

**EFFINGHAM COUNTY COMMISSION
MASTER SERVICES CONTRACT No. 21-007
TASK ORDER #2**

TASK ORDER # 002 DATE November 21, 2023
J#29087.0002 Updated January 4, 2024

ADDENDUM TO CONTRACT NO. 21-007 DATE April 23, 2021

PROJECT: FORCE MAIN EXTENSION TO SPRINGFIELD FEASIBILITY STUDY

EFFINGHAM COUNTY COMMISSION (Owner) and **THOMAS & HUTTON ENGINEERING CO.** (Consultant or Thomas & Hutton) this 21st day of November 2023, provide the following task order through their contract dated April 23, 2021, for work, materials, or services described below.

SCOPE OF WORK:

Thomas & Hutton is proposing to provide engineering feasibility study services for the Springfield to Effingham WWTF Force Main Extension Project. Thomas & Hutton will develop a Technical Memo with 30% Design Plans describing the potential sewer connection from Springfield to the Effingham WWTF with a force main and lift station, if required. The Consultant will complete an initial investigation and provide an Alternatives Analysis with an overview of the advantages and disadvantages of the possible construction methods for the potential force main routes. The information provided in the final Technical Memo will be used by County decision makers to determine the desired force main route, size and method of force main and lift station construction. The Consultant will also evaluate funding sources for the final proposed project.

The scope of work for this task order assumes analyzing a single connection from Springfield. During the analysis if it is determined that other connections are needed (ie. Guyton, Rincon, etc.) from other areas of the County then scopes and fees can be adjusted accordingly.

A. SCOPE OF SERVICES

1. Project Administration

a. Project Kickoff Meeting

Thomas & Hutton will hold a kick-off meeting with Effingham County and other key team members to discuss the goals, project schedule, administrative procedures, respective responsibilities, lines of communication, contacts and expectations, progress reporting, data collection, preliminary route selections, working restrictions, and additional project matters as appropriate.

b. Review Workshops

____ Owner's Initials

LBM Consultant's Initials

Thomas & Hutton plans to hold milestone project workshops at the completion of the Alternatives Analysis findings and the review of the final Technical Memo with 30% Design Plans. During these workshops, we will share and discuss any issues that have been raised during that stage of the design. Thomas & Hutton will also provide updates relative to project budget and schedule.

2. Technical Memo

a. Desktop Review / Alternatives Analysis

Consultant will conduct a desktop review using available GIS based tools, including LiDAR, of the proposed routes and provide an alternatives analysis report. The following items will be reviewed and compiled into the analysis for each route:

- Available GIS records of existing distribution system and surrounding utility systems
- National Wetland Inventory, IPaC and State Historical Office Records
- FEMA Floodplain/Floodway
- GDOT/Railroad/City/County Encroachment planning
- Identify and prepare exhibits for necessary easements to be acquired
- Anticipated permits required
- Identify potential conflicts and constructability issues that may impact anticipated survey area
- Preliminary sizing of force main based on anticipated flows

Consultant will coordinate with key team members to conduct one (1) site visit as part of this task.

b. Final Technical Memo & Preliminary Design

Thomas & Hutton will initiate preliminary design efforts following the initial workshop reviewing the Alternatives Analysis and a route has been selected. Data will be utilized for the project as described above.

- Develop and deliver a technical memo for the proposed force main.
- Prepare 30% project plans and specifications which will include:
 - Preliminary General Plan Sheets (Cover Sheet, General Notes, and Legend)
 - Preliminary Civil Site Plans showing the force main routing plan and proposed trenchless (e.g. horizontal

_____ Owner's Initials

CBM Consultant's Initials

- directional drill and jack and bore) installation locations
- Force Main design construction plans, including plan and profile views. Profiles shall show vertical and horizontal fittings, utility conflicts, valve/manhole locations, and proposed pipe depths along the selected route of the force main
- Draft Specifications (Table of Contents, Front End Documents, Technical Specifications)
- Update project schedule
- Conduct internal quality assurance and constructability review
- Address any preliminary budget or schedule concerns
- Revise technical memo, construction drawings and specifications based on comments from final workshop

Opinions of Probable Construction Cost:

Thomas & Hutton will prepare an opinion of probable construction cost based on the 30% construction plans for the project. The opinion of cost will be prepared based on typical measurement and payment items associated with sewer installation projects.

Since the Consultant has no control over the cost of labor, materials, or equipment, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, his opinions of probable construction costs provided for herein are to be made on the basis of his experience and qualifications. These opinions represent his best judgment as a design professional familiar with the construction industry. However, the Consultant cannot and does not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable construction costs prepared.

3. Intergovernmental Agreement Coordination

Thomas & Hutton will provide Intergovernmental Agreement (IGA) Coordination with the City of Springfield, City of Guyton, and City of Rincon, as appropriate. The agreements will be to develop that relationship and business agreement regarding the County and providing the requested utility service. This will include the development of draft IGAs between the identified entities. Thomas & Hutton will participate in up to three (3) meetings with the County to discuss the agreements and draft conditions. Additionally, up to two (2) revisions will be IGAs will be provided as part of this task.

4. Funding Evaluation

Thomas & Hutton will provide Grant Administration services to assist the County with identification of grants for the project described above. Consultant will

____ Owner's Initials

LBM Consultant's Initials

compile findings into a list of options for the County to review. Grant application is not included in this task.

5. Reimbursable Expenses

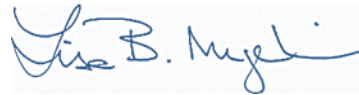
Direct non-salary (reimbursable expenses), including printing and reproduction are billed at cost. Travel in private vehicles will be billed at the IRS Standard Rate and may be revised based on fuel pricing.

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

Phase	Fee Structure	Fee or Time & Expense Budget
Project Administration,		
Project Meetings & Workshops	Time & Expense	\$ 11,400.00
Desktop Review/Alternatives Analysis	Time & Expense	\$ 18,800.00
Concept Report & 30% Plans	Time & Expense	\$ 37,900.00
Intergovernmental Govt Agreement	Time & Expense	\$ 19,600.00
Funding Evaluation	Time & Expense	\$ 2,600.00
Reimbursable Expenses	Expense	\$ 1,200.00

In accordance with the Services Contract, Section II-1, dated April 23, 2021, Amendment #1 dated June 21, 2023 to Task Order #1 dated February 2, 2023 included an adjustment in rates and fees as allowed after the twelve-month contract time sunset of March 15, 2022. All billing rates include the rates as shown on the 2023 Consulting Services Rate Sheet, per Amendment No. 1 dated June 21, 2023.

THOMAS & HUTTON ENGINEERING CO.



By _____
Lisa Muzekari, PE
Principal/Environmental Manager

Enclosures: Consulting Services Rate Sheet

ACCEPTED: _____, 2024

By _____

TITLE

Owner's Initials

CBM
Consultant's Initials

EFFINGHAM COUNTY COMMISSION
MASTER SERVICES CONTRACT No. 21-007
TASK ORDER #2

TASK ORDER # 002 DATE November 21, 2023
J#29087.0002 Updated January 4, 2024

ADDENDUM TO CONTRACT NO. 21-007 DATE April 23, 2021

PROJECT: FORCE MAIN EXTENSION TO SPRINGFIELD FEASIBILITY STUDY

EFFINGHAM COUNTY COMMISSION (Owner) and **THOMAS & HUTTON ENGINEERING CO.** (Consultant or Thomas & Hutton) this 21st day of November 2023, provide the following task order through their contract dated April 23, 2021, for work, materials, or services described below.

SCOPE OF WORK:

Thomas & Hutton is proposing to provide engineering feasibility study services for the Springfield to Effingham WWTF Force Main Extension Project. Thomas & Hutton will develop a Technical Memo with 30% Design Plans describing the potential sewer connection from Springfield to the Effingham WWTF with a force main and lift station, if required. The Consultant will complete an initial investigation and provide an Alternatives Analysis with an overview of the advantages and disadvantages of the possible construction methods for the potential force main routes. The information provided in the final Technical Memo will be used by County decision makers to determine the desired force main route, size and method of force main and lift station construction. The Consultant will also evaluate funding sources for the final proposed project.

The scope of work for this task order assumes analyzing a single connection from Springfield. During the analysis if it is determined that other connections are needed (ie. Guyton, Rincon, etc.) from other areas of the County then scopes and fees can be adjusted accordingly.

A. SCOPE OF SERVICES

1. Project Administration

a. Project Kickoff Meeting

Thomas & Hutton will hold a kick-off meeting with Effingham County and other key team members to discuss the goals, project schedule, administrative procedures, respective responsibilities, lines of communication, contacts and expectations, progress reporting, data collection, preliminary route selections, working restrictions, and additional project matters as appropriate.

b. Review Workshops

____ Owner's Initials

LBM Consultant's Initials

Thomas & Hutton plans to hold milestone project workshops at the completion of the Alternatives Analysis findings and the review of the final Technical Memo with 30% Design Plans. During these workshops, we will share and discuss any issues that have been raised during that stage of the design. Thomas & Hutton will also provide updates relative to project budget and schedule.

2. Technical Memo

a. Desktop Review / Alternatives Analysis

Consultant will conduct a desktop review using available GIS based tools, including LiDAR, of the proposed routes and provide an alternatives analysis report. The following items will be reviewed and compiled into the analysis for each route:

- Available GIS records of existing distribution system and surrounding utility systems
- National Wetland Inventory, IPaC and State Historical Office Records
- FEMA Floodplain/Floodway
- GDOT/Railroad/City/County Encroachment planning
- Identify and prepare exhibits for necessary easements to be acquired
- Anticipated permits required
- Identify potential conflicts and constructability issues that may impact anticipated survey area
- Preliminary sizing of force main based on anticipated flows

Consultant will coordinate with key team members to conduct one (1) site visit as part of this task.

b. Final Technical Memo & Preliminary Design

Thomas & Hutton will initiate preliminary design efforts following the initial workshop reviewing the Alternatives Analysis and a route has been selected. Data will be utilized for the project as described above.

- Develop and deliver a technical memo for the proposed force main.
- Prepare 30% project plans and specifications which will include:
 - Preliminary General Plan Sheets (Cover Sheet, General Notes, and Legend)
 - Preliminary Civil Site Plans showing the force main routing plan and proposed trenchless (e.g. horizontal

_____ Owner's Initials

CBM Consultant's Initials

- directional drill and jack and bore) installation locations
- Force Main design construction plans, including plan and profile views. Profiles shall show vertical and horizontal fittings, utility conflicts, valve/manhole locations, and proposed pipe depths along the selected route of the force main
- Draft Specifications (Table of Contents, Front End Documents, Technical Specifications)
- Update project schedule
- Conduct internal quality assurance and constructability review
- Address any preliminary budget or schedule concerns
- Revise technical memo, construction drawings and specifications based on comments from final workshop

Opinions of Probable Construction Cost:

Thomas & Hutton will prepare an opinion of probable construction cost based on the 30% construction plans for the project. The opinion of cost will be prepared based on typical measurement and payment items associated with sewer installation projects.

Since the Consultant has no control over the cost of labor, materials, or equipment, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, his opinions of probable construction costs provided for herein are to be made on the basis of his experience and qualifications. These opinions represent his best judgment as a design professional familiar with the construction industry. However, the Consultant cannot and does not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable construction costs prepared.

3. Intergovernmental Agreement Coordination

Thomas & Hutton will provide Intergovernmental Agreement (IGA) Coordination with the City of Springfield, City of Guyton, and City of Rincon, as appropriate. The agreements will be to develop that relationship and business agreement regarding the County and providing the requested utility service. This will include the development of draft IGAs between the identified entities. Thomas & Hutton will participate in up to three (3) meetings with the County to discuss the agreements and draft conditions. Additionally, up to two (2) revisions will be IGAs will be provided as part of this task.

4. Funding Evaluation

Thomas & Hutton will provide Grant Administration services to assist the County with identification of grants for the project described above. Consultant will

____ Owner's Initials

LBM Consultant's Initials

compile findings into a list of options for the County to review. Grant application is not included in this task.

5. **Reimbursable Expenses**

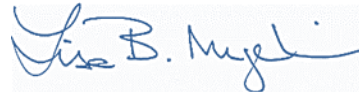
Direct non-salary (reimbursable expenses), including printing and reproduction are billed at cost. Travel in private vehicles will be billed at the IRS Standard Rate and may be revised based on fuel pricing.

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

Phase	Fee Structure	Fee or Time & Expense Budget
Project Administration,		
Project Meetings & Workshops	Time & Expense	\$ 11,400.00
Desktop Review/Alternatives Analysis	Time & Expense	\$ 18,800.00
Concept Report & 30% Plans	Time & Expense	\$ 37,900.00
Intergovernmental Govt Agreement	Time & Expense	\$ 19,600.00
Funding Evaluation	Time & Expense	\$ 2,600.00
Reimbursable Expenses	Expense	\$ 1,200.00

In accordance with the Services Contract, Section II-1, dated April 23, 2021, Amendment #1 dated June 21, 2023 to Task Order #1 dated February 2, 2023 included an adjustment in rates and fees as allowed after the twelve-month contract time sunset of March 15, 2022. All billing rates include the rates as shown on the 2023 Consulting Services Rate Sheet, per Amendment No. 1 dated June 21, 2023.

THOMAS & HUTTON ENGINEERING CO.



By _____
Lisa Muzekari, PE
Principal/Environmental Manager

Enclosures: Scope of Services
General Provisions
Consulting Services Rate Sheet

ACCEPTED: _____, 2024

By _____

TITLE

_____ Owner's Initials

LBM Consultant's Initials

**EFFINGHAM COUNTY COMMISSION
MASTER SERVICES CONTRACT No. 21-007
TASK ORDER #2**

TASK ORDER # 002 DATE November 21, 2023
J#29087.0002 Updated January 4, 2024

ADDENDUM TO CONTRACT NO. 21-007 DATE April 23, 2021

PROJECT: FORCE MAIN EXTENSION TO SPRINGFIELD FEASIBILITY STUDY

EFFINGHAM COUNTY COMMISSION (Owner) and **THOMAS & HUTTON ENGINEERING CO.** (Consultant or Thomas & Hutton) this 21st day of November 2023, provide the following task order through their contract dated April 23, 2021, for work, materials, or services described below.

SCOPE OF WORK:

Thomas & Hutton is proposing to provide engineering design services for Springfield to Effingham WWTF Force Main Extension Project. Thomas & Hutton will develop a Technical Memo with 30% Design Plans describing the potential sewer connection from Springfield to the Effingham WWTF with a force main and lift station, if required. The Consultant will complete an initial investigation and provide an Alternatives Analysis with an overview of the advantages and disadvantages of the possible construction methods for the potential force main routes. The information provided in the final Technical Memo will be used by County decision makers to determine the desired force main route, size and method of force main and lift station construction. The Consultant will also evaluate funding sources for the final proposed project.

The scope of work for this task order assumes analyzing a single connection from Springfield. During the analysis if it is determined that other connections are needed (ie. Guyton, Rincon, etc.) from other areas of the County then scopes and fees can be adjusted accordingly.

A. SCOPE OF SERVICES

1. Project Administration

a. Project Kickoff Meeting

Thomas & Hutton will hold a kick-off meeting with Effingham County and other key team members to discuss the goals, project schedule, administrative procedures, respective responsibilities, lines of communication, contacts and expectations, progress reporting, data collection, preliminary route selections, working restrictions, and additional project matters as appropriate.

b. Review Workshops

____ Owner's Initials

CBM Consultant's Initials

Thomas & Hutton plans to hold milestone project workshops at the completion of the Alternatives Analysis findings and the review of the final Technical Memo with 30% Design Plans. During these workshops, we will share and discuss any issues that have been raised during that stage of the design. Thomas & Hutton will also provide updates relative to project budget and schedule.

2. Technical Memo

a. Desktop Review / Alternatives Analysis

Consultant will conduct a desktop review using available GIS based tools, including LiDAR, of the proposed routes and provide an alternatives analysis report. The following items will be reviewed and compiled into the analysis for each route:

- Available GIS records of existing distribution system and surrounding utility systems
- National Wetland Inventory, IPaC and State Historical Office Records
- FEMA Floodplain/Floodway
- GDOT/Railroad/City/County Encroachment planning
- Identify and prepare exhibits for necessary easements to be acquired
- Anticipated permits required
- Identify potential conflicts and constructability issues that may impact anticipated survey area
- Preliminary sizing of force main based on anticipated flows

Consultant will coordinate with key team members to conduct one (1) site visit as part of this task.

b. Final Technical Memo & Preliminary Design

Thomas & Hutton will initiate preliminary design efforts following the initial workshop reviewing the Alternatives Analysis and a route has been selected. Data will be utilized for the project as described above.

- Develop and deliver a technical memo for the proposed force main.
- Prepare 30% project plans and specifications which will include:
 - Preliminary General Plan Sheets (Cover Sheet, General Notes, and Legend)
 - Preliminary Civil Site Plans showing the force main routing plan and proposed trenchless (e.g. horizontal

_____ Owner's Initials

CBM Consultant's Initials

- directional drill and jack and bore) installation locations
- Force Main design construction plans, including plan and profile views. Profiles shall show vertical and horizontal fittings, utility conflicts, valve/manhole locations, and proposed pipe depths along the selected route of the force main
- Draft Specifications (Table of Contents, Front End Documents, Technical Specifications)
- Update project schedule
- Conduct internal quality assurance and constructability review
- Address any preliminary budget or schedule concerns
- Revise technical memo, construction drawings and specifications based on comments from final workshop

Opinions of Probable Construction Cost:

Thomas & Hutton will prepare an opinion of probable construction cost based on the 30% construction plans for the project. The opinion of cost will be prepared based on typical measurement and payment items associated with sewer installation projects.

Since the Consultant has no control over the cost of labor, materials, or equipment, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, his opinions of probable construction costs provided for herein are to be made on the basis of his experience and qualifications. These opinions represent his best judgment as a design professional familiar with the construction industry. However, the Consultant cannot and does not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable construction costs prepared.

3. Intergovernmental Agreement Coordination

Thomas & Hutton will provide Intergovernmental Agreement (IGA) Coordination with the City of Springfield, City of Guyton, and City of Rincon, as appropriate. The agreements will be to develop that relationship and business agreement regarding the County and providing the requested utility service. This will include the development of draft IGAs between the identified entities. Thomas & Hutton will participate in up to three (3) meetings with the County to discuss the agreements and draft conditions. Additionally, up to two (2) revisions will be IGAs will be provided as part of this task.

4. Funding Evaluation

Thomas & Hutton will provide Grant Administration services to assist the County with identification of grants for the project described above. Consultant will

____ Owner's Initials

LBM Consultant's Initials

compile findings into a list of options for the County to review. Grant application is not included in this task.

5. Reimbursable Expenses

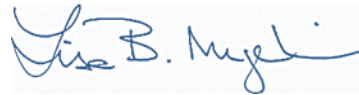
Direct non-salary (reimbursable expenses), including printing and reproduction are billed at cost. Travel in private vehicles will be billed at the IRS Standard Rate and may be revised based on fuel pricing.

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

Phase	Fee Structure	Fee or Time & Expense Budget
Project Administration,		
Project Meetings & Workshops	Time & Expense	\$ 11,400.00
Desktop Review/Alternatives Analysis	Time & Expense	\$ 18,800.00
Concept Report & 30% Plans	Time & Expense	\$ 37,900.00
Intergovernmental Govt Agreement	Time & Expense	\$ 19,600.00
Funding Evaluation	Time & Expense	\$ 2,600.00
Reimbursable Expenses	Expense	\$ 1,200.00

In accordance with the Services Contract, Section II-1, dated April 23, 2021, Amendment #1 dated June 21, 2023 to Task Order #1 dated February 2, 2023 included an adjustment in rates and fees as allowed after the twelve-month contract time sunset of March 15, 2022. All billing rates include the rates as shown on the 2023 Consulting Services Rate Sheet, per Amendment No. 1 dated June 21, 2023.

THOMAS & HUTTON ENGINEERING CO.



By _____
Lisa Muzekari, PE
Principal/Environmental Manager

Enclosures: Scope of Services
General Provisions
Consulting Services Rate Sheet

ACCEPTED: _____, 2024

By _____

TITLE

Owner's Initials

LBM _____
Consultant's Initials



2023 CONSULTING SERVICES RATE SHEET

Thomas & Hutton provides services on a time and expense basis as follows:

1. This basis includes allowance for direct salary expenses and for direct non-salary expenses. It also provides for services we may subcontract to others.
2. Direct salary expenses are generally based upon our payroll costs. The payroll costs include the cost of salaries and wages (including sick leave, vacation, and holiday pay) for time directly chargeable to the project; plus, unemployment, excise, payroll taxes, and contributions for social security, employment compensation insurance, retirement benefits, and medical and insurance benefits.

The current hourly rate charges for each skill position for 2023 are as follows:

Hourly Rate	Engineer	Survey	Landscape	GIS	Quality Control	Business/ Administrative
\$ 280.00	Consultant	Consultant	Consultant	Consultant	Consultant	
\$ 255.00	Senior Manager	Senior Manager Survey Party (3–Men)	Senior Manager	Senior Manager	Senior Manager	Senior Manager
\$ 230.00	Project Manager V Project Engineer V	Survey Manager V Project Surveyor V	Landscape Architect V LA Project Manager V	GIS Manager V		
\$ 210.00	Project Manager IV Project Engineer IV	Survey Manager IV Project Surveyor IV	Landscape Architect IV LA Project Manager IV	GIS Manager IV		Senior Application Developer IV, Software/Computer Consultant IV
\$ 200.00	Project Manager III Project Engineer III	Survey Manager III Project Surveyor III	Landscape Architect III LA Project Manager III	GIS Manager III		Senior Application Developer III, Software/Computer Consultant III
\$ 185.00	Project Manager II Project Engineer II	Survey Manager II Project Surveyor II Survey Party (2–Men)	Landscape Architect II LA Project Manager II	GIS Manager II	Construction Administrator II	Senior Application Developer II, Software/Computer Consultant II
\$ 170.00	Project Manager I Project Engineer I	Survey Manager I Project Surveyor I	Landscape Architect I LA Project Manager I	GIS Manager I	Construction Administrator I	Grant Administrator, Senior Application Developer I, Software/Computer Consultant I
\$ 160.00	Designer IV Engineering Technician IV	Staff Surveyor V Survey Field Supervisor	Landscape Designer IV	GIS Analyst IV	Field Representative V	Application Developer IV
\$ 150.00	Designer III Engineering Technician III	Staff Surveyor IV	Landscape Designer III	GIS Analyst III	Field Representative IV	Application Developer III
\$ 135.00	Designer II Engineering Technician II	Staff Surveyor III Survey Party (1–Man)	Landscape Designer II	GIS Analyst II		Permit Coordinator III Application Developer II
\$ 125.00	Designer I Engineering Technician I	Staff Surveyor II	Landscape Designer I	GIS Analyst I	Field Representative III	Application Developer I, Permit Coordinator II, Admin IV
\$ 110.00	CADD Technician III	Staff Surveyor I Survey Technician III	Landscape Technician III	GIS Technician III	Field Representative II	Permit Coordinator I
\$ 100.00	CADD Technician II	Survey Technician II	Landscape Technician II	GIS Technician II		
\$ 95.00	CADD Technician I	Survey Technician I	Landscape Technician I	GIS Technician I	Field Representative I	Admin III
\$ 90.00						Admin II
\$ 85.00						Admin I
\$ 425.00	Expert Witness					

3. When warranted, overtime will be charged for any non-salary employees. Overtime hours will be billed at 1.5 times the individual's charge rate.
4. Direct non-salary (reimbursable) expenses, including printing, reproduction, air travel, lodging, and meals are billed at cost. Travel in company or private vehicles will be billed at the IRS Standard Mileage Rate and may be revised based on fuel pricing. Outside consultant fees will be billed at 1.15 times the cost.
5. All rates and charges are effective through December 31st, 2023, including printing, reproductions, materials, and travel and are subject to change at that time. New rates and costs will become immediately effective to contracts in effect at the time of rate changes.