along the island, including the construction of several beach nourishment and structural stabilization projects; organized the island into logical beach management segments; investigated potential and permitted sand resources, including those from offshore, inlets, and upland mines; quantified future sand needs; evaluated available construction access points; summarized the monitoring requirements for the Town's multiple State and Federal permits; evaluated current shoreline conditions and historical erosion rates; evaluated potential and currently available funding sources; and assessed storm vulnerability.

The BMP identified four areas of the shoreline where beach renourishment was needed or was projected to be needed in the near future, to maintain adequate beach width and volume for storm protection and recreational needs. OAI developed various options and provided cost estimates for each. OAI coordinated with Town staff and stakeholders to select a preferred plan for near-term management of the Town's shoreline. The Town constructed the multi-phase beach nourishment project in 2021, which added over one million cubic yards of sand to the Gulf shoreline.



Graphic depicting the Town of Longboat Key's beach management segments and areas identified for beach nourishment in the short term.

Other key action items from the BMP included: initiating renewal of sand placement easements island-wide; constructing a stabilization project to combat chronic erosional stress along the northern shoreline; performing a geotechnical sand search investigation to seek additional offshore sand sources; continuing annual physical monitoring surveys, shorebird monitoring, and sea turtle nest monitoring; and continuing hardbottom/reef monitoring, as required.

In addition to the BMP update, OAI provides coastal engineering consulting services to the Town to implement the Town's Beach Management Plan. These services include design, permitting, bidding, contract management, construction and post-construction observation/reporting services, physical and environmental monitoring, and grant management assistance.



Year-1 post-construction condition of the structural stabilization and beach nourishment along the northern shoreline of Longboat Key. This project was identified as a high priority strategy in the 2019 BMP.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Olsen Associates, Inc.	Jacksonville, FL	Prime Consultant

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER  
**3**

21. TITLE AND LOCATION <b>Town of Longboat Key, FL, Beach Restoration Project</b> <i>Town of Longboat Key, FL</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2011 to Present	CONSTRUCTION (if applicable) 2016, 2018, 2021

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Town of Longboat Key	b. POINT OF CONTACT NAME Charles Mopps	c. CONTACT INFORMATION (PHONE / EMAIL) (941) 316-1988 / cmopps@longboatkey.org
--	---	---

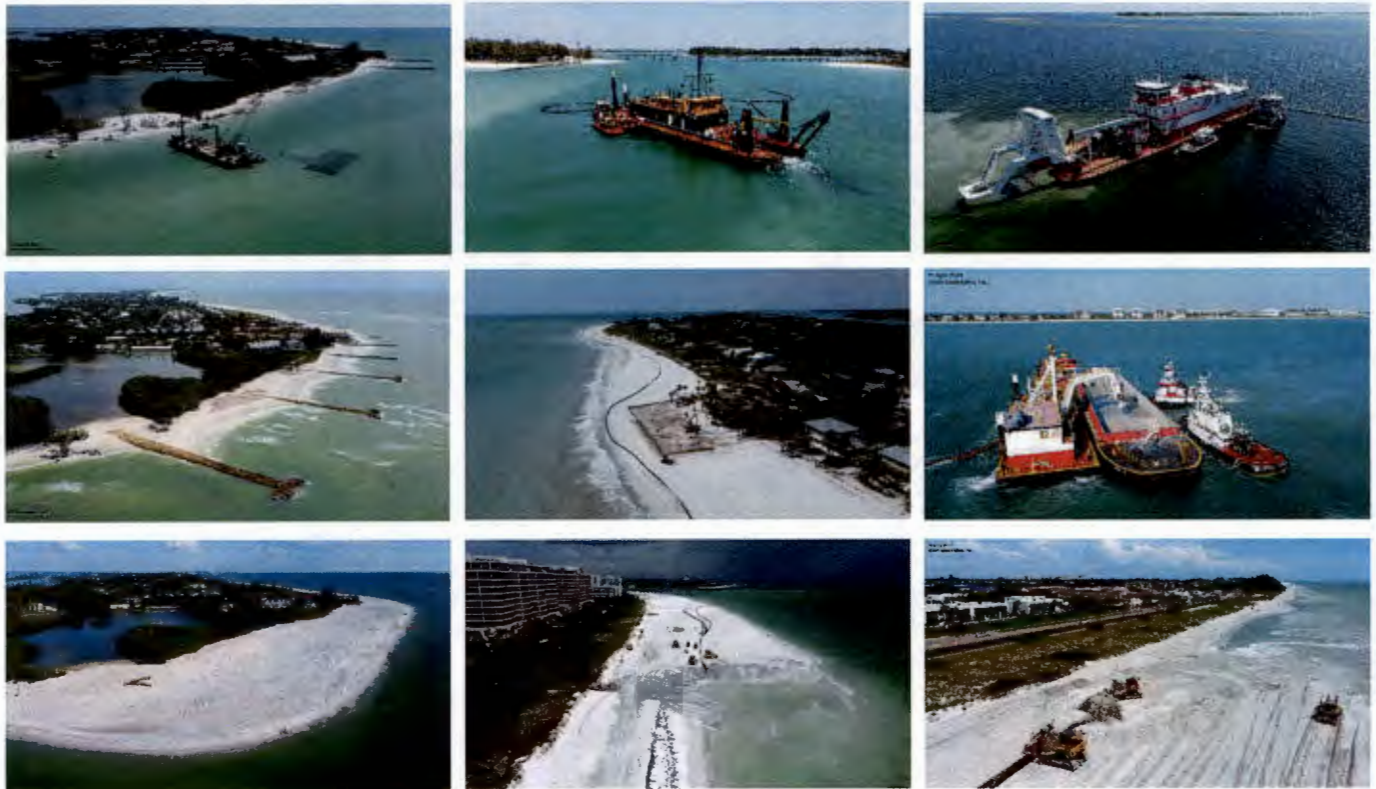
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*



**Project Description.** The Town of Longboat Key manages 10.2 miles of Gulf of Mexico shoreline in Manatee and Sarasota Counties, FL, and Olsen Associates, Inc. (OAI) provides coastal engineering consulting services to the Town in support of the Town's Beach Management Plan. These services include design, permitting, bidding, contract management, and construction and post-construction observation/reporting services as well as grant management assistance.

2021 Beach Nourishment

In 2021, OAI served as the Engineer-of-Record and permit agent for the Town of Longboat Key Beach Nourishment and North End Structural Stabilization Project. OAI likewise was the EoR for two different dredging and beach nourishment projects that excavated some or all of the ebb shoal channels of the tidal inlets at either end of Longboat Key (New Pass and Longboat Pass). The combined projects placed over 1,005,000 cubic yards of sand along five different segments of the shoreline, and constructed five low-crested permeable rock groins along the northern terminus of the island at Greer Island to manage decades-long chronic erosion. OAI provided design, permitting, construction contract documents, bidding, contract management, construction observation, permit compliance, and post-construction reporting services for all aspects of the project. The project was completed through three separate Town contracts. OAI likewise provided grants management assistance to the Town, securing grants and reimbursements from the Florida DEP, Florida DEM, and FEMA.



The 2021 beach nourishment projects at Longboat Key, FL, including rock groin construction (left), channel dredging and beach placement (center), and offshore dredging with scow loading, unloading, and beach placement (right).

2018 Emergency Truck Haul Beach Nourishment

As an interim measure to combat the severe erosion along the north end of the island and protect upland infrastructure, an emergency truck haul project was conducted in September 2018 to place over 30,000 tons of sand along the Greer Island shoreline. OAI provided fast-tracked assistance to the Town to provide permit modifications, construction documents, contract management, permit compliance, and post-construction documentation. OAI likewise provided grant assistance to secure FDEP grant reimbursements.

2016 Beach Nourishment

In 2016, OAI served as the Engineer-of-Record and permit agent for the Town of Longboat Key Multi-Phase Beach Nourishment Project. OAI provided contract management, construction observation, permit compliance, and post-construction reporting services for all aspects of the project. The project combined a two-inlet channel dredging and beach nourishment operation with a 16,018-truckload upland sand nourishment project to place over 685,000 cubic yards of sand along the Town's engineered beaches. The project was completed under two separate Town contracts. OAI provided contract documents, technical specifications, plan drawings, permits/ modifications and bid services for a dredging and beach nourishment project that included the excavation of the ebb shoal channels of the tidal inlets at either end of Longboat Key (New Pass and Longboat Pass), ultimately clearing those channels and delivering 449,400 cy of sand to over-eroded areas at both ends of the island. To reach the central portions of the island, OAI provided similar construction contract documents and bid services for a truck haul beach nourishment project that provided 238,300 cubic yards (357,496 tons) of sand to four discrete segments of the beach.

OAI provided direct coordination and assistance in the post-construction funding reimbursement process with FEMA, the FL DEM and DEP. OAI likewise created and coordinated an environmental monitoring program for the multi-phase project. The project was constructed between April and October of 2016, through both the sea turtle nesting and shorebird nesting seasons on Longboat Key. OAI developed the phased structure of the projects to minimize environmental impacts. Additionally, OAI coordinated the sea turtle nest relocation plans with the monitoring team, allowing the team to successfully relocate 201 sea turtle nests over the course of an island record-high season, with 1,184 sea turtle nests.






Shoreline conditions during and after truck haul nourishment – Longboat Key, FL



2016 Dredging of New Pass, FL

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Olsen Associates, Inc.	Jacksonville, FL	Prime Consultant: Engineer-of-Record

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>			20. EXAMPLE PROJECT KEY NUMBER
			4
21. TITLE AND LOCATION		22. YEAR COMPLETED	
<b>Brevard County Shore Protection Project – Planning &amp; Implementation</b> <i>Brevard County, FL</i>		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
		1998 - Present	2000-2023
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. CONTACT INFORMATION (PHONE / EMAIL)	
Brevard County	Mike McGarry	(321) 633-2016 / mike.mcgarry@brevardfl.gov	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(include scope, size, and cost)</i>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;">  <p><b>Project Description.</b> Olsen Associates, Inc. (OAI) prepared the original, detailed feasibility studies for beach management alternatives for this coastline, which ultimately evolved into a Federal Shore Protection Project consisting of beach nourishment along 21 miles of the Brevard County shoreline. OAI represents the interests of the Local Sponsor (Brevard County) in this federal project and contributes significant elements of the project's design and implementation – from the initial construction in 2000-01 through all of the subsequent maintenance renourishments. During the initial project construction, OAI developed and added two borrow areas, introduced the use of nearshore sand (seabed) rehandling areas, modified the berm design to improve physical and environmental (turtle nesting) performance, and created other project modifications that reduced construction costs by over \$1M and allowed completion in one year. In 2004-05, OAI prepared all of the construction documents and specifications for the Corps of Engineers (under contract to Brevard County), to ensure the timely construction of project renourishment after the 2004 hurricanes. In 2017, OAI prepared a fast-track project design plan for the Corps in order to optimally utilize \$13M in post-Hurricane Matthew FCCE funds for renourishment in 2017-18.</p> <p>Additionally, OAI has assisted Brevard County in the design, permitting, and construction of (FEMA) post-storm dune reconstruction along the County's developed shoreline that is outside the limits of the federal shore protection project. These dune projects have been constructed in 2005, 2006, 2009, 2017, 2018, 2019, 2020, 2021, 2022, and 2023. These projects have been constructed by the County with design, permitting and construction review by OAI, and with FEMA and State co-funding.</p> <p>For all of these projects, OAI has acquired all FDEP permits, assisted in easement acquisition, negotiated lease agreements with BOEM for use of offshore federal sand, coordinated establishment of the Erosion Control Line, and was responsible for all surveys and engineering analysis required to complete pre-, post, and annual project monitoring. Additionally, OAI assists the County in preparing deliverables to FEMA, including quarterly reports, responding to requests for information, and project close-out. The firm likewise prepares public information materials and assists the County in its outreach to the public - and briefing elected officials - in regard to the objectives, requirements and progress of the County's beach management program. The firm's overall role is to provide expert coastal engineering design, permitting, construction review and requisite monitoring services to the County in support of its large-scale beach management program – facilitating the Corps' implementation of the federal projects while ensuring optimal &amp; successful outcomes for the County.</p> </div> <div style="width: 30%; text-align: right;">  </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;">  </div> <div style="width: 55%;"> <p>The firm's overall role is to provide expert coastal engineering design, permitting, construction review and requisite monitoring services to the County in support of its large-scale beach management program – facilitating the Corps' implementation of the federal projects while ensuring optimal &amp; successful outcomes for the County.</p> </div> </div>			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Olsen Associates, Inc.	Jacksonville, FL	Prime Consultant: Engineer-of-Record

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

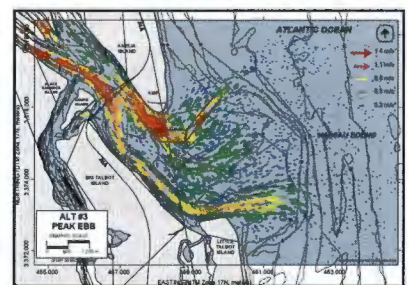
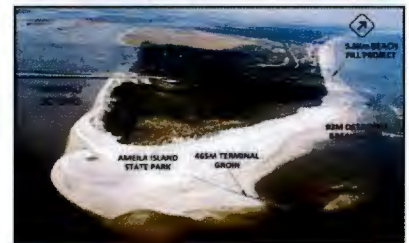
5

21. TITLE AND LOCATION		22. YEAR COMPLETED	
<b>South Amelia Island Shore Stabilization Project</b> Nassau County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		1993 to Present	1994, 2002, 2005, 2011, 2021
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. CONTACT INFORMATION (PHONE / EMAIL)	
SAISSA/Nassau County BOCC	William R. Moore, AICP	(904) 753-4178 / moor1706@bellsouth.net	

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost)



**Project Description.** As the coastal engineering consultants to the South Amelia Island Shore Stabilization Association (SAISSA) and Nassau County, Florida, Olsen Associates, Inc. (OAI) has performed all design, permitting, bidding, contract management, and construction observation/reporting services for the numerous beach management projects along the 3.6-mile South Amelia Island Shore Stabilization Project. The project shoreline was initially restored in 1994, and has been renourished on three occasions, 2002, 2011, and 2021. In addition, OAI designed, permitted and implemented the construction of a 1,600-ft permeable rock terminal groin, a 300-ft long detached rock breakwater, and an additional 170-ft stabilizing rock groin protect the southern terminus of the island at Amelia Island State Park, where the Florida Park Service is an active project partner. The four beach nourishment projects have placed 2.6M, 1.8M, 2.1M and 1.8M cubic yards of sand, respectively, at corresponding project costs of \$5.0M, \$8.0.0M, \$9.5M and \$15.0M. Construction of the terminal groin, breakwater, and inlet shoreline groin in 2005 cost \$5M.






2021 Renourishment

For the most recent 2021 renourishment of the project shoreline, OAI developed a new borrow area, located upon the Nassau Sound ebb shoal. The borrow area is designed to mimic one of the natural tidal channels that passes through the inlet, thereby minimizing the impact to the inlet sediment budget and creating a sand source that will regenerate over a few years due to the natural tendency of the migration of the inlet shoals. To develop the borrow area and satisfy regulatory agencies, OAI developed, calibrated, and applied the Delft3D numerical modeling suite to simulate the hydrodynamics and sediment transport processes at Nassau Sound. Model development and calibration included the collection and quality assurance/quality control of field measurements including waves, currents, tidal evaluations, and topographic/bathymetric evaluations. The borrow area was utilized for the first time in the 2021 beach renourishment.

The 2021 renourishment as with all SAI projects, is funded through a Municipal Services Benefit Unit (MSBU) administered through Nassau County, FL. OAI assisted in the creation of the MSBU in 1993. Additional funding is provided through reimbursable grant monies from the Florida Department of Environmental Protection (FDEP), the Federal Emergency Management Agency (FEMA), and the Florida Department of Emergency Management (FDEM). The FEMA/FDEM funds stem from Project Worksheets associated with impacts from Hurricanes Matthew (2016) and Irma (2017). OAI was responsible for the acquisition of the PWs and the reimbursement of funds at project closeout from FEMA, FDEM and FDEP.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. Olsen Associates, Inc.	Jacksonville, FL	Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>			20. EXAMPLE PROJECT KEY NUMBER
			6
21. TITLE AND LOCATION		22. YEAR COMPLETED	
<b>Town of Hilton Head Island Shoreline Management Plan and Beach Projects</b> <i>Hilton Head Island, South Carolina</i>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		1985-Present	1990, 1997, 1999, 2006, 2012, 2016, 2017
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. CONTACT INFORMATION (PHONE / EMAIL)	
Town of Hilton Head Island, SC	Mr. Bryan McIlwee, PE	(843) 384-9731 / bryanm@hiltonheadislandsc.gov	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>			
 <p><b>Project Description.</b> Olsen Associates, Inc. (OAI) has been the coastal engineering consultant to the Town of Hilton Head Island since 1986. OAI has designed, permitted, and managed construction of the Town's beach restoration projects. In sum, the Town of Hilton Head Island has placed roughly 12.3 million cubic yards of sand to restore their beaches. In addition to the beach restoration projects, OAI has design, permitted, and managed construction for nine separate shore-stabilizing structures that required more than 18,000 tons of granite rock material imported from mines in northern Georgia. The rock work alone has totaled more than \$3.5M in construction costs. The construction and/or rehabilitation of the shore-stabilizing structures were integrated into the Town's comprehensive beach management program to improve project performance and reduce the long-term cost of the beach nourishment. A timeline of the Town's coastal engineering projects is provided below.</p> <p><b>1990:</b> 2.2 Mcy placed along 7.8 miles from two offshore sand sources. Local and State funding.</p> <p><b>1997:</b> 3.2 Mcy placed along 8.8 miles including relocation of a tidal inlet channel. Project also included the construction of a granite stone terminal groin at a small Atlantic Ocean inlet (i.e., The Folly). Locally funded.</p> <p><b>1999:</b> 200,000 cy placed as emergency beach fill at island's south end. Locally Funded.</p> <p><b>2006:</b> 2.1 Mcy renourishment along 9 miles. The project also included the construction of six detached breakwaters (i.e., Fish Haul Breakwaters) and an extension to the terminal originally constructed in 1997. Locally funded.</p> <p><b>2010:</b> Rehabilitation of a 300-ft terminal groin (i.e., Lands End Groin) located on the Calibogue Sound shoreline. The project required complete reconstruction and design enhancements to a 30+ year old structure. Locally funded.</p> <p><b>2012:</b> 1.1 Mcy renourishment along 1.5 miles of shoreline with 800-ft long (9,000 ton) low-crested terminal groin (i.e., Port Royal) made of large armor stone. Access to construction sequencing around tides were critical to the successful completion of this project. Locally funded.</p> <p><b>2016:</b> 2.8 Mcy renourishment along 9 miles of shoreline. Locally funded and FEMA post-Matthew public assistance funding. Includes fill volumes associated with immediate post-Matthew restoration of Central Island project reach.</p> <p><b>2017:</b> 0.7 Mcy post-Matthew renourishment along 3.5 miles of south-island shoreline. Locally funded and FEMA post-Matthew and post-Irma public assistance funding. Includes fill volumes associated with post-Matthew restoration and immediate post-Irma emergency action.</p>			
 <p align="center"><i>Six breakwaters constructed at Fish Haul</i></p>			
 <p align="center"><i>Construction of the low-crested terminal groin at Port Royal, Hilton Head Island, SC</i></p>			
<p>The original restoration plan was developed in the late 1980's through a comprehensive, island-wide feasibility study that included a detailed review of historical and storm-induced shoreline and beach volume changes. Numerical model analyses were conducted of wave transformation and alongshore transport and cross-shore beach profile response to storms. Subsequent renourishment projects were formulated with semi-annual island-wide beach surveys and the results of physical monitoring analyses. Sand for these restoration and renourishment projects has been excavated from three offshore borrow areas ranging from 1.5 to 2 miles offshore. The borrow sites were developed from an offshore geotechnical sand search investigations conducted by OAI for each project.</p>			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Olsen Associates, Inc.	Jacksonville, FL	Prime Consultant: Engineer-of-Record



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

7

21. TITLE AND LOCATION <b>Coastal Engineering Services for the City of Orange Beach</b> 4697 Walker Ave, Orange Beach, AL 36561	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2002 to Present	CONSTRUCTION (if applicable) 2002-2003, 2005-2006, 2012-2013; 2023-2024

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Orange Beach, AL	b. POINT OF CONTACT NAME Phillip West	c. CONTACT INFORMATION (PHONE / EMAIL) (251) 747-6166 / pwest@orangebeachal.gov
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost)



**Project Description.** The City of Orange Beach, AL, (City) partners with the Alabama Department of Conservation and Natural Resources, and the City of Gulf Shores, AL, to manage over 18 miles of the Gulf of Mexico shoreline in Baldwin County, AL. The beach management program is predicated on large-scale beach nourishment, with periodic beach renourishment and annual monitoring and maintenance. Within the managed area, 15.3 miles of the shoreline have been nourished and maintained as engineered beach nourishment projects with the assistance over the years of the Federal Emergency Management Agency (FEMA) and the Alabama Emergency Management Agency (AEMA). In 2002, the 3-party Owner Group retained OAI to design the project, acquire all the necessary permits, perform advertising and bidding services, provide contract management, and perform construction observation and reporting for the restoration project. OAI has provided comprehensive coastal engineering consulting services to the Owner Group for all engineered beach nourishment projects to date.

2005-2006 Restoration

Over 7.9 million cubic yards of sand were placed along the project shoreline to rebuild the beaches after Hurricane Ivan made landfall in Gulf Shores in September 2004. Following completion of the beach fill, the newly re-constructed dune feature was restored with salt-tolerant vegetation and protective sand fencing. Construction costs for the project, including dune revegetation and all post-hurricane restoration efforts, totaled \$30.9M. In 2006, the project was designated as a Top Restored Beach by the American Shore and Beach Preservation Association.

Project design was based upon historical shoreline changes, numerical modeling of wave transformation (STWAVE) and alongshore sediment transport, and cross-shore modeling of beach profile response to storm impacts (SBEACH), including analyses of existing conditions and a suite of beach fill template alternatives. These analyses were supplemented with site-specific studies of the vulnerability of upland infrastructure (using the WHAFIS and SBEACH models), the results of which were ultimately used to size the beach fill project and then develop permitting guidelines for future reconstruction along the shoreline in the project area. Sand for the restoration project was excavated from three different borrow sites along the project length, each located just over a mile offshore in Alabama State waters. The sand borrow sites were developed from a detailed offshore geotechnical sand search conducted by OAI that included the collection and analysis of seismic sub-bottom profiling and Vibracore data.



Construction of the project was marked by the impacts of Tropical Storm Arlene and Hurricanes Dennis, Katrina, and Rita. Hurricanes Dennis and Katrina resulted in Emergency Declarations by the Federal Emergency Management Agency (FEMA), along with pre-project declarations from Hurricane Ivan. With financial assistance from FEMA, the project was redesigned while construction was underway and the beaches were restored from the 2005 storm damages. OAI provided engineering assistance for Project Worksheet acquisition, multi-storm project closeout, and the successful appeal of the initial denial of reimbursement to the City of Gulf Shores.



### 2012-2013 Renourishment

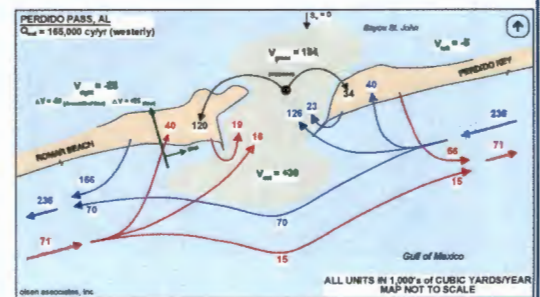
Following the 2005-2006 restoration, the engineered beaches experienced significant storm impacts from Hurricanes Gustav and Ike in 2008, and Hurricane Ida in 2009. These impacts, which generated FEMA disaster declarations, accelerated the planned renourishment interval of the project. Just prior to the start of renourishment in 2012 (after the dredge contract was secured), the project was further impacted by Hurricane Isaac. OAI assisted the Owner Group in implementing FEMA/AEMA-assisted contract Change Orders and successfully implemented the 2.3 million cubic yard beach nourishment project, constructed via trailing suction hopper dredge from the previously developed borrow sites. Construction costs for the project totaled \$16.2M, including expenses associated with the planting of salt tolerant dune vegetation and installation of protective sand fencing. OAI assisted the Owner Group in the development of 11 different Category G Project Worksheets (PWs) and the successful closeout of each of those PWs.

Throughout the beach management program, OAI has performed construction monitoring, permit compliance, and FEMA/AEMA documentation for storm impacts, including the recent impacts of Hurricane Nate (2017) and Hurricane Sally (2020). The next nourishment will occur in 2023-2024 to replace the sand lost in these storms and 10 years of background erosion.

### Inlet Management

In addition to providing beach restoration and management services for the City of Orange Beach, OAI has also been the principal investigator for the development of an inlet management plan for Perdido Pass, AL, a shallow-draft Federal navigation project in Orange Beach, AL that connects the Gulf of Mexico to Perdido Bay, the local bay system in Orange Beach, and the Gulf Intracoastal Waterway. To maintain navigable access to the Gulf, the Pass is routinely dredged and the sand placed along the adjacent shorelines and other areas interior to the Pass. These recommendations, which collectively represent an "inlet management plan," include the treatment of the inlet and the adjacent beaches together as a comprehensive sand management system.

The plan included a detailed historical analysis of the Pass morphology and the changes along the adjacent shorelines in order to develop a typical sediment budget for the Pass. The sediment budget represents only one of a wide range of possible solutions to the inflows and outflows of sand from the channel and the Pass shoal system in a given year, but provides a basic understanding of sand flows and provides guidance for potential changes in dredging. The original inlet management study was conducted between 2010 and 2012. Olsen Associates, Inc. is currently working on an update to the inlet management strategies at Perdido Pass.



#### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	Olsen Associates, Inc.	Jacksonville, FL	Prime Consultant
b.	Coastal Eco-Group, Inc.	Deerfield Beach, FL	Subconsultant

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

8

21. TITLE AND LOCATION <b>Pensacola Beach, FL, Beach Restoration Project</b> <i>Pensacola Beach, FL</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2000 to Present	CONSTRUCTION (if applicable) 2002-2003, 2005-2006, 2016

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Santa Rosa Island Authority	b. POINT OF CONTACT NAME Juan Lemos	c. CONTACT INFORMATION (PHONE / EMAIL) 850-932-2257 / juan_lemos@sria-fla.com
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost)



**Project Description.** As coastal engineering consultants to the SRIA & Escambia County and Engineer of Record for all of the engineered beach nourishment projects, Olsen Associates, Inc., performed design, permitting, bidding, contract management, and construction and post-construction observation/reporting services for the initial beach nourishment of the 8.1-mile Pensacola Beach project in 2002-03, the subsequent post-Hurricane Ivan renourishment in 2005-06, and the most recent maintenance nourishment in 2016. The projects have placed 4.3M, 3.5M, and 1.8M cubic yards of sand, respectively, funded by the SRIA, the Florida Department of Environmental Protection (FDEP), the Federal Emergency Management Agency (FEMA), and the Florida Department of Emergency Management (FDEM), with construction costs of \$14.7M, \$14.2M, and \$14.5M, respectively. The reconstructed dune feature was restored with salt-tolerant vegetation and sand fencing. Sand for each project was excavated from a borrow area located almost four miles offshore. The site was developed by OAI for the original restoration and expanded for the renourishment projects.



Shoreline conditions prior to restoration

The project was last renourished in 2016 as part of planned maintenance for the beach fill. As the Engineer of Record for the project, OAI acquired the permits for the project, prepared the construction plans and specifications for competitive bid, performed construction management and engineering inspections, and the post-construction physical monitoring. OAI rapidly acquired permit modifications when the low-bidder (Weeks Marine) proposed to use a cutter-suction dredge rather than a hopper dredge for construction. Later, OAI advocated for the SRIA in negotiations with Weeks Marine, when they proposed to switch construction methods (employing two hopper dredges, rather than a single cutter-suction dredge as originally proposed) and delay construction start. These negotiations resulted in a significant cost-savings on the project, reducing the original bid price of \$15.3M to \$14.5M. Immediately following the completion of the sand placement, a dune restoration project was initiated to re-vegetate the dune. In support of the project, OAI prepared construction plans and specifications, provided bidding assistance, performed construction management, and submitted permit-required documentation. OAI likewise assisted in the acquisition of grant reimbursements from FDEP and FEMA/FLDEM. Post-construction monitoring and permit compliance tasks continue at present.



The 2016 beach nourishment project construction at Pensacola Beach, FL

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Olsen Associates, Inc.	Jacksonville, FL	Prime Consultant

## SECTION 4: APPROACH / METHODOLOGY

### OVERVIEW

In the development of a comprehensive beach management plan for St. Johns County's Atlantic Ocean shorelines, Olsen Associates, Inc. (OAI), will leverage its experience and as much of the existing information as practicable and useful to produce a plan that brings clarity, uniformity, and efficiency to the management of the County's most valuable asset, its beaches. This process will build upon the significant management progress that has already been emplaced in the County, and will seek to foster, support, and enhance funding opportunities to further the beach management plan goals.

OAI will focus closely on the coastal engineering aspects of the beach management plan development. As depicted in the organizational chart in **Section 2**, OAI will team with its subconsultants to address specialty needs, such as environmental monitoring, topographic/hydrographic surveying, beach/tourism economics, and other requirements unique to coastal zone management. All of the proposed subconsultants are highly specialized individuals and companies recognized as being the best in their specific fields of endeavor.

### APPROACH TO SCOPE OF SERVICES

#### 1. BEACH MANAGEMENT HISTORY

St. Johns County (SJC) has an extensive history of beach management, developed principally in a community-by-community fashion over several decades. The numerous beach management (nourishment) projects include two Federally-funded Shore Protection or Coastal Storm Risk Management projects at St. Augustine Beach and South Ponte Vedra Beach/Vilano Beach. Additional Federal involvement has occurred with the management of St. Augustine Inlet and at Summer Haven. Locally-constructed projects include, but are not limited to, significant efforts at Summer Haven, a hopper dredge project in South Ponte Vedra Beach, and numerous emergency berm projects constructed in response to severe coastal storm impacts.

The beach management plan will compile the history and scope of these projects, and provide a chronology of these efforts. This compilation will be aimed at illustrating the County's successes and identifying the current standing of all coastal projects, including sand borrow sources used to date. The compilation may also highlight areas of the County that have not received significant attention in the past. The effort will include the development of an inventory of County permits applicable to these projects and an outline of (a) the timing and scope of these permits, and (b) their post-construction monitoring and compliance requirements. Of particular interest in that regard is the current ability of the County to promptly respond to emergency sand placement requirements as they may arise.

#### 2. BEACH REACHES DETERMINATION & CHARACTERIZATION

To a large degree, property ownership and Federal project participation dictate the organization and boundaries of beach reaches. State ownership at the Guana Preserve (GTM-NEER) and at Anastasia Island State Park, along with Federal ownership at Ft. Matanzas create obvious political subdivisions. Likewise, the authorized limits of the two Federal projects create additional likely subdivisions. Other key parameters that will be useful in dividing the beach into management reaches include, but are not limited to, historical rates of shoreline and volume change; current level of storm vulnerability; local sediment transport patterns; areas of inlet influence; upland development; presence of natural resources; permitted project boundaries; and the presence of coastal structures.



**Figure 1** Truck haul emergency berm construction at Butler Beach on Anastasia Island (03 August 2023).

In tandem with alongshore transport modeling (see Item 3), it is proposed to review and compile existing storm recession modeling results from the various studies performed to date (USACE feasibility studies, local studies), and possibly conduct additional modeling, likely via SBEACH, to provide a more uniform assessment of storm impacts and corresponding beach profile/shoreline response and vulnerability.

These results are expected to be compared to more traditional beach shoreline and volume change analyses, and in combination the results should provide a road map of shoreline behavior in the County. Given the extents and rates of shoreline erosion problems identified in this process, a suite of beach management alternatives can be developed (along with their associated costs). In some areas, structural stabilization or planned retreat may be revealed to be the most cost-effective options.

Ideally such analyses would be based upon a current topographic/hydrographic survey of the entire County shoreline, which would be approximately 209 beach profile transects. This would set the baseline for a uniform comparison of conditions County-wide. Such a lengthy survey would best be accomplished in the April-May-June timeframe to achieve as-close-as-possible contemporaneous results for the work. Additional survey work at the shoals at St. Augustine Inlet and Matanzas Inlet would further complete the picture for these analyses and the sediment budget development. The cost of such work should be considered in establishing the final scope for the BMP development. Other, older sources of data are available for use, but the disconnected time periods of survey must be factored into the decision.

Additional segment identification may likely arise in the geotechnical analyses (described in Item #4).

### **3. SEDIMENT BUDGET DEVELOPMENT**

It is proposed to conduct a wave-driven sediment transport analysis for the entire St. Johns County shoreline to investigate trends in sediment transport and identify hot-spot areas, transport reversals, and other natural features or phenomena. It is opined that a traditional unidirectional opinion of sediment transport (the old "river of sand" approach from north to south) is rather antiquated and potentially incorrect for several segments of the SJC shoreline. This analysis is expected to benefit greatly from recent actual wave/current field data collected in the County off the GTM property (UNF data collection).

The analysis is expected to produce sufficient information to create a County-wide sediment budget. The sediment budget will obviously be significantly influenced by processes at St. Augustine Inlet and Matanzas Inlet. Results of the sediment budget are likewise expected to be greatly affected by the volume and frequency of beach nourishment that occurs in Duval County to the north, and the USACE nourishments at Vilano Beach and St. Augustine Beach (which are linked back to inlet processes at St. Augustine Inlet to varying degrees).

In developing the sediment budget, it is expected that both cellular, control-volume based approaches and more transport-path based approaches, such as the Coastal Engineering Manual's Sediment Budget Analysis System (SBAS) and Family of Solutions approaches, will be investigated for potential applications. A significant level of effort has been invested by OAI in the investigation of the St. Augustine Inlet sediment budget, and that information, in combination with the results of Item 2, are expected to be of substantial assistance in this effort.

#### 4. SAND SOURCES

As noted above in Item 2, geotechnical review and analyses will be performed on the beach sediments as well as known offshore sources. Such work is expected to address the practical availability of upland sources as well. It is expected that the work in Item 2 will identify erosion rates and thus sand volume needs, which will guide the limits and extents of research to meet those needs over the requested 20+yr horizon (versus trying to identify "all" sources). OAI has substantial experience in the successful design and implementation of geotechnical sand searches and borrow area development, including works conducted in Federal waters under the guidelines of the Bureau of Ocean Energy Management (BOEM). Such work is expected to address the practical availability of upland sources as well.

This review will begin with a thorough data compilation and inventory, followed by a recommendation for additional field work, if found to be warranted (likely). Much of the offshore sea bottom is only sparingly described, except for areas already developed for near-term upcoming nourishment projects. At the same time, much of the offshore sea bottom is composed of undesirable sediments for beach nourishment. Thus far most offshore sand sources lie in Federal waters, while sources around St. Augustine Inlet are of limited supply to avoid detrimental shoreline impacts. It must be recognized that, based on OAI's recent experiences in Ponte Vedra Beach and Flagler County, offshore geotechnical exploration is expected to cost several hundred thousand dollars to proceed through to a detailed borrow area development.

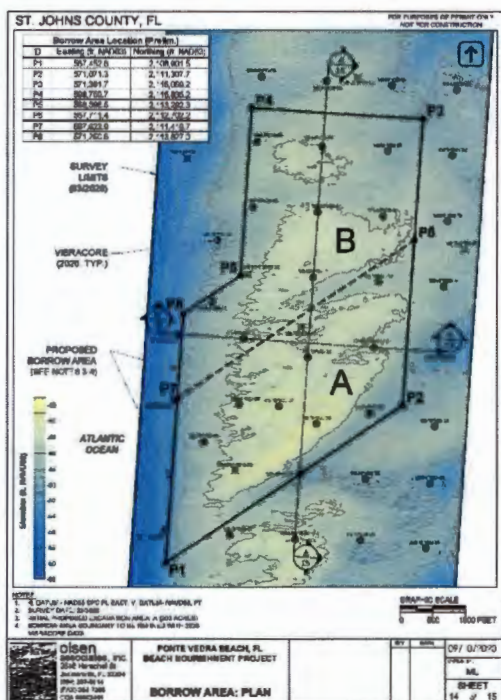


Figure 2 Borrow area development and permitting for the Ponte Vedra Beach nourishment project in Federal Waters.

## **5. BEACH ACCESS & PARKING ENHANCEMENT**

Relevant to both this Item 5 and the following Item 6, OAI is very familiar with the beach parking and access rules and associated funding guidelines of both the USACE and FDEP. OAI most recently cataloged and developed options for parking and access at Ponte Vedra Beach and South Ponte Vedra Beach to assist St. Johns County in the implementation of a feasibility study conducted by the USACE for possible Federal project participation. Having implemented these studies and a number of projects throughout St. Johns County, OAI is well aware of the challenges of identifying and developing additional access and parking. It is expected that this task may need to intensively evaluate the options for trolley access as well as the purchase of property and the development of new parking areas and access corridors, extending to vehicle drive-overs or walkovers, or even new public driving areas on Anastasia Island. OAI is well aware of the public sensitivities of such potential developments.

## **6. MAXIMIZING ACCESS & IMPLICATIONS FOR COST-SHARING**

Continuing from Item 5, above, enhancing or developing public access will assist not only in improving the public enjoyment of the beaches, but also in potentially increasing cost-share funding from the USACE and FDEP. Such access enhancements are expected to be of particular interest and need in South Ponte Vedra Beach, Crescent Beach, and Summer Haven. Expanding on previous OAI work, the development of an overall inventory and assessment (linked to the County's beaches GIS resources) will assist in identifying areas where the need is greatest and the investment in access development will yield the greatest results.

## **7. STRUCTURES INVENTORY**

As part of the overall shoreline analyses and shoreline vulnerability, OAI shall catalog those structures seaward of the setback line, with the aim of identifying those structures most at risk from erosion and storm risk. To the extent structures have drainage issues that affect the areas seaward of the setback line, such structures shall likewise be included.

## **8. ENVIRONMENTAL HABITAT INVENTORY, PROTECTION, & RESTORATION**

A key team member in this proposal is **Coastal Conservation Group, LLC (CCG)**, including Tara Dodson and Bob Fraser. CCG personnel have significant experience and knowledge of the coastal environmental resources of St. Johns County and shall be able to compile and analyze marine turtle, shorebird, gopher tortoise, and other resources in order to develop plans for protection and restoration that can be utilized across all project segments, allowing the County to not only protect and enhance these habitats, but also satisfy the myriad permit terms and conditions that govern project construction and out-year project monitoring. This work could serve as a major contributor or upgrade to the current County beach Habitat Conservation Plan or could serve as its own stand-alone component to a new management plan. Ms. Tara Dodson of CCG managed the County HCP for many years and is intimately familiar with its workings. Mr. Bob Fraser is a long-time marine turtle permit holder for FWC and is very involved in shorebird and marine turtle nest monitoring throughout the County. Most recently CCG has coordinated monitoring efforts, in collaboration with OAI, for the 2023 emergency berm projects.

## **9. ZONING & LAND USE PLAN**

While there may not be a specific "beach zone(s)" along the Atlantic shoreline, the County does have a comprehensive set of ordinances and guidelines for the protection of the beaches and dunes, notably Ordinance 2007-19 and Item E of the 2025 Comprehensive Plan. The OAI team is prepared to work with the County to develop, enhance, and streamline the existing code and plan elements to specifically address the coastal zone along the Atlantic Ocean shoreline. Such an effort is expected to possibly assist in the acquisition of currently missing beach management easements. Many perpetual easements were acquired in the 2022 and 2023 project efforts, but several remain outstanding.

## **10. BEACH EROSION CONTROL**

Continuing from the work outlined in Item 2, above, OAI and its team can prepare an alternatives analysis for beach restoration, renourishment, stabilization, and other beach erosion control options. These analyses would cover the individual segments of the roughly 27.5 miles of shoreline that are the County's responsibility\*. Such an analysis will address the no-action alternative, and the options for beach nourishment given available sand sources. Where practicable, the options will include structural stabilization and the consideration of managed retreat. OAI has conducted dozens of such analyses for our Clients, over an area of difficult shoreline conditions, including open coast, inlet, and reef/hardbottom-lined beaches.

\*Note that in Federal Emergency Management Agency (FEMA) parlance, the GTM property, Anastasia Island State Park, Ft. Matanzas, and the two USACE CSR/SPP projects, roughly 13.5 miles of shoreline, are NOT considered to be the County's responsibility for engineered beach restoration and maintenance.

## **11. DRAINAGE PLAN**

In areas of the beaches where drainage is a problem, likely identified in conjunction with the structure inventory item identified above, OAI will identify these areas and recommend solutions to alleviate the issues. It is highly desirable to identify solutions that divert flood waters to proper areas landward of the beaches and dunes, to avoid the difficulties associated with storm outfalls on the beach and their ongoing maintenance requirements.

## **12. DISASTER PLAN**

OAI has significant experience in participating in post-disaster beach cleanup and beach damage assessment operations for projects around the southeast. In terms of pre-disaster plans, coordination between Beach Services, Emergency Management, Disaster Recovery and the SJC Sheriff's Office can focus on beach access closures and pre-storm equipment removal, and establishing pre-positioned contracts for debris cleanup and beach and structural evaluations. Disaster Recovery can enhance its physical monitoring program, which should continue to include annual LiDAR surveys of the shoreline and dunes, and should seek to incorporate hydrographic surveys along pre-established R-monument transects for those areas where full-scale engineered beaches can benefit from FEMA post-disaster funding under Category G guidelines. Such surveys will likewise assist in meeting permitting requirements for their full-scale beach projects. Budgeting for post-disaster surveys should likewise be implemented, and contracted for in advance, where possible, to avoid delays. Concurrent with those plans, all permits should be kept current to be able to implement post-disaster repair projects as promptly as possible. All these items can be compiled in a disaster response plan, and the County should consider developing an appendix to that plan that stands as the Beach Monitoring and Maintenance Plan for each segment of engineered beach that might be considered eligible for post-disaster funding, both from the USACE and from FEMA. OAI is prepared to assist the County in further developing a disaster response plan

## **13. BEACH / DUNE PROTECTION & ENHANCEMENT**

The beach shoreline and volume change studies described above can be utilized to develop preferred alternatives or options. These recommendations constitute the primary planks in the "task list" or objectives of the County in implementing beach management goals, both short-term and long-term. Short-term plans will be greatly affected by the feasibility studies currently in process by the USACE for South Ponte Vedra Beach (north of Serenata), and for the southern portion of Anastasia Island (Butler and Crescent Beach). It is noted that short-term concerns along the beaches themselves may be alleviated somewhat by upcoming large-scale projects in Duval County, Ponte Vedra Beach, SPVB/Vilano Beach, and St. Augustine Beach. These projects will ultimately place 6 to 7 million cubic yards of sand into the local littoral system in St. Johns County. Short- to medium-term goals should most certainly consider geotechnical investigations to identify future sources of beach compatible sand. Additional goals and objectives should consider streamline the County's physical monitoring plan, and streamlining the environmental monitoring required across the numerous project permits currently in play.



## **14. MODELS FOR SUCCESSFUL BEACH MANAGEMENT**

OAI has participated in numerous beach management plan development projects, and has assisted municipalities in identifying critical needs and establishing clear objectives. These objectives are typically best addressed by different groups, such as Code Enforcement, the Sheriff's office, public works, disaster response, and emergency management. OAI can compile various existing plans and provide examples of management elements that appear worthy of consideration for adoption. OAI is prepared to work with the County to discuss potential staffing responsibilities to cover beach program elements.

## **15. ECONOMIC COST-BENEFIT ANALYSIS**

OAI's team include researchers from **Downs and St. Germain Research, Inc.**, who have conducted numerous economic impact analyses for the St. Johns County Tourist Development Council and the City of St. Augustine. Data presently exist to analyze the impact of beaches on the St. Johns County economy, and the team could likewise extend that analysis through the collection of additional data, if desired, to further refine the level of activity and value brought to the County by beach tourism. The cost of such additional data collection can be refined in the determination of the final scope.

## **16. FUNDING CONSIDERATIONS**

OAI has significant experience in developing cost-share plans for all its projects, identifying Federal and State cost-sharing options, preparing and processing State funding requests for beach projects, and securing post-disaster funding assistance from FEMA for engineered beach repairs. OAI can catalog the available options for funding for each shoreline segment and suggest improvements in each area. Many improvements will likely be associated with improvements in public parking and beach access. OAI is aware that the County has recently received funds for beach nourishment through a special appropriation from the legislature. The team is prepared to work with the County in the development of funding structures (e.g. MSTUs, MSBUs, and other funding structures). OAI can assist in developing guidance for reserve values for emergency planning and future project maintenance.

## **17. RESILIENCY PLANNING**

Across all elements of beach management plan development, OAI will incorporate the consideration of future Sea Level Rise (SLR), starting with a Sea Level Impact Projection, or SLIP\*, study. The effects of sea level rise will primarily impact areas in the water bodies landward of the beach strand, but SLR along the coast can be expected to result in increased alongshore sediment transport and potentially increased sand volume demands to maintain adequate beach widths and volumes in the future.

Incorporating SLR effects leads into resiliency planning. In the development of alternatives and the selection of alternatives, SLR and resiliency will guide the ultimate selection of projects to implement. An example of this might be the decision to implement structural stabilization in limited and appropriate areas. With rising seas and scarcity of sand resources, the severity of which is to be assessed herein, it may be wise to adopt a plan of structural stabilization in some locations to conserve sand resources and funds.

Where applicable, the use of new technologies is constantly being implemented. This is particularly true in the monitoring of projects and environmental resources, and the use of GIS technologies to better document performance and provide rapid access to information for decision makers. OAI's team includes surveyors and GIS specialists who can assist the County in implementing new technologies.



**Figure 3** An example of structural stabilization along an inlet shoreline. The image depicts the construction of low-profile rock groins, prior to filling of the structural groins at Longboat Key with beach-compatible sand.

Population growth is an intensive topic in St. Johns County, where growth is the strongest in the State over the last ten years. In terms of beach management, this growth is manifest in the need for increased beach access and parking, which is a significant challenge given the level of development and private property ownership along the coast. In the BMP development, population growth is expected to be addressed primarily as an access issue.

Our experience to date in St. Johns County has demonstrated the value of public input at key steps in all project processes. The coastal property owners of the County are attentive and vocal participants in beach management. OAI and its team are well positioned, experienced, and prepared to assist the County in seeking public input, coordinating and participating in local and government meetings, and collecting and parsing public opinion for implementation.

*<https://floridadep.gov/rcp/florida-resilient-coastlines-program/content/sea-level-impact-projection-slip-study>*

## **18. PRIORITIZING NEEDS**

Through the development of the above items, OAI will assist the County in identifying and implementing their beach management objectives. It is likely that ongoing projects will require attention from storm impacts and planned renourishments, the schedules for which may be more apparent than background needs and objectives. Initial thoughts on some objectives include the need to identify additional sand sources, particularly offshore sand sources. The time frame of developing a borrow area or areas is such that the County might consider promptly commissioning sand searches and borrow area development tasks for all its beach segments, knowing it may take 2-3 years to complete such tasks. Similarly, the County should consider a comprehensive physical monitoring plan, as well as a comprehensive environmental monitoring plan, all with pre-positioned contracts to streamline and accelerate the implementation of such tasks, and to lower the workload on County personnel.

## **19. ADDITIONAL RECOMMENDATIONS**

Recommendations have been provided in the above text, particularly in Item 18.

## SECTION 5 LOCAL PREFERENCE

OAI operates out of its sole office location in Jacksonville, FL. The team includes Coastal Conservation Group (CCG) of St. Augustine, Florida. However, it is anticipated that CCG will perform less than the minimum 50% of the work. Thus, the team will not be submitting for consideration of Local Preference.

Prime Consultant Address:

Olsen Associates, Inc.  
2618 Herschel Street  
Jacksonville, FL 32204

See **Attachment E**, in the **Section 6**.

## SECTION 6 ADMINISTRATIVE INFORMATION

The following documents are provided herein:

Addenda (#1 - #4)

Attachments A – H

Insurance Certificates



**ADDENDUM #1**

August 11, 2023

To: Prospective Respondents  
From: St. Johns County Purchasing Division  
Subject: RFQ NO. 23-47; Beach Management Plan

This Addendum #1 is issued for further Respondents' information and is hereby incorporated into the RFQ Documents. Each Respondent must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Qualifications. Respondents must submit a copy of each signed addendum with their Qualifications as provided in the RFQ Documents.

**Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the RFQ Documents:

1. RFP NO. 23-47; Beach Management Plan has been revised to be a Request for Qualifications, titled RFQ NO. 23-47; Beach Management Plan. The section for Pricing has been removed from the submittal requirements. The revised RFQ document has been uploaded to DemandStar. The deadline for questions and the submittal deadline have been revised.

**REVISED SUBMITTAL DEADLINE FOR QUALIFICATIONS: Thursday August 31, 2023 by or before 4:00PM**

**Acknowledgment:**

Signature

Albert E. Browder, Ph.D., P.E.

Printed Name/Title

Olsen Associates, Inc.

Respondent Company Name

**END OF ADDENDUM NO. 1**



**ADDENDUM #2**

August 18, 2023

To: Prospective Respondents  
From: St. Johns County Purchasing Division  
Subject: RFQ NO. 23-47; Beach Management Plan

This Addendum #2 is issued for further Respondents' information and is hereby incorporated into the RFQ Documents. Each Respondent must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Qualifications. Respondents must submit a copy of each signed addendum with their Qualifications as provided in the RFQ Documents.

**Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the RFQ Documents:

1. The deadline for questions has been extended to 4:00 PM on September 7, 2023.
2. The submittal deadline for Qualifications has been extended to 4:00 PM on September 21, 2023.

**SUBMITTAL DEADLINE FOR QUALIFICATIONS: Thursday September 21, 2023 by or before 4:00PM**

**Acknowledgment:**

  
\_\_\_\_\_

Signature

Albert E. Browder, Ph.D., P.E.

Printed Name/Title

Olsen Associates, Inc.

Respondent Company Name

**END OF ADDENDUM NO. 2**



### ADDENDUM #3

September 8, 2023

To: Prospective Respondents  
From: St. Johns County Purchasing Division  
Subject: RFQ NO. 23-47; Beach Management Plan

This Addendum #3 is issued for further Respondents' information and is hereby incorporated into the RFQ Documents. Each Respondent must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Qualifications. Respondents must submit a copy of each signed addendum with their Qualifications as provided in the RFQ Documents.

#### **Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the RFQ Documents:

1. The deadline for questions is hereby extended to 4:00PM on Thursday, September 14, 2023.
2. The Submittal Deadline for Qualifications is hereby extended to 4:00PM on Thursday, October 5, 2023.
3. The Evaluation Meeting will be conducted at 9:00AM on October 19, 2023.
4. The Shortlist Interviews/Presentations will be conducted at 9:00AM on November 2, 2023.
5. On page 11 of the RFQ, under Proposed Sub-Contractors, the mention of Attachment M is corrected to refer to Attachment G – List of Proposed Subcontractors.

#### **Questions/Answers:**

1. Does the County have a budget that can be shared for the proposed project?  
**Answer:** The County has budgeted \$600,000 for the plan and to conduct surveys and collect the technical data required by the plan.
2. Regarding scope item 4, does the County have existing data that the consultant should plan to catalog, or should the consultant plan to perform sand source investigations (hydrographic survey, geotechnical data collection, etc.)?  
**Answer:** The County has some data; however, the Consultant is required to identify and fill gaps in existing data, to be able to complete the task described in item #4.
3. If it is the County's intention to have the consultant collect data for scope item 4, additional information is required to provide an accurate timeline (Section 4) and price (Section 5). Can the County provide additional detail for scope item 4?  
**Answer:** The Consultant will be required to collect data. The County is requesting the Consultant to provide information on how they will accomplish the plan and estimate how long it will take to do so. As this solicitation is now an RFQ, price is no longer an Evaluation Criterion.



4. Regarding scope item 15, does the County have existing data that would be suitable for providing a benefit analysis for each of the four requested analyses, or should the consultant plan to collect this data themselves prior to analysis?

**Answer:** The County has some data; however, the Consultant will be required to obtain all needed data necessary to perform the specified analyses.

5. In general, there is not enough detail provided in the scope of services to provide an accurate timeline for each task or overall project completion as requested in Section 4 Approach/Methodology. Please provide additional information.

**Answer:** Additional information is not available. Respondents are responsible for developing and submitting their approach to accomplishing this project, and the associated timeframe for completion based upon the information already provided in the RFQ and the issued Addenda.

6. Because the magnitude of the scope of services is fairly substantial and requires a significant amount of additional information in order to create a level playing field with regards to pricing from each proposer, an additional three weeks is requested for preparation of the subject proposal.

**Answer:** As this solicitation is now an RFQ, price will not be evaluated. Please see the Revisions/Clarifications above related to schedule updates.

7. We're anticipating the guidance and additional information provided in the next amendment will significantly impact the way we structure our response to the RFP, with that in mind, the allotted time between response to questions and the RFQ due date does not allow for adequate time to respond. Can the County extend the due date and additional three weeks?

**Answer:** Please see the Revisions/Clarifications above related to schedule updates.

8. It's reasonable to expect that the coming addendum will have a significant impact to the RFP. We would like to request an extension of the deadline for questions to allow for follow up questions and give opportunity for clarification.

**Answer:** Please see the Revisions/Clarifications above related to schedule updates.

9. If a consultant or subconsultant is not providing professional services, are they exempt from the County's stated requirement to provide professional liability insurance?

**Answer:** As the scope requires the awarded Consultant to provide professional expert opinion and recommendations related to the County's beach management activities, the professional liability requirement remains.

10. Please provide additional clarification to the formula used to score pricing.

**Answer:** The Section related to Price was removed when the solicitation was changed from an RFP to an RFQ, as stated in Addendum #1.

11. Does the County have a policy to support small or disadvantaged business enterprises (SBE/DBE) and if so, how is that reflected in the RFP?

**Answer:** Disadvantaged business enterprises are addressed in 16.2 of the County's [Purchasing Policy](#). This project will not be funded in whole or in part by a federal agency, therefore, federal procurement policies do not apply to this solicitation.





12. No withstanding the evaluation criteria outline in the RFP, does the County prefer firms with fewer subcontractors?

**Answer:** The County has no preference related to the use of subcontractors.

13. I wanted to ask about the local preference item in this scoring. If I understand things correctly, the purchasing provision restricts that to entities that have a brick-and-mortar presence in SJC with a business license in the county, no? That's pretty restrictive for an RFQ with a scope like thls, and dropping the cost component has effectively raised the % impact of that item on the scoring just a bit. Is there any consideration for "...and adjoining Counties" (especially for those of us who live in the County and pay taxes in the County)?

**Answer:** No.

14. On page 11 of the RFQ, under "Proposed Sub-Contractors", an Attachment M is mentioned to be included in our submission, but the form is not in the package. Is this meant to say/include Attachment G – List of Proposed Subcontractors? If it is not, and there is indeed an Attachment M, would you please provide us with it?

**Answer:** Please see #5 under Revisions/Clarifications above.

15. Attachment B – Qualification Certification, there are places for signatures by the "Officer" and "Authorized Officer"; would you please explain what your definition is of these two roles are?

**Answer:** Officer refers to the employee who has authority to sign such forms by virtue of his/her employment position. Authorized Officer refers to the employee who has authority to sign such forms by the delegation of authority from an Officer.

16. Are all of the attachments/forms to be completed and submitted by the prime firm or do you also want them from our proposed subconsultants (with the exception of Attachment G – List of Proposed Subcontractors)?

**Answer:** All Forms and Attachments are to be completed and submitted by the Respondent.

17. Since the due date for the submittals was moved to September 21, 2023, will the date for the shortlist interviews/presentations also be moved?

**Answer:** Please see the Revisions/Clarifications above related to schedule updates.

18. Please provide names of selection committee members.

**Answer:** A complete list of committee members has not been determined at this time. Section 9 of the County's [Purchasing Policy](#) prohibits communication with committee members during the blackout period, which commences upon the issuance of the RFQ and concludes upon final execution of a contract, or upon cancellation of the solicitation.

**SUBMITTAL DEADLINE FOR QUALIFICATIONS: Thursday October 5, 2023 by or before 4:00PM**



**Respondent Acknowledgment:**

AEB

Signature of Authorized Representative

Albert E. Browder, Ph.D., P.E.

Printed Name/Title

Olsen Associates, Inc.

Respondent Full Legal Company Name

**END OF ADDENDUM NO. 3**



## ADDENDUM #4

September 18, 2023

To: Prospective Respondents  
From: St. Johns County Purchasing Division  
Subject: RFQ No: 23-47; Beach Management Plan

This Addendum #4 is issued for further Respondents' information and is hereby incorporated into the RFQ Documents. Respondent must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Qualifications. Respondents must submit a copy of each signed addendum with their Qualifications as provided in the RFQ Documents.

### **Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the RFQ Documents:

1. The following paragraph is added to PART I: GENERAL SOLICITATION REQUIREMENTS of the RFQ Document:

#### **P. PROHIBITION AGAINST CONSIDERATION OF SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS**

Respondents are hereby notified of the provisions of Section 287.05701, Florida Statutes, as amended, that the County will not request documentation of or consider a Respondents' social, political, or ideological interests when determining if the Respondent is a responsible Respondent. Respondents are further notified that the County's governing body shall not give preference to a Respondent based on the Respondent's social, political, or ideological interests.

### **Questions/Answers:**

1. Regarding scope item 7, does the County have survey data of all existing structures seaward of the setback line, or should the consultant plan to collect survey data along these structures?

**Answer:** The awarded Consultant will have access to substantial data, including lidar data, for all structures.

2. If it is the County's intention to have the consultant collect data for scope item 7, additional information is required to provide an accurate timeline (Section 4) and price (Section 5). Can the County provide additional detail for scope item 7?

**Answer:** The awarded Consultant will need to compile and interpret existing data to form an inventory of structures, with related data. Respondents are responsible for developing and submitting their approach to accomplishing this task, and the



associated timeframe for completion based upon the information provided in the RFQ.

3. If it is the County's intention to have the consultant collect data for scope item 15, additional information is required to provide an accurate timeline (Section 4) and price (Section 5). Can the County provide additional detail for scope item 15?

**Answer:** The Consultant shall be responsible for conducting due diligence, surveys, counts, and other research to determine estimate(s) on beach visitation, and to develop a benefit analysis which includes the components listed in the RFQ.

**SUBMITTAL DEADLINE FOR QUALIFICATIONS: Thursday October 5, 2023 by or before 4:00PM**

**Respondent Acknowledgment:**

Signature

Albert E. Browder, Ph.D., P.E.

Printed Name/Title

Olsen Associates, Inc.

Respondent Full Legal Company Name

**END OF ADDENDUM NO. 4**

RFQ 23-47; BEACH MANAGEMENT PLAN

ATTACHMENT "A"  
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF Olsen Associates, Inc. (Respondent) being of lawful age and being duly sworn I, Albert E. Browder (Affiant) as Vice President & Principal (Title) (ex: CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

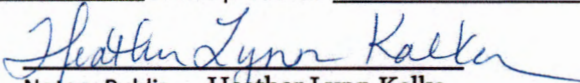
1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

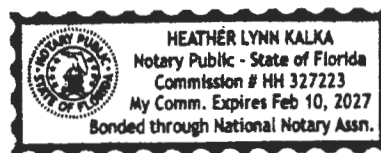
The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this day of 3 October, 2023.

  
\_\_\_\_\_  
Signature of Affiant

STATE OF Florida  
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 3rd day of October, 2023, by Affiant, who is personally known to me or has produced \_\_\_\_\_ as identification.

  
Notary Public Heather Lynn Kalka  
My Commission Expires: 10 February 2027



RFQ 23-47; BEACH MANAGEMENT PLAN

ATTACHMENT "B"  
QUALIFICATION CERTIFICATION

The Undersigned presents this Qualification Submittal to be considered as a Qualified Firm for RFQ 23-47 Beach Management Plan.

A copy of the license(s) under which our firm is engaged in the business of contracting in the state of Florida is attached. This license was issued in accordance with provisions of Section 489.113, or 471.023 Florida Statutes, and is currently valid and in force.

It is further understood that qualification, if given, shall be valid for the purpose of responding to the above solicitation, unless suspended or terminated by St. Johns County.

The Undersigned authorizes and requests any public official, engineer, architect, Surety Company, bank depository, material or equipment manufacture or distributor or any person, firm or corporation to furnish all information requested by St. Johns County, to verify statements given with this Qualification Submittal.

The Undersigned further authorizes the St. Johns County, FL designee to disclose, without any liability whatsoever, any and all information contained in the Qualification Submittal.

The Undersigned has not been disqualified by any public agency in Florida except as indicated below. (If none, insert: "N/A")

Olsen Associates, Inc.

\_\_\_\_\_  
(Full Legal Company Name)

This 3rd day of October, 2023

Attest:

By: [Signature]  
Name and Title of Officer  
Kevin R. Bodge, Ph.D., P.E., President

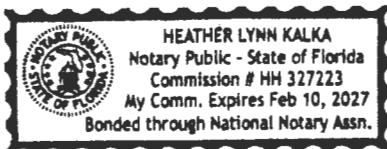
APPROVED:

By: [Signature]  
Name and Title of Authorized Officer  
Albert E. Browder, Ph.D., P.E. Vice President

As Notarized

By: [Signature]  
Heather Lynn Kalka

(Corporate Seal)



RFQ 23-47; BEACH MANAGEMENT PLAN

ATTACHMENT "C"  
CONFLICT OF INTEREST DISCLOSURE FORM

Project (RFQ) Number/Description: RFQ 23-47; BEACH MANAGEMENT PLAN

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a Consultant's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Consultant's professional judgement when completing work for the benefit of the County.

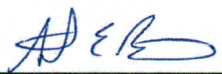
The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

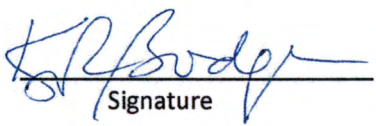
Please check the appropriate statement:

- I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Full Legal Name of Respondent: Olsen Associates, Inc.

Authorized Representative(s):   
Signature

Albert E. Browder, Ph.D., P.E., Vice President  
Print Name/Title

  
Signature

Kevin R. Bodge, Ph.D., P.E., President  
Print Name/Title

RFQ 23-47; BEACH MANAGEMENT PLAN

ATTACHMENT "D"  
DRUG-FREE WORKPLACE FORM

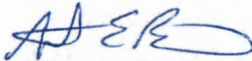
The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Olsen Associates, Inc. does:

Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's Request for Qualifications a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.



Signature Albert E. Browder, Ph.D., P.E.

3 October 2023

Date



RFQ 23-47; BEACH MANAGEMENT PLAN

ATTACHMENT "E"  
LOCAL PREFERENCE

Respondents must complete and submit Attachment E, indicating whether or not the Respondent is submitting for consideration of Local Preference. Any Respondent that meets the criteria of a Local Business, in accordance with Section 16.3.1 of the SJC Purchasing Policy, must submit all documentation required to support consideration as Local Business, for the Respondent as well as any proposed sub-contractors who are submitted for consideration of Local Preference as specified on Attachment H.

Any Respondent submitting for consideration of Local Preference either through their own qualifications, or through that of proposed sub-contractors must also submit documentation to demonstrate that at least fifty percent (50%) of all Work shall be self-performed, or performed by sub-contractors that meet the criteria of a Local Business.

In order to qualify for local preference Respondent must provide sufficient documentation to demonstrate:

- A physical, brick and mortar place of business located within the geographic boundaries of St. Johns County, with a valid mailing address, in an area zoned for the conduct of such business, from which the Respondent has operated or performed business on a day-to-day basis that is substantially similar to those specified in the solicitation for a period of at least one (1) calendar year prior to the issuance of the solicitation. No PO Boxes shall be accepted.
- Local address above must be registered as the Respondent's principal place of business with the Divisions of Corporations Florida Department of State for at least one (1) calendar year prior to the issuance of this RFQ.
- Submit current and valid Local Business Tax Receipt, and must have Local Business Tax Receipts issued by the St. Johns County Tax Collector from at least one (1) calendar year prior to issuance of this RFQ.
- Must qualify as a local business as shown above AND self-perform a minimum of fifty percent (50%) of all work under the awarded Contract, or must have a minimum of fifty percent (50%) of all work performed by qualified local businesses as sub-contractors.

Respondent is a Local Business as defined in Section 16.3.1, SJC Purchasing Policy \_\_\_\_\_

If Respondent selects this option, by signing below, Respondent certifies that the firm qualifies as a local business in accordance with the requirements stated above, OR certifies that the submitted local business proposed as sub-contractors meet the requirements for local preference AND that a minimum of fifty percent (50%) of all work shall be performed by local businesses as proposed.

Respondent is not a Local Business as defined in Section 16.3.1, SJC Purchasing Policy \_\_\_\_\_ X

If Respondent selects this option, Respondent is not seeking consideration for local preference, and is not required to submit the documentation provided above.



\_\_\_\_\_  
Signature – Authorized Representative

Albert E. Browder, Ph.D., P.E., Vice President  
\_\_\_\_\_  
Printed Name & Title

3 October 2023  
\_\_\_\_\_  
Date of Signature

3 October 2023  
\_\_\_\_\_  
Date of Signature

RFQ 23-47; BEACH MANAGEMENT PLAN

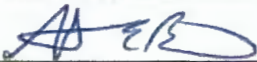
ATTACHMENT "F"  
E-VERIFY AFFIDAVIT

STATE OF Florida  
COUNTY OF Duval

I, Albert E. Browder (Affiant), being duly authorized by and on behalf of Olsen Associates, Inc.  
(Respondent) hereby swears or affirms as follows:

1. Respondent understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. If awarded, for the duration of Contract No. RFQ NO: 23-47 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Respondent shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Respondent and shall expressly require any subconsultants performing work or providing services pursuant to the awarded Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant.
3. Respondent shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Respondent understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subconsultants performing work under the awarded Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the awarded Agreement for which St. Johns County may immediately terminate the awarded Agreement without notice and without penalty. The Respondent further understands and agrees that in the event of such termination, Respondent shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Consultant's breach.

DATED this 3rd day of October, 2023.



Signature of Affiant

Albert E. Browder, Ph.D., P.E.

Printed Name of Affiant

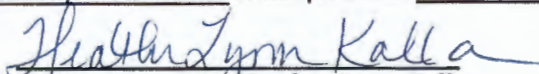
Vice President & Secretary

Printed Title of Affiant

Olsen Associates, Inc.

Full Legal Name of Respondent

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 3rd  
day of October, 2023, by Affiant, who is personally known to me or has produced \_\_\_\_\_  
\_\_\_\_\_ as identification.



Notary Public Heather Lynn Kalka  
My Commission Expires: 10 February 2027



**RFQ 23-47; BEACH MANAGEMENT PLAN**

**ATTACHMENT "G"  
LIST OF PROPOSED SUB-CONTRACTORS / SUPPLIERS**

Respondent shall submit any and all sub-contractors proposed to perform any portion of the Services for review/approval by the County. Respondent shall attach any and all applicable licenses or certifications held by the proposed sub-contractor related to the portion of the Services for which they are proposed, as stated below. All subcontractors/suppliers are subject to the approval of the County.

In order to qualify for Local Preference, if the Respondent is NOT a Local Business, and/or is NOT self-performing at least 50% of all Services specified under this solicitation, the Respondent must utilize qualified Local Businesses to complete a minimum of 50% of all Services. Any sub-contractors proposed as Local Businesses, must be accompanied by sufficient documentation demonstrating qualification as a Local Business in accordance with Section 16.1 of the SJC Purchasing Policy.

<b>Company Name</b>	<b>Services to be Performed</b>	<b>Primary Contact Name</b>	<b>Contact Number and Email Address</b>	<b>Local Business (Yes/No)</b>	<b>Percentage (%) of Total Services</b>
Arc Surveying & Mapping, Inc.	Surveying	Rick Sawyer	904-384-8377 rsawyer@arcsurveyors.com	N	20%
Coastal Conservation Group, LLC.	Environmental Services - Beach	Tara Dodson	904-812-2172 Tara@coastalconservationgroup.com	Y	10%
CMAR Consulting, Inc.	GIS Services	Alexandra Carvalho, Ph.D.	904-993-4806 alexandra@cmarconsulting.com	N	3%
Coastal Eco Group, Inc.	Environmental Services - Marine	Cheryl Miller	954-591-1219 cmiller@coastaleco-group.com	N	2%
Downs & St. Germain Research, Inc.	Economic Analysis	Joseph St. Germain, Ph.D.	800-564-3182 joseph@dsg-research.com	N	8%
Tidewater Atlantic Research, Inc.	Cultural Resources	Gordon Watts, Ph.D.	252-975-6659 iimr@coastalnet.com	N	4%

Remaining 53% to be performed by Olsen Associates, Inc.

RFQ 23-47; BEACH MANAGEMENT PLAN

ATTACHMENT "H"  
CLAIMS AND LITIGATION HISTORY  
(Complete and Submit)

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subconsultant) or been sued by or had a formal claim filed by an owner, subconsultant or supplier resulting from a construction dispute? Yes  No  If yes, please attach additional sheet(s) to include:

\*\*They were a subcontractor, not our subconsultant or supplier.

Description of every action Captions of the Litigation or Arbitration

Amount at issue: TBD Name (s) of the attorneys representing all parties: PLANTIFF  
- Bautech USA - Peter Vilmas & Christopher Meyer; DEFENDANTS: Olsen Associates, Inc. - W. Braxton Gillam, IV &

Patrick W. Joyce; Resolve Equipment, Inc. & Resolve Marine Group, Inc. - Jon Polenberg & Mark J. Stemper & James McLaughlin

Federal Insurance Company - Robert S. Tanner; Skyrise Engineering & Testing, LLC - Patrick J. Toomey, Davide Macelloni

Amount actually recovered, if any: Pending

Name(s) of the project owner(s)/manager(s) to include address and phone number:

Broward County - Jennifer Jurado, Ph.D., 914-519-1464 - 115 S. Andrews Ave., Ft. Lauderdale, FL 33301

Olsen Associates, Inc. - Christopher Creed, P.E., 904-387-6114 - 2818 Herschel Street, Jacksonville, FL 32204

2. List all pending litigation and or arbitration. OAI has 1 pending litigation:  
Bautech, USA v. Resolve Equipment, Inc.; Resolve Marine Group, Inc.; Olsen Associates, Inc.; Skyrise Engineering & Testing, LLC; and  
Federal Insurance Company - CASE No. 0:23-cv-60703-CMA

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.  
OAI has only had one (1) instance of litigation or arbitration in it's 41+ years of operation. OAI is the project design engineer for a  
nearshore reef mitigation project. Bautech is a subcontractor on the project who was retained to provide 4,000 reef units. Bautech was  
terminated by the Prime Contractor due to a failure to perform. Bautech is suing OAI for alleged design defects & negligent inspection.

4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.  
None

5. Have you ever abandoned a project or contract, been terminated or had a performance/surety bond called to complete a job?

Yes  No  If yes, please explain in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes \_\_\_ No \_\_\_  
If no, please explain why?

N/A - There is one (1) pending case, as noted above.

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7. List the status of all pending claims currently filed against your company:

The pending case was filed in March 2023 and discovery is in its early stages. The case is set to begin August 2024.

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**Liquidated Damages**

1. Has a project owner ever issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes \_\_\_ No  If yes, please explain in detail:

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(Use additional or supplemental pages as needed)



Client#: 1049728

OLSENASS2

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/25/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: ISI Insurance Services, LLC
502 N Rocky Point Drive
Suite 400
Tampa, FL 33607
INSURED: Olsen Associates, Inc
2618 Herschel Street
Jacksonville, FL 32204
CONTACT NAME:
PHONE (A/C, No, Ext): 813 321-7500
FAX (A/C, No):
E-MAIL:
ADDRESS:
INSURER(S) AFFORDING COVERAGE:
INSURER A: Travelers Casualty and Surety Company NAIC # 19038
INSURER B: Argonaut Insurance Company NAIC # 19801
INSURER C: Great American Insurance Company NAIC # 16691
INSURER D:
INSURER E:
INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: SR, TYPE OF INSURANCE, ADDL SUBR INSR, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation and Employers' Liability, Professional Liability, and Maritime Emp Liab.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Professional Liability coverage is written on a claims-made basis.

CERTIFICATE HOLDER: For Proposal Purposes Only
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: B. M. Carl



**ST. JOHNS COUNTY, FL  
BOARD OF COUNTY COMMISSIONERS**

**REQUEST FOR QUALIFICATIONS**

**RFQ NO: 23-47**

**BEACH MANAGEMENT PLAN**

St. Johns County Purchasing Division  
500 San Sebastian View  
St. Augustine FL 32084  
(904) 209-0150 – Main  
[www.sjcfll.us/Purchasing/index.aspx](http://www.sjcfll.us/Purchasing/index.aspx)

FINAL: 08/11/2023



**RFQ 23-47; BEACH MANAGEMENT PLAN**

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## RFQ 23-47; BEACH MANAGEMENT PLAN

### PART I: GENERAL SOLICITATION REQUIREMENTS

#### A. DEFINITIONS

Terms used within this Request for Qualifications ("RFQ") shall have the meaning as set forth in the St. Johns County Purchasing Policy ("Policy"), or as provided herein.

#### B. PURPOSE & INTENT

The purpose for this RFQ is to solicit Qualifications from qualified Respondents, for consideration in performing the specified Services. The intent of the County is to select the most qualified Consultant and enter into a contract to perform the required services, based upon the evaluation of the submitted Qualifications in accordance with the Evaluation Criteria provided herein.

#### C. SUBMITTAL DEADLINE & LOCATION

Qualifications submitted in response to this RFQ must be delivered to, and received by the SJC Purchasing Division by or before **four o'clock (4:00PM EST) on Thursday, August 31, 2023**. Any Qualifications received by the SJC Purchasing Division after the stipulated deadline shall not be considered and will be returned to the Respondent, unopened.

Qualifications must be submitted to:

SJC Purchasing Division  
500 San Sebastian View  
St. Augustine, FL 32084

All mail delivered to the County is processed through SJC Central Receiving. Respondents must factor the additional time for processing when mailing their submitted Proposals to the County. Any Proposals that are not delivered to the SJC Purchasing Division, by the deadline above, shall not be considered, even if the Proposal is delivered to SJC Central Receiving prior to the deadline above. SJC Purchasing is not responsible for Proposals that are delayed in delivery due to mail processing activities of the County's Central Receiving Office.

Additionally, the County is not responsible for Proposals that are incorrectly labeled, addressed, mailed, or otherwise delivered to an incorrect location other than the SJC Purchasing Division. Any such Proposal that is not received in the SJC Purchasing Division shall be returned to the Proposer, unopened.

#### D. DESIGNATED POINT OF CONTACT

Any and all questions or requests for information relating to this RFQ must be directed, *in writing*, to the following Designated Point of Contact provided below:

**Designated Point of Contact:** Greg Lulkoski  
Procurement Coordinator  
SJC Purchasing Division  
500 San Sebastian View  
St. Augustine, FL 32084  
Email: [glulkoski@sjcfl.us](mailto:glulkoski@sjcfl.us)

In the event the Designated Point of Contact provided above is absent or otherwise unavailable for more than three (3) business days, firms may contact Sherrie Ashby, Procurement Coordinator, at [sashby@sjcfl.us](mailto:sashby@sjcfl.us).

#### E. LOBBYING PROHIBITION

In accordance with Section 9 of the Policy, Respondents **SHALL NOT** contact any staff member of St. Johns County, including members of the Board of County Commissioners, except the above referenced individual, with regard to this RFQ. Any such communication is a violation of the Policy and shall result in disqualification, and removal from consideration for award of a contract under this RFQ.

**F. SUBMITTAL OF QUESTIONS/INQUIRIES**

Any and all questions and/or inquiries related to this RFQ shall be directed, in writing, to the Designated Point of Contact provided above, by or before **four o'clock (4:00PM) EDST on Thursday, August 17, 2023**. Any questions received after this deadline will not be addressed or clarified by the County, unless it is determined to be in the best interest of the County to do so. The County reserves the right to extend the Qualifications submittal deadline in order to clarify or answer questions as necessary to serve the best interest of the County.

**G. TENTATIVE SCHEDULE OF EVENTS**

The County proposes the tentative schedule of events below. The dates provided may change at the discretion of the County. If any modifications impact the schedule of this RFQ, through and until the deadline for submitted Qualifications, the County will issue an Addendum to this RFQ.

Broadcast of RFP/RFQ	July 24, 2023
Deadline for Questions	August 17, 2023
Issuance of Final Addendum	August 24, 2023
Qualifications Submittal Deadline	August 31, 2023
Evaluation of Submitted Qualifications	September 14, 2023
Shortlist Interviews/Presentations	September 28, 2023
Negotiations	October 2 - 19, 2023

**H. ADDENDA**

Any and all clarifications, answers to questions, or changes to this RFQ shall be provided through a County issued Addendum, posted on [www.demandstar.com](http://www.demandstar.com). Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered "unofficial" and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for Qualifications. Any addenda issued after this date shall be for material, necessary clarifications to the Request for Qualifications.

Any and all issued Addenda must be included with all copies of each Respondent's submitted Qualifications. Failure to submit an issued addendum with the submitted Qualifications may result in the Respondent being deemed non-responsive, and being removed from consideration for award. The County reserves the right to request from any Respondent, copies of any missing addenda, if the content included in the Addenda is not of a material nature to the merit of the submitted Qualifications.

**I. EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with Federal, State and Local law, the submitting firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The submitting firm shall be required to comply with all aspects of the Americans with Disabilities Act (ADA) during the performance of the work.

**J. SOLICITATION POSTPONEMENT/CANCELLATION**

The County may, at its sole and absolute discretion, postpone, cancel, or re-advertise, at any time, this solicitation process for any reason, as determined by County Staff, in order to best serve the interests of St. Johns County.

**K. RIGHT TO REJECT/ACCEPT**

The County reserves the right to accept or reject any or all submitted Qualifications, waive minor formalities, and to award to the Respondent that best serves the interest of St. Johns County.

**L. COMPLIANCE WITH ST. JOHNS COUNTY PURCHASING POLICY**

All applicable terms and conditions of the St. Johns County Purchasing Policy ("Policy") and associated procedures are incorporated into this RFQ Document by reference, and are fully binding. Respondents are required to submit their responses to this RFQ, and to conduct their activities during this process in accordance with the Policy and associated procedures.

This solicitation, the subsequent evaluation, negotiations and contract award shall be in accordance with the Policy and associated procedures. The County reserves the right to disqualify, remove from consideration, or debar as appropriate, any vendor that does not comply with the applicable requirements set forth in the Policy and associated procedures.

**M. LOCAL PREFERENCE**

Per Section 16.3.1 of the St. Johns County Purchasing Policy, the County shall review all submitted Qualifications to determine whether or not a Respondent is requesting consideration as a Local Business. Staff shall provide the appropriate consideration of local preference to those submitted Qualifications, in accordance with SJC Purchasing Policy.

**N. SUB- CONTRACTORS**

If a Respondent elects to sub-contract with any firm(s), for any portion(s) of the required Services, Respondent must identify such subcontracted firm(s) in the submitted Qualifications, along with the portion(s) of Services they are intended to perform. The County may, at its discretion, require any Respondent to submit any and all relevant data required to establish to the satisfaction of the County, the reliability and responsibility of the subcontracted firm(s) proposed to perform services to ensure, to the County's satisfaction, that the firm(s) are appropriately qualified and capable to perform the specified Services.

Prior to the award of a contract, the County will notify the Respondent in writing if the County, after due investigation, has reasonable and substantial objection to any person or organization proposed as a sub-contract. The Respondent then may, at his option, withdraw the submitted Qualifications, or submit an acceptable substitute at no change in terms of the submitted Qualifications. If the Respondent fails to submit an acceptable substitute within seven (7) calendar days of the original notification, the County then may disqualify the Respondent, at no cost to the County.

The County reserves the right to disqualify any Respondent, Contractor, Consultant, Supplier, or Individual due to previously documented issues with performance, quality or compliance.

Any firm(s) or individual(s) subcontracted by the awarded Consultant to perform any portion(s) of the required Services, must only perform the Services for which they were proposed, and shall not be changed without prior written approval by the County.

The awarded Consultant shall be responsible for any and all Services performed by any subcontracted firm(s) or individual(s), and such subcontracts shall not relieve the awarded Consultant of any of the obligations and responsibilities stated in the awarded Contract.

**O. E-VERIFY**

As a condition precedent to entering into an Agreement, and in accordance with Section 448.095, Florida Statutes, the awarded Consultant and any subcontracted firm(s) or individual(s) shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021.

1. Awarded Consultant shall require each of its subcontracted firm(s) or individual(s) to provide Consultant with an affidavit stating that the subcontracted firm or individual does not employ, contract with, or sub-contract with an unauthorized alien. Consultant shall maintain a copy of such affidavit for the duration of the awarded Contract.

2. The County, Consultant, or any subcontracted firm or individual who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Florida Statutes, or these provisions regarding employment eligibility shall terminate the contract with the person or entity.
3. The County, upon good faith belief that a sub-consultant or sub-Consultant knowingly violated these provisions regarding employment eligibility, but Consultant otherwise complied, shall promptly notify Consultant and Consultant shall immediately terminate the contract with the subcontracted firm or individual.
4. The County and Consultant hereby acknowledge and mutually agree that, a contract terminated pursuant to these provisions regarding employment eligibility is not a breach of contract and may not be considered as such. Any contract terminated pursuant to these provisions regarding employment eligibility may be challenged in accordance with Section 448.095(2)(d), Florida Statutes.
5. Consultant acknowledges that, in the event that the County terminates the awarded contract for Consultant's breach of these provision regarding employment eligibility, then Consultant may not be awarded a public contract for at least one (1) year after such termination. Consultant further acknowledges that Consultant is liable for any additional costs incurred by the County as a result of the County's termination of the awarded Agreement for breach of these provisions regarding employment eligibility.

## **PART II: SCOPE OF SERVICES**

### **A. OBJECTIVE**

The objective of St. Johns County is to hire a consultant to develop a comprehensive beach management plan for the entire County.

### **B. SCOPE OF SERVICES**

The awarded Consultant shall be responsible for providing any and all labor, materials, systems, expertise, and support necessary to complete the following tasks:

1. Compile beach management history information (including previous beach nourishments and associated borrow sources; Federal, State, and county-funded coastal structures that influence coastal/inlet processes).
2. Organize the county shoreline into appropriate, logical sub-segments (Beach Reaches). For each Reach, document:
  - a. Short and long-term beach behavior (shoreline and beach volume changes) and their probable causes.
  - b. Storm versus background erosion; inlet effects.
  - c. Native beach sediment characteristics (for both the subaerial and underwater portions of the beaches).
  - d. Recommended beach erosion control initiatives, management needs, and planning cost estimates.
  - e. Sand needs and corresponding sand sources for at least a 20-year horizon. Provide a roadmap to cover sand deficits, if any.
3. Prepare a countywide sediment budget.
4. Document all appropriate prospective upland and offshore sand sources with beach-compatible sands.
  - a. Catalog all known sand sources (locations, compatible sand volumes) offshore of the county coast.
  - b. Catalog all existing upland sand sources, including their cumulative sand capacity, and sand production rates.
5. Develop a plan for enhancing public beach access and parking.
6. Develop a detailed strategy for achieving the goals of preservation of existing public access, the enhancement of public access to ensure full enjoyment of the beach by all residents, and maximizing potential State and Federal cost shares, when applicable, for beach management initiatives.
7. Develop an inventory of all structures located in the areaseaward of the setback line.
8. Develop an inventory of turtle nesting and other vital habitats of the beach/dune system; and develop a

- protection and restoration plan, where necessary, for listed species.
9. Develop a conventional zoning and land use plan consistent with County ordinances for the area seaward of the setback line.
  10. Provide an analysis of beach erosion control alternatives, including re-nourishing the beach under the County's jurisdiction.
  11. Develop a drainage plan for the area seaward of the setback line.
  12. Develop pre- and post-disaster plans. Topics to address include securing beach access, beach cleanup, maintaining essential services, protecting public health, emergency building ordinances, and establishing priorities, all of which must be consistent with current County policies and ordinances.
  13. Provide a detailed strategy with short-term (up to three years) and long-term (more than three years) planning objectives to protect, preserve, restore, and enhance the beach/dune system.
  14. Provide a discussion of other successful beach management programs and recommendation of a Coastal Management Program that includes:
    - a. Division roles and responsibilities.
    - b. Current and potential staffing models.
    - c. Decision-making criteria to prioritize projects.
  15. Provide a benefit analysis to include:
    - a. Beach visitation and public perceived value.
    - b. Beach visitation and related economic activity.
    - c. Oceanside hotel economic activity and tourist development taxes.
    - d. Summary and comparison with annual project costs.
  16. Provide an analysis of beach funding considerations:
    - a. Identify funding sources, including Federal, State, local, grants, and other options.
    - b. County structure, reserves, and fund structures.
  17. Develop strategies to address:
    - a. Sea level rise.
    - b. Resiliency.
    - c. Use of new technologies.
    - d. Impacts of population growth.
    - e. Opportunities for public involvement in planning activities.
  18. Assist the County with prioritizing the County's needs, goals, strategic objectives, and implementation strategies.
  19. Additional recommendations proposed by the Respondent.

### **PART III: QUALIFICATIONS SUBMITTAL INSTRUCTIONS & FORMAT**

#### **A. RESPONDENT RESPONSIBILITIES**

Respondents are responsible for any and all costs associated with developing and submitting a Qualifications in response to this RFQ. Additionally, Respondents are solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood, no Respondent may seek or claim any award and/or re-imburement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFQ process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.

All Qualifications received in response to this RFQ shall become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

By submitting Qualifications, each Respondent certifies that he/she has fully read and understands any and all instructions in this RFQ, and has full knowledge of the scope, nature, and quality of work to be performed. All Qualifications submitted shall be binding for a minimum of one hundred twenty (120) consecutive calendar days.

Respondents are responsible for complying with all applicable provisions of the St. Johns County Purchasing Policy as well as all applicable rules, laws, codes and ordinances throughout the solicitation process.

**B. MINIMUM QUALIFICATIONS**

Respondents must be fully licensed to do business and perform the required Services in the State of Florida and St. Johns County. Failure to demonstrate at least the minimum qualifications in the submitted Qualifications shall be grounds for a Respondent to be deemed non-responsive, and to be removed from further consideration. Respondent must submit sufficient documentation to clearly demonstrate that the Respondent meets or exceeds the following minimum qualification requirements:

1. Must have an active registration with the State of Florida, Department of State, Division of Corporations. Proof of registration must be provided with the Qualifications.
2. Must possess, or obtain upon award, a current Local Business Tax Receipt for St. Johns County.

Failure by any Respondent to sufficiently demonstrate material compliance with the minimum qualification requirements stated above, shall result in the Respondent being deemed non-responsive and removed from further consideration.

**C. TRADE SECRETS**

To qualify any submitted information as Trade Secret, or confidential, the Respondent must mark each page of the submitted RFQ Package or specific portion of a document as "trade secret." All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade secret." If the County receives a public records request for a document or information that is marked and certified as a trade secret, the County shall release any information not verified as "trade secret", in accordance with applicable Public Records laws.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other Qualifications documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

**D. PUBLIC RECORDS**

1. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with the awarded Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
2. In accordance with Florida law, to the extent that Consultant's performance constitutes an act on behalf of the County, Consultant shall comply with all requirements of Florida's public records law. Specifically, if Consultant is expressly authorized, and acts on behalf of the County under the awarded Agreement, Consultant shall:
  - (a) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
  - (b) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
  - (c) Ensure that public records related to the awarded Agreement that are exempt or confidential and exempt

from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of the awarded Agreement and following completion of the awarded Agreement if the Consultant does not transfer the records to the County; and

- (d) Upon completion of the awarded Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the Services.

If the Consultant transfers all public records to the County upon completion of the awarded Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the awarded Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

Failure by the Consultant to comply with the requirements of this section shall be grounds for immediate, unilateral termination of the awarded Agreement by the County.

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AWARDED AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 500 SAN SEBASTIAN VIEW, ST. AUGUSTINE, FL 32084, (904) 209-0805, [publicrecords@sjcfl.us](mailto:publicrecords@sjcfl.us).**

**E. USE OF COUNTY LOGO**

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, Respondents may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

Respondents shall not include the St. Johns County Seal/Logo in any part of their submitted package. Any packages received by the SJC Purchasing Division, which contain the County Seal/Logo may be deemed nonresponsive to this requirement. The County reserves the right to request the submitting firm to resubmit a package with the County Seal/Logo removed, within twenty-four (24) hours of the submittal deadline provided herein, or as necessary to serve the needs of the County.

**F. CONFLICT OF INTEREST**

Respondents must certify that they presently have no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of required services as provided herein. Respondents must certify that no person having any interest shall be employed for the performance of any of the required services as provided herein.

Respondents are required to disclose to the County any and all potential conflicts of interest for any prospective business association, interest or circumstance, the nature of work the Respondent may undertake and request an opinion from the County, whether such association, interest, or circumstance constitutes a conflict of interest.

Respondents must disclose any employment or contractual relationship with any County employee or officer within the submitted Qualifications, along with any potential ownership interest of the Respondent Firm held by a County employee or officer.

No Respondent, or Key Personnel of a Respondent may participate in more than one (1) response to this RFQ. Participation in multiple responses shall result in the disqualification and removal from consideration all Respondents



involved.

The awarded Consultant must promptly notify the County, in writing, any and all potential conflicts of interest for any prospective or current business association, interest, or other circumstance, which may influence or appear to influence the Consultant's judgment or quality of services being provided. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of the work that the Consultant may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Consultant.

#### **G. QUALIFICATION SUBMITAL INSTRUCTIONS**

Respondents must submit one (1) original hard copy of their Qualifications, and one (1) exact electronic PDF copy of the hard-copy original on an unlocked USB Drive, in a sealed envelope or container, labeled with the Respondent's full legal name, mailing address, and the solicitation name and title. A mailing label has been provided herein to assist with this process. The County is not responsible for any Qualifications that are incorrectly labeled and/or that are not delivered to the appropriate location due to incorrect packaging or labeling.

Qualifications must use 8 ½"x11" pages, with no less than ½" margins and 11pt font. CD/DVD is not an acceptable alternative to the USB Drive. All headings, sections, and sub-sections must be appropriately identified.

Submitted Qualifications must include documentation to satisfactorily demonstrate all required information, and may include supplemental information, as needed, to appropriately address any required component of this RFQ, provided that the submitted Qualifications complies with all requirements specified herein, including any page limits.

Submitted Qualifications must include, at a minimum, the following components, including any and all forms and attachments provided herein, as listed below:

##### **Section 1: Qualifications Cover Page (Complete and Submit) and Cover Letter**

Respondents shall complete and submit the Qualifications Cover Page provided herein, and must also provide a 1-2 page cover letter that must include, but is not limited to, the following:

- Full legal company name, including any applicable fictitious name(s) and company type (i.e. Corporation, Partnership, Joint Venture, etc.);
- Physical street address and mailing address (if different), including any other location(s) which may perform portion(s) of the Services;
- Primary point of contact information (name, phone, and email), and any secondary or supplemental point(s) of contact information;
- Names and titles of principals, partners, or owners as applicable;
- Brief statement of company history (date of establishment, number of years in business, number of employees, etc.) and business philosophy; and
- Brief statement regarding Respondent's interest in this solicitation.

##### **Delegation of Authority**

Respondent must provide a signed Delegation of Authority Letter for any representative(s) signing the Qualifications on behalf of the Respondent, who are not principals, owners, partners, etc., for the Respondent firm. The Delegation of Authority letter must state the levels of authority delegated to each representative, must be on company letterhead, and must be signed by a principal, owner, or partner (as applicable) of the Respondent firm.

##### **Section 2: Staff Qualifications and Professional Team**

Respondent must provide documentation to fully demonstrate the qualifications and capabilities of the Respondent firm and all Key Personnel who may perform Services, if awarded. The required documentation shall include, at a minimum:

**Licenses/Certifications** – Respondent must provide all current licenses and certifications held by the Respondent relative to the specified Services.

**Organization Chart** – Respondent must provide a Team Org Chart depicting how the firm proposes to establish staff and structure for all the specific tasks.

**Project Team** – Respondent must provide the Key Personnel who will comprise the project team, and provide description of their qualifications, education and capabilities to perform the Services. Indicate whether firm currently has on payroll all employees necessary for performance of all the required work or whether firm would have to hire new employees. Describe staffing plans and the intended presence in the County.

**Certificates of Insurance** – Respondent must demonstrate evidence of current and valid insurance policies in at least the coverage limits as specified herein, or must provide documentation from a qualified provider certifying the Respondent’s ability to obtain the required insurance coverages upon award.

**Claims and Litigation History** – Respondents shall provide a list of all claims and/or litigation history for the past seven (7) years by completing and submitting **Attachment H**.

**Proposed Sub-Contractors** – Respondent must submit any and all proposed sub-consultants intended to perform any of the aspect of the services specified herein (Attachment “M”). Respondent must submit sufficient documentation to demonstrate the qualifications and capabilities of the proposed sub-consultants to perform the services for which they are proposed. All proposed Sub-Consultants are subject to approval by the County. If Respondent does not intend to utilize any sub-consultants, Respondent must state that in the submitted Qualifications.

### **Section 3: Related Experience**

Respondent must provide documentation to demonstrate all experience in the performance of services comparable to those specified herein during the past ten (10) years. The information submitted must provide the name of entity/agency, summary of services provided, timeframe of performance, cost of services provided, and point of contact with agency with contact information (i.e. name, title, email address, phone number).

### **Section 4: Approach / Methodology**

Respondent must provide a written narrative detailing the Respondent’s proposed approach and methodology for performing the required Services as specified herein and meeting the objective(s) of the County. The narrative must provide details related to the strategies and processes to be utilized for the various aspects of the specified Services, and any additional information necessary to provide a clear understanding of how the Respondent intends to perform.

Respondent must also include the following information:

- Timelines for overall accomplishment of each Task cited in the Scope of Services;
- General timeline for completion of overall project.

### **Section 5: Local Preference**

Respondents must complete and submit **Attachment E**, indicating whether or not the Respondent is submitting for consideration of Local Preference. Any Respondent that meets the criteria of a Local Business, in accordance with Section 16.3.1 of the SJC Purchasing Policy, must submit all documentation required to support consideration as Local Business, for the Respondent as well as any proposed sub-contractors who are submitted for consideration of Local Preference as specified on Attachment E.

### **Section 6: Administrative Information**

Respondents shall submit the completed County Attachments, as provided herein, along with all acknowledged

Addenda issued by the County during the solicitation.

**H. DETERMINATION OF RESPONSIVENESS**

The SJC Purchasing Division shall review each submitted Qualifications for responsiveness and responsibility to the requirements provided herein. Any Respondent who is deemed non-responsible and any Qualifications that is materially non-responsive to the requirements of this RFQ shall be disqualified and removed from consideration prior to evaluation of Qualifications. Only those Qualifications from responsible Respondents shall be evaluated for consideration of award.

The County reserves the right to waive any minor formality or irregularity in any submitted Qualifications. However, any missing information or document(s) that are material to the purpose of the RFQ shall not be waived as a minor formality.

**I. EVALUATION OF QUALIFICATION SUBMITTALS**

All responsive Qualifications will be evaluated by an Evaluation Committee of no less than three (3) representatives, as determined by the SJC Purchasing Division. Evaluators will review and score the Qualifications individually, with no interaction or communication with any other individual, except any such communication which occurs at the Evaluation Meeting. Evaluators' scores will be announced at a Public Evaluation Meeting in accordance with Florida Sunshine Law. Evaluation of the responsive Qualifications shall be in accordance with the Evaluation Criteria as provided herein.

Evaluators may consider any evidence available regarding financial, technical, other qualifications and abilities of Respondent, including past performance (experience) with the County prior to recommending approval of award to the St. Johns County Board of County Commissioners.

**J. EVALUATION CRITERIA AND SCORING**

Qualifications shall be evaluated in accordance with the Evaluation Criteria and associated scoring provided below:

<u>Evaluation Criteria:</u>	<u>Maximum Possible Points per Evaluator:</u>
A. Staff Qualifications & Professional Team	20
B. Related Experience	25
C. Approach/Methodology	30
D. Local Preference	10
<b>Total Points Possible:</b>	<b>85</b>
E. Interviews/Presentations – Shortlisted Firms (Shortlisted Respondents Only)	25
<b>Total Points Possible:</b>	<b>110</b>

**K. SHORTLIST INTERVIEW/PRESENTATIONS**

Upon evaluation of Qualifications, the Evaluation Committee shall determine a shortlist of Respondents to participate in interviews/presentations, in accordance with Florida Statute 287.055. The makeup of the interview/presentation shall be provided to the shortlisted Respondents after the initial Evaluation Meeting. The score for interview/presentation shall be added to the score for the Qualifications, to determine a total score and ranking of shortlisted Respondents.

**L. FORMULA FOR EVALUATION OF LOCAL PREFERENCE:**

Evidence of Respondent's qualification as a Local Business in accordance with Section 16.3.1, SJC Purchasing Procedure Manual. Respondents that meet all qualification criteria as a local business shall receive 10 points. Respondents that do not meet all qualification criteria as a local business shall receive 0 points.

**M. SHORTLIST PRESENTATIONS**

Upon evaluation of Qualifications, the Evaluation Committee shall determine whether or not presentations or interviews are needed from a shortlist of Respondents in order to make a final recommendation. In the event presentations/interviews are determined to be necessary, a shortlist of Respondents will be identified. The makeup of the presentations/interviews will be provided to the shortlisted Respondents after the initial evaluation meeting. The score for presentations/interviews shall be added to the score for the Qualifications, to determine the total score and ranking of the shortlisted Respondents.

**N. NEGOTIATIONS & AWARD**

Any award of a Contract shall be contingent upon availability of lawfully appropriated funds for this purpose.

Upon evaluation and final ranking of Qualifications, including any interviews and/or presentations (if applicable), a Notice of Intent to Award will be issued, expressing the County's intent to negotiate and award a Contract.

It is the intent of the County to enter into negotiations with the top ranked firm, provided no documentable justification is provided that would prohibit the County from proceeding with the top ranked firm. If the County and the selected Respondent are able to reach an agreement for the required Services, a Contract will be executed. If the County and the selected Respondent are unable to reach an agreement, the County shall cease negotiations with the top ranked firm, and shall initiate negotiations with the next successively ranked firm with the intent of coming to an agreement. This process shall continue until such time as an agreement can be reached, or the County, in its sole discretion, determines that moving to a subsequent firm in the rankings does not serve the best interest of the County.

In the event the negotiated costs for the Services exceed \$500,000, the negotiated Contract shall be presented to the Board of County Commissioners ("Board") for approval to execute.

**O. PROTEST PROCEDURES**

Any actual Respondent who is aggrieved in connection with the Notice of Intent to Award a Contract (Protestor), where such grievance is asserted to be the result of a violation of the requirements of the Policy and associated procedures, or any applicable provision of law by the officers, agents, or employees of the County, may file a Protest to the Assistant Director of Purchasing & Contracts. Protestor shall submit the Protest in writing, accompanied by a security in the form of a Protest Bond, by 4:00PM on the fifth business day following the date of the posting of the Notice of Intent to Award.

**PART IV: CONTRACT REQUIREMENTS**

**A. CONTRACT AGREEMENT & TERM**

The intent of this RFQ is to select one individual or firm through the evaluation process and to negotiate and execute a contract, upon successful negotiations, for performance of the required Services. It is anticipated the County will issue a professional services contract on a form provided by the County.

The term of the awarded Contract shall be determined upon negotiations between the selected Respondent and the County.

Any contract(s) negotiated with any individual or firm responding to this RFQ will be non-exclusive. The County reserves the right to: (1) enter into contracts with firms for some or all of the services; and to (2) subsequently solicit Qualifications and negotiate contracts, for such services with respect to specific projects. All such actions shall be subject to the sole discretion of the County.

In the event that a Contract is attached to the RFQ, such attached Contract is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the County. In the event that a Contract is not attached to the RFQ, it is expressly understood that the County's preference/selection of any Qualifications does

not constitute an award of a Contract with the County. It is anticipated that subsequent to the County's preference/selection of any Qualifications, contract negotiations will follow between the County and the selected Respondent. It is further expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County and the selected Respondent. The County reserves the right to delete, add to, or modify one or more components of the selected Respondent's Qualifications in order to accommodate changed or evolving circumstances that the County may have encountered since the issuance of the RFQ.

It is expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County and the selected Respondent. The County reserves the right to delete, add to, or modify one or more components of the selected Respondent's Qualifications in order to accommodate changed or evolving circumstances that the County may have encountered since the issuance of the RFQ.

**B. CONTRACT PERFORMANCE**

At any point in time during the term of the Contract with the awarded Consultant, County Staff may review records of performance to ensure that the Consultant is continuing to provide sufficient financial support, services and organization as prescribed herein. The County may place said contract on probationary status and implement termination procedures if the County determines that Consultant no longer possesses the financial support, services and organization which would have been necessary during the RFQ evaluation period in order to demonstrate appropriate capability to perform the required services.

**C. FORCE MAJEURE**

If awarded a Contract on the basis of the submitted Qualifications, the Respondent pledges to perform the specified Services barring any delays due to force majeure events which are not reasonably foreseeable and beyond the control of both the awarded Contractor and the County, including acts of war, terrorist attacks, labor strikes, floods, earthquakes, epidemics, pandemics, riots, natural disasters, and other acts of God.

**D. TERMINATION**

Failure on the part of the Contractor to comply with any portion of the duties and obligations under the awarded Contract shall be cause for termination for default by the Contractor. In the event of the Contractor's default, County shall issue a Notice of Default, which shall articulate the specific duties and obligations for which the Contractor is in default, and the amount of time provided to the Contractor to cure such default. If the Contractor fails to cure the default, or to submit an acceptable plan to cure the default, as determined by the County, within the timeframe specified in the Notice of Default, the County may terminate the Contract for Cause, upon giving no less than seven (7) days written notice to Contractor.

In addition to the above, the County may terminate the Contract at any time, without cause, upon thirty (30) days written notice to the Contractor.

**E. GOVERNING LAWS & REGULATIONS**

It shall be the responsibility of the Contractor to be familiar and comply with any and all federal, state, and local laws, ordinances, rules and regulations relevant to the services to be performed under this Contract. The Contract shall be governed by the laws of the State of Florida and St. Johns County both as to interpretation and performance.

**F. LICENSES, PERMITS & CERTIFICATIONS**

The Contractor shall be responsible for acquiring and maintaining any and all necessary licenses, permits, and/or certifications required to perform the work described herein throughout the duration of the Contract. The Contractor shall be solely responsible for paying any and all fines, penalties or fees assessed to the County, or the Contractor, for any lapse in require licenses, permits, or certifications required for any portion of the required Services.

**G. INSURANCE REQUIREMENTS**

Respondent must include in the submitted Qualifications, proof of at least the minimum coverage amounts in the type(s) of insurance policies as provided below. Failure to submit proof of current coverage or certification from a

qualified insurance provider of the Respondent's ability to obtain the required coverages upon award may be grounds for Respondent being deemed non-responsive and removed from further consideration.

All insurance policies shall be satisfactory to the County and be issued by companies authorized and duly licensed to transact business in the State of Florida. Consultant shall furnish proof of insurance to the County prior to execution of the awarded Contract. No Work shall commence under the awarded Contract until Consultant has obtained all insurance coverages required by the Contract Documents. Certificates of insurance shall clearly indicate Consultant has obtained insurance of the type, amount, and classification as required by the Contract Documents. Required insurance coverage shall be maintained in force, including coverage for Additional Insureds, until Final Completion of all Work including Warranty Work.

No less than ten (10) days written notice shall be provided to the County prior to cancellation, non-renewal or any material change of required insurance policies. Yearly renewal certificates shall be provided to the County within thirty (30) days of expiration of the current policy.

The types and amounts of insurance required under the Contract do not in any way limit the liability of Consultant including under any warranty or indemnity provision of the Contract or any other obligation whatsoever Consultant may have to the County or others. Nothing in the Contract shall limit the Consultant to the minimum required insurance coverages found in the Contract.

The term "Additional Insured" shall mean St. John's County, its elected officials, officers, employees, agents and representatives. Certificates of insurance shall specifically name each Additional Insured for all policies of insurance except Workers' Compensation and Professional Liability. A copy of the endorsement showing the required coverages must accompany the certificate of insurance.

Certificate Holder Address:                St. Johns County, a political subdivision of the State of Florida  
  500 San Sebastian View  
  St. Augustine, FL 32084  
  Attn: Purchasing Division

Consultant shall procure and maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as is required by law for all of its employees per Chapter 440, FS. In claims against any person or entity indemnified under this Paragraph by an employee of the Consultant, a Sub-consultant, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Consultant or a Sub-consultant under workers' compensation acts, disability benefits acts or other employee benefit acts.

Consultant shall procure and maintain during the life of the awarded Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, including bodily injury (including wrongful death), property damage, products, personal & advertising injury, and completed operations. This insurance must provide coverage for all Claims that may arise from the services and/or operations completed under the Contract, whether such services or operations are by Consultant or anyone directly or indirectly employed by them. Such insurance(s) shall also be primary and non-contributory with regard to insurance carried by the Additional Insureds.

Consultant shall procure and maintain during the life of the awarded Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability and insuring liability arising out of or in any way related directly or indirectly to the ownership, maintenance or use of any owned, non-owned or rented/hired automobiles.

Consultant shall procure and maintain, during the life of this Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000. A four-year tail policy shall be required upon termination/cancellation of required Professional Liability Coverage. Consultant's professional liability policy should not have an exclusion for environmental compliance management or construction management professionals.

Consultant shall require any subconsultants performing work under the awarded Contract to carry professional liability insurance with limits not less than \$1,000,000 each claim with respect to negligent acts, errors, or omissions in connection with professional services to be provided under the Contract.

The required insurance limits identified above may be satisfied by a combination of a primary policy and/or Umbrella or Excess Liability Insurance policy. Consultant shall require each lower-tier subconsultant to comply with all insurance requirements appropriate for its scope of work, and any deficiency shall not relieve Consultant of its responsibility herein. Upon written request, Consultant shall provide County with copies of lower-tier subconsultant certificates of insurance.

Providing and maintaining adequate insurance coverage is a material obligation of Consultant. County has no obligation or duty to advise Consultant of any non-compliance with the insurance requirements contained in this Section. If Consultant fails to obtain and maintain all of the insurance coverages required herein, Consultant shall indemnify and hold harmless the Additional Insureds from and against any and all Claims that would have been covered by such insurance had Consultant complied with its obligations herein.

County reserves the right to adjust the above minimum insurance requirements or require additional insurance coverages to address other insurable hazards.

#### **H. INDEMNIFICATION**

Consultant shall indemnify and hold harmless the County and its officers and employees ("Indemnified Party"), from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant or other persons employed or utilized by Consultant in the performance of the Contract.

To the extent permitted by, and in accordance with Florida Statute § 725.08, Consultant further agrees that "damages, losses and costs", includes fines, citations, court judgments, insurance claims, restoration costs or other liability, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant and persons employed or utilized by Consultant in the performance of the Contract.

To the extent permitted by, and in accordance with Florida Statute § 725.08, for purposes of indemnity, the "persons employed or utilized by Consultant" shall be construed to include, but not be limited to, Consultant, its staff, employees, subconsultants, all deliverers, suppliers, furnishers of materials or services or anyone acting for, on behalf of, or at the request of Consultant.

This indemnification will not be valid in the instance where the loss is caused by the gross negligence, or willful, wanton or intentional misconduct of any Indemnified Party.

#### **PART V: ATTACHMENTS/FORMS**

The required forms and attachments that each Respondent must complete, sign, have notarized and include as part of their submitted Qualifications are on the following pages.

**RFQ 23-47; BEACH MANAGEMENT PLAN**

**COVER PAGE**

ST. JOHNS COUNTY PURCHASING DIVISION  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE, FLORIDA 32084

**FULL LEGAL NAME OF RESPONDENT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**POINT OF CONTACT NAME & TITLE:** \_\_\_\_\_

**CONTACT EMAIL ADDRESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



RFQ 23-47; BEACH MANAGEMENT PLAN

ATTACHMENT "A"  
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF \_\_\_\_\_ (Respondent) being of lawful age and being duly sworn I, \_\_\_\_\_ (Affiant) as \_\_\_\_\_ (Title) (ex: CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Affiant, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

RFQ 23-47; BEACH MANAGEMENT PLAN

ATTACHMENT "B"  
QUALIFICATION CERTIFICATION

The Undersigned presents this Qualification Submittal to be considered as a Qualified Firm for RFQ 23-47 Beach Management Plan.

A copy of the license(s) under which our firm is engaged in the business of contracting in the state of Florida is attached. This license was issued in accordance with provisions of Section 489.113, or 471.023 Florida Statutes, and is currently valid and in force.

It is further understood that qualification, if given, shall be valid for the purpose of responding to the above solicitation, unless suspended or terminated by St. Johns County.

The Undersigned authorizes and requests any public official, engineer, architect, Surety Company, bank depository, material or equipment manufacture or distributor or any person, firm or corporation to furnish all information requested by St. Johns County, to verify statements given with this Qualification Submittal.

The Undersigned further authorizes the St. Johns County, FL designee to disclose, without any liability whatsoever, any and all information contained in the Qualification Submittal.

The Undersigned has not been disqualified by any public agency in Florida except as indicated below. (If none, insert: "N/A")

\_\_\_\_\_  
(Full Legal Company Name)

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Attest:

APPROVED:

By: \_\_\_\_\_  
Name and Title of Officer

By: \_\_\_\_\_  
Name and Title of Authorized Officer

As Notarized

By: \_\_\_\_\_

(Corporate Seal)

**RFQ 23-47; BEACH MANAGEMENT PLAN**

**ATTACHMENT "C"  
CONFLICT OF INTEREST DISCLOSURE FORM**

Project (RFQ) Number/Description: RFQ 23-47; BEACH MANAGEMENT PLAN

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a Consultant's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Consultant's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

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Please check the appropriate statement:

- I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
  
- The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Full Legal Name of Respondent: \_\_\_\_\_

Authorized Representative(s):

_____	_____
Signature	Print Name/Title
_____	_____
Signature	Print Name/Title

**RFQ 23-47; BEACH MANAGEMENT PLAN**

**ATTACHMENT "D"  
DRUG-FREE WORKPLACE FORM**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's Request for Qualifications a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

RFQ 23-47; BEACH MANAGEMENT PLAN

ATTACHMENT "E"  
LOCAL PREFERENCE

Respondents must complete and submit **Attachment E**, indicating whether or not the Respondent is submitting for consideration of Local Preference. Any Respondent that meets the criteria of a Local Business, in accordance with Section 16.3.1 of the SJC Purchasing Policy, must submit all documentation required to support consideration as Local Business, for the Respondent as well as any proposed sub-contractors who are submitted for consideration of Local Preference as specified on Attachment H.

Any Respondent submitting for consideration of Local Preference either through their own qualifications, or through that of proposed sub-contractors must also submit documentation to demonstrate that at least fifty percent (50%) of all Work shall be self-performed, or performed by sub-contractors that meet the criteria of a Local Business.

In order to qualify for local preference Respondent must provide sufficient documentation to demonstrate:

- A physical, brick and mortar place of business located within the geographic boundaries of St. Johns County, with a valid mailing address, in an area zoned for the conduct of such business, from which the Respondent has operated or performed business on a day-to-day basis that is substantially similar to those specified in the solicitation for a period of at least one (1) calendar year prior to the issuance of the solicitation. No PO Boxes shall be accepted.
- Local address above must be registered as the Respondent’s principal place of business with the Divisions of Corporations Florida Department of State for at least one (1) calendar year prior to the issuance of this RFQ.
- Submit current and valid Local Business Tax Receipt, and must have Local Business Tax Receipts issued by the St. Johns County Tax Collector from at least one (1) calendar year prior to issuance of this RFQ.
- Must qualify as a local business as shown above **AND** self-perform a minimum of fifty percent (50%) of all work under the awarded Contract, or must have a minimum of fifty percent (50%) of all work performed by qualified local businesses as sub-contractors.

Respondent is a Local Business as defined in Section 16.3.1, SJC Purchasing Policy \_\_\_\_\_

If Respondent selects this option, by signing below, Respondent certifies that the firm qualifies as a local business in accordance with the requirements stated above, OR certifies that the submitted local business proposed as sub-contractors meet the requirements for local preference AND that a minimum of fifty percent (50%) of all work shall be performed by local businesses as proposed.

Respondent is not a Local Business as defined in Section 16.3.1, SJC Purchasing Policy \_\_\_\_\_

If Respondent selects this option, Respondent is not seeking consideration for local preference, and is not required to submit the documentation provided above.

\_\_\_\_\_  
Signature – Authorized Representative

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

RFQ 23-47; BEACH MANAGEMENT PLAN

ATTACHMENT "F"  
E-VERIFY AFFIDAVIT

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ (Affiant), being duly authorized by and on behalf of \_\_\_\_\_  
(Respondent) hereby swears or affirms as follows:

1. Respondent understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. If awarded, for the duration of Contract No. RFQ NO: 23-47 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Respondent shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Respondent and shall expressly require any subconsultants performing work or providing services pursuant to the awarded Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant.
3. Respondent shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Respondent understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subconsultants performing work under the awarded Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the awarded Agreement for which St. Johns County may immediately terminate the awarded Agreement without notice and without penalty. The Respondent further understands and agrees that in the event of such termination, Respondent shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Consultant's breach.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Printed Title of Affiant

\_\_\_\_\_  
Full Legal Name of Respondent

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_, by Affiant, who is personally known to me or has produced \_\_\_\_\_  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**RFQ 23-47; BEACH MANAGEMENT PLAN**

**ATTACHMENT "G"  
LIST OF PROPOSED SUB-CONTRACTORS / SUPPLIERS**

Respondent shall submit any and all sub-contractors proposed to perform any portion of the Services for review/approval by the County. Respondent shall attach any and all applicable licenses or certifications held by the proposed sub-contractor related to the portion of the Services for which they are proposed, as stated below. All subcontractors/suppliers are subject to the approval of the County.

In order to qualify for Local Preference, if the Respondent is NOT a Local Business, and/or is NOT self-performing at least 50% of all Services specified under this solicitation, the Respondent must utilize qualified Local Businesses to complete a minimum of 50% of all Services. Any sub-contractors proposed as Local Businesses, must be accompanied by sufficient documentation demonstrating qualification as a Local Business in accordance with Section 16.1 of the SJC Purchasing Policy.

Company Name	Services to be Performed	Primary Contact Name	Contact Number and Email Address	Local Business (Yes/No)	Percentage (%) of Total Services

**RFQ 23-47; BEACH MANAGEMENT PLAN**

**ATTACHMENT "H"**  
**CLAIMS AND LITIGATION HISTORY**  
(Complete and Submit)

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subconsultant) or been sued by or had a formal claim filed by an owner, subconsultant or supplier resulting from a construction dispute? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please attach additional sheet(s) to include:

Description of every action Captions of the Litigation or Arbitration

Amount at issue: \_\_\_\_\_ Name (s) of the attorneys representing all parties:

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Amount actually recovered, if any: \_\_\_\_\_

Name(s) of the project owner(s)/manager(s) to include address and phone number:

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2. List all pending litigation and or arbitration.

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3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.

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4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

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5. Have you ever abandoned a project or contract, been terminated or had a performance/surety bond called to complete a job?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in detail:

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6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes \_\_\_\_ No \_\_\_\_  
If no, please explain why?

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7. List the status of all pending claims currently filed against your company:

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**Liquidated Damages**

1. Has a project owner ever issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in detail:

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**(Use additional or supplemental pages as needed)**

**SEALED RFQ MAILING LABEL**

**Cut along the outer border and affix this label to the exterior of envelope/container to identify as a "Sealed RFQ".**

<b>SEALED RFQ • DO NOT OPEN</b>	
SEALED RFQ #:	<b>RFQ 23-47</b>
RFQ TITLE:	<b>Beach Management Plan</b>
DUE DATE/TIME:	<b>Thursday, August 31, 2023 No Later Than 4:00 PM EST</b>
SUBMITTED BY:	Company Name
	Company Address
	Company Address
DELIVER TO:	St. Johns County Purchasing Division 500 San Sebastian View St St. Augustine, FL 32084



**END OF DOCUMENT**



## ADDENDUM #1

August 11, 2023

To: Prospective Respondents  
From: St. Johns County Purchasing Division  
Subject: RFQ NO. 23-47; Beach Management Plan

This Addendum #1 is issued for further Respondents' information and is hereby incorporated into the RFQ Documents. Each Respondent must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Qualifications. Respondents must submit a copy of each signed addendum with their Qualifications as provided in the RFQ Documents.

### Revisions/Clarifications:

The County provides the following revisions and/or clarifications to be incorporated into the RFQ Documents:

1. RFP NO. 23-47; Beach Management Plan has been revised to be a Request for Qualifications, titled RFQ NO. 23-47; Beach Management Plan. The section for Pricing has been removed from the submittal requirements. The revised RFQ document has been uploaded to DemandStar. The deadline for questions and the submittal deadline have been revised.

**REVISED SUBMITTAL DEADLINE FOR QUALIFICATIONS: Thursday August 31, 2023 by or before 4:00PM**

### **Acknowledgment:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Respondent Company Name

**END OF ADDENDUM NO. 1**



**ADDENDUM #2**

August 18, 2023

To: Prospective Respondents  
From: St. Johns County Purchasing Division  
Subject: RFQ NO. 23-47; Beach Management Plan

This Addendum #2 is issued for further Respondents' information and is hereby incorporated into the RFQ Documents. Each Respondent must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Qualifications. Respondents must submit a copy of each signed addendum with their Qualifications as provided in the RFQ Documents.

**Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the RFQ Documents:

1. The deadline for questions has been extended to 4:00 PM on September 7, 2023.
2. The submittal deadline for Qualifications has been extended to 4:00 PM on September 21, 2023.

**SUBMITTAL DEADLINE FOR QUALIFICATIONS: Thursday September 21, 2023 by or before 4:00PM**

**Acknowledgment:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Respondent Company Name

**END OF ADDENDUM NO. 2**



### ADDENDUM #3

September 8, 2023

To: Prospective Respondents  
From: St. Johns County Purchasing Division  
Subject: RFQ NO. 23-47; Beach Management Plan

This Addendum #3 is issued for further Respondents' information and is hereby incorporated into the RFQ Documents. Each Respondent must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Qualifications. Respondents must submit a copy of each signed addendum with their Qualifications as provided in the RFQ Documents.

#### **Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the RFQ Documents:

1. The deadline for questions is hereby extended to 4:00PM on Thursday, September 14, 2023.
2. The Submittal Deadline for Qualifications is hereby extended to 4:00PM on Thursday, October 5, 2023.
3. The Evaluation Meeting will be conducted at 9:00AM on October 19, 2023.
4. The Shortlist Interviews/Presentations will be conducted at 9:00AM on November 2, 2023.
5. On page 11 of the RFQ, under Proposed Sub-Contractors, the mention of Attachment M is corrected to refer to Attachment G – List of Proposed Subcontractors.

#### **Questions/Answers:**

1. Does the County have a budget that can be shared for the proposed project?  
**Answer:** The County has budgeted \$600,000 for the plan and to conduct surveys and collect the technical data required by the plan.
2. Regarding scope item 4, does the County have existing data that the consultant should plan to catalog, or should the consultant plan to perform sand source investigations (hydrographic survey, geotechnical data collection, etc.)?  
**Answer:** The County has some data; however, the Consultant is required to identify and fill gaps in existing data, to be able to complete the task described in item #4.
3. If it is the County's intention to have the consultant collect data for scope item 4, additional information is required to provide an accurate timeline (Section 4) and price (Section 5). Can the County provide additional detail for scope item 4?  
**Answer:** The Consultant will be required to collect data. The County is requesting the Consultant to provide information on how they will accomplish the plan and estimate how long it will take to do so. As this solicitation is now an RFQ, price is no longer an Evaluation Criterion.



4. Regarding scope item 15, does the County have existing data that would be suitable for providing a benefit analysis for each of the four requested analyses, or should the consultant plan to collect this data themselves prior to analysis?

**Answer:** The County has some data; however, the Consultant will be required to obtain all needed data necessary to perform the specified analyses.

5. In general, there is not enough detail provided in the scope of services to provide an accurate timeline for each task or overall project completion as requested in Section 4 Approach/Methodology. Please provide additional information.

**Answer:** Additional information is not available. Respondents are responsible for developing and submitting their approach to accomplishing this project, and the associated timeframe for completion based upon the information already provided in the RFQ and the issued Addenda.

6. Because the magnitude of the scope of services is fairly substantial and requires a significant amount of additional information in order to create a level playing field with regards to pricing from each proposer, an additional three weeks is requested for preparation of the subject proposal.

**Answer:** As this solicitation is now an RFQ, price will not be evaluated. Please see the Revisions/Clarifications above related to schedule updates.

7. We're anticipating the guidance and additional information provided in the next amendment will significantly impact the way we structure our response to the RFP, with that in mind, the allotted time between response to questions and the RFQ due date does not allow for adequate time to respond. Can the County extend the due date and additional three weeks?

**Answer:** Please see the Revisions/Clarifications above related to schedule updates.

8. It's reasonable to expect that the coming addendum will have a significant impact to the RFP. We would like to request an extension of the deadline for questions to allow for follow up questions and give opportunity for clarification.

**Answer:** Please see the Revisions/Clarifications above related to schedule updates.

9. If a consultant or subconsultant is not providing professional services, are they exempt from the County's stated requirement to provide professional liability insurance?

**Answer:** As the scope requires the awarded Consultant to provide professional expert opinion and recommendations related to the County's beach management activities, the professional liability requirement remains.

10. Please provide additional clarification to the formula used to score pricing.

**Answer:** The Section related to Price was removed when the solicitation was changed from an RFP to an RFQ, as stated in Addendum #1.

11. Does the County have a policy to support small or disadvantaged business enterprises (SBE/DBE) and if so, how is that reflected in the RFP?

**Answer:** Disadvantaged business enterprises are addressed in 16.2 of the County's [Purchasing Policy](#). This project will not be funded in whole or in part by a federal agency, therefore, federal procurement policies do not apply to this solicitation.



12. No withstanding the evaluation criteria outline in the RFP, does the County prefer firms with fewer subcontractors?

**Answer:** The County has no preference related to the use of subcontractors.

13. I wanted to ask about the local preference item in this scoring. If I understand things correctly, the purchasing provision restricts that to entities that have a brick-and-mortar presence in SJC with a business license in the county, no? That's pretty restrictive for an RFQ with a scope like this, and dropping the cost component has effectively raised the % impact of that item on the scoring just a bit. Is there any consideration for "...and adjoining Counties" (especially for those of us who live in the County and pay taxes in the County)?

**Answer:** No.

14. On page 11 of the RFQ, under "Proposed Sub-Contractors", an Attachment M is mentioned to be included in our submission, but the form is not in the package. Is this meant to say/include Attachment G – List of Proposed Subcontractors? If it is not, and there is indeed an Attachment M, would you please provide us with it?

**Answer:** Please see #5 under Revisions/Clarifications above.

15. Attachment B – Qualification Certification, there are places for signatures by the "Officer" and "Authorized Officer"; would you please explain what your definition is of these two roles are?

**Answer:** Officer refers to the employee who has authority to sign such forms by virtue of his/her employment position. Authorized Officer refers to the employee who has authority to sign such forms by the delegation of authority from an Officer.

16. Are all of the attachments/forms to be completed and submitted by the prime firm or do you also want them from our proposed subconsultants (with the exception of Attachment G – List of Proposed Subcontractors)?

**Answer:** All Forms and Attachments are to be completed and submitted by the Respondent.

17. Since the due date for the submittals was moved to September 21, 2023, will the date for the shortlist interviews/presentations also be moved?

**Answer:** Please see the Revisions/Clarifications above related to schedule updates.

18. Please provide names of selection committee members.

**Answer:** A complete list of committee members has not been determined at this time. Section 9 of the County's [Purchasing Policy](#) prohibits communication with committee members during the blackout period, which commences upon the issuance of the RFQ and concludes upon final execution of a contract, or upon cancellation of the solicitation.

**SUBMITTAL DEADLINE FOR QUALIFICATIONS: Thursday October 5, 2023 by or before 4:00PM**



**Respondent Acknowledgment:**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Respondent Full Legal Company Name

**END OF ADDENDUM NO. 3**





## ADDENDUM #4

September 18, 2023

To: Prospective Respondents  
From: St. Johns County Purchasing Division  
Subject: RFQ No: 23-47; Beach Management Plan

This Addendum #4 is issued for further Respondents' information and is hereby incorporated into the RFQ Documents. Respondent must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Qualifications. Respondents must submit a copy of each signed addendum with their Qualifications as provided in the RFQ Documents.

### **Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the RFQ Documents:

1. The following paragraph is added to PART I: GENERAL SOLICITATION REQUIREMENTS of the RFQ Document:

#### **P. PROHIBITION AGAINST CONSIDERATION OF SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS**

Respondents are hereby notified of the provisions of Section 287.05701, Florida Statutes, as amended, that the County will not request documentation of or consider a Respondents' social, political, or ideological interests when determining if the Respondent is a responsible Respondent. Respondents are further notified that the County's governing body shall not give preference to a Respondent based on the Respondent's social, political, or ideological interests.

### **Questions/Answers:**

1. Regarding scope item 7, does the County have survey data of all existing structures seaward of the setback line, or should the consultant plan to collect survey data along these structures?

**Answer:** The awarded Consultant will have access to substantial data, including lidar data, for all structures.

2. If it is the County's intention to have the consultant collect data for scope item 7, additional information is required to provide an accurate timeline (Section 4) and price (Section 5). Can the County provide additional detail for scope item 7?

**Answer:** The awarded Consultant will need to compile and interpret existing data to form an inventory of structures, with related data. Respondents are responsible for developing and submitting their approach to accomplishing this task, and the



associated timeframe for completion based upon the information provided in the RFQ.

3. If it is the County's intention to have the consultant collect data for scope item 15, additional information is required to provide an accurate timeline (Section 4) and price (Section 5). Can the County provide additional detail for scope item 15?

**Answer:** The Consultant shall be responsible for conducting due diligence, surveys, counts, and other research to determine estimate(s) on beach visitation, and to develop a benefit analysis which includes the components listed in the RFQ.

**SUBMITTAL DEADLINE FOR QUALIFICATIONS: Thursday October 5, 2023 by or before 4:00PM**

**Respondent Acknowledgment:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Respondent Full Legal Company Name

**END OF ADDENDUM NO. 4**