

HIDEAWAY BEACH JCP PROPOSAL
SCOPE OF WORK
CEC FILE NO. 26.220
CONTRACT #2023-009
December 8, 2025

INTRODUCTION

The scope of services presented herein is designed for Coastal Engineering Consultants, Inc. (Engineer) to assist the City of Marco Island (City) and the Hideaway Beach District Board (District) apply for and process the next Florida Department of Environmental Protection (FDEP) and U.S. Army Corps of Engineers (USACE) permits for the Hideaway Beach Erosion Control Project for the following existing and proposed activities.

EXISTING PERMITTED ACTIVITIES

- Borrow Areas
 - Nearshore Borrow Area
 - Ebb Shoal Borrow Area
 - Collier Creek Channel
- Beach Fill / Disposal Areas
 - Hideaway Beach
 - Sand Dollar Island Beach Fill (with temporary pipeline corridor)
 - Ebb Shoal Borrow Area (for excess fill)
 - Marco Gulf-front Central Beach Fill (2016 project excess)
- Beach and T-groin Maintenance
 - Hot Spots (import sand from inland mine / use temporary stockpile)
 - Fill Scour Holes (at T-groins)
 - Sand Transfer (from accreted area to eroded area)
 - Repair T-groins to original design/function
 - Temporary Stockpile (between homes and 1000 Building)

PROPOSED ACTIVITY

- Beach Fill
 - Dune Enhancement (increase elevation, add native vegetation)

SCOPE OF WORK

TASK 1 JOINT COASTAL PERMIT (JCP) APPLICATION

1A Pre-Application Conferences

Prepare a PowerPoint presentation for the agency meetings. Arrange, attend, and chair a total of two pre-application conferences with Florida Department of Environmental Protection (FDEP) and U.S. Army Corps of Engineers (USACE) as described below.

- **State Agency Pre-Application Conference:** Arrange, attend, and chair a pre-application virtual conference with the FDEP and Florida Fish and Wildlife Conservation Commission (FWC) [invited]. The purpose of the pre-application conference will be to:
 - present the Project Performance,
 - confirm Project features for next permit, and
 - identify requirements for obtainment of next permit.
- **Federal Agency Pre-Application Conference:** Arrange, attend, and chair a pre-application virtual conference with the USACE, National Marine Fisheries Service (NMFS) [invited] and U.S. Fish & Wildlife Service (USFWS) [invited]. The purpose of the federal coordination meeting will be to:
 - present the Project Performance,
 - confirm Project features for next permit, and
 - identify requirements for obtainment of next permit.

1B Environmental Assessment

Prepare a National Environmental Policy Act Environmental Assessment (EA) for the Project. The EA will evaluate potential direct, indirect, and cumulative impacts associated with offshore borrow area dredging, sediment placement on the beach, existing erosion control structures, and related construction activities. Key resource topics to be analyzed include coastal geology and sediment compatibility, marine and nearshore habitats (including essential fish habitat), threatened and endangered species (including shorebirds, sea turtles and marine mammals), water quality, coastal processes, air quality, noise, navigation, cultural resources, and socioeconomics. The EA will incorporate applicable federal and state regulatory coordination. Evaluate reasonable alternatives, render recommendation for the preferred plan, support public and agency review, and prepare documentation in support of a Finding of No Significant Impact.

1C FDEP JCP Application

Prepare and submit a draft “*Application for Joint Coastal Permitting, Authorization to Use Sovereign Submerged Lands, and Federal Dredge and Fill Permit*” and the following supporting documentation necessary for the permitting process to the City and District Board for review:

- Project Description,
- Historical Authorizations,
- Permit Drawings,
- Physical Monitoring Plan,
- Threatened and Endangered Species Monitoring Plans & Protection Plans,

- Sediment Quality Control/Quality Assurance Plans (Offshore Borrow Area and Upland Sand,
- Turbidity Monitoring Plan, and
- Justification for a mixing zone variance request.

Prepare and submit a letter to the City requesting their written determination that the proposed Project is consistent with the state approved Local Comprehensive Plan.

Review the draft JCP application, EA, and supporting documents with the City and District Board, incorporate revisions to finalize the documents, and submit the JCP application to FDEP with a copy to USACE.

1D USACE Engineering Form 4345 Permit Application

Prepare and submit a draft “*Application for Joint Coastal Permitting, Authorization to Use Sovereign Submerged Lands, and Federal Dredge and Fill Permit*” and the following supporting documentation necessary for the permitting process to the City and District Board for review:

- Project Description,
- Historical Authorizations,
- Permit Drawings,
- Physical Monitoring Plan,
- Project Design Criteria Checklist for USACE Jacksonville District's Programmatic Biological Opinion
- NMFS Endangered Species Act Section 7 Checklist
- Best Management Practices
- Public Notice (draft)
- Formal consultation letter with NMFS (draft), and
- Formal consultation letters with USFWS (draft).

Review the draft permit application and supporting documents with the City and District Board, incorporate revisions to finalize the documents, and submit the permit application to USACE.

TASK 2 PERMIT PROCESSING

Serve as the City and District Board’s agent for the permit process. Compile, clarify, and provide existing information as may be requested by the regulatory agencies. Verify the JCP application processing fee amount and notify the City and District Board when payment is due to FDEP. Seek to negotiate permit condition(s) for the Project that are acceptable to the City and District Board. The City and District Board will pay all required application processing and public noticing fees.

Assist the City and District Board respond to two (2) FDEP requests for additional information (RAI). Assist the City and District Board respond to two (2) USACE RAI’s. Maintain informal contact with USACE to address questions and assist with issuance of USACE permit. It is assumed that existing information (including design details/analysis) will be sufficient to meet permit application requirements with minor adjustments, clarifications, or analysis. Confer with the agencies to address staff questions during the permit process.

TASK 3 COMMUNICATIONS

Attend and present at meetings such as District Board, City Council, Coastal Advisory, and Waterways Committee. Provide technical support services specific to stakeholder coordination. Throughout the progress of work manage and coordinate the work and maintain informal contact with City and District Board. This includes communications with the City Engineer and District Board Chair such as telephone contact, emails, and similar activities.

TASK 4 CONTINGENCIES

Due to the complex nature of the work, it is anticipated that additional work may be necessary such as data collection, permitting analyses, meetings, or agency coordination. A contingency budget is recommended for these circumstances. All scopes of work under this task must be reviewed and approved by the City and District Board prior to conducting the additional work.

EXCLUSIONS

The following tasks are specifically excluded from the scope of services:

- ◆ Permit Application Processing Fees
- ◆ Public Noticing,
- ◆ If FDEP or USACE mandates additional surveys, reports, modeling analysis, or and studies beyond those identified herein, these tasks will be provided as additional services subject to separate authorization by the City and District Board.

DELIVERABLES

Task 1

- Pre-Application Meeting Minutes
- Environmental Assessment
- JCP Application and Supporting Documents (draft and final)
- 4345 Permit Application and Supporting Documents (draft and final)

Task 2

- RAI Responses

FEES

The scope of services will be provided on the basis as presented on the following table. Payment for services shall be made on a monthly basis on a percent complete basis.

Task	Description	Cost	Basis
1	Joint Coastal Permit Application	\$ 65,340	Fixed Fee
2	Permit Processing	\$ 26,886	Time and Materials
3	Communications	\$ 21,256	Time and Materials
4	Contingencies	\$ 11,358	Time and Materials
	Total	\$ 124,840	