

# COUNTY COUNCIL OF BEAUFORT COUNTY

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WM. WESTON J. NEWTON  
CHAIRMAN

D. PAUL SOMMERVILLE  
VICE CHAIRMAN

## COUNCIL MEMBERS

STEVEN M. BAER  
RICK CAPORALE  
GERALD DAWSON  
BRIAN E. FLEWELLING  
HERBERT N. GLAZE  
WILLIAM L. McBRIDE  
STEWART H. RODMAN  
GERALD W. STEWART  
LAURA VON HARTEN

GARY KUBIC  
COUNTY ADMINISTRATOR

BRYAN J. HILL  
DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER  
COUNTY ATTORNEY

SUZANNE M. RAINEY  
CLERK TO COUNCIL

## AGENDA PUBLIC FACILITIES COMMITTEE

Tuesday, May 22, 2012  
4:30 p.m.  
Executive Conference Room  
Administration Building

### Committee Members:

Herbert Glaze, Chairman  
Steven Baer, Vice Chairman  
Gerald Dawson  
Brian Flewelling  
William McBride  
Jerry Stewart

### Staff Support:

Rob McFee, Division Director

1. CALL TO ORDER – 4:30 P.M.
2. TEXT AMENDMENTS TO AIRPORTS BOARD CHARTER ([backup](#))
3. CONSIDERATION OF CONTACT AWARDS
  - A. Non-Competitive Purchase of Additional Engineering Design Services for Boundary Street Improvements Sales Tax Project ([backup](#))
  - B. Architectural Design and Construction Services for Renovations and Upgrades to the Bluffton Township Fire District's Station #33 ([backup](#))
  - C. Award of Small A & E Contract for Bluffton Parkway 5A Roadwork Construction Design Services ([backup](#))
  - D. Palmetto Electric Cooperative Supplemental Agreement for SC 170 Widening Infrastructure Relocation ([backup](#))
4. UPDATE / US 278 WIDENING
  - A. Hampton Parkway Intersection ([backup](#))
  - B. Concrete Barrier Wall
5. ADJOURNMENT

A quorum of Council may be in attendance at all Committee meetings.  
Please silence your cell phone during the meeting.

2012 /

AN ORDINANCE TO AMEND THE BEAUFORT COUNTY CODE OF ORDINANCES, CHAPTER 6, AIRPORTS AND AIRCRAFT, ARTICLE II, AIRPORTS BOARD, SECTION 6-26 – PURPOSE; SECTION 6-27 – MEMBERSHIP, MEETINGS; AND SECTION 6-28, POWERS AND DUTIES - A REVISION OF THE CURRENT CHARTER FOR THE AVIATION BOARD ADOPTED BY ORDINANCE OF THE COUNTY ON THE 27TH DAY OF FEBRUARY, 2006.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
Wm. Weston J. Newton, Chairman

APPROVED AS TO FORM:

\_\_\_\_\_  
Joshua A. Gruber, Staff Attorney

ATTEST:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

First Reading:

Second Reading:

Third and Final Reading:

**COUNTY COUNCIL OF BEAUFORT COUNTY  
CHARTER FOR  
AIRPORTS BOARD (BCAB)**

**I. PURPOSE:**

To assist the County Council of Beaufort County by providing technical, financial, business, and marketing advice that helps to ensure and promote public aviation facilities and services that are safe, economically self-sufficient, and sensitive to the needs of the community.

**II. GOALS:**

- (a) The operational goal of the BCAB is to ensure safe, secure airport facilities;
- (b) The administrative goal of the BCAB is to provide County Council with accurate, timely advice that has been vetted and approved at public meetings of the BCAB; and,
- (c) The financial goal of the BCAB is to operate County airports without undue subsidies from the Beaufort County General Fund.

**III. MEMBERSHIP:**

- (a) The BCAB will consist of 11 (eleven) members who are committed to the purpose and goals of the BCAB and who have the business and professional experience to help ensure the success and the enhancement of both Beaufort County airports;
- (b) In the appointment of candidates, Council will give due consideration to balancing BCAB membership by considering the *preferred qualifications* stated in paragraph (d) of this section, as well the geographical, racial, and gender characteristics of all BCAB candidates;
- (c) Because of the need for diverse backgrounds and professional experience for this Board, membership thereof shall be as follows:

One member nominated by the Board of the Beaufort Chamber of Commerce;

Two members who reside in *close proximity* to the Beaufort County Airport;

One member who is an active pilot and aircraft owner based at the Beaufort County (Lady's Island) Airport;

One member nominated by the Town Council of the Town of Hilton Head Island;

Two members who reside in *close proximity* to the Hilton Head Island Airport;

One member who is an active pilot and aircraft owner based at the Hilton Head Island Airport;

One member who is an active or recently retired commercial airline pilot, preferably with commuter-airline experience;

Two members who also meet the qualifications stated in paragraph (d) below;

(d) Given the unique nature of the BCAB, all candidates and nominees should have documented training or professional experience in areas such as those listed below:

- Accounting or Financial Management
- Airport Management or Fixed Base Operations Management
- Business Management or Business Aviation
- General Aviation, Aviation Electronics, or Aeronautical Engineering
- Engineering, Construction Management
- Federal or State Aviation Agency Experience
- Law Enforcement, Security, or the Practice of Law
- Planning, Public Relations, Marketing, or Advertising

(e) Council will make known the need of specific vacancies and request assistance from the local media in notifying citizens of qualifications for each vacancy; and,

(f) For the purposes of this Charter, “*close proximity*” is defined as any residential unit, neighborhood, or gated community within a ~~four (4)~~ two (2) mile radius of the center of the airport runway(s).

#### **IV. ELECTION OF OFFICERS AND TERMS OF OFFICE:**

Election of officers and committee chairpersons will be conducted annually, with elections held at the first BCAB meeting of the new fiscal year; beginning ~~July 1~~ April 1 of each year.

(a) Officers will be elected to one-year terms and limited to two consecutive terms;

(b) The BCAB chairperson will be elected annually, is limited to two consecutive terms, and shall rotate between members from South of the Broad and North of the Broad;

(c) Committee chairpersons will be appointed to a one-year term, with no term limits, by nomination of the BCAB chair and a confirmation vote (simple majority) of BCAB members; and,

(d) ~~Proximity members will be appointed for a term of one year;~~ all others will be appointed for a term of two-years, with reappointment subject to the requirements stated in Beaufort County Code of Ordinances, Chapter 2, Article V, Division 1, Section 2-193, Membership. A cumulative term limit of eight (8) years will apply to all members.

## V. POWERS AND DUTIES:

(a) The role of the BCAB is to provide advice and recommendations to County Council; in that role, the BCAB will have the assistance of the Airports Director in all matters pertaining to its Purpose and Goals as stated in Sections I and II of this Charter.

(b) In addition, the BCAB Agenda will ~~include develop and deliver to the Airports Director a summary report of its annual planning planned, annual activities on a quarterly basis; of suggested agenda items for future research and discovery;~~

(c) Meet at the call of the Chairman or the Airports Director and will normally hold scheduled monthly meetings;

(d) Deliver to the Airports Director; within 45 calendar days of each meeting, a copy of approved meeting minutes that include the diversity of opinions expressed, and any BCAB recommendation(s);

(e) Promote aviation and public understanding of its economic value to the community, and serve as liaison to organizations designated by the County Administrator;

(f) Recommend aviation service and facilities goals for Beaufort County;

(g) Recommend preparing and updating Airport Master Plans and recommend to Council the adoption of completed plans and amendments;

(h) Recommend actions necessary to maintain adequate growth space, airspace clear zones and noise buffers around County airports;

(i) Monitor the financial operations and performance of the Airports with regards to significant aspects of the Profit and Loss statements, balance sheet, and capital plan, including revenues, expenses, credit, and performance relative to the annual budget;

(j) Recommend matters related to the planning and construction of new facilities;

(k) In cooperation with the Airports Director, maintain ongoing contact with the FAA, the South Carolina Aeronautics Commission and other appropriate agencies, to solicit their support in achieving County aviation goals, reporting the results of those activities ~~quarterly, as stated in paragraph (b) above;~~ ~~to County Council and/or its appropriate committee(s) in a manner prescribed by the County Administrator;~~

(l) Report to County Council via the Airports Director the anticipation and results of discussions with the FAA, the state of South Carolina, the local municipalities, or other aviation authorities that could impact zoning, capacity, construction, or grants to County airports;

(m) Recommend rules and regulations for each County airport that promote operating safety, security of private equipment, and fair allocation of County aviation resources;

(n) Monitor the performance of fixed-base operators and other commercial entities operating at County Airports and advise the County Council, County Administrator, and Airports Director of required corrective action to enforce performance standards;

(o) Review and recommend rates and charges for the use of airport facilities, and review and recommend other charges to improve the airports financial operating performance within the guidelines of good business practices;

(p) Participate in the screening and selection of the Airport's Director at the discretion of the County Administrator and with the guidance of the Director of Personnel; and,

(q) ~~At the request of the County Administrator,~~ the BCAB will pursue other studies, recommendations or assistance as the need arises in the pursuit of quality service and facilities and may, if deemed necessary by the BCAB Chair, establish ad hoc committees in this regard.

(r) This revised Charter will take effect as soon as practical but not later than March 31, ~~2009~~ 2012.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
Wm. Weston J. Newton, Chairman

APPROVED AS TO FORM:

\_\_\_\_\_  
Joshua A. Gruber, Staff Attorney

ATTEST:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

First Reading:

Second Reading:

Third and Final Reading:



**COUNTY COUNCIL OF BEAUFORT COUNTY  
BEAUFORT COUNTY ENGINEERING DIVISION  
102 Industrial Village Road, Building #3, Beaufort, SC 29906  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Telephone: 843-255-2700 Facsimile: 843-255-9420**

**TO:** Councilman Herbert N. Glaze, Chairman, Public Facilities Committee

**VIA:** Gary Kubic, County Administrator *OK*  
Bryan Hill, Deputy County Administrator *BH*  
David Starkey, Chief Financial Officer *DS*  
Robert McFee, Director of Engineering & Infrastructure *J.R. McFee*  
David Thomas, Purchasing Director *DT*  
Monica Spells, Compliance Officer *Spells*

**FROM:** Robert Klink, County Engineer *RK*

**SUBJ:** 1% Sales Tax Project #5, Boundary Street Improvements

**DATE:** May 1, 2012

**BACKGROUND.** In late 2009, Beaufort County awarded an engineering design contract in the amount of \$550,000.00 to Thomas & Hutton Engineering Company. Recently, the City of Beaufort was awarded a Tiger III Grant in the amount of \$12,600,000 for the Boundary Street Improvement Project. Because of this additional \$12,600,000 grant, the scope of the project has greatly increased; therefore, Thomas & Hutton now has responsibilities to assist with the Tiger III Grant process, environmental documents for the grant requirements, and additional design for Boundary Street and parallel road project. Thomas & Hutton has given the County the attached price breakdown and documentation for this extra engineering effort in the amount of \$759,630.

The Engineering Division has reviewed the price breakdown and scope of services documentation and recommends proceeding with the extra engineering services. Funding for these additional engineering services is from the Beaufort County Sales Tax Project Funds and Tiger III Grant for the Boundary Street Improvements with respective balances of \$9,170,660 and \$12,600,000.

**RECOMMENDATION.** That the Public Facilities Committee approve and recommend to County Council approval of an award to Thomas & Hutton Engineering Company for the added Boundary Street Streetscape Engineering Design Services in the amount of \$759,630 with funding as stated above.

REK/mjh

Attachments: 1) T & H Breakdown and Documentation  
2) Boundary Street Improvements Exhibit



## Memorandum

FROM: Dave Thomas, Purchasing Department Director *DT*

SUBJ: **Non-Competitive Purchase of Added Engineering Services for the Boundary Street Improvements – Sales Tax #5**

DATE: May 8, 2012

The Purchasing Department has reviewed the 5/8/12 request from the County Engineer for the subject additional engineering services to be completed by Thomas & Hutton Engineering Company (T&H).

T&H has a current contract with the County for engineering services on the Boundary Street improvements. In 2009, the County advertised a proposal for engineering services for Boundary Street. T&H's proposal was evaluated by a selection committee with the other 8 proposals received. T&H was recommended by the selection committee as the firm who could best design the Boundary Street Improvements. County Council then awarded a design contract in the amount of \$550,000 to T&H.

As the Engineering Division has indicated in the attached non-competitive purchase form, with the city receiving a TIGER Grant for the Boundary Street Improvements, the scope of the design has increased. If the project is put on hold due to the re-advertising for design services, this may add a minimum of 90 days delay on the start of design of the added scope for the project and an obvious delay on the final design for construction. Per Engineering, T&H has performed all the necessary survey and preliminary engineering efforts for the added design needs. The TIGER Grant has a sunset of Jun 2013 when construction funds are to be obligated.

Therefore, the non-competitive purchase form for Thomas & Hutton Engineering Company to complete the added engineering services for the Boundary Street Improvements is endorsed by the County Purchasing Department.





# Non-Competitive Purchases Form

This form shall be completed for any non-competitive purchase over \$2,500 that is not exempt.

(a) A County contract may be awarded without competition when the Purchasing Director determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service, or construction item. The Purchasing Director shall conduct negotiations, as appropriate, as to price, delivery, and terms. A record of sole source procurements shall be maintained as public record and shall list each contractor's name, the amount and type of each contract, a listing of the items procured under each contract, and the identification of each contract file.

(b) Sole source procurement of a used item from the open market may only be considered, provided that:

- (1) The using agency recommends purchase; (2) condition of the item is verified by appropriate County official; and (3) price analysis justifies purchase when the following factors are considered: (a) new acquisition price; (b) current book value; and (c) maintenance costs.

Code 1982 SS 12-19 Sec. 2-518 Sole source procurement

The County Council may by resolution, exempt specific supplies or services from the purchasing procedures required in the Code. The following supplies and services shall be exempt from the purchasing procedures required in this division; however, the Purchasing Director for just cause may limit or withdraw any exemption provided for in this section. (1) Works of art for museum and public display (2) Published books, library books, maps, periodicals, technical pamphlets (3) Copyrighted educational films, filmstrips, slides and transparencies (4) Postage stamps and postal fees (5) Professional dues, membership fees and seminar registration fees (6) Medicine and drugs (7) Utilities including gas, electric, water and sewer (8) Advertisements in professional publications or newspapers (9) Fresh fruit, vegetables, meats, fish, milk, bread and eggs (10) Oil company credit cards (11) Articles for commercial sale by all governmental bodies

Code 1982 SS 12-14 Ord. No. 2000-1 S 1, 1-1-0-2000 Sec. 2-514 Exemption from procedures

Notwithstanding any other section of this division, the Purchasing Director may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to the functioning of county government; for the preservation or protection of property; or for the health, welfare or safety of any person, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the items procured under the contract, and the identification number of the contract file.

Code 1982 SS 12-20 Sec. 2-519 Emergency procurements

Requesting Department: Engineering Division Requested Account Code: 33405-54500

### Description of Requested Services

Added Engineering Design Services for Boundary Street Improvements Sales Tax Project #5

Please provide a listing of the items purchased, if additional pages are necessary please attach to this form:

\_\_\_\_\_

Cost of Requested Services: \$759,630

Requested Vendor Name: Thomas & Hutton Engineering Co.

Requested Vendor Address: PO Box 2727, Savannah, GA 31405

\_\_\_\_\_



# Non-Competitive Purchases Form

Requested Vendor Phone Number: 912-234-2950 Requested Vendor Email Address: 912-234-5300

Type of Service Requested (Please check one) Construction  Services  Supply/Good

Please attach any documentation provided by the vendor that provides back up for the claims in this document.

**Please select a reason below as to why this is a non-competitive purchase and provide a brief explanation.**

- It is not possible to obtain competition. There is only one source available for the supply, service, or construction item.*
- The procurement is for a used item from the open market. The item may only be considered if, (1) the using agency recommends purchase, (2) condition of the item is verified by appropriate County official, (3) Price analysis justifies purchase when the following factors are considered: (a) new acquisition price; (b) current book value; and (c) maintenance costs.*
- The item is a single source purchase. Other sources may be available but purchases are directed to one source because of factors unique to Beaufort County. Please select an option below:*
  - Standardization*
  - Warranty*
  - Other, if selected please specify below.*

T&H was awarded the original professional engineering services contract for the Sales Tax Project #5 – Boundary Street Improvements. This firm is the active design consultant/engineer of record for the County on this project. The City of Beaufort has been awarded a TIGER III Grant which has increased the scope needs in the original design. This request is to increase the original contract scope of services to include the new additional requirements on design and environmental permitting. T & H should be consultant to provide the extra design needs and is recommended as a non-competitive purchase. T & H has participated in all phases of the planning and design of the Boundary Street improvements with the County and City. The time expended on hiring a new consultant would delay the design completion tremendously. The TiGER GRANT FUNDING REQUIRES THAT CONSTRUCTION FUNDS BE OBLIGATED BY JUN 2013. T & H has completed the preliminary survey and design for the added services.

- An emergency exists that threatens the functioning of County government.*
- An emergency exists that threatens the preservation or protection of County property.*
- An emergency exists that threatens the health, welfare or safety of any person within the County.*

**What steps have been taken to verify that these features are not available elsewhere?**

- Other brands/manufacturers were examined (please list names and contact information, and explain why they are not suitable for use by the County-attach additional pages as necessary):*



# Non-Competitive Purchases Form

\_\_\_\_\_

\_\_\_\_\_

Other vendors were contracted (please list names and contact information and explain why those contacted did not meet the needs of the County-attach additional pages as necessary):

\_\_\_\_\_

\_\_\_\_\_

Requester Name: \_\_\_\_\_ Requester Signature: [Signature] Date: \_\_\_\_\_

Department Head Name: Robert E. Klink Department Head Signature: [Signature] Date: 5/8/12

### For Purchasing Completion only:

Date Received in Purchasing Department: 05-8-12

Reviewed by Purchasing Department for completeness

Date: 05-8-12

Reviewed by: Dave Thomas

Verified that this is the only source: Yes  No  NA

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purchasing Director or His Designee Approval Signature: [Signature]

Associated Purchase Orders Number: 20100931 original PO  
20120296 Current PO

Associated Contract Number: \_\_\_\_\_

**Boundary Street Improvements-TIGER  
Beaufort County, SC**

**SUMMARY**

TIGER Grant Assistance	\$	42,700
Meetings & Coordination	\$	160,300
Task 1-Local Funded Projects	\$	134,400
Task 2-TIGER Funded Projects	\$	548,100
Environmental Documentation for TIGER	\$	143,200
Assistance during Bidding	\$	15,000
<b>Total Fee</b>	<b>\$</b>	<b>1,043,700</b>

Existing Contract Amount Remaining as of 1/31/12	\$	284,070.00
<b>Total Contract Amendment No 1</b>	<b>\$</b>	<b>759,630.00</b>







Boundary Street Improvements Beaufort County, SC															
Task 2-TIGER Funded Projects															
ITEM	TASK	Hourly Rate	Senior Manager/ Structural Engineer	Project Manager	Project Engineer	Traffic Engineer	Engineering Technician	Clerical	Site Landscape Architect	Landscape Architect	Survey Manager	Survey Crew (2 man)	Survey Technician	FEE	
			\$ 150	\$ 125	\$ 115	\$ 125	\$ 80	\$ 65	\$ 125	\$ 115	\$ 120	\$ 105	\$ 85	Hours	Sub-Total
Estimated Hours															
0	30 % Plans													0	\$
1	Design Exception Boundary		6	50	5	20	3							84	\$ 9,720
2	Design Exception SC 170		6	50	5	20	2							83	\$ 9,055
3	Cover & Index		1	1		3								5	\$ 510
4	General Notes & Legend		1	2		3								6	\$ 625
5	Typical Sections - 3 sheets		2	4		4								10	\$ 1,070
6	Plan Sheets - 15 sheets		15	40		50								105	\$ 10,975
7	Profile sheets - 15 sheets		2	20		15								37	\$ 3,900
8	Cross Sections - 45 sheets		2	15		40								57	\$ 5,575
9	Preliminary Drainage		2	20		10								32	\$ 3,450
10	Preliminary Layout Plan - 2 sheets		2	5		10								15	\$ 1,475
11	Preliminary Boardwalk Plan - 2 sheets		10	2	5	20								37	\$ 4,125
12	Cost Estimate 30% design		1	8		5								14	\$ 1,495
13	Update Traffic projections (study only no new counts)		5	10	50	20								85	\$ 9,825
	70 % Plans														
14	Cover & Index		1	1		2								4	\$ 420
15	General Notes & Legend		1	1		2								4	\$ 420
16	Typical Sections - 3 sheets		1	2		3								6	\$ 625
17	Right-of-way Property update - 70 parcels		3	3		20				20	80	50		176	\$ 17,070
18	Right-of-way plans for 70 parcels		5	10		120					45			180	\$ 17,975
19	Right-of-way Data sheets- 2 sheets		1	3		20					15			49	\$ 4,970
20	Property Maps - 3 sheets		1	2		20					5			28	\$ 2,755
21	Right-of-way Exhibits for acquisition-70 parcels		5	15		75								95	\$ 9,100
22	Reference Data Sheets - 2 sheets		1	3		30				10				44	\$ 4,370
23	Plan Sheets - 15 sheets		22	70		150								242	\$ 24,300
24	Profile sheets - 15 sheets		5	15		15								35	\$ 3,700
25	Cross Sections - 45 sheets		5	25		50								80	\$ 8,000
26	Drainage plan sheets - 15 sheets		5	30	10	30								75	\$ 8,025
27	Erosion Control Plans - 16 sheets		4	10		20								34	\$ 3,450
28	Landscape Plans - 15 sheets		1	3		20			5	40				69	\$ 7,495
29	Lighting Plans - 15 sheets		1	2		10		5	25					43	\$ 4,755
30	Utility Plans - 17 sheets		5	50		80								135	\$ 13,575
31	Boardwalk Design - 5 sheets	40	5	5		30			5	20				105	\$ 12,825
32	Signal Plans - 14 sheets		5	10	80	50								145	\$ 16,275
33	Interconnect Plans - 4 sheets		2	5	20	20								47	\$ 5,125
34	Pavement Marking sheets - 8 sheets		2	15		15								37	\$ 3,950
35	Signaling Plans - 8 sheets		2	10		15								32	\$ 3,375
36	Cost Estimate 70% design		3	15	5	15	5							43	\$ 4,400
37	QC/QA Revisions		5	30	10	40								85	\$ 8,925
38	Drainage Report		3	25	5	15								48	\$ 5,225
39	RW Revisions		2	6		20					10			38	\$ 3,940
40	Right-of-way staking		2	5						10	100	20		137	\$ 14,225
41	Survey Updates		2	5		8				5	30	10		60	\$ 6,145
42	Wetlands Survey & Plat		2	5						10	30	30		77	\$ 7,725
43	Wetlands Permitting		4	20		30	3							57	\$ 5,695
44	OCRM Permitting		3	30		10	2							45	\$ 4,855
	Final Plans														
45	Cover & Index		1	1		2								3	\$ 295
46	Summary of Quantities		1	4		5								10	\$ 1,035
47	Moving & Disposal Items		1	10		15								20	\$ 2,625
48	Typical Sections - 3 sheets		1	1		3								4	\$ 365
49	General Construction Notes		1	4		5								10	\$ 1,035
50	Reference Data Sheets - 2 sheets		1	5		15								21	\$ 2,050
51	Plan Sheets - 15 sheets		20	60		110								190	\$ 19,300
52	Profile sheets - 15 sheets		2	10		10								22	\$ 2,300
53	Drainage Plans - 15 sheets		5	20	5	20								50	\$ 5,350
54	Erosion Control Plans - 16 sheets		3	10		15								28	\$ 2,875
55	Curb Profiles - 12 sheets		2	10		25								37	\$ 3,650
56	Traffic Control Sheets - 45 sheets		5	40	5	40								90	\$ 9,450
57	Pavement Marking sheets - 8 sheets		3	10	5	15								33	\$ 3,500
58	Signaling Plans - 8 sheets		3	10	5	15								33	\$ 3,500
59	Signal Plans - 14 sheets		4	10	40	65								109	\$ 11,600
60	Interconnect Plans - 4 sheets		2	5	10	20								37	\$ 3,875
61	Boardwalk Plans & Details - 6 sheets	25	4	5	25	5	15							79	\$ 9,425
62	Utility Plans-17 sheets		5	40	5	35								85	\$ 9,000
63	Cross Sections - 45 sheets		5	15		35								55	\$ 5,500
64	Landscape Plans - 15 sheets		3	3		15		5	25					51	\$ 5,570
65	Lighting Plans - 15 sheets		2	2		10		5	15					34	\$ 3,730
66	QC/QA Revisions		5	15	5	25		5	10					65	\$ 7,000
67	Revisions based on SCDOT comments		10	25	10	30		5	15					95	\$ 10,425
68	Final Plans for Bidding		5	15	5	25	5	5						60	\$ 6,425
69	Final Cost Estimate		3	10	5	10	3	5	10					48	\$ 5,020
70	Coordination with Subconsultants		10	15			2							27	\$ 3,105
71	SCDOT Encroachment Permit		1	4		5								10	\$ 1,035
72	As-Built Plans		5	10		20				10	50	15		110	\$ 11,300
	<b>Sub-Total - Personnel</b>		<b>75</b>	<b>265</b>	<b>1030</b>	<b>300</b>	<b>1750</b>	<b>40</b>	<b>50</b>	<b>180</b>	<b>140</b>	<b>290</b>	<b>125</b>	<b>4245</b>	<b>\$ 445,250</b>
	<b>Sub-Consultants</b>														
	Wetlands-Sligh				\$		13,000.00				X		1.15	\$	15,000
	Pipe Video-SE Pipe survey				\$		28,000.00				X		1.15	\$	32,200
	Geotechnical/Pavement Evaluation & Design-Terracon				\$		10,000.00				X		1.15	\$	11,500
	QC/QA Reviews-F&H				\$		15,000.00				X		1.15	\$	17,300
	<b>Sub-Total - Sub-Consultants</b>														<b>\$ 76,000</b>
	<b>Reimbursables</b>														
	Printing, Travel, Materials, Reproduction (Approx 6% of Personnel Cost)														<b>\$ 26,800</b>
	<b>Total - TIGER Projects</b>														<b>\$ 548,100</b>

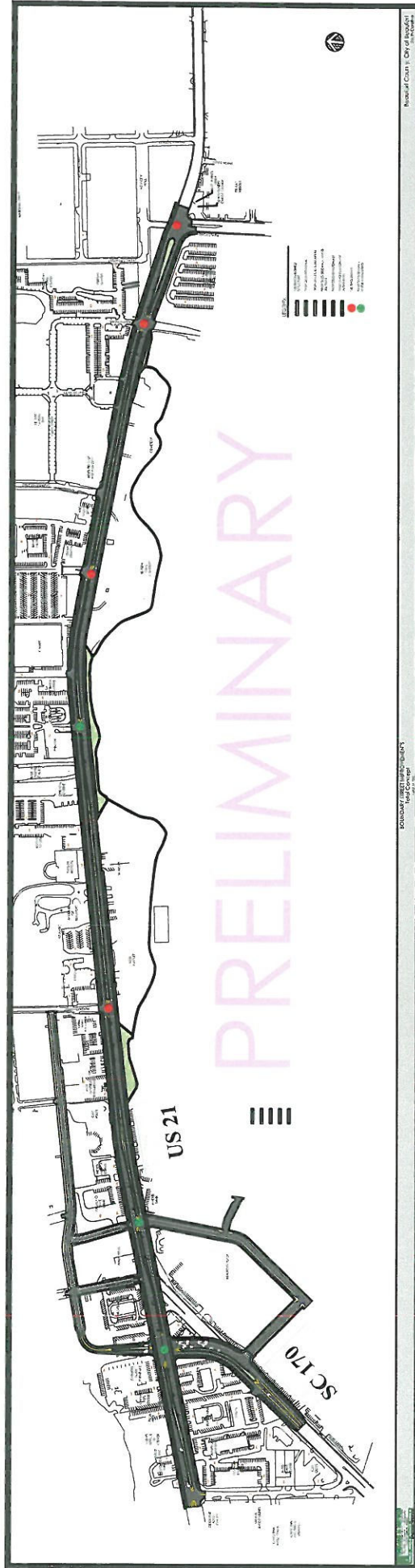
The TIGER phase of the project includes work on Boundary Street from Neil Road to Ribout Road along with the realignment of SC 170. This task of work will include 30%, 70%, and final design as per the Beaufort County IGA with SCDOT and the requirements of the TIGER grant received by the City of Beaufort. It is anticipated the boardwalk along the marsh will require a wetlands permit as well as OCRM approval and that work has been included in this estimate. It is assumed the project will be completed as one set of plans but the wetlands will be broken down by section beginning at Carolina Cove so the work can be separated for bidding award purposes. It is assumed there will be up to seven signals designed as a part of this portion of the work and they will be interconnected. The pipe video survey will help assess the condition of existing pipes along the route to determine which can be used as a part of the drainage for the project. The utility plans and coordination time is an estimate and if this time becomes exhausted then we will notify the County to determine how they would like to proceed with continued work with utilities. This does not include SUE work along the corridor outside the survey information provided by the County. The survey time included is to supplement the database provided by the County as a part of the project. If issues are found during design related to the survey provided the County will be notified so they can determine how corrections to the database should be addressed. This estimate assumes addressing comments one time for each submittal. Any additional comments from either the County, City or DOT beyond that will be billed as an additional service. The traffic projections update does not include collecting additional field data but does include updating traffic from the previously approved study to 2015 and 2035. T&H will prepare exhibits for the individual properties to use by the City attorney in negotiations with the property owners. These exhibits may be revised one time under this agreement at the request of the City attorney. As built plans will be compiled based on information provided by the contractor and field inspection personnel.





<b>Boundary Street Improvements</b>														
<b>Beaufort County, SC</b>														
<b>Assistance during Bidding</b>														
		Senior Manager/ Structural Engineer	Project Manager	Project Engineer	Designer	Engineering Technicia	Clerical	Sr. Landscape Architec	Landscape Architect	Survey Manager	Survey Crew (2 man)	Survey Techni cian		
	Hourly Rate	\$ 150	\$ 125	\$ 115	\$ 105	\$ 90	\$ 65	\$ 125	\$ 115	\$ 120	\$ 105	\$ 85	Hours	FEE
ITEM	TASK	Estimated Hours											Sub-Total	Sub-Total
1	Prepare Bid Package-Local		3	7									10	\$ 1,180
2	Attend Pre-bid Conference-Local		3	3									6	\$ 720
3	Answer Contractor Questions-Local		5	12			2	5	5				29	\$ 3,335
4	Evaluate Bids-Local		4	5			1						10	\$ 1,140
5	Prepare Bid Package-TIGER		3	7									10	\$ 1,180
6	Attend Pre-bid Conference-TIGER		3	3									6	\$ 720
7	Answer Contractor Questions-TIGER	5	5	20			2		5				37	\$ 4,380
8	Evaluate Bids-TIGER		4	5			1						10	\$ 1,140
													0	\$ -
													0	\$ -
<b>Sub-Total - Personnel</b>		<b>5</b>	<b>30</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>5</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>118</b>	<b>\$ 13,795</b>
<b>Reimbursables</b>														
Printing, Travel, Materials, Reproduction (Approx 8% of Personnel Cost)														
<b>Total - Bidding</b>														
Assumes project will be bid in two packages. If the projects are bid together then there would be a time savings that would be passed onto the County.														

Boundary Street and Parallel Road  
Improvements Sales Tax Project #5





**COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT**

Building 2, 102 Industrial Village Road  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Phone: (843) 255-2353 Fax: (843) 255-9437

TO: Councilman Herbert Glaze, Chairman, Public Facilities Committee

VIA: Gary Kubic, County Administrator *GKubic*  
Bryan Hill, Deputy County Administrator *BHill*  
David Starkey, Chief Financial Officer *DStarkey*  
Rob McFee, Director, Engineering & Infrastructure *Rob McFee*  
Monica Spells, Compliance Officer *Spells*  
Chief Barry Turner, Bluffton Township Fire District *BT*

FROM: Dave Thomas, CPPO, Purchasing Director *DT*

SUBJ: RFQ # 3918/121112 to provide Architectural Design and Construction Services for Renovations and Upgrades to the Bluffton Township Fire District's Station #33.

DATE: May 15, 2012

**BACKGROUND:** Beaufort County issued a Request for Qualifications (RFQ) to firms capable of designing and constructing renovations and upgrades to station #33 for the Bluffton Township Fire District. Qualification statements were received on November 4, 2011 from eleven firms and subsequently evaluated by a selection committee. The selection committee consisted of the following: John Thompson, Deputy Fire Chief, Bluffton Township Fire District, Paul Boulware, Assistant Chief of Operations, Bluffton Township Fire District, Walter Cooler, Captain, Bluffton Township Fire District, and Howell Youmans, Deputy Director, Beaufort County EMS. Oversight of the process was provided by the Purchasing Director. The evaluation committee interviewed the top six ranked firms and selected Mitchell Brothers Construction and AAG Architects as the number one ranked project team. The Bluffton Township Fire District Board approved the project award recommendation on April 17, 2012.

The Design-Build Qualification process differs from a typical construction bid, in that the qualified firms are selected based upon set evaluation criteria, which does not include project cost. After a project team is selected, a not-to-exceed price is negotiated with the number one ranked project team. During negotiations, project budget and value added engineering concepts are considered and discussed with the project team.

Once design and construction documents are complete, the project team will not only implement its own business outreach plan for local participation (attached), but also comply with the County's Small and Minority Business Participation Plan as part of its good faith outreach efforts.

**FINAL EVALUATION RANKING:**

1. Mitchell Brothers, Inc, Beaufort, SC/AAG Associates, Beaufort, SC
2. Mitchell Construction, Walterboro, SC/Watson Tate Savory Liollo Architecture, Charleston, SC
3. Coastal Structures, Georgetown, SC/Tych & Walker Architects, Murrells Inlet, SC
4. Fraser Construction, Bluffton, SC/Court Atkins Architects, Bluffton, SC
5. New South Construction, Precision Planning, Inc, Atlanta, GA/ Precision Planning Architects, Lawrenceville, GA
6. M. B. Kahn Construction, Columbia, SC/MBAJ Architecture, Charlotte, NC
7. BES Engineering, Beaufort, SC

8. Akins General Contractors, Statesboro, GA/LS3P Associates, LTD, Charleston, SC
9. Boykin Contracting, West Columbia, SC

**Non-responsive:** Did not complete RFQ pages 9-16.

10. Beaufort Construction, Beaufort, SC/Michael Griffith Architect, Hilton Head Island, SC
11. Bobbit Design Build, Columbia, SC

**FUNDING:** The full cost of the renovation will be realized from the Bluffton Township Fire District's Debt Reserves. The current balance is \$552,702. The District expects revenues of approximately \$175,000 in FY12 for debt service millage levied at .38 mills. This will increase the balance of the debt reserve to more than \$600,000 as of June 30, 2012. There will be no need for financing of any part of the project. This is more than enough to cover the not to exceed cost of \$498,275 for renovating the station.

**RECOMMENDATION:** The Purchasing Department recommends that the Public Facilities Committee approves, and recommends to County Council, approval of a contract award to Mitchell Brothers Construction and AAG Architects, the top ranked team, for a not-to-exceed contract award of \$498,275 for design build and construction renovation services for the Bluffton Township Fire District's Fire Station #33.

cc: Elizabeth Wooten, Richard Dimont, Chief John Thompson

Attachments: Bluffton Township Fire District's Contract Recommendation Letter and a copy of the District's Board Meeting Minutes approving the project, Bluffton Fire District's Financing Plan Summary for the renovation to Fire Station #33, and the letter from Mitchell Construction reference Small and Women/Minority Owned Business Participation Plan.



## **BLUFFTON TOWNSHIP FIRE DISTRICT**

357 FORDING ISLAND ROAD  
BLUFFTON, SOUTH CAROLINA 29909  
843-757-2800 • FAX 843-757-7305

April 19, 2012

Mr. Dave Thomas, CPPO, CPPB  
Beaufort County Purchasing  
P.O. Drawer 1228  
Beaufort, SC 29901  
*Via E-Mail*

**RE: Fire Station #33 Contract Recommendation**

Dear Mr. Thomas,

The Bluffton Township Fire District Commission at its April 17, 2012 meeting discussed and approved the staff's recommendation that a contract be entered into with Mitchell Brothers/AAG Architects as a design-build team for the renovations required to Bluffton Township Fire District Fire Station #33 located at 12 Buckingham Plantation Drive. This work is required to help satisfy recommendations contained in the County's EMS study regarding the addition of an ambulance and crew at the station to better assist the citizens in that area.

The negotiated price for the project is not to exceed \$498,275. The project will be paid for by using monies from the District's Debt Reserves. There will be no need for financing of any part of the project. I am attaching a synopsis of the proposed financing plan, which was approved by the Fire Commission at the January 17, 2012 meeting when Fire Station #30 financing was being discussed.

Please advise me as to the next step in the process as we are very ready for this project to move forward. Should you have any questions or need further information please let me know.

Respectfully,

  
John W. Thompson, Jr.  
Deputy Fire Chief

**DRAFT**

**DRAFT**

**BLUFFTON TOWNSHIP FIRE DISTRICT  
FIRE COMMISSIONERS MEETING  
Tuesday, April 17, 2012  
Bluffton Fire Station #35, Headquarters**

**MINUTES**

**Commissioner's Present:** Terry Reynolds, Mike Raymond, Jack Bennett, Bob Rogers, John Oram

**Absent:** Ed Olsen (excused), David Meeder (excused)

**Member's Present:** Barry Turner, John Thompson, Crystal DeRosia, Dan Wiltse, Derek Church, Paul Boulware, Randy Hunter, Sandy Stroud, Bob Payne, Rick Cramer, George Brown, Jeffrey Meyer, Christopher Fore, David Rice, Austin Williams, Derek Franks, Steve Arnold, Matthew Baker, Paul Woods

**VIA Video Conferencing:** Thomas Lamb, Leroy Savelle, Marcos Farr, Allen Cramer, Paul Oates, Donald Boyd, Ben Rushing, Jim Donath, Randy Daise, Donald Bach, John Roe, Chris Black, Brandon Stevenson, Ryan Magers, Todd Shisler

**Community Members:** Joe Paolo (community member), Doug Volk (community member)

**Meeting called to order at 4:00 PM by Commissioner Reynolds**

**Pledge of Allegiance**

**Prayer**

**Commission Role Call**

- **MARCH MINUTES:** Commissioner Reynolds called for approval of the minutes from the regular meeting from March 20<sup>th</sup>. Commissioner Oram made a motion to approve the minutes from the meeting. Motion was seconded by Commissioner Raymond and approved with a unanimous vote.
- **BUDGET WORKSHOP MINUTES:** Commissioner Reynolds called for approval of the minutes from the Budget Workshop meeting from April 10<sup>th</sup>. Commissioner Bennett made a motion to approve the minutes from the meeting. Motion was seconded by Commissioner Raymond and approved with a unanimous vote.
- **FINANCIAL REPORT (Presented by Commissioner Oram):** Commissioner Oram asked Chief Thompson to provide the update. Chief Thompson explained the accounts that were currently over budget. Chief Thompson explained that we are projected to finish this fiscal year under

**DRAFT**

**Page 1 of 3**

**DRAFT**

*This document is presented in draft format for immediate public review and is not considered approved until action has been taken by the Fire Commission during their next scheduled meeting.*

budget. Commissioner Raymond made a motion to approve the financial report. Motion was seconded by Commissioner Rogers and approved with a unanimous vote.

- **FIRE CHIEF'S REPORT:**

- ***Fire Prevention Statistics:*** Fire Marshal Wiltse reviewed the monthly Fire Prevention Statistics.
- ***Public Education Report:*** Sandy Stroud reviewed the events performed in the March as well as upcoming events.
- ***Run, Alarm and Trend Reports:*** Chief Boulware briefed the Commission on these reports.
- ***Training Report:*** Chief Cramer reviewed the District's recent training events. Chief Cramer also introduced the Commission to the newest member of our District, recruit firefighter Christopher Fore.

- **OLD BUSINESS:**

- ***Station 30 Relocation/Construction:*** Chief Thompson gave the contract to Dave Thomas who then forwarded it Beaufort County's attorney, Josh Gruber. Mr. Vaux (the District's attorney) is working with Mr. Gruber on the approval.
- ***Station 33 Addition/Construction Update:*** Commissioner Bennett made a motion for the Commission to approve that Chief Turner moves forward to contract with the design/build team of "Mitchell Brothers/AAG Associates" on the Station 33 renovation as reviewed at the March 20, 2012 meeting of the Commission with the guaranteed maximum price of the renovated Station 33 not to exceed \$498,275. Commissioner Reynolds seconded the motion and it was approved with a unanimous vote.

- **NEW BUSINESS:**

- ***Old Chelsea Fire Station Property:*** Chief Turner gave the Commission a brief history of the use on this property located in Okatie, stating that it has since become a liability and Mr. Vaux suggests we remove it from our ownership. Mr. Vaux further stated that it cannot be sold, and it must be donated to a non-profit or other government entity. Chief Turner indicated that it may be in our best interest to transfer the property to Beaufort County's ownership, as they could make more use of it than we can. Commissioner Rogers made a motion that the Bluffton Township Fire District Commission begin the process to offer Beaufort County Council the transfer of ownership of the old Chelsea Fire Station property, located at 707 Okatie Highway, previously owned by Mrs. Ruth P. Fields. The offer would be made by letter to Councilman Bryan Flewelling for Beaufort County Council's consideration. Commissioner Oram seconded the motion and it was approved with a unanimous vote.



- **Strategic Plan Workshop:** Commissioner Reynolds proposed that the Commission schedule a workshop to review the Strategic Plan on Thursday, May 3<sup>rd</sup> at 10 AM. All Commissioners were in agreement, and Chief Turner will be sending out the notification.
- **Ownership of Station 34:** Commissioner Rogers suggested that the Commission send correspondence to Beaufort County regarding the possible transfer of ownership of Station 34 to the Bluffton Township Fire District. The District currently funds the repairs and maintenance of the station as repair requests made to Beaufort County have not been completed in a timely manner in the past. Chief Turner noted that he will contact Mr. Kubic and Mr. Stewart regarding this matter.
- **EXECUTIVE SESSION:** Commissioner Reynolds called for a motion to enter Executive Session to discuss the FY 2013 budget proposal regarding personnel positions. Commissioner Rogers made a motion to enter Executive Session at 4:48 PM. Commissioner Oram seconded the motion and it was approved with a unanimous vote.
- **RECONVENE:** The regular meeting reconvened at 5:29 PM. The FY 2013 Proposed budget was discussed in regards to personnel positions but no decision was made.
- **OPEN DISCUSSION:** None
- **ADJOURNMENT:** Commissioner Raymond made a motion to adjourn the meeting. Commissioner Rogers seconded the motion and the motion carried with a unanimous vote at 5:30 PM.

**BLUFFTON TOWNSHIP FIRE DISTRICT  
FIRE COMMISSIONERS MEETING  
Tuesday, April 17, 2012  
Bluffton Fire Station #35, Headquarters**

**MINUTES**

**Commissioner's Present:** Terry Reynolds, Mike Raymond, Jack Bennett, Bob Rogers, John Oram

**Absent:** Ed Olsen (excused), David Meeder (excused)

**Member's Present:** Barry Turner, John Thompson, Crystal DeRosia, Dan Wiltse, Derek Church, Paul Boulware, Randy Hunter, Sandy Stroud, Bob Payne, Rick Cramer, George Brown, Jeffrey Meyer, Christopher Fore, David Rice, Austin Williams, Derek Franks, Steve Arnold, Matthew Baker, Paul Woods

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**Community Members:** Joe Paolo (community member), Doug Volk (community member)

**Meeting called to order at 4:00 PM by Commissioner Reynolds**

**Pledge of Allegiance**

**Prayer**

**Commission Role Call**

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- **FINANCIAL REPORT (Presented by Commissioner Oram):** Commissioner Oram asked Chief Thompson to provide the update. Chief Thompson explained the accounts that were currently over budget. Chief Thompson explained that we are projected to finish this fiscal year under

## **Financing Plan Summary**

### **Renovations to Fire Station #33 to Meet the Recommendations of the County EMS Study**

**Updated 4/19/2012**

**The Bluffton Township Fire District Commission recommends the following steps be taken to pay for the renovations of Fire Station #33 to meet the recommendations for additional EMS personnel and an ambulance:**

- 1. Amend the current operating budget to request the use of \$498,725 of the District's Debt Service Reserve to fund the project**
- 2. As of June 30, 2011, the District's Debt Reserve contained \$552,705.**
- 3. The District made its last payment from the Debt Service Fund in July 2012 in the amount of \$91,000 for a lease on a fire truck. With this payment the District became debt free.**
- 4. The District expects revenues of approximately \$175,000 in FY12 for debt service millage levied at .38 mills. This will increase the balance of the debt reserve to more than \$600,000 as of June 30, 2012.**

**The Commission feels the above plan is fiscally responsible in that it saves the District's taxpayers a substantial amount of money because there will be no interest related to financing. In addition, the District will remain debt free and there is no added burden (tax increase) to the citizens.**



(843) 987-0082 (843) 987-0086 Fax  
Post Office Box 352; Beaufort, SC 29901  
patrick@mitchellbrothersinc.com

May 7, 2012

Mr. Dave Thomas  
Beaufort County Purchasing Director  
102 Industrial Village Road, Building 3  
Beaufort, S.C 29906

**RE: Bluffton Township Fire District #33  
Small and Women/Minority Owned Business Participation Plan**

Dear Mr. Thomas,

As with all our projects, the Mitchell Brothers Inc. Design-Build Team is committed to involving multiple minority owned businesses, small businesses, and local business in the design and construction of the addition to Station 33. Both MBI and our Design partner AAG are local small business and we both value are relationships we have built with other local firms. Final selection and the awarding of sub-contracts will not be made until construction plans and specifications are completed in the next three months.

Mitchell Brothers will be able to solicit participation by small and minority/women owned companies during the design process to make them aware of the project before it goes to bid phase. Typically we hold information meetings, publish list of trades within the project, and meet with potential firms face to face to answer questions about the project. We have attached a Small and Women/Minority Owned Business Plan we use on all our projects. Also, you will find an initial list of trades that we know will be included in the new addition/renovation to Station 33.

Based on our recent project participation we expect to achieve the following:

- Local Subcontractors and Suppliers Participation.....80% to 90%
- Small Business Participation.....90% to 100%
- Women/Minority Owned Business Participation.....10% to 20%

Mitchell Brothers Inc. has always been committed to including small and women/minority owned businesses on all our projects, and we look forward to doing the same on the addition/renovations to Station 33 for the Bluffton Township Fire commission.

Best Regards,

Patrick Mitchell, Vice-President



(843) 987-0082 (843) 987-0086 Fax  
Post Office Box 352; Beaufort, SC 29901  
[patrick@mitchellbrothersinc.com](mailto:patrick@mitchellbrothersinc.com)

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## **Small and Women/Minority Owned Business Participation Plan**

### **Bluffton Township Fire District: Station 33 Addition Design/Build**

Mitchell Brothers Inc. is fortunate to have many small and women/minority partners we currently do business with. We do know, however it is important to continually encourage others to look at our projects in the hope to be able to work with new ones. Our specific plan for the Station 33 project will include:

1. As we move forward to contract MBI will begin compiling our current list of small business and women/minority owned subs we already do business that we know will bid on the project
2. MBI will reach out to the Black Chamber of Commerce and discuss other potential clients who are not currently on our bidders list
3. As the plans near completion MBI will hold (1) informational meeting at a location to be determined. At this meeting we will inform potential bidders about scope of work, schedule, and bidder requirements. We will handout packets that include a list of all trades on the project, and also specific descriptions of the trades so potential bidders can be enlightened of the scope. These meetings will be advertised in the Island Packet/Beaufort Gazette and also with the Black Chamber of Commerce.
4. As we move to bid phase invitations will be sent to all small and women/minority owned companies who have showed interest and meet the bidder's requirements for the project. Our bid invitation will also be advertised in the Island Packet/Beaufort Gazette.
5. MBI will hold a Pre-Bid conference 7 days before the bid to answer any questions potential bidders may have about the scope and ensure they have all necessary bid documents.
6. After bids are received MBI will prepare a report to Beaufort County showing interest received by local, small, and women/minority owned business. We will also show how many were accepted and which ones received contracts.



(843) 987-0082 (843) 987-0086 Fax  
Post Office Box 352; Beaufort, SC 29901  
[patrick@mitchellbrothersinc.com](mailto:patrick@mitchellbrothersinc.com)

---

## **Bluffton Township Fire District Station #33 Addition**

### **Preliminary List of Material and Subcontractor Categories**

- |   |                        |
|---|------------------------|
| 1. Surveying                              | 23. Wood Doors         |
| 2. Tree Protection                        | 24. Overhead Doors     |
| 3. Silt Fence                             | 25. Aluminum Windows   |
| 4. Geotechnical Investigation             | 26. Door Hardware      |
| 5. Asphalt Paving                         | 27. Mirrors            |
| 6. Site Utilities                         | 28. Wood Framing       |
| 7. Site Signage                           | 29. Wood Trusses       |
| 8. Landscaping                            | 30. EIFS               |
| 9. Irrigation                             | 31. Drywall            |
| 10. Concrete Material                     | 32. Ceramic Tile       |
| 11. Slab-on-Grade and Footing<br>Formwork | 33. Vinyl Flooring     |
| 12. Reinforcing Steel Material            | 34. Painting           |
| 13. Concrete Place and Finish             | 35. Corner Guards      |
| 14. Rough Carpentry                       | 36. Lockers            |
| 15. Millwork                              | 37. Fire Extinguishers |
| 16. Shelving                              | 38. Shelving           |
| 17. Cabinets                              | 39. Toilet Accessories |
| 18. Cabinet Tops                          | 40. Window Blinds      |
| 19. Building Insulation                   | 41. Fire Sprinklers    |
| 20. Metal Louvers                         | 42. Plumbing           |
| 21. Caulking                              | 43. HVAC               |
| 22. Hollow Metal Doors and Frames         | 44. Electrical         |



## Memorandum

FROM: Dave Thomas, Purchasing Department Director *DT*

SUBJ: **Non-Competitive Purchase of Added Engineering Services for the Boundary Street Improvements – Sales Tax #5**

DATE: May 8, 2012

The Purchasing Department has reviewed the 5/8/12 request from the County Engineer for the subject additional engineering services to be completed by Thomas & Hutton Engineering Company (T&H).

T&H has a current contract with the County for engineering services on the Boundary Street improvements. In 2009, the County advertised a proposal for engineering services for Boundary Street. T&H's proposal was evaluated by a selection committee with the other 8 proposals received. T&H was recommended by the selection committee as the firm who could best design the Boundary Street Improvements. County Council then awarded a design contract in the amount of \$550,000 to T&H.

As the Engineering Division has indicated in the attached non-competitive purchase form, with the city receiving a TIGER Grant for the Boundary Street Improvements, the scope of the design has increased. If the project is put on hold due to the re-advertising for design services, this may add a minimum of 90 days delay on the start of design of the added scope for the project and an obvious delay on the final design for construction. Per Engineering, T&H has performed all the necessary survey and preliminary engineering efforts for the added design needs. The TIGER Grant has a sunset of Jun 2013 when construction funds are to be obligated.

Therefore, the non-competitive purchase form for Thomas & Hutton Engineering Company to complete the added engineering services for the Boundary Street Improvements is endorsed by the County Purchasing Department.



**COUNTY COUNCIL OF BEAUFORT COUNTY  
BEAUFORT COUNTY ENGINEERING DIVISION  
102 Industrial Village Road, Building #3, Beaufort, SC 29906  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Telephone: 843-255-2700 Facsimile: 843-255-9420**

TO: Councilman Herbert N. Glaze, Chairman, Public Facilities Committee

VIA: Gary Kubic, County Administrator  
Bryan Hill, Deputy Administrator  
David Starkey, Chief Financial Officer  
Robert McFee, Director of Engineering & Infrastructure  
Dave Thomas, Purchasing Director  
Monica Spells, Compliance Officer

*6 Kubic*  
*[Handwritten initials]*  
*[Handwritten initials]*  
*[Handwritten signature]*  
*[Handwritten signature]*  
*[Handwritten signature]*

FROM: Bob Klink, County Engineer

SUBJ: **Award of Small A & E Contract for Bluffton Parkway 5A Roadwork Construction Design Services**

DATE: May 15, 2012

**BACKGROUND.** The construction of Bluffton Parkway 5A from Burnt Church Road to Buckingham Plantation Drive is a 1% Sales Tax Project that is currently under construction. It is necessary to have some construction design assistance from the Design Engineers. F & H has given the County a price and hourly rate for their engineering services as attached. F & H is the Design Engineer of record for this project and with the additional request for services the cumulative total is over \$25,000.00. Funding is as attached from 1% Sales Tax Program.

**RECOMMENDATION.** The Public Facilities Committee approves a Small A & E Contract with F & H for Construction Design Services in the amount of \$20,000.00.

REK/cvs

Attachment: 1) Requisition Number 21224  
2) Small A & E Proposal and Forms



REQUISITION NUMBER  
A 21224

BEAUFORT COUNTY

Requisition Form  
This is not an order

*EMERGENCY	<input type="checkbox"/>
*URGENT	<input type="checkbox"/>
*CONFIRMATION	<input type="checkbox"/>
*ROUTINE	<input type="checkbox"/>

IMPORTANT: ALL ITEMS MARKED WITH AN ASTERISK (\*) MUST BE COMPLETED BY DEPARTMENT. \*\*EXPLAIN IN REMARKS

DEPARTMENT NUMBER 33320	REQUISITION DATE 5/10/12	REQUESTED DEL DATE	BILL TO (CIRCLE ONE) FIN - DSN - PAL - PUB	SHIP TO CODE	EST. COST \$ 20,000.00
VENDOR # 9182	NAME: Florence & Hutchison	REQUISITIONER NAME / PHONE # R. Clark 2692	DEPARTMENT HEAD SIGNATURE		
ADDRESS: CITY / ST / ZIP:	ORIGINAL VENDOR <input type="checkbox"/>	**ONLY VENDOR <input type="checkbox"/>	P.O. #		
PHONE #: ( )	FAX #: ( )	CHECK DELIVERY TERMS AS APPLICABLE BELOW			
ACCOUNT NUMBER 33401-54500	F.O.B. PLANT <input type="checkbox"/>	(SHIP PREPAID AND ADD TO INVOICE)		INSIDE DELIVERY <input type="checkbox"/>	

COMMODITY CODE	ITEM NO.	QTY.	UNIT	DESCRIPTION <small>(attach complete specifications if required)</small>	UNIT PRICE	AMOUNT
				Extended Construct Engineering Services for Bluffs Parkway SA Say 1A91B as per attached quote dated 5/4/12		20,000.00

DATE STAMP  
**RECEIVED**  
MAY 10 2012  
PURCHASING DEPT.

ADMINISTRATIVE APPROVAL: *[Signature]*

TECHNICAL APPROVAL:

PURCHASING DIRECTOR: *[Signature]* 05-10-12

AWARD JUSTIFICATION:  
FIXED ASSET  YES  NO

\*STATE CONTRACT VENDOR AND PRICE  YES  NO

\*GSA CONTRACT VENDOR AND PRICE  YES  NO

SUB TOTAL	
TAX	
FREIGHT	
INSIDE DEL.	
TOTAL	20,000.00

SUGGESTED BIDDERS	PERSON	PHONE #	PRICE	DELIVERY
NAME: ADDRESS: CITY / STATE / ZIP:	Request for Small A+E Services. Vendor is on the master registry for A+E Services			
NAME: ADDRESS: CITY / STATE / ZIP:				
NAME: ADDRESS: CITY / STATE / ZIP:				

REMARKS:



**Florence & Hutcheson**

An **ICA** Company

May 4, 2012

Mr. Robert E. Klink, P.E.  
County Engineer  
Beaufort County Engineering  
Building 3, 102 Industrial Village Road  
Post Office Drawer 1228  
Beaufort, SC, 29901-1228

RE: Bluffton Parkway – Phase 5A, Beaufort County, SC  
*Additional Construction Services*

Dear Mr. Klink:

At your request, Florence & Hutcheson (F&H) is providing the following scope of services and fee associated with additional construction services required regarding the construction of Segments 1A & 1B for the Bluffton Parkway Phase 5A. These services include the following tasks:

**Engineering Assistance During Construction**

**Construction Phase Assistance** - The CONSULTANT will assist COUNTY personnel during the construction phase when problems or questions arise relating to the design and proposed construction methodology.

**Value Engineering Proposal Review** - The CONSULTANT will review and evaluate any Value Engineering proposals submitted by the contractor during the construction phase in an effort to achieve the most efficient design at the lowest construction cost without compromising the intent of the design. Results of Value Engineering evaluations will be submitted to the County for review and appropriate action.

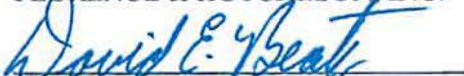
**As-Built Plans** – The CONSULTANT will not be responsible for the development of As-Built Plans for these projects.

The services will provided for an hourly rate of \$150 (Project Manager) and \$120 (Project Engineer) not to exceed a total fee of \$20,000.00.

Thank you for your continued assistance and consideration on this project. Please contact me at 803.254.5800 should you have any questions.

Sincerely,

FLORENCE & HUTCHESON, INC.

  
David E. Beaty, P.E.



# Non-Competitive Purchases Form

This form shall be completed for any non-competitive purchase over \$2,500 that is not exempt.

(a) A County contract may be awarded without competition when the Purchasing Director determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service, or construction item. The Purchasing Director shall conduct negotiations, as appropriate, as to price, delivery, and terms. A record of sole source procurements shall be maintained as public record and shall list each contractor's name, the amount and type of each contract, a listing of the items procured under each contract, and the identification of each contract file.

(b) Sole source procurement of a used item from the open market may only be considered, provided that:

- (1) The using agency recommends purchase;
- (2) condition of the item is verified by appropriate County official; and
- (3) price analysis justifies purchase when the following factors are considered: (a) new acquisition price; (b) current book value; and (c) maintenance costs.

Code 1982 SS 12-19 Sec. 2-518 Sole source procurement

The County Council may by resolution, exempt specific supplies or services from the purchasing procedures required in the Code. The following supplies and services shall be exempt from the purchasing procedures required in this division; however, the Purchasing Director for just cause may limit or withdraw any exemption provided for in this section. (1) Works of art for museum and public display (2) Published books, library books, maps, periodicals, technical pamphlets (3) Copyrighted educational films, filmstrips, slides and transparencies (4) Postage stamps and postal fees (5) Professional dues, membership fees and seminar registration fees (6) Medicine and drugs (7) Utilities including gas, electric, water and sewer (8) Advertisements in professional publications or newspapers (9) Fresh fruit, vegetables, meats, fish, milk, bread and eggs (10) Oil company credit cards (11) Articles for commercial sale by all governmental bodies

Code 1982 SS 12-14 Ord. No. 2000-1 S 1, 1-1-0-2000 Sec. 2-514 Exemption from procedures

Notwithstanding any other section of this division, the Purchasing Director may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to the functioning of county government; for the preservation or protection of property; or for the health, welfare or safety of any person, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the items procured under the contract, and the identification number of the contract file.

Code 1982 SS 12-20 Sec. 2-519 Emergency procurements

Requesting Department: Engineering Division Requested Account Code: 33401-54500

Description of Requested Services

Construction Services for Bluffton Parkway Phase 5A Segments 1A & 1B Sales Tax Project #1

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a listing of the items purchased, if additional pages are necessary please attach to this form:

\_\_\_\_\_  
\_\_\_\_\_

Cost of Requested Services: \$20,000

Requested Vendor Name: Florence & Hutcheson

Requested Vendor Address: PO Box 50800, 501 Huger Street, Columbia, SC 29250

\_\_\_\_\_



# Non-Competitive Purchases Form

Requested Vendor Phone Number: 803-254-5800 Requested Vendor Email Address: 803-929-0334

Type of Service Requested (Please check one)    Construction     Services     Supply/Good

Please attach any documentation provided by the vendor that provides back up for the claims in this document.

Please select a reason below as to why this is a non-competitive purchase and provide a brief explanation.

*It is not possible to obtain competition. There is only one source available for the supply, service, or construction item. F & H is the design engineer of record for the Bluffton Parkway Phase 5A and has assisted the County Engineering Staff with construction engineering services during construction. This quote for services will help with finalizing construction of 5A Segs 1A-1B and will help with transition to construction of Segment 2.*

*The procurement is for a used item from the open market. The item may only be considered if, (1) the using agency recommends purchase, (2) condition of the item is verified by appropriate County official, (3) Price analysis justifies purchase when the following factors are considered: (a) new acquisition price; (b) current book value; and (c) maintenance costs.*

*The item is a single source purchase. Other sources may be available but purchases are directed to one source because of factors unique to Beaufort County. Please select an option below:*

- Standardization*
- Warranty*
- Other, if selected please specify below.*

*An emergency exists that threatens the functioning of County government.*

*An emergency exists that threatens the preservation or protection of County property.*

*An emergency exists that threatens the health, welfare or safety of any person within the County.*

**What steps have been taken to verify that these features are not available elsewhere?**

*Other brands/manufacturers were examined (please list names and contact information, and explain why they are not suitable for use by the County-attach additional pages as necessary):*

\_\_\_\_\_  
\_\_\_\_\_

*Other vendors were contracted (please list names and contact information and explain why those contacted did not meet the needs of the County-attach additional pages as necessary):*



# Non-Competitive Purchases Form

Requester Name: \_\_\_\_\_ Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Name: Robert E. Klink Department Head Signature: \_\_\_\_\_ Date: 5/08/12

### For Purchasing Completion only:

Date Received in Purchasing Department: 5/15/12

Reviewed by Purchasing Department for completeness

Date: 05/15/12

Reviewed by: David L. Thomas

Verified that this is the only source: Yes  No

Comments: F&H is the qualified firm that is on record for this project.

Purchasing Director or His Designee Approval Signature: [Signature] 05-15-12

Associated Purchase Orders Number: \_\_\_\_\_

Associated Contract Number: \_\_\_\_\_



**COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT**

Building 2, 102 Industrial Village Road  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Phone: (843) 255-2353 Fax: (843) 255-9437

FROM: Dave Thomas, Purchasing Department Director *dt*  
SUBJ: **Non-Competitive Purchase of Added Engineering Services Bluffton Parkway  
5A, Segment 1A and 1B-Sale Tax #1**  
DATE: May 15, 2012

The Purchasing Department has reviewed the 5/15/12 request from the County Engineer for the subject additional engineering services to be completed by Florence & Hutcheson (F&H).

F&H has a current contract with the County for engineering services on the Bluffton Parkway 5A, Segment 1A & 1B. In 2005, the County advertised a proposal for engineering services for Bluffton Parkway 5A, Segment 1A & 1B. F&H's proposal was evaluated by a selection committee against the other proposals received. F&H was recommended by the selection committee as the firm who could best design the Bluffton Parkway 5A, Segment 1A & 1B. County Council then awarded a design contract in the amount of \$1.2 million to F&H.

Therefore, the non-competitive purchase form for Florence & Hutcheson Engineering Company to complete the added engineering services for the Bluffton Parkway 5A, Segment 1A & 1B is endorsed by the County Purchasing Department.



**COUNTY COUNCIL OF BEAUFORT COUNTY  
BEAUFORT COUNTY ENGINEERING DIVISION**  
102 Industrial Village Road, Building #3, Beaufort, SC 29906  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Telephone: 843-255-2700 Facsimile: 843-255-9420

TO: Councilman Herbert N Glaze, Chairman, Public Facilities Committee

VIA: Gary Kubic, County Administrator *GKubic*  
Bryan Hill, Deputy County Administrator *BHill*  
David Starkey, Chief Financial Officer *DStarkey*  
Robert McFee, Director of Engineering and Infrastructure *RMcFee*  
Dave Thomas, Purchasing Director *DThomas*  
Monica Spells, Compliance Officer *MSpells*

FROM: Bob Klink, County Engineer *BKlink*

SUBJ: **PALMETTO ELECTRIC COOPERATIVE SUPPLEMENTAL AGREEMENT FOR  
FOR SC 170 WIDENING INFRASTRUCTURE RELOCATION**

DATE: May 10, 2012

**BACKGROUND.** In April 2012, the County received the second Palmetto Electric Cooperative (PEC) Supplemental Agreement for the relocation of electrical facilities on SC 170. PEC has prior rights and therefore the County is required to pay for PEC relocation. The second agreement will relocate PEC infrastructure from Bluffton Parkway to Gibbet Road with a total estimated cost of \$563,046. The first supplemental agreement with PEC for the SC 170 widening project is for the relocation of power lines from US 278 to the Bluffton Parkway at a cost of \$1,127,801.

Currently, Beaufort County has the following utility relocation agreements for the SC 170 Widening Sales Tax Project.

<u>Utility</u>	<u>Total Number of Relocation Agreements</u>	<u>Original Relocation Cost Estimate</u>
PEC	2	\$1,690,847
Central Electric Power Cooperative	1	<u>278,314</u>
		\$1,969,161

Utility relocation costs for the SC 170 Widening are paid for from sales tax project funds, Account #33403-54500.

**RECOMMENDATION.** That the Public Facilities Committee approve and recommend to County Council approval of the PEC Utility Agreement for SC 170 utility relocation in the amount of \$563,046.00.

REK/mjh

Attachment: Palmetto Electric Cooperative 4/23/12 Agreement

Contract/SC170/PEC Utility Reloc



One Cooperative Way

Hardeeville, SC 29927-5123

843-208-5551

April 23, 2012

Robert E. Klink, PE  
County Engineer  
County Council of Beaufort County  
Beaufort County Development & Services Division  
P. O. Drawer 1228  
Beaufort, SC 29901-1228

Re: Power Line Relocation – SC Hwy 170 Road Widening from Bluffton  
Parkway to Gibbet Road  
Station 66+00 to Station 130+00

Dear Mr. Klink:

Palmetto Electric Cooperative, Inc. ("PECI") proposes to relocate the existing overhead and underground power lines along Hwy. 170 that will conflict with Phase 2 widening project at a cost of \$563,046.43.

Our present facilities are off the existing highway right-of-way in a private fifteen (15') foot easement. We plan to obtain the necessary easements and encroachments to remain outside the new right-of-way except for the large drainage basins located throughout the project.

Please find enclosed a marked up set of plans and the Utility Agreement that you requested. We look forward to working with you on this much needed project.

Thank you for your assistance and cooperation regarding this matter. Please contact me at (843) 208-5508 if you have any questions or if I may be of further assistance.

Sincerely,

**PALMETTO ELECTRIC COOPERATIVE, INC.**

Robert J. Casavant, PE  
Manager, Engineering Services

RJC:sdr

Encl.







**IV. EQUIPMENT:**

**ESTIMATE**

(a) Mileage and cost per mile (hour)

\_\_\_\_\_

**V. RIGHT OF WAY:**

(a) Labor

10,000.00

(b) Transportation

\_\_\_\_\_

(c) Acquisition Cost

\_\_\_\_\_

(d) Other (meals, lodging, etc...)

\_\_\_\_\_

**LESS CREDITS:**

I. Betterment (show computations)

\$ \_\_\_\_\_

II. Extended Service Life  
(Show Computations)

\_\_\_\_\_

III. Salvage:

(a) Material recovered from:

1. Permanent Facility

(12,701.08)

2. Temporary Facility

\_\_\_\_\_

**NET COST OF ADJUSTMENT**

563,046.43

**Note: If estimate is made on the unit basis, attach separate listing showing unit, quantity, material cost, labor cost, and total for each unit. Show separate listing for temporary installation, removal and permanent installation. Labor on company records must be kept on daily basis showing hours worked and rates of pay.**

**Submit six copies with agreement.**

**LISTING OF CHANGES BY STATIONS**

See attached plan and profile sheets for pole locations and units referring to stations











## Hwy 170 Widening Phase II

(1) Station 115+00 to 130+00

Relocate (6) 750 cables, (1) PMH-11 (663-25-016) and (1) PMH-9 (663-25-017)

Install (6) 1/0 cables to feed Pritchardville

Quantity	Description	Cost per Unit	Extended Cost
1500	(6) 750 15Kv Cables in 2.5" PE (bore)	\$ 78.00	\$ 117,000.00
1500	(6) 1/0 15Kv Cables in 2.0" PE (bore)	\$ 48.00	\$ 72,000.00
2	600A deadfront switch w/ elbows (PME-11)	\$ 20,152.00	\$ 40,304.00
4	Large Vaults for 750 MCM Cable	\$ 1,400.00	\$ 5,600.00
2	Small Vaults for 1/0 Cable	\$ 1,000.00	\$ 2,000.00
32	4 man UG crew	\$ 300.00	\$ 9,600.00
<b>Subtotal</b>			<b>\$ 246,504.00</b>

(2) Station 100+00 to 115+00

Replace a double circuit OH line with (6) 1/0 cables

Install 1/0 cables, (1) transformer, and service to SCE&G control box.

Remove OH line, poles and transformer

Quantity	Description	Cost per Unit	Extended Cost
1500	(6) 1/0 15Kv Cables in 2.0" PE (bore)	\$ 48.00	\$ 72,000.00
1	Padmount transformer	\$ 1,900.00	\$ 1,900.00
4	Small Vaults for 1/0 Cable	\$ 1,000.00	\$ 4,000.00
22	4 man OH crew	\$ 300.00	\$ 6,600.00
8	4 man UG crew	\$ 300.00	\$ 2,400.00
<b>Subtotal</b>			<b>\$ 86,900.00</b>

(3) Station 70+00 to 100+00

Replace a double circuit OH line with (6) 1/0 cables, Install vaults, conduit, and (2) Feed cans

Remove OH line and poles

Quantity	Description	Cost per Unit	Extended Cost
3000	(6) 1/0 15Kv Cables in 2.0" PE (bore)	\$ 48.00	\$ 144,000.00
2	Three Phase Feed Cans	\$ 2,000.00	\$ 4,000.00
6	Small Vaults for 1/0 Cable	\$ 1,000.00	\$ 6,000.00
28	4 man OH crew	\$ 300.00	\$ 8,400.00
16	4 man UG crew	\$ 300.00	\$ 4,800.00
<b>Subtotal</b>			<b>\$ 167,200.00</b>

(4) Station 66+00 to 70+00

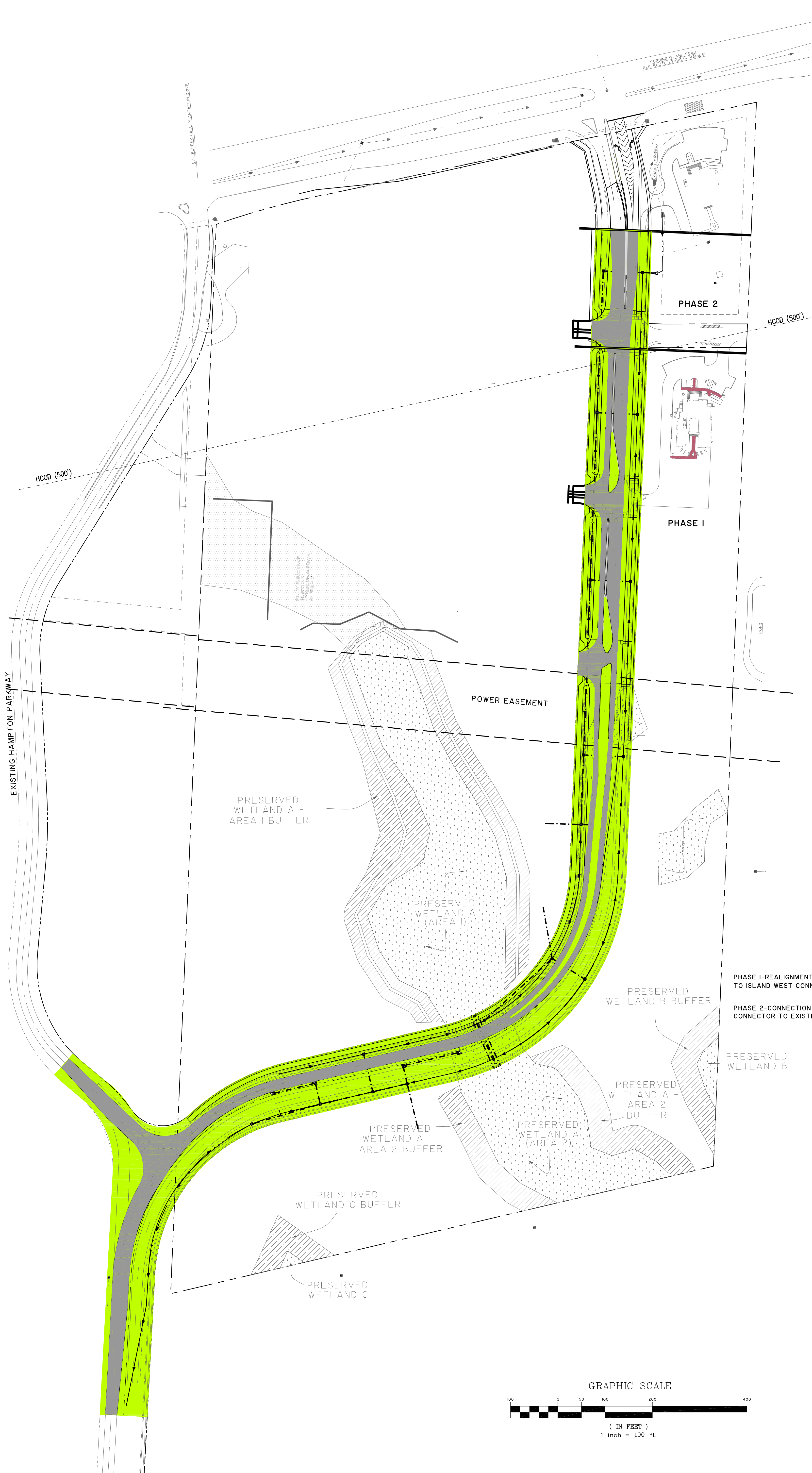
Relocate (6) 1/0 cables and vaults

for multi-use path conflict

Quantity	Description	Cost per Unit	Extended Cost
400	(6) 1/0 Cables in 2.0" PE (bore)	\$ 48.00	\$ 19,200.00
2	Small Vaults for 1/0 Cable	\$ 1,000.00	\$ 2,000.00
4	4 man UG crew	\$ 300.00	\$ 1,200.00
<b>Subtotal</b>			<b>\$ 22,400.00</b>

Cost of Install Labor	\$ 275,490.83
Cost of Retirement Labor	\$ 13,519.65
Cost of Material	\$ 224,306.39
Material Handling (10%)	\$ 22,430.64
Salvage	\$ (12,701.08)
Estimated Engineering & R-O-W Cost (8%)	\$ 30,000.00
Estimated R-O-W Cost (2%)	\$ 10,000.00
<b>TOTAL JOB COST</b>	<b>\$ 563,046.43</b>



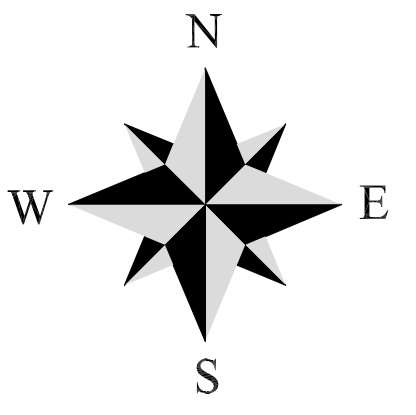


**LEGEND**

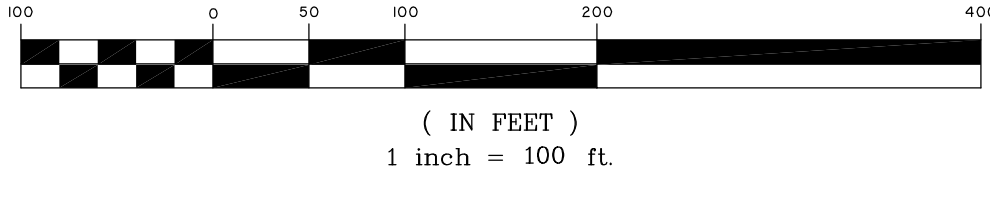
- GRASSING
- PROPOSED PAVEMENT
- CONCRETE MEDIAN, CURB AND GUTTER
- ROADSIDE DRAINAGE
- STORM PIPE
- GRATE INLET
- CURB INLET
- FLARED END SECTION

**COSTS**

PHASE 1-REALIGNMENT OF HAMPTON PARKWAY TO ISLAND WEST CONNECTOR (± 2,800' LF)	<b>\$1,400,000.00</b>
PHASE 2-CONNECTION FROM ISLAND WEST CONNECTOR TO EXISTING U.S. 279 ACCESS.(± 250 LF)	<b>\$130,000.00</b>



**GRAPHIC SCALE**



**EXHIBIT  
HAMPTON PARKWAY**

BLUFFTON, S.C.

PREPARED FOR:  
BEAUFORT COUNTY, S.C.

PREPARED BY:



50 Park of Commerce Way • PO Box 2727  
Savannah, GA 31402-2727 • 912.234.5300

www.thomasandhutton.com

Brunswick, GA | Charleston, SC | Myrtle Beach, SC | Wilmington, NC

JOB NO: J-21329	DATE: April 16, 2012
DRAWN: SCY	SCALE: 1"=100'
REVIEWED: DDK	SHEET: 1 OF 1