

Staff Report

Subject: Approval of Task Order No. 3 under Contract No. 23-RFQu-061 with Thomas & Hutton for Program Management Services

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Department: Procurement

Meeting Date: 08/05/2025

Item Description: Consideration to approve Task Order No. 3 under the existing Indefinite Delivery Contract for Engineering and Architectural Services with Thomas & Hutton for professional consulting services to support Effingham County's capital project program management.

Summary Recommendation: Staff recommends approval of Task Order No. 3 with Thomas & Hutton for program management services from July 1, 2025, through June 30, 2027.

Executive Summary/Background:

Task Order No. 3, issued under the County's Master Services Contract No. 23-RFQu-061 with Thomas & Hutton, establishes a scope of work for professional consulting services in support of Effingham County's capital improvement initiatives.

The purpose of this task order is to provide comprehensive program management services including oversight of design and construction, procurement support, risk assessment, MWBE strategy development, project reporting, and regulatory compliance.

Key responsibilities include:

- Managing both traditional (design-bid-build) and alternative (design-build, CMAR) project delivery methods.
- Monitoring project budgets, schedules, and contractor performance.
- Assisting in public communication and stakeholder engagement.
- Supporting post-construction closeout and transition activities.

The services will be delivered on a time and expense basis, consistent with the FY 2026 approved rate schedule. The anticipated term of service is July 1, 2025, through June 30, 2027.

Alternatives for Commission to Consider:

1. Approve Task Order No. 3 as presented.
2. Do not approve and provide direction to staff.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Procurement, Engineering

Funding Source: FY2026 Capital Budget

Attachments: Task Order No. 3 – Scope of Services and Fee Terms, FY 2026 Rate Sheet – Thomas & Hutton