

April 8, 2025

M. Tre Wilkins, P.E., Capital Projects Manager  
Effingham County Board of Commissioners  
804 S. Laurel Street  
Springfield, Georgia 31329

**RE: Meldrim Community Park, Clyo Community Center, Pineora Park and Effingham County Recreation Complex – Final 100% Construction Documents/Permitting Proposal**

Dear Mr. Wilkins,

Pond (the Consultant) is pleased to present this proposal for the 100% construction documents of Meldrim, Clyo, and Pineora Parks, with Electrical plans for Effingham County Rec Complex.

Brad Jones, with Kevin Thomas assisting, will be your primary contact and project manager. He will be supported by our team of landscape architects and engineers who will carry out the necessary tasks for the project. Our understanding of the project and proposed scope of work is as follows:

### **Proposed Schedule**

We will provide our services as expeditiously as practicable, commencing within 10 business days of Notice to Proceed, with the goal of meeting the following schedule as included in Attachment B, assuming NTP by April 30, 2025.

### **Project Approach / Work Plan**

The project consists of finalizing Construction Documents for three parks based on the completed 50 percent design development plans. The Construction Documents for each of the three parks will provide drawings and technical specifications sufficient for the permitting, bidding and construction of the parks. It is anticipated that these projects can be developed for Design-Bid-Build. In general, scope includes:

- **Meldrim Park** – Site improvements to include on-street parking, concrete pathways, replace the septic system and well, fencing, replace the basketball and pickleball courts, playground site prep (equipment by others), landscaping and stormwater/erosion control requirements for permitting approval.
- **Clyo Park** - Site improvements to include parking lot, concrete pathways, replace the septic system, renovate the baseball field, including fencing, lighting and dugouts, replace the basketball court, playground site prep (equipment by others), landscaping and stormwater/erosion control requirements for permitting approval.

In addition, drawings for renovation of the Clio Community Center prepared by Pond in 2024 will be included in the bid set as an add-alternate.

- **Pineora Park** - Site improvements to include parking lots, concrete pathways, dog park, disc golf course, replace existing and install new septic systems, baseball fields and site lighting improvements, re-configuration of existing “dog park” baseball field, playground site prep (equipment by others), landscaping and stormwater/erosion control requirements for permitting approval. Complete drawings for new restroom, storage-restroom (concession) building/shelter and shade shelters not included, assumed to be completed by future CM-at-risk contractor. Baseball field grading, fencing and dugout improvements will be provided by owner.
- **Effingham County Recreation Complex** – Provide Baseball and site lighting improvements to accommodate new field lighting by Musco. No other site improvements; complete drawings for buildings not included, assumed to be completed by future CM-at-risk contractor. Baseball field grading, fencing and dugout improvements will be provided by owner.

Each park will be invoiced as a phase under one task order as broken out in the attached fee schedule.

#### **Meldrim Task #1 – Project Kick-off / Project Management**

1. The Consultant will host an online kick-off meeting via Microsoft Teams with the client and project team to discuss the project status.
2. The Consultant will provide weekly client updates, invoicing, sub-consultant coordination, designer oversight and day-to-day project management.

#### **Meldrim Task #2 – Construction Documents (90% and 100% Construction Documents)**

1. Using the survey data provided and the approved 50% design, Pond will finalize construction documents for the County’s use for bidding and construction.
2. Pond shall submit permit-ready 90% construction documents to the County for review and comment. These documents will include:
  - a. Cover Sheet with Location/vicinity Maps
  - b. Index Sheet, General notes, Abbreviations and Legends
  - c. Site Demolition & Removals Plan
  - d. Site Layout Plan (including sign/wayfinding locations)
  - e. Grading and Drainage Plan
  - f. Drainage Profiles
  - g. Utility Plan and Profiles
  - h. Site Construction Details
  - i. Interpretative signage coordination (1 panel)
  - j. Landscape Planting Plans and details
  - k. Stormwater Management Plan, including storm drainage profiles, calculations for stormwater detention/water quality measures
  - l. Erosion Sedimentation and Pollution Control Plans (3 Phase per NPDES permit)
  - m. Book-form Specifications

- n. Final opinion of cost based on final quantities
  - o. Prepare draft NOI, to be completed by the County
  - p. Initial 7-Day Erosion Control Inspection Site Visit
3. The Pond project manager will meet with the County project manager to review 90% plans and specs, document client decisions, and gain approval to submit plans for permit review.
  4. Pond will address permit review comments within the scope of this project and return plans for final permit approval, resulting in 100% construction ready construction plans.
  5. Permit comments with a design impact will be discussed with the Client project manager before being addressed.

### ***Deliverables***

- 90% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- 100% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- Final specifications, 8.5x11 format
- 100% Opinion of Probable Cost

### **Meldrim Task #3 – Bidding Assistance**

1. Prepare project scope for inclusion in the Bid advertisement. Pond will provide the Client with electronic files (PDFs) for all plans and specifications for the use in bidding the project. Native format CAD drawing files will be provided to the selected contractor upon notice to proceed.
2. Pond will attend a pre-bid meeting to discuss the project with prospective contractors.
3. Respond to Contractor RFIs that arise during the bidding process and will assist the Client in the preparation of addenda
4. Pond will review the proposals received for the project and provide feedback/recommendations.

### **Meldrim Task #4 – Construction Administration**

Construction administration will be provided on an AS-NEEDED basis only, based on hourly rates. The required 7-day erosion control inspection is included in the scope but no other construction phase related tasks. At each request for assistance, the Pond team will provide an estimate of hourly services required. POTENTIAL services may include:

1. Preconstruction meeting site visit.
2. Facilitation of Owner-Architect-Contractor (OAC) meetings, held monthly at the site or County offices. The purpose of the meeting is to review the Contractor's schedule, open submittals, RFI's, change orders and as a forum to discuss construction issues and progress. Construction site observation visits will immediately follow these meetings.
3. Perform construction observation site visits to evaluate the contractor's general conformance with plans and specifications. These will be held in conjunction with monthly OAC meetings .
4. Review of contractor submittals and shop drawings per the approved project specifications.
5. Review and provide feedback on contractor requests for information (RFI).
6. Review contractor pay applications and will provide feedback to the Client and contractor.

7. One site visit to review Contractor's final punch-list, attended by project manager.

### **Clyo Task #1 – Project Kick-off / Project Management**

1. The Consultant will host an online kick-off meeting via Microsoft Teams with the client and project team to discuss the project,
2. The Consultant will provide weekly client updates, invoicing, sub-consultant coordination, designer oversight and day-to-day project management.

### **Clyo Task #2 – Construction Documents (90% and 100% Construction Documents)**

1. Using the survey data provided and the approved design development plans, Pond will develop full construction documents for the County's use for bidding and construction.
2. Pond shall submit 90% documents to the County for review and comment. These documents shall be permit-review ready and include:
  - a. Cover Sheet with Location/vicinity Maps
  - b. Index Sheet, General notes, Abbreviations and Legends
  - c. Site Demolition & Removals Plan
  - d. Site Layout Plan
  - e. Grading and Drainage Plan
  - f. Drainage Profiles
  - g. Utility Plan and Profiles
  - h. Site Electrical Plans – Ballfield and Parking Lots (equipment by Musco)
  - i. Site Construction Details
  - j. Landscape Planting Plans and details
  - k. Stormwater Management Plan, including storm drainage profiles, calculations for stormwater detention/water quality measures - a final stormwater management analysis and report (aka Hydrology Report) to meet the County requirements & Coastal Stormwater supplement to the Georgia Stormwater Management Manual.
  - l. Erosion Sedimentation and Pollution Control Plans (3 Phase per NPDES permit)
  - m. Previously completed, sealed renovation drawings of the Clyo Community Center (revisions to drawings not included)
  - n. Book-form Specifications
  - o. Final opinion of cost based on final quantities
  - p. Prepare draft NOI, to be completed by the County
  - q. Initial 7-Day Erosion Control Inspection Site Visit
3. The Pond project manager will meet with the County project manager to review 90% plans and specs, document client decisions, and gain approval to submit plans for permit review.
4. Pond will address permit review comments within the scope of this project and return plans for final permit approval, resulting in 100% construction ready construction plans.
5. Permit comments with a design impact will be discussed with the Client project manager before being addressed.

### ***Deliverables***

- 90% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- 100% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- Final specifications, 8.5x11 format

- 100% Opinion of Probable Cost

### **Clyo Task #3 – Bidding Assistance**

1. Prepare project scope for inclusion in the Bid advertisement. Pond will provide the Client with electronic files (PDFs) for all plans and specifications for the use in bidding the project. Native format CAD drawing files will be provided to the selected contractor upon notice to proceed.
2. Pond will attend a pre-bid meeting to discuss the project with prospective contractors.
3. Respond to Contractor RFIs that arise during the bidding process and will assist the Client in the preparation of addenda
4. Pond will review the proposals received for the project and provide feedback/recommendations.

### **Clyo Task #4 – Construction Administration**

Construction administration will be provided on an AS-NEEDED basis only, based on hourly rates. The required 7-day erosion control inspection is included in the scope but no other construction phase related tasks are included. At each request for assistance, the Pond team will provide an estimate of hourly services required. POTENTIAL services may include:

1. Preconstruction meeting site visit
2. Facilitation of Owner-Architect-Contractor (OAC) meetings, held monthly at the site or County offices. The purpose of the meeting is to review the Contractor's schedule, open submittals, RFI's, change orders and as a forum to discuss construction issues and progress. Construction site observation visits will immediately follow these meetings.
3. Perform construction observation site visits to evaluate the contractor's general conformance with plans and specifications. These will be held in conjunction with monthly OAC meetings.
4. Review of contractor submittals and shop drawings per the approved project specifications.
5. Review and provide feedback on contractor requests for information (RFI).
6. Review contractor pay applications and will provide feedback to the Client and contractor.
7. One site visit to review Contractor's final punch-list, attended by project manager.

### **Pineora Task #1 – Project Kick-off / Project Management**

1. The Consultant will host an online kick-off meeting via Microsoft Teams with the client and project team to discuss the project,
2. The Consultant will provide weekly client updates, invoicing, sub-consultant coordination, designer oversight and day-to-day project management.

### **Pineora Task #2 – Construction Documents (90% and 100% Construction Documents)**

1. Using the survey data provided and the approved design development plans, Pond will develop full construction documents for the County's use for bidding and construction.
2. Pond shall submit 90% documents to the County for review and comment. These documents shall be permit-review ready and include:
  - a. Cover Sheet with Location/vicinity Maps
  - b. Index Sheet, General notes, Abbreviations and Legends
  - c. Site Demolition & Removals Plan

- d. Site Layout Plan
  - e. Grading and Drainage Plan
  - f. Drainage Profiles
  - g. Utility Plan and Profiles
  - h. Site Electrical Plans – Ballfield and Parking Lots (equipment by Musco)
  - i. Site Construction Details
  - j. Landscape Planting Plans and details
  - k. Stormwater Management Plan, including storm drainage profiles, calculations for stormwater detention/water quality measures - a final stormwater management analysis and report (aka Hydrology Report) to meet the County requirements & Coastal Stormwater supplement to the Georgia Stormwater Management Manual.
  - l. Erosion Sedimentation and Pollution Control Plans (3 Phase per NPDES permit)
  - m. Book-form Specifications
  - n. Final opinion of cost based on final quantities
  - o. Prepare draft NOI, to be completed by the County
  - p. Initial 7-Day Erosion Control Inspection Site Visit
3. The Pond project manager will meet with the County project manager to review 90% plans and specs, document client decisions, and gain approval to submit plans for permit review.
  4. Pond will address permit review comments within the scope of this project and return plans for final permit approval, resulting in 100% construction ready construction plans.
  5. Permit comments with a design impact will be discussed with the Client project manager before being addressed.

#### ***Deliverables***

- 90% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- 100% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- Final specifications, 8.5x11 format
- 100% Opinion of Probable Cost

#### **Pineora Task #3 – Bidding Assistance**

1. Prepare project scope for inclusion in the Bid advertisement. Pond will provide the Client with electronic files (PDFs) for all plans and specifications for the use in bidding the project. Native format CAD drawing files will be provided to the selected contractor upon notice to proceed.
2. Pond will attend a pre-bid meeting to discuss the project with prospective contractors.
3. Respond to Contractor RFIs that arise during the bidding process and will assist the Client in the preparation of addenda
4. Pond will review the proposals received for the project and provide feedback/recommendations.

#### **Pineora Task #4 – Construction Administration**

Construction administration will be provided on an AS-NEEDED basis only, based on hourly rates. The required 7-day erosion control inspection is included in the scope but no other construction phase related tasks are included. At each request for assistance, the Pond team will provide an estimate of hourly services required. POTENTIAL services may include:

1. Preconstruction meeting site visit
2. Facilitation of Owner-Architect-Contractor (OAC) meetings, held monthly at the site or County offices. The purpose of the meeting is to review the Contractor's schedule, open submittals, RFI's, change orders and as a forum to discuss construction issues and progress. Construction site observation visits will immediately follow these meetings.
3. Perform construction observation site visits to evaluate the contractor's general conformance with plans and specifications. These will be held in conjunction with monthly OAC meetings.
4. Review of contractor submittals and shop drawings per the approved project specifications.
5. Review and provide feedback on contractor requests for information (RFI).
6. Review contractor pay applications and will provide feedback to the Client and contractor.
7. One site visit to review Contractor's final punch-list, attended by project manager.

#### **Effingham Recreational Complex Task #1 – Project Kick-off / Project Management**

1. The Consultant will host an online kick-off meeting via Microsoft Teams with the client and project team to discuss the project.
2. The Consultant will provide weekly client updates, invoicing, sub-consultant coordination, designer oversight and day-to-day project management.

#### **Effingham Recreational Complex Task #2 – Electrical Construction Documents (90% and 100% Construction Documents)**

1. Using the survey data provided and the approved design development plans, Pond will develop electrical construction documents for the County's use for bidding and construction.
2. Pond shall submit 90% documents to the County for review and comment. These documents shall be permit-review ready and include:
  - a. Cover Sheet with Location/vicinity Maps
  - b. Index Sheet, General notes, Abbreviations and Legends
  - c. Site Electrical Demolition Plan
  - d. Site Electrical Plan
  - e. Electrical Details, Panel Schedules, and Sheet specifications.
  - f. Final opinion of cost based on final quantities
3. The Pond project manager will meet with the County project manager to review 90% plans and specs, document client decisions, and gain approval to submit plans for permit review.
4. Pond will address permit review comments within the scope of this project and return plans for final permit approval, resulting in 100% construction ready construction plans.

#### ***Deliverables***

- 90% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- 100% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- Final specifications, 8.5x11 format

### **Effingham Recreational Complex Task #3 – Bidding Assistance**

1. Prepare project scope for inclusion in the Bid advertisement. Pond will provide the Client with electronic files (PDFs) for all plans and specifications for the use in bidding the project. Native format CAD drawing files will be provided to the selected contractor upon notice to proceed.
2. Pond will attend a pre-bid meeting to discuss the project with prospective contractors.
3. Respond to Contractor RFIs that arise during the bidding process and will assist the Client in the preparation of addenda
4. Pond will review the proposals received for the project and provide feedback/recommendations.

### **Effingham Recreational Complex Task #4 – Construction Administration**

Construction administration will be provided on an AS-NEEDED basis only based on hourly rates. The required 7-day erosion control inspection is included in the scope but no other construction phase related tasks are included. At each request for assistance, the Pond team will provide an estimate of hourly services required. POTENTIAL services may include:

1. Preconstruction meeting site visit
2. Perform construction observation site visits to evaluate the contractor's general conformance with plans and specifications.
3. Review of contractor electrical submittals and shop drawings per the approved project specifications.
4. Review and provide feedback on contractor requests for information (RFI).
5. Review contractor pay applications and will provide feedback to the Client and contractor.
6. One site visit to review Contractor's final punch-list, attended by project manager.

### **Notice-to-Proceed**

No work on this project shall be performed until a contract has been executed and a Notice-to-Proceed letter has been issued.

### **Exclusions and Assumptions**

- 1.
2. Field and parking lot lighting, playground equipment and layout, playground surfacing and park site furnishings will be provided by the County's preferred vendors under separate contract or allowance.
3. Field lighting and parking lot photometrics will be provided by field lighting supplier.
4. It is assumed that the utility company will make available to the project any additional primary electrical services up to and including the utility transformer.
5. Client meetings are understood to be virtual meetings, unless otherwise noted.
6. Services not specifically included in the proposal, or material changes requested after professional services have commenced and/or been approved by the Client team, will be considered additional / out of scope services, and will be approved via a contract change order prior to commencement of the additional work.
7. Should factors beyond Pond's control, including client decisions, unforeseen circumstances, permitting delays due to regulatory agency department responsiveness or other delaying mechanisms, cause the schedule to be infeasible,

Pond will advise the client of the impact and propose new milestones as necessary due to project impacts.

8. While the Consultant will deliver a value-conscious design and seek Client's preference on phasing, bid alternates, and significant cost-related decisions when options are presented, a detailed value-engineering analysis is not included.
9. While our team will work to reveal all existing conditions that affect the design and construction of the project, all projects may reveal unforeseen conditions during construction. The Consultant cannot be held responsible for unforeseen conditions that were not detected at the time of design.
10. When Pond is called upon to observe the contractor's construction work or those of its subcontractors for the detection of defects or deficiencies in such work, Pond will not bear any responsibility or liability for such defects or deficiencies or for the failure to so detect. Pond shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work of each of the Contractors since these are solely the contractor's responsibility under contract for construction between Contractor and Client.
11. Any estimates as to costs are based on industry experience and the Consultant is not responsible for changes in market conditions that affect construction, material, labor, or maintenance costs. While the Consultant will provide guidance for calculating escalation of costs at future dates, The Consultant will not be responsible under this agreement for actual future costs to implement based upon materials and labor cost at that time.
12. The following tasks are excluded:
  - a. Environmental delineation or Phase I/II environmental site assessments
  - b. Geotechnical studies
  - c. Any Permit, review, or impact fees will be paid by the contractor and reimbursed by the Client.
  - d. Primary power distribution and design.
  - e. Telecommunications and security design.
  - f. Emergency backup power systems and design.
  - g. Roadway lighting design.
  - h. Site improvements at CE Morgan or Effingham County Recreation Complexes (to be completed as CM at risk or a later date)

## Schedule

A detailed schedule will be provided at approval of this scope of work. It is understood that the design will be completed for Meldrim and Cloy parks for bidding within 90 days of NTP.

## Fee Schedule

The Consultant proposes to bill monthly for work completed as indicated below to complete the scope of work as described herein. A detailed breakdown of the tasks and manhours to accomplish each task can be seen in Attachment A, the proposal cost matrix.

<b><i>Meldrim Park Improvements</i></b>	
Task 1 Project Kickoff / Project Management	\$4,005
Task 2 100% Construction Documents	\$23,415
Task 3 Bidding Assistance	\$5,460
Task 4 Construction Administration	Hourly as needed
Expenses	\$250
<b>Total – Meldrim Community Park</b>	<b>\$33,130</b>
<b><i>Cloy Community Center Improvements</i></b>	
Task 1 Project Kickoff / Project Management	\$4,555
Task 2 100% Construction Documents	\$27,635
Task 3 Bidding Assistance	\$5,460
Task 4 Construction Administration	Hourly as needed
Expenses	\$250
<b>Total – Cloy Community Center</b>	<b>\$37,900</b>
<b><i>Effingham Recreation Complex Electrical Improvements</i></b>	
Task 1 Project Kickoff / Project Management	\$5,460
Task 2 100% Elec Construction Documents	\$12,540
Task 3 Bidding Assistance	\$4,170
Task 4 Construction Administration	Hourly as needed
Expenses	\$250
<b>Total – Effingham Recreation Complex</b>	<b>\$22,240</b>

<i>Pineora Park Site Improvements</i>	
Task 1 Project Kickoff / Project Management	\$10,395
Task 2 100% Site Construction Documents	\$47,285
Task 2 100% Site Elec Construction Documents	\$13,590
Task 3 Bidding Assistance	\$6,750
Task 4 Construction Administration	Hourly as needed
Expenses	\$250
<b>Total – Pineora Park</b>	<b>\$78,270</b>
<b>TOTAL NOT TO EXCEED FEE FOR ALL TASKS</b>	<b>\$171,540</b>

We thank you for your consideration of this proposal and look forward to the opportunity to partner with Effingham County on this and future Parks and Recreation projects.

Sincerely,

Pond & Company



Brad Jones, PLA, ASLA  
Senior Project Manager



Matthew Wilder, PLA, ASLA  
Vice President



Melissa Phillips  
Associate | Client Manager

Attachment 'A' – PROPOSAL COSTS

PIC	Proj Mgr	Sr Civil	Jr Civil	Jr Landscape	Hours and Cost Totals	Meldrim Park Improvements STANDARD BILLING RATES
\$ 300.00	\$ 210.00	\$ 225.00	\$ 155.00	\$ 115.00		
						<b>Hrs. Task 1 - Kick Off/Project Management</b>
	1					1 Kick off prep
	1	1				2 Kick off Meeting
	16					16 PM - entire project
0	18	1	0	0		<b>19 HOURS SUBTOTAL</b>
\$ -	\$ 3,780.00	\$ 225.00	\$ -	\$ -	\$ 4,005	<b>COST SUBTOTAL</b>
						<b>Hrs. Task 2 - Construction Documents</b>
					1	1 Cover Sheet
					1	1 General Notes
					1	1 Site Demolition Plan
	6				24	Signage Graphic Design
					1	1 Site Plan
		1	8			9 Grading & Drainage Plan
		1	4			5 Drainage Profiles
		4	8			12 Utility Plan
	1	1	2	1		5 Site Construction Details
	1			4		5 Landscape Plan
		4	24			28 Stormwater Management Plan
	1	4	12			17 ESPC Plans
	2	2	2			6 Specifications
	6		4			10 Opinion of cost
	2	2	2			6 Permitting with Effingham County & submittal packages (Rev
		5				5 TQC
0	19	24	66	33		<b>142 HOURS SUBTOTAL</b>
\$ -	\$ 3,990.00	\$ 5,400.00	\$ 10,230.00	\$ 3,795.00	\$ 23,415	<b>COST SUBTOTAL</b>
						<b>Hrs. Task 3 - Bidding Services</b>
	2					2 Bid advertistment package
			1	1		2 Electronic file transfer
	6					6 Pre-bid meeting
	4					4 RFI review
	2					2 Proposal Review
		10				10 7-Day Erosion control inspection
0	14	10	1	1		<b>26 HOURS SUBTOTAL</b>
\$ -	\$ 2,940.00	\$ 2,250.00	\$ 155.00	\$ 115.00	\$ 5,460.00	<b>COST SUBTOTAL</b>
						<b>Hrs. Task 4 - Construction Administration</b>
						0 Submittals
						0 RFIs
						0 Pre-Construction Meeting
						0 OAC Meetings
						0 Punch List
0	0	0	0	0		<b>0 HOURS SUBTOTAL</b>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>COST SUBTOTAL</b>
0	51	35	67	34		<b>187 TOTAL HOURS TASK 1.0-4.0</b>
\$ -	\$ 10,710.00	\$ 7,875.00	\$ 10,385.00	\$ 3,910.00	\$ 32,880	<b>TOTAL COST TASK 1.0-6.0</b>
0%	27%	19%	36%	18%	100%	<b>PERCENT OF TOTAL HOURS</b>
0%	33%	24%	32%	12%	100%	<b>PERCENT OF TOTAL COST</b>
					\$ 250.00	<b>EXPENSES / ODCs</b>
					\$ 33,130	<b>PROJECT TOTAL</b>
					\$ 4,005	<b>Task 1 PM</b>
					\$ 23,415	<b>Task 2 CDs</b>
					\$ 5,460	<b>Task 3 Bidding</b>
					\$ -	<b>Task 4 Construction Phase Services</b>
					\$250	<b>Expenses</b>
					\$33,130	<b>TOTAL</b>

PIC	Proj Mgr	Sr Civil	Jr Civil	Jr Landscape	Sr MEP Eng	Jr MEP Eng	Hours and Cost Totals	Effingham County Clio
\$ 300.00	\$ 210.00	\$ 225.00	\$ 155.00	\$ 115.00	\$ 210.00	\$ 150.00		<b>STANDARD BILLING RATES</b>
								<b>Hrs. Task 1 - Kick Off/Project Management</b>
	1							1 Kick off prep
	1		1		1			2 Kick off Meeting
			4		1			4 Internal Coordination Meetings
	14							14 PM - entire project
0	16	0	5	0	2	0		<b>21 HOURS SUBTOTAL</b>
\$ -	\$ 3,360.00	\$ -	\$ 775.00	\$ -	\$ 420.00	\$ -	\$ 4,555	<b>COST SUBTOTAL</b>
								<b>Hrs. Task 2 - Construction Documents</b>
					1			1 Cover Sheet
					1			1 General Notes
					1			1 Site Demolition Plan
	1				2			3 Site Plan
		2	16					18 Grading & Drainage Plan
		1	4					5 Drainage Profiles
		2	8					10 Utility Plan
	1	1	2		2			6 Site Construction Details
	1				4			5 Landscape Plan
		4	12					16 Stormwater Hydrology Report
	1	4	12					17 ESPC Plans
					4	12		16 50% Design - Site Electrical Plan
					4	18		22 100% Design - Site Electrical Plan
	2	2	1					5 Specifications
	6							6 Opinion of cost
	2	4	4		2			12 Permitting with Effingham County & submittal packages (Re
		8						8 TQC
		10						10 7-Day Erosion control inspection
0	14	35	59	13	8	30		<b>121 HOURS SUBTOTAL</b>
\$ -	\$ 2,940.00	\$ 7,875.00	\$ 9,145.00	\$ 1,495.00	\$ 1,680.00	\$ 4,500.00	\$ 27,635	<b>COST SUBTOTAL</b>
								<b>Hrs. Task 3 - Bidding Services</b>
	2							2 Bid advertistment package
			1		1			2 Electronic file transfer
	6							6 Pre-bid meeting
	4							4 RFI review
	2							2 Proposal Review
		10						10 7-Day Erosion control inspection
0	14	10	1	1	0	0		<b>26 HOURS SUBTOTAL</b>
\$ -	\$ 2,940.00	\$ 2,250.00	\$ 155.00	\$ 115.00	\$ -	\$ -	\$ 5,460.00	<b>COST SUBTOTAL</b>
								<b>Hrs. Task 4 - Construction Administration</b>
								0 Submittals
								0 RFIs
								0 Pre-Construction Meeting
								0 OAC Meetings
								0 Punch List
0	0	0	0	0	0	0		<b>0 HOURS SUBTOTAL</b>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>COST SUBTOTAL</b>
0	30	35	64	13	10	30		<b>142 TOTAL HOURS TASK 1.0-3.0</b>
\$ -	\$ 9,240.00	\$ 10,125.00	\$ 10,075.00	\$ 1,610.00	\$ 2,100.00	\$ 4,500.00	\$ 37,650	<b>TOTAL COST TASK 1.0-6.0</b>
0%	21%	25%	45%	9%	7%	21%	100%	<b>PERCENT OF TOTAL HOURS</b>
0%	25%	27%	27%	4%	6%	12%	100%	<b>PERCENT OF TOTAL COST</b>
							\$ 250.00	<b>EXPENSES / ODCs</b>
							\$ 37,900	<b>PROJECT TOTAL</b>
							\$ 4,555	<b>Task 1 PM</b>
							\$ 27,635	<b>Task 2 Site CDs</b>
							\$ 5,460	<b>Task 3 Bidding</b>
							\$ -	<b>Task 4 Construction Phase Services</b>
							\$ 250	<b>Expenses</b>
							\$ 37,900	<b>TOTAL</b>

PIC	Proj Mgr	Sr MEP Eng	Jr MEP Eng	Hours and Cost Totals	Effingham County Eff Rec Complex Park Improvements	
\$ 300.00	\$ 210.00	\$ 210.00	\$ 150.00		<b>STANDARD BILLING RATES</b>	
					<b>Hrs. Task 1 - Kick Off/Project Management</b>	
	1	1			2 Kick off prep	
	2	2			4 Kick off Meeting	
	4	4			8 Internal Coordination Meetings	
	12				12 PM - entire project	
0	19	7	0		<b>26 HOURS SUBTOTAL</b>	
\$ -	\$ 3,990.00	\$ 1,470.00	\$ -	\$ 5,460	<b>COST SUBTOTAL</b>	
					<b>Hrs. Task 2 - Elec Construction Documents</b>	
		4	24		28 50% Design - Site Electrical Plan	
		4	16		20 100% Design - Site Electrical Plan	
			4		4 Lightng Schedules Disc coordination	
					0	
					0	
		2	16		18 Plan Specifications	
		4	4		8 TQC	
0	0	14	64		<b>78 HOURS SUBTOTAL</b>	
\$ -	\$ -	\$ 2,940.00	\$ 9,600.00	\$ 12,540	<b>COST SUBTOTAL</b>	
					<b>Hrs. Task 3 - Bidding Services</b>	
	2				2 Bid advertistment package	
	2				2 Electronic file transfer	
	6				6 Pre-bid meeting	
	1	4	4		9 RFI review	
	2				2 Proposal Review	
0	13	4	4		<b>21 HOURS SUBTOTAL</b>	
\$ -	\$ 2,730.00	\$ 840.00	\$ 600.00	\$ 4,170.00	<b>COST SUBTOTAL</b>	
					<b>Hrs. Task4 - Construction Administration</b>	
					0 Submittals	
					0 RFIs	
					0 Pre-Construction Meeting	
					0 OAC Meetings - 8 with 8 hours travel	
					0 Punch List	
0	0	0	0		<b>0 HOURS SUBTOTAL</b>	
\$ -	\$ -	\$ -	\$ -	\$ -	<b>COST SUBTOTAL</b>	
0	32	25	68	125	<b>TOTAL HOURS TASK 1.0-3.0</b>	
\$ -	\$ 6,720.00	\$ 5,250.00	\$ 10,200.00	\$ 22,170	<b>TOTAL COST TASK 1.0-6.0</b>	
0%	26%	20%	54%	100%	<b>PERCENT OF TOTAL HOURS</b>	
0%	30%	24%	46%	100%	<b>PERCENT OF TOTAL COST</b>	
				\$ 250.00	<b>EXPENSES / ODCs</b>	
				\$ 22,420	<b>PROJECT TOTAL</b>	
				\$ 5,460	Task 1 PM	
				\$ 12,540	Task 2 Site	
				\$ 4,170	Task 3 Bidding	
				\$ -	Task 4 Construction Phase Services	
				\$ 250	<b>Expenses</b>	
				\$ 22,420	<b>Total</b>	

PIC	Proj Mgr	Sr Civil	Jr Civil	Jr Landscape	Hours and Cost Totals	Effingham County Pineora 100 Pct STANDARD BILLING RATES
\$ 300.00	\$ 210.00	\$ 225.00	\$ 155.00	\$ 115.00		
						<b>Hrs. Task 1 - Kick Off/Project Management</b>
	1					1 Kick off prep
	1	1				2 Kick off Meeting
	6		6			12 Internal Coordination Meetings
	30					30 PM - entire project
0	38	1	6	0		<b>45 HOURS SUBTOTAL</b>
\$ -	\$ 7,980.00	\$ 225.00	\$ 930.00	\$ -	\$	<b>9,135 COST SUBTOTAL</b>
						<b>Hrs. Task 2 - 100% Construction Documents</b>
	8					8 Pre fab coord
		1	2			3 Cover Sheet
		1	2			3 General Notes
		1	4	4		9 Overall Site
4				12		16 Disc Golf Details
		1		12		13 Demolition Plans
		4	16			20 Grading Plans + Profiles
		4	12			16 Utility Plans + Profiles
		16	40			56 Stormwater Hydrology Report
	1	4	40			45 ESPC Plans
	2			16		18 Landscape Plan
	1		4	8		13 Site Construction Details
	6	6				12 Specs
	6			12		18 Cost Estimating
	2	4	4	2		12 Permitting with Effingham County & Submittal packages (R
	4		4			8 Client Review Meeting X 2
	8	5		4		17 TQC
0	42	47	128	70		<b>287 HOURS SUBTOTAL</b>
\$ -	\$ 8,820.00	\$ 10,575.00	\$ 19,840.00	\$ 8,050.00	\$	<b>47,285.00 COST SUBTOTAL</b>
						<b>Hrs. Task 3 - Bidding Services</b>
	4					4 Bid advertment package
			2	2		4 Electronic file transfer
	2					2 Pre-bid meeting
	4					4 RFI review
	4					4 Proposal Review
		10				10 7-Day Erosion control inspection
0	14	10	2	2		<b>28 HOURS SUBTOTAL</b>
\$ -	\$ 2,940.00	\$ 2,250.00	\$ 310.00	\$ 230.00	\$	<b>5,730 COST SUBTOTAL</b>
						<b>Hrs. Task - 4 Construction Administration Services</b>
						0 Submittals
						0 RFIs
						0 Pre-Construction Meeting
						0 OAC Meetings (8 - 4 hours for visit and memo + 8 travel)
						0 Punch List
0	0	0	0	0		<b>0 HOURS SUBTOTAL</b>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>- COST SUBTOTAL (NOT INCLUDED IN TOTAL)</b>
0	94	58	136	72		<b>360 TOTAL HOURS TASK 1.0-6.0</b>
\$ -	\$ 19,740	\$ 13,050	\$ 21,080	\$ 8,280	\$	<b>62,150 TOTAL COST TASK 1.0-6.0</b>
0%	26%	16%	38%	20%		<b>100% PERCENT OF TOTAL HOURS</b>
0%	32%	21%	34%	13%		<b>100% PERCENT OF TOTAL COST</b>
					\$	<b>250.00 EXPENSES / ODCs</b>
					\$	<b>62,400 PROJECT TOTAL</b>

**\$10,395 Task 1 PM**  
**\$47,285 Task 2 CD Site**  
**\$13,590 Task 2 CD Elec**  
**\$6,750 Task 3 Bid**  
**\$0 Task 4 CA**  
**\$250 Expenses**  
**\$78,270 TOTAL**

PIC	Sr Architect	Arch Designer	Sr ST Eng	Jr ST Eng	Sr MEP Eng	Jr MEP Eng	Cost Est	Hours and Cost Totals	Effingham County Pineora 100 Pct
\$ 250.00	\$ 210.00	\$ 135.00	\$ 210.00	\$ 135.00	\$ 210.00	\$ 150.00	\$ 140.00		<b>STANDARD BILLING RATES</b>
									Hrs. Task 1 - Kick Off/Project Management
						6			6 BiWeekly Project Meetings
0	0	0	0	0	0	6	0	0	<b>6 HOURS SUBTOTAL</b>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,260.00	\$ -	\$ -	<b>1,260 COST SUBTOTAL</b>
									Hrs. Electrical Task 2 - 100% Design
						4	24		28 50% Design - Site Electrical Plan
						2	16		18 100% Design - Site Electrical Plan
									0 Lightng Schedules Disc coordination
						1	6		7 50% Parking Lot Photometrics
						1	4		5 100% Parking Lot Photometrics
						1	8		9 Plan Specs
						2	2		4 TQC
0	0	0	0	0	0	11	60	0	<b>71 HOURS SUBTOTAL</b>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,310.00	\$ 9,000.00	\$ -	<b>11,310 COST SUBTOTAL</b>
									Hrs. Bidding Services
						2	4		6 Bidding/RFI support
0	0	0	0	0	0	2	4	0	<b>6 HOURS SUBTOTAL</b>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420.00	\$ 600.00	\$ -	<b>1,020 COST SUBTOTAL</b>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>- COST SUBTOTAL (NOT INCLUDED IN TOTAL)</b>
0	0	0	0	0	0	19	64	0	<b>83 TOTAL HOURS TASK 1.0-6.0</b>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,990	\$ 9,600	\$ -	<b>13,590 TOTAL COST TASK 1.0-6.0</b>
0%	0%	0%	0%	0%	0%	23%	77%	0%	<b>100% PERCENT OF TOTAL HOURS</b>
0%	0%	0%	0%	0%	0%	29%	71%	0%	<b>100% PERCENT OF TOTAL COST</b>
									<b>EXPENSES / ODCs</b>
								\$	<b>13,590 PROJECT TOTAL</b>