

Task Order 8

Civil Engineering Services



EOM Operations, a full scale public works operations, engineering, and utilities construction firm is pleased to provide civil engineering design review services as described below. The services described herein shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services (hereinafter referred to as “Agreement”) executed by and between The Board of Commissioners of Effingham County (hereinafter referred to as “County”) and EOM Operations, a division of EOM Public Works, LLC (hereinafter referred to as “EOM”) on 15th day of September, 2020 and all subsequent amendments to the Agreement.

1. Site Plan Review

- 1.1 Plan review of residential subdivisions and commercial and industrial sites. This includes the review of clearing and grading plans, storm drainage systems, hydrology reports, geotechnical reports, roadway systems, sanitary sewer systems, potable water systems, and reuse water systems for compliance with Effingham County’s, State and Federal Design Standards and Specifications. Plan review includes: sketch plan (excluding zoning issues), clearing and grading plans and civil site development plans review for the infrastructure listed above. Review shall be based on electronic plan submissions provided by Owner staff. Services exclude meetings and/or calls with consultants to review County development standards and ordinances.
- 1.2 The following are excluded from site plan review services.
 - 1.2.1 Residential development plan reviews greater than 20 acres and/or more than 6 lots per acre.
 - 1.2.2 Commercial development plan reviews that are greater than 50 acres, more than one building, campuses, master site plans.
 - 1.2.3 Water and Sewer Extension forms and submittals.
 - 1.2.4 Review and evaluation of Traffic Impact Studies and Speed Studies.
 - 1.2.5 Reviewing and updating existing County’s specifications, ordinances, standards and procedures related to site development, civil engineering, and construction.
 - 1.2.6 Review of any site development located in sensitive areas which will require additional technical assistance to evaluate.
 - 1.2.7 Review of site development of any commercial or industrial facilities which handle hazardous materials, or require any specialized pre-treatment facility or component which will require specialized technical staff to review.
 - 1.2.8 Review of surface and sub-surface mines sites, landfills, and contaminated or brownfield sites.
 - 1.2.9 Review of any structural component of any site development.
 - 1.2.10 Review of any septic systems.
 - 1.2.11 More than 3 reviews for a single development due to quality, changes in the project, additional requirements stipulated by other agencies, etc. These reviews will be performed on an hourly basis.

2. Capital Improvement Program Assistance

- 2.1 Assist Owner staff with identifying, evaluating and prioritizing capital improvement projects pertaining to water, wastewater, roadway systems and drainage. This includes preliminary project assessments and scope development and preparation of opinions on preliminary project budgets. Planning, design, bid documents, permitting and management of projects are excluded from the base scope services.
- 2.2 The services listed above exclude grant applications.

3. Municipal Separate Storm Sewer System (MS4) Compliance Services

- 3.1 Planning: EOM will meet with all relevant County departments to discuss project tasks and ensure all are properly planned. During this meeting EOM will provide the activity summary which will outline all tasks that will need to be completed prior to the December 31st, 2023 deadline. The activity summary is a summary of the best management practices (BMPs) in the County's Stormwater Management Program (SWMP). EOM will meet with the appropriate departments prior to the end of the permit year to discuss the SWMP and ensure that all tasks are complete or scheduled for completion.
- 3.2 EOM will update the County's SWMP to reflect the permit changes that became effective on December 6, 2022 and expire on December 5, 2027.
- 3.3 MCM 4.2.1 BMP 1 Stormwater Presentations: EOM will prepare and present educational opportunities utilizing lesson plans, books, resources and other educational tools.
- 3.4 MCM 4.2.1 BMP 2 Education through Media Outlets: EOM will prepare and distribute 4 general awareness information topics to multiple media outlets.
- 3.5 MCM 4.2.1 BMP 3 Education through Website Scope Changes: EOM will make recommendations to IT for updates to the website to improve education content and ease of use.
- 3.6 MCM 4.2.1 BMP 4 Educational Brochures: EOM will create educational brochures for distribution at the County administrative offices. Cost of printing will be billed to the County without markup.
- 3.7 MCM 4.2.2 BMP 1 Rivers Alive Clean-Up: EOM will coordinate, advertise and oversee a stream clean up event.
- 3.8 MCM 4.2.2 BMP 2 Community Outreach Clean-Up: EOM will coordinate, advertise and oversee a litter clean up event.
- 3.9 MCM 4.2.2 BMP 3 Recycling Program: The County currently contracts waste disposal and recycling services to Atlantic Waste. EOM will provide copies of recycling schedules and items accepted in the annual report.
- 3.10 MCM 4.2.2 BMP 4 Citizen Complaint: EOM will include a summary of all citizen complaints received related to stormwater pollutants and illicit discharges in the annual report.
- 3.11 MCM 4.2.3 BMP 3 Illicit Discharge Detection and Elimination (IDDE) Inspections: In accordance with the County's approved SWMP, The County is required to complete dry weather screening on 100% of the total number of outfalls within the 5-year permit term that are located within the County limits that outfall to Waters of the State annually. Dry weather screening will be performed according to the County's dry weather screening procedures approved by the EPD. The EPD approved dry weather screening checklist will also be filled out for each outfall visited and inspected. The checklists will be delivered in a format that can be easily inserted into the County's NPDES Phase II 2023 Annual Report. If a dry weather discharge is present, a visual observation of the flows odor, color, turbidity, and floatables will be noted. Also, a sample will be collected and tested per the County's approved IDDE Guidance Manual for temperature, pH level, chlorine, surfactants, and specific conductivity utilizing an in-situ water quality meter. Finally, a sample will be collected and analyzed for surfactants by a laboratory. If the in-situ measurement or visual observations indicated potential sewage, a fecal coliform grab sample will be collected and analyzed by a laboratory.
- 3.12 MCM 4.2.3 BMP 3 IDDE Source Tracing: Source tracing activities will need to be completed if the dry weather screening data indicates that there is a potential water quality impairment present. The County will be notified immediately if the in-situ parameters or laboratory results indicate that there is a potential illicit discharge prior to beginning any source tracing activities. EOM will not initiate source tracing activities without prior authorization of the County. Source tracing will involve following the MS4 system "upstream" in an attempt to identify the source of the non-stormwater discharge. Please note that the NPDES Phase II permit requires that the County to source trace 100% of the identified illicit discharges and notify the illicit discharger to cease the activity, if the source tracing clearly documents the source. In the event that the source cannot be definitively identified, the County is only required to document the activities undertaken and the findings. All the source tracing work should be performed according to the EPD approved Source Tracing Procedures included in the County's SWMP. Source tracing is considered out of scope. In the event that EOM performs a source tracing work effort, the estimated cost for EOM to conduct the work will be based on a "per source tracing exercise." If the illicit discharge source cannot be clearly identified within a

three hour time frame, the work will be documented and provided to the County for approval of further investigation.

- 3.13 MCM 4.2.3 BMP 4 Illicit Discharge Education: EOM will assure on of the topics in Section 3.3 above is related to IDDE.
- 3.14 MCM 4.2.6 BMP 2 MS4 Inspections: In accordance with the County’s approved SWMP, the County shall inspect 100% of the MS4 structures in urbanized areas within the 5 year permit term. EOM will complete a visual inspection and record the data. The inspection records will be summarized in an excel spreadsheet and submitted with the Annual Report.
- 3.15 MCM 4.2.6 BMP 5 Employee Training: EOM will utilize existing training materials and conduct an employee training session for County employees involved in facility management, construction, or operations.
- 3.16 EPD Annual Report Submission: After the December 31st, 2023 deadline, EOM will contact County staff to collect information on programs implemented during the 2023 reporting period. This documentation will be used to develop the County’s Annual Report for submittal to EPD by February 15th, 2024. Prior to submittal, an electronic copy of the Annual Report will be provided to the County for review and comment. Once the County finds the report acceptable, EOM will submit the Annual Report to EPD. If EPD has comments on the Annual Report, EOM will address the comments on an hourly basis.
- 3.17 At this time, the County’s MS4 boundary is limited and fully developed. As such, some of the services in the permit’s Minimum Control Measures have not been needed. In the event this changes, EOM can provide additional services at an hourly rate upon written authorization from the County.

4. Long Term Monitoring for Watershed Protection Plan (WPP)

- 4.1 Water Quality Monitoring: Water quality will be monitored as required according to the Watershed Protection Plan updated on June 2020. The monitoring for all parameters except metals and bacteria will be performed four (4) times per year during three (3) dry weather days (no rain event over previous 72 hours) and one (1) wet weather day (at least 0.2 inches rainfall and at least 72 hours since the last storm event). The wet weather event will be collected as a composite of three grab samples collected over the storm hydrograph. Bacteria sampling, including fecal coliform and enterococci, will be based on a geometric mean (geomean) requiring the collection of four (4) samples over a thirty-day period. Bacteria sampling will be performed during the summer months to calculate two (2) geomeans per year. Metals will be monitored once annually during the wet weather event.
- 4.2 EPD Annual Report Submission: As a part of implementing the WPP, a certification including summary of work and EPD’s Excel Watershed Assessment and Protection Plan Data Submittal Form will be completed and submitted to the County. The task also includes providing quarterly updates of the sampling progress along with results. The annual certification and report will be submitted to EPD by June 30, 2023.

5. Reporting

Provide monthly progress reports for inclusion in Board of Commissioner packets.

6. Owner Meetings

Attend Planning Board and Board of Commissioner’s meetings, as necessary, to participate in technical discussions or provide project updates on agenda items involving EOM services. Attend regular meetings with Owner staff to provide technical assistance and guidance. Meetings may be conducted in person or virtual and shall not exceed more than one meeting per week.

7. Compensation

7.1 Owner shall pay to EOM as compensation for services performed under this Task Order a Base Fee of Three Hundred One Thousand Eighty-Eight Dollars (\$301,088.00). Below is a breakdown of the Base Fee.

- 7.1.1 Section 1 Site Plan Review and Section 2 Capital Program Assistance \$252,288.00
- 7.1.2 Section 3 MS4 Compliance Services \$21,300.00

7.1.3 Section 4 WPP Services \$27,500.00

7.2 Services will be billed on a monthly basis.

5.2 Additional efforts, including fees and services outside the Scope of Services will be coordinated directly with the Owner prior to proceeding. Additional fees will be billed at the hourly rates shown on Appendix A.

8. Authority

6.1 Both parties represent and warrant to the other party that the execution, delivery, and performance of this Task Order has been duly authorized by the responsible parties thereof. Both parties warrant that all required approvals have been obtained and the executing party below has such authority to bind the party.

Both parties indicate their approval of this Task Order by their signatures below.

**EOM OPERATIONS,
a division of EOM PUBLIC WORKS, LLC**

Effingham County Board of Commissioners

Authorized Signature:

Authorized Signature:

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Appendix A – Additional Services

Additional outside of base scope services shall be billed at the hourly rates listed below and shall be invoiced the month following the month in which services occurred.

Director of Engineering/Vice President	\$190.00/HR
Floodplain Manager	\$180.00/HR
Program Manager	\$175.00/HR
Senior Professional Engineer	\$165.00/HR
Professional Engineer	\$155.00/HR
Engineer	\$145.00/HR
Project Manager	\$135.00/HR
Construction Engineer	\$125.00/HR
CADD Draftsmen	\$115.00/HR
Administration	\$75.00/HR