

**STATE OF SOUTH CAROLINA                    )           TOWN OF BLUFFTON AGREEMENT**  
**COUNTY OF BEAUFORT                         )           NUMBER 2026-23**

**THIS AGREEMENT** is made the \_\_\_\_ of \_\_\_\_\_, 2026 between Rummel, Klepper & Kahl, LLP (hereinafter called “Consultant”) and the Town of Bluffton (hereinafter called “Town”), a municipal corporation organized and existing under the laws of the State of South Carolina.

**WHEREAS**, the Town desires the development of a comprehensive resiliency plan to assess current assets and create and prioritize actionable resilience solutions; and

**WHEREAS**, the Town and Consultant desire to enter into an Agreement wherein the Consultant shall provide such services as set forth herein below:

**NOW, THEREFORE**, for and in consideration of the mutual promises, undertaking and covenants set forth herein, the receipt and sufficiency of which are acknowledged and affirmed by the Town and the Consultant, the parties hereto agree as follows:

1. **Services/Schedule:** The Consultant shall perform services per the attached scope of work in **Attachment 1**. A schedule by tasks is attached as **Attachment 2**. The Agreement will be effective from the date of full execution through completion of all tasks or **June 30, 2028**, whichever is sooner.
2. **Deliverables:** The deliverables resulting from execution of the above-mentioned work are detailed in Attachment 1 by milestone tasks. The tasks are: Task 1: Review of Existing Conditions, Policies, and Data; Task 2: Data Inventory, Gap Analysis, and Future Projections, National Systems, Hazard Projections, and Vulnerability Assessment; Task 3: Stakeholder Engagement and Outreach; Task 4: Draft Plan Development; and Task 5: Final Plan Development, Presentation and Adoption.
3. **Fees:** The total cost of these services shall be a not-to-exceed amount of **Three Hundred Fifty-Eight Thousand, Six Hundred and Four and No/100 (\$358,604.00) Dollars per Attachment 3**.
4. **Invoicing:** The Consultant shall send invoices via email simultaneously to [invoice@townofbluffton.com](mailto:invoice@townofbluffton.com) and to their Town project manager. Invoices may also be sent to the Town of Bluffton, PO Box 386 Bluffton, SC 29910, Attn: Accounts Payable if emailing is not possible. The invoice should reference contract number 2026-23 and the purchase order associated with the task order. Approved invoices shall be paid within 30 days upon receipt of the invoice in the Finance Department.
5. **General Terms and Conditions:**
  - a. The Consultant shall be required to maintain the appropriate amounts and coverages of insurance for general liability, auto liability, professional liability, and workers compensation as identified in **Attachment 4** for the entire length of the agreement. The Consultant must provide the Town with a Certificate of Insurance for each that names the Town as an additional insured on their policy. The Consultant is required to immediately contact the Town should any change to these policies occur during the course of the performance of this contract. Failure to maintain these policies is grounds for termination.
  - b. Work will commence at NOTICE TO PROCEED and/or Purchase Order and expire upon completion and acceptance of the project. All deliverables, whether goods, services, supplies, or other, shall become the property of the Town. Any deliverables that may be provided in hard copy and electronic form, such as drawings, plans, specifications, reports, or other, shall be provided in such formats and orientations as required by the Town.
  - c. Consultant shall be licensed to perform the work including, but not limited to, a current Town of Bluffton Business License and any required State of South Carolina license.
  - d. Consultant shall comply with the most current Federal and State of South Carolina Laws and Regulations, including but not limited to, Fair Labor Standards Act and Occupational Safety and Health Administration guidelines.

- e. In the event the Consultant is required to hire Subcontractors, those Subcontractors must be appropriately licensed by the Town of Bluffton. The Consultant must provide the Town with a list of all Subcontractors and to immediately notify the Town of any changes. Use of non-licensed Subcontractors is grounds for termination.
- f. The Town Manager or his designee may terminate this contract in whole or in part at any time for the convenience of the Town. If the contract is terminated for the convenience of the Town, the Town will pay the Consultant for costs incurred to that date of termination.
- g. Should any part of this Agreement be rendered void, invalid or unenforceable by a court of law, such a determination shall not render void, invalid or unenforceable any other part of this Agreement.
- h. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.
- i. This Agreement may not be modified nor any additional work performed unless such modification or work is approved in writing and signed by both parties. The Consultant may not assign this contract without the prior written approval of the Town.
- j. The Consultant shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or an appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
- k. In the event the Town must proceed to litigation to protect or enforce its rights, the Town shall be entitled to recover its reasonable attorney fees and costs.
- l. Consultant shall perform the work consistent with the professional skill and care ordinarily provided by members of its profession practicing under similar circumstances. If any goods are also provided under this Agreement, Consultant shall provide a one (1) year warranty to be measured from the date of final acceptance by the Town.
- m. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by the Agreement. Nothing contained herein creates any relationship between the Town and Consultant other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement. The conduct and control of the Consultant's agents and employees and methods utilized in fulfilling its obligations hereunder shall lay solely and exclusively with the Consultant. The Consultant's agents or employees shall not be considered employees of the Town for any purpose. No person employed by the Consultant shall have any benefits, status, or right of employment with the Town.
- n. The order of precedence shall be as follows: this Agreement, terms and conditions of the purchaser order, terms and conditions of the solicitation (if any), Consultant provided terms.

*[Remainder of Page Intentionally Omitted. Signature Page to Follow.]*

**IN WITNESS WHEREOF**, the parties hereto affixed their signatures hereto the date first written hereinabove.

RUMMEL, KLEPPER & KAHL, LLP

TOWN OF BLUFFTON

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Attachments:

1. Scope of Work
2. Schedule
3. Fee Schedule
4. Insurance

DRAFT

**ATTACHMENT 1**  
**SCOPE OF WORK**

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# **TOWN OF BLUFFTON: DEVELOPMENT OF RESILIENCY PLAN FOR NATURAL DISASTERS**

Scope of Services 3/31/2026

## **PROJECT DESCRIPTION**

The Town of Bluffton (Owner) has a need to develop a comprehensive Resilience Plan as a priority initiative to strengthen the Town's natural resources, sustainability framework, wetland protections, and long-term environmental stewardship. This effort will consolidate items such as existing data, policies, technical studies, and ongoing initiatives into a unified strategy that organizes, prioritizes, and advances actionable resilience solutions. The Plan will evaluate risk reduction, regional coordination, community engagement, and institutional capacity, while positioning Bluffton at the forefront of innovative and science-based resilience planning.

RK&K and Biohabitats will begin the planning process with a comprehensive review of existing Town documents, such as ordinances, watershed and stormwater studies, resilience analyses, GIS datasets, and relevant regional initiatives. This includes evaluation of the Unified Development Ordinance (UDO), Stormwater Design Manual, watershed modeling and asset inventory reports, wetland and resilience ordinance recommendations, heat and tree canopy mapping, and applicable regional and basin-level plans. The purpose of this effort is to build upon completed work, identify policy and data gaps for all natural systems, and ensure alignment across Town and regional resilience efforts.

Building from this foundation, RK&K will evaluate localized projections of climate change, sea-level rise, and rainfall intensity using higher emissions pathways (Representative Concentration Pathway 8.5) with comparison to Representative Concentration Pathway (RCP) 4.5 to support informed climate scenario planning. The analysis will define chronic stressors and acute shocks affecting Bluffton and assess vulnerabilities across natural systems, infrastructure, and economic assets. The work will assist with the identification of items such as exposure risks, operational and maintenance challenges across departments, and opportunities to strengthen long-term adaptive capacity.

A robust stakeholder engagement strategy will ensure the Plan reflects community priorities and regional coordination needs. Working closely with the Watershed Management Division, the Engineer will facilitate collaboration with Town Council, leadership, staff, regional agencies, utilities, community organizations, and other key stakeholders. Engagement methods may include workshops, interviews, surveys, listening sessions, and advisory group meetings to refine priorities, identify barriers, and build consensus around actionable strategies.

The resulting Resilience Plan will integrate technical findings and community input into a clear, accessible, and implementation focused document. Using best available data, including projected population growth, land cover change, and future climate conditions, the Plan will identify vulnerabilities and develop prioritized adaptation strategies. Recommended actions may include policy enhancements, shoreline protection, wetland restoration and conservation, green and gray infrastructure improvements, redevelopment strategies, pilot projects, and governance and communication initiatives. Each

strategy will include implementation steps, timelines, responsible parties, and integration pathways within existing Town systems. The Plan will outline funding opportunities, potential financing mechanisms, and recommendations for a monitoring framework to track progress and incorporate new information over time. It will prioritize resilience strategies and identify opportunities to align them with one or more of the Town's Strategic Focus areas. The Plan will also consider how these strategies can support the Town in advancing multiple initiatives simultaneously.

Final deliverables will include the adopted Resilience Plan; supporting GIS mapping; documentation of projections, vulnerabilities, and technical methods; and public-facing materials suitable for presentation and online access. All datasets and mapping tools will be provided to the Town to ensure transparency, long-term usability, and sustained resilience planning capacity.

## **DETAILED STATEMENT OF WORK**

### **Project Management & Administration**

The Engineer will provide comprehensive project management services, including project initiation, coordination, schedule management, budget tracking, and quality assurance/quality control (QA/QC). The Engineer will maintain regular communication with the Town and ensure all deliverables meet the standards of RK&K's Quality Management Program.

#### **PM.1** Project Initiation

- Conduct kickoff (virtual) meeting with Town staff.
- Confirm project scope, schedule, deliverables, and communication protocols.
- Establish shared file structure and data management procedures.

#### **PM.2** Ongoing Project Coordination

- Hold virtual monthly coordination meetings with Town staff.
- Provide progress updates including accomplishments, upcoming tasks, and issues requiring attention.
- Maintain a centralized, cloud-synced document repository accessible to the Town.

#### **PM.3** Quality Assurance / Quality Control

- Implement RK&K's Quality Management Program.
- Conduct independent QA/QC reviews of all deliverables.
- Maintain documentation of review comments and resolutions.

## **Deliverables**

- Regular project update memorandums
- Post-monthly coordination meeting action item list and team notes

## **Assumptions**

- *Project initiation expected by June 1, 2026*
- *24 monthly meetings approximately 1 hour in length*
- *Consultant will perform recurring internal coordination and administrative activities necessary to manage multi-disciplinary team, assumed at a level appropriate for a two-year project timeline.*

## **Task 1. Review of Existing Conditions, Policies, and Data (Phase 1)**

The Engineer will conduct a high-level review of relevant Town, regional, and state documents, datasets, policies, and prior studies related to natural hazards, stormwater management, climate resilience, and land use. The purpose of this review is to develop an understanding of the Town's past and ongoing efforts, including its overall approach to resilience, key concerns, implemented strategies, and mitigation measures. This effort will help establish context for the project and identify potential opportunities and areas for further exploration that may inform development of a comprehensive and holistic Resilience Plan in Tasks 4 and 5. This review is not intended to serve as a formal gap analysis, but rather as a foundational assessment that provides background knowledge and informs subsequent planning efforts.

### **1.1 Document & Data Inventory**

As part of this task, the Engineer will review available materials provided by the Town as well as relevant regional, county, state, and federal resources. The review will focus on developing an understanding of existing conditions, prior analyses, and planning efforts that influence resilience planning within the Town. Materials reviewed include the following documents:

- Town's current Unified Development Ordinance (UDO)
- Bluffton Stormwater Design Manual
- Heyward Cove Stormwater Basin reports and appendices
- All GIS datasets associated with previous watershed, wetland, and stormwater studies, including:
  - Resilience Planning Analysis
  - Rose Dhu Creek Comprehensive Drainage Study
  - SC Department of Natural Resources' (SCDNR) May River assessment
  - May River Watershed Action Plan and XPSWMM/PCSWMM outputs
- All materials prepared by McCormick Taylor, the Center for Watershed Protection, Furman University, and the Green Infrastructure Center (GIC)

- Regional plans, such as:
  - SC Statewide Resilience Plan
  - Beaufort County Greenprint Plan
  - SC Sea Grant “Beaufort County Adapts” effort
  - Lower Savannah–Salkehatchie River Basin Plan
  - LCOG Transportation Study outcomes
- Town-level planning documents, such as:
  - Comprehensive and Strategic Plans
  - Old Town Master Plan
  - Transfer of Development Rights Program
  - Buck Island-Simmonsville Neighborhood Plan (Currently within a CDRZ)
  - Example Town of Bluffton Development Agreement

The Engineer will identify key themes, findings, and approaches utilized in these materials to support a broader understanding of the Town’s resilience related work to date.

During the review, the Engineer will also perform a high level technical review of select existing studies and datasets to understand their general methodologies, assumptions, and intended applications. This effort is not intended to be a detailed technical audit, but rather a general assessment of how previous work informs current conditions and future planning efforts. The review will summarize the overall purpose and approach of prior analyses, identify general consistencies or differences in methodologies and assumptions, and highlight key findings, limitations, and considerations relevant to resilience planning. This assessment will also provide insight into how previous studies may inform or support future resilience strategies and planning initiatives.

Based on the document and technical reviews, the Engineer will prepare a high-level summary describing existing conditions and the Town’s current approach to resilience, including key concerns, strategies, and mitigation measures that have been implemented to date. The summary will also identify potential gaps, data needs, and opportunities for further analysis without conducting a formal gap analysis. The intent is to highlight areas where additional study, improved data integration, or new resilience approaches that may be beneficial. The findings from this task will help establish a baseline understanding of the Town’s natural systems and resilience related efforts, identify preliminary areas for future study and analysis. The results of this review will be summarized and incorporated into subsequent tasks, during the development of the Resilience Plan in Tasks 4 and 5.

## **1.2 Town Elected Official Leadership Briefings**

This task aims to identify priorities and concerns of Town staff and elected officials. An initial meeting in Fall 2026 aims to be a high level project introduction. The project team will use information garnered through survey and interview feedback to begin to put together a roster for a voluntary, multi-sector Project Advisory Group that will provide strategic policy guidance and feedback on project findings/recommendations. The project team will begin to outline key, target areas of the project process to garner Advisory Group input.

Follow up virtual interviews to be scheduled later in project timeline and include presentation of findings from tech analysis (see Task **3.2**)

### ***Deliverables***

- *A summary of the findings of the document reviews will be included in the deliverables in Tasks 4 & 5.*
- *Project team will conduct up to one (1) one hour virtual interview with Town elected officials and staff for initial consultation.*
- *RK&K will provide an online survey opportunity to capture initial feedback from Town officials to be posted for two weeks. (1.4)*

### ***Assumptions***

- *Review of existing planning documents will be limited to those listed in Task 1.*

## **Task 2. Natural Systems, Hazard Projections, and Vulnerability Assessment (Phase 2)**

**Task 2** builds the technical foundation for Bluffton's Resilience Plan by prioritizing the Town's natural systems, wetlands, tidal marshes, riparian corridors, tree canopy, and ecological connectivity, as the cornerstone of long-term resilience. This phase evaluates how changes to these systems influence flood risk, infrastructure performance, and community vulnerability under current and future conditions. Stormwater infrastructure evaluation analysis and modeling will be applied as tools to support and protect these critical environmental assets, ensuring that future strategies maintain or restore natural system function while preparing for projected climate, sea level rise (SLR), and socioeconomic change. Deliverables include information such as climate and hazard projections, GIS vulnerability mapping, operational assessments, and a comprehensive vulnerability profile to inform subsequent strategy development and prioritization. The results will be incorporated into the Resilience Plan developed in Tasks 4 and 5.

### **2.1 Data Inventory, Gap Analysis, and Future Projections**

Assess the completeness of existing environmental, hydrologic, ecological, social, and available infrastructure datasets. Identify data gaps and collect or develop additional information necessary to produce localized and well-referenced projections of climate, sea level rise, and anticipated social and economic shifts. Climate projections will utilize the higher emissions scenario (RCP 8.5), with comparative evaluation under RCP 4.5 to capture a range of potential future conditions.

Future projections will incorporate anticipated population growth, development trends, land use change, and vulnerable populations to ensure that resilience planning reflects evolving community conditions and resource needs. Climate and hazard projections will be evaluated against ecological thresholds to ensure recommended strategies maintain or restore natural resilience over time.

## **2.2 Natural Systems Baseline Assessment**

Conduct a comprehensive assessment of Bluffton's natural systems, including wetlands, tidal marshes, riparian corridors, tree canopy, and ecological connectivity. Evaluate current conditions, system functions, migration potential, and constraints that may limit adaptive capacity under future sea level rise and altered hydrology. Identify ecological thresholds and performance indicators that define system health and resilience. This assessment will establish the environmental baseline against which future hazard projections and strategy development will be measured.

## **2.3 Hydrologic and Hydraulic Modeling Approach Analysis**

Review the Town's existing modeling platforms and standardized methodologies to assess how altered rainfall patterns, sea level rise, tidal dynamics, and rising groundwater are being accounted for in watershed and natural system analyses. Evaluate the Town's current approach to modeling storm events across a range of return intervals and identify opportunities to refine methodologies, enhance scenario consideration, and incorporate additional environmental factors for future modeling efforts.

Provide recommendations to improve the assessment of compound flooding conditions, including interactions among extreme rainfall, tidal influences, storm surge, wetland change, groundwater rise, and conveyance constraints. Highlight areas where modeling could better inform decisions regarding the protection, restoration, or reconnection of natural systems to reduce flood risk, improve water quality, and minimize reliance on structural conveyance solutions. Identify locations where infrastructure performance is influenced by natural system conditions and provide guidance for future modeling to capture these dependencies.

## **2.4 Chronic Stressors and Acute Shock Analysis**

Document and evaluate chronic stressors affecting natural and built systems, including wetland loss or migration constraints, channel erosion, groundwater rise, vegetation heat stress, declining water quality, and habitat fragmentation. In parallel, assess acute shocks such as extreme rainfall events, tidal flooding, storm surge, and infrastructure failure.

Identify how these stressors and shocks expose critical assets requiring protection or adaptation, including features such as natural resources, cultural resources, municipal buildings, community facilities, transportation corridors, evacuation routes, utilities, and other essential infrastructure. Emphasis will be placed on identifying interdependencies between natural and developed environments to ensure that systemic vulnerabilities are clearly understood.

## **2.5 Operational and Institutional Resilience Assessment**

Evaluate the Town's operational resilience, including routine maintenance practices, as well as emergency preparedness and response protocols. Working collaboratively with Town departments, the Engineer will identify operational risks and procedural challenges that may limit the effectiveness of resilience strategies under both routine and emergency conditions. Recommendations will focus on strengthening preparedness, improving coordination, and enhancing long-term reliability and institutional capacity. This sub task will include 2 department coordination meetings necessary to understand the Town's current protocols.

## **2.6 Vulnerability Profile Development**

The Engineer will organize the findings from Subtasks 2.1 through 2.5, including the natural systems assessment, hazard projections, modeling approach analyses, and operational evaluations, into a comprehensive vulnerability profile. This profile will identify priority natural systems, communities, infrastructure assets, and service areas that warrant focused action.

The vulnerability profile will clearly distinguish between near-term and long-term risks and will directly inform strategy development, project prioritization, and investment decisions in future planning. The profile will provide a technical basis for protecting Bluffton's environmental foundation while strengthening community and infrastructure resilience under future conditions. The results of this analysis will be summarized and incorporated into subsequent Tasks 4 and 5, which involve the development of the Resilience Plan.

### ***Deliverables***

- *Natural Systems Baseline Summary: Documentation of existing conditions, ecological thresholds, and adaptive capacity of key natural assets.*
- *Climate and Hazard Projection Technical Summary: Localized projections under RCP 8.5 with comparative analysis under RCP 4.5, including supporting datasets and references.*
- *Modeling approach recommendation matrix.*
- *GIS Vulnerability Mapping graphics: Layered maps identifying chronic stressors, acute shocks, asset exposure, and interdependencies across natural and built systems.*
- *Operational Resilience Assessment Summary: Evaluation of factors that may affect operational readiness and resilience plan implementation and recommendations on follow up action items and strategies to identify challenges or impediments.*
- *Comprehensive Vulnerability Profile Summary: Integrated synthesis document highlighting priority systems, communities, and assets to inform subsequent Tasks strategy development and prioritization.*

### ***Assumptions***

- *2 days field verification (ground truthing) work*
- *Town to provide existing infrastructure asset datasets. This project scope does not include an asset inventory of Town infrastructure.*

- *No actual hydrological or climate modeling to be performed as part of this project scope.*

### **Task 3. Stakeholder Engagement and Outreach (Phase 3)**

The Engineer will develop and implement a comprehensive stakeholder engagement program, including Town leadership, staff, residents, vulnerable populations, regional partners, and a voluntary, Multi-Sector Project Advisory Group. The outreach approach will include development of a structured engagement strategy, targeted leadership and council interactions, public workshops and listening sessions, specialized outreach to underserved populations, coordination with regional and federal agencies, and convening a Project Advisory Group to guide project decisions and ensure alignment with Town goals. Deliverables include an engagement strategy, communication materials, meeting documentation, community feedback summaries, and recommendation memorandums.

#### **3.1 Engagement Strategy Development**

Develop a structured engagement plan that aligns with the Town's internal processes, priorities, and strategic goals. This plan will define the objectives, methods, timelines, and key stakeholders for all project engagement activities. The strategy will also include protocols for communication, documentation, and feedback loops to ensure transparent and effective collaboration across Town departments, elected officials, and the public. Plan will include any questions or prompts to be used in interviews, surveys, focus groups, and/or workshops. Plan will also document approach to participant recruitment and approach to determining inclusive target participation. Public Engagement Strategy implementation contingent on coordination, review, and approval by Town representatives.

#### **3.2 Leadership & Council Engagement**

Follow up to Task **1.4** Conduct targeted surveys, interviews, and facilitated discussions with Town Council members and executive leadership to capture their priorities, concerns, and vision for the project. These interactions will provide critical insights to inform project direction, decision-making, and community messaging. One (1) follow up meeting will be held with Task 1.4 interviewees, ensuring opportunity for dialogue, clarification, and alignment with Town leadership objectives. Project Team will conduct an in-person public Council, Planning Commission, or WAPAC workshop.

#### **3.3 Community Engagement**

Host up to two (2) in-person public workshops, listening sessions, or focus groups to gather input from residents and stakeholders, encouraging active participation and dialogue on project needs and priorities. Conduct targeted outreach, including surveys, to vulnerable and historically underserved communities through three specialized initiatives to ensure inclusive representation and equitable consideration in project planning. These efforts will produce comprehensive feedback that informs project decisions and strengthens public trust in Town planning processes.

#### **3.4 Regional & Agency Coordination**

Coordinate with regional and federal agencies, including SCOR, SCEMD, SCDES, USACE, utilities, and county partners, through two (2) scheduled virtual meetings to ensure alignment on objectives, data, and regulatory requirements. Selection of target agencies will be cooperative effort with Town project staff and participant list finalization will be contingent on Town approval. Engineer will facilitate interagency data sharing, policy coordination, and operational integration to streamline planning and implementation. These interactions will support consistent project assumptions, minimize redundancy, and strengthen regional partnerships that enhance project success.

### **3.5 Multi-Sector Project Advisory Group**

Convene a pro-bono Project Advisory Group comprising representatives from local, state, and federal government, community organizations, scientific institutions, and academia to provide strategic policy guidance, validate assessment assumptions, review interim findings, and guide prioritization of project elements. Evaluate availability of Technical Advisory Committee (TAC) members that contributed to the development of the May River Watershed Action Plan for Project Advisory Group recruitment. Hold meetings at regular intervals (2/year) and key process benchmarks to provide structured oversight, feedback, and recommendations throughout the project development lifecycle. This advisory group will act as a critical sounding board, ensuring technical rigor, transparency, and alignment with both Town goals and best practice standards.

### **3.6 Internal Workgroup/ Steering Committee**

RK&K will assist the Town with establishing and facilitating an internal staff workgroup to improve coordination across departments and identify opportunities to integrate resilience considerations into existing programs, projects, and processes. The effort will focus on conducting interviews and coordination meetings with departmental subject matter experts to better understand current workflows, previously completed work, and ongoing initiatives, as well as identify barriers that may limit the Town's ability to address changing environmental conditions. Departments may include Planning, Emergency Management, Capital Improvement Programs, Public Works, and other relevant divisions identified by the Town.

Information gathered through these discussions will be used to identify opportunities to improve coordination, reduce barriers, and integrate resilience strategies into existing Town programs and decision-making processes. The Engineer will facilitate up to three (3) virtual internal staff meetings or interviews with key departments.

### ***Deliverables***

- *Engagement Strategy: Comprehensive plan outlining objectives, audiences, engagement methods, and schedule. Scope includes two (2) rounds of Town review edits*
- *Communication Materials: Templates, agendas, surveys, presentations, and outreach materials for all meetings, workshops, and focus groups.*
- *(3.2) Project team will conduct one (1) follow up one and a half hour virtual interviews with Town elected officials and staff that participated in Task 1.4.*

- (3.2) Project Team will conduct up to two (2) in person public Council, Planning Commission, or WAPAC workshops (RFP Phase 3 Requirements)
- (3.3) Project Team will host up to two (2) in-person public workshops, listening sessions, or focus groups
- Meeting Documentation: Summary notes, action items, and follow-up reports from leadership, advisory group, regional/agency, and community engagements. (3.2)
- Community Feedback Summaries: Consolidated summaries of public workshops, listening sessions, focus groups, surveys, and targeted outreach initiatives, highlighting key themes and recommendations.(3.3)
- Recommendation Memorandums: up to 3 memorandums capturing leadership priorities, community input, and advisory guidance for decision-making and project alignment.
- RK&K will coordinate with regional and federal agencies through three (3) scheduled virtual meetings of approximately one hour each
- (3.6) Project team will organize and attend up to three (3) virtual internal

### **Assumptions**

- Advisory Group meeting attendance will include two (2) virtual meeting per year of the project, four (4) total. Meetings can be full group, small group, or one-on-one per Town and Project Manager consensus. (3.5)

### **Task 4. Draft Resilience Plan Development (Phase 4)**

The Engineer will integrate insights from prior tasks into a comprehensive, actionable Draft Resilience Plan that provides the Town of Bluffton with clear strategies for long-term adaptation. Tasks 1–3 involve collaboration with Town leadership, departmental staff, and stakeholders to co-develop goals, values, and guiding principles, ensuring that strategies align with Town priorities while addressing identified vulnerabilities and community concerns. This approach emphasizes technical rigor, local relevance, and stakeholder support, resulting in a plan that is both implementable and sustainable.

#### **4.1 Goals, Values, and Guiding Principles**

The results of Tasks 1–3 will include collaboration with Town leadership and departmental staff through structured in-person workshops and virtual interviews to define overarching goals, core values, and guiding principles for the Resilience Plan. These elements will serve as the foundation for strategy development, ensuring alignment with Town priorities and providing a decision-making framework that balances technical, social, and environmental considerations. Through this process, the Engineer will document the established goals, values, and principles to guide the planning process in the draft Resilience Plan.

## **4.2 Vulnerability and Data Consolidation**

Consolidate resilience-related data collected in prior tasks across natural resources, infrastructure, social, and economic dimensions for each subwatershed or planning area. Using GIS analysis, overlay ecological and infrastructure datasets such as wetlands, riparian buffers, tidal marshes, tree canopy, floodplains, hazard projections, stormwater systems, sea-level rise, storm surge, heat stress, population, and land cover to identify areas of highest vulnerability. This analysis ensures strategies are targeted to areas of greatest need and potential impact.

## **4.3 Integration of Stakeholder and Community Input**

Incorporate feedback gathered during Phase 3 engagements—including public workshops, listening sessions, advisory group input, and Town Council priorities—into the Draft Resilience Plan. This ensures that strategies reflect community concerns, support equitable outcomes, and reinforce local ownership of resilience initiatives. Key themes and recommendations will be documented and directly linked to proposed strategies to maintain transparency and traceability.

## **4.4 Strategy Development, Alternatives Analysis, and Prioritization**

Develop a suite of actionable adaptation strategies to address flooding, erosion, storm surge, heat stress, and other hazards identified through the vulnerability assessment. Strategies will be organized using the Steps to Resilience framework to support phased, long-term implementation. Nature-based solutions—including wetland restoration, shoreline protection, tree canopy preservation, and green infrastructure—will be prioritized where they provide multiple benefits for the environment, public health, and recreation. Each proposed alternative will be scored based on effectiveness, feasibility, cost, and community benefits to identify the recommended projects. Proposed projects will be compared and ranked against one another, informing a Capital Improvement Program (CIP) strategy for phased implementation and will include identification of opportunities for the Town to implement initiatives aligned with one or more of its Strategic Planning focus areas. Implementation considerations, potential internal, external, and regulatory constraints, and cost-benefit insights will be included to support informed decision-making.

## **4.5 Draft Resilience Plan Compilation**

Compile all analyses, strategies, GIS products, alternatives scoring, and stakeholder inputs into a cohesive Draft Resilience Plan document. The Plan will include strategy matrices, mapped vulnerability overlays, ranked projects, adaptation recommendations, and suggested future planning objectives to guide ongoing resilience efforts beyond the current scope. The Draft Plan

will be designed for transparency, reproducibility, and usability, providing the Town with a clear roadmap for long-term adaptation and community resilience.

### ***Deliverables***

- *Draft Resilience Plan Document: Comprehensive plan including goals, values, guiding principles, strategy matrices, vulnerability assessments, summary of stakeholder engagement, timelines, and recommendations.*
- *GIS Mapping Products: Layered maps illustrating vulnerabilities, natural and built assets, hazard projections, and proposed adaptation strategies.*

### ***Assumptions***

- *GIS Mapping Products: Layered maps illustrating vulnerabilities, natural and built assets, hazard projections, and proposed adaptation strategies.*
- *Draft Plan revisions will be limited to two (2) rounds of Town edit requests.*

## **Task 5. Final Resilience Plan Development, Presentation, and Adoption (Phase 5)**

The Engineer will refine and finalize the Draft Resilience Plan based on Town feedback, focus group input, regional partner comments, and community responses to produce a polished, comprehensive Final Resilience Plan. This task ensures that all inventories, projections, vulnerability assessments, strategies, capital, strengthening organizational workflows, and policy recommendations, prioritized projects, cost estimates, funding pathways, and GIS datasets are fully integrated and ready for adoption. The Engineer will also lead presentations and support the Town through the formal adoption process, providing all technical documentation and GIS deliverables in fully editable formats. The approach emphasizes technical rigor, stakeholder engagement, and usability, ensuring that the Final Resilience Plan is actionable, locally relevant, and sustainable for long-term implementation.

### **5.1 Plan Revisions and Integration of Feedback**

Incorporate feedback from Town leadership, departmental staff, community participants, focus groups, and regional partners into the Draft Resilience Plan. Revisions will address comments on strategies, project prioritization, funding mechanisms, and policy recommendations to produce a cohesive and actionable Final Plan. All technical content, including vulnerability assessments, GIS analyses, and strategy matrices, will be updated to reflect the latest data and Town input. Outputs will include a fully revised Final Resilience Plan draft ready for review by stakeholders prior to presentation and adoption.

### **5.2 Final Resilience Plan Compilation**

Compile all components of the Final Resilience Plan, including updated inventories, hazard projections, vulnerability assessments, adaptation strategies, capital improvement recommendations, prioritized projects, cost estimates, and funding pathways. GIS mapping products and underlying datasets will be fully integrated and provided in editable formats to ensure transparency, reproducibility, and future usability. The Final Plan will include a structured framework for implementation, monitoring, and ongoing adaptation to guide Bluffton's resilience efforts for years to come.

### **5.3 Support for Plan Adoption**

Collaborate with the Town throughout the formal adoption process, providing guidance on next steps, policy integration, and project implementation. Ensure that Town directives remain dynamic, adaptable, and responsive to evolving resilience needs. All datasets, GIS mapping products, technical documentation, and project deliverables will be provided in fully editable formats, enabling the Town to maintain and update the Resilience Plan as conditions change. Recommendations will include protocols for ongoing evaluation, monitoring, and iterative updates to support long-term resilience and community adaptation goals.

#### ***Deliverables:***

- *Final Resilience Plan Document: Comprehensive, polished plan incorporating all revisions, inventories, vulnerability assessments, adaptation strategies, capital and policy recommendations, strengthening organizational workflows, prioritized projects, cost estimates, and funding pathways.*
- *GIS Mapping Products and Data: Fully editable GIS layers and supporting datasets reflecting updated hazards, vulnerabilities, strategies, and projects.*
- *Presentation Materials: Slides, handouts, and summary notes for Town staff, community groups, regional partners, and Town Council presentations.*

#### ***Assumptions***

- *Presentations and stakeholder engagements will include up to one (1) in-person meeting and up to two (2) virtual presentations. (5.3)*
- *Plan revisions will be limited to two (2) rounds of Town edit requests.*

### **COMPREHENSIVE PROJECT ASSUMPTIONS**

The Scope of Services and associated fee are based upon the following assumptions, exclusions, and responsibilities. All material will be provided by the Owner as available.

- *Fiscal Year 2025 (FY25-26) ends June 30, 2026*
- *The Owner will provide complete, current, and accessible electronic copies of all relevant GIS datasets, watershed and hydraulic models (including but not limited to XPSWMM, PCSWMM, HEC-RAS, or similar), stormwater asset inventories, LiDAR datasets, digital elevation models (DEMs), contour mapping, bathymetric data, prior watershed and resilience studies, and supporting technical documentation in editable formats (e.g., ESRI geodatabase, shapefile, model files, spreadsheets).*
- *The Owner will provide GIS access or copies of relevant data, as available, necessary to complete this program. Such data may include parcel boundaries, ownership records, land use and zoning layers, utility infrastructure (stormwater, water, sewer, and pump stations), transportation networks, evacuation routes, municipal and critical facility inventories, wetlands and marsh mapping, riparian corridor data, tree canopy and heat mapping datasets, Federal Emergency Management Agency floodplain data, and Capital Improvement Program (CIP) information.*
- *Existing hydrologic and hydraulic models are assumed to be functional, reasonably documented, and suitable for modification for planning-level scenario evaluation. Model reconstruction, recalibration, or redevelopment is not included unless authorized as Additional Services.*
- *The Owner will provide population projections, development pipeline data, building footprint datasets, demographic information, social vulnerability indices (if available), economic studies (if available), emergency response plans, debris management plans, stormwater operations and maintenance procedures, staffing and equipment inventories, and interdepartmental coordination protocols.*
- *The Engineer shall be entitled to rely upon the accuracy and completeness of information, data, models, and reports provided by the Owner or others and shall not be responsible for errors, omissions, or deficiencies in such information.*
- *Services do not include preparation of detailed engineering design drawings, technical specifications, construction documents, permit applications, or final regulatory submittals.*
- *Services do not include new field surveys, geotechnical investigations, wetland delineations, environmental sampling, bathymetric surveys, groundwater monitoring installation, or topographic data collection beyond review of existing data.*
- *Services do not include legal drafting of ordinances or code amendments beyond policy recommendations, nor do they include real estate appraisal, acquisition planning, or relocation analysis.*
- *Services do not include parcel-level engineering analysis, property-specific mitigation design, or implementation management beyond delivery of the Final Resilience Plan unless separately authorized.*

**ATTACHMENT 2**

**SCHEDULE**

DRAFT

## PROJECT SCHEDULE

The anticipated schedule is as follows, NTP anticipate May 1, 2026:

Task	Start Time	Time to Completion	Estimated Date Range
<b>Kick Off Meeting</b>	Upon NTP	2 weeks	June 1- 15, 2026
<b>Project Management &amp; Administration</b>	Upon NTP	Ongoing	June 1, 2026- June 1, 2028
<b>Task 1.</b> Review of Existing Conditions, Policies, and Data (Phase 1).	Upon receipt of existing documents and data	5 months <i>(1 month expected in FY25-26)</i>	June 15- Nov 15, 2026
<b>Task 2.</b> Data Inventory, Gap Analysis, and Future Projections, Natural Systems, Hazard Projections, and Vulnerability Assessment (Phase 2)	Starting July 1, 2026	7 months	August 1, 2026- March 1, 2027
<b>Task 3.</b> Stakeholder Engagement and Outreach (Phase 3)	Starting July 1, 2026	22 months	August 1, 2026- June 1, 2028
<b>Task 4.</b> Draft Plan Development (Phase 4)	Starting Feb 1, 2027	8 months	March1, 2027-Nov 1, 2027
<b>Task 5.</b> Final Plan Development, Presentation, and Adoption (Phase 5)	Starting Oct 1, 2027	7 months	Nov 1, 2027- June 1, 2028

**ATTACHMENT 3**

**FEE SCHEDULE**

DRAFT

**PROJECT BUDGET**

**RK&K:**

Task	Contract Manager	Engineer V	Engineer IV	Engineer III	Engineer II	Environmental Manager	Environmental Scientist II	GIS Technician	Total Hours	Subtotal Fee
<b>Project Management &amp; Administration</b>										
PM 1.1 Project Initiation										
Kickoff Meeting (virtual)	1	4				4			9	\$2,080.00
Establish shared file structure		1				2			3	\$640.00
PM 1.2 Monthly Progress meetings		36	12			36	12		96	\$20,400.00
<b>Task 1. Review of Existing Conditions, Policies, and Data</b>										
Task 1.1 Document & Data Review	2	4	8	40		4	40		98	\$17,540.00
Task 1.2 Town Elected Official Leadership Briefings (meeting)		4				4			8	\$1,780.00
Task 1.2 Survey		2	4	8		2	4		20	3710
<b>Task 2. Data Collection and Vulnerability Assessment</b>										
Task 2.1 Data Inventory, Gap Analysis, and Future Projections		4	32	48	40	4	40		168	\$28,780.00
Task 2.2 Natural Systems Baseline Assessment		2	4			4	8		18	\$3,420.00
Task 2.3 Hydrologic and Hydraulic Modeling Approach Analysis		4	32	20					56	\$10,640.00
Task 2.4 Chronic Stressors and Acute Shock Analysis		4	20	32		2	16		74	13450
Task 2.5 Operational and Institutional Resilience Assessment		4	16	24		4	16		64	\$11,700.00
Task 2.6 Vulnerability Profile Development	2	2	16	24	20	2	24		90	\$15,670.00
<b>Task 3. Stakeholder Engagement and Outreach</b>										
Task 3.1 Engagement Strategy Development		8	2		10	8	10		38	\$7,100.00
Task 3.2a Leadership & Council Engagement		9				9			18	\$4,005.00
Task 3.2b Task 1.4 Follow Up Engagement		4		4		4	4		16	\$3,140.00
Task 3.3 Community Engagement										
Task 3.3a Setup, Research and Recruitment		3			8	3	8	2	24	\$4,095.00
Task 3.3b Execution of 2 in-person public engagement sessions		8			4	8	10		30	\$5,840.00
Task 3.4 Regional & Agency Coordination		4				4		4	12	\$2,260.00
Task 3.5 Multi-Sector Project Advisory Group		6	12			6	12		36	\$7,050.00
Task 3.6 Internal Workgroup/ Steering Committee		8				8	4		20	\$4,240.00
<b>Task 4. Draft Resilience Plan Development</b>										
Task 4.1 Goals, Values, and Guiding Principles		4	8			4	8		24	\$4,700.00
Task 4.2 Vulnerability and Data Synthesis		2	16	32	40	2	16	12	120	\$19,410.00
Task 4.3 Integration of Stakeholder and Community Input		2			12	2	8		24	\$3,990.00
Task 4.4 Strategy Development, Alternatives Analysis, and Prioritization		2	32	32	24	2	16		108	18770
Task 4.5 Draft Resilience Plan Compilation	2	2	24	32	40	2	24		126	\$21,490.00
<b>Task 5. Final Resilience Plan Development, Presentation, and Adoption</b>										
Task 5.1 Plan Revisions and Integration of Feedback		6	16	32	24	6	24	10	118	\$19,990.00
Task 5.2 Final Resilience Plan Compilation	2	2	4	8	8	2	8		34	\$6,150.00
Task 5.3 Support for Plan Adoption		3	6			3	6		18	\$3,525.00
<b>Total Hours</b>	<b>9</b>	<b>144</b>	<b>264</b>	<b>336</b>	<b>230</b>	<b>141</b>	<b>318</b>	<b>28</b>	<b>1470</b>	
										<b>Total Labor Cost RK&amp;K</b>
										<b>\$265,565.00</b>
										<b>Total Printing Costs</b>
										\$1,725.00
										210 miles @ \$0.70/mile x 24 trips
										\$1,764.00
										<b>Total Cost RK&amp;K</b>
										<b>\$269,054.00</b>

**Biohabitats:**

Task	Biohabitats PM and Senior WRE	Biohabitats WRE	Biohabitats Conservation Biologist	Biohabitats GIS Specialist	Total Biohabitats Hours	Subtotal Biohabitats Fee
<b>PM Project Management &amp; Administration</b>						
PM.1 Project Initiation						
Kickoff Meeting (includes internal coordination)	8	8	8		24	\$4,280.00
PM.2 Ongoing Project Coordination	12	12	12		36	\$6,420.00
PM.3 Quality Assurance / Quality Control						
<b>Task 1. Review of Existing Conditions, Policies, and Data (Phase 1)</b>						
Task 1.1 Document & Data Inventory	1	8		4	13	\$2,040.00
Task 1.2 Technical Review	1	16	10		27	\$4,330.00
Task 1.3 Gap Analysis & Baseline Summary	1	16	6	6	29	\$4,520.00
Task 1.4 Initial Stakeholder Coordination Meeting	1	2	2		5	\$850.00
<b>Task 2. Data Collection and Vulnerability Assessment (Phase 2)</b>						
Task 2.1 Data Inventory, Gap Analysis and Future Projections	1	16	4	4	25	\$3,940.00
Task 2.2 Natural Systems Baseline Assessment	2	16	36	16	70	\$10,740.00
Task 2.3 Hydrologic & Hydraulic Modeling Analysis						
Task 2.4 Chronic Stressors and Acute Shock Analysis	1	8	16	4	29	\$4,520.00
Task 2.5 Coperational and Institutional Resilience Assessment	1	1	0	0	2	\$380.00
Task 2.6 Vulnerability Profile Development	2	8	8	16	34	\$5,120.00
<b>Task 3. Stakeholder Engagement and Outreach (Phase 3)</b>						
Task 3.1 Engagement Strategy Development	1	4	4		9	\$1,480.00
Task 3.2 Leadership & Council Engagement	1	8	8		17	\$2,740.00
Task 3.3 Community Engagement	1	12	12		25	\$4,000.00
Task 3.4 Regional & Agency Coordination	1	6	6		13	\$2,110.00
Task 3.5 Multi-Sector Advisory Group	1	6	6		13	\$2,110.00
Task 3.6 Internal Workgroup/Steering Committee						
<b>Task 4. Draft Resilience Plan Development (Phase 4)</b>						
Task 4.1 Goals, Values, and Guiding Principles	2	2	2		6	\$1,070.00
Task 4.2 Vulnerability and Data Synthesis	1	2	2	16	21	\$3,010.00
Task 4.3 Integration of Stakeholder and Community Input	0	2	0	0	2	\$320.00
Task 4.4 Strategy Development, Alternatives Analysis, and Prioritization	2	21	16	12	51	\$7,900.00
Task 4.5 Draft Resilience Plan Compilation	2	20	20	2	44	\$7,010.00
<b>Task 5. Final Resilience Plan Development, Presentation, and Adoption (Phase 5)</b>						
Task 5.1 Plan Revisions and Integration of Feedback	2	4	4		10	\$1,700.00
Task 5.2 Final Resilience Plan Compilation	2	16	8	8	34	\$5,320.00
Task 5.3 Presentations and Stakeholder Engagement	1	4	8		13	\$2,100.00
Task 5.4 Support for Plan Adoption	1	1			2	\$380.00
<b>Total Hours</b>	49	219	198	88	554	
						Total Labor Biohabitats \$88,390.00
						Total Travel (Direct ) \$1,160.00
						<b>Total Cost Biohabitats \$89,550.00</b>

Total Labor Cost RK&K	\$265,565.00
Total Labor Biohabitats	\$88,390.00
Total Direct	\$4,649
<b>Project Grand Total</b>	<b>\$358,604.00</b>

## ATTACHMENT 4

### INSURANCE COVERAGES

Workers Compensation – Consultant shall maintain Worker’s Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.

Business Auto Policy – Consultant shall maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles.

Commercial General Liability – Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.

Professional Liability (for Professional Services only) – Consultant shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the Town reserves the right, but not the obligation, to review and request a copy of Vendors most recent annual report or audited financial statement.

Additional Insured Requirements – Except as to Workers’ Compensation and Employers’ Liability, said certificate(s) shall clearly state that coverage required by the contract has been endorsed as follows:

***The Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as additional insured.***

The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Town prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Said liability insurance must be acceptable by and approved by the Town as to form and types of coverage.