



AGENDA
COMBINED BOARD MEETING
Bay County Tourist Development Council
Panama City Beach Convention & Visitors Bureau, Inc.
Panama City Beach

Thursday July 30, 2020

9:00 a.m.

Council Room, PCB City Hall

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
 - A. Invocation
 - B. Pledge of Allegiance
 - C. Approve the Minutes from May 19, 2020
- III. REQUESTS TO ADDRESS THE BOARD ON AGENDA ITEMS (3 Minutes)**
- IV. CONSENT AGENDA**
 - A. Approve payment of APTIM invoices 493491 (\$757.50), 493493-RI00631 (\$21,955.50), and 496225-RI00636 (\$8,782.20)
 - B. Approve payment of Dewberry Engineers Inc. invoices 1853902 (\$10,793) and 1842197 (\$61,340)
- V. BOARD ACTION ITEMS**
 - A. Discuss and consider for recommendation to the Bay County Board of County Commissioners (BOCC) a resolution supporting Beach Management Program Grants within Bay County, including Panama City Beach, Mexico Beach and St. Andrew State Park. Mr. Dan Rowe, Executive Director
 - B. Discuss and consider for approval a scope of work for St. Andrew State Park, in the amount of \$53,125, for APTIM to seek a permit modification to facilitate the renourishment of the gulf-front beaches to the west of the jetties within St. Andrews State Park. Mr. Dan Rowe, Executive Director
 - C. Discuss and consider for approval a scope of work for St. Andrew State Park, in the amount of \$82,045, for Dewberry/MRD Associates to design the renourishment project for the gulf-front beaches to the west of the jetties within St. Andrews State Park. Mr. Dan Rowe, Executive Director
- VI. DISCUSSION ITEMS**
 - A. Tourist Development Tax estimates for FY 2020 and FY 2021. Mr. Dan Rowe, Executive Director
 - B. FY 2020 Expenditure estimates for the TDC/CVB. Ms. Charlene Honnen, Vice-President of Administration
- VII. PRESIDENT'S REPORT**
- VIII. CHAIRMAN'S REPORT**
- IX. AUDIENCE PARTICIPATION**
- X. ADJOURNMENT**

MOTIONS PASSED AT THE COMBINED SPECIAL CALLED BOARD MEETING, May 19, 2020

1. Combined: NONE

SPECIAL CALLED
COMBINED BOARD MEETING
Bay County Tourist Development Council
Panama City Beach Convention & Visitors Bureau, Inc.
Panama City Beach

Tuesday, May 19, 2020

2:00 P.M.

Council Room, PCB City Hall

Board Members Present:

Phil Chester, Chairman
Clair Pease, Vice Chairman
Yonnie Patronis, Treasurer
Andy Phillips
Phillip Griffiths, Jr.
Paul Casto
Steve Bailey
Buddy Wilkes
Gary Walsingham

I. CALL MEETING TO ORDER

Chairman Phil Chester called the meeting to order at 2:00 p.m.

II. ROLL CALL

There were nine members present.

A. Invocation

Mr. Wilkes gave the Invocation.

B. Pledge of Allegiance

Ms. Pease led the Pledge of Allegiance.

III. REQUESTS TO ADDRESS THE BOARD ON AGENDA ITEMS (3 Minutes)

None

IV. DISCUSSION ITEMS

A. OPERATIONS UPDATE, Mr. Dan Rowe

Mr. Rowe stated that the CVB worked, at the direction of the county, on the re-opening/safety plan. That plan was approved by the county and was then pushed out to the CVB partners so they know the rules and where we go from here.

Mr. Rowe gave a summary of current operations:

Beach cleanup (2 x a day) and grooming (2 x a week) has been reinstated

The Visitor's Center lobby is open with two employees and they will be social distancing

A budget amendment will be presented at a future meeting to account for the loss in revenue

The Marketing Department budget will be one million dollars for the rest of the year

The revenue forecast is unknown

The State of Florida has opened short-term rentals

Mr. Rowe also stated that social media marketing, Stay PCB Current, has been pushing out information quickly including the status of the beaches being open or closed. Also, marketing will include all CDC guidelines and will ask visitor's to follow. He also said that the marketing is inviting people back to our beaches from all of our areas except for the CDC named Covid19 hotspots.

Ms. Pease asked if our beach cleaning and LNT company is able to work at night. Mr. Rowe said that nighttime work was not currently being done due to FWC restrictions on social distancing. We have asked for guidance and clarity from FWC on how we can enforce LNT at night. We have not gotten that information back from FWC yet.

Ms. Pease asked if the daytime ambassador program was able to function. Mr. Rowe stated that he does not have that information at present. He is going to speak with the City Manager to see if their employees are already educating people on the beach for Covid 19 protocol. If so, then we can add the LNT to it. Supplementing their efforts can be done as well. Once he has their information, he can determine whether to have the beach cleanup company take on the daytime ambassador program.

Mr. Rowe explained that beach cleanup/raking will be happening twice a day and that the LNT education, beach flag system, and social distancing will be included on the rack cards that will be printed and given to the partners this week. He will be discussing using more rakes at one time to better rake the beaches by working with the turtle watch. In addition, more trash cans have been ordered.

The board discussed the states that are considered hotspots for Covid19 by the CDC. Mr. Phillips suggested for the ambassador program to also keep an eye on the trash and notify beach cleanup if trash needs to be picked up.

Mr. Rowe also stated that the Beach renourishment project by the Army Corps of Engineers will be moving forward and should begin in late fall.

B. MARKETING UPDATE, Ms. Jayna Leach

Ms. Leach discussed the marketing "welcome back" campaign going forward.

The "Stay PCB Current" campaign has been important tool for getting information out to the public.

She then discussed other campaigns in the interim and the results of them. Also, the campaign going forward.

She stated that the marketing would not be released into geographical Covid-19 hotspots as reported by the CDC. The CDC reports will be reviewed daily/weekly as needed.

Mr. Wilkes asked how much of the marketing funds were unused due to the halting of the marketing during the first portion of Covid 19 closures. Ms. Leach responded that approximately 2.6 million were not spent and that 1 million had been allocated for current marketing as well as going forward.

She also outlined the type of media being used during each phase of marketing including digital and static. She stated that the plan going forward would be flexible in order to react to changes in Covid 19. Mr. Wilkes asked if an increase in funding of the current marketing plan more on the front end is possible. He stated that the visitors coming in the next week or two may not come back and that marketing may need to be concentrated on those visitors.

Mr. Rowe explained that the savings in expenses is offsetting the loss in revenue. He also said that until revenue increases, there are not revenues to support putting more money in marketing at present.

The board discussed the current market and visitor activity.

Mr. Phillips stated that he believes that the CVB will make up the lost revenue for the year in the next two weeks. And that the marketing should be done immediately.

Mr. Rowe stated that our marketing would be going out strong. He said it will take several weeks before we can see the rate at which revenue will be increasing. He also stated that other destinations have a greater loss of revenue and that we will be monitoring and expending marketing funds as revenue is available.

The board discussed the event cancellations and impact of them on local economy. Mr. Phillips asked to see the newly forecasted budget before reallocation of funds takes place. Mr. Rowe said he would review those plans and budgets with the each of board members.

Mr. Griffiths suggested the use of beach renourishment funds for some of the beach related expenses such as beach raking and trash pickup.

Mr. Rowe reviewed that state statute governing the use of those funds. Mr. Sale asked if the stimulus package relieved our debt, to which Mr. Rowe replied no.

Mr. Patronis stated that with restaurants only being allowed to open at twenty-five percent, visitors might not have a good experience.

Ms. Leach explained that "Stay PCB Current" gives visitors all information regarding places that are open and other covid related local information.

Mr. Rowe discussed Key Data reservation information. Mr. Phillips disagreed with that data stating that his property and others are booked at a much higher capacity.

The board discussed the governor's plan on short-term rentals.

Mr. Rowe discussed the current beach renourishment project, which will have no cost share.

C. SPORTS COMPLEX OPERATIONS UPDATE, Mr. Jamie Cox

Mr. Cox gave a summary of the sports park plan for events with safety precautions in place for covid19. He stated that SFM has a "back open" committee, which outlined plans for visitor safety and procedures including cleaning, social distancing, and hand sanitizing. Also, closing bleachers, adding signage, and staff training are being implemented. The visiting teams will be given information in advance regarding covid safety.

SFM received the small business loan via the stimulus package, which will qualify to be forgiven.

The park will open a safety information tent that will be able to check temperatures and give community covid assistance information.

The board discussed the park picking up teams from other states due to covid closings.

V. PRESIDENT'S REPORT

None.

VI. CHAIRMAN'S REPORT

None.

VII. AUDIENCE PARTICIPATION

None.

VIII. ADJOURNMENT

Respectfully submitted,
Sharon Cook, Recording Secretary



APTIM
 2481 NW Boca Raton Blvd.
 Boca Raton, FL 33431
 Tel: +1-561-391-8102
 Fax: +1 561-391-9116

June 22, 2020
 Invoice # 493491

Charlene Honnen
 Panama City Beach Convention/Visitors Bureau, Inc.
 17001 Panama City Beach Parkway
 Panama City Beach, FL 32417

Billing Period: through 5/31/2020
 Consultant's Project #636220954
 Phase: 2016- 2019 Engineering Services w/o Reimburseables

DIRECT LABOR:

HOURS

Coastal Engineering Services	SK	Project Manager	1.75
Coastal Engineering Services	HB	Junior Coastal Engineer	4.75
			<hr/>
			6.50

<u>PERSONNEL SUMMARY:</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
Stephen Keehn	1.75	\$175.00	\$306.25
Holly Berckenhoff	4.75	\$95.00	\$451.25
TOTAL HOURS: <hr/>		TOTAL WAGES: <hr/>	\$757.50

TOTAL CURRENT AMOUNT DUE THIS INVOICE..... \$757.50

Detail Summary:

Coordination and technical review of USACE documents.

Please remit to:

**P.O. Box 847958
 Boston, MA 02284-7958**



APTIM
2481 NW Boca Raton Blvd.
Boca Raton, FL 33431
Tel: +1-561-391-8102
Fax: +1 561-391-9116

Dan Rowe
Bay County TDC
17001 Panama City Beach Pkwy.
Panama City Beach, FL 32413

6/19/2020
Invoice # 493493-RI-00631

Billing Period: through 5/31/2020
Consultant's Project # 1570003532

Professional Engineering Services Invoice For:

Phase 2 Geophysical and Geotechnical Sand Search for Mexico Beach, Florida
Task Order # 16

TASK	APPROVED CONTRACT AMOUNT	PERCENT COMPLETE	TOTAL
Phase 2 Sand Search & Numerical Modeling	\$439,110.00	95%	\$417,154.50
Sub-Total:	\$439,110.00		\$417,154.50
		LESS PREVIOUS INVOICE:	395,199.00
		TOTAL CURRENT AMOUNT DUE THIS INVOICE.....	<u>\$21,955.50</u>

Please remit to:

P.O. Box 847958
Boston, MA 02284-7958



APTIM
2481 NW Boca Raton Blvd.
Boca Raton, FL 33431
Tel: +1-561-391-8102
Fax: +1 561-391-9116

Dan Rowe
Bay County TDC
17001 Panama City Beach Pkwy.
Panama City Beach, FL 32413

7/13/2020
Invoice # 496225-RI-00636

Billing Period: through 6/30/2020
Consultant's Project # 1570003532

Professional Engineering Services Invoice For:

Phase 2 Geophysical and Geotechnical Sand Search for Mexico Beach, Florida
Task Order # 16

TASK	APPROVED CONTRACT AMOUNT	PERCENT COMPLETE	TOTAL
Phase 2 Sand Search & Numerical Modeling	\$439,110.00	97%	\$425,936.70
Sub-Total:	\$439,110.00		\$425,936.70
		LESS PREVIOUS INVOICE:	417,154.50
		TOTAL CURRENT AMOUNT DUE THIS INVOICE.....	<u>\$8,782.20</u>

Please remit to:

P.O. Box 847958
Boston, MA 02284-7958

INVOICE



Dewberry®

Please remit to: DEWBERRY ENGINEERS INC.
P.O. Box 821824
Philadelphia, PA 19182-1824
(703)849-0100 TIN: 13-0746510

Bill To: BAY COUNTY TDC
CHARLENE HONNEN, CPA
17001 PANAMA CITY BEACH PARKWAY
PANAMA CITY BEACH FL 32413

Invoice #: 1853902
Invoice Date: 7/21/2020
Due Date: 8/20/2020
Client #: 498941
Contract #: 50107126
Batch #: 2968188

Dewberry Project: 50086791 Bay County

Work Performed Thru Period Ending 6/26/2020

Job: 50107126 MB Restoration Design/Permit
Task Order No. 14

LUMP SUM BILLING

Task ID	Task Description	Contract Amount	Pct Comp	Amount Earned	Previously Billed	Current Amount
L001	2.1 Preliminary Design	88,600.00	78.96	69,960.50	59,167.50	10,793.00
L002	2.2 Final Design	18,640.00	100.00	18,640.00	18,640.00	.00
L003	3.1 Preapplication Meeting	10,450.00	47.85	5,000.00	5,000.00	.00
L004	3.2 Permit Application	47,360.00	66.93	31,700.00	31,700.00	.00
L005	3.3 Permit Application Process	46,650.00	12.86	6,000.00	6,000.00	.00
	SUBTOTAL	211,700.00	62.02	131,300.50	120,507.50	\$ 10,793.00

TOTAL FOR JOB: 50107126 \$ 10,793.00

TOTAL INVOICE AMOUNT DUE \$ 10,793.00
BY 8/20/2020

Please Reference Invoice Number with Payment

This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.
JOSHUA B BAXLEY

Dewberry complies with Section 202 of Executive Order 11246 as amended by Executive Order 11375.

INVOICE



Dewberry®

Please remit to: DEWBERRY ENGINEERS INC.
P.O. Box 821824
Philadelphia, PA 19182-1824
(703)849-0100 TIN: 13-0746510

Bill To: BAY COUNTY TDC
CHARLENE HONNEN, CPA
17001 PANAMA CITY BEACH PARKWAY
PANAMA CITY BEACH FL 32413

Invoice #: 1842197
Invoice Date: 6/17/2020
Due Date: 7/17/2020
Client #: 498941
Contract #: 50107126
Batch #: 2961198

Dewberry Project: 50086791 Bay County

Work Performed Thru Period Ending 5/29/2020

Job: 50107126 MB Restoration Design/Permit
Task Order No. 14 and 16

LUMP SUM BILLING

Task ID	Task Description	Contract Amount	Pct Comp	Amount Earned	Previously Billed	Current Amount
L001	2.1 Preliminary Design	88,600.00	66.78	59,167.50	59,167.50	.00
L002	2.2 Final Design	18,640.00	100.00	18,640.00	.00	18,640.00
L003	3.1 Preapplication Meeting	10,450.00	47.85	5,000.00	.00	5,000.00
L004	3.2 Permit Application	47,360.00	66.93	31,700.00	.00	31,700.00
L005	3.3 Permit Application Process	46,650.00	12.86	6,000.00	.00	6,000.00
	SUBTOTAL	211,700.00	56.92	120,507.50	59,167.50	\$ 61,340.00

TOTAL FOR JOB: 50107126 \$ 61,340.00

TOTAL INVOICE AMOUNT DUE \$ 61,340.00
BY 7/17/2020

Please Reference Invoice Number with Payment

This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.
JOSHUA B BAXLEY

Dewberry complies with Section 202 of Executive Order 11246 as amended by Executive Order 11375.

RESOLUTION NO. _____

A RESOLUTION OF THE BAY COUNTY BOARD OF COUNTY COMMISSIONERS, BAY COUNTY, FLORIDA, REQUESTING A CONTINUATION OF THE BEACH MANAGEMENT PROGRAM GRANT FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION BEACH MANAGEMENT AND FUNDING ASSISTANCE PROGRAM FOR FISCAL YEAR 2021/2022 FOR THE PANAMA CITY BEACHES EROSION CONTROL PROJECT.

WHEREAS, prior to the initial beach restoration project in 1998/99, the Panama City Beaches were severely eroded, providing diminished storm protection and reduced recreation area, impacting the tourism-based-economy; and

WHEREAS, Bay County has identified beach preservation, and beach renourishment as a priority to the County; and

WHEREAS, Bay County has developed a Long Range Beach Management and Erosion Control Plan for the Panama City Beaches to address the issues of beach preservation, and beach renourishment; and will serve as the local sponsor; and

WHEREAS, the Florida Department of Environmental Protection is the beach and shore preservation authority for the State and supervises the Beach Management and Funding Assistance Program; and

WHEREAS, the third renourishment project of the Panama City Beach project area was constructed locally by Bay County in May 2017 and Bay County planned to continue monitoring the project and maintaining the project with periodic renourishment; and

WHEREAS, Hurricane Michael made landfall as a Category 5 storm just east of Panama City Beach on Mexico Beach on October 10th, 2019, causing storm erosion to the beach; and

WHEREAS, the U.S. Army Corps of Engineers preliminary Project Information Report regarding Hurricane Michael produced a positive project construction benefit-to-cost ratio, which was approved by the Division Engineer on July 6th, 2019; and

WHEREAS, it is expected that the U.S. Army Corps of Engineers will construct a repair renourishment project to replace the volume of sand lost by Hurricane Michael as well as additional volume to bring the project back to full project design in late 2020; and

WHEREAS, the erosion at St. Andrews State Park, immediately adjacent to the federal Panama City Beaches renourishment project area, is at a critical level with limited beach berm width and severe scarping at the dune resulting in dangerous cliffs; and

WHEREAS, a full restoration of the St. Andrews State Park has become critically necessary and Bay County is willing to serve as the local sponsor through its representative, the Bay County Tourist Development Council; and

WHEREAS, construction of a beach restoration at St. Andrews State Park may be able to take advantage of the U.S. Army Corps of Engineers led renourishment of the adjacent Panama City Beach project area; and

WHEREAS, Bay County has determined that funds provided through the Beach Management and Funding Assistance Program would greatly assist and expedite the repair of the Panama City Beaches to include the U.S. Army Corps of Engineers federal Panama City Beaches renourishment project, as well as an initial, full restoration project at St. Andrews State Park.

WHEREAS, Bay County requests continued support of its existing Grant Agreements, and new State funding assistance via an amended or new grant agreement, whichever is necessary, with the Florida Department of Environmental Protection; and supports the Department's beach and coastal management programs; and

Now, Therefore, Be It Resolved by the Board of County Commissioners of Bay County, Florida as follows:

Section 1. The County Commission hereby determines that it is in the best interest of Bay County to request continued support of its existing Grant Agreements and new State funding assistance via an amended or new grant agreement pursuant to Florida Statute 161.091, for the Panama City Beaches Erosion Control Project through the Florida Department of Environmental Protection. Said funding to be used to plan for, permit, design, construct, and monitor future renourishment for the Panama City Beaches Erosion Control Project to also include a full restoration at St. Andrews State Park.

Section 2. The Board of County Commissioners hereby determines that it is in the best interest of Bay County to renew its support for all funds previously approved for the Panama City Beaches Erosion Control Project, said funding was used for design, permitting, construction, monitoring and maintaining the Panama City Beaches Erosion Control Project per permit requirements.

Section 3. The Board of County Commissioners hereby determines that the local funding share to implement the project will be provided through the Bay County Tourist Development Council representing the County as the local taxing authority.

Section 4. The Chairman of the Board of County Commissioners, or his designee, is hereby authorized to execute the funding application, enter into such agreements as are

required to secure available funding and to otherwise act on behalf of Bay County in all matters related to the securing of available grant funding from the Beach Management and Funding Assistance Program for Fiscal Year 2021/2022.

Section 5. This Resolution shall take effect immediately upon its adoption.

Done and adopted by the Board of County Commissioners of Bay County, Florida this _____ day of _____ 2020.

Philip Griff Griffitts, Chairman

ATTEST:

Bill Kinsaul, Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Office of County Attorney

RESOLUTION NO. _____

A RESOLUTION OF THE BAY COUNTY BOARD OF COUNTY COMMISSIONERS, BAY COUNTY, FLORIDA, REQUESTING A BEACH MANAGEMENT PROGRAM GRANT FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION BEACH MANAGEMENT FUNDING ASSISTANCE PROGRAM FOR FISCAL YEAR 2021/2022 FOR THE MEXICO BEACH SHORELINE RESTORATION PROJECT.

WHEREAS, Hurricane Michael made landfall on Mexico Beach as a Category 5 storm on October 10th, 2019, causing catastrophic upland damage to structures and infrastructure, as well as extensive erosion to the beach and dune system;

WHEREAS, prior to Hurricane Michael, the Mexico Beach Community Development Council had identified beach preservation and beach restoration as a priority due to the Mexico Beach shoreline being severely eroded, providing diminished storm protection and reduced recreation area, and impacting the tourism-based-economy; and

WHEREAS, in 2017, the Mexico Beach CDC fully funded an update to the 2008 Mexico Beach feasibility study which included updating shoreline conditions, evaluating methods to increase the effectiveness and efficiency of inlet sand bypassing as well as cost-effectively place sand in the area of need; and

WHEREAS, the City of Mexico Beach advanced the recommendations from the CDC funded study and was nearly complete with design and permitting for a truck haul sand bypass project when Hurricane Michael made landfall; and

WHEREAS, Bay County has identified beach preservation, and beach renourishment as a priority to the County to include Mexico Beach; and

WHEREAS, immediately following Hurricane Michael, the Bay County Tourist Development Council and Bay County recognized the need to move forward immediately with design, permitting, and an offshore sand search investigation necessary to develop a beach restoration project to address the damages caused by Hurricane Michael and identified a local funding source to begin this work; and

WHEREAS, the Florida Department of Environmental Protection is the beach and shore preservation authority for the State and supervises the Beach Management and Funding Assistance Program; and

WHEREAS, the Florida Department of Environmental Protection also recognized the need to move forward immediately with design, permitting, and an offshore sand search

investigation necessary to develop a beach restoration project to address the damages caused by Hurricane Michael and provided 50/50 state cost-sharing for this work; and

WHEREAS, the offshore sand source investigation work is complete and permitting is well underway; and

WHEREAS, Bay County has determined that funds provided through the state's Beach Management and Funding Assistance Program are critical for a full-scale restoration of the Mexico Beach shoreline and will serve as the local sponsor; and

WHEREAS, Bay County requests new State funding assistance via a new grant agreement with the Florida Department of Environmental Protection; and supports the Department's beach and coastal management programs; and

Now, Therefore, Be It Resolved by the Board of County Commissioners of Bay County, Florida as follows:

Section 1. The County Commission hereby determines that it is in the best interest of Bay County to request new State funding assistance via a new grant agreement pursuant to Florida Statute 161.091, for the Mexico Beach Shoreline Restoration Project through the Florida Department of Environmental Protection. Said funding to be used to for a full-scale beach restoration project at Mexico Beach.

Section 2. The Board of County Commissioners hereby determines that at this time, a local funding source has not been identified to fulfill the substantial local share of a full-scale beach restoration project and that state funding is vital for the project to be constructed.

Section 3. The Chairman of the Board of County Commissioners, or his designee, is hereby authorized to execute the funding application, enter into such agreements as are required to secure available funding and to otherwise act on behalf of Bay County in all matters related to the securing of available grant funding from the Beach Management and Funding Assistance Program for Fiscal Year 2021/2022.

Section 4. This Resolution shall take effect immediately upon its adoption.

Done and adopted by the Board of County Commissioners of Bay County, Florida this _____ day of _____ 2020.

Philip Griff Griffitts, Chairman

ATTEST:

Bill Kinsaul, Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Office of County Attorney



Aptim Coastal Planning & Engineering, LLC
2481 NW Boca Raton Blvd.
Boca Raton, FL 33431
Tel: +1 561 391 8102
Fax: +1 561 391 9116
www.aptim.com

July 27, 2020

Dan Rowe
Bay County TDC
17001 Panama City Beach Parkway
Panama City Beach, Florida 32413

Re: St. Andrews State Park Permit Modification

Dear Dan:

This proposal is for permitting services to modify State and Federal permits in order to renourish St. Andrews State Park. The rate sheet, Scope of Work, Fee proposal, and personnel assigned to perform these services are attached as Exhibits A, B, C, and D. The proposed work will provide coastal engineering services and will be performed by Aptim Coastal Planning & Engineering, LLC (APTIM) under the terms and conditions of the Master Services Agreement between the Board of County Commissioners of Bay County, Florida and Aptim Coastal Planning & Engineering, LLC Dated December 7, 2010 (extension agreement date November 17, 2015).

The work described in Exhibit B has a lump sum cost of \$53,125, as shown in Exhibit C. The rate sheet approved with the Master Services Agreement is included as Exhibit A. APTIM will begin work immediately after receipt of notice to proceed.

Please do not hesitate to call if you have any questions.

Sincerely,


Nicole S. Sharp, P.E.
Coastal Restoration & Modeling Program Manager
Aptim Coastal Planning & Engineering, LLC

Client Authorized Signature

Printed Name

Title



Authorized Corporate Signature

Beau C. Suthard
Printed Name

Program Director
Title

July 27, 2020
Date



cc: Tom Pierro, P.E., D.CE, CPE
Tara Brenner, P.E., P.G., CPE
Beau Suthard, PG, APTIM
Debbie Neese, APTIM

EXHIBIT A

HOURLY RATE AND UNIT COST SCHEDULE

Coastal Planning and Engineering, Inc. Schedule of Hourly Rates (Maximum)

PERSONNEL CLASSIFICATION	<u>Rate</u>
Principal Engineer.....	215.00/hour
Project Manager.....	175.00/hour
Program Manager.....	135.00/hour
Senior Coastal Engineer.....	145.00/hour
Coastal Engineer.....	115.00/hour
Junior Coastal Engineer.....	95.00/hour
Coastal Modeler.....	115.00/hour
Junior Coastal Modeler.....	75.00/hour
Intern.....	65.00/hour
Coastal Zone Specialist.....	135.00/hour
Professional Surveyor & Mapper.....	165.00/hour
Certified Inshore Hydrographer.....	145.00/hour
Hydrographer.....	115.00/hour
Project Surveyor.....	100.00/hour
Surveyor.....	90.00/hour
Survey Technician.....	78.00/hour
Junior Technician.....	65.00/hour
Boat Captain.....	85.00/hour
Senior Marine Biologist.....	135.00/hour
Project Biologist.....	115.00/hour
Marine Biologist.....	100.00/hour
Junior Marine Biologist.....	85.00/hour
Senior Geologist.....	145.00/hour
Professional Geologist.....	125.00/hour
Project Geologist.....	115.00/hour
Geologist.....	100.00/hour
Junior Geologist.....	85.00/hour
Senior CAD Operator.....	100.00/hour
CAD Operator.....	85.00/hour
GIS Operator.....	90.00/hour
Bookkeeper.....	68.00/hour
Clerical.....	68.00/hour



Exhibit B
Scope of Work
St. Andrews State Park Permit Modification Requests
Bay County, Florida

Introduction

Due to the eroded conditions within St. Andrews State Park, Bay County (County) would like to pursue permit modifications to include the State Park segment within the Panama City Beaches Nourishment project in preparation for a nourishment event. Aptim Coastal Planning & Engineering, LLC (APTIM) and Coastal Protection Engineering, LLC (CPE), herein referred to as The APTIM Team, will perform professional services to prepare state and federal permit modification requests, perform coordination with environmental resource agencies to update consultations, and respond to requests for additional information (RAIs), if needed.

Scope of Work

Task 1. Permit Modification Requests

In preparation for an upcoming, locally constructed beach nourishment project and to support of the County's goal to expedite the permit modification requests, The APTIM Team will participate in a project kickoff meeting with Bay County TDC representatives, MRD Associates Inc. (MRD), and Dewberry. The APTIM Team will perform ongoing coordination with MRD and Dewberry to obtain beach grab samples, MHW survey maps, and their resulting beach design template. Eight (8) beach samples will be sieved in APTIM's CMEC accredited geotechnical laboratory and composite results used to support a compatibility analysis for permitting. A review of the proposed design template will be performed for consistency with the adjacent Panama City Beach Nourishment project.

Within two weeks of receiving notice to proceed, The APTIM Team will begin coordination for pre-application teleconference meetings with appropriate state and federal regulatory agency staff. In preparation for the pre-application meetings, a review of existing environmental documents, sand placement history, and permits for Panama City Harbor Maintenance Dredging will be performed as they may provide support for streamlining environmental permit reviews. During the pre-application meetings we will present the proposed project and request feedback from the agencies to aid in preparation of the permit modification requests and expedited permitting.

We will assist the County in coordination with environmental resource agencies to update consultations as needed for the proposed project.

After review and County approval of MRD's beach design, The APTIM Team will prepare permit sketches including relevant project and environmental details. Our team will obtain, review, and compile updated environmental information. We will prepare state and federal permit modification requests including project description and design features, justification of the nourishment project, sand compatibility analysis, updated environmental information, construction methods, and permit sketches. Based upon feedback from the State, this proposal assumes that an erosion control line (ECL) will not be required to be established prior to sand placement activities within the State Park.

Once the permit modification requests are submitted, we will reach out to agency contacts to ensure receipt of the modification requests. We will continue to follow up with agency contacts



during the review and consultation period to answer minor questions and to address minor edits with the goal of expediting the permitting process.

Task 2. Request for Additional Information (RAI)

The APTIM Team will strive to submit complete permit modification requests and provide answers to simple agency questions through agency coordination efforts in Task 1. Pending agency review, The APTIM Team will be available to assist the County in responding to up to one RAI from FDEP and one from USACE.

Schedule

Upon receiving the Notice to Proceed (NTP), the APTIM Team will begin coordination efforts with permitting agencies to set up pre-application meetings and will work on an expedited schedule to prepare permit application documents. Dependent upon feedback from agencies during the pre-application meetings and the availability of engineering design work by others, the APTIM Team will aim to have permit modification requests submitted as quickly as feasible and within 120 days from NTP.

**EXHIBIT C
FEE PROPOSAL FOR PROFESSIONAL SERVICES
ST. ANDREWS STATE PARK PERMIT MODIFICATION**

TASK DESCRIPTION		LABOR COSTS										
		COASTAL PROTECTION ENGINEERING				APTIM						
		Senior Coastal Engineer	Principal Engineer	Senior Marine Biologist	Project Manager	Coastal Engineer	Professional Surveyor & Mapper	Professional Geologist	Geologist	Senior Marine Biologist	GIS Operator	Clerical
TASK 1: Permit Modification Requests	\$43,697.00	60	6	84	48	40	1	4	24	18	40	4
TASK 2: RAI	\$9,428.00	12	2	16	10	10	0	0	6	6	8	1
TOTAL HOURS		72	8	100	58	50	1	4	30	24	48	5
UNIT COST PER HOUR		\$145.00	\$215.00	\$135.00	\$175.00	\$115.00	\$165.00	\$125.00	\$100.00	\$135.00	\$90.00	\$68.00
SUB-TOTAL		\$10,440.00	\$1,720.00	\$13,500.00	\$10,150.00	\$5,750.00	\$165.00	\$500.00	\$3,000.00	\$3,240.00	\$4,320.00	\$340.00
TOTAL LABOR & DIRECT COSTS	\$53,125.00											

Exhibit D
Personnel Assigned to St. Andrews State Park Permit Modification

Aptim:

Stephen Keehn, PE
Nicole Sharp, PE
Morjana Signorin
Katy Brown
Tracie McCauley
Michael Lowiec, PSM
Beth Forrest, PhD, PG
Sabrina Porto
Heather Vollmer, GISP

CPE:

Tara Brenner, PG, PE
Tom Pierro, PE, DCE
Lauren Floyd



July 27, 2020

VIA U.S. MAIL AND E-MAIL drowe@visitpanamacitybeach.com

Mr. Dan Rowe, Executive Director
Bay County Tourist Development Council
17001 Panama City Beach Pkwy
Panama City Beach, Florida 32413

RE: St. Andrews State Park, Panama City Beach, Florida –
Beach and Dune Restoration Project Professional Coastal Engineering Services

Dear Mr. Rowe:

Dewberry Engineers, Inc. (DI) is pleased to provide this proposal to the Bay County Tourist Development Council (TDC). The services described herein pertain to professional coastal engineering services to be provided for the ***St. Andrews State Park - Beach and Dune Restoration Project***.

The St. Andrews State Park has experienced long-term and storm related erosion along the 1-mile shoreline fronting the Gulf of Mexico. The erosive effects of Hurricane Michael in 2018 and Tropical Storm Cristóbal in 2020 resulted in extensive beach and dune erosion, and the overtopping and flanking of the west jetty. This sand was over-washed into the back barrier “Kiddy Pool”. The goal of this Task Assignment is to design a beach and dune restoration project extending between the east end of the Eastern Reach of the Panama City Beaches, Florida Beach Erosion Control and Storm Damage Reduction Project near DEP Monument R-92.5 and the St. Andrews Bay Entrance west jetty near R-97. A permitted offshore sand source will be used to supply the sand for construction of the project. This scope of services implements the design phase services. The modification to Joint Coastal Permit No. 0308975, Bay County will be processed by others. Based on rates included in the master services agreement as well as the project's needs, DI proposes to provide the following scope of services and associated lump sum fees as requested:

TASK 1.0 – BEACH AND OFFSHORE SURVEYS

DI shall perform all office and field work required for the purpose of performing Topographic and Hydrographic profile surveys of the beach and offshore areas of the project from DEP Monument R-92 to DEP Monument R-97 in Bay County. Survey shall meet those requirements set forth in Sections 01000 and 01100 of the Bureau of Beaches and Coastal Systems (BBCS) Monitoring Standards for Beach Erosion Control Projects (dated March 2004) as well as Chapter 5J-17, Florida Administrative Code (FAC). Survey shall be delivered to MRD Associates within 45 days of completion of the field work. Survey shall include the following:

1. Survey Control:
 - a. Surveys shall use BBCS “A” monuments for survey control.
 - b. Designation, stamping, description, horizontal position, horizontal root-mean-square error (RMSE), elevation shall be in North American Vertical Datum of 1988 (NAVD 88), and elevation RMSE shall be provided to BBCS for all established base station control in the **Monument Information Report**.

2. Beach Profile Surveys:
 - a. All beach profile surveys shall be referenced to range monument locations and conducted along predetermined azimuths.
 - b. A tabular listing of range monuments shall be provided that describes the coordinates, and profile azimuths.
 - c. All profiles shall be collected on the Florida State Plane Coordinate System, U.S. Survey Feet. Horizontal datum shall be High-Accuracy Reference Network North American Datum 1983/1990 (HARN NAD 83/90). Vertical datum shall be NAVD 88.
 - d. The upland topographic data shall begin at least 200 feet landward of the DEP monument and extend seaward to a reasonable wading depth. The beach profiles will be conducted using standard Real-Time Differential Global Positioning System (RTK/DGPS) surveying techniques. Elevations shall be taken at a maximum of 10-foot intervals along each profile line and at all grade breaks or major changes. be collected seaward out to a depth sufficient to establish continuity with offshore data, and landward to the vegetation line.
3. Bathymetric Survey Data:
 - a. Bathymetric survey data shall be performed as close in time as possible with the upland topographic survey data and shall be no greater than 14 days apart.
 - b. Maximum wave heights during the data collection period shall not exceed 3 feet.
 - c. Offshore profiles shall extend a minimum of 3,000 feet seaward of the monument and have adequate overlap with the seaward limit of the wading survey. Soundings shall be obtained continuously along the offshore profiles and be acquired using a survey vessel with centrally located, hull-mounted transducer. Horizontal positioning shall be acquired, and soundings shall be obtained by RTK using a single-frequency fathometer and Trimble Real-time RTK/DGPS. Coastal Oceanographics' "HYPACK" system will be used for vessel navigation, data collection/storage and for merging the beach and offshore data. All calibrations including fathometer, horizontal position, measurement of static draft, squat and settlement shall be conducted and documented in accordance with published requirements.
 - d. The allowable off-line horizontal deviation shall be a maximum of 30 feet.
4. Digital Products include:
 - a. ASCII file containing raw x, y, and z profile data points.
 - b. ASCII files containing the profile data processed into the DEP distance and depth format.
 - c. Monument Information Report in Excel format (.xls).
 - d. Federally compliant metadata file including methodology of the data collection and processing procedures utilized.
 - e. Copies of all checked, standard field books.
 - f. Contour Plots.
 - g. Survey Report.
 - h. Digital photographs of each Control monument, as well as, photographs at each profile line taken looking North, South, and landward.

This proposal is for Beach and Offshore Profile Surveys, as described above. This proposal does not include any re-surveying, construction stakeout, or As-Built Surveys that may be needed during the construction phase of this project but can be provided under separate authorization.

Task 1.0 Total = \$10,535.00

TASK 2.0 – DESIGN, PERMIT SKETCHES AND CONSTRUCTION DRAWINGS

DI will develop a design for the approximate 5,050-foot long beach and dune restoration project between the east end of the Eastern Reach near DEP Monument R-92.5 and St. Andrews Bay Entrance west jetty near R-97. The following design services will include:

- 2.1. Collect representative native beach samples along DEP monument R-95 profile within the project limits. A surface grab (~5 inch penetration) sample will be obtained from the following locations: 1) toe of dune; 2) mid-berm; 3) top of foreshore slope; 4) mean high water; 5) mean low water; 6) 5 feet of water depth; 7) 10 feet of water depth; and, 8) 20 feet of water depth. The samples will be shipped to APTIM for sieving.
- 2.2. Review the geotechnical (sand search) investigation data and report conducted by others. Conduct a sand compatibility analysis to determine overfill ratios and the slope/shape of the equilibrium profile used in the design of the construction template and required sand volumes.
- 2.3. Conduct a shoreline and volume change analysis for the project shoreline to estimate background erosion rates. Develop preliminary construction templates, estimate equilibrium beach profiles, design templates and run the cross-shore erosion model SBEACH for varying storm events to optimize the performance of the beach and dune design and determine the most cost-effective project. An analysis of the expected performance of the beach fill will also include estimated spreading losses, background erosion rates and sand compatibility of the preliminary design. The project will be designed to maximize performance and minimize adverse effects on the littoral system. Any identified environmental constraints will be provided as well.
- 2.4. Based on the surveys, shoreline and volume changes, the geotechnical investigation (by others), and the coastal analysis, the construction template will be developed. The volume of sand required to construct the beach and dune restoration project will include: 1) design volume; 2) advanced nourishment volume; 3) overfill volume; and, 4) dune dimensions. A preliminary opinion of probable construction costs will be prepared.
- 2.5. Permit sketches will be developed and will include plan views, construction templates of the beach and dune fill, construction limits; equilibrium profiles, applicable volumes, dune vegetation planting limits and species; and, any significant geographical features or natural communities within the influence of the proposed activity, if identified during the permit processing. The dune vegetation planting limits, species, and specifications provisions necessary for the construction of the project will be included. The 8-1/2" by 11" permit sketches meeting DEP and USACE requirements will be signed and sealed by a Professional Engineer Registered in the State of Florida.
- 2.6. A waiver of final (100%) Construction Drawings will be made at the time of the permit modification request. The final design and Construction Drawings will be prepared based on the issued modification to Joint Coastal Permit No. 0308975, Bay County. The 100% Construction Drawings will be prepared in the format requested by and submitted to the TDC to be used to obtain the Notice to Proceed and construction authorization.

Task 2.0 Total = \$71,510.00

Total Proposed Lump Sum Fee = \$82,045.00

Additional Services

The above Scope is believed to be all-inclusive of professional services necessary to complete the survey and design of the beach and dune restoration project between monuments R-92.5 and R-97. However, conditions may arise which require services beyond those listed. The following are additional services that are excluded from this scope, but could be provided under separate authorization:

- Regulatory Permitting
- Professional Biologist Inspection Services
- Biological Opinions and Environmental Assessments
- Geotechnical or Geophysical Investigations (by others)
- Submerged Cultural Resources Remote-Sensing Survey Report (by others)
- Bathymetric survey services beyond those described above
- Construction and Maintenance Easements
- Bidding or Construction Phase Services

The TDC will:

- 1) Be responsible for any and all permit application fees, and Public Notices.
- 2) Provide the geotechnical information on the dredge limits of the permitted borrow area.
- 3) Be responsible for providing the typical borrow area permit sketches (depth of cut, boundary coordinates, allowable over-dredge depth) or applicable borrow area management plans for regulatory permitting, by others.

If you have any questions, please give me a call at 850.522-0644. We look forward to working with you on this project.

Sincerely,



Clifford D. Wilson III, PE

Vice President

cc: Ms. Lisa Armbruster, Sustainable Beaches (w/attachment via e-mail larmbruster@sustainablebeaches.com)
Mr. Mike Dombrowski, PE, MRD Associates (w/attachment via e-mail md@mrd-associates.com)
Ms. Missy Ramsey, Controller, DI (w/attachment via email ramseym@dewberry.com)

ATTACHMENT B
St. Andrews State Park - Beach and Dune Restoration Project
ESTIMATION OF COSTS

July 15, 2020

#REF! #REF!	DEWBERRY Engineers, Inc. (hours)							MRD Associates, Inc. (hours)							Totals		
	Senior PM	Sr. Prof. Surveyor	Survey Crew	Field Crew Supervisor	CADD Tech III	Clerical	Sub-Totals		Principal Engineer	Engineer III	Engineer I	Engineer Technician	Sub-Totals		FEES	EXPENSES	FEES AND EXPENSES
	\$155	\$140	\$110	\$75	\$70	\$65	FEES	EXPENSES	\$200	\$155	\$130	\$80	FEES	EXPENSES			
1.0. BEACH AND OFFSHORE SURVEYS Beach and Offshore Surveys, Data Reduction and Drawings	14.0	14.0	18.0	18.0	30.0	15.0	\$10,535.00	\$0.00	0.0	0.0	0.0	0.0	\$0.00	\$0.00	\$10,535.00	\$0.00	\$10,535.00
2.0. DESIGN, PERMIT SKETCHES AND CONSTRUCTION DRAWINGS																	
2.1. Native Beach Samples (8) and Analysis	0.0	0.0	0.0	0.0	0.0	0.0	\$0.00	\$0.00	0.0	8.0	8.0	0.0	\$2,280.00	\$0.00	\$2,280.00	\$0.00	
2.2. Review Geotechnical Data and Compatibility Analysis	0.0	0.0	0.0	0.0	0.0	0.0	\$0.00	\$0.00	2.0	24.0	24.0	0.0	\$7,240.00	\$0.00	\$7,240.00	\$0.00	
2.3. Coastal Analysis and Performance Assessment	0.0	0.0	0.0	0.0	0.0	0.0	\$0.00	\$0.00	16.0	80.0	80.0	40.0	\$29,200.00	\$250.00	\$29,200.00	\$250.00	
2.4. Construction Template and Construction Volumes	0.0	0.0	0.0	0.0	0.0	0.0	\$0.00	\$0.00	8.0	40.0	40.0	40.0	\$16,200.00	\$0.00	\$16,200.00	\$0.00	
2.5. Permit Setches	0.0	0.0	0.0	0.0	0.0	0.0	\$0.00	\$0.00	2.0	8.0	16.0	40.0	\$6,920.00	\$0.00	\$6,920.00	\$0.00	
2.6. 100% Construction Drawings	0.0	0.0	0.0	0.0	0.0	0.0	\$0.00	\$0.00	2.0	4.0	40.0	40.0	\$9,420.00	\$0.00	\$9,420.00	\$0.00	\$71,510.00
TOTALS:	14.0	14.0	18.0	18.0	30.0	15.0	\$10,535.00	\$0.00	30.0	164.0	208.0	160.0	\$71,260.00	\$250.00	\$81,795.00	\$250.00	\$82,045.00