



# Agenda Item Summary Sheet

Item No: **E-5**  
Meeting Date: **June 5, 2024**

**Item Title:** Moffat & Nichol and McKim & Creed proposals to conduct annual beach monitoring survey and analysis

**Item Summary:**

Annually, the Town subcontracts surveying and engineering services to perform an annual beach condition survey and engineering data analysis in accordance with the Town's Beach Monitoring & Maintenance Plan. The survey scope of work includes the base project data acquisition of 126 profiles in conjunction with additional transect information data acquisition north of the project area, south of the project area and within reaches 3 and 4. The additional data acquisition was authorized to be added to the work plan in June 2020.

A fee proposal in the amount of **\$69,000** has been submitted by McKim & Creed to complete the base bid work in addition to options 1, 2, and 3. The fees have increased by \$2,750.00 from FY 23/24. Field data acquired by McKim & Creed will be provided to the coastal engineer, Moffat & Nichol, and will be analyzed to review annual shoreline changes, annual volume changes, project performance, background erosion rates, dune behavior and evaluation of long-term trends. This information will be synthesized into a report format and submitted to the Town by mid-September.

A fee proposal, Task 17.1, in the amount of **\$63,485** for the monitoring and analysis has been submitted by Moffat & Nichol to analyze the annual survey data and report preparation. The fee for task 17.1 has increased by \$6,366 from FY 23/24. Optional Tasks 17.2 and 17.3 have been included in the fee proposal and will only be authorized by the Town in the case of a federally declared storm event.

Staff recommends acceptance of the total scope of work presented in the McKim & Creed fee proposal and acceptance of Task Order 17.1 of the Moffat & Nichol Proposal. If the Board of Commissioners is in agreement with the staff recommendation, a motion will be in order to authorize the Town Manager to execute contracts for McKim & Creed, Town of Nags Head Beach Monitoring Surveys, Summer 2024 and the Moffat & Nichol Town of Nags Head 2024 Beach Monitoring and Analysis, Task 17.1.

Attachments: McKim & Creed, Town of Nags Head- Beach Monitoring Surveys, Summer 2024 fee proposal  
Moffat & Nichol, Town of Nags Head 2024 Beach Monitoring and Analysis, Task 17

Number of Attachments: 2

**Specific Action Requested:**

Provided for Board information and discussion.

Submitted By: Town Engineer David Ryan

Date: May 28, 2024

**Finance Officer Comment:**

Signature: Amy Miller

Date: May 28, 2024

**Town Attorney Comment:**

Attorney Leidy will participate in the discussion as necessary.

Signature: John Leidy

Date: May 28, 2024

**Town Manager Comment and/or Recommendation:**

I concur with the recommendation to proceed with the survey and data analysis.

Signature: Andy Garman

Date: May 28, 2024