



EOM Operations  
*Your solution to a better tomorrow*

June 3, 2020

The Board of Commissioners of Effingham County  
ATTN: Charles George  
601 N Laurel Street  
Springfield, GA 31329

Re: Civil Engineering Consulting Scope Services Task Order Request

Dear Mr. George,

EOM Operations, a full scale public works operations, engineering, and utilities construction firm is pleased to provide civil engineering consulting services as described below. The services described herein shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Owner and Consultant on 15<sup>th</sup> day of September 2020.

### **BASE SCOPE SERVICES**

*Listed by priority*

- **PLAN REVIEW** – Plan review of residential subdivisions and commercial and industrial sites. This includes the review of clearing and grading plans, storm drainage systems, hydrology reports, geotechnical reports, roadway systems, sanitary sewer systems, potable water systems, and reuse water systems for compliance with Effingham County's, State and Federal Design Standards and Specifications. Plan review includes: sketch plan (excluding zoning issues), clearing and grading plans and civil site development plans review for the infrastructure listed above. Services will include one observational inspection for final plat approval, which includes a report recommendation and one observational inspection for bond release, which includes a report with recommendation. Review shall be based on electronic plan submissions provided by County staff. Any additional inspections will be charged on an hourly bases.
- **CAPITAL IMPROVEMENT PROGRAM MANAGEMENT** - Assist County staff with identifying, evaluating and prioritizing capital improvement projects, including assisting with the creation of the scope of work for each project. Identify the scope of design and construction work needed for SPLOST, LMIG, OSS LMIG and special projects. This includes preliminary project assessments and scope development; and preparation of opinions on preliminary project budgets. EOM will identify possible grant funding programs and make recommendations to County Staff.
- **ANNUAL CRS RECERTIFICATION** - Manage the County's annual National Flood Insurance Program Community Rating System recertification. EOM will provide community education related to floodplain management services that will consist of preparing literature, drafting content for notification letters/mailers, documentation, and



480 Edsel Drive, Ste 100  
Richmond Hill, GA 31324



[www.eomworx.com](http://www.eomworx.com)



Ph: 912.445.0050  
F: 912.756.5882



**EOM Operations**  
*Your solution to a better tomorrow*

OPERATIONS

- presentations to a maximum of two events annually. Services exclude GIS parcel research, reproduction, publishing expenses and postage.
- **REPORTING** - Provide monthly progress reports for inclusion in Board of Commissioner packets.
  - **COMMISSION MEETINGS** - Attend Planning Board and Board of Commissioner's meetings as necessary to participate in technical discussions or provide project updates on agenda items involving EOM services.
  - **STAFF MEETINGS** - Attend regular meetings with County staff to provide technical assistance and guidance. Meetings to occur bi-weekly and as requested by County staff but shall not exceed more than one staff meeting per week.

### COMPENSATION

**\$282,600**

*One-Twelfth (1/12) of the base scope fee shall be invoiced on the first of the month that services are provided.*

### EXCLUSIONS

- Residential development plan reviews greater than 20 acres and/or more than 6 lots per acre.
- Commercial development plan reviews that are greater than 50 acres, more than one building, campuses, master site plans.
- Water and Sewer Extension forms and submittals.
- Review and evaluation of Traffic Impact Studies.
- Reviewing and updating existing County's specifications, ordinances, standards and procedures related to site development, civil engineering, and construction.
- Review of any site development located in sensitive areas which will require additional technical assistance to evaluate.
- Review of site development of any commercial or industrial facilities which handle hazardous materials, or require any specialized pre-treatment facility or component which will require specialized technical staff to review.
- Review of surface and sub-surface mines sites, landfills, and contaminated or brownfield sites.
- Review of any structural component of any site development.
- Review of any septic systems.
- Grant applications.

### OUT OF SCOPE HOURLY SERVICES

- **PRIVATE DEVELOPMENT CONSTRUCTION INSPECTIONS** - Additional inspections, such as pre-construction conference, road construction, utility infrastructure installation, drainage construction, erosion and sedimentation control, CCTV observations, and documentation control.
- **CAPITAL PROJECT MANAGEMENT** – Inspection and management of the design and construction work related to the infrastructure of the capital improvement projects



which includes managing design contracts, attending progress meetings, coordinating survey, basic Local, State and Federal permitting, management of ROW acquisition, assisting with the development of bid documents, project budgets, pre-bid meetings, addendums, bid review and approval recommendations, preconstruction meetings, periodic site meetings, review pay requests, final inspection and project close-out.

- **FLOODPLAIN MANAGEMENT** - Review of elevation certificates, review of LOMRs and LOMAs , and addressing public floodplain questions. County 5 year Community Rating System recertification is excluded from the scope of services.
- **GRANT APPLICATIONS** - Preparation of grant applications and submission.
- **LOCAL, STATE AND FEDERAL PERMITTING ASSISTANCE** - Provide permitting administration for programs, including but not limited to, GUPS, GDOT encroachment permits, GPAS, water and sewer extension forms, logging permits, landfill permits/inspections, and others.
- **RESEARCH, INVESTIGATION, INSPECTION** – Research, investigation and/or inspection for infrastructure inquiries; citizen concerns; past, present or future projects; programs; polluted sites and/or plumes; and other issues not contained in the base scope services.
- **DESIGN SERVICES**
- **LONG TERM PLAN PLANNING** - Long term planning for water and sewer capacity, transportation and risk assessments.
- **REVIEW AND REVISION OF COUNTY STANDARDS** – Reviews, revisions, additions or creations of County’s specifications, ordinances, standards and procedures related to site development, civil engineering and construction.

**ADDITIONAL OUTSIDE OF BASE SCOPE SERVICES**

**HOURLY RATES**

*Additional outside of base scope services shall be billed at the hourly rates listed below and shall be invoiced the month following the month in which services occurred.*

<i>Floodplain Manager / Senior Professional Engineer</i>	<i>\$150.00/HR</i>
<i>CIP Program Manager / Senior Professional Engineer</i>	<i>\$140.00/HR</i>
<i>Program Manager / Professional Engineer</i>	<i>\$120.00/HR</i>
<i>Project Manager</i>	<i>\$110.00/HR</i>
<i>Engineer</i>	<i>\$90.00/HR</i>
<i>Construction Engineer</i>	<i>\$80.00/HR</i>
<i>CADD Operator</i>	<i>\$70.00/HR</i>
<i>Clerical</i>	<i>\$45.00/HR</i>
<i>Utility Locator</i>	<i>\$70.00/HR</i>



EOM Operations  
Your solution to a better tomorrow

Signatures below indicate the acceptance of the proposed Task Order items listed above.

**The Board of Commissioners of  
Effingham County**

**EOM Operations**

By: Wesley M. Corbitt  
Name: Wesley M. Corbitt  
Title: Chairman  
Date: 09/15/2020

By: Melissa Hurd  
Name: Melissa Hurd  
Title: president  
Date: 9.23.2020

TASK ORDER NO.

1

COMMENCEMENT DATE

9/15/2020  
June 30, 2021

COMPLETION DATE