

**EFFINGHAM COUNTY COMMISSION  
MASTER SERVICES CONTRACT NO. 23-RFQU-061  
TASK ORDER #5**

TASK ORDER # 005 DATE October 3, 2025

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

**PROJECT: PROFESSIONAL CONSULTING SERVICES FOR  
EFFINGHAM COUNTY – DIAMOND CONCRETE ROADWAY EXTENSION**

**EFFINGHAM COUNTY COMMISSION** (Owner) and **THOMAS & HUTTON ENGINEERING CO.** (Consultant or Thomas & Hutton) this 3<sup>rd</sup> day of October 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 to Effingham County for the **Diamond Concrete Roadway Extension** project. The project scope consists of an approximately 1,000 foot extension of an industrial roadway to facilitate access from the Diamond Concrete Products facility to Effingham Parkway.

Our services will consist of the General Consulting Phase, the Design Phase, the Permit Phase, and monitoring during the Construction and Closeout Phase, as set forth in Section "A" below. We understand that you will furnish us with full information as to your requirements, including any special or extraordinary considerations for the Project and will make pertinent existing data available to us.

**A. SCOPE OF SERVICES**

**1. General Consulting Phase**

**a. Project Meetings**

Consultant shall attend project meetings and conference calls at the request of the Owner. Services will be provided on a Time & Expense basis and the budget provided includes up to fifteen (15) hours of meeting time.

**2. Design Phase**

**a. Engineering Design**

Upon receipt of Owner approval of the Master Plan, the Consultant shall prepare site development plans for the roadway extension (approximately 1,000 LF). The site development plans will include:

- Grading –finish contours and grading information.

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- Roadway – centerline geometry, stationing, and elevations.
- Drainage – structure location, pipe route and size, inverts and slopes, and lagoon elevations, including preparation of design calculation. Includes update of storm drainage master plan related to this project.
- Water Distribution – N/A
- Sanitary Sewer – N/A
- Erosion Control – for roadway and drainage system.
- Profiles – drainage system.
- Construction Details – roads, drainage, and erosion control.
- Technical specifications for clearing, earthwork, drainage system, and roads.
- Design calculations – storm drainage system.
- Coordinate with Geotechnical Consultant – Owner will retain a geotechnical consultant to perform subsurface investigations and pavement design for the project. The Consultant will coordinate with the geotechnical consultant regarding needs of the project and preliminary design information for the project.
- Dry Utility Coordination – Consultant will forward design plans to the applicable dry utility providers for their review of impacts and potential costs to the project. Design of dry utility systems/components and dry utility conflict resolution is not included in this scope of service.

**3. Permit Phase**

**a. Site Development Permits**

Consultant shall assist Owner with the preparation of submittal packages for the development approval. The payment of fees associated with the application process is the responsibility of the Owner. Consultant shall submit final plans and specifications to the applicable local, state, and federal agencies for review. Agency submittals anticipated for this project include:

- Effingham County (site development)
- Georgia Soil & Water Conservation Commission (erosion control)

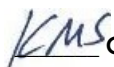
Submittal fees are **not** included in our fee schedule and shall be provided by the Owner at the time of submittal. Consultant will assist Owner in obtaining construction permits for the project. This phase includes revising plans and specifications according to agency comments and if requested, meeting with the agencies on behalf of the Owner

**b. GA NPDES Permit**

Consultant will assist the Owner in compliance with the requirements of the permit to Discharge Storm Water Associated with Construction Activity. This assistance may include, when requested by the Owner:

- Provide an initial observation of the measures installed under the ES&PC within one (1) week after construction activities commence. Additional

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

observations will be conducted as other measures required by the Plan are installed.

- Prepare and submit, as warranted, amendments to the ES&PCP.

The Consultant's services **do not** include:

- Submittal of Notice of Intent (NOI) to the State. It is our understanding this will be submitted by the Owner.
- Qualified personnel to monitor maintenance of ES&PC measures.
- Continuous monitoring of maintenance of ES&PC measures
- Monitoring of NTU's at outfalls or receiving streams
- Submittal of monthly reports to EPD
- Submittal of Notice of Termination (NOT) and certification

#### 4. **Construction Phase**

##### a. **Bid Assistance**

Consultant will assist Owner during the bid process for the project. Typical services provided during this phase include attending pre-bid meetings, responding to contractor questions, and preparation of Consultant's recommendation letter for award of bid. Services are scoped for one (1) bid process only. Additional bid processes will incur additional fees and will be mutually agreed to in writing by both parties. Services shall be provided on a Time and Expense basis and the budget provided assumes up to thirty (30) hours of effort.

It is our understanding the administration of the bid process, including the preparation of contract documents and assembling of the bid package, will be provided by the Owner or the Master Developer for the project. This service can be provided at the request of Owner with specific scopes and fees.

##### b. **Construction Services**

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

- Review material data, shop drawings, and construction schedules provided by the Contractor.
- Respond to Requests for Information (RFI) and attend project meetings as requested by the Client.
- Provide construction observation and monitoring to ascertain that the work is in substantial conformance with the contract documents and with the design intent.

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 conformance with the approved plans and specifications. Such visits and observations shall not require Consultant to assume responsibilities for the

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means and methods of construction, nor for safety measures or conditions on the job site. Services shall be provided on a Time and Expense basis and the budget provided is based on the following assumptions:

- Eighty (80) hours for field observation personnel: \$14,000
- Twenty (20) hours for responding to RFI's: \$4,100
- Twenty (20) hours for construction meetings: \$4,100

Additional time spent on site will be billed as additional services. Both parties understand that the Contractor has notification requirements at specific intervals of the construction process.

The Consultant provides construction services for the work designed by the Consultant. Other construction work that may occur on site is the responsibility of other design professionals or the Owner and expressly not the responsibility of the Consultant.

**c. Record Drawing Preparation**

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 reviewing agency. The record drawings will meet the requirements of the Effingham County record drawing specifications at the time this contract is executed. In addition, the Record Drawings will include:

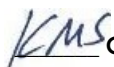
- Storm drainage structures, inverts, and frame elevations
- Storm profiles
- Locations and elevations of fitting, valves, meters as supplied by Contractor.
- The scope does not include the location or depth of any power, telephone, cable television, or natural gas lines.
- The record drawing will be compiled from field information collected by the Contractor and will presented in a format for the reviewing agency's review.

**d. Project Closeout**

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

- Submit Record Drawings and make revisions as requested by Effingham County.
- Attend final field inspections by regulating agencies for the project.

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

- Bond Coordination
- Request project acceptance by applicable agencies including necessary documents as required by Effingham County.

#### 5. **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.

#### 6. **Fees**

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>
<b>General Consulting Phase</b>		
Project Meetings:	Time & Expense – Budget	\$ 3,675.00
<b>Design Phase</b>		
Stormwater Management Phase:	Lump Sum	\$ 15,000.00
Site Layout:	Lump Sum	\$ 8,000.00
Road Design:	Lump Sum	\$ 20,000.00
Dry Utility Coordination:	Time & Expense – Budget	\$ 2,000.00
<b>Permit Phase</b>		
Effingham County:	Time & Expense – Budget	\$ 1,000.00
GSWCC:	Time & Expense – Budget	\$ 7,000.00
<b>Construction Phase</b>		
Bid Assistance:	Time & Expense – Budget	\$ 7,350.00
Construction Services:	Time & Expense – Budget	\$ 22,200.00
Record Drawings:	Time & Expense – Budget	\$ 8,000.00
Project Closeout:	Time & Expense – Budget	\$ 5,000.00

#### 7. **Exclusions**

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

- Surveying Services
- 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
- Off-site work unless specifically covered in the scope of services
- Landscaping and Irrigation Design
- Lighting design or layout
- Approvals or permits other than those related to the scope of work covered by this contract

Owner's Initials

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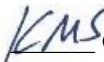
Consultant's Initials

- Act as an expert witness for legal activities
- Telephones, cable television, gas, and power distribution systems

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

**8. Periods of Service**

After receipt of a written notice to proceed from the Owner, Consultant will commence and complete work upon a mutually agreed upon schedule between Owner and Consultant.

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APPROVED:

THOMAS & HUTTON ENGINEERING CO.

By:   
Ryan Thompson, PLA

Title: Principal-in-Charge

Date: October 3, 2025

By:   
Kevin Smith, PE

Title: On-call Contract Manager/Principal

Date: October 3, 2025

APPROVED:

EFFINGHAM COUNTY BOARD OF  
COMMISSIONERS

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

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

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

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Owner's Initials

 Consultant's Initials