



# Memorandum

**Meeting Details:** February 4, 2026

**Prepared For:** Mayor & Board of Commissioners

**From:** Megan Wepfer, Public Works Director

**Subject:** Approval of Professional Engineering & Permitting Proposal – Johns Pass  
Jetty Sidewalk Replacement

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## **Background**

Based on consensus direction provided by the Board of Commissioners at the January 28, 2026, Workshop Meeting, staff has engaged Terra Mare Consulting to complete the design and permitting phase for the Jetty Sidewalk Reconstruction Project.

## **Scope of Services**

The proposed engineering services include the following task components:

- Survey – \$6,900
- Geotechnical Investigation – \$5,500
- Construction Drawings & Specifications – \$9,000
- Environmental Permitting – Estimated not to exceed \$30,000
- Bidding & Construction Oversight – \$16,000
- Environmental Permitting Closeout – Not to exceed \$7,500

Total Proposal Cost: \$74,900

The Environmental Permitting task includes estimated costs due to the unknown nature of regulatory requirements and potential conditions imposed by permitting agencies. This estimate is based on recent coastal projects of similar complexity.

Final permitting and closeout costs may vary depending on agency feedback, mitigation requirements, and permit conditions. If costs are expected to exceed approved thresholds, staff will return to the Board of Commissioners with a change order request for review and approval prior to proceeding.

## **Fiscal Impact**

The total estimated cost for engineering, permitting, and construction support services is \$74,900. Funding is anticipated to be allocated from the approved capital or infrastructure budget.

Because permitting requirements may evolve, actual costs could vary. Any anticipated cost increases beyond authorized limits will be presented to the Board for approval before additional expenditure is incurred.

No immediate operational budget impact is expected at this time.

**Recommendation(s)**

Staff recommends approval of the Terra Mare Consulting proposal in the amount of \$74,900 to initiate professional engineering, permitting, and construction support services for the Johns Pass Jetty Sidewalk Replacement Project.

**Attachments**

- Terra Mare Consulting Proposal