

## COASTAL PLANNING & ENGINEERING OF NORTH CAROLINA, INC.

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September 10, 2015

Robert L. Outten  
Dare County  
954 Marshall C Collins Dr. Room 286  
Manteo, NC 27954

**Subject: Invoice 2233506-R8-00526 and Project Update**

Dear Mr. Outten:

This letter serves as an update to you and your staff, as well as the Towns of Duck, Kitty Hawk and Kill Devil Hills on CPE-NC's progress providing pre-constructions services for the Town's beach nourishment projects.

CPE-NC and Dare County executed a contract for Pre-Construction Services for Shoreline Protection Projects on May 12, 2015. The scope of work was divided into 5 Tasks. This invoice reflects our efforts in completing 34.4% of the total scope of work as of August 1, 2015. The increase from the previously completed total of 24.4% is reflective of the completion of 100% of Task 1 (Beach Profile Surveys), approximately 95% of Task 2 (Beach Fill and Borrow Area Refinement), and 15.0% of Task 3 (Construction Plans and Specifications).

Between May 5<sup>th</sup> and May 12<sup>th</sup> hydrographic and bathymetric beach profile surveys were conducted throughout the project areas in the Towns of Duck, Kitty Hawk, and Kill Devil Hills. Throughout June and July, data were reduced and survey reports were developed. The survey reports were provided to the Town's and County on July 10<sup>th</sup>.

Throughout the month of July, CPE-NC geologists and engineers reviewed available data in an effort to refine the borrow area design. CPE-NC also revised beach and borrow area composites in response to requests for additional information (RAI) from the NC Division of Coastal Management (NC DCM). The borrow area refinements were completed and an updated borrow area design report was submitted to the NC DCM on August 27<sup>th</sup>.

We are currently finalizing the supplemental letter regarding borrow area modifications as required in the scope of work. The letter will incorporate both the borrow area refinements and the additional information required by the NC DCM regarding beach sediment characteristics.

Throughout the month of July, engineers continued developing construction plans and specifications. The first task has been to finalize construction plans using the updated data collected in May by CPE-NC. Draft versions of the plans were developed during the month of July. Throughout the month of August and the first part of September, the plans were revised to reflect changes requested by the NC DCM during their review of the permit application. The second priority is the development of the "front end" documents. A draft of the documents was provided to the County and Towns on August 14 and was discussed during the meeting held at Kill Devil Hills on August 18. Currently, staff is working on the third priority, which is the development of the technical specs for the projects. We anticipate providing a complete draft bid document package to the County and Town's by the end of September.

Please feel free to contact me anytime for further clarification or explanation of the project.

Very truly yours,

COASTAL PLANNING & ENGINEERING OF NORTH CAROLINA, INC.

A handwritten signature in black ink, appearing to read 'K Willson', is written over a light gray rectangular background.

Kenneth Willson  
Project Manager

CC: Chris Layton (Town of Duck)  
John Stockton (Town of Kitty Hawk)  
Debbie Diaz (Town of Kill Devil Hills)