



COASTAL PROTECTION ENGINEERING OF NORTH CAROLINA, INC  
4038 MASONBORO LOOP ROAD  
WILMINGTON, NC 28409  
910-399-1905

May 6, 2025

Cliff Ogburn  
Town Manager  
Town of Southern Shores  
5375 N. Virginia Dare Trail  
Southern Shores, NC 27949

**Re: Proposal: 2025 Annual Monitoring Services, Town of Southern Shores, North Carolina**

Dear Mr. Ogburn:

Coastal Protection Engineering of North Carolina, Inc. (CPE) is pleased to provide this proposal for professional services to the Town of Southern Shores (TOWN). The proposed services are associated with the 2025 Annual Beach Monitoring. Under this proposal, CPE will conduct 2025 beach monitoring data acquisition, determine volumetric and shoreline changes, evaluate project performance, and update the Town's Beach Maintenance Plan. CPE will sub-contract portions of the data acquisition included in Task 1 to McKim & Creed.

The Scope of Professional Services (the Services) is attached to this proposal as Exhibit A. The work included under Tasks 1 – 2 will be performed for a lump sum fee of \$35,639.25. Exhibit B includes a breakdown of costs by Task, while Exhibit C provides a list of deliverables and a schedule for each.

CPE's performance of the proposed Services is conditioned upon negotiation of mutually acceptable contract terms and conditions. In that regard, attached to this proposal is our standard Services Agreement for your consideration as the terms and conditions that will govern our performance of the proposed Services.

If this proposal is acceptable to you, please have the attached Services Agreement signed, and return it to me. CPE will then sign the Services Agreement and return a fully executed copy to you for your records.

Sincerely,

Ken Willson  
Senior Program Manager  
Coastal Protection Engineering of North Carolina, Inc

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