

**TOWN OF BLUFFTON
MASTER SERVICE AGREEMENT
Contract Number 2021-32**

COUNTY OF BEAUFORT

STATE OF SOUTH CAROLINA

THIS AGREEMENT is made the _____ of _____, 2021 between Atlas Surveying, Inc. (hereinafter called “Contractor”) 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 to enter into a non-exclusive agreement for on call surveying services; and

WHEREAS, the Town and Contractor desire to enter into a Master Service Agreement wherein the Contractor 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 Contractor, the parties hereto agree as follows:

1. **Schedule:** The agreement shall be for a term of one (1) year with the option to renew for four (4) additional one (1) year periods.
2. **Services/Deliverables:** The Contractor shall perform as needed/on-call services per the attached scope of work in Attachment 1.
3. **Fees:** The total cost of these services shall be in accordance with the hourly rates established in Attachment 2. Hourly rates shall remain firm for the first twelve (12) months of the agreement. Any price redetermination shall occur 90 days prior to the end of each term and mutually agreed upon by both parties.
4. **Work under the Master Services Agreement shall be managed by Task Order.** The Town shall provide a stand-alone scope of work for a unique project and Contractor shall provide a written quote, including estimated level of effort in hours, labor rates by job title which shall reflect those attached to this Agreement, estimated material cost, and project completion in number of days. If the quote is accepted, the Town shall provide a Work Authorization Form and/or a purchase order. No work shall commence without such authorization from the Town. Actual work shall not exceed Contractor’s estimate without prior authorization from the Town.
5. **Invoicing:** The Contractor shall send invoices via email simultaneously to 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 2021-32 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.
6. **General Terms and Conditions:**
 - a. The contractor shall be required to maintain appropriate levels of general liability, auto liability, professional liability, and workers compensation insurances, coverages and amounts as identified in Attachment 3 for the entire length of this Agreement. The contractor must provide the Town with a Certificate of Insurance for each that names the Town as an additional insured on their policy. The contractor 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 upon execution of an approved Work Authorization Form or purchase order and will 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. Contractor 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. Contractor 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 Contractor is required to hire Subcontractors, those Subcontractors must be appropriately licensed by the Town of Bluffton. The Contractor 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 Contractor 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, except in the case of task orders which shall be processed with purchase orders and will not require any amendment or modification to this Agreement. The Contractor may not assign this contract without the prior written approval of the Town.
- j. The Contractor 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. In the case of services provided under this Agreement, Contractor shall perform the work consistent with the professional skill and care ordinarily provided by members of its profession practicing under similar circumstances. In the case of goods provided under this Agreement, Contractor 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 Contractor 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 Contractor's agents and employees and methods utilized in fulfilling its obligations hereunder shall lay solely and exclusively with the Contractor. The contractor's agents or employees shall not be considered employees of the Town for any purpose. No person employed by the Contractor 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), Contractor provided terms.

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

ATLAS SURVEYING, INC.

TOWN OF BLUFFTON

Date: _____

Date: _____

By: _____

By: _____

Print Name: _____

Print Name: _____

Position: _____

Position: _____

Witnesses: _____

Witnesses: _____

Attachments:

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

ATTACHMENT 1

SCOPE OF WORK

The Town desires successful firms to provide as-needed surveying services for engineering and design purposes. All work must be certified by a Professional Land Surveyor registered in the State of South Carolina. Work may include but is not limited to:

- Existing tree surveys
- Tree and topographic surveys
- Boundary surveys
- Bathymetric survey (freshwater pond, canal, salt water)
- Utility surveys
- Soft-dig, subsurface exploration and data collection
- Construction stakeouts
- Construction as-builts
- Stormwater, pathway, and roadway inventory
- GPS surveying
- Setting benchmarks and control
- Preparing easement and right of way plats and staking
- Parcel/deed research
- Easement exhibits
- AutoCAD work

Survey data and all related documentation shall be delivered in both hard copy (signed, sealed and dated) and digital as requested. Digital formats shall be prepared with software compatible with AutoCAD 2010 writable files.

ATTACHMENT 2

FEE SCHEDULE



Town of Bluffton

May 6th, 2021

RE: Surveying Services for RFQ# 2021-32

Hourly Rates are as follows:

- | | |
|-------------------------------|----------|
| 1) 2-man Field Crew | \$125/hr |
| 2) CAD Technician | \$95/hr |
| 3) Field Supervisor | \$85/hr |
| 4) Professional Land Surveyor | \$135/hr |
| 5) Administrative | \$55/hr |

Rates are based upon standard residential lot sizes up to 0.5 Ac. Rates may change depending extreme site conditions such as building complexity, remote site location, etc.

Sincerely,

A handwritten signature in blue ink, appearing to read "William H. Gray, Jr.", is written over the typed name.

William H. Gray, Jr., PLS
President
Atlas Surveying, Inc.

ATTACHMENT 3

INSURANCE COVERAGES

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

Business Auto Policy – Contractor 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. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. 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) – Contractor 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.

TOWN OF BLUFFTON
MASTER SERVICE AGREEMENT
Contract Number 2021-54

COUNTY OF BEAUFORT

STATE OF SOUTH CAROLINA

THIS AGREEMENT is made the _____ of _____, 2021 between ESP Associates, Inc. (hereinafter called "Contractor") 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 to enter into a non-exclusive agreement for on call surveying services; and

WHEREAS, the Town and Contractor desire to enter into a Master Service Agreement wherein the Contractor 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 Contractor, the parties hereto agree as follows:

1. **Schedule:** The agreement shall be for a term of one (1) year with the option to renew for four (4) additional one (1) year periods.
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4. **Work under the Master Services Agreement shall be managed by Task Order.** The Town shall provide a stand-alone scope of work for a unique project and Contractor shall provide a written quote, including estimated level of effort in hours, labor rates by job title which shall reflect those attached to this Agreement, estimated material cost, and project completion in number of days. If the quote is accepted, the Town shall provide a Work Authorization Form and/or a purchase order. No work shall commence without such authorization from the Town. Actual work shall not exceed Contractor's estimate without prior authorization from the Town.
5. **Invoicing:** The Contractor shall send invoices via email simultaneously to 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 2021-54 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.
6. **General Terms and Conditions:**
 - a. The contractor shall be required to maintain appropriate levels of general liability, auto liability, professional liability, and workers compensation insurances, coverages and amounts as identified in Attachment 3 for the entire length of this Agreement. The contractor must provide the Town with a Certificate of Insurance for each that names the Town as an additional insured on their policy. The contractor 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 upon execution of an approved Work Authorization Form or purchase order and will 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. Contractor 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. Contractor 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 Contractor is required to hire Subcontractors, those Subcontractors must be appropriately licensed by the Town of Bluffton. The Contractor 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 Contractor 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, except in the case of task orders which shall be processed with purchase orders and will not require any amendment or modification to this Agreement. The Contractor may not assign this contract without the prior written approval of the Town.
- j. The Contractor 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. In the case of services provided under this Agreement, Contractor shall perform the work consistent with the professional skill and care ordinarily provided by members of its profession practicing under similar circumstances. In the case of goods provided under this Agreement, Contractor 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 Contractor 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 Contractor's agents and employees and methods utilized in fulfilling its obligations hereunder shall lay solely and exclusively with the Contractor. The contractor's agents or employees shall not be considered employees of the Town for any purpose. No person employed by the Contractor 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), Contractor provided terms.

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

ESP ASSOCIATES, INC.

TOWN OF BLUFFTON

Date: _____

Date: _____

By: _____

By: _____

Print Name: _____

Print Name: _____

Position: _____

Position: _____

Witnesses: _____

Witnesses: _____

Attachments:

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

ATTACHMENT 1

SCOPE OF WORK

The Town desires successful firms to provide as-needed surveying services for engineering and design purposes. All work must be certified by a Professional Land Surveyor registered in the State of South Carolina. Work may include but is not limited to:

- Existing tree surveys
- Tree and topographic surveys
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- Utility surveys
- Soft-dig, subsurface exploration and data collection
- Construction stakeouts
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- Parcel/deed research
- Easement exhibits
- AutoCAD work

Survey data and all related documentation shall be delivered in both hard copy (signed, sealed and dated) and digital as requested. Digital formats shall be prepared with software compatible with AutoCAD 2010 writable files.

ATTACHMENT 2

FEE SCHEDULE

PRICING TABLE

SURVEYING

Survey Crew	\$145
Survey Crew - 1 Man	\$105
Survey Crew - 2 Man	\$145
Survey Crew - 3 Man	\$185
Survey Crew - 4 Man	\$235
Hydrographic Survey Crew (Small Vessel)	\$230
Hydrographic Survey Crew (Large Vessel)	\$265
Hydrographic Survey Vessel Captain	\$175
Hydrographic Survey Tech I	\$105
Hydrographic Survey Tech II	\$110
Hydrographic Survey Tech III	\$125
Hydrographic Survey Tech IV	\$140
GPS Crew – RTK 1 Man	\$120
GPS Crew – RTK 2 Man	\$145
GPS Technician I	\$85
GPS Technician II	\$100
GPS Technician III	\$115
GPS Technician IV	\$130
Field Manager	\$110
Survey Technician I	\$85
Survey Technician II	\$95
Survey Technician III	\$110
Survey Technician IV	\$125
Senior Survey Technician	\$150
Survey Project Manager I	\$100
Survey Project Manager II	\$115
Survey Project Manager III	\$130
Survey Project Manager IV	\$155
Project Surveyor I	\$120

Project Surveyor II	\$140
Project Surveyor III	\$155
Senior Project Surveyor I	\$155
Senior Project Surveyor II	\$180
Managing Surveyor I	\$165
Managing Surveyor II	\$180
Managing Surveyor III	\$190
Senior Managing Surveyor I	\$190
Senior Managing Surveyor II	\$220
Senior Managing Surveyor III	\$230
Surveying Director I	\$275
Surveying Director II	\$280

REMOTE SENSING

Certified Photogrammetrist	\$190
Certified Mapping Scientist - Lidar	\$165
Remote Sensing Project Manager I	\$125
Remote Sensing Project Manager II	\$135
Lidar Technician I	\$60
Lidar Technician II	\$70
Lidar Technician III	\$80
Lidar Technician IV	\$90
Photogrammetric Technician I	\$70
Photogrammetric Technician II	\$80
Photogrammetric Technician III	\$95
Photogrammetric Technician IV	\$105
Orthophoto Technician I	\$70
Orthophoto Technician II	\$85
Orthophoto Technician III	\$95
Orthophoto Technician IV	\$115

Pricing Table, Continued

SUE

GPR-Designating 1 Man	\$115
GPR-Designating 2 Man	\$155
SUE Crew – Vacuum Excavation 2 Man	\$265
SUE Crew – Designating 1 Man	\$115
SUE Crew – Designating 2 Man	\$155
SUE Survey Crew	\$155
SUE Analyst I	\$90
SUE Analyst II	\$100
SUE Analyst III	\$115
SUE Project Manager I	\$115
SUE Project Manager II	\$125
SUE Project Manager III	\$145
SUE Project Manager IV	\$165
SUE Project Surveyor I	\$155
SUE Project Surveyor II	\$175
SUE Project Surveyor III	\$195

HIGH DEFINITION SCANNING

Static Scan Crew	\$225
Mobile Scan Crew	\$245
SCAN Technician I	\$105
SCAN Technician II	\$120

SCAN Technician III	\$140
SCAN Technician IV	\$160
Senior Scan Technician	\$170
Scan Project Manager I	\$165
Scan Project Manager II	\$180
Scan Project Manager III	\$195
Senior Scan Project Manager I	\$210
Senior Scan Project Manager II	\$225
Mobile LiDAR Truck Fee	\$4,650

UAS

UAS Pilot - LiDAR	\$225
UAS Pilot - Photos/Video (Non-Ortho)	\$180
UAS Visual Observer - 1 Man	\$80
UAS Visual Observer - 2 Man	\$140
UAS Visual Observer - 3 Man	\$200
UAS Tech I	\$100
UAS Tech II	\$115
UAS Tech III	\$130
UAS Senior Project Manager I	\$205
UAS Senior Project Manager II	\$230

ATTACHMENT 3

INSURANCE COVERAGES

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

Business Auto Policy – Contractor 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. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. 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.

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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.

TOWN OF BLUFFTON
MASTER SERVICE AGREEMENT
Contract Number 2021-53

COUNTY OF BEAUFORT

STATE OF SOUTH CAROLINA

THIS AGREEMENT is made the _____ of _____, 2021 between Surveying Consultants (hereinafter called “Contractor”) 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 to enter into a non-exclusive agreement for on call surveying services; and

WHEREAS, the Town and Contractor desire to enter into a Master Service Agreement wherein the Contractor shall provide such services as set forth herein below:

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- j. The Contractor 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.
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IN WITNESS WHEREOF, the parties hereto affixed their signatures hereto the date first written hereinabove.

SURVEYING CONSULTANTS

TOWN OF BLUFFTON

Date: _____

Date: _____

By: _____

By: _____

Print Name: _____

Print Name: _____

Position: _____

Position: _____

Witnesses: _____

Witnesses: _____

Attachments:

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

ATTACHMENT 1

SCOPE OF WORK

The Town desires successful firms to provide as-needed surveying services for engineering and design purposes. All work must be certified by a Professional Land Surveyor registered in the State of South Carolina. Work may include but is not limited to:

- Existing tree surveys
- Tree and topographic surveys
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- Bathymetric survey (freshwater pond, canal, salt water)
- Utility surveys
- Soft-dig, subsurface exploration and data collection
- Construction stakeouts
- Construction as-builts
- Stormwater, pathway, and roadway inventory
- GPS surveying
- Setting benchmarks and control
- Preparing easement and right of way plats and staking
- Parcel/deed research
- Easement exhibits
- AutoCAD work

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ATTACHMENT 2

FEE SCHEDULE



PO Box 2395, Bluffton, SC 29910 Delivery: 17 Sherington Drive, Suite C, Bluffton, SC 29910
 Phone: (843) 815-3304, Fax (843) 815-3305, website: www.surveyingconsultants.com
 GA Phone: (912) 826-2775 email: sc@surveyingconsultants.com

Detail Professional Surveying Fees

(Detailed list)

Effective May 11, 2021

<u>Administrations /Office support</u>	<u>Hourly Rate</u>
Administrative Support -	\$55.00
Research/Sr. Estimating Manager -	\$125.00
 <u>Professional Surveyor</u>	 <u>Hourly Rate</u>
Sr. Professional Land Surveyor -	\$195.00
JR. Professional Land Surveyor -	\$145.00
 <u>Project Management</u>	 <u>Hourly Rate</u>
Sr. Field Survey Manager/ Project Manager/CAD -	\$145.00
Sr. Technical Survey Manager/ Project Manager/CAD -	\$135.00
Sr. Project Manager/CAD -	\$125.00
Jr. Project Manager/ CAD -	\$100.00
 <u>Field Survey Support</u>	 <u>Hourly Rate</u>
1-Person w/Conventional Equipment -	\$105.00
2-Person w/Conventional Equipment-	\$160.00
1-Person w/ GPS or Robotic Equipment-	\$160.00
2-Person w/GPS or Robotic Equipment -	\$185.00
2- Person Bathymetric Crew w/Jon boat & Equipment-	\$250.00
 <u>Miscellaneous Expenses:</u>	 <u>Per Item</u>
File retrieval fee	\$45 min. for non-current jobs
Copy fee (adjustments for multiple copies)	\$5/copy (Black & White) up to (24"x36") \$25/copy (Color up to 24"x 36")
Standard or express shipping	Cost + 20 %
Hired consultant on clients behalf	Cost + 20 %

ATTACHMENT 3

INSURANCE COVERAGES

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

Business Auto Policy – Contractor 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. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. 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) – Contractor 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.