

February 3, 2026

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

**West Main Street Culvert Upgrade Project
 On-Call Professional Services**

Dear Mr. Lord,

Seamon, Whiteside & Associates, Inc. (SW+) is pleased to offer a proposal for professional engineering services to design and permit a double-barrel box culvert upgrade along California Branch at West Main Street as previously studied under a separate task order (see Figure 1 for approximate work limits).



Figure 1 - Approximate work limits.

The scope of services included herein will support design and permitting. These improvements are expected to be completed with local, state, and federal funding. As a result, all construction documents will be prepared to adhere to such applicable local, state, and federal requirements.

501 Wando Park Boulevard, Suite 200, Mount Pleasant, SC 29464 | (843) 884-1667
 SeamonWhiteside.com

Mount Pleasant | Greenville | Summerville | Spartanburg | Charlotte | Raleigh | Columbia
Elevating the site design experience.

Bid document preparation, bidding services, and construction administration services have not been included in this proposal based on a request from the town to only complete design and permitting. A separate addendum will be provided to the town once the project is ready to move forward with bidding and construction.

Scope of Services

Division One: Progress Meetings and Grant Management Support

We understand the project will require regular progress meetings with the Client and potential grant application support (construction funding). As a result, our services for this division will include the following:

1. Facilitate a kick-off meeting with Client to discuss project goals, constraints, and schedule.
2. Attend and lead monthly progress meetings with the Client throughout the project.
3. It is expected that the Client is receiving funding through the EPA as a source of construction funding. Full release and approval to use such funds for the project will require a formal grant application to and coordination with EPA personnel. As a result, our team will assist client with preparation of the grant application materials required to prepare for release of EPA funding for construction.
4. Assist Client with meetings to discuss project with individual property owners and other applicable stakeholders.

Division Two: Surveying

Surveying will be completed by SW+ Surveying to assist with the engineering design and permitting of the proposed stormwater improvements. All survey data will be collected using South Carolina State Plane coordinates (i.e., NAD 83 horizontal datum and NAVD 88 vertical datum).

Task A: Topographical Exhibit

Surveying services will be provided by SW+ Surveying to prepare a topographical exhibit of a ± 1.1 acre area of TMS #142-06-04-031, TMS #142-07-03-025, and TMS #142-06-04-029 shown as the work area exhibit (Figure 1) to include:

- Right-of-Way of West Main Street and all apparent easements shown on available and accessible recorded plats
- Trees
- Hardscape
- Structures
- Contours at 1-foot contour intervals and spot elevations (NAVD 88)
- Above and underground utilities
- Invert elevations within accessible storm drainage and sanitary sewer structures

Task B: SUE Level B Underground Utility Location

SW+ Surveying, Inc will contract and coordinate with a private utility locator to locate underground utilities within the property as well as within West Main Street R/W (± 400 LF).

Division Three: Geotechnical Investigations

Geotechnical explorations will be provided to quantify subsurface conditions for use in engineering design. A total of 2 soil test borings (STBs), 2 hand auger borings (HABs), and 2 HABs with dynamic cone penetration (DCP) will be completed as part of this scope of work. Specific tasks associated with this division include:

1. Field Exploration:

- Boring Layout and Elevations:
 - Boring locations will be located using hand-held GPS units with an estimated horizontal accuracy of +/-20 feet. Field measurements from existing site features may be used. If available, approximate elevations will be obtained by interpolation from a site specific, surveyed topographic map.
 - Subsurface Exploration Procedures:
 - Private utility location services will be provided to mark locations of subsurface utilities within the vicinity of proposed boring locations. Final boring locations may be adjusted based on subsurface utility locations.
 - Traffic control will be provided to complete field exploration since most boring locations will occur within public rights-of-way. Lane closures with a flagmen or shoulder closures are expected.
 - Soil Test Borings (STBs) will be advanced with a truck-mounted drill rig using continuous flight augers (solid stem and/or hollow stem, as necessary, depending on soil conditions) and/or rotary wash boring techniques. This is formally known as the Standard Penetration Test (SPT). Continuous sampling will be conducted at 2-foot intervals until the target termination depth is reached. Soil sampling is typically performed using thin-wall tube and/or split-barrel sampling procedures. The splitbarrel samplers are driven in accordance with the SPT. The samples will be placed in appropriate containers, taken to a soil laboratory for testing, and classified by a Geotechnical Engineer. In addition, groundwater levels will be observed and recorded during drilling and sampling.
 - Hand auger borings (HABs) will be conducted in general accordance with ASTM D 1452-80, "Standard Practice for Soil Investigation and Sampling by Auger Borings." The soils are then classified in general accordance with ASTM D2487 "Standard Classification of Soils for Engineering Purposes (Unified Soil Classification System)." Some of the HABs will also include the dual-mass Kessler Dynamic Cone Penetrometer (DCP) testing, consisting of a 5/8-inch steel rod with a steel cone attached will be continuously driven into the subgrade by dropping a 17.6-pound hammer from a height of 22.6 inches and incremental penetrations are recorded. The angle of the cone is 60 degrees and the diameter of the base of the cone is 0.79 inches. The HABs will also include observations for groundwater. This will occur during the exploration program after or as the hand auger borings are being advanced.
 - No provisions have been made to collect water level data other than the observations made during the advancement of the STB/HAB. Our exploration team will save the field data which will be processed by the geotechnical engineer to create the final soil test boring and hand auger boring logs.
 - Reasonable efforts will be made to reduce damage to property because of exploration activities, such as rutting of the ground surface. However, in the normal course of work some such disturbance will occur. Since test locations will be located within public rights-of-way, boring and CPT locations will be grouted after borings are completed.
2. Laboratory testing will be conducted to better understand the engineering properties of the encountered subsurface materials. At this time, it is anticipated that laboratory testing will consist of, but not limited to:
- Water content
 - Grain size analysis with Hydrometer
 - Atterberg limits
3. Results of field exploration and laboratory testing will be evaluated, and a design-level geotechnical engineering report will be prepared under the supervision of a licensed professional engineer. The geotechnical engineering report will provide the following:
- Soil test boring logs with soil classification based on visual/laboratory classification
 - Hand auger boring logs with soil classification based on laboratory/visual classification

- Groundwater levels observed immediately after testing
- Site location and exploration plans
- Subsurface exploration procedures
- Description of subsurface conditions
- Estimated pipe/culvert settlement profile
- Pipe/culvert bedding and construction considerations
- Pavement section repair recommendations

Division Four: Civil Engineering Design

Design services will be provided to develop construction drawings for the upgrade of the Winter Street box culvert at California Branch. It is assumed that a single set of construction documents will be prepared for the project. Specific design tasks will include:

1. Complete a proposed conditions hydrologic and hydraulic analysis to support and form the basis of design. The proposed conditions analysis will be adopted from a prior study completed for the Client but updated based on recent survey data and design parameters.
2. Complete a hydrologic and hydraulic analysis report to document the existing and proposed hydrologic and hydraulic analyses of the box culvert.
3. Prepare roadway collection system drainage hydrologic and hydraulic analysis.
4. Document box culvert and roadway drainage analyses into a single hydrologic and hydraulic report. This report will represent the basis of design and will be used for agency permitting.
5. Prepare 30%, 60%, and 90%, and issued for bid (IFB) construction drawings. Final construction drawings will include the following:
 - Cover Sheet
 - Notes and Symbols Sheet
 - Existing Conditions Survey
 - Demolition Plan
 - Stormwater/Drainage/Culvert Plan and Profiles
 - Roadway Plan, Profile, and Cross Sections (as necessary)
 - Grading Plan
 - Water and Sewer Utility Relocation Plan and Profiles (as necessary)
 - Erosion and Sedimentation Control Plan
 - Details
6. Coordinate with SCDOT, utility providers, and the Client regarding design and potential utility conflicts.
7. Coordinate, lead, and attend field design review meetings with SCDOT, utility providers, and Client following delivery of 30%, 60%, and 90% construction drawings.
8. Prepare and update opinions of probable construction costs throughout the design phase.
9. Submit construction drawings and opinions of probable construction costs to Client for review.
10. Revise and resubmit construction drawings based on feedback from Client and/or comments from agency reviewers.

Division Five: Permitting

Agency permit packages will be prepared for drainage improvements to be located within the approximate work limits depicted in Figure 1. This division will include the following permitting tasks:

1. Wetlands and Waters of the State Delineation:
 - Complete a desktop review of historic aerial photographs, historic topographic maps, aquatic resources mapping, soils mapping, and other relevant data to assist in identifying potential aquatic resources and jurisdictional features within the approximate work limits.
 - Complete a field delineation to map/locate approximate locations/boundaries of potential waters of the state. A prior delineation of the stream is available at Lacy Park and will be used as a basis with a supplemental delineation to cover the entire project limits.
 - Prepare a jurisdictional determination request/delineation package and submit to the United States Army Corps of Engineers (USACE) and the South Carolina Department of Environmental Services (SCDES) if necessary.
 - Attend jurisdictional determination verification site visit if necessary
2. 404/401 Wetland and Waters of the State Permitting:
 - Schedule and attend pre-application meeting with applicable state and federal agencies.
 - Prepare wetland and waters of the state exhibits depicting impacts for use in permit applications.
 - Prepare and submit 401 water quality certification.
 - Prepare and submit coastal zone consistency documentation.
 - Prepare and submit 404 permit application. In preparation of the 404 permit application the following limited environmental assessments will be conducted to support the full application package:
 - Threatened and Endangered Species Habitat Assessment (including a on-site assessment and records review)
 - Desktop Cultural Resources Assessment
 - Complete a mitigation analysis to determine the need for compensatory mitigation required for implementation of the project if necessary.
 - Receive agency permitting comments, address comments, and resubmit permitting documents for final approvals.
3. Stormwater Permitting:
 - Schedule and attend pre-submittal meeting.
 - Prepare NPDES Notice of Intent documentation and submit to SCDES-BOW and SCDES-BCM.
 - Prepare and submit Town of Moncks Corner Stormwater Management – Construction Activity Application package to include a comprehensive stormwater pollution prevention plan (C-SWPPP), drainage technical report (prepared as part of Division Four), and required exhibits/maps.
 - Receive agency permitting comments, address comments, and resubmit permitting documents for final approvals.
4. South Carolina Department of Transportation (SCDOT) Encroachment Permitting
 - Schedule and attend pre-application meeting.
 - Prepare encroachment permit application to include a drainage report (prepared as part of Division Four) and required exhibits/maps.
 - Receive agency permitting comments, address comments, and resubmit permitting documents for final approvals.

5. Local Permitting:

- Prepare applicable building, floodplain management, and/or planning/zoning applications/documents for approval. Demolition permits shall be the responsibility of the selected Contractor.
- Prepare submittal documents and submit to Moncks Corner Water Works for water and sewer relocations.
- Coordinate with Dominion Gas and telecom providers for miscellaneous utility relocations.
- Receive comments, address comments, and resubmit applications/documents for final approvals.

Notes, Assumptions, and Exclusions:

1. *It is assumed that the entire project will be designed and permitted as a single project with a single set of construction drawings.*
2. *Right-of-way acquisition and easement platting services are excluded from this scope of work.*
3. *Subsurface utility engineering (SUE) level A services are not provided.*
4. *Slope stability analyses are excluded from this scope of services.*
5. *Structural engineering services are excluded from this scope of work. We anticipate the need for structural engineering services for headwalls, wingwalls, aprons, and turn down walls based on prior experience. Once a 30% preliminary design set of construction documents is prepared and submitted to SCDOT and Client an addendum will be prepared and submitted to the Client for approval to complete structural engineering.*
6. *It is assumed that a nationwide permit (NWP) can be obtained by the United States of Army Corps of Engineers. As a result, an individual USACE permit is excluded from this scope of work.*
7. *A phase 1 environmental assessment is excluded from this scope of work.*
8. *FEMA permitting services (CLOMR/LOMR) are excluded from this scope of work.*
9. *Client shall be responsible for the payment of application and permit fees, impact and tap fees, inspection fees, maintenance fees, bonds, and other agency charges associated with the permitting and construction of the Project.*
10. *Coverage under the SC NPDES General Permit for Construction Activities (NPDES) is required prior to initiation of land disturbing activities. A prerequisite to coverage is the submittal to, and approval of, a SWPPP by the local agency having jurisdiction under the SCDHEC MS4 program. In addition to initial erosion and sediment control measures, the SWPPP also includes various other provisions outside of the scope of the construction drawings. The SWPPP is intended to be a framework outlining measures that are intended to be implemented and maintained throughout the construction period. As a result, additional efforts related to the implementation, maintenance, and updating of the SWPPP are required during construction. Some of these must be performed by SW+ and others can be performed by SW+ or other parties. See below for additional information.*
11. *Opinions of probable costs that are prepared by SW+ shall be based on its experience and qualifications and represent its judgment as a Consultant familiar with the construction industry but shall not be a guarantee that construction costs will not vary from its opinions of probable cost.*
12. *SW+ recognizes that design refinement and problem solving are iterative processes. However, it must also be recognized that excessive and continuous design changes are impossible to accurately quantify and are, therefore, outside of the scope of this proposal. We understand that a design will evolve during the submittal and review processes, and we do intend for these types of adjustments to be included. However, extensive and continuous design changes that are beyond the scope of those typical for a project of similar size and complexity will be charged as additional services on an hourly rate basis.*

13. Early in the design process, the Client shall coordinate with SW+ to establish a site work and landscaping construction budget. Once the budget is established, project design will proceed in accordance with the scope and quality criteria defined as the basis for preparing the budget. After final design and preparation of CD's is underway, any Client requested changes that are inconsistent with the originally established scope and quality criteria will be charged as additional services on an hourly rate basis.

Fees:

We will provide the indicated services for the following fees. All hourly division fees represent an hourly not to exceed amount.

Division One: Progress Meetings and Grant Management Support	\$18,000 (Hourly)
Division Two: Surveying.....	
Task 2A: Topographical Exhibit.....	\$6,200 (Lump Sum)
Task 2B: SUE Level B Underground Utility Location	\$2,500 (Lump Sum)
Division Three: Geotechnical Investigations.....	
Task 3A: Field and Engineering Services	\$17,800 (Lump Sum)
Task 3B: Traffic Control	\$3,000 (Lump Sum)
Division Four: Civil Engineering Design	\$118,000 (Lump Sum)
Division Six: Permitting	\$66,000 (Hourly)

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.....	\$300.00
Managing Principal.....	\$300.00
Professional Support.....	\$120.00
Administrative Support.....	\$100.00
<u>Landscape Architecture</u>	
Director.....	\$275.00
Senior Landscape Architecture Team Leader/Practice Leader 2.....	\$250.00
Landscape Architecture Team Leader/Practice Leader 1.....	\$240.00
Senior Landscape Architecture Project Manager 3/Senior Land Planner 3.....	\$225.00
Senior Landscape Architecture Project Manager 2/Senior Land Planner 2.....	\$220.00
Senior Landscape Architecture Project Manager 1/Senior Land Planner 1.....	\$210.00
Landscape Architecture Project Manager/Land Planner 5.....	\$195.00
Landscape Architecture Project Coordinator/Land Planner 4.....	\$185.00
Land Planner 3.....	\$180.00
Land Planner 2.....	\$170.00
Land Planner 1.....	\$160.00

Civil Engineering

Director.....	\$275.00
Senior Civil Engineering Team Leader/Practice Leader 2.....	\$250.00
Civil Engineering Team Leader/Practice Leader 1.....	\$240.00
Senior Civil Engineering Project Manager 3/Senior Designer 3.....	\$225.00
Senior Civil Engineering Project Manager 2/Senior Designer 2.....	\$220.00
Senior Civil Engineering Project Manager 1/Senior Designer 1.....	\$210.00
Civil Engineering Project Manager/Civil Designer 5.....	\$200.00
Civil Engineering Project Coordinator/Civil Designer 4.....	\$190.00
Civil Designer 3.....	\$185.00
Civil Designer 2.....	\$175.00
Civil Designer 1.....	\$165.00
Senior CAD Technician.....	\$170.00
CAD Technician 4.....	\$160.00
CAD Technician 3.....	\$150.00
CAD Technician 2.....	\$140.00
CAD Technician 1.....	\$130.00

Construction Administration

Director.....	\$275.00
Senior Construction Administration Team Leader.....	\$250.00
Construction Administration Team Leader.....	\$240.00
Senior Construction Administration Project Manager.....	\$210.00
Construction Administration Project Manager.....	\$200.00
Construction Administration Project Coordinator.....	\$190.00
Construction Administration Field Representative 2.....	\$165.00
Construction Administration Field Representative 1.....	\$155.00
Entitlements Manager.....	\$160.00
Permitting Coordinator.....	\$150.00

SW+ Surveying

Director.....	\$225.00
Surveying Team Leader.....	\$205.00
Surveying Project Manager.....	\$180.00
Surveying Crew Chief.....	\$140.00
3 Man Survey Crew.....	\$260.00
2 Man Survey Crew.....	\$200.00
Field Rep.....	\$60.00
CAD Technician 4.....	\$155.00
CAD Technician 3.....	\$145.00

CAD Technician 2	\$135.00
CAD Technician 1	\$125.00
<u>GIS</u>	
Director	\$275.00
GIS Team Leader	\$240.00
GIS Developer	\$200.00
GIS Analyst 4	\$190.00
GIS Analyst 3	\$185.00
GIS Analyst 2	\$175.00
GIS Analyst 1	\$165.00

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	IRS standard mileage rates
<i>(Local area is defined as the metropolitan area of the originating office of the proposal; IRS values reflected in this proposal to match the latest published IRS standard mileage rates)</i>	
Printing of construction and project drawings (\$0.42 per sq ft)	
24 x 36	\$2.52 each
30 x 42	\$3.68 each
36 x 48	\$5.04 each
Color inkjet plotting (\$8.05 per sq ft)	
24 x 36	\$48.30 each
30 x 42	\$70.44 each
36 x 48	\$96.60 each
Black and white inkjet plotting (\$2.10 per sq ft)	
24 x 36	\$12.60 each
30 x 42	\$18.38 each
36 x 48	\$25.20 each
Black and white Xerox copies	
8½ x 11	\$0.22 each
8½ x 14	\$0.27 each
11 x 17	\$0.37 each
Color Xerox copies	
8½ x 11	\$1.10 each
8½ x 14	\$2.80 each
11 x 17	\$3.60 each

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.

Town of Moncks Corner
West Main Street Culvert Upgrade Project
February 3, 2026

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
