

September 9, 2024

Mr. Jeffrey V. Lord
Town Administrator
Town of Moncks Corner
118 Carolina Avenue
Moncks Corner, SC 29461

Task Order 2 – Stormwater Inventory and Mapping On-Call Professional Services

Dear Mr. Lord,

Seamon, Whiteside & Associates, Inc. (“SW+”) is pleased to offer a proposal for professional surveying and engineering services to develop an inventory of the existing stormwater infrastructure currently installed and located within the town limits. This scope includes tasks needed to complete site surveying and field assessments, GIS mapping, reviewing and researching historical records, quality control and quality assurance, and online web mapping. It is anticipated that approximately 12,600 linear features (pipes/channels/roadside swales) and 11,100 point features (inlets/manholes/outlet structures) will be incorporated into the final deliverable to the town. Based on this volume of infrastructure, we anticipate this work to be completed over a 1 year period.

Scope of Services

Division One: Project Management and Meetings

We understand the project will require regular progress meetings with the Client, as well as coordination and meetings with applicable project stakeholders (e.g., Berkeley County). As a result, our services for this division will include the following:

1. Facilitate a kick-off meeting with Client to discuss project goals and constraints.
2. Attend and lead routine progress meetings with the Client throughout the project duration.
3. Manage the project, schedule, and staffing required to complete the project.

Division Two: Field Investigations, Survey, and GIS Mapping

Existing stormwater and drainage infrastructure currently installed and within the town limits will be collected and mapped to produce a town-wide asset inventory digital geodatabase. All data collected in the field (i.e., field survey) is anticipated to be completed using a two-person crew equipped with ESRI field maps and Trimble R12i RTK survey-grade GPS units. All horizontal and vertical coordinates will be collected in feet according to the South Carolina state plane coordinate system and North American Vertical Datum of 1988, respectively. Specific tasks associated with this division include:

1. Collect and review existing asset inventory databases and record drawings (as available).
2. Develop ArcGIS online (AGOL) web mapping applications and distribute to town personnel to view and access the town’s stormwater and drainage asset data. These mapping applications will allow town personnel to track progress as well as view/access data.
3. Prepare stormwater and drainage geodatabase schema based on previously prepared GIS datasets and input from town personnel.

4. Incorporate existing stormwater mapping into town-wide stormwater asset inventory database.
5. Incorporate as-built stormwater survey data into town-wide stormwater asset inventory database.
6. Collect and/or update asset inventory data not previously collected, mapped, or provided via as-built survey to include:
 - a. Manholes – Location, rim elevation, material, visual condition, and photo.
 - b. Inlets – Location, rim elevation, type, material, size, visual condition, and photo.
 - c. Outlet Control Structures – Location, elevations (e.g., weir, orifice, top, etc.), type, size (e.g., dimensions), visual condition, and photo.
 - d. Pipes/Culverts – Location, measure downs/elevations (upstream/downstream), diameter, material, visual condition, and photo.
 - e. Ditches/Channels/Roadside Swales – General location
7. Perform quality control and quality assurance checks on all field survey data collected. These checks will be targeted at ensuring all applicable data has been collected and does not appear to be erroneous. Random field/spot survey checks will be completed throughout the duration of this division to also verify satellite networks and accuracies are correct and replicable.
8. Prepare maintenance recommendations (e.g., pipeline cleaning) based on visual conditions assessed in the field.
9. Integrate all stormwater inventory and mapping data into a single digital GIS geodatabase for delivery to the town and Berkeley County.

Notes:

1. *3D modeling and/or renderings (for submittal or marketing purposes) are not included in this proposal.*
2. *Civil engineering, landscape architecture, and stormwater design and permitting services are not included in this scope of services.*
3. *Opinions of probable costs that are prepared by SW+ shall be based on experience and qualifications and represent its best judgment familiar with the construction industry but shall not be a guarantee that construction costs will not vary from its opinions of probable cost.*
4. *This scope of work assumes that all drainage structures, pipes, culverts, etc. are readily accessible. Structures and pipes that cannot be accessed, found, or may be full of debris/water will be marked/flagged and provided to the town for cleaning/access.*
5. *Visual conditions assessments will be based on conditions observed at ground level with plain eyesight at structure and pipe ends. As a result, these conditions assessment will not necessarily document conditions along the entire length of pipelines.*
6. *Previously collected stormwater infrastructure mapping and as-built survey data will be evaluated and incorporated into the final geodatabase deliverable if deemed appropriate using engineering judgement.*
7. *Field survey will only be conducted for stormwater/drainage infrastructure that cannot be provided by previous consultants or as-built surveys.*
8. *Field survey of stormwater/drainage infrastructure deemed unsafe to access based on field conditions may be excluded from field survey efforts.*
9. *Easement, deed, and plat research are not included in this scope of work.*
10. *Hydrologic and hydraulic modeling and capital improvement planning is not included in this scope of work.*

Fees:

We will provide the indicated services for the following fees:

Division One: Project Management and Meetings.....	\$18,000 (Hourly Estimated Fee)
Division Two: Field Investigations, Survey, and GIS Mapping.....	\$307,000 (Lump Sum)

Hourly rate services and/or additional services shall be invoiced according to the table below:

SW+ current hourly rates are as follows (see note below):

Principal in Charge.....	\$275.00
Managing Principal.....	\$250.00
Professional Support.....	\$100.00
Administrative Support.....	\$80.00

Landscape Architecture

Director.....	\$210.00
Senior Landscape Architecture Team Leader/Practice Leader 2.....	\$200.00
Landscape Architecture Team Leader/Practice Leader 1.....	\$190.00
Senior Landscape Architecture Project Manager 3/Senior Land Planner 3.....	\$190.00
Senior Landscape Architecture Project Manager 2/Senior Land Planner 2.....	\$180.00
Senior Landscape Architecture Project Manager 1/Senior Land Planner 1.....	\$175.00
Landscape Architecture Project Manager/Land Planner 5.....	\$170.00
Landscape Architecture Project Coordinator/Land Planner 4.....	\$165.00
Land Planner 3.....	\$160.00
Land Planner 2.....	\$150.00
Land Planner 1.....	\$140.00

Civil Engineering

Director.....	\$210.00
Senior Civil Engineering Team Leader/Practice Leader 2.....	\$200.00
Civil Engineering Team Leader/Practice Leader 1.....	\$190.00
Senior Civil Engineering Project Manager 3/Senior Designer 3.....	\$190.00
Senior Civil Engineering Project Manager 2/Senior Designer 2.....	\$180.00
Senior Civil Engineering Project Manager 1/Senior Designer 1.....	\$175.00
Civil Engineering Project Manager/Civil Designer 5.....	\$170.00
Civil Engineering Project Coordinator/Civil Designer 4.....	\$165.00
Civil Designer 3.....	\$160.00
Civil Designer 2.....	\$155.00

Civil Designer 1.....	\$145.00
Senior CAD Technician.....	\$150.00
CAD Technician 4.....	\$140.00
CAD Technician 3.....	\$130.00
CAD Technician 2.....	\$120.00
CAD Technician 1.....	\$110.00
<u>Construction Administration</u>	
Director.....	\$210.00
Construction Administration Team Leader.....	\$190.00
Senior Construction Administration Project Manager.....	\$175.00
Construction Administration Project Manager.....	\$170.00
Construction Administration Project Coordinator.....	\$165.00
Construction Administration Field Representative 2.....	\$150.00
Construction Administration Field Representative 1.....	\$140.00
Entitlements Manager.....	\$140.00
Permitting Coordinator.....	\$130.00
<u>Surveying</u>	
Director.....	\$200.00
Surveying Team Leader.....	\$190.00
Surveying Crew Chief.....	\$120.00
3 Man Survey Crew.....	\$240.00
2 Man Survey Crew.....	\$180.00
CAD Technician 4.....	\$140.00
CAD Technician 3.....	\$130.00
CAD Technician 2.....	\$120.00
CAD Technician 1.....	\$110.00

Note: Hourly rates are subject to change October 1 of each year. Hourly rates to be invoiced shall be those in effect at the time services are provided.

Office reimbursable expenses will be billed at the rates listed in the table below plus a 10% handling fee:

Mileage outside of the local area.....	\$0.67 per mile
<i>(Local area is defined as the metropolitan area of the originating office of the proposal)</i>	
Printing of construction and project drawings (\$0.40 per sq ft)	
24 x 36.....	\$2.40 each
30 x 42.....	\$3.50 each
36 x 48.....	\$4.80 each

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Color inkjet plotting (\$8.00 per sq ft)	
24 x 36	\$48.00 each
30 x 42	\$70.00 each
36 x 48	\$96.00 each
Black and white inkjet plotting (\$2.00 per sq ft)	
24 x 36	\$12.00 each
30 x 42	\$17.50 each
36 x 48	\$24.00 each
Black and white Xerox copies	
8½ x 11	\$0.20 each
8½ x 14	\$0.25 each
11 x 17	\$0.35 each
Color Xerox copies	
8½ x 11	\$1.00 each
8½ x 14	\$2.75 each
11 x 17	\$3.50 each

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When an estimated fee range is indicated, this estimate was made based on current understanding of project scope and/or construction duration. If it becomes apparent that this estimate will be exceeded, we will notify Client in advance of reaching the upper limit of the indicated range.

Other project related reimbursable expenses, such as but not restricted to postage, long distance telephone calls, travel expenses, courier fees, and agency permitting fees will be billed at actual cost plus a 10% handling fee. Fees for outside subconsultants will be billed at actual cost plus a 15% handling fee. Fees and reimbursable expenses will be invoiced every 4 weeks.

Should you find this Task Order acceptable, as governed by the On Call Agreement between SW+ and the Town of Moncks Corner, please confirm by signing in the space provided below and return one executed original to our office. We look forward to working with you on this project.

Should you have any questions or need additional information, please call our office.

SEAMON, WHITESIDE & ASSOCIATES, INC.



Jason Munday PE
Vice President

Accepted By:

Please Provide Billing Contact
Email address:

Signature and Title