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Effingham County Board of Commissioners
Tre Wilkins, P.E.
Project Manager – Capital Improvement Projects
804 South Laurel Street
Springfield, GA 31329

Date: August 18, 2025

RE: Engineering Evaluation & Design Services Task Order for the Park West Pump Station (PS-05) Rehabilitation

Dear Mr. Wilkins:

Thank you for the opportunity to submit a proposal to obtain a Task Order for the **Engineering Evaluation & Design Services for the Effingham County Park West Pump Station Rehabilitation (PS-05)**. Our team is composed of professionals committed to meet your needs and the goals for that will be established for the project. We have prepared this proposal for your review and look forward to working with you throughout this evaluation.

Background

Effingham County's regional Park West Pump Station (PS-05) is currently operated in the by-pass mode due to mechanical failure of the pumps. In order to provide reliable service, complete rehabilitation of PS-05 is required. To maintain station operation during construction, a new station wet well will be constructed and new pumps and controls will be installed. In addition, to determine future station capacity, future flows to PS-05 will be evaluated and the system hydraulically modeled. This proposal addresses evaluation and design services associated with PS-05.

Scope of Work

We propose that services be conducted in 2 phases. Phase 1 will be the Engineering Evaluation Phase and Phase 2 will consist of PS-05 Design, Permitting, Bid and Construction Administration Services.

Phase 1 – Engineering Evaluation

1. GMC will conduct site visits and review pertinent data. Site Visit and Data Review Tasks include:

- Site visit to the PS-05 site
- Evaluate existing County GIS information on the sewer system, demand data, record drawings, and pump station data for the service area

2. GMC will review existing and projected sewer demands for the service area and develop and define future station demands



3. Based on existing GIS information on the sewer system, a pump drawdown test with pressure readings, demand data and future system demand information provided by the County, GMC will prepare a hydraulic model for the service area collection system using SewerGEMS by Bentley. Modeling tasks will include:

- PS-05 Basin System Data Assessment
- Preparation of a hydraulic model of the PS-05 Basin sewer system infrastructure for the service area

4. GMC will incorporate the above analysis and supporting information into a Technical Memo (TM). The TM will include:

- Recommendations and Concept Plan for PS-05 Rehabilitation
- Opinion of Probable Construction Cost
- Supporting information from the analysis

5. GMC will address comments from the County and deliver the final version of the TM.

Phase 2a – Topographic Survey

Upon concurrence from the County with the Phase 1 - Engineering Evaluation, GMC will conduct a topographic survey for PS-05. The survey will consist of locating existing station structures, trees, easements, R/W's, pavements, utilities, and all other features necessary for design of the PS-05 rehabilitation. Drawings will be prepared from the above information to be utilized as base maps to produce Bid Documents.

Phase 2b – Soil Borings

GMC will provide geotechnical contract services to investigate subsurface conditions of the PS-05 site through deep test borings. Samples will be analyzed in the laboratory for classification and additional evaluations. Lift Station wet well installation conditions will be confirmed.

Phase 2c – Design Services

Upon concurrence from the County with the Phase 1 Engineering evaluation, GMC will prepare a set of Bid Documents for PS-05 Rehabilitation. The package will include drawings (Lift Station plans & sections (as needed), Electrical power, instrumentation & controls, Sanitary Sewer & Force Main plans, profiles, erosion & sedimentation control drawings and details) and specifications and contract documents for bidding the Project. At 30%, 60% and 90% completion, GMC will submit design documents to the County for review, which will include half-size drawings, specifications and detailed Opinion of Probable Construction Cost. There will be Design Workshops conducted at each milestone.

The final design submittal to the County will be at the 100% completion milestone. A final Opinion of Probable Construction Cost in the format of the bid form will also be provided. This submittal will be ready for bidding subject to final comments from GA EPD.

Phase 2d– Permitting Services

Based on our knowledge of the required improvements, it is our understanding that an ESA will not be required for this project nor will Wetlands Permitting; however, the project may require the following Approvals/Permits:



- GA EPD review of revised project.
- Soil Erosion, Sedimentation & Pollution Control Plan.
- NPDES, NOI and NOT.

GMC will prepare the necessary applications, plans and submittals for the permits and provide the necessary coordination with the regulatory agencies to obtain the permits.

Phase 2e – Bid Phase Services

GMC will provide the following services during the Bid Phase:

- Prebid Conference – Attend conference with the County, respond to questions and take meeting minutes.
- Administer Bid Documents – During bidding, distribute bid documents to interested parties. GMC will create and maintain a Plan Holders List during the bidding period.
- Prequalification – Assist in the prequalification of bidders if required.
- Interpretation of Bid Documents – Respond to technical questions involving the interpretation of the plans and specifications during the bidding period. Prepare any addenda as appropriate to clarify or expand the bid documents.
- Evaluate Bids – Attend bid opening. Prepare a bid tabulation worksheet that presents the qualified bids received. Evaluate the bids and recommend the lowest responsive, responsible bidder.

Phase 2f - Construction Administration Services

GMC will provide the following services during the construction phase:

- Contract Documents – Provide up to eight (8) complete sets of conformed documents (bid documents and addenda). Four (4) sets shall be full size and four (4) sets shall be half size.
- Preconstruction Conference – Conduct preconstruction conference to address key contract elements, schedule, progress payments, change orders, record drawings, shop drawing submittals, permitting and other coordination issues.
- Project Administration and Correspondence – Respond to Request for Information (RFI's), change order proposals, and other routine project correspondence.
- Shop Drawing Review – Review shop drawings and material submittals for conformance to the requirements of the Contract Documents.
- Construction Meetings – Attend construction meetings as required.
- Construction Inspections – Periodic construction observation will be conducted a minimum of once per month to observe the general progress of the Work. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's Work, but rather are to allow the Consultant, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in general conformance with the Contract Documents.
- Review Contractor Application for Payment – Review Pay Applications against work in place and make a recommendation to the County concerning payment.



- Completion of record (as-built) drawings in AutoCAD provided that the County or the Contractor provides the marked up construction drawings.

Schedule

We anticipate that the Phase 1 – Engineering Evaluation can be completed within **45 days** after proposal execution by the County. Phase 2 – Design Services can be completed and ready to submit to GAEPD for approval within **150 days** after Phase 1 concurrence by the County.

Fee Summary

GMC will perform the above Scope of Services as scheduled below:

All charges for additional services will be made in accordance with the attached GMC 2025 Standard Rate and FEE Schedule. GMC's Standard Contract Provisions are attached and apply to our services for this project.

Park West Pump Station (PS-05) Rehabilitation Fee Estimate Summary	
Activity	Fee
Phase 1 – Engineering Evaluation	\$28,000.00
Phase 2a – Topographic Survey	\$13,000.00
Phase 2b – Soil Borings	\$ 3,000.00
Phase 2c – Design Services	\$154,000.00
Phase 2d– Permitting Services	\$17,000.00
Phase 2e – Bidding Services	\$18,000.00
Phase 2f - Construction Administration Services	\$53,000.00
Total Fee	\$286,000.00

The following items are not included in the proposed services:

1. Wetlands Survey & Investigations
2. Foundation or Structural Building Plans
3. Landscape Plans
4. Public Meetings and Conferences

PAYMENT TERMS:

Professional services will be invoiced monthly in accordance with the status of the work. Payment is due 30 days from the invoice date and is considered past-due thereafter. Past-due invoices will accrue interest at a rate of one percent (1%) per month.



If this fee proposal is acceptable, please sign and date below and forward one copy for our files. Please contact our office if you have any questions and we look forward to working with you on this most important project.

Sincerely:

GOODWYN MILLS AND CAWOOD, LLC.

James C. Vaughn, P.E.
Engineering Market Leader

Damon Rahn, Chairman
Effingham County Board of Commissioners

Approval Date



2025
Standard Rate and Fee Schedule

Standard Hourly Rates

Executive Vice President	\$ 305.00
Senior Vice President	\$ 285.00
Vice President	\$ 265.00
Senior Professional (Architect, Engineer Regional Technical Leader, Surveyor, Interior Design, Scientist, Project Manager)	\$ 260.00
Professional III (Architect, Engineer Design Manager, Surveyor, Interior Design, Scientist, Project Manager)	\$ 240.00
Professional II (Architect, Engineer State Technical Leader, Surveyor, Interior Design, Scientist, Project Manager)	\$ 220.00
Professional I (Architect, Engineer Design Coordinator, Surveyor, Interior Design, Scientist, Project Manager)	\$ 200.00
Senior Professional Staff (Architect, Project Engineer, Interior Design, Scientist, Assistant Project Manager)	\$ 165.00
Professional Staff III (Architect, Project Professional, Interior Design, Scientist)	\$ 150.00
Professional Staff II (Architect, Staff Professional, Interior Design, Scientist)	\$ 135.00
Professional Staff I (Architect, Interior Design, Scientist)	\$ 120.00
Senior Technical (Technical Spec., Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 165.00
Technical III (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 150.00
Technical II (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 125.00
Technical I (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 100.00
Intern II (Architecture, Engineering, Survey, Interior Design, Environmental Sciences)	\$ 90.00
Intern I (Architecture, Engineering, Survey, Interior Design, Environmental Sciences)	\$ 75.00
Executive Administrative Assistant	\$ 120.00
Administrative Assistant II	\$ 100.00
Administrative Assistant I	\$ 80.00
Field Survey:	
Survey Crew (four-man survey crew)	\$ 350.00
Survey Crew (three-man survey crew)	\$ 280.00
Survey Crew (two-man survey crew)	\$ 210.00
Field Tech III	\$ 120.00
Field Tech II	\$ 95.00
Field Tech I	\$ 75.00

Reimbursable Expenses

Travel Expenses	
Vehicle Transport	\$0.70 per mile
Travel/ Meals/ Lodging	Cost
Other Out-of-Pocket Expenses	Cost plus ten percent
Sub-Consultant/ Sub-Contractors	Cost plus five percent
Sub-Consultant/Sub-Contractors reimbursable expenses	Cost plus five percent
Printing & Shipping	
Out of house reprographic services	Cost plus ten percent
In-House B&W reprographic services (small format)	\$0.10/ sheet (8.5 x 11)
	\$0.15/ sheet (11 x 17)
In-House Color reprographic services (small format)	\$0.10/ sheet (8.5 x 11)
	\$0.15/ sheet (11 x 17)
In-House B&W reprographic services (large format)	\$0.15/ sf
In-House Color reprographic services (large format)	\$0.20/ sf
GPS equipment	\$250.00 per day

ATTACHMENT B

GOODWYN, MILLS & CAWOOD, INC.

STANDARD CONTRACT PROVISIONS

ASSIGNMENT

Neither party to this Agreement shall assign, or transfer any rights under or interest in this Agreement without the prior written consent of the other party except that ENGINEER may retain sub-consultants as ENGINEER deems appropriate and ENGINEER may make a collateral assignment of this Agreement to its lenders.

DISPUTE RESOLUTION

OWNER and ENGINEER agree that they shall first submit any and all unsettled claims, counterclaims, disputes and other matters in question between them arising out of or relating to this Agreement or breach thereof to mediation unless the parties mutually agree otherwise. Within fifteen (15) days of receipt by one party of notice of a dispute and demand for mediation from the other party, the parties shall jointly select a mediator and shall conduct mediation within (30) days of receipt by one party of notice of a dispute and demand for mediation from the other party. The cost of mediation shall be paid equally by both parties. In the event a mediator is not selected within the fifteen (15) day period or if mediation has not occurred within said thirty (30) day period (or at such other time as agreed to in writing by the parties), then the parties shall mediate such dispute in accordance with the Commercial Arbitration Rules and Mediation of the American Arbitration Association. The OWNER and the ENGINEER further agree to require a similar mediation provision in all agreements with independent contractors and consultants, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

ALLOCATION OF RISKS - INDEMNIFICATION

To the fullest extent permitted by law, ENGINEER shall indemnify and hold harmless OWNER, OWNER's officers, directors, partners, employees and agents from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of ENGINEER or ENGINEER's officers, directors, partners, employees, agents and ENGINEER's services under this Agreement. The indemnification provision of the preceding sentence is subject to and limited by the provisions agreed to by OWNER and ENGINEER in "Allocation of Risks", if any.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER, ENGINEER's officers, directors, partners, employees, agents and ENGINEER's Consultants from any and all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused solely by OWNER, OWNER's officers, directors, partners, employees, agents and OWNER's consultants with respect to this Agreement or the Project.

If the OWNER requests drawings furnished by electronic media, the OWNER shall sign an agreement specifically excluding ENGINEER's liability from any use of such electronic media.

STANDARD OF CARE

The standard of care for all professional engineering and related services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar conditions at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's service.

This Agreement is based on applicable laws, regulations, standards, and requirements as of its Effective Date. Changes to these requirements after the Effective Date of this Agreement may be the basis for modifications to OWNER's responsibilities or to ENGINEER's scope of services, times of performance, and compensation.

FAILURE TO PAY

If OWNER fails to make any payment due ENGINEER for services and expenses within 30 days after receipt of ENGINEER's invoice, then amounts due ENGINEER will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and ENGINEER may, after giving seven days written notice to OWNER, suspend services under this Agreement until OWNER has paid in full all amounts due for services, expenses, and other related charges. OWNER waives any and all claims against ENGINEER for any such suspension.

TERMINATION

The obligation to provide further services under this Agreement may be terminated by either party upon thirty days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Notwithstanding the foregoing, this Agreement will not terminate as a result of such substantial failure if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure to perform and proceeds diligently to cure such failure within no more than thirty days of receipt thereof, provided however, that if the failure is of such a nature that it cannot be cured within said thirty (30) day period, no right to terminate shall exist so long as the correcting party is diligently and in good faith pursuing the correction of the failure. The OWNER shall within thirty (30) calendar days of termination pay the ENGINEER for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this Agreement.

OPINIONS OF PROBABLE CONSTRUCTION COST

ENGINEER's opinions of probable construction cost are to be made on the basis of ENGINEER'S experience and qualifications and represent ENGINEER's best judgment as an experienced and qualified professional generally familiar with the construction industry. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, ENGINEER cannot and does not guarantee that proposals, bids or actual construction cost will not vary from opinions of probable construction cost prepared by ENGINEER. If OWNER wishes greater assurance as to probable construction cost, OWNER shall employ an independent cost estimator.

CONSTRUCTION PHASE SERVICES

Neither the professional activities of the ENGINEER, nor the presence of the ENGINEER or its employees, agents or sub-consultants at a construction site, shall relieve any contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the Work of construction in accordance with the contract documents or for the failure of any person or entity to carry out the work in accordance with any contract documents. Notwithstanding any inspections by ENGINEER or its employees, agents or sub-consultants, ENGINEER shall have no liability for the failure of any person or entity to carry out any work in accordance with any contract documents.

JOBSITE SAFETY

ENGINEER shall not at any time supervise, direct, or have control over Contractor's work, nor shall ENGINEER have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Contractor, for security or safety at the Site, for safety precautions and programs incident to the Contractor's work in progress, nor for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the Work.

The OWNER agrees that the Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made evident in the OWNER's agreement with the Contractor. The OWNER also agrees that the OWNER, the ENGINEER and the ENGINEER's consultants shall be indemnified and shall be made additional insureds under the Contractor's general liability insurance policy. The ENGINEER and his personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

UNUSUAL OR CONCEALED PHYSICAL CONDITIONS

In the event ENGINEER encounters concealed or unknown conditions of an unusual nature, differing materially from those ordinarily encountered in similar work, the OWNER agrees the ENGINEER's scope of services, times of performance, and compensation shall be equitably adjusted.

MISCELLANEOUS PROVISIONS:

- a. **Notice:** All notices, requests, demands, tenders and other communications required or permitted hereunder shall be made in writing and shall be deemed to be duly given if delivered in person or mailed certified mail, return receipt requested, to the addresses set forth. Either party hereto may change the address to which notices, requests, demands, tenders and other communications to such party shall be delivered or mailed by giving notice to the other party hereto in the manner herein provided.
- b. **Waiver:** Any term or condition of this Agreement may be waived at any time by the party which is entitled to the benefit thereof, but such waiver shall only be effective if evidenced by a writing signed by such party. A waiver on one occasion shall not be deemed to be a waiver of the same or any other breach on another occasion.
- c. **Amendments:** This Agreement may be amended or modified only by a writing signed by both of the parties hereto.
- d. **Successors and Assigns:** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
- e. **Governing Law:** The validity and effect of this Agreement shall be governed, construed and enforced under the laws of the State of Georgia.
- f. **Entire Agreement:** This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter hereof and there are no representations or understandings between the parties except as provided herein.
- g. **Section Headings:** Section headings contained in this Agreement are solely for convenience of reference and shall not affect the meaning or interpretation of this Agreement or of any term or provision hereof.
- h. **Time:** Time shall be of the essence in this Agreement.
- i. **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall be considered one and the same agreement.
- j. **Costs of Enforcement:** In the event that any party hereto defaults in the performance of its obligations hereunder, the non-defaulting party shall be entitled to recover from the defaulting party all fees, costs and expenses (including attorneys' fees and expenses) incurred in enforcing the provisions of this Agreement.
- k. **Construction of Agreement:** No provision of this Agreement shall be construed against or interpreted to the disadvantage of any party hereto or thereto by any court or other governmental or judicial authority by reason of such party having or being deemed to have structured or dictated such provision.
- l. **No Third-Party Beneficiary:** This Agreement shall be binding upon, inure solely to the benefit of, and be enforceable by only the parties hereto, their respective successors and permitted assigns, and nothing in the Agreement, express or implied, is intended to or shall confer upon any person, other than the parties hereto, their respective successors and permitted assigns, any rights, remedies, obligations or liabilities of any nature whatsoever.