

**SCOPE OF SERVICES FOR
AGREEMENT
BETWEEN CCI AND EFFINGHAM COUNTY GA**

August 21, 2025

Effingham County, GA
Tré Wilkins, PE
804 South Laurel St
Springfield, GA 31329

Re: Marlow Water and Sewer Designs
CCI File No: 24-281.001 RFP

Coleman Company, Inc. (CONSULTANT) is pleased to provide the following scope of services requested by Effingham County, Georgia (OWNER) for Water and Sanitary Sewer Design services. The scope of this proposal will include engineering design services, permitting support, and construction support services for a new regional lift station, approximately 18,000 lf of new sanitary sewer force main, and new groundwater withdrawal well with domestic water treatment system. The groundwater withdrawal well and water treatment system will be designed to support the Hinely Tract development located off Sandhill Road.

We see this project being executed in multiple phases including the following: Preliminary Design, Final Design, and Construction Phase Support. Since we recognize the required scope within each phase of the project as a discrete activity, we present our scope of services and the anticipated deliverables in each phase below. To ensure project alignment with OWNER, CONSULTANT will confirm the execution plan and scope for each phase with OWNER prior to beginning engineering services.

CONSULTANT will execute this project under the contract "23-RFQu Indefinite Delivery Contract for Professional Engineering and Architectural Services" executed on July 24, 2024. The terms and conditions of this agreement will apply to this proposal.

SCOPE OF SERVICES:

We propose to provide services as follows:

Project Management and Oversight:

CONSULTANT will provide project management coordination to ensure alignment between project team members and groups throughout the project. This coordination will include both internal and external project stakeholders.

The following items are included under the project management scope of services:

- 1) One (1) in-person project kickoff meeting, facilitated by CONSULTANT, will be held with the owner to ensure alignment with the scope of services and clarify any uncertainties between both parties.

- 2) CONSULTANT will facilitate bi-weekly, twice per month, status meetings with OWNER. These meetings will be limited to one (1) hour and be conducted remotely via MS Teams. Twelve (12) project status meetings are included within the scope of this proposal.
- 3) CONSULTANT will provide OWNER with regular project status reports as the project progresses. These status reports will include the work that has been completed, work that is planned to be completed, and highlight any issues or potential scope changes.
- 4) CONSULTANT will provide and maintain engineering design schedule throughout the design phases of the project. The schedule will indicate key milestones, major tasks and track the progress of the project.
- 5) Prepare and submit monthly invoices, weekly progress reports, and provide project financial status for engineering phases of the project.
- 6) CONSULTANT will manage subcontractors through the course of their scope of services. The following subcontractors are anticipated to be used for this project:

Subconsultant	Role
Raymond Engineering (MBE)	Building Architectural, Structural Engineering and Building MEP Design
Current Edge Solutions	Electrical design for groundwater wells and regional lift station
Chatham Engineering	Electrical design for groundwater wells and regional lift station
Terracon	Geotechnical soil investigations, and groundwater test well

Preliminary Design Phase:

During the preliminary design phase, CONSULTANT will perform schematic designs to locate a new regional sanitary sewer lift station, routing for approximately 18,000 lf of new sanitary sewer main, new groundwater withdrawal well and treatment system, confirm permitting requirements, determine the number of easements, and property acquisitions required, and engage the required OWNER's internal stakeholders.

The goal for completing preliminary designs before beginning final design is to reduce the risks for schedule and costs that arise from changes requested late in design process. We've found that having milestones throughout the process helps municipalities control the overall project costs earlier and be in a proactive position. At the end of the preliminary design phase CONSULTANT will present the OWNER with an Engineer Estimate for Opinion of Probable Construction Cost (OPCC) Estimate. This OPCC will be a high-level estimate usually with a range of +/-50 accuracy range. This OPCC can be used to confirm the overall scope of the project is within OWNER's expected budget.

The following activities are expected to be undertaken during the preliminary design phase:

Topographic and Boundary Survey Services:

- 1) Complete topographic survey along the proposed route shown in the attached easements.

- 2) Property access agreements will be procured by OWNER on behalf of the CONSULTANT.
- 3) Topographic services will be performed on state plan coordinates NAD83 Georgia East zone and NAVD1988 Vertical datums.
- 4) The surveyor will locate utilities to a SUE level B as part of the topographic survey.
- 5) The limits of this survey will be completed for a width of 100ft along the force main route. It is anticipated that the new force main will be located within public rights-of-way and very limited survey on private property will be required.
- 6) Once a lift station location is selected a topographic survey will be conducted in that area. It is anticipated that this survey will be performed to the same standards forementioned and have nominal area of 100ft by 100ft to construct the new lift station within a 50ft by 50ft area.
- 7) The topographic survey will provide the engineer with 1ft contours required for design. The survey will locate any visible improvements, including natural and artificial features. These include pavement limits, top of ditch banks, traffic signs, tree lines, utility structures such as manholes, storm sewer pipes, fences, driveways, edge of water, wetlands marked by CONSULTANT's wetland consultant.
- 8) Right-of-way will be located and shown on topographic based on existing plats and deeds. We have not included time for formal boundary surveys and re-establishment of existing boundary markers.
- 9) The 100-year flood plain elevations will be shown on the topographic survey. This will be based on available FEMA map data. We have not included cost to perform site specific flood determinations.

Easement and Platting:

- 1) CONSULTANT will review available property data along the preferred route and complete an easement registry. This registry can be used by the OWNER to begin negotiations with landowners for any easements or property acquisitions.
- 2) Full easement plats and property entitlement packages will be completed, as part of a future amendment, during the final design phase of the project.

Wetland Delineation:

Using a subconsultant for wetland delineation, CONSULTANT will complete the following activities:

- 1) Walk the project area to determine the presence of any freshwater wetlands and/or non-jurisdictional wetlands along the route. Wetlands found within the project limits will be clearly delineated. Sketches of these wetlands will be provided to coordinate with topographic survey activities.
- 2) Subconsultant will prepare jurisdictional determination request submittals and coordinate with USACE to receive written verification of the jurisdictional limits for the wetlands delineated.

Sanitary Sewer Routing:

- 1) Develop preliminary routing drawings for gravity and forced sewer mains.
- 2) Confirm preliminary hydraulic design for the new sewer mains. This will confirm the required size of the force main meets minimum and maximum velocity requirements and inform the preliminary lift station pump size to meet hydraulic head and flow requirements.

- 3) Preliminary routing will determine the construction methods along the route. Construction methods can be defined as open cut, directional drilling, casing installations, etc.
- 4) Once the preliminary route has been agreed upon, CONSULTANT will develop a 30% level drawing package for OWNER review and approval.

Preliminary Lift Station Design:

As part of the preliminary lift station design, CONSULTANT will complete the following:

- 1) Develop a site analysis to locate the new lift station. As part of this siting analysis, CONSULTANT will use existing GIS data to identify up to three (3) potential locations for the new lift station.
- 2) Coordinate with OWNER to confirm service area from the OWNER's master plan for required flow rates for the regional lift station.
- 3) CONSULTANT will perform preliminary calculations to confirm:
 - Wet well sizing, depth, and diameters.
 - Determine preliminary pump horsepower requirements.
 - Confirm electrical requirements and availability with local utility.
 - Confirm SCADA requirements for the lift station.

Preliminary Groundwater Well Design:

During the preliminary design phase for the groundwater well design, CONSULTANT will provide the following services:

- 1) Install 8-inch diameter test well to determine hydraulic parameters for the aquifer to approximately 320 feet below ground surface.
- 2) Conduct 8-hour step-drawdown test and 48-hour constant rate test.
- 3) Collect and perform laboratory analysis on groundwater per EPA National Primary Drinking Water Regulations.
- 4) Develop preliminary site arrangement for new wells, well house building, water storage tank, and disinfection system.
- 5) Perform preliminary well sizing calculations.
- 6) Perform preliminary calculations for disinfection contact time.
- 7) Perform preliminary equipment sizing for system flow requirements including average daily flow rates, peak daily flow rates, and fire flow demand requirements.
- 8) Develop preliminary specifications for disinfection by using a chlorine gas injection.
- 9) Develop building well building layout and architectural exterior elevations.
- 10) Coordinate with Geotechnical Engineer to perform borings in the well area for foundation designs and determination of well depth and recovery rates.
- 11) Develop permitting matrix for new groundwater withdrawal well and treatment.
- 12) Develop 30% construction design drawings.
- 13) Provide connection drawings into to the Hinley Tract development water distribution system.

Project Specifications:

During the preliminary design phase, CONSULTANT will review the specifications currently being used by OWNER. If additional specifications are needed, CONSULTANT will draft those specifications and present them to OWNER for review and comment.

Preliminary Design Phase Deliverables:

- 1) 30% Drawing Package including:
 - a. Sanitary Sewer Routing Plans. These will be plan drawings, 100 scale sheets, without profile, general notes and construction sections, and detail sheets.
 - b. Available GIS data will be used to generate the 30% plans.
 - c. Preliminary Lift Station layout plan.
 - d. Limits for directional drilling and boring locations.
 - e. Groundwater treatment flow diagram.
 - f. Well building floor plan.
 - g. Well building exterior elevation plan(s).
 - h. Preliminary site layout on the Hinley Tract.
 - i. Preliminary piping and utility routing plans at Hinley Tract; plan views only.
- 2) Permitting Matrix.
- 3) Easement and Right-of-Way Acquisition Matrix.
- 4) Draft Specification Manual.
- 5) Contractor Procurement Guaranteed Maximum Price Package List.
- 6) Preliminary Basis of Design Report.
- 7) Engineer's Estimate for Opinion of Probable Cost Estimate.
- 8) Preliminary Calculation Report.
- 9) Draft Permit Applications; Prepared for OWNER's Review.

Final Design Phase:

During the final design phase of the project, CONSULTANT will take the preliminary design package from 30% completion to 100% completion and provide the following services.

Easement and Platting:

- 1) CONSULTANT will confirm the number of easements required along the sewer main route and update the easement matrix.
- 2) Once the easement locations have been agreed to with both OWNER and individual property owners, CONSULTANT will draft the easement plats for review and recording. As the number and complexity of easement plats and property acquisitions is unknown at this time, the costs for the developing survey plats has not been included and will be provided in a future amendment to this contract.

Wetland Permitting:

- 1) Upon agreement on the route during the preliminary design phase, CONSULTANT will, using its third-party consultant, obtain the necessary USACE permits for wetland impacts. This will include preparing necessary permit applications, project justifications, and attending necessary meetings.

Sanitary Sewer Routing:

During the final design phase, CONSULTANT will perform the following activities:

- 1) Progress drawings from 30% design to 90% design and then to 100% completion. The final construction drawings will generally be 50-scale sheets.
- 2) Finalize hydraulic design for gravity and forced sewer mains. This includes verifying velocities, pressure and hydraulic head losses to inform final design of lift station pumps.
- 3) Final routing drawings will identify the construction methods along the route. Construction methods will be generally defined as open cut, directional drilling, casing installations, etc.
- 4) Drawings will be setup to match the GMP packages identified in preliminary design phase.
- 5) 90% design package will be provided to OWNER for review and comment.
- 6) 100% design package will incorporate comments received from OWNER on the 90% design package.

Regional Lift Station Design:

As part of the final lift station design, CONSULTANT will complete the following:

- 1) Develop site plan layout drawings for 90% design and 100% design completion stages for the lift station. This lift station will be located on an agreed upon site selected in the preliminary design phase.
- 2) CONSULTANT will finalize calculations to confirm:
 - Wet well sizing, depth, and diameters.
 - Determine preliminary pump horsepower requirements.
 - Confirm electrical requirements and availability with local utility.
 - Confirm SCADA requirements for the lift station.
- 3) CONSULTANT will utilize its subconsultant, develop electrical drawings for permitting, bidding and subsequent construction of the new lift station.
- 4) CONSULTANT, if required, will work with OWNER's control system integrator for any design requirements.
- 5) 90% design package will be provided to OWNER for review and comment.
- 6) 100% design package will incorporate comments received from OWNER on the 90% design package.

Groundwater Well Design:

During the final design phase for the groundwater well design, CONSULTANT will complete the following:

- 1) Progress 30% design drawing to 90% and then 100% design completion.
- 2) Finalize cross section for groundwater withdrawal well.
- 3) Complete the required calculations for design of the groundwater well, storage tank, and disinfection contact time.
- 4) Finalize equipment sizing for system flow requirements including average daily flow rates, peak daily flow rates, and fire flow demand requirements.
- 5) Completed preliminary specifications for the project.
- 6) Finalize permitting matrix for new groundwater withdrawal well and treatment.

Project Specifications:

During the final design phase, CONSULTANT will develop any specifications identified as not available in the OWNER's specifications registry during the preliminary phase. Once completed CONSULTANT will compile all specifications into a project specification book.

Final Design Phase Deliverables:

- 1) 90% and 100% Completion Drawing, typically 40 scale or 50 scale sheets, Package including:
 - a. Cover Sheet
 - b. General Notes sheet(s)
 - c. Force Main Sewer Routing Index Sheet
 - d. Force Main Sewer Plan and Profile Sheet(s)
 - e. Lift Station Layout Sheet
 - f. Lift Station Grading and Drainage Sheet
 - g. Lift Station Electrical Plan
 - h. Lift Station Electrical Details
 - i. Grading and Drainage Plans
 - j. Paving Plan(s)
 - k. Utility drawing(s)
 - l. Landscaping plan(s) for well site screening
 - m. Construction Detail and Section Sheet(s)
 - n. Structural Foundation Drawings:
 - i. Horizontal storage tank foundation
 - ii. Emergency Generator Foundation
 - iii. Well Building Foundation
 - iv. Well Building Sections and Details
 - v. Well Building Roof Plans
 - vi. Well Building Exterior Elevations
 - o. Well Building Mechanical, HVAC and Ventilation, Plans
 - p. Well Building Plumbing Plans
 - q. Electrical Plans
 - i. Well building lighting plans
 - ii. Site lighting plans
 - iii. Well building power plans
 - iv. Generator sizing and standby power plans
 - v. Electrical panel schedules
 - vi. Electrical single lines
 - r. Erosion Sedimentation and Pollution Control Plan Sheets
 - s. Erosion Sedimentation and Pollution Control Details
 - t. Erosion Sedimentation and Pollution Control Notes
- 2) Updated permitting matrix
- 3) Easement and Right-of-Way Acquisition Matrix
- 4) Final Specification Manual
- 5) Basis of design report
- 6) Updated Engineer's Estimate for Opinion of Probable Cost Estimate
- 7) Final calculation report
- 8) Final project specification book

Construction Support Services:

CONSULTANT will provide the following services as part of the construction phase of the project.

Bidding Support:

As part of the bidding phase of the project, CONSULTANT will provide the following:

- 1) Develop technical scope of work to support public solicitation.
 - a. This technical scope will be incorporated into OWNER's purchasing general terms and conditions for project solicitation.
 - b. CONSULTANT is anticipating there will be a maximum of three (3) discrete GMP packages will be solicited for this project.
- 2) Attended up to three (3) preproposal meetings for contractor selection.
- 3) Attend up to three (3) contractor interview workshops, one (1) interview workshop per GMP package. We are assuming all contractor interviews will be completed on the same day, one GMP interview session per day.
- 4) CONSULTANT will review contractor RFP and Bids for completeness and compliance with the solicitation. We will provide the following as part of this activity:
 - a. Proposal completeness review matrix based on the agreed upon criteria with OWNER. This will not provide quantitative scoring on the proposals. Only provide a summary of the submittals.
 - b. One (1) formal meeting with OWNER to review the completeness matrix.
 - c. Provide technical cost proposal bid tab review and matrix. We will use OWNER's bid tab template for this review.
 - d. Provide recommendation letter based on review of bid completeness

Construction Phase Support:

As part of the construction phase support, CONSULTANT will provide the following:

- 1) Review material data, shop drawings, and respond to requests for information (RFI), during construction.
- 2) Attend One (1) Pre-construction meeting with or on behalf of the OWNER.
- 3) Provide construction observation and monitoring to ascertain that the work is in substantial conformance with the approved contract documents and with the design intent. The fee includes a maximum of 2 site visits, 4 hours per trip including drive time for 12 months.
- 4) Perform site observations as required by the Authorities Having Jurisdiction.

Construction Close-out Services:

CONSULTANT will assist the Owner with closing out open permit with the authorities having jurisdiction for obtaining operating permits with the authorities having jurisdiction or agencies. The services include:

- 1) Prepare record drawings using red lines provided by the contractor as well as survey data collected by a registered professional land surveyors.
- 2) Coordinate with Owner to develop and maintain a contractor project punch list.

NPDES Services:

CONSULTANT will provide NPDES services, including the following to maintain compliance with NPDES permit requirements:

- 1) Submit Erosion, Sedimentation, and Pollution Control Plan.
- 2) Design Best Management Practice for subject site and design professional to inspect.
- 3) Prepare GIS Map of Outfall.
- 4) Obtain GPS Coordinate of construction entrance.
- 5) Perform inspection of initial BMP installation.
- 6) Submit NOI (Primary Permittee to submit any applicable Fees).
- 7) Perform weekly inspections.
- 8) Monthly inspections of areas of the site that have undergone final stabilization.
- 9) Sample receiving waters per permit requirements.
- 10) Perform monitoring test on samples taken.
- 11) Report to Primary Permittee any violation noted at weekly inspections
- 12) Report to EPD on or before the fifteenth of the following month monitoring results.
- 13) Submit Notice of Termination (NOT) at final stabilization of project.
- 14) Retain records off site for a minimum of three years.

Permitting Services:

As part of the preliminary design and final design phases of the project the CONSULTANT will coordinate with the permitting agencies required for the project. We anticipate that permits will need to be obtained from the following agencies:

- 1) Georgia EPD
 - a. Sanitary Sewer Extension
 - b. Groundwater Withdrawal and Well Construction Permit
 - c. Watermain Extension
- 2) Effingham County
 - a. Building Permit
 - b. Land Disturbance Permit(s)
 - c. Water and Sewer Permit(s)
 - d. Right-of-way Encroachment Permits
- 3) U.S. Army Corps of Engineers
 - a. Wetland Impact Permits
- 4) Georgia Power
 - a. Right-of-way Encroachment Permit
- 5) Georgia Department of Transportation
 - a. Utility Encroachment Permit

Cost Summary:

For services outlined above ENGINEER presents the costs in the table below as a lump sum fixed price contract, OWNER agrees to pay ENGINEER as follows:

Task	Subtasks Cost	Task Cost Summary
Preliminary Design		\$ 563,600
Project Management, Project Specifications, Project Reports, Project Support and OPCC	\$ 84,520	
Topographic and Boundary Survey Services	\$ 94,000	
Easement and Platting	\$ 7,580	
Wetland Delineation	\$ 17,100	
Geotechnical Investigations	\$ 206,800	
Sanitary Sewer Routing	\$ 63,000	
Regional Lift Station Design	\$ 39,600	
Groundwater Well Design	\$ 51,000	
Final Plans and Specifications		\$ 421,400
Project Management, Project Specifications, Project Reports, Project Support and OPCC	\$ 78,500	
Easement and Platting	\$ 23,400	
Wetland Delineation	\$ 9,100	
Sanitary Sewer Routing	\$ 100,500	
Regional Lift Station Design	\$ 74,900	
Groundwater Well Design	\$ 135,000	
Permitting Support		\$ 32,000
Construction Phase Support		\$ 121,800
Bidding Support	\$ 30,000	
Construction Inspections	\$ 79,500	
Construction Closeout	\$12,300	
NPDES Services		\$ 16,000
Total Costs		\$ 1,154,800

Clarifications:

Items not included in the scope of services and can be provided as supplemental services as follows:

1. Environmental services including but not necessarily limited to state water buffers, soil testing, and remediation services.
2. Design of temporary traffic controls for construction activities.
3. Identification of construction easement locations.
4. Civil construction phase support services beyond those listed in the proposal.
5. Civil construction inspection and close out services beyond those listed in the proposal.
6. Third party special inspections and material testing.
7. Soils report/geotechnical investigation services.
8. Landscape design services for tree loss along the force main routes.
9. Expert witness retention.

10. ENGINEER services do not include day-to-day construction observation, resident inspection, construction monitoring or work performed by others unless otherwise stated above.
11. Public outreach and support for the project is not included at this time and can be provided if requested.
12. Payment of permit fees.
13. Property acquisition support and securing of easements has not been included in this proposal and if requested it can be provided as a supplement service.

Modifications of the project documents due to revisions requested by the OWNER once work has commenced for the purposes of value engineering or budget control, marketing, or other modifications required by end users or any other significant changes to the project scope or layout shall be incorporated into the Construction Documents as an Additional Service when approved by the OWNER. Additional Fees associated with OWNER requested plan modifications shall be commensurate with the stage of completion and the complexity of the modifications requested and their impact on the design.

Additional Services:

Should the OWNER request any services not listed above then the cost of those services will be (a) as agreed to in a written modification of the Agreement or (b) in accordance with the terms of the contract and billed per the fee schedule, attachment A for contract 23-RFQu_061.

Payment Due When Services Rendered:

The OWNER warrants that payment for services provided by CCI will be made based on the terms of this Agreement and is in no way contingent upon the OWNER's ability to obtain project financing or completing real estate closings or achieving other project milestones with entities not a party to this Agreement. Late payments will be subject to appropriate service charges and in extreme circumstances there will be grounds for ceasing work on the project.

Coleman Company welcomes the opportunity to increase our relationship with Effingham County, GA and should you have any questions on the scope of services presented above, please reach out with any questions.

Kindest Regards,



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