

TASK ORDER

CONTRACT NO. 2023-02B

DATE: July 30, 2024 _____

TASK ORDER #: 23B-04 _____

TASK ORDER PROJECT TITLE: ECP Airport Stormwater Master Plan Update _____

OWNER: PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT _____

CONSULTANT: AVCON _____

SUBCONSULTANT(S): Poole (Survey), NOVA (Geotechnical Testing), Icarus or ERC (Environmental)

TASK ORDER DESCRIPTION: ECP Airport Stormwater Master Plan Update: Design services associated with the ECP Airport Stormwater Master Plan.

TASK ORDER BACKGROUND/JUSTIFICATION: The purpose of this project is to prepare a stormwater master plan for the Northwest Florida Beaches International Airport (ECP), Panama City, Bay County, Florida. The stormwater master plan will assess the existing drainage systems, review existing permits, address existing drainage issues, and provide stormwater pond locations for expansion areas proposed within the next five (5) years. The plan will also consider future airport development as proposed in the Airport Master Plan project so that stormwater management for the airport can be centralized and isolated in a manner that optimizes the best-use of airport property. This plan will ensure that adequate area is reserved for existing and future stormwater treatment.

SCOPE OF SERVICES: See Exhibit A for the outlined scope of services.

SCHEDULE OF SERVICES: A schedule of 180 calendar days is anticipated to prepare and submit the Draft Stormwater Master Plan. An additional 100 calendar days is anticipated to prepare and submit the Final Stormwater Master Plan and Submit for Permits.

COMPENSATION: Lump Sum Fee with monthly periodic billing to provide professional services, a Lump Sum amount of \$487,414.52.

IN WITNESS WHEREOF, the parties hereto have caused this Task Order Agreement to be executed by their duly authorized representatives as of the date first shown above.

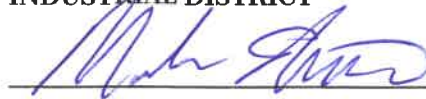
AVCON, INC



Tonia D. Nation, P.E.

Title: Associate Vice President

PANAMA CITY-BAY COUNTY AIRPORT & INDUSTRIAL DISTRICT



Mark Sheldon

Title: Chair Date: 9/25/24

EXHIBIT “A”: SCOPE OF SERVICES - AVCON, INC.
for
AIRPORT STORMWATER MASTER PLAN
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT (ECP)

May 2024

SECTION A: PURPOSE

The purpose of this project is to prepare a stormwater master plan for the Northwest Florida Beaches International Airport (ECP), Panama City, Bay County, Florida. The stormwater master plan will assess the existing drainage systems, review existing permits, address existing drainage issues, and provide stormwater pond locations for expansion areas proposed within the next five (5) years. The plan will also consider future airport development as proposed in the Airport Master Plan project so that stormwater management for the airport can be centralized and isolated in a manner that optimizes the best-use of airport property. This plan will ensure that adequate area is reserved for existing and future stormwater treatment.

This scope of work details the planning and design/permitting services to be performed by CONSULTANT, INC. for this project. The project tasks identified for this contract generally include the following elements:

- Preparation of a comprehensive stormwater master plan for the Northwest Florida Beaches International Airport property;
- Agency coordination throughout the planning, design, and permitting phases;
- Coordination with the Northwest Florida Beaches International Airport staff;
- Development of an ERP Individual Permit (Conceptual) application and supporting documents for the Florida Department of Environmental Protection (FDEP).

SECTION B: DESCRIPTION OF TASKS

The following elements describe the individual services to be provided as part of this work effort. Labor-hour estimates for the work described below are detailed in **Exhibit B**.

Task 1: Existing Conditions Evaluation & Miscellaneous Coordination

- 1.1 Coordinate Project Scope, Budget, Schedule, and Design Issues:** CONSULTANT shall coordinate with Northwest Florida Beaches International airport staff to ensure that the project scope, budget, and schedule are consistent with airport objectives. CONSULTANT shall coordinate additional planning and design issues with the airport throughout the project.
- 1.2 Prepare Project Progress Reports:** CONSULTANT shall prepare monthly project progress reports to accompany grant reimbursement requests throughout the duration of the project.
- 1.3 Coordinate Project Funding:** CONSULTANT shall coordinate grant funding options for anticipated improvements associated with the stormwater master plan. Coordination shall include discussions with FDOT and/or FAA based on the nature of the improvements.
- 1.4 Review of Record Drawings & Existing Permit Documents:** CONSULTANT shall provide a technical review of existing engineering drawings and permit documents (prepared by others)

on file with the water management district and as provided by airport staff. This review shall help to determine the areas contributing stormwater to existing stormwater management systems.

- 1.5 Coordinate Wetland Delineation:** CONSULTANT shall coordinate with a qualified subconsultant to field-delineate the limits of jurisdictional wetlands/waters included within the airport property, pursuant to the current methodologies of the U.S. Army Corps of Engineers (USACE) and the Florida Department of Environmental Protection (FDEP) (Chapter 62-340, F.A.C.). The wetland boundaries shall be identified by flags for a subsequent wetland boundary survey. The environmental evaluation will ensure the wetlands are consistent with the existing permits and will evaluate the 300 acres to the north of the terminal and Project Inspire development area.
- 1.6 Coordinate Species Survey** CONSULTANT shall also coordinate with a qualified subconsultant to provide a due diligence investigation to determine any potential project involvement with protected species and/or their habitat. The results of the desktop analysis and field observations will be coordinated and submitted to the U.S. Fish and Wildlife Service (USFWS) and Florida Fish and Wildlife Conservation Commission (FWC) for comment and concurrence with findings. The results of the coordination will be coordinated to facilitate ongoing planning efforts.
- 1.7 Review Future Build-Out Assumptions (from Master Plan):** CONSULTANT shall review the development areas identified for the Northwest Florida Beaches International Airport in the concurrent Master Plan and assign priorities for the development areas with Airport staff. The review will provide a basis for determining five to ten year build-out assumptions for the stormwater master plan.
- 1.8 Coordinate Topographic:** CONSULTANT shall coordinate with a qualified subconsultant for preparation of a topographic survey to detail the current conditions of the existing pond sites to confirm water volumes and existing flow patterns. The survey shall include elevation contours and shall detail all existing drainage structures, including invert and top elevations, and conveyances. The topographic survey will be performed by a licensed subconsultant.
- 1.9 Coordinate Geotechnical Testing:** CONSULTANT shall coordinate with a qualified subconsultant for geotechnical testing at the locations of the proposed stormwater ponds per FDEP permit requirements. The geotechnical testing will be performed by a licensed subconsultant.

Task 2: Design & Permit Coordination

- 2.1 Attend FDEP Pre-Application Meeting; Prepare Minutes:** CONSULTANT shall attend a FDEP pre-application meeting to discuss the Stormwater Master Plan and the ERP Individual permit (Conceptual) Application. CONSULTANT shall prepare minutes of the meeting.
- 2.2 Identify Basin and Sub-Basin Drainage Areas (Existing and Proposed):** CONSULTANT shall review the collected topographical data and USGS maps to determine the contributing drainage area associated with the drainage basin. Sub-basins shall also be identified within the basin to facilitate identification of runoff characteristics.

- 2.3 Evaluate Treatment & Attenuation Volumes for Existing Ponds:** CONSULTANT shall evaluate the existing treatment and attenuation volumes for the existing landside ponds based on the current Florida Department of Environmental Protection Environmental Resource Permit requirements. Landside is defined as all non-airfield uses.
- 2.4 Evaluate Existing Pond Capacity Requirements Based on Overland Flow Requirements:** CONSULTANT shall evaluate the existing treatment and attenuation volumes for the existing ponds based on the current FDEP Environmental Resource Permit (ERP) requirements and applying the *Florida Administrative Code Section 62-330.449, General Permit for Construction, Operation, Maintenance, Alteration, Abandonment or Removal of Airport Airside Stormwater Management Systems*. Section 62-330.449 was adopted and went into effect on October 1, 2013 which allows airports to rely on overland flow, dry retention, and/or swales to reduce the stormwater requirements for airside activities.
- 2.5 Update Stormwater Model of Existing Conditions:** CONSULTANT shall prepare a stormwater model of the existing conditions to confirm drainage issues observed during storm events to provide a baseline for the proposed conditions. This model will include stormwater treatment volumes and pipe sizes as provided by the surveyor and recorded in the permit documents and identify available capacity with the existing system.
- 2.6 Incorporate ECP Five/Ten Year Projects into ERP:** CONSULTANT shall incorporate the ERP future projects as identified in Section 1.7 into the proposed conditions model. Evaluating the requirements based on the treatment and attenuation based on the classification of airside or landside as summarized in Sections 2.3 and 2.4 above.
- 2.7 Prepare Stormwater Modeling of Proposed Conditions:** CONSULTANT shall prepare a stormwater model of the proposed conditions maximizing existing treatment and attenuation with the current ponds and identifying locations for new stormwater ponds. This model will include stormwater treatment volumes and projected pipe sizes as required to accommodate the existing and the future development.
- 2.8 Prepare Stormwater Master Plan Report with Exhibits:** CONSULTANT shall prepare a stormwater master plan report documenting the results of Sections 2.5 and 2.7. This master plan shall include basin modeling calculations, size and approximate locations of the proposed stormwater ponds, size of stormwater pipes, conveyance strategies, and other items required for the plan.
- 2.9 Prepare ERP Conceptual Stormwater Management Permit Application:** CONSULTANT shall prepare a stormwater management permit (Environmental Resource Permit) application for submittal to the FDEP. The stormwater permit application shall also include a treatment plan for planned impervious areas. The permit submittal shall include the following:
- a. **Site Information**
 - i. Vicinity Map
 - ii. Recent Site Aerials
 - iii. USDA/NRCS Soil Types/Seasonal High-Water Elevations
 - iv. Wetland Boundaries
 - v. Existing Stormwater Management Facilities

b. Environmental Conditions

- i. Description of how water quantity, quality, hydroperiod, and habitat will be maintained in any on-site surface waters of the state within and immediately adjacent to the project area;
- ii. Discussion of how the boundaries of any surface waters of the state within the project area were determined, including a formal wetland determination for the wetlands on the northeast and southwest corners of the airport;
- iii. Brief narrative identifying all receiving waters, and their classification.

c. Drainage Information

- i. The pre-development and post-development drainage calculations, including the following:
 1. Runoff characteristics, including area, runoff curve number, or runoff coefficient, NRCS hydrologic soils group, and time of concentration for each drainage basin;
 2. Design storms used to include rainfall depth, duration, frequency, and distribution;
 3. Runoff hydrographs for each drainage basin, for all required design storm events;
 4. Flood routings through on-site conveyance and storage areas;
 5. Water surface profiles in the primary drainage system for each required design storm event;
 6. Runoff peak rates and volumes discharged from the system for each required design storm event.
- ii. The results of any percolation tests and soil borings that are representative of the actual site conditions and the specific methods used;
- iii. The acreage and percentages of the total project area of the following:
 1. Impervious Surfaces
 2. Pervious Surfaces
 3. Retention/Detention Areas
 4. Other Surface Waters
 5. Wetlands
 6. An analysis of the water quality treatment system, including a description of the proposed stormwater treatment methodology that addresses the type of treatment, pollution abatement volumes, and recovery analysis.
- iv. A description of the methodology, assumptions and references for the parameters listed above, and a copy of all such computations, engineering plans, and specifications used to analyze the system.

- d. Engineering Drawings:** Engineering drawings shall include specifications and plans to specify a proposed sand filter installation in the infield area between the runway and taxiway, southeast of the runway midpoint. The sand filter shall enable stormwater to filter and discharge into the existing inlet to convey stormwater east of runway via existing pipe beneath the runway. These drawings are intended facilitate the work to be installed following permit approval.

- e. **Operation and Maintenance and Legal Documentation:** Description of the overall maintenance and operation schedule for the proposed system and identification of the entity that will be responsible for operating and maintaining the system.

The task does not include permitting for wetland impacts or other environmental impacts. Scope assumes existing wetland permits are still valid and mitigation is complete.

- 2.10 **Perform QA/QC of Permit Application Document:** Prior to submitting to reviewing agencies, CONSULTANT shall provide an internal review of the Stormwater Master Plan Permit documents to ensure quality and accuracy in accordance with established practices. The Stormwater Master Plan Permit application documents shall be updated with the review comments prior to submittal to the FDEP.
- 2.11 **Respond to RAI Comments:** CONSULTANT shall prepare and submit written responses to the documented RAI comments received from the reviewing agencies.

SECTION C: SUBCONSULTANT SERVICES

The following elements of work shall be performed as part of this scope by an approved subconsultant licensed to perform the work:

- A. **Environmental Consulting:** A wetland delineation shall be performed by a qualified subconsultant to field-delineate the limits of jurisdictional wetlands/waters included within the airport property, pursuant to the current methodologies of the U.S. Army Corps of Engineers and the Florida Department of Environmental Protection (Chapter 62-340, F.A.C.). The wetland boundaries shall be identified by flags for a subsequent wetland boundary survey.

The subconsultant will coordinate the acquisition of a Formal Determination from the Florida Department of Environmental Protection. This process involves submittal of an application package, which includes map products, site information, and the wetland delineation survey certified by a Professional Land Surveyor (PLS). Following submittal, the FDEP Wetlands Evaluation and Delineation Section will conduct a field review of all wetland and surface water boundary flags along with the subconsultant. During this process, flags may be adjusted, which would require submittal of a revised survey to FDEP. The benefit to acquiring a formal determination is that it is legally binding for five years. This provides certainty during the master planning process, and during future permitting efforts, that the wetland and surface water boundaries will not be adjusted following agency review. Formal determinations can also be renewed provided certain conditions are met. Generally, formal determinations are recommended to support long-range planning or if site conditions are such that jurisdictional wetland and surface water boundaries are difficult to interpret in the field. This is often the case on sites that have been significantly disturbed from past and present land uses that have altered the soils, vegetation, and natural hydrology.

The subconsultant shall also coordinate the acquisition of an Approved Jurisdictional Determination (JD) from the U.S. Army Corps of Engineers (USACE). This process involves completion of map products, wetland data sheets, and other site-specific information followed by a field review with USACE staff. Like the FDEP Formal Determination, the USACE approval is valid for five years and clearly defines the boundaries and jurisdictional extent of wetlands.

A protected species assessment shall be performed by a qualified subconsultant which will identify the likelihood that the habitat is suitable to support wildlife and plants listed by the U.S. Wildlife

Service (USFWS) and the Florida Fish and Wildlife Conservation Commission (FFWCC). Subconsultant shall provide a due diligence investigation to determine any potential project involvement with protected species and/or their habitat. This includes a desktop evaluation of documented protected species occurrences, critical habitat, or consultation areas from various agency databases and a standard data report from the Florida Natural Areas Inventory (FNAI). The potential for protected species to occur on-site are strongly correlated to the type and condition of natural communities present. The subconsultant will evaluate, ground-truth and map natural communities on-site. Natural communities will be classified in accordance with the Florida Land Use, Cover and Forms Classification System (FLUCFCS) to develop an up-to-date natural communities map with any on-site observations and relevant data obtained during the desktop analysis.

The results of the desktop analysis and field observations will be coordinated and submitted to the U.S. Fish and Wildlife Service (USFWS) and Florida Fish and Wildlife Conservation Commission (FWC) for comment and concurrence with findings. The results of the coordination will be coordinated to facilitate ongoing planning efforts.

- B. Perform Conventional Topographic Survey:** A conventional survey of airport property shall be prepared by a qualified subconsultant. This work shall include identification of all top inlets and inverts for stormwater structures and shall include detailed topography for the existing ponds on the airfield as well as the 300 acres to the north and Project Inspire development area. The subconsultant shall also prepare a survey of the identified wetland boundary as flagged in the field.
- C. Geotechnical Investigations:** Geotechnical testing shall be performed to determine soil properties, seasonal water tables, and related information for each proposed stormwater management system on the airport property as needed for the ERP individual permit application. This will include evaluation of the existing ponds and any future pond location evaluations. Scope assumes testing will require clearing to access the future project sites.

SECTION D: ASSUMPTIONS AND EXCLUSIONS

The following elements of work shall not be performed by CONSULTANT as part of this scope, but shall be considered additional services:

- Construction Activities
- Construction Phase Services
- Bid Phase Services
- Resident Inspection (RPR) Services
- Preparation or Submittal of Construction Permit Applications
- Material Acceptance Testing
- Environmental Permitting
- Wetland Permitting or Mitigation

SECTION E: OUT-OF-POCKET EXPENSES

All job-related travel, job-related reprographic costs and supplies, interim review document printing, mail and express mail services, and printing and plotting costs associated with the design and preparation of contract documents shall be included in the lump sum budget.

SECTION F: ADDITIONAL SERVICES

Additional services may be added to this contract during the course of work based upon agreed fees at the labor rates identified in the contract. No work shall be undertaken in accordance with any additional service tasks without the written authorization of the Northwest Florida Beaches International airport staff.

END OF SCOPE



PANAMA CITY-BAY COUNTY AIRPORT & INDUSTRIAL DISTRICT
CONSULTANT/SUBCONSULTANT FEES

TASK ORDER #
TASK ORDER DESCRIPTION DATE
ECP Stormwater Master Plan
10-May-24

Description	Staff #1		Staff #2		Staff #3		Staff #4		Staff #5		Total Hours	Total Fee	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost			
CONSULTANT													
	Rate												
	Hours/Cost												
Task 1: Existing Conditions Evaluation & Misc. Coordination													
1.1	Coordinate Project Scope, Budget, Schedule & Design Issues	16	\$ 3,514.88	16	\$ 3,250.08	40	\$ 6,200.00	16	\$ 2,046.40	0	\$ -	88	\$ 15,011.36
1.2	Prepare Project Progress Reports (Approx. monthly)	8	\$ 1,757.44	8	\$ 1,625.04	8	\$ 1,240.00	16	\$ 2,046.40	0	\$ -	40	\$ 6,668.88
1.3	Coordinate Project Funding	4	\$ 878.72	4	\$ 812.52	8	\$ 1,240.00	4	\$ 511.60	0	\$ -	20	\$ 3,442.84
1.4	Review of Record Drawings & Existing Permit Documents	0	\$ -	8	\$ 1,625.04	8	\$ 1,240.00	4	\$ 511.60	0	\$ -	20	\$ 3,114.08
1.5	Review and Incorporate Wetland Delineation (By Sub)	4	\$ 878.72	4	\$ 812.52	8	\$ 1,240.00	16	\$ 2,046.40	0	\$ -	32	\$ 4,977.64
1.6	Review and Incorporate Species Survey (by Sub)	4	\$ 878.72	4	\$ 812.52	8	\$ 1,240.00	16	\$ 2,046.40	0	\$ -	32	\$ 4,977.64
1.7	Review Future Build-Out Assumptions (from Master Plan)	2	\$ 439.36	8	\$ 1,625.04	8	\$ 1,240.00	16	\$ 2,046.40	0	\$ -	26	\$ 4,327.60
1.8	Coordinate Topographic Survey	2	\$ 439.36	8	\$ 1,625.04	8	\$ 1,240.00	16	\$ 2,046.40	0	\$ -	34	\$ 3,350.80
1.9	Coordinate Geotechnical Testing (by Sub)	2	\$ 439.36	2	\$ 406.26	0	\$ -	0	\$ -	0	\$ -	4	\$ 845.62
Task 2: Design & Permit Coordination													
2.1	Attend FDEP Pre-Application Meeting and Prepare Minutes	2	\$ 439.36	8	\$ 1,625.04	8	\$ 1,240.00	0	\$ -	2	\$ 260.00	20	\$ 3,434.40
2.2	Identify Basin and Sub-Basin Drainage Areas (Existing and Proposed)	16	\$ 3,514.88	24	\$ 4,875.12	40	\$ 6,200.00	40	\$ 5,116.00	0	\$ -	120	\$ 19,706.00
2.3	Evaluate Treatment & Attenuation Volumes for Existing Ponds	8	\$ 1,757.44	16	\$ 3,250.08	24	\$ 3,720.00	0	\$ -	2	\$ 260.00	30	\$ 8,857.52
2.4	Evaluate Existing Pond Capacity based on Overland Flow Requirements	8	\$ 1,757.44	16	\$ 3,250.08	24	\$ 3,720.00	0	\$ -	0	\$ -	48	\$ 8,727.52
2.5	Updated Stormwater Model of Existing Conditions Model	24	\$ 3,272.32	40	\$ 8,125.20	80	\$ 12,400.00	40	\$ 5,116.00	0	\$ -	184	\$ 30,913.52
2.6	Incorporate ECP Five Year Projects Into ERP	16	\$ 3,514.88	40	\$ 8,125.20	60	\$ 9,300.00	40	\$ 5,116.00	0	\$ -	156	\$ 26,056.08
2.7	Prepare Stormwater Model of Proposed Conditions	24	\$ 3,272.32	40	\$ 8,125.20	80	\$ 12,400.00	40	\$ 5,116.00	0	\$ -	184	\$ 30,913.52
2.8	Prepare Stormwater Master Plan Report with Exhibits	8	\$ 1,757.44	24	\$ 4,875.12	40	\$ 6,200.00	60	\$ 7,674.00	8	\$ 520.00	140	\$ 21,026.56
2.9	Prepare ERP Individual Permit (Conceptual) Application:												
	a. Site Information	2	\$ 439.36	2	\$ 406.26	8	\$ 1,240.00	4	\$ 511.60	4	\$ 260.00	20	\$ 2,857.22
	b. Environmental Conditions	4	\$ 878.72	4	\$ 812.52	8	\$ 1,240.00	4	\$ 511.60	4	\$ 260.00	24	\$ 3,702.84
	c. Drainage Information Existing/Proposed	4	\$ 878.72	8	\$ 1,625.04	16	\$ 2,480.00	16	\$ 2,046.40	0	\$ -	44	\$ 7,030.16
	d. Engineering Drawings (Stormwater Ponds to be Constructed)	8	\$ 1,757.44	24	\$ 4,875.12	40	\$ 6,200.00	40	\$ 5,116.00	0	\$ -	112	\$ 17,948.56
	e. Operation and Maintenance and Legal Documentation	4	\$ 878.72	4	\$ 812.52	8	\$ 1,240.00	0	\$ -	4	\$ 260.00	20	\$ 3,191.24
	f. Prepare Stormwater Master Plan Atlas for ERP	2	\$ 439.36	4	\$ 812.52	4	\$ 620.00	16	\$ 2,046.40	0	\$ -	26	\$ 3,918.28
2.10	Perform QA/QC of Permit Application Document	8	\$ 1,757.44	4	\$ 812.52	\$16	\$ 2,480.00	16	\$ 2,046.40	8	\$ 520.00	52	\$ 7,616.36
2.11	Respond to RAI Comments	2	\$ 439.36	4	\$ 812.52	\$16	\$ 2,480.00	16	\$ 2,046.40	0	\$ -	38	\$ 5,778.28
	TOTAL CONSULTANT	182	\$ 39,981.76	324	\$ 65,814.12	568	\$ 88,040.00	428	\$ 54,741.20	32	\$ 2,080.00	1,534	\$ 252,414.52
SUBCONSULTANTS													
A.	ENVIRONMENTAL CONSULTING											\$ 125,000.00	
B.	NOVA (GEOTECHNICAL TESTING)											\$ 35,000.00	
C.	TOPO SURVEY (POOLE ENGINEERING)											\$ 75,000.00	
	TOTAL SUBCONSULTANTS											\$ 235,000.00	
	TOTAL TASK ORDER											\$ 487,414.52	