

**EFFINGHAM COUNTY COMMISSION**  
**MASTER SERVICES CONTRACT NO. 23-RFQU-061**  
**TASK ORDER #3**

TASK ORDER # 003 DATE July 1, 2025

ADDENDUM TO CONTRACT NO. 23-RFQU-061 DATE July 1, 2025

**PROJECT: PROFESSIONAL CONSULTING SERVICES FOR  
EFFINGHAM COUNTY PROGRAM MANAGEMENT**

**EFFINGHAM COUNTY COMMISSION** (Owner) and **THOMAS & HUTTON ENGINEERING CO.** (Consultant or Thomas & Hutton) this 1<sup>st</sup> day of July 2025, provide the following task order through their contract 23-RFQU-061, for work, materials, or services described below.

**SCOPE OF WORK:**

Thomas & Hutton is proposing to provide professional services for overall Effingham County Program Management Support. The period of service is for **July 1, 2025 through June 30, 2027**. The Owner and Program Manager agree that the organizational flow of the Program will evolve as the Program is developed and that no specific number of staff is required or guaranteed. Staffing levels are the responsibility of the Program Manager and may change and vary during the course of the Program. Additional specialist staff may be necessary to perform Design or Additional Services as defined or to be defined at the discretion of the Owner in the future. The Program Manager shall provide documentation for anticipated costs and expenses considered outside the limits of this agreement and shall obtain expressed written consent prior to proceeding with services. Since consulting services to be provided under this agreement are currently unknown, fees are on a time and expense basis.

**A. SCOPE OF SERVICES**

**1. Program Management**

**a. Management Services**

The Program Manager shall provide services to monitor procurement procedures, design, construction and other related activities and to facilitate coordinate and manage the Projects identified by the Owner. The Program Manager will monitor the quality of services and shall recommend courses of action to the Owner when respective contractual requirements are not being fulfilled. Management tasks may include but are not limited to:

- Public Information/Engagement – Engaging with the Owner's public relations officers regarding Program projects.

                     Owner's Initials  
 Consultant's Initials

- Master Planning Report Compilation – Assisting in the Integration of existing planning documentation into the countywide Capital Improvements Plan. Master plan updates when project completed. Living document. Flag when document revisions are necessary.
- Management of design/bid/build projects – Assisting in the procurement of design professionals and oversight of complete project delivery for Projects within the Program, including preparation of bid packages.
- Management of alternative delivery projects (Design/build, CMAR, Etc.) – Assisting in the procurement of alternative delivery teams and oversight of complete project delivery for Projects within the Program.
- Project Controls – Coordinate with Owner's staff to manage contracts, invoices, change orders and amendments.
- Risk Assessment & Management – Provide input and assist in managing risk for the Owner during all phases of the Program to ensure to the extent possible that potential Project impacts are transparent, understood and mitigated.
- Program Reporting – Provide regular written reports to the Owner staff, officials and Project stakeholders.
- Program Regulatory Compliance – Assist in monitoring and managing the process of compliance with applicable regulatory permitting and approvals.
- Cost Validation – Verify cost estimates and provide value-engineering reviews to Projects within the Program.
- MWBE Strategies – Work with Owner staff to explore expanding MWBE opportunities for local and disadvantaged businesses.
- Performance Management – Maintain continuous reporting for all Program Projects on budget and schedule variances and, if needed, prepare recovery plans.
- Commissioning/Conveyance – Assist in the administering of post construction closeout for Program Projects to transition the operation to Owner possession.

**b. Design Services**

At the request of the Owner, the Program Manager may perform specific design tasks under this Agreement and shall be compensated for the performance of these services for mutually agreed upon fees not included in this agreement. Design services should not and will not

relinquish the services or responsibilities of the Program regarding specific Projects or design services assigned.

**c. Construction Observation**

For the length of this agreement, the Program Manager's project representative will be made available to the Owner on an as-needed basis to provide site representation/observation. The project representative will act in the capacity of the Owner's representative, when needed, as directed to do so. Notification for site representation will require correspondence with the Program Manager 48 hours prior to the requested on-call service. Considering the complexity of this work and its location, this scope includes the following time for observation of construction:

- It is estimated that the Project Representative can be made available up to an average of **6 hours per week** for the duration of this agreement. Compensation will be based on a time and expense, not to exceed amount, using this weekly average as the basis for budget. If additional site visits are required, this contract will be amended to provide such additional services.

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. Construction observation is anticipated for the time period of this agreement. Such visits and observations shall not require Program Manager to assume responsibilities for the means and methods of construction, nor for safety measures or conditions on the job site. Both parties understand that the Contractor has notification requirements at specific intervals of the construction process. Program Manager does not provide accessibility construction compliance verification. This service can be provided at the request of the Owner with specific scopes and fees.

**d. Additional Services**

At the request of the Owner, the Program Manager may perform Additional Services under this Agreement and shall be compensated for the performance of any Additional Services requested by the Owner on an hourly basis as identified in Exhibit B to this Agreement. The Program Managers shall prepare a written amendment to this Agreement specifically providing the performance of the Program Manager for the Additional Services and the hours estimated for each activity. Additional Services to be performed by the Program Manager may include but are not limited to:

- Preparation of financial feasibility studies related to Projects in the Program
- Performance of special inspections or testing

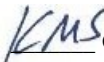
- Hiring or engaging any expert witness or consultant to assist the Owner in or for any claim or suit on behalf of the Owner.
- Such other services as Owner & Program Manager may agree to in writing.

**2. Reimbursable Expenses**

Direct non-salary (reimbursable expenses), including printing and reproduction are billed at cost. Travel in private vehicles will be billed at the IRS Standard Rate and may be revised based on fuel pricing.

**3. Fees**

We propose that payment for our services be on a time and expense basis as needed per Effingham County request.

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


APPROVED:

THOMAS & HUTTON ENGINEERING CO.

By:   
Ryan Thompson, PLA

Title: Principal-in-Charge

Date: July 1, 2025

By:   
Kevin Smith, PE

Title: On-call Contract Manager/Principal

Date: July 1, 2025

APPROVED:

EFFINGHAM COUNTY BOARD OF  
COMMISSIONERS

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

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

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

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

 Consultant's Initials