

**EFFINGHAM COUNTY COMMISSION  
MASTER SERVICES CONTRACT No. 24-001  
TASK ORDER #1**

TASK ORDER # 001 DATE November 19, 2024

ADDENDUM TO CONTRACT NO. 24-001 DATE November 19, 2024

**PROJECT: PROFESSIONAL CONSULTING SERVICES FOR  
ENGINEERING IDC – STORMWATER CULVERT SIZING AND FEMA GRANT  
ASSISTANCE**

**EFFINGHAM COUNTY COMMISSION** (Owner) and **THOMAS & HUTTON ENGINEERING CO.** (Consultant or Thomas & Hutton) this 19<sup>TH</sup> day of November 2024, provide the following task order through their contract dated November 19, 2024, for work, materials, or services described below.

**SCOPE OF WORK:**

Thomas & Hutton will provide culvert analysis for the following culvert crossings located in Effingham County, Georgia:

- Tropical Storm Debbie Related Repairs
  1. 1526 Springfield Egypt Road
  2. 2434 Springfield Egypt Road
  3. Turkey Branch Road
  4. Corinth Church Road
- Capital Improvement Projects
  5. Racepath Road
  6. 306 Racepath Road
  7. Blue Jay Road Culvert Crossing Sizing (Two separate crossings)

Thomas & Hutton Engineering Co. will also retain Rostan Solutions to assist Effingham County with FEMA Hazard Mitigation Grant (HMGP) and Building Resilient Infrastructure and Communities (BRIC) grant programs for potential reimbursement for Tropical Storm Debbie related repairs and future BRIC related grant submittals.

**1. SCOPE OF SERVICES**

**A. General Study/Report Phase – Culvert Analysis**

Consultant will provide field reconnaissance and visit each of the eight (8) culvert locations prior to sizing. Field measurements will be taken at each respective location, catalogued and summarized for use in stormwater culvert sizing calculations.

The Consultant will analyze eight (8) existing locations of culvert crossings (listed

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above) to determine the proposed improvements required to facilitate the conveyance of stormwater runoff under its respective roads. Analysis will be based upon LiDAR topographic data and field reconnaissance data. Field survey will not be performed as part of this scope of service but can be performed at the Client's direction upon subsequent written authorization as agreed to by both parties.

Culverts 1 through 6 (as noted above), shall be sized in accordance with Georgia Department of Transportation (GDOT) Non-State Routes: ADT = 400 – 1499. Primary criteria for this type of roadway will be analyzed for the 4% annual chance exceedance event, having peak water surface elevations having 1-foot clearance above the culvert crown elevation or 1-foot below the roadway base elevation. The secondary criteria shall be analyzed for the 2% annual exceedance event with peak water surface elevations 1-foot below the breakpoint of the shoulder elevation. Peak runoff flow will be generated using USGS Regression equations for Georgia.

Culvert 7 consists of two (2) separate culvert crossings located along Blue Jay Road (as noted above). These culverts shall be sized in accordance with Georgia Department of Transportation (GDOT) State Routes: ADT >1499. Primary criteria for this type of roadway will be analyzed for the 2% annual chance exceedance event, having peak water surface elevations having 1-foot clearance above the culvert crown elevation or 1-foot below the roadway base elevation. The secondary criteria shall be analyzed for the 1% annual exceedance event with peak water surface elevations 1-foot below the breakpoint of the shoulder elevation. Peak runoff flow will be generated using USGS Regression equations for Georgia.

Deliverables will include a culvert sizing summary memorandum for each crossing, consisting of a narrative and supporting documentation detailing the methodology, approach, results, recommended culvert sizes and supporting exhibits.

**B. FEMA Grant Services**

Consultant will retain a subconsultant, Rostan Solutions, to assist Effingham County with FEMA Hazard Mitigation Grant (HMGP) and Building Resilient Infrastructure and Communities (BRIC) grant programs for potential reimbursement for Tropical Storm Debbie related repairs and future BRIC related grant submittals.

**i. FEMA Public Assistance Program (Stafford Act Section 406) Consulting Services**

Consultant may provide/perform any combination of the following services at the Client's direction:

a) Damage Assessment and Initial Claim Formulation

- Coordinate with Client to perform virtual or on-site inspections of storm-related damages for the purpose of gathering and organizing data necessary to develop FEMA Public Assistance (PA) projects.
- Provide assistance with initial development and update of FEMA Damage Inventory template.



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- Develop reports and/or summaries of storm-related damages in formats that support and facilitate FEMA PA project development.
- Review Client force account materials, labor, and equipment documentation, in comparison with relevant client internal policies, to help establish eligible emergency protective measure costs for submission to FEMA.
- Provide, upon request, review and comment on Client compensation, maintenance, and other policies necessary to support FEMA PA claim formulation.

b) FEMA PA Program Project Development and Support

- Coordinate with Client, FEMA, and the state of Georgia to populate FEMA Grants Portal or other relevant external platforms to formulate FEMA PA projects for further review and development.
- Gather, organize, assess, and integrate damage-related technical and financial documentation into the required external platforms to support FEMA PA project formulation.
- Attend and facilitate status meetings [virtual and/or in-person] with internal and external stakeholders to support FEMA PA project development.
- Oversee and advise the management and implementation of FEMA PA project reviews and approvals in FEMA Grants Portal or other relevant external platforms.
- Advise on programmatic, administrative, and/or technical eligibility concerns throughout the FEMA PA program implementation process.
- Identify, advise, and assist with implementation of various FEMA PA Program allowances and efficiencies including, but not limited to, 406 Mitigation, Improved/Alternate Projects, "428 Alternative Procedures" Projects, and any associated services required to secure approval of such program allowances.

c) FEMA PA Program Post-Award Grant Management

- Review FEMA and/or state award letters or project agreements for consistency and specific requirements requiring T&H client monitoring.
- Assist, as needed, with Client's procurement development, solicitation,
- Prepare, review, and/or submit required quarterly reports for approved FEMA PA Projects,
- Prepare, review, and/or submit requests for reimbursement to Georgia for approved FEMA PA Projects,
- Prepare, review, and/or submit version requests, project amendments/changes, for approved FEMA PA Projects.
- Review, advise, and response to FEMA Adverse Determinations and draft First Appeals, Second Appeals, or advise on the viability of pursuing arbitrations before the

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Civilian Board of Contract Appeals (CBCA) for eligible FEMA PA Projects.

d) Other Programmatic and Technical Tasks as Assigned

- At the request of Client, Consultant may provide any additional eligible service or support task necessary to facilitate and support FEMA PA Program or Project Advancement on behalf of T&H's clients.

**ii. FEMA Hazard Mitigation Assistance Program Consulting Services.**

Consultant proposes to provide/perform any combination of the following services in support of Client's post-disaster (hazard mitigation grant program / HMGP) or non-disaster (Flood Mitigation Assistance / FMA and Building Resilient Infrastructures and Communities / BRIC)

a) Project Scoping and Alternative Evaluation

- Consultant may review available data, studies, reports, or other information for the purpose of developing recommendations to pursue FEMA Hazard Mitigation Assistance (HMA) Program funding for one or more potential projects.
- Perform limited, initial program and technical analyses necessary to vet projects and provide recommendations as to programmatic viability for further FEMA HMA Program Support.
- Develop and submit pre-applications or similar vetting forms required by federal or state agencies to initiate formal application submission.

b) Application Development

- Coordinate with Client and other third parties to develop the following application components and required supporting documentation:
  - Administrative/Applicant Identifying Data
  - Hazard Mitigation Planning Eligibility Status and Any Required Updates
  - Scope of Work Development
  - Cost Estimate Development/Assessment/Modification to Meet FEMA Program Requirements
  - Environmental, Historical, and Cultural Resources Considerations
  - Photographs, Maps, Required Forms, and Other Assurances
- Develop, refine, and document FEMA-compliant Benefit Cost Analyses (BCAs) in support of one or more HMA applications.
- Perform final quality assurance/quality control activities to support FEMA or state agency review of applications prior to award.

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- Review, assess, and respond to FEMA or state agency requests for information (RFIs)
- e) FEMA HMA Program Post-Award Grant Management
- Review FEMA and/or state award letters or project agreements for consistency and specific requirements requiring Client monitoring,
  - Assist, as needed, with Client's procurement development, solicitation,
  - Prepare, review, and/or submit required quarterly reports for approved FEMA HMA Projects,
  - Prepare, review, and/or submit requests for reimbursement to the State of Georgia for approved FEMA HMA Projects,
  - Prepare, review, and/or submit proposed subgrant amendments for approved FEMA HMA Projects,
  - Review, advise, and response to FEMA Adverse Determinations and draft First Appeals and Second Appeals as required.
- f) Other Programmatic and Technical Tasks as Assigned
- Consultant may provide any additional eligible service or support task necessary to facilitate and support FEMA HMA Program or Project Advancement on behalf of Client.

An assigned project manager will serve as engagement leader and will either perform, or delegate to staff with appropriate skills and qualifications to perform, the tasks outlined above.

**C. Additional Services**

The following items may be provided by the Consultant at the request and written authorization of the Client.

- Hydrodynamic modeling
- Construction plans
- Permit
- Secondary Stormwater system survey and modeling
- Existing system modeling and report beyond that described above (subsequent phase)
- Hydrologic and hydraulic systems modeling beyond that described above (subsequent phase)
- Staffing level analysis
- Wetland delineations, survey or permits
- Boundary, topographic and easement survey
- Design
- Permit
- Construction Services
- Archaeological survey and report
- Geotechnical investigation or report

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- Phase One or Two Environmental Assessments
- State Waters Assessment and Buffer Variance Request
- Endangered species survey and report
- Off-site work unless specifically covered in the scope of services
- Approvals or permits, other than those related to the scope of work covered by this contract.
- Act as an expert witness for legal activities
- Georgia Department of Transportation permits or approvals
- Telephones, cable television, gas, and power distribution systems
- Water quality assessment or recommendations
- Capital improvement plans
- Operations & maintenance plans

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

**2. 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.

**3. Fees**

We propose that payment for our services will be as follows:

<u>Phase</u>	<u>Fee Structure</u>	<u>Fee or Time &amp; Expense Budget</u>
<b>General Study/Report:</b>		
Field Reconnaissance	Lump Sum	\$ 3,500.00
1526 Springfield Egypt Road	Lump Sum	\$ 4,500.00
2434 Springfield Egypt Road	Lump Sum	\$ 4,500.00
Turkey Branch Road	Lump Sum	\$ 4,500.00
Corinth Road	Lump Sum	\$ 4,500.00
Racepath Road	Lump Sum	\$ 4,500.00
306 Racepath Road	Lump Sum	\$ 4,500.00
Blue Jay Road (2)	Lump Sum	\$ 8,500.00
<b>FEMA Grant Support</b>	<b>Time &amp; Expense – Budget</b>	<b>\$ 20,000.00</b>
<b>Reimbursable Expenses</b>	<b>Time &amp; Expense - Budget</b>	<b>\$ 500.00</b>
Additional Services:	Time & Expense – See “Consulting Services Rate Sheet”	

The above fee arrangements are based on prompt payment of our invoices and the orderly and continuous progress of the Project through completion.

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APPROVED:

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THOMAS & HUTTON ENGINEERING CO.

EFFINGHAM COUNTY COMISSION

By:   
Kevin Smith, PE

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

Title: On-call Contract Manager/Principal

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

Date: November 19, 2024

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

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