

March 11, 2026

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

**Task Order 3 – Winter Street Drainage Improvements – Addendum 1  
On-Call Professional Services**

SW+ Project #13121

Dear Mr. Lord,

Seamon, Whiteside & Associates, Inc. (SW+) is pleased to offer an addendum for professional engineering services for the Winter Street Drainage Improvements project.

The scope of services included herein will support bidding, construction administration, grant management, and close out services.

**Scope of Services**

**Division Three: Bidding**

It is assumed that bidding will take place once (i.e., single bid advertisement, evaluation, and recommendation of award) and will include the following tasks:

1. Conduct and attend pre-bid conference.
2. Prepare and issue addenda to the bid documents (as applicable).
3. Respond to bidder questions throughout the bid advertisement (as applicable).
4. Conduct and attend bid opening.
5. Prepare tabulation of bids and provide to Client.
6. Assist Client with review and evaluation of each submitted bid.
7. Prepare written recommendation to Client concerning contract award.
8. Submit construction contract documents to RIA (funding agency) for review prior to the Client executing the construction contract. Revisions will be made to the construction contract documents and will be resubmitted to RIA for final approval as applicable.
9. Assist Client in executing construction contract with selected bidder.

**Division Four: Construction Administration**

It is assumed that SW+ will act as the Client's representative during construction of the Winter Street project with both the selected contractor and with RIA (funding agency). As a result, construction management, administration, and inspection services to be provided to include:

501 Wando Park Boulevard, Suite 200, Mount Pleasant, SC 29464 | (843) 884-1667  
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*Elevating the site design experience.*

1. Assist Client in executing construction contract and issuing notice to proceed with selected contractor. This includes obtaining required bonds, licensing, and insurance documentation from the selected contractor.
2. Schedule, attend, and lead pre-construction meeting with Client and selected contractor. Meeting minutes will be developed and distributed following the meeting.
3. Schedule, attend, and lead construction progress meetings with Client and selected contractor, as necessary.
4. Receive, review, and respond to required contractor submittals.
5. Receive, review, and respond to requests for information (RFIs).
6. Receive, review, and approve pay applications from the contractor. Final pay applications will be submitted to the Client for final approval and payment.
7. Receive, review, and process contract modifications as requested by the contractor. SW+'s review will be aimed at providing the Client with a reasonable assurance that the change is justified and that the dollar and time adjustment to the construction contract are accurate and fair.
8. Conduct routine site visits to monitor, observe, and document construction progress. The intent of these site visits is to determine if work is proceeding in accordance with the construction contract documents (i.e., construction drawings, technical specifications, and "front-end" documents). The Client will be informed about the progress of the work and SW+ will endeavor to guard the Client against deficiencies in the work.
9. Complete SWPPP inspections and reporting until close out in accordance with the stormwater permit. Deficiencies needing compliance will be submitted to the contractor. SWPPP reporting will be distributed to regulatory permitting agencies at required intervals. SWPPP site inspections will be completed during routine site visits.
10. Provide the following services to comply with standard conditions of the construction permits and to support commissioning efforts required of the project:
  - a. Witness tests of relocated water and sewer lines (as necessary).
  - b. Provide preliminary review of water and sewer system relocations (as necessary).
  - c. Receive, review, and approve as-built surveys provided by the contractor's surveyor.
  - d. Schedule and attend roadway and drainage system inspections as required by the local agencies having jurisdiction.
  - e. Coordinate with the agency having jurisdiction regarding their inspection requirements of the stormwater management facilities.
11. Schedule, attend, and lead substantial completion site visit with Client and contractor. As part of substantial completion, the contractor's request for documentation of substantial completion will be received and reviewed. Inspections will be completed at this time (as required). A certificate of substantial completion and punch list of items needing attention prior to final completion will be completed following required inspections and document review. Repeat inspections and punch lists as required for final completion.
12. Schedule, attend, and lead final completion site visit with Client and contractor.
13. Close out construction contract and permits for construction.
14. Assist client in managing state RIA grant which covers a portion of the construction budget. Services include:
  - a. Quarterly progress reporting
  - b. Payment/reimbursements
  - c. Change orders (as applicable)
  - d. Close out

*Notes, Assumptions, and Exclusions:*

1. *It is assumed that a single bid advertisement will take place.*
2. *It is assumed that a single contractor will be selected to complete construction of the project.*
3. *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 SCDES 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.*

**Fees:**

We will provide the indicated services for the following fees:

Division Two: Bidding .....	\$9,200 (Lump Sum)
Division Four: Construction Administration .....	\$40,000 (Hourly Not to Exceed)

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

**Landscape Architecture**

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
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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
<u>Construction Administration</u>	
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
<u>SW+ Surveying</u>	
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

**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

*(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)*

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

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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 Addendum 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:

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Signature and Title