

**ADDENDUM #1**  
**TO**  
**MASTER SERVICES CONTRACT**  
**FOR**  
**EFFINGHAM COUNTY BOARD OF COMMISSIONERS**  
**Contract No. 20-105-003**

ADDENDUM #                     #01                                          DATE                     December 20, 2021                    

ADDENDUM TO CONTRACT NO.           20-105-003                                DATE           12/20/21          

**PROJECT:     Effingham County Board of Commissioners Contract No. 20-105-003**  
**Booster Pump Station Design**

This AGREEMENT dated December 20, 2021, between **Effingham County Board of Commissioners** (Owner) and **Thomas & Hutton Engineering Co.** (“**Consultant**” or “**Thomas & Hutton**”) this **20<sup>th</sup> day of December 2021**, amend their contract dated **March 9, 2020**, for work, materials, or services described below.

**1.     SCOPE OF WORK**

**A.     General Consulting Phases**

**1.     Project Team Meetings**

The Consultant shall provide attend project team meetings and conference calls at the request of the Owner. Services shall be provided on a Time and Expense basis within a stipulated budget as outlined in the cost proposal. Our scope and fees for this task are based on attendance of meetings as described herein.

**2.     Collect and Compile Existing Information**

Consultant shall review as-built information to verify the preliminary plan for improvement. The County shall make drawings, as-builts, reports, and other related information available for reproduction and use by the Engineer.

**B.     Survey Phase**

Based upon the final master plan approval by the Owner, Consultant will use existing County LIDAR and GIS data. Topographic survey will not be provided for this scope of work.

\_\_\_\_\_ **Owner’s Initials**

\_\_\_\_\_ **Consultant’s Initials**

**C. Design Phase**

After completion of the Survey Phase and Owner approval of the Preliminary plan, the Consultant shall prepare site development plans. These site development plans will include:

- Jasper Village Pressure Regulating Valve: Plan and profile of vault, piping and valve installation.

**D. Construction Phase**

Consultant will provide the following services for the Construction Phase:

**1. Bid Process Phase**

It is assumed that there will be no bid phase services for this scope of work. It is assumed the Booster Station Contractor will be awarded a change order for the work.

**2. Construction Observation Phase**

During the course of construction, the Consultant will provide the following services:

- Review material data, shop drawings, and construction schedules provided by the Contractor.
- Provide construction observation and monitoring to ascertain that the work is in substantial conformance with the contract documents and with the design intent.
- Attend final field inspections by regulating agencies for the project.

Construction observation and monitoring does not include exhaustive or continuous on-site inspections to check the quality or quantity of the Contractor's work. However, it does include visits to the project site at intervals appropriate to the various stages of construction to review general compliance with approved plans and specifications. Such visits and observations shall not require Consultant to assume responsibilities for the means and methods of construction, nor for safety measures or conditions on the job site. For a project of this scale and complexity, construction is expected to take approximately 4 weeks with an estimate of two 2-hr site visit per month on average with one utilized for pay request review. Both parties understand that the Contractor has notification requirements at specific intervals of the construction process. Consultant does not provide accessibility construction compliance verification. This service can be provided at the request of the Owner with specific scopes and fees.

The Consultant provides construction services as defined above for the work designed by the Consultant. Other construction work that may

\_\_\_\_\_ Owner's Initials

\_\_\_\_\_ Consultant's Initials

occur on site is the responsibility of other design professionals or the Owner and expressly not the responsibility of the Consultant.

**3. Record Drawing Phase**

Consultant shall prepare record drawings based on information supplied by the Contractor. The Contractor will provide a survey regarding the constructed facilities. The survey provided by Contractor shall be certified by a registered surveyor licensed in the state in which the work is performed, if required by the governing agency. The scope does not include field work on the part of the Consultant. The information will be compiled in an AutoCAD format by the Contractor and submitted to the Consultant. The Consultant will review this information to ensure that the information submitted meets the intended design. The Consultant **shall not verify or certify** that the information submitted by the Contractor or Contractor Representative is correct. The Consultant will submit this information to the Owner. The record drawings will meet the requirements of Effingham County record drawing specifications at the time this contract is executed.

The record drawing will be compiled from field information collected during the survey phase, water, and sewer lateral locations as determined in the pad elevation survey, contractor's notes, and observations made by Consultant. The data will be presented in a format for the reviewing agency's review.

♦ Additional information required by the reviewing agency beyond what is reasonable and customary for record drawings, shall be billed as additional services. Examples are as follows:

- ~ Geodetic coordinates for structures, fittings, or pipes
- ~ Profiles for sanitary sewer, water, or storm drainage
- ~ Roadway profiles

**E. Exclusions**

Items **not** included in the scope of services are as follows:

- Permits or approvals of any kind
- Accessibility construction compliance verification
- Archaeological survey and report
- Wetland delineation, surveys, or permits
- Geotechnical investigation or report
- Phase One or Phase Two Environmental Assessments
- Endangered species survey and report
- Interior Courtyard Design
- Off-site work unless specifically covered in the scope of services
- Approvals or permits other than those related to the scope of work covered by this contract
- Act as an expert witness for legal activities
- Georgia Department of Transportation permits or approvals
- Telephones, cable television, gas, and power distribution systems

\_\_\_\_\_ Owner's Initials

\_\_\_\_\_ Consultant's Initials

These items can be coordinated or provided, if requested by the Owner in writing.

**2. PAYMENT FOR SERVICES**

We propose that payment for our services will be as follows:

<b>Phase</b>	<b>Fee Structure</b>	<b>Fee or Time &amp; Expense Budget</b>
General Consulting:	Time & Expense – Budget	\$ 1,500.00
Pressure Valve Design:	Lump Sum	\$ 6,325.00
Construction:	Lump Sum	\$ 3,000.00
Reimbursable Expenses <sup>1</sup> :	Time & Expense – Budget	\$ 1,000.00
Additional Services:	Time & Expense – See Consulting Services Rate Sheet	
<b>TOTAL PROJECT BUDGET</b>		<b>\$ 11,825.00</b>

<sup>1</sup> Fees include reimbursable expenses that shall be actual expenses incurred directly or indirectly in connection with the project for mileage, motel, meals, reproduction expenses, etc. This figure represents an anticipated budget to cover these reimbursable costs.

Payment for services on the basis of "Time & Expense" shall be paid in accordance with the schedule of charges attached hereto. Projects will be billed monthly or at the completion of the work, whichever comes sooner, with payment due upon receipt. Payment shall be considered overdue after forty-five (45) days from date of invoice, with interest charged at a monthly rate of 1.5 percent (18 percent annual rate).

Project related costs for printing, reproductions, materials, and travel will be billed as reimbursable expenses.

**AMENDMENT**

This Agreement for Services can be amended by addenda if agreed to in writing and signed by both parties.

**APPROVED:**

**THOMAS & HUTTON ENGINEERING CO.**



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

Title: Principal/Group Leader

Date: 1/19/22

**APPROVED:**

**EFFINGHAM COUNTY BOARD OF COMMISSIONERS**

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

Title: \_\_\_\_\_

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

\_\_\_\_\_ Owner's Initials

\_\_\_\_\_ Consultant's Initials