AGENDA
TOWN OF JUPITER ISLAND
BEACH PROTECTION DISTRICT MEETING
WEDNESDAY, OCTOBER 2, 2024
ISLAND ROOM – TOWN HALL – 2 BRIDGE ROAD

1. **Consent Agenda**

   Category A- To be reviewed and approved (as is or as edited) by the Town Commission

   a. Minutes of the September 9, 2024, Beach Protection District 1st Budget Hearing
   b. Minutes of the September 10, 2024, Beach Protection District Meeting
   c. Minutes of the September 12, 2024, Beach Protection District 2nd Budget Hearing

2. **Construction Support Services Work Authorization (GBA)**

3. **Construction Support Services Work Authorization (ATM)**

4. **Beach History and Conditions Report (GBA)***

5. **St. Lucie Inlet Update***

6. **Other Items***

* *No advanced materials provided*

Town Commission
Penny Townsend, Mayor
Marshall Field, VI, Vice Mayor
Anne Scott, Commissioner
Patricia Warner, Commissioner
Joseph Taddeo, Commissioner

Town Staff
Town Manager, Robert Garlo
Town Attorney, Thomas J. Baird
Town Clerk, Kimberly Kogos

STATE MANDATED STATEMENT

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the Town prior to the meeting. Please contact the Town Hall, 2 Bridge Road, Hobe Sound, FL 33455, telephone (772) 545-0103.

MINUTES
TOWN OF JUPITER ISLAND
BEACH PROTECTION DISTRICT MEETING
TENTATIVE MILLAGE AND BUDGET PUBLIC HEARING
MONDAY, SEPTEMBER 9, 2024

TIME: Monday, September 9, 2024 – 5:01 PM

PLACE: Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL

PRESENT: Present were Mayor Penny Townsend, Vice Mayor Marshall Field VI, and Commissioners Anne Scott, Patricia Warner and Joseph Taddeo. Also present were Town Manager Robert Garlo, Town Clerk Kimberly Kogos, Town Attorney Thomas Baird and IT Director Bill Sutton.

1. Open Public Hearing

Mayor Townsend called the public meeting to order at 5:16pm.

a. Discussion - Percentage Change in Proposed Millage Over/Under the Rolled-Back Rate Necessary to Fund the 2024-2025 Budget

Finance Director Matthew Pazanski stated that the Beach Protection District (BPD) has a tentative ad valorem millage rate of .9593 which is an increase of 8.57% over the rolled back rate of .8836. He noted this is the same millage rate as the current year's rate.

b. Discussion of the 2024-2025 Beach Protection District Budget

Director Pazanski reviewed the proposed budget, including expenses and revenues, for Fiscal Year 2024-2025 in the total amount of $31,435,963.

c. Public Comments

Mayor Townsend opened the floor for public comment. There were no comments. Public comment was closed.

2. Close Public Hearing

Mayor Townsend closed the public hearing portion of the meeting.

3. Adopt Tentative Millage Rate 2024-2025 Fiscal Year - Beach Protection District

Director Pazanski referred to Resolution No. 920 - Adopting a Beach Protection District Fund Millage Rate and Resolution No. 921 - Adopting the Beach Protection District Annual Budget for FY 2024-2025. He explained that these two resolutions formally adopt the proposed millage rate and annual budget and will be presented for approval during the second budget hearing on September 12, 2024.

Mayor Townsend called for a motion.

MOTION: ***Vice Mayor Field/Commissioner Warner moved to approve the Beach Protection District tentative millage rate of .9593 for Fiscal Year 2024-2025.***

ACTION: ***Motion Passed 5-0.***

4. Adopt Tentative 2024-2025 Beach Protection District Operating Budget

Mayor Townsend called for a motion.

MOTION: ***Vice Mayor Field/Commissioner Warner moved to approve the tentative Beach***

Protection District tentative Budget in the amount of $31,435,963.

ACTION: Motion Passed 5-0.

5. Other Items*

No other items were discussed.

Mayor Townsend adjourned the meeting at 5:20pm.

Respectfully Submitted,

Kimberly Kogos, Town Clerk

MINUTES
TOWN OF JUPITER ISLAND
BEACH PROTECTION DISTRICT MEETING
TUESDAY, SEPTEMBER 10, 2024

TIME: Tuesday, September 10, 2024 – 11:30 AM

PLACE: Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL

PRESENT: Present were Mayor Penny Townsend, Vice Mayor Marshall Field VI, and Commissioners Anne Scott, Patricia Warner and Joseph Taddeo. Also present were Town Manager Robert Garlo, Town Clerk Kimberly Kogos, Town Attorney Thomas Baird and IT Director Bill Sutton.

1. Consent Agenda

Category A- To be reviewed and approved (as is or as edited) by the Town Commission

a. Minutes of the July 16, 2024, Beach Protection District Meeting

MOTION: ***Vice Mayor Field/Commissioner Taddeo moved to approve the consent agenda as presented.***

ACTION: ***Motion passed 5-0.***

2. Resolution No. 916 - Beach Restoration Project

Director Duchock explained that Resolution No. 916 is presented in support of the 2024 Beach Restoration Project, authorizing a contract between the Town and Weeks Marine at a cost of $28,565,000. He noted that the resolution also authorizes an additional $1,000,000 contingency and gives the Town Manager authority to execute a purchase order and to take necessary actions to complete the project, including change orders, if required.

MOTION: ***Commissioner Scott/Vice Mayor Field moved to adopt Resolution No. 916 as presented.***

ACTION: ***Motion passed 5-0.***

3. Resolution No. 922 - FY 2025/2026 Local Government Funding Request (LGFR)

Director Duchock explained that Resolution No. 922 is in support of the FY 2025/26 Local Government Funding Request application (LGFR) made to the State requesting grant funding to offset the costs of monitoring the Town's beach project.

MOTION: ***Commissioner Scott/Vice Mayor Field moved to approve Resolution No 922.***

ACTION: ***Motion Passed 5-0.***

4. ITB # 2024-07 - Annual Beach & Dune Services

Director Duchock explained Invitation to Bid (ITB) #2024-07 by providing background information and the submissions that were received. He explained that three vendors provided responses and would prefer to engage with all three for depth of coverage if needed. He stated that work exceeding $35,000 will be brought to the Commission for approval prior to execution per the Town procurement policies.

MOTION: ***Vice Mayor Field/Commissioner Taddeo moved to approve engaging with Eastman Aggregate, Dickerson Infrastructure, and Ferreira Construction as presented.***

ACTION: ***Motion Passed 5-0.***

5. ITB # 2024-11 - Turbidity Monitoring Services

Director Duchock explained Invitation to Bid (ITB) #2024-11 and provided background information pertaining to turbidity monitoring services. He stated that two vendors provided qualified responses, and Olin Hydrographic Solutions was the low bidder. He noted that following execution of a contract, Town staff will present a work order reflecting the bid amount of $56,600 for Commission approval.

Discussion ensued regarding monitoring and sampling results.

MOTION: **Vice Mayor Field*/Commissioner Taddeo moved to approve engaging with Olin Hydrogrpahic for turbidity monitoring services as discussed.***

ACTION: ***Motion Passed 5-0.***

6. Beach Status*

Director Duchock stated that the turtle nesting season has come to an end and noted that it was a good year for sea turtle nesting:
Leatherback - 356 (above average; the year 2015 holds the record of 366 nests)
Loggerhead - 7108 (above average; again 2015 holds the records of 7,253 nests)
Green - 1362 (below average; the record of 3,209 nests occurred in 2017)

Director Duchock reviewed wave heights and announced that there are currently variable and adjusting escarpments with no active hotspots. He noted potential hotspot areas and stated that there has been minor erosion over the last two months, mainly related to the passage of Hurricane Ernesto north of the Bahamas in mid-August.

Director Duchock reviewed aerial photographs of the shoreline. He explained that staff has distributed limited easement agreements to residents as it pertains to beach maintenance and nourishment. He continued reviewing the drone photographs of the beach.

7. Other Items*

Mayor Townsend referred to yesterday's presentation by the Town's consultant, Cummins Cederberg, and emphasized that the results must be reliable for the residents to use in full confidence.
Commissioner Scott stated that the Town uses current criteria to help shape the existing Waterfront Setback Line (WFSBL), and Cummins Cederberg suggested that the current criteria may not be the best criteria (or not consistent with the State) to establish the WFSBL. Director Duchock confirmed that the criteria is the focus of the study by the consultant. There was agreement that the most important criteria is to be compatible with the State Department of Environmental Protection (DEP).

Commissioners noted that residents have many questions regarding the study, and they would like to provide the correct and consistent answers when approached. Town Manager Garlo stated that staff will provide a summary for the Commissioners to provide to residents.

Mayor Townsend adjourned the meeting at 1:00pm.

Respectfully Submitted,

Kimberly Kogos, Town Clerk

MINUTES
TOWN OF JUPITER ISLAND
BEACH PROTECTION DISTRICT MEETING
FINAL MILLAGE AND BUDGET PUBLIC HEARING
SEPTEMBER 12, 2024

TIME: Thursday, September 12, 2024 – Directly following the Town Commission 5:01pm Budget Hearing
PLACE: Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL
PRESENT: Present were Mayor Penny Townsend, Vice Mayor Marshall Field, VI, Commissioners Joseph Taddeo and Patricia Warner, Finance Director and Human Resources Director Matthew Pazanski, IT Director Bill Sutton, Town Attorney Thomas Baird and Administrative Assistant Deb Sperco.
REMOTELY: Commissioner Anne Scott (pre-approved)

Mayor Townsend called the meeting to order at 5:07 p.m. and opened the Public Hearing.

1. Open Public Hearing

a. Discussion - Percentage Change in Millage Over/Under the Rolled-Back Rate Necessary to Fund the 2024-25 Beach Protection District Budget

Finance Director Pazanski advised that the Town of Jupiter Island Beach Protection District millage rate of .9593 is an 8.57% increase above the rolled back rate of .8836. Ad Valorem revenues are increasing to cover the operating and capital costs of the Beach Protection District. The proposed millage rate will generate approximately $3,380,769 in Ad Valorem revenue.

b. Discussion of the 2024-2025 Beach Protection District Budget

Finance Director Pazanski reviewed the proposed 2023-2024 Beach Protection District Budget. He presented the anticipated 2025 revenues and expenditures in the amount of $31,435,963. From an Ad Valorem standpoint, it is up approximately 8.9% taking into consideration an increase in monitoring responsibilities over the past year and the forthcoming Beach Protection restoration project.

c. Public Comments

Mayor Townsend opened the floor for public comments. There were no public comments.

2. Close Public Hearing

Mayor Townsend closed the public hearing.

3. Resolution No. 920 - Adopt Final 2024-2025 Beach Protection District Fund Millage Rate

Mayor Townsend asked for approval of a motion to approve Resolution No. 920, adopting the Beach Protection District Fund and setting the 2024-2025 millage rate at .9593.

Mayor Townsend read Resolution No. 920 by title only:

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, ADOPTING THE MILLAGE RATE FOR THE JUPITER ISLAND BEACH PROTECTION DISTRICT, TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, FOR FISCAL YEAR 2024/2025; PROVIDING FOR AN EFFECTIVE DATE.

MOTION: ***Field/Taddeo made a motion to adopt Resolution No. 920 and the final millage rate of .9593 mills which is an increase of 8.5% for the Beach Protection District Erosion Fund.***

ACTION: ***Motion passed 5-0.***

4. Resolution No. 921 – Adopting the FY 2024-2025 Beach Protection District Annual Budget

Mayor Townsend asked for approval of a motion to approve Resolution No. 921, adopting the Beach Protection District Annual Budget for Fiscal Year 2024-2025 of $31,435,963.

Mayor Townsend read Resolution No. 921 by title only:

A RESOLUTION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, ADOPTING THE BUDGET FOR THE JUPITER ISLAND BEACH PROTECTION DISTRICT FOR THE 2024/2025 FISCAL YEAR; PROVIDING AN EFFECTIVE DATE.

MOTION: ***Field/Warner made a motion to adopt Resolution No. 9921 and the final 2024-2025 Beach Protection District Budget in the amount of $31,435,963.***

ACTION: ***Motion passed 5-0.***

5. Other Items

There were no other items to discuss.

6. Adjournment

Mayor Townsend adjourned the Beach Protection District meeting at 5:10 p.m.

Respectfully submitted,

_____
Kimberly Kogos, Town Clerk

TOWN OF JUPITER ISLAND

MEMORANDUM

TO: Mayor & Town Commission

THROUGH: Robert Garlo, Town Manager

CC: Kimberly Kogos, Town Clerk

FROM: John Duchock, Asst. Town Manager/Beach District Director

RE: Agenda Item 2: Construction Support Services (Gahagan & Bryant)

DATE: 9/24/2024

Background:

The beach nourishment project is scheduled to begin after November 1st with the Contractor (Weeks Marine) mobilizing heavy equipment and material both by truck and by barge to the Town. Approximately six miles of shoreline will be restored during the project and survey services are necessary to document pre-construction and post-construction (as-built) conditions of the beach and offshore borrow site.

Gahagan & Bryant Associates (GBA) maintains a continuing services contract with the Town and has provided survey support services in the past for the Town's construction projects. At the request of Town staff, GBA has provided the attached Task Orders providing the following construction support services:

Task 24.3 Pre-Construction Beach Profile Survey:	$40,374.00 (lump sum)
Task 24.4 Post-Construction Beach Profile Survey:	$48,334.00 (lump sum)

Town staff has reviewed the proposals for consistency with contract conditions and costs.

Recommendation:

Staff is seeking approval of the Task Orders as proposed by GBA for a total lump sum of $88,708.00

Gahagan & Bryant Associates, Inc.
3802 W. Bay to Bay Blvd., Suite B-22
Tampa, Florida 33629
(813) 831-4408 Fax (813) 831-4216
info@gba-inc.com

GBA
ENGINEERS ★ SURVEYORS

September 20, 2024

Mr. John Duchock, PE
Beach District Manager
Town of Jupiter Island
2 Bridge Road
Hobe Sound, FL 33455

RE: Scope of Services and Fee Proposal
In Support of the 2025 Jupiter Island Beach Restoration Project
Pre-Construction Beach Profile Survey

Dear John,

Below please find the requested scope of work and fee schedule for the pre-construction beach profile survey in support of the 2025 Jupiter Island Beach Restoration Project. The task will be performed on a lump-sum basis. The estimated proposed costs have been quoted, as detailed below.

Task 24.3) 2024 Pre-Construction Beach Profile Survey

Topographic and hydrographic surveys shall be performed along fifty(50) beach profiles extending from the dune to approx. 4,000' offshore. The profiles are at an 800 foot spacing beginning at the Hobe Sound Wildlife Refuge parking lot and extending south to the Blowing Rocks Preserve. An additional nine(9) profiles will be surveyed from R-68 to R-76, north of the traditional survey area, to encompass the required 5,000' coverage north of the extended fill template footprint. The surveys are anticipated to be performed during the month of December 2024, prior to the arrival of the dredging contractor.

Bathymetric surveys will be performed by employing a fully automated hydrographic survey system, operated from a shallow draft survey vessel. Navigation and positioning for the offshore survey will be accomplished using an RTK Global Positioning System. All data will be recorded on the hard disk drive for post survey data reduction. Bar check calibration of the fathometer will be taken at the start and end of each survey day. The tidal data will be utilized as a quality control check of the RTK collected data. The survey data will be collected in the NAVD88 datum. The bathymetric survey will be performed by procedures meeting USACE standards.

The survey data will be processed and input into a DTM and contours will be plotted. Survey mapping will be certified by a registered engineer. The data shall be provided in plan view (with a plot of the bathymetric soundings and contours) and in cross-section with the construction template overlain over the survey profile, and in electronic format in Adobe PDF and ASCII – XYZ formats. Volumetric computations will be performed to update the required project fill volumes.

Field Work & Data Processing.....$37,792.00
Volume Computations.....$2,582.00
Task 24.3 – Pre-Construction Beach Profile Survey.....$40,374.00

The attached spreadsheet provides a breakdown of the estimated requisite labor and expenses. We trust that these quotes meet with your approval. Should you have any questions or require any additional information regarding this matter, please do not hesitate to call.

Best regards,

Clay M. Bryant, P.E.

Jupiter Island Beach Restoration Program

Task 24.3- 2024 Pre-Construction Beach Profile Survey

LABOR:	Field Data Collection	Data Processing & Mapping	Volume Computations		Unit	Unit Cost	Total
Sr. Associate	0	0	2	2	Manhours	$ 266.00	$532.00
Professional Surveyor/Mapper	0	2	0	2	Manhours	$ 209.00	$418.00
Engineer II	0	0	8	8	Manhours	$ 141.00	$1,128.00
Engineer I	0	16	8	24	Manhours	$ 109.00	$2,616.00
Technician II	58.5	40	0	99	Manhours	$ 101.00	$9,948.50
Technician I	76.5	0	0	77	Manhours	$ 77.00	$5,890.50
Sr. Technician\Vessel Captain	27	0	0	27	Manhours	$ 136.00	$3,672.00
CADD Operator	0	52	0	52	Manhours	$ 101.00	$5,252.00
						Total Labor:	$29,457.00
EQUIPMENT:							
Survey Level, Rods, Tools, Tapes	6.5	0	0	6.5	Day	$ 30.00	$195.00
Trimble RTK GPS System	6.5	0	0	6.5	Day	$ 200.00	$1,300.00
27' Survey Vessel Fully Founded	2	0	0	2.0	Day	$ 1,150.00	$2,300.00
Computer, Plotter, Software	2	5	2	9.0	Day	$ 25.00	$225.00
ATV	4.5	0	0	4.5	Day	$ 75.00	$337.50
4x4 Truck	4	0	0	4.0	Day	$ 95.00	$380.00
Survey Van,SUV	8.5	0	0	8.5	Day	$ 75.00	$637.50
						Total Equipment:	$5,375.00
EXPENSES:							
Crew Per Diem	18	0	0	18	Manday	$69.00	$1,242.00
Lodging	16	0	0	16	Manday	$175.00	$2,800.00
Supplies, misc.	100	0	0				$100.00
Vessel fuel & supplies & dockage	1000	0	0				$1,000.00
Fuel	400	0	0				$400.00
						Total Expenses:	$5,542.00
						Survey Total:	**$40,374.00**

Gahagan & Bryant Associates, Inc.
3802 W. Bay to Bay Blvd., Suite B-22
Tampa, Florida 33629
(813) 831-4408 Fax (813) 831-4216
info@gba-inc.com

GBA
ENGINEERS ★ SURVEYORS

September 20, 2024

Mr. John Duchock, PE
Beach District Manager
Town of Jupiter Island
2 Bridge Road
Hobe Sound, FL 33455

RE: Scope of Services and Fee Proposal
In Support of the 2025 Jupiter Island Beach Restoration Project
Post-Construction As-Built Beach Profile & Borrow Site Surveys

Dear John,

Below please find the requested scope of work and fee schedule for the post-construction beach profile survey in support of the 2025 Jupiter Island Beach Restoration Project. The task will be performed on a lump-sum basis. The estimated proposed costs have been quoted, as detailed below.

Task 24.4) 2025 Post-Construction Beach Profile & Borrow Site Surveys
Topographic and hydrographic surveys shall be performed along fifty(50) beach profiles extending from the dune to approx. 4,000' offshore. The profiles are at an 800 foot spacing beginning at the Hobe Sound Wildlife Refuge parking lot and extending south to the Blowing Rocks Preserve. An additional nine(9) profiles will be surveyed from R-68 to R-76, north of the traditional survey area, to encompass the required 5,000' coverage north of the extended fill template footprint. The surveys are anticipated to be performed during the month of April 2025, following completion of the beach restoration project. The Town's Borrow Site B and Expansion Area will also be surveyed at 200' line spacing.

Bathymetric surveys will be performed by employing a fully automated hydrographic survey system, operated from a shallow draft survey vessel. Navigation and positioning for the offshore survey will be accomplished using an RTK Global Positioning System. All data will be recorded on the hard disk drive for post survey data reduction. Bar check calibration of the fathometer will be taken at the start and end of each survey day. The tidal data will be utilized as a quality control check of the RTK collected data. The survey data will be collected in the NAVD88 datum. The bathymetric survey will be performed by procedures meeting USACE standards.

The survey data will be processed and input into a DTM and contours will be plotted. Survey mapping will be certified by a registered engineer. The data shall be provided in plan view (with a plot of the bathymetric soundings and contours) and in cross-section with the construction template and pre-construction profiles overlain over the post construction survey data, and in electronic format in Adobe PDF and ASCII – XYZ formats. Volumetric computations will be performed to document the project fill volumes.

Field Work & Data Processing……$45,752.00
Volume Computations……$2,582.00
Task 24.4 – Post-Construction Beach Profile & Borrow Surveys….$48,334.00

The attached spreadsheet provides a breakdown of the estimated requisite labor and expenses. We trust that these quotes meet with your approval. Should you have any questions or require any additional information regarding this matter, please do not hesitate to call.

Best regards,

Clay Bryant

Clay M. Bryant, P.E.

Jupiter Island Beach Restoration Program

Task 24.4 - 2025 Post Construction Beach Profile & Borrow Site Surveys

	Field Data Collection	Data Processing & Mapping	Volume & Shoreline Computations		Unit	Unit Cost	Total
LABOR:							
Sr. Associate	0	0	2	2	Manhours	$ 266.00	$532.00
Professional Surveyor/Mapper	0	2	0	2	Manhours	$ 209.00	$418.00
Engineer II	0	0	8	8	Manhours	$ 141.00	$1,128.00
Engineer I	0	16	8	24	Manhours	$ 109.00	$2,616.00
Technician II	58.5	40	0	99	Manhours	$ 101.00	$9,948.50
Technician I	94.5	0	0	95	Manhours	$ 77.00	$7,276.50
Sr. Technician\Vessel Captain	45	0	0	45	Manhours	$ 136.00	$6,120.00
CADD Operator	0	52	0	52	Manhours	$ 101.00	$5,252.00
						Total Labor:	$33,291.00
EQUIPMENT:							
Survey Level, Rods, Tools, Tapes	8.5	0	0	8.5	Day	$ 30.00	$255.00
Trimble RTK GPS System	8.5	0	0	8.5	Day	$ 200.00	$1,700.00
27' Survey Vessel Fully Founded	4	0	0	4.0	Day	$ 1,150.00	$4,600.00
Computer, Plotter, Software	4	5	2	11.0	Day	$ 25.00	$275.00
ATV	4.5	0	0	4.5	Day	$ 75.00	$337.50
4x4 Truck	6	0	0	6.0	Day	$ 95.00	$570.00
Survey Van,SUV	10.5	0	0	10.5	Day	$ 75.00	$787.50
						Total Equipment:	$8,525.00
EXPENSES:							
Crew Per Diem	22	0	0	22	Manday	$69.00	$1,518.00
Lodging	20	0	0	20	Manday	$175.00	$3,500.00
Supplies, misc.	100	0	0				$100.00
Vessel fuel & supplies & dockage	1000	0	0				$1,000.00
Fuel	400	0	0				$400.00
						Total Expenses:	$6,518.00
						Survey Total:	**$48,334.00**

TOWN OF JUPITER ISLAND

MEMORANDUM

TO: Mayor & Town Commission

THROUGH: Robert Garlo, Town Manager

CC: Kimberly Kogos, Town Clerk

FROM: John Duchock, Asst. Town Manager/Beach District Director

RE: Agenda Item 3: Construction Support Services (Applied Technology & Management)

DATE: 9/25/2024

Background:

Town staff will require support in advance of and during construction of the beach restoration project to ensure compliance with regulatory requirements, project construction specifications, and quality control/quality assurance standards. While general oversight of construction through periodic inspections and observations will be conducted by Town staff, daily inspections will be completed with support from Applied Technology & Management (ATM) for the duration of construction, including weekends and holidays. ATM will also lead pre-construction coordination efforts with state and federal regulatory agencies and will schedule and lead weekly construction status meetings between Town staff and the dredging contractor. Town staff has engaged ATM, as the project engineer, to provide construction support services under the existing continuing services contract. As the engineer of record, ATM will also certify the project after construction and project acceptance

Additionally, as part of the support services, ATM will conduct pre-construction inspections of the seabed floor within the Town's offshore borrow site and within the footprint of beach fill adjacent to hardbottom areas north of the Public Beach. This will be accomplished through diver tows using a qualified subcontractor. The purpose of the inspection is to determine whether or not the Federally listed Queen Conch are present in these areas prior to the Town commencing dredging activities.

The cost for the work is based on a time and materials estimate with the total cost not to exceed $187,237, covering both construction support ($111,687) and Queen Conch surveys ($75,550).

Recommendation:

Town staff recommends approval of the work proposal to Applied Technology & Management, Inc. for construction support monitoring services in an amount not to exceed $187,237.

A Geosyntec Company

Work Proposal

Applied Technology & Management

2024-25 Jupiter Island Nourishment

Project Construction Support

9/25/2024

This Work Proposal, when executed, shall be incorporated in and become an integral part of the Agreement for Professional Services between the Town of Jupiter Island, Florida (Town), and Applied Technology & Management (ATM), hereafter referred to as the Agreement.

Project Background

Under this Work Proposal ATM will provide technical, observation and administrative support for the 2024-25 Jupiter Island Nourishment Project. Specific tasks are delineated within the following Scope of Work:

Scope of Work

Task 1 Project Construction Support

Under this Task ATM will provide Engineer of Record support services for project construction.

Task 1.1 Pre-Construction Meeting and Submittal Review

ATM will review required submittals by the construction contractor for conformance to the project permits and specifications. ATM will submit the required documentation for project Notice to Proceed from the Florida Department of Environmental Protection (FDEP). ATM will notice and direct a pre-construction project meeting consistent with project permit requirements and including appropriate representatives from FDEP and Florida Fish and Wildlife Conservation Commission. ATM will also coordinate and participate in the inspection of the Hopper dredge per requirements of the Federal permit.

Task 1.1 Deliverables: A pre-construction conference agenda will be provided to Town Staff for review and comment. Meeting minutes will be prepared. Copies of all correspondence and

submittals provided to the regulatory agencies will be submitted to the Town for review and comment prior to submittal.

Task 1.2 On-site Construction Observation and Construction Support Services

ATM will provide engineering construction support services on an as needed basis as required for Project Certification and as directed by the Town. ATM will provide daily, on-site construction observation during active construction to document construction progress.

ATM will observe construction with respect to the Contractor's general conformance to the contract plans and specifications and regulatory permit conditions. Observations will be conducted by local ATM staff with experience in beach construction and may include limited field verification of project control as well as beach template dimensions utilizing RTK GPS. ATM will notify the Town and construction Contractor of any observed deficiencies.

Additionally, during the construction process ATM will provide administrative support on an as-needed basis including Contractor coordination and review of work elements. Upon notification from the Contractor of completion of construction, ATM will coordinate a site inspection and develop a punch-list for the Contractor to complete prior to a recommendation for final payment. ATM will coordinate with the Town and Contractor as necessary to address field changes, payment requests, punch list completion, and permit-required submittals to the regulatory agencies. ATM senior and onsite observation staff will attend a weekly project update and coordination meeting with the Town and Contractor. An action item list will be prepared at each meeting and reviewed each subsequent meeting.

Task 1.2 Deliverables: A Daily observation report including site photographs will be prepared by the on-site construction representative for each day of active observation. This will be submitted to the Town electronically within 24 hours of the observations. Additional documents, including weekly meeting summary reports and action items, will be prepared and submitted to the Town as appropriate during construction.

Task 1.3 Project Closeout and Progress Reviews

ATM will prepare Project Certification documentation for submittal to the FDEP and USACE. This will include development of signed and sealed Project Certifications for both the FDEP and USACE. ATM will review contractor invoices and pay surveys and prepare a recommendation

for invoice payment. Effort will include collection and analysis of project sand samples as required under the FDEP permit sediment QA/QC protocols

Task 1.3 Deliverables: The following deliverable document will be prepared.

1) USACE project certification letter
2) FDEP project certification letter
3) Sand QA/QC Certification
4) Recommendation for Contractor Payment (each invoice)
5) Any additional correspondence or documentation as required

Task 2 Queen Conch Field Surveys

Given the recent listing of Queen Conch as "threatened" under the Endangered Species Act, it is anticipated that additional field surveys will be required to document the absence or presence of this species within the project area. Under this Task surveys will be conducted in the borrow area and nearshore hardbottom vicinity. Surveys will be conducted with additional support from Coastal Eco-Group, currently the only contractor with a history of regulatory authorization to locate/relocate Queen Conch in Florida. Their proposal is provided as an attachment to this proposal.

Task 2.1 Queen Conch Borrow Area Field Survey

A diver towed visual survey of the proposed borrow area will be conducted to document the presence or absence of Queen Conch in the project vicinity. Additional detail is provided within the CEG cost summary provided with this proposal.

Task 2.1 Deliverables: A summary report will be developed summarizing the results of the field survey.

Task 2.2 Queen Conch Nearshore Field Survey

A nearshore visual survey of the landward portions of nearshore hardbottom will be conducted to document the presence or absence of Queen Conch in the vicinity of the project equilibrium toe of fill. Additional coordination with relevant regulatory authorities will be conducted under this

task. As the specific requirements and extents of the survey are dependent on agency coordination a not to exceed budget has been established for CEG to support this effort.

Task 2.2 Deliverables: A summary report will be developed summarizing the results of the field survey.

FEES

This work will be conducted on a Time and Materials basis for a not to exceed amount of **$187,237.** *A breakdown by Task is provided in Attachment A to this document. Invoicing shall be consistent with the existing master services agreement rates and conditions.*

If larger issues require a more dedicated effort, this larger effort will be specifically scoped under a separate agreement.

Applied Technology & Management, Inc.	***Town of Jupiter Island***
By:_____	***By:***_____
Name:_____	***Name:***_____
Title:_____	***Title:***_____
Date:_____	***Date:***_____

ATTACHMENT "A"
TOWN OF JUPITER ISLAND, FL
2024-25 Jupiter Island Nourishment Project Construction Support
Detailed Costs and Expenses
9/25/2024

	Task Description and Breakdown	Senior Principal	Professional	Sr. Staff Professional	Staff Professional	Admin./ Clerical	Total Sub-consultant (raw)[1]	ATM Total Labor	Sub-consultant*	Internal Direct Expenses*	Total Task Budget
		$270.00	*$170.00*	*$140.00*	*$120.00*	*$100.00*					
Task 1	**Project Construction Support**										
1.1	Pre-Con and Submittal Review	22.0				4.0	$0	$6,340.00	$0.00	$0.00	$6,340
1.2	On-site Const Observation and Construction Support	128.0	20.0	180.0	220.0		$0	$89,560.00	$0.00	$1,887.50	$91,448
1.3	Project Closeout and Progress Reviews	40.0				4.0	$0	$11,200.00	$0.00	$2,700.00	$13,900
	Total Cost - Task 1	190.0	20.0	180.0	220.0	8.0	**$0**	**$107,100.00**	**$0.00**	**$4,587.50**	**$111,688**
Task 2	**Biological (Queen Conch) Field Observations**										
2.1	Borrow Area Field Surveys	2.0	4.0		8.0	4.0	$19,419	$2,580.00	$20,389.95	$0.00	$22,970
2.2	Nearshore Area Field Surveys	2.0	4.0		8.0	4.0	$47,619	$2,580.00	$50,000.00	$0.00	$52,580
	Total Cost - Task 2	4.0	8.0	0.0	16.0	8.0	$67,038	$5,160	$70,390	$0	$75,550
	Total Task Order Costs	**194.0**	**28.0**	**180.0**	**236.0**	**16.0**	**$67,038.05**	**$112,260.00**	**$70,389.95**	**$4,587.50**	**$187,237**

Estimated Expenses:

Description	Rate (per day / mile / sample)	Sub-Total
Real Time Kinematic (RTK) Survey Systen	$400	$1,600.00
Mileage	$0.575	$287.50
Sediment Mechanical Testing	$90.00	$2,700.00
	Total	**$4,587.50**