

# COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING  
100 RIBAUT ROAD  
POST OFFICE DRAWER 1228  
BEAUFORT, SOUTH CAROLINA 29901-1228  
TELEPHONE: (843) 255-2180  
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CHAIRMAN

STEWART H. RODMAN  
VICE CHAIRMAN

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DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER  
COUNTY ATTORNEY

SUZANNE M. RAINEY  
CLERK TO COUNCIL

## AGENDA PUBLIC FACILITIES COMMITTEE

Monday, May 13, 2013

4:00 p.m.

Conference Room, Building 2  
Beaufort Industrial Village  
102 Industrial Village Road, Beaufort

### Committee Members:

Gerald Dawson, Chairman  
Steven Baer, Vice Chairman  
Cynthia Bensch  
Rick Caporale  
Brian Flewelling  
William McBride  
Jerry Stewart

### Staff Support:

Rob McFee, Division Director

### 1. CALL TO ORDER – 4:00 P.M.

### 2. CONSIDERATION OF CONTRACT AWARDS

- A. Bluffton Parkway Phase 5A – Segment 3 Road and Flyover Bridges Design Construction Engineering Services (Beaufort County Sales Tax Project #1) (backup)
- B. Crystal Lake Preservation Park, Lady's Island, Phase 1 Improvements (backup)
- C. Disabilities and Special Needs House Renovation – 18 Cottage Walk, Lady's Island (backup)
- D. Island West US 278 Frontage Road Design and Construction (backup)

### 3. DIRT ROAD PAVING REQUIREMENTS FOR DIRT ROADS WITHOUT RIGHT OF WAY DOCUMENTATION – REQUEST FOR CONDEMNATION

- A. Cee Cee Road, St. Helena Island (backup)
- B. Inglewood Circle, St. Helena Island (backup)
- C. Queens Road, St. Helena Island (backup)

### 4. DIRT ROAD PAVING REQUIREMENTS FOR DIRT ROADS WITHOUT RIGHT OF WAY DOCUMENTATION – REMOVAL FROM COUNTY ROAD MAINTENANCE INVENTORY

- A. Rosie Singleton Drive, St. Helena Island (backup)

### 5. CONSIDERATION OF REAPPOINTMENTS AND APPOINTMENTS

- A. Solid Waste and Recycling Board
- B. Southern Beaufort County Corridor Beautification Board

### 6. ADJOURNMENT





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 *G. Kubic*  
Bryan Hill, Deputy Administrator *B. Hill*  
David Starkey, Chief Financial Officer *D. Starkey*  
Rob McFee, Division Director of Engineering & Infrastructure *R. McFee*  
Dave Thomas, Purchasing Director *D. Thomas*  
Monica Spells, Compliance Officer *M. Spells*

FROM: Bob Klink P.E, County Engineer *B. Klink*

SUBJ: **Bluffton Parkway Phase 5A – Segment 2 Road and Flyover Bridges Design Construction Engineering Services – Beaufort County Sales Tax Project #1**

DATE: November 16, 2012

**BACKGROUND.** Bluffton Parkway 5A – Segment 2 Road and Flyover Bridges is an approved 1% sales tax road improvement project. While the County will have construction engineering inspection/construction management (CEI/CM) services with another contractor, it will be necessary to have assistance of the design engineer. Design questions, clarifications and /or revisions will need to be answered. The project design firm Florence & Hutcheson (F & H) has given the County the attached proposal to provide these services at a not to exceed cost of \$440,720. Their price breakdown and scope of services documentation has been reviewed and it is recommended that F & H be retained for these services during construction.

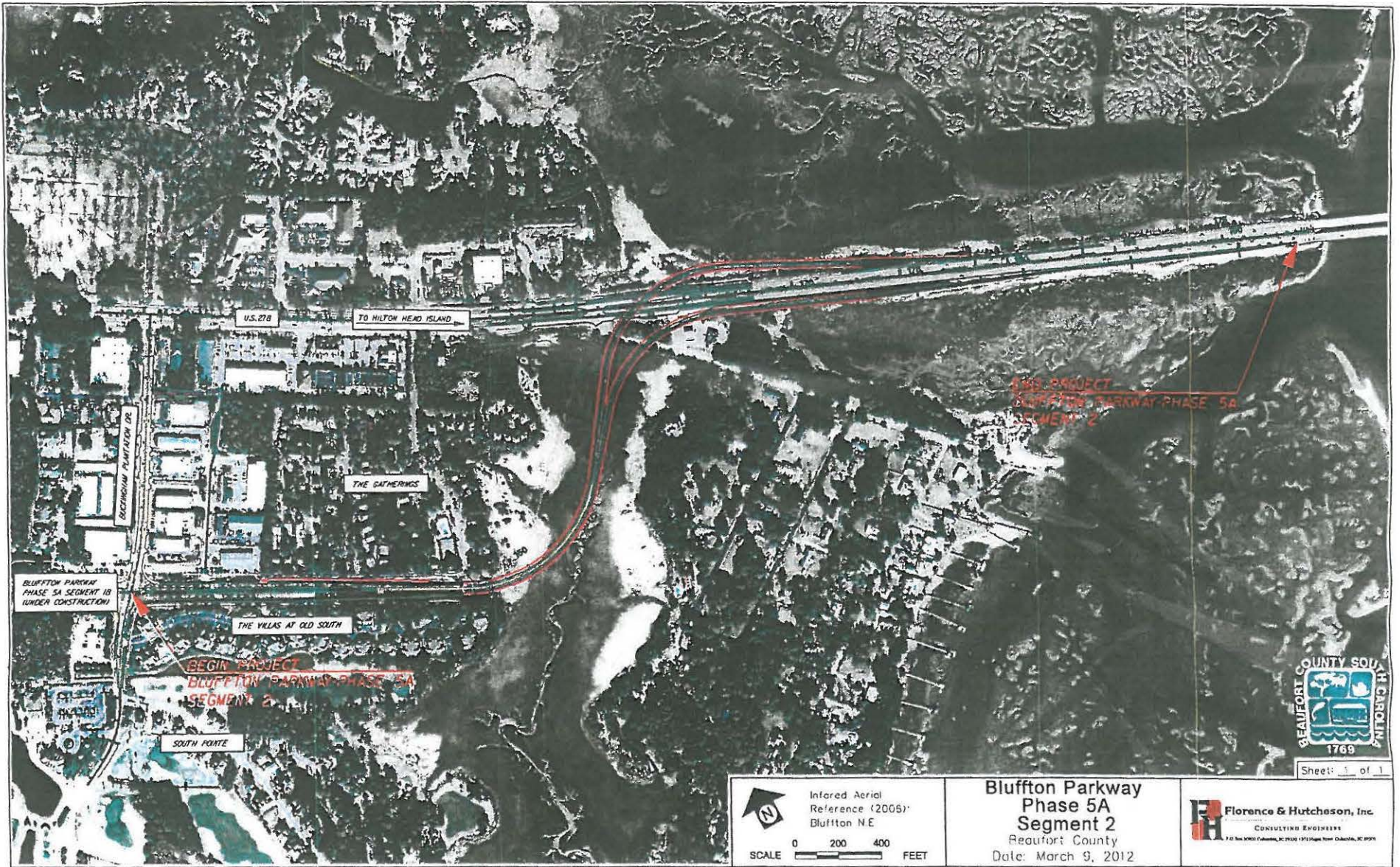
This project will be funded from the 1% Sales Tax Road Improvement Program. In 2012, the South Carolina Department of Transportation approved a 15 million dollar grant for this project.


**RECOMMENDATION.** That the Public Facilities Committee approve and recommend to County Council a contract change order to F & H for design assistance during construction of the Bluffton Parkway Phase 5A Segment 2 Road and Flyover Bridges in the amount of \$440,720 on an as needed basis.

REK/mjh

Attachments: 1) Location Map  
2) F & H Design Assistance Proposal  
3) None Competitive Purchase Request Form  
4) Purchasing Director's Memo

Contract/BP5ASeg2/PFCapp/DesServF&H




 Infrared Aerial  
 Reference (2005)  
 Bluffton NE  
 SCALE 0 200 400 FEET

**Bluffton Parkway**  
**Phase 5A**  
**Segment 2**  
 Beaufort County  
 Date: March 9, 2012


**Florence & Hutcheson, Inc.**  
 CONSULTING ENGINEERS  
110 New South Carolina, P.O. Box 1971 High Street, Columbia, SC 29201  
 Sheet: 1 of 1

EXHIBIT "B"

**Bluffton Parkway 5A Segment 2 Roadway & Bridge Project Construction Services**

**Roadway & Bridge Engineering Assistance During Construction**

- **Pre-Construction Conference** - The CONSULTANT will attend the Pre-Construction Conference and respond to questions by the CONTRACTOR pertinent to the design and proposed construction methodology. For this proposal, it is assumed the F&H will send Wes Lockard, Greg Schuch, and Barrett Stone (or their designee(s)) to the pre-construction meeting.
- **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.
- **Erection and Shop Plan Review** - CONSULTANT will review the CONTRACTOR'S erection and shop drawings and specifications, as required by the 2007 Edition of the Standard Specifications for Highway Construction, in a timely manner following award of contract and during construction. Anticipated submittals include the following:
  - Stay-in-place form shop drawings
  - Joint hardware shop drawings
  - Pot bearing shop drawings
  - Prestressed beam shop drawings
  - Prestressed pile shop drawings
  - Structural steel girder shop drawings
  - Drawings, calculations, and material specifications for post-tensioned bent caps
  - MSE wall shop drawings and calculations
  - Temporary shoring wall working drawings and calculations
  - Formwork/falsework working drawings and calculations
- **Technical Assistance During Construction** - The CONSULTANT will assist COUNTY personnel during the construction phase with problems or questions that arise relating to the design and proposed construction methodology. For this proposal, it is assumed the F&H will attend bi-weekly meetings held between the COUNTY and the CONTRACTOR that will occur during the entire 900 day construction period. F&H will send Wes Lockard, Greg Schuch, and/or Barrett Stone (or their designee(s)) to the meetings depending upon the phase of construction and the anticipated questions and assistance required. It is also assumed the F&H will be required to respond to questions from the CONTRACTOR weekly that arise during the construction period and respond appropriately to the CONTRACTOR and the COUNTY.
- **As-Built Plans** - The CONSULTANT will not be responsible for the development of As-Built Plans for this project.
- **Construction Revisions** - The CONSULTANT will make necessary revisions to construction plans that arise during the construction phase of the project. For estimating purposes, it is assumed that there will be three (3) roadway construction revisions and ten (10) bridge construction revisions.

### Geotechnical Engineering Services

- **Construction Engineering Services** - The CONSULTANT shall also provide geotechnical construction engineering services. It is believed that load tests for piles and/or drilled shafts may produce substantial foundation savings and will be a part of the construction services. These services shall include the following items.
  - Written evaluation of contractor's pile installation plan.
  - Written evaluation of contractor's submitted hammer using Wave Equation.
  - Written evaluation of PDA results. The PDA testing will be performed by others.
  - Pile Driving Criteria and bearing charts for use by inspectors in the field.
  - Written recommendations of final pile order lengths.
  - General pile driving troubleshooting.
  - Written evaluation of contractor's drilled shaft installation plan.
  - Geotechnical and/or bridge engineer to witness the load testing.
  - Written evaluation of drilled shaft load test results. Load tests are to be performed by others.
  - Written recommendations of final shaft lengths based on load test results.
  - General troubleshooting for drilled shaft construction (obstructions, casing extension, etc.)
  - Review of working drawings for ground modification.
  - The scope of services shall be conducted according to the SCDOT Standard Specifications, supplemental specifications, and/or plan notes.

### Services of the County or Others

The COUNTY agrees to provide to the CONSULTANT, and at no cost to the CONSULTANT, the following upon request:

1. Access to and use of all reports, data and information in possession of the COUNTY which may prove pertinent to the work set forth herein.
2. Existing Policies and Procedures of the COUNTY with reference to geometrics, standards, specifications and methods pertaining to all phases of the CONSULTANT's work.
3. Existing roadway and bridge plans as needed.
4. Eminent Domain advertisement notice and/or COUNTY letter granting CONSULTANT access to private property.
5. Payment of fees required by state and federal review/approval agencies.
6. Decisions during the design and construction processes that will enable the CONSULTANT and/or CONTRACTOR to proceed toward the completion of the assigned tasks within the time allotted for completion.

The COUNTY acknowledges that the following services will be provided by others or provide separate compensation for the CONSULTANT to perform:

1. As-built plans for roadway and bridge.
2. Any engineering work required due to error(s) or decisions made by the COUNTY, COUNTY'S representative, or CONTRACTOR.
3. Right-of-Way acquisition and verification.
4. Construction Engineering and Inspection Services
5. Construction Staking
6. Public information meetings or meetings with elected officials

F&H FEE SCHEDULE

Principal	\$175.00/Hour
Sr. Engineer/Project Manager	\$145.00/Hour
Project Engineer/Sr. Registered L.S.	\$125.00/Hour
Environmental Planner	\$100.00/Hour
Jr. Engineer/Designer	\$95.00/Hour
CADD Designer	\$80.00/Hour
CADD Technician	\$70.00/Hour
Clerical	\$50.00/Hour
Survey Team (2 Man Crew)	\$130.00/Hour
Mileage	\$0.585/Mile
Reproduction	Plans \$0.25/Sq.Ft. Pages \$0.25/Page
Expenses and Subsistence	Actual Cost

11/14/2012

**Bluffton Parkway 5A Segment 2 Roadway & Bridge Project Construction Services**

FEE

<b>Task 1- Pre-Construction Conference</b>			
	HOURS	RATE	TOTAL
Senior Bridge Engineer	8	\$ 145.00	\$ 1,160.00
Senior Roadway Engineer	8	\$ 145.00	\$ 1,160.00
Environmental Planner	8	\$ 100.00	\$ 800.00
<b>Total</b>			<b>\$ 3,120.00</b>
<b>Task 2 - Value Engineering Proposal Review</b>			
(Assume 2 VE Design Reviews)			
	HOURS	RATE	TOTAL
Senior Bridge Engineer	40	\$ 145.00	\$ 5,800.00
Senior Roadway Engineer	20	\$ 145.00	\$ 2,900.00
Bridge Design Engineer	60	\$ 125.00	\$ 7,500.00
Roadway Design Engineer	40	\$ 125.00	\$ 5,000.00
<b>Total</b>			<b>\$ 21,200.00</b>
<b>Task 3 - Erection and Shop Plan Review</b>			
(Bridge & MSE Walls)			
	HOURS	RATE	TOTAL
Senior Bridge Engineer	80	\$ 145.00	\$ 11,600.00
Bridge Design Engineer	240	\$ 125.00	\$ 30,000.00
<b>Total</b>			<b>\$ 41,600.00</b>
<b>Task 4 - Technical Assistance During Construction</b>			
(Bi-weekly Meetings and Weekly Q&R)			
	HOURS	RATE	TOTAL
Senior Bridge Engineer	480	\$ 145.00	\$ 69,600.00
Senior Roadway Engineer	480	\$ 145.00	\$ 69,600.00
Bridge Design Engineer	600	\$ 125.00	\$ 75,000.00
Roadway Design Engineer	600	\$ 125.00	\$ 75,000.00
<b>Total</b>			<b>\$ 289,200.00</b>
<b>Task 5 - Construction Revisions</b>			
(Assume 3 Roadway & 10 Bridge Revisions)			
	HOURS	RATE	TOTAL
Senior Bridge Engineer	60	\$ 145.00	\$ 8,700.00
Senior Roadway Engineer	20	\$ 145.00	\$ 2,900.00
Bridge Design Engineer	160	\$ 125.00	\$ 20,000.00
Roadway Design Engineer	40	\$ 125.00	\$ 5,000.00
<b>Total</b>			<b>\$ 36,600.00</b>
<b>Task 6 - Geotechnical Engineering Services</b>			
	HOURS	RATE	TOTAL
Senior Bridge Engineer	20	\$ 145.00	\$ 2,900.00
Senior Geotechnical Engineer	80	\$ 145.00	\$ 11,600.00
Bridge Design Engineer	60	\$ 125.00	\$ 7,500.00
Geotechnical Design Engineer	120	\$ 125.00	\$ 15,000.00
<b>Total</b>			<b>\$ 37,000.00</b>
<b>Direct Expenses-</b>			<b>\$ 12,000.00</b>
<b>Total Segment 2 Engineering Services Fee</b>			<b>\$ 440,720.00</b>



# 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

Engineering Design Assistance for Bluffton Parkway Phase 5A Segment 2 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: \$440,720

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:  
dbeaty@flohut.com

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.*

F & H was awarded the original professional engineering services contract for the Sales Tax Project #1 – Bluffton Parkway Phase 5A Segments 1 & 2. This firm is the active design consultant/engineer of record for the County on this project. The County was awarded a \$15 million dollar Federal Hwy Grant for construction of Segment 2. The project has been advertised for bids and bids received on Oct 4, 2012. A recommendation for contract award for the construction of Segment 2 is moving forward to County Council. It is anticipated that the contract award will be completed in January 2013.

This request for non-competitive purchase, is for F & H to to provide design assistance during construction. F & H should be consultant to provide the engineering design assistance needs during construction and is recommended as a non-competitive purchase. F & H has participated in all phases of the planning and design of the Bluffton Parkway Phase 5A with the County and outside agencies. The time expended on hiring a new design consultant to assist during construction would hinder the construction effort tremendously.

- 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?**



# Non-Competitive Purchases Form

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):

\_\_\_\_\_

\_\_\_\_\_

Requester Name: Robert E. Klink Requester Signature: [Signature] Date: 11/16/12

Department Head Name: Robert McFee Department Head Signature: [Signature] Date: 11/19/12

**For Purchasing Completion only:**

Date Received in Purchasing Department: 11/19/12

Reviewed by Purchasing Department for completeness

Date: 11/19/12

Reviewed by: [Signature]

Verified that this is the only source: Yes  No  NA

Comments: Current Consultant and would save time and money moving forward.  
See attached memo dated November 19, 2012.

Purchasing Director or His Designee Approval Signature: [Signature] 11/19/12

Associated Purchase Orders Number: 20081325, (original PO) 20110195 (FY 2011 replacement), 20120230 (FY 2012 replacement), 20130415 (current FY PO)

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



## Memorandum

FROM: Dave Thomas, Purchasing Department Director *DT*

SUBJ: **Non-Competitive Purchase of Engineering Design Services During Construction of Bluffton Parkway Phase 5A Segment 2– Sales Tax #1**

DATE: November 19, 2012

The Purchasing Department has reviewed the 11/16/12 request from the County Engineer for the subject engineering services to be completed by Florence & Hutcheson (F&H).

F&H has a current contract with the County for engineering design services on the Bluffton Parkway Phases 5A, Segments 1 & 2. In 2008, County Council then awarded a design contract in the amount of \$2.4 million to F&H.

The Engineering Division has indicated in the attached non-competitive purchase form that since now the Bluffton Parkway Phases 5A Segment 2 will be awarded soon, design assistance from the engineering firm of record will be needed when construction starts. Therefore, the non-competitive purchase form for Florence & Hutcheson to complete the necessary design engineer assistance during construction of the Bluffton Parkway Phases 5A Segment 2 project is endorsed by the County Purchasing Department.



COUNTY COUNCIL OF BEAUFORT COUNTY  
BEAUFORT COUNTY ENGINEERING DIVISION  
102 Industrial Village Road, Building #3, 29906  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Telephone: 843-255-2692 Facsimile: 843-255-9420

TO: Councilman Gerald Dawson, 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 *JRMcfee*  
Dave Thomas, Purchasing Director *DThomas*  
Monica Spells, Compliance Officer *Spells*

FROM: Bob Klink, County Engineer *BKlink*

SUBJ: CRYSTAL LAKE PRESERVE PARK. LADY'S ISLAND - PHASE 1 IMPROVEMENTS  
IFB# 1310001330042522

DATE: April 30, 2013

**BACKGROUND.** On April 9, 2012, County Council approved the development and use of the County's Crystal Lake property on Lady's Island as a community park. Crystal Lake Preserve Park is a Rural and Critical Land Preservation Program Capital Improvement Project.

The first phase of the project involves the construction of approximately 660 feet of wooden boardwalk, a 24-foot pier head, handicap parking and fencing. Future phases include walking trails, additional boardwalks and a community center with office space.

On April 25, 2013, Beaufort County received bids for the construction of Phase 1 improvements from the following five contractors:

<u>Contractors</u>	<u>Total Bid</u>
O'Quinn Marine Construction, Beaufort, SC	\$155,000
Nix Construction, Hilton Head, SC	\$169,800
Quality Enterprises, Chesapeake, VA	\$187,905
Brantley Construction Company, Charleston, SC	\$213,000*
JOCO Construction Company, Beaufort, SC	\$246,195
Engineer's Estimate	\$178,000

\*Brantley Construction Company was non-responsive to the bid specifications for the SMBE program.

O'Quinn Marine Construction submitted the lowest qualified/responsible bid of \$155,000.00. They will be self performing all work and are in compliance with the County's SMBE Ordinance. There is no apparent cause for rejecting their bid.

**FUNDING.** Rural and Critical Land Preservation Capital Improvement Program, Acct #45010011-54411 with a current balance of \$437,438.

**RECOMMENDATION.** The Public Facilities Committee approve and recommend to County Council award of a contract to O'Quinn Marine Construction in the amount of \$155,000.00 for the construction of the Crystal Lake Preserve Park Phase 1 Improvements with the funding source listed above.

REK/DC/mjh  
*a*

Attachments: 1) Bid Certification  
2) SMBE Documents  
3) 4/9/12 County Council Minutes  
4) Location Map

Cc: Tony Criscitiello

**PRELIMINARY BID TABULATION**

PURCHASING DEPARTMENT



Project Name:	Crystal Lake Park
Project Number:	13 10001330 0425 22
Project Budget:	
Bid Opening Date:	Thursday April 25, 2013
Time:	3:00 PM
Location:	Building #3 102 Industrial Village Rd, Beaufort, SC
Bid Administrator:	Dave Thomas, Beaufort County Purchasing Director
Bid Recorder:	David Coleman

The following bids were received for the above referenced project:

BIDDER	BID FORM	BID BOND	ALL ADDENDA	SCH OF VALUES	SUB LISTING	SMBE DOCS	BASE BID	ALT #1	ALT #2	BID TOTAL
Quality Enterprises	x	x	x				\$187,905.00			\$187,905.00
Joco Construction	x	x	x				\$246,195.00			\$246,195.00
Brantley Construction Co	x	x	x				\$213,000.00			\$213,000.00
O'Quinn Marine Construction	x	x	x				\$155,000.00			\$155,000.00
Nix Construction Co. Inc.	x	x	x				\$169,800.00			\$169,800.00

Beaufort County posts PRELIMINARY bid tabulation information within 2 business days of the advertised bid opening. Information on the PRELIMINARY bid tabulation is posted as it was read during the bid opening. Beaufort County makes no guarantees as to the accuracy of any information on the PRELIMINARY tabulation. The bid results indicated here do not necessarily represent the final compliance review by Beaufort County and are subject to change. After the review, the final award will be made by Beaufort County Council and a certified bid tab will be posted online.

\_\_\_\_\_  
Bid Administrator Signature

*D. I. C.*  
\_\_\_\_\_  
Bid Recorder Signature

*D. I. C.*  
\_\_\_\_\_  
Bid Certification Signature

## Hickman, Maggie

---

**From:** Spells, Monica  
**Sent:** Monday, April 29, 2013 1:05 PM  
**To:** Hickman, Maggie; Thomas, Dave  
**Cc:** Dimont, Richard  
**Subject:** Crystal Lake Park Project SMBE Compliance  
**Attachments:** Bid Compliance Crystal Lake.pdf

Please see the attached SMBE bid compliance review of good faith efforts for the Crystal Lake Park project. All bidders except Brantley Construction were found to be in compliance with the SMBE program provisions. The remaining four bidders submitted a notarized self-performance affidavit (to perform 100% of the contract work and/or provide services with their own current workforce/staff on payroll) and therefore did not need to demonstrate a good faith effort to utilize subcontractors.

**Note:** Per our policy as indicated on the self-performance affidavit, should the successful bidder need to subcontract all and/or some of the contracted work, written notice should be submitted to me within three business days of such determination.

Thank you,  
Monica

<b>Beaufort County</b> <i>South Carolina</i> <b>bcgov.net</b>	<b>Monica N. Spells, Compliance Officer</b> Beaufort County Government 100 Ribaut Road   PO Box 1228 Beaufort, SC 29901-1228 843.255.2354 phone
---	---

**Small and Minority Business Bid Compliance Review of Good Faith Efforts (1 of 1)**  
 Beaufort County Crystal Lake Park Project • IFB #1310001330042522 • Bids Due April 25, 2013 at 3:00 PM

Prime Bidder		Brantley	Joco/ Merit*	Nix*	O'Quinn*	Quality*
1	Included Good Faith Efforts Checklist Form	0	n/a	n/a	n/a	n/a
2	Requested SMBE List from Compliance Office	0	n/a	n/a	n/a	n/a
3	Included Copy of Written Notice to SMBE	0	n/a	n/a	n/a	n/a
4	Provided Proof of Sending Written Notice to SMBE	0	n/a	n/a	n/a	n/a
5	Sent Bid Notice to SMBE 10 Days in Advance	0	n/a	n/a	n/a	n/a
6	Included Copy of Written Notice to Good Faith Agencies	0	n/a	n/a	n/a	n/a
7	Provided Proof of Sending Written Notice to Good Faith Agencies	0	n/a	n/a	n/a	n/a
8	Signed Non-Discrimination Statement Form (Exhibit 1)	0	n/a	n/a	n/a	n/a
9	Included Outreach Documentation Log (Exhibit 2)	0	n/a	n/a	n/a	n/a
10	Included Proposed Utilization Plan (Exhibit 3)	0	n/a	n/a	n/a	n/a
<b>Total</b>		<b>0</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>

\* The following bidders submitted a notarized affidavit for 100% self-performance on the project, so good faith efforts documentation does not apply:

**Joco Construction, LLC/Merit Marine**  
**Nix Construction Company, Inc.**  
**O'Quinn Marine Construction, Inc.**  
**Quality Enterprises USA, Inc.**

<u>BIDDER</u>	<u>LOCATION</u>	<u>BID TOTAL</u>
Brantley Construction Services, LLC	Charleston, SC	\$213,000
Joco Construction, LLC/Merit Marine (JV)	Beaufort, SC	\$246,195
Nix Construction Company, Inc.	Hilton Head Island, SC	\$169,800
O'Quinn Marine Construction, Inc.	Beaufort, SC	\$155,000
Quality Enterprises USA, Inc.	Chesapeake, VA	\$187,905

Total of 10 Possible Points

Scoring:  
 0 = No  
 1 = Yes





# CONCEPTUAL MASTER PLAN

## CRYSTAL LAKE PRESERVE PARK

BEAUFORT COUNTY, SOUTH CAROLINA

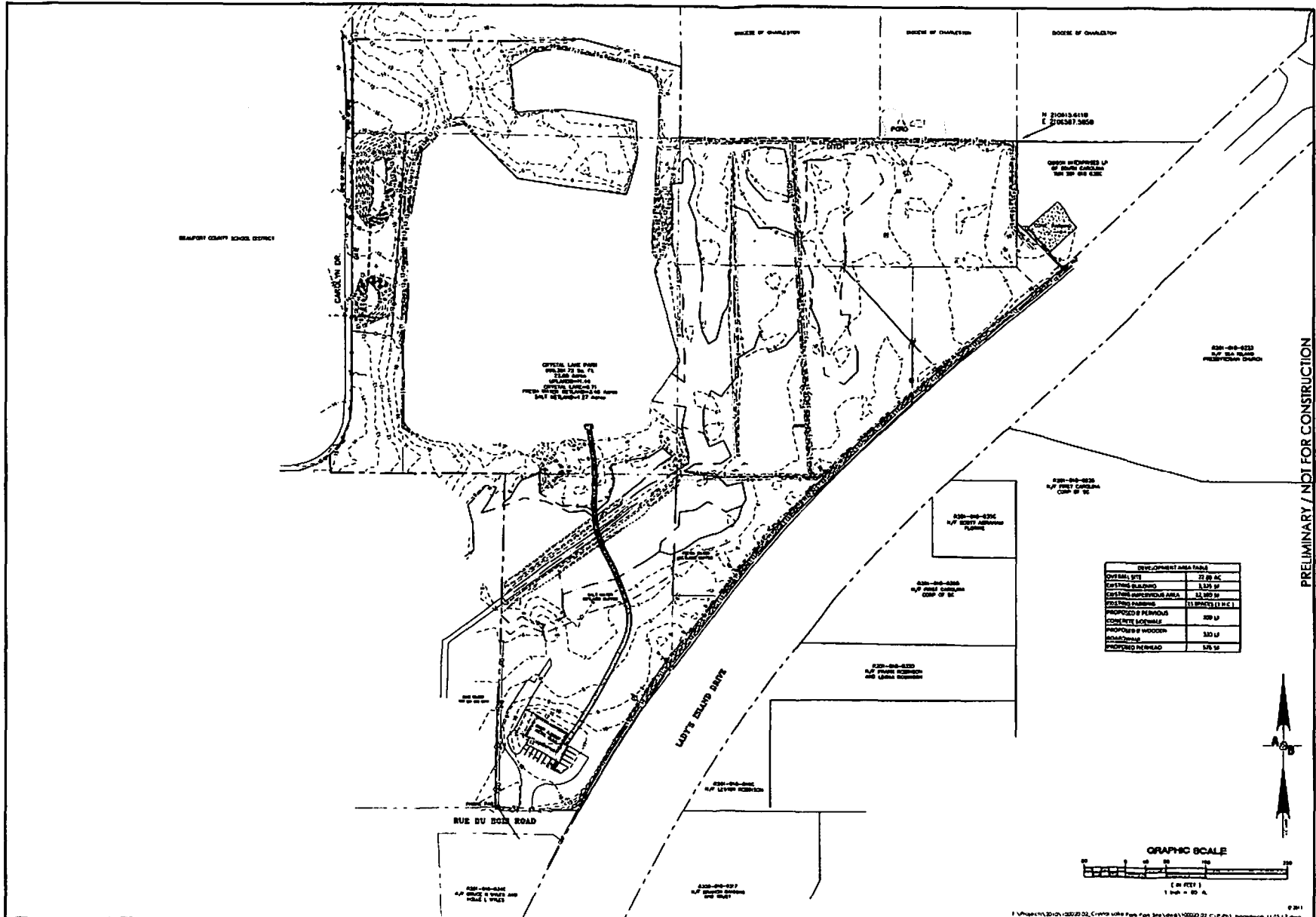
PREPARED FOR:

BEAUFORT COUNTY PARKS AND LEISURE SERVICES



JUNE 19, 2006





PRELIMINARY / NDI FOR CONSTRUCTION

PLAN REVISIONS	
NO.	DATE
1	
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8	

WE HEREBY AGREE TO HOLD THE CLIENT HARMLESS AND TO DEFEND AND INDEMNIFY THE CLIENT FROM AND AGAINST ALL DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, THAT MAY BE INCURRED BY THE CLIENT AS A RESULT OF THE PREPARED DRAWINGS AND SPECIFICATIONS.

ALL DIMENSIONS UNLESS OTHERWISE NOTED ARE IN FEET AND DECIMALS THEREOF.

Preliminary Site Plan  
For  
Crystal Lake Park  
S.C. Hwy. 802  
Lady's Island  
Beaufort County, SC

Existing Site  
& Demolition  
Plan

Date Drawn: 11/20/12  
Last Revised: 11/20/12  
Drawn By: Codrion  
Engineer: S. Andrews

SHEET #:  
**1**

JOB: 100020

DEVELOPMENT AREA TABLE	
Overall Site	21.89 AC
Existing Impervious	3,125 SF
Existing pervious Area	31,500 SF
Proposed Impervious	11 SPACES (1 P.C.)
Proposed Pervious	300 SF
Proposed Stormwater	330 SF
Proposed Wooded	330 SF
Proposed Roadway	330 SF
Proposed Paved Area	330 SF



**APPROVAL OF PROPOSAL FOR DEVELOPMENT AND USE OF CRYSTAL LAKE PROPERTY AS A COMMUNITY PARK BY FRIENDS OF CRYSTAL LAKE COMMITTEE**

This item comes before Council under the Consent Agenda. It was discussed at the April 2, 2012 Natural Resources Committee meeting.

It was moved by Mr. Glaze, seconded by Mr. Stewart, that Council approve the proposal for the development and use of the Crystal Lake property as a community park. The vote was: YEAS – Mr. Baer, Mr. Dawson, Mr. Flewelling, Mr. Glaze, Mr. McBride, Mr. Newton, Mr. Rodman, Mr. Sommerville, Mr. Stewart and Ms. Von Harten. ABSENT – Mr. Caporale. The motion passed.

**AN ORDINANCE AUTHORIZING THE PLEASANT FARM SPECIAL TAX DISTRICT TO BORROW FUNDS FROM A QUALIFIED LENDING INSTITUTION IN AN AMOUNT NOT TO EXCEED \$60,000 FOR PURPOSES OF PROVIDING INFRASTRUCTURE IMPROVEMENTS AS PROVIDED FOR IN ORDINANCE NO. 2006/4**

Mr. Baer will vote against this issue, because the County should not be in this business.

Mr. Rodman said this item came out of Finance Committee. Essentially, the County would be putting forward a guarantee to a bank that these funds would be paid, but, these are funds that are collected on the tax bill. There is actually no risk for us in doing that. Therefore, Mr. Rodman does think it harms the County in any way to go forward with this.

Mr. Flewelling pointed out that the funds will be used for projects which would normally be the responsibility of County government. It is admirable that the citizens of Pleasant Farm subdivision are attempting to pay for these improvements out of their pockets.

It was moved by Mr. Glaze, seconded by Mr. Stewart, that Council approve on second reading and an ordinance authorizing the Pleasant Farm Special Tax District to borrow funds from a qualified lending institution in an amount not to exceed \$60,000 for purposes of providing infrastructure improvements as provided for in Ordinance No. 2006/4. The vote was: YEAS - Mr. Dawson, Mr. Flewelling, Mr. Glaze, Mr. McBride, Mr. Newton, Mr. Rodman, Mr. Sommerville, Mr. Stewart and Ms. Von Harten. OPPOSED - Mr. Baer. ABSENT – Mr. Caporale. The motion passed.

**FUTURE LAND USE MAP AMENDMENT OF SOUTHERN BEAUFORT COUNTY PROPERTIES R600 021 0002 0000, R600 021 000 0075 0000, R603 021 000 004A 0000, R603 021 000 004A 0000, R603 021 000 006A 0000, R603 021 000 007B 0000, R603 021 000 0194 0000, AND R603 021 000 0195 0000 (7 PARCELS TOTALING 142+/- ACRES OFF HIGHWAY 278/FORDING ISLAND ROAD AND GRAVES ROAD KNOWN AS PEPPER HALL); FROM RURAL AND COMMUNITY COMMERCIAL TO REGIONAL COMMERCIAL AND NEIGHBORHOOD MIXED USE**

WHEREAS, Beaufort County has produced increased results with the voter authorized Rural and Critical Lands Program funds by cooperating with other funding partners including, but not limited to, the United States Government, the State of South Carolina, the Town of Hilton Head Island, and donations from local citizens and foundations of land and funds for planning; and

WHEREAS, Beaufort County has successfully partnered with other agencies for the management and operation of property acquired pursuant to the Rural and Critical Lands Program including, but not limited to, the United States Government, the State of South Carolina and the Town of Bluffton; and

WHEREAS, the Crystal Lake Reserve, owned by Beaufort County, offers a unique location for educational activities because it combines the following characteristics:

1. Crystal Lake Reserve contains salt marsh, brackish marsh and a relatively large body of fresh water;
2. Crystal Lake Reserve is connected by water to the salt marshes of the Beaufort River and Port Royal Sound;
3. Crystal Lake Reserve adjoins a major roadway with substantial visibility and easy access;
4. Crystal Lake Reserve is located in one of the fastest growing areas of Beaufort County;
5. Crystal Lake Reserve shares borders with two schools which offers the opportunity for student participation and support;
6. Crystal Lake Reserve includes an existing building and parking areas which may be reused for the purposes contemplated by this resolution.

NOW, THEREFORE, that Beaufort County Council does hereby recommend and request that action be taken to include in the Master Plan for Crystal Lake Reserve and in the Northern Beaufort County Regional Plan a space for an interpretative center at Crystal Lake Reserve.

Adopted this 27th day of November, 2006.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: 

Wm. Weston J. Newton, Chairman

Attest:

  
Suzanne M. Rainey, Clerk to Council



COUNTY COUNCIL OF BEAUFORT COUNTY  
BEAUFORT COUNTY ENGINEERING DIVISION  
102 Industrial Village Road, Building #3, 29906  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Telephone: 843-255-2692 Facsimile: 843-255-9420

TO: Councilman Gerald Dawson, Chairman, Public Facilities Committee

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

FROM: Bob Klink, County Engineer *BK*

SUBJ: DSN HOUSE RENOVATIONS – 18 COTTAGE WALK, LADY'S  
IFB# 1340050011050224

DATE: April 30, 2013

**BACKGROUND.** Beaufort County has received a grant totaling \$20,000 from the South Carolina Department of Disability & Special Needs for renovations and up fits to the 18 Cottage Walk DSN home.

On May 2, 2013, Beaufort County received bids for the renovations of DSN House at 18 Cottage Walk, Lady's Island. The improvements include enlarged doorways and up fits for electrical, plumbing, HVAC, flooring, and fire protection. Listed below are the five firms that submitted bids:

<u>Contractors</u>	<u>Total Bid</u>
Ground Work General Construction, LLC, North Charleston, SC	\$70,495.86
Hutter Construction Corporation, Beaufort, SC	\$75,000.00
Beaufort Design Build, LLC, Beaufort, SC	\$79,900.00
Patterson Construction Company, Beaufort, SC	\$88,928.00
Beaufort Construction Company, Beaufort, SC	\$97,607.00
Engineer's Estimate	\$90,000

Ground Work General Construction, LLC (GWGC) submitted the lowest qualified/responsible bid of \$70,495.86. Their bid is in compliance with the state procurement guidelines for the grant. There is no apparent cause for rejecting their bid. SMBE program provisions did not apply due to the SCDDSN grant award.

<u>FUNDING.</u>	<u>Funding Source</u>	<u>Available Balance</u>	<u>Project Budget</u>
	Renovations for Existing Buildings - DSN Acct #24410011-54420	\$79,229	\$50,495.86
	SCDDSN Grant	\$20,000	<u>\$20,000</u>
	Total		\$70,495.86

**RECOMMENDATION.** The Public Facilities Committee approve and recommend to County Council award of a contract to GWGC, LLC in the amount of \$70,495.86 for the renovations to the DSN House at 18 Cottage Walk from the funding source listed above.

REK/DC/mjh

Attachment: 1) Bid Certification

**PRELIMINARY BID TABULATION**  
PURCHASING DEPARTMENT



Project Name:	18 Cottage Walk Renovations
Project Number:	13 40050011 0502 25
Project Budget:	
Bid Opening Date:	Thursday May 2, 2013
Time:	3:00 PM
Location:	Building #3 102 Industrial Village Rd, Beaufort, SC
Bid Administrator:	Dave Thomas, Beaufort County Purchasing Director
Bid Recorder:	Maggie Hickman

The following bids were received for the above referenced project:

BIDDER	BID FORM	BID BOND	ALL ADDENDA	SCH OF VALUES	SUB LISTING	SMBE DOCS	BASE BID	ALT #1	ALT #2	BID TOTAL
Patterson Construction	x	x					\$88,928.00			\$88,928.00
Beaufort Design Build	x	x					\$79,900.00			\$79,900.00
GWGC	x	x					\$70,495.86			\$70,495.86
Hutter Construction	x	x					\$75,000.00			\$75,000.00
Beaufort Construction	x	x					\$97,607.00			\$97,607.00

Beaufort County posts PRELIMINARY bid tabulation information within 2 business days of the advertised bid opening. Information on the PRELIMINARY bid tabulation is posted as it was read during the bid opening. Beaufort County makes no guarantees as to the accuracy of any information on the PRELIMINARY tabulation. The bid results indicated here do not necessarily represent the final compliance review by Beaufort County and are subject to change. After the review, the final award will be made by Beaufort County Council and a certified bid tab will be posted online.

\_\_\_\_\_  
Bid Administrator Signature

\_\_\_\_\_  
Bid Recorder Signature  
*D. C.*  
\_\_\_\_\_  
Bid Certification Signature



**COUNTY COUNCIL OF BEAUFORT COUNTY  
BEAUFORT COUNTY ENGINEERING DIVISION**

102 Industrial Village Road, Building #3, 29906  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Telephone: 843-255-2692 Facsimile: 843-255-9420

TO: Councilman Gerald Dawson, Chairman, Public Facilities Committee

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

FROM: Bob Klink, County Engineer *BK*

SUBJ: **US 278 FRONTAGE ROAD AT ISLAND WEST (SALES TAX PROJECT 2D)  
FINAL DESIGN & CONSTRUCTION**

DATE: May 10, 2013

**BACKGROUND.** After many months of discussion and negotiations with Santee Cooper, Island West POA, and other property owners, the final draft alignment for the proposed frontage road connecting Island West, Island West Park and Toyota Drive with US 278 has been developed. (See Attachment #1)

This proposed design balances the utility requirements and POA needs, and minimizes the need for new right of way (ROW) acquisition as well as wetland impacts. Considering the present stage of construction on US 278 and the safety needs this facility will address, staff proposes to move into final design under the design/build model of project delivery.

By adding the final design, permitting, and ROW acquisition efforts and construction process to our existing Design/Build Dirt Road Paving Contract #44, these tasks can be handled concurrently and will save approximately 6 months. This will allow completion of the project to occur in December 2013. (See Attachment #2 Schedule). Lane Construction has given the County a design/build price of \$598,389.50 for the final design, permitting and construction of Island West Frontage Road.

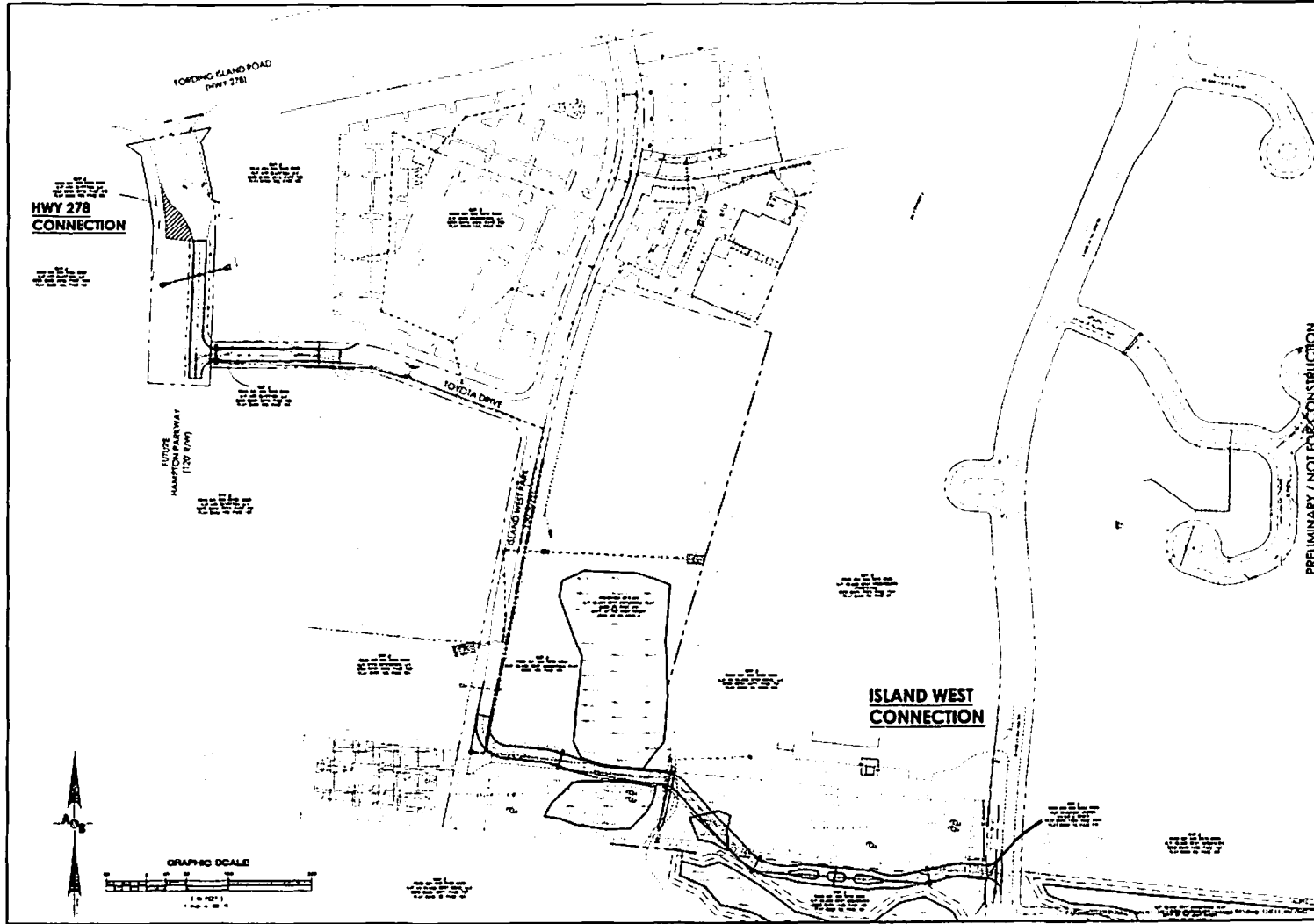
**FUNDING.** Sales Tax Project 2D for US 278 Frontage Roads, Account # 33402-54504 with an available funding budget of \$2,398,603. Harris Teeter will be contributing \$100,000 for the signalization of the intersection with Hampton Parkway/US 278 and the Island West POA will also be providing \$100,000 in funding for the frontage road completion.

On April 9, 2012, County Council approved US 278 Frontage Road at Island West as an eligible one cent sales tax project with a funding allocation of \$800,000.

**RECOMMENDATION.** The Public Facilities Committee approve and recommend to County Council award of a change order for Design/Build Dirt Road Paving Contract #44 with Lane Construction in the amount of \$598,389.50 for the final design, permitting and construction of the US 278 Frontage Road at Island West from the funding source listed above.

REK/mjh

Attachments: 1) Roadway Alignment  
2) Design/Construction Schedule  
3) Non-Competitive Purchase Request



PLAN REVISIONS

NO.	DATE	BY	REVISION
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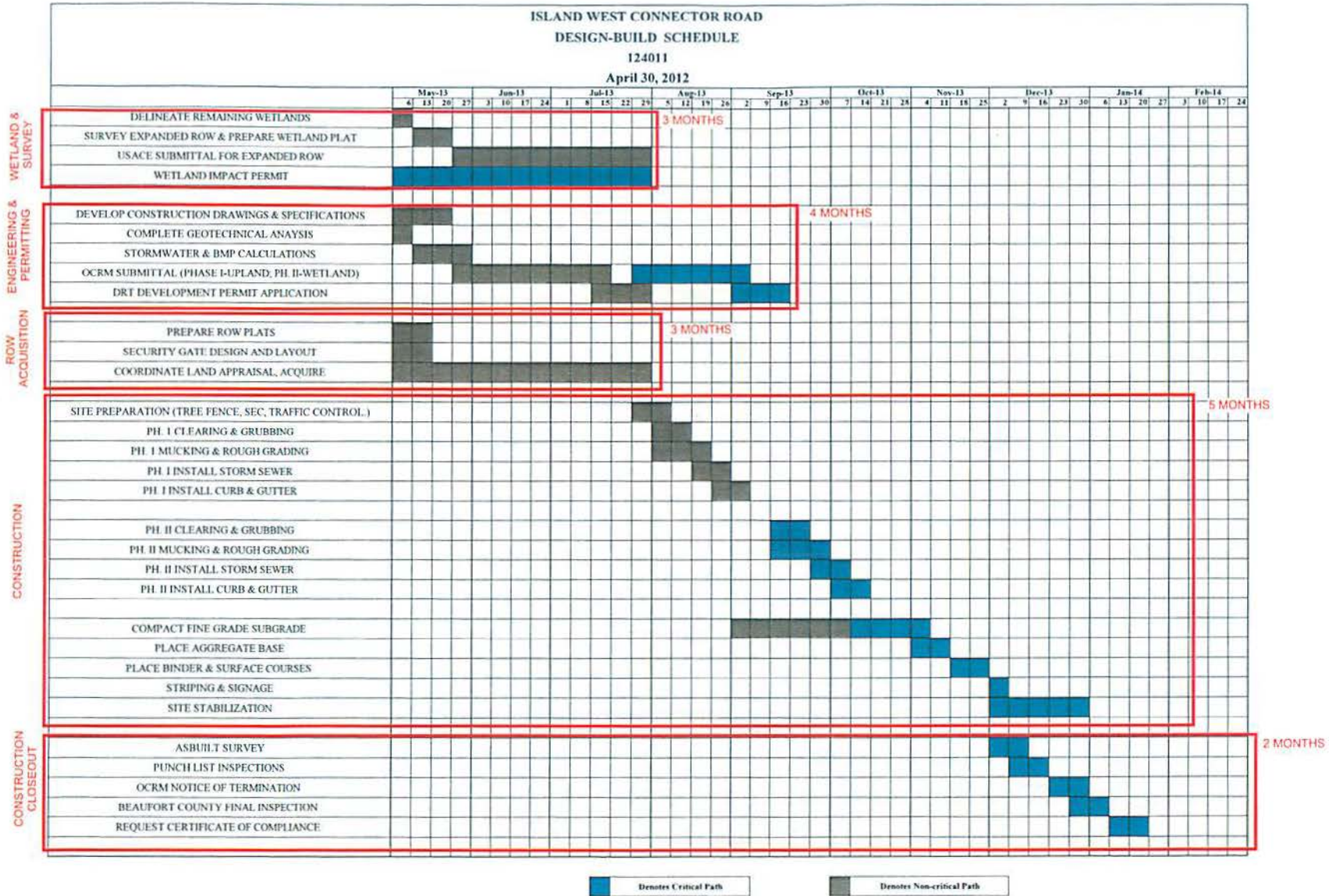
**Andrews & Burgess Inc.**  
 Engineering & Surveying

ISLAND WEST  
 FRONTAGE ROAD  
 PAYING & DRAINAGE  
 PLAN  
 BEAUFORT COUNTY

ISLAND WEST  
 ACCESS ROAD  
 OVERALL PLAN

Drawn By: JMB  
 Check By: JMB  
 Design By: JMB  
 Engineer: JMB

SHEET #  
**1**  
 JOB: 124011







# 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: 33402-54504

### Description of Requested Services

Design Build Services for engineering design and construction of Island West Frontage Road – Sales Tax Project 2D  
US 278 Frontage Roads

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

Cost of Requested Services: \$598,389.50

Requested Vendor Name: Lane Construction

Requested Vendor Address: PO Box 4487, Beaufort, SC 29903

Requested Vendor Phone Number: 843-846-8116 Requested Vendor Email Address: LaneConstruction.com



# Non-Competitive Purchases Form

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.*

*This is a request for sole source procurement of engineering design and construction services under the design/build model of project delivery. Andrews & Burgess, Inc. has completed engineering services for the phase 1 roadway alignment for Island West. Due to the present stage of construction on US 278 and the safety needs of the Island West community, this request is submitted.*

- 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: Robert E. Klink

Requester Signature: *Robert E. Klink*

Date: 5/10/13

Department Head Name: Robert McFee

Department Head Signature: *Robert McFee*

Date: 5/10/13

### For Purchasing Completion only:

Date Received in Purchasing Department: \_\_\_\_\_

Reviewed by Purchasing Department for completeness

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Verified that this is the only source:    Yes     No

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

Purchasing Director or His Designee Approval Signature: \_\_\_\_\_

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

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



COUNTY COUNCIL OF BEAUFORT COUNTY  
BEAUFORT COUNTY ENGINEERING DIVISION  
102 Industrial Village Road, Building #3, 29906  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Telephone: 843-255-2692 Facsimile: 843-255-9420

TO: Councilman Gerald Dawson, Chairman, Public Facilities Committee

VIA: Gary Kubic, County Administrator *GKUBI*  
Bryan Hill, Deputy County Administrator  
Josh Gruber, County Attorney *JG*  
Robert McFee, Division Director of Engineering & Infrastructure *JMM*

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

SUBJ: **Beaufort County Dirt Road Paving Requirements for Dirt Roads Without Right of Way Documentation – Cee Cee Road, St. Helena**

DATE: May 3, 2013

**BACKGROUND.** Cee Cee Road is a County maintained dirt road located on St. Helena Island off of Coffin Point Road connecting eastward to US 21. Public Works has maintained the 0.7 mile dirt road for over 20 years.

Cee Cee Road was included in County Council 3/12/12 awarded Dirt Road Paving Contract #46 to be designed and constructed in anticipation that if easements/right of way could not be obtained, then the County would have an option to move ahead under the basis of having prescriptive right of way.

During the development of this contract, the design build contractor and Engineering Division staff received direction to obtain written deeds from all property owners for all roads which the County does not have such documentation for. Engineering staff requested that the Cee Cee Road right of way owners quit claim deed the right of way needed in order for the County to pave their road.

Efforts to-date to obtain signed deeds for Cee Cee Road include validation of the field survey, preparing letters and deeds, conducting an on-site community meeting with the residents and property owners, and providing time for owner consideration and questions or discussions. Follow-up right of way requests were completed to the nonresponsive owners along with several made by registered mail for two problematic parcels for which the owners could not be located. The timeline associated with this right of way process has been approximately three months.

Engineering has received deeds for eight of the sixteen parcels of right of way needed. The County had right of way for approximately the first 735 feet of Cee Cee Road that is adjacent to the County drop off center and has received right of way for approximate 0.4 miles. Condemnation of the eight remaining parcels (0.2 miles) would be necessary to complete the total right of way effort for Cee Cee Road and allow paving to proceed.

Engineering Division staff and the design-build contractor team are therefore presenting this information for committee review and are recommending that the remaining required right-of-way be condemned.

**RECOMMENDATION.** The Public Facilities Committee approve and recommend to County Council to authorize proceeding with condemnation of the remaining required right-of-way for Cee Cee Road.

<sup>DS</sup>  
REK/DS/mjh

Attachments) 1. Location Map  
2. ROW Map

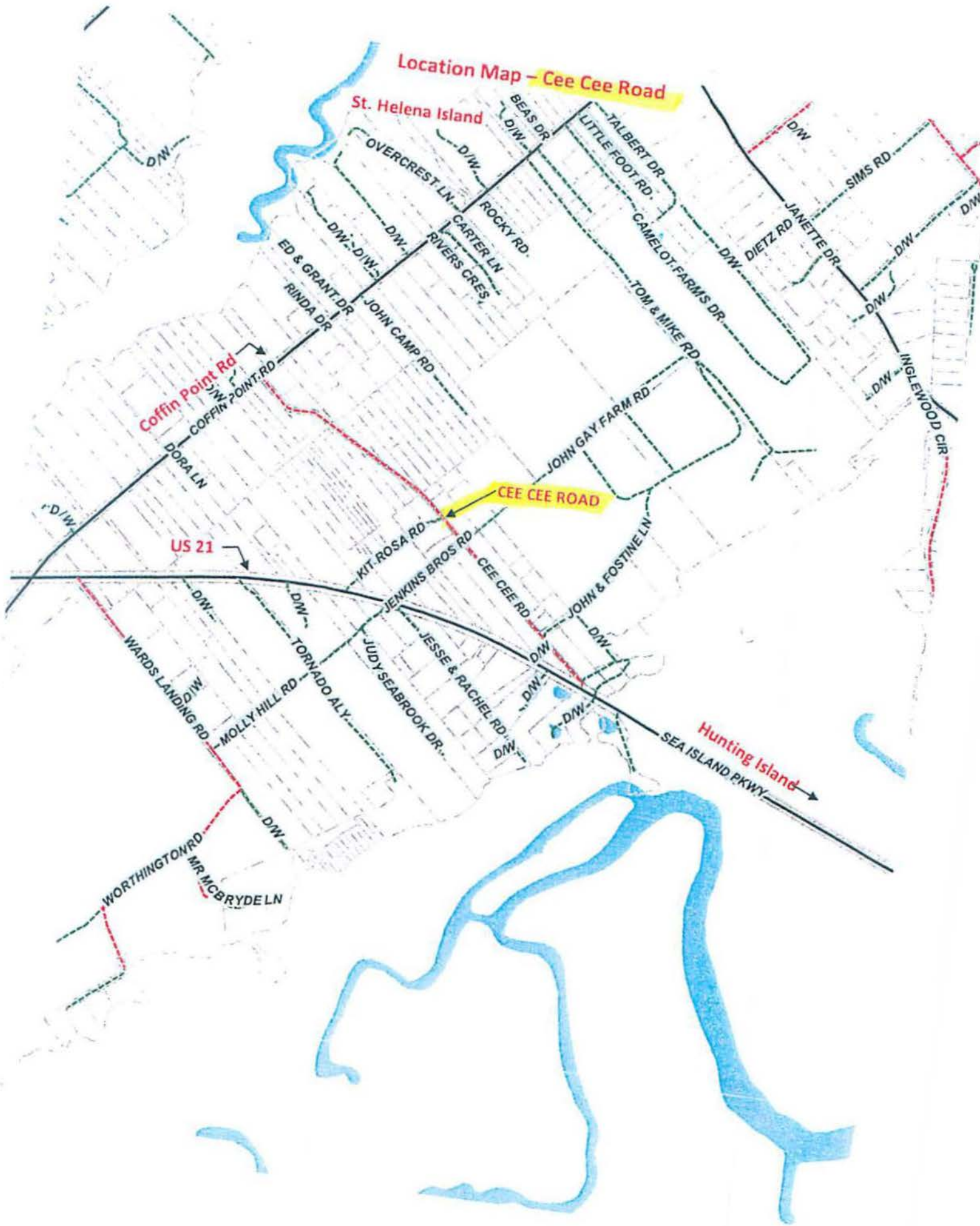
We still need the parcels in GREEN:

Ernest, Sr. and Michelene Seabrook  
Susan Jenkins  
James Simmons, Jr.  
James Leroy Simmons  
Lymus Middleton, et al.  
Anthony Jenkins

Middleton, et al.  
Can't locate owners

Anthony Jenkins  
Can't locate owner

Cee Cee Road:  
R/W Acquisition as of  
April 29, 2013





COUNTY COUNCIL OF BEAUFORT COUNTY  
BEAUFORT COUNTY ENGINEERING DIVISION  
102 Industrial Village Road, Building #3, 29906  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Telephone: 843-255-2692 Facsimile: 843-255-9420

TO: Councilman Gerald Dawson, Chairman, Public Facilities Committee

VIA: Gary Kubic, County Administrator *G Kubic*  
Bryan Hill, Deputy County Administrator  
Josh Gruber, County Attorney *JG*  
Robert McFee, Division Director of Engineering & Infrastructure *R McFee*

FROM: Robert Klink, PE, County Engineer *R Klink*

SUBJ: **Beaufort County Dirt Road Paving Requirements for Dirt Roads Without Right of Way Documentation – Inglewood Circle, St. Helena**

DATE: May 3, 2013

**BACKGROUND.** Inglewood Circle is a County maintained dirt road located on St. Helena Island off of Janette Drive near Avenue of the Oaks. Public Works has maintained the 0.8 mile dirt road for over 20 years. This road has a platted right of way; however, the plat is associated with a defunct corporation and the County does not hold the deed.

Inglewood Circle was included in County Council 3/12/12 awarded Dirt Road Paving Contract #45 to be designed and constructed in anticipation that if easements/right of way could not be obtained, then the County would have an option to move ahead under the basis of having prescriptive right of way.

During the development of this contract, the design build contractor and Engineering Division staff received direction to obtain deeds from all property owners for all roads which the County does not have such documentation for. Engineering staff requested that the Inglewood Circle right of way owners quit claim deed their interest in the platted right of way needed in order for the County to pave their road.

Efforts to-date to obtain signed deeds for Inglewood Circle include validation of the field survey, preparing letters and deeds, conducting an on-site community meeting with the residents and property owners, and providing time for owner consideration and questions or discussions. Follow-up right of way requests were completed to the nonresponsive owners. The timeline associated with this right of way process has been approximately eight months.

Engineering has received deeds for fifty-two of the sixty-seven parcels of right of way needed. The majority of the property owners have supported the road paving by granting right of way. Condemnation of the fifteen remaining parcels would be necessary to complete the total right of way effort for Inglewood Circle and allow paving to proceed.

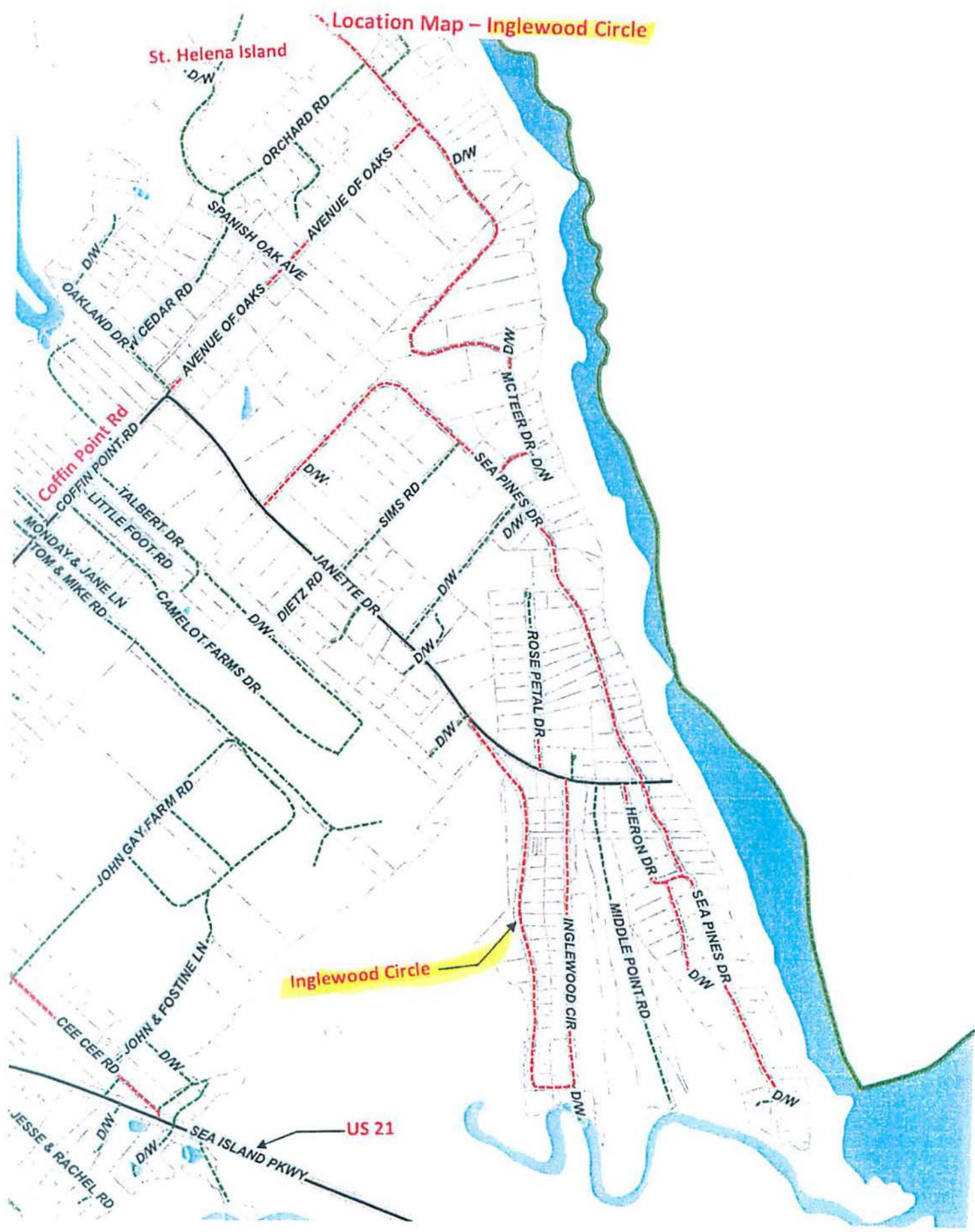
Engineering Division staff and the design-build contractor team are therefore presenting this information for committee review and are recommending that the remaining required right-of-way be condemned.

**RECOMMENDATION.** The Public Facilities Committee approve and recommend to County Council to authorize proceeding with condemnation of the remaining required right-of-way for Inglewood Circle.

<sup>p/b</sup>  
REK/DS/mjh

Attachments 1) Location Map  
2) ROW Map

**Location Map - Inglewood Circle**



St. Helena Island

**Coffin Point Rd**

**Inglewood Circle**

**US 21**

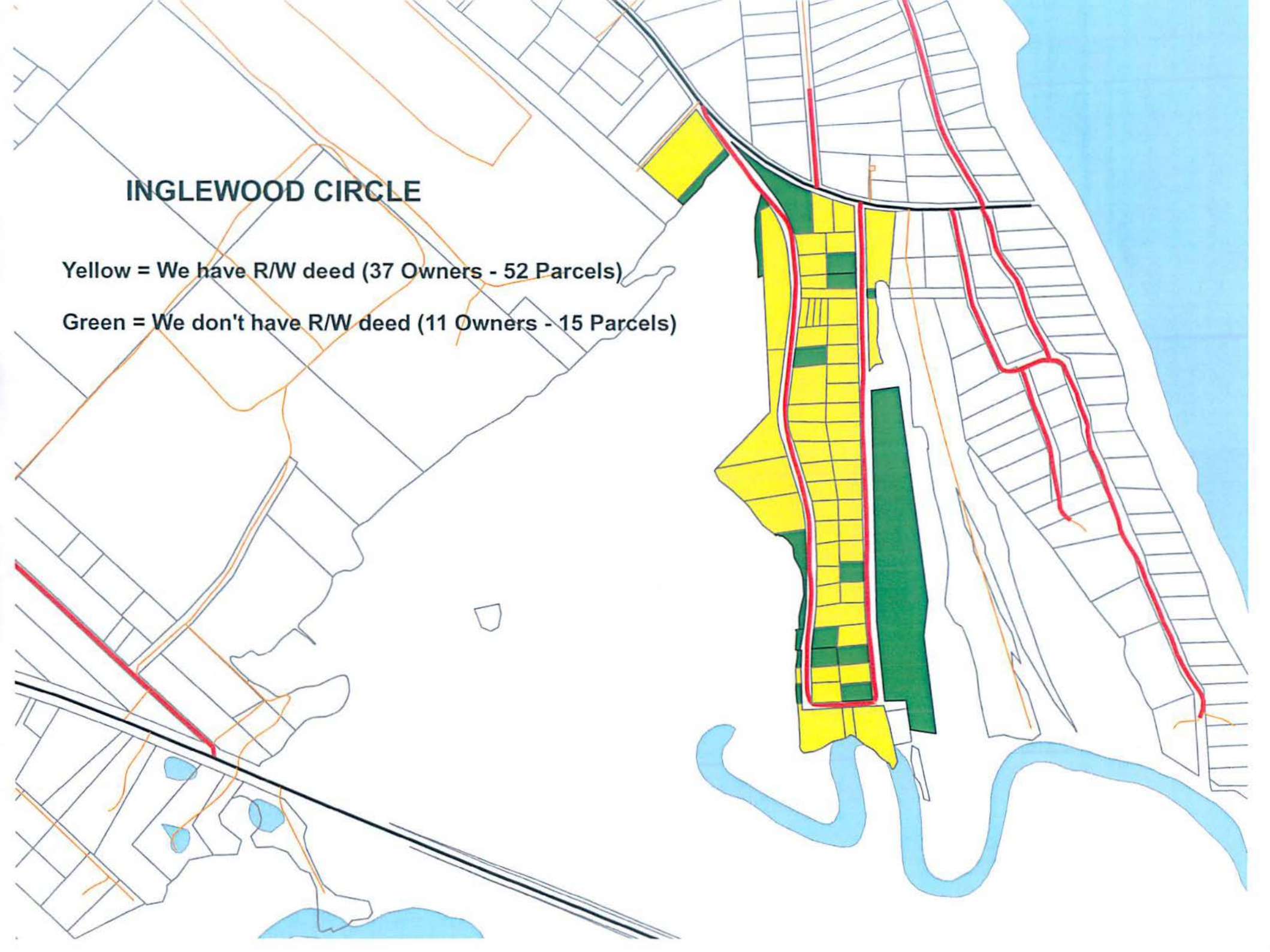
- ORCHARD RD
- SPANISH OAK AVE
- AVENUE OF OAKS
- OAKLAND DR
- CEDAR RD
- AVENUE OF OAKS
- COFFIN POINT RD
- TALBERT DR
- LITTLE FOOT RD
- MONDAY & JANE LN
- TOM & MIKE RD
- CAMELOT FARMS DR
- DIETZ RD
- JANETTE DR
- SIMS RD
- SEA PINES DR
- MCCLEER DR
- ROSE PETAL DR
- JOHN GAY FARM RD
- JOHN & FOSTINE LN
- CEE CEE RD
- JOHN & FOSTINE LN
- JESSE & RACHEL RD
- SEA ISLAND PKWY
- MIDDLE POINT RD
- SEA PINES DR
- INGLEWOOD CIR
- Heron Dr



# INGLEWOOD CIRCLE

Yellow = We have R/W deed (37 Owners - 52 Parcels)

Green = We don't have R/W deed (11 Owners - 15 Parcels)





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TO: Councilman Gerald Dawson, Chairman, Public Facilities Committee

VIA: Gary Kubic, County Administrator *GKubic*  
Bryan Hill, Deputy County Administrator  
Josh Gruber, County Attorney *JG*  
Robert McFee, Division Director of Engineering & Infrastructure *JRM Fee*

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

SUBJ: **Beaufort County Dirt Road Paving Requirements for Dirt Roads Without Right of Way Documentation – Queens Road, St. Helena**

DATE: May 3, 2013

**BACKGROUND.** Queens Road is a County maintained dirt road located on St. Helena Island off of Ernest Drive connecting to Saxonsville Road on its east end. Public Works has maintained the 0.7 mile dirt road for over 20 years. The County does not own right of way for Queens Road.

Queens Road was included in County Council 3/12/12 awarded Dirt Road Paving Contract #46 to be designed and constructed in anticipation that if easements/right of way could not be obtained, then the County would have an option to move ahead under the basis of having prescriptive right of way.

During the development of this contract, the design build contractor and Engineering Division staff received direction to obtain written deeds from all property owners for all roads which the County does not have such documentation for. Engineering staff requested that the Queens Road right of way owners quit claim deed the right of way needed in order for the County to pave their road.

Efforts to-date to obtain signed deeds for Queens Road include validation of the field survey, preparing letters and deeds, conducting an on-site community meeting with the residents and property owners, and providing time for owner consideration and questions or discussions. Follow-up right of way requests were completed to the nonresponsive owners. The timeline associated with this right of way process has been approximately three months.

Engineering has received deeds for ten of the twenty-two parcels of right of way needed. Ten of the eleven property owners living along Queens Road have supported the road paving by granting right of way. The majority of the remaining twelve parcels involve out of state residents along with two parcels which are heirs property. Condemnation of the twelve remaining parcels would be necessary to complete the total right of way effort for Queens Road and allow paving to proceed.

Engineering Division staff and the design-build contractor team are therefore presenting this information for committee review and are recommending that the remaining required right-of-way be condemned. It is important to note that the property owners residing along Queens Road have provided overwhelming support for this paving project.

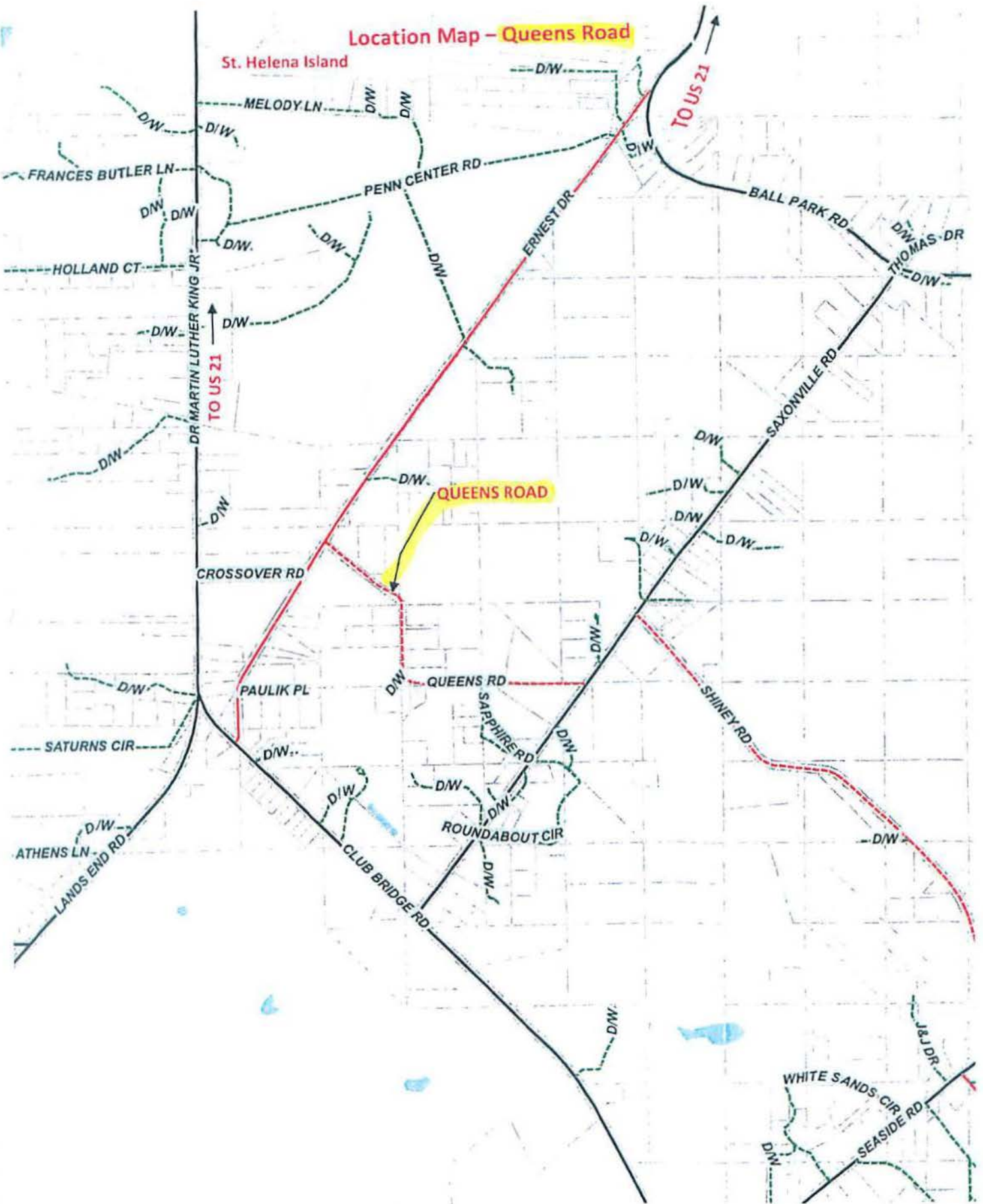
**RECOMMENDATION.** The Public Facilities Committee approve and recommend to County Council to authorize proceeding with condemnation of the remaining required right-of-way for Queens Road.

<sup>DB</sup>  
REK/DS/mjh

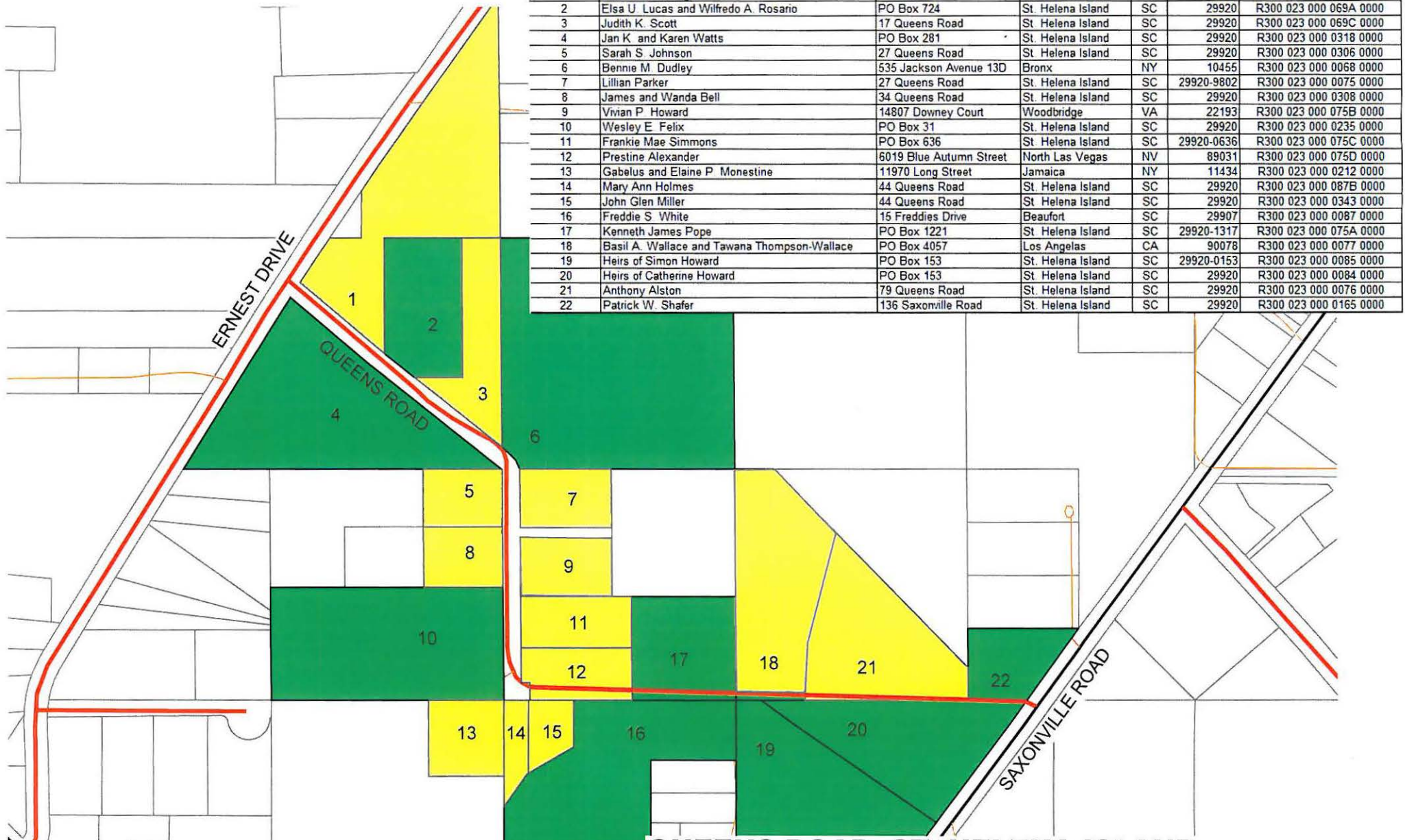
Attachments: 1) Location Map 2) ROW Map

# Location Map - Queens Road

St. Helena Island



1	William S. Young Jr.	PO Box 115	St. Helena Island	SC	29920	R300 023 000 0069 0000
2	Elsa U. Lucas and Wilfredo A. Rosano	PO Box 724	St. Helena Island	SC	29920	R300 023 000 069A 0000
3	Judith K. Scott	17 Queens Road	St. Helena Island	SC	29920	R300 023 000 069C 0000
4	Jan K. and Karen Watts	PO Box 281	St. Helena Island	SC	29920	R300 023 000 0318 0000
5	Sarah S. Johnson	27 Queens Road	St. Helena Island	SC	29920	R300 023 000 0306 0000
6	Bennie M. Dudley	535 Jackson Avenue 13D	Bronx	NY	10455	R300 023 000 0068 0000
7	Lillian Parker	27 Queens Road	St. Helena Island	SC	29920-9802	R300 023 000 0075 0000
8	James and Wanda Bell	34 Queens Road	St. Helena Island	SC	29920	R300 023 000 0308 0000
9	Vivian P. Howard	14807 Downey Court	Woodbridge	VA	22193	R300 023 000 075B 0000
10	Wesley E. Felix	PO Box 31	St. Helena Island	SC	29920	R300 023 000 0235 0000
11	Frankie Mae Simmons	PO Box 636	St. Helena Island	SC	29920-0636	R300 023 000 075C 0000
12	Prestine Alexander	6019 Blue Autumn Street	North Las Vegas	NV	89031	R300 023 000 075D 0000
13	Gabelus and Elaine P. Monestine	11970 Long Street	Jamaica	NY	11434	R300 023 000 0212 0000
14	Mary Ann Holmes	44 Queens Road	St. Helena Island	SC	29920	R300 023 000 087B 0000
15	John Glen Miller	44 Queens Road	St. Helena Island	SC	29920	R300 023 000 0343 0000
16	Freddie S. White	15 Freddie's Drive	Beaufort	SC	29907	R300 023 000 0087 0000
17	Kenneth James Pope	PO Box 1221	St. Helena Island	SC	29920-1317	R300 023 000 075A 0000
18	Basil A. Wallace and Tawana Thompson-Wallace	PO Box 4057	Los Angeles	CA	90078	R300 023 000 0077 0000
19	Heirs of Simon Howard	PO Box 153	St. Helena Island	SC	29920-0153	R300 023 000 0085 0000
20	Heirs of Catherine Howard	PO Box 153	St. Helena Island	SC	29920	R300 023 000 0084 0000
21	Anthony Alston	79 Queens Road	St. Helena Island	SC	29920	R300 023 000 0076 0000
22	Patrick W. Shafer	136 Saxonville Road	St. Helena Island	SC	29920	R300 023 000 0165 0000



RIGHT-OF-WAY ACQUISITION MAP

**QUEENS ROAD, ST. HELENA ISLAND  
ACQUIRED ROW FROM 13/22 (60%)  
PROPERTY OWNERS**

REQUESTING 25' RIGHT-OF-WAY (ROW) FROM EACH SIDE OF THE ROAD CENTERLINE TO CREATE 50' ROW (TOTAL WIDTH)

- = ROW GRANTED
- = ROW NOT GRANTED

**Andrews & Burgess Inc.**  
Engineering & Surveying

40A Shanklin Road  
Beaufort, SC 29906  
843.466.0369  
Fax 843.466.9766



COUNTY COUNCIL OF BEAUFORT COUNTY  
BEAUFORT COUNTY ENGINEERING DIVISION  
102 Industrial Village Road, Building #3, 29906  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Telephone: 843-255-2692 Facsimile: 843-255-9420

TO: Councilman Gerald Dawson, Chairman, Public Facilities Committee

VIA: Gary Kubic, County Administrator *GKubic*  
Bryan Hill, Deputy County Administrator *BH*  
Josh Gruber, County Attorney *JG*  
Robert McFee, Division Director of Engineering & Infrastructure *RMcFee*

FROM: Eddie Bellamy, Public Works Director *ECB*  
Robert Klink, PE, County Engineer *REK*

SUBJ: Beaufort County Dirt Road Paving Requirements for Dirt Roads Without  
Right of Way Documentation – Remove from Road Maintenance Inventory  
Rosie Singleton Drive, St. Helena

DATE: May 3, 2013

**BACKGROUND.** Rosie Singleton Drive is a dirt road located on St. Helena Island off of Old Church Road. Public Works has maintained approximately 500 feet of the 0.8 mile dirt road for over 20 years. Rosie Singleton Drive was selected for paving in the FY 09/10 – FY 12/13 Dirt Road Paving Program and has been planned for paving in a pending solicitation for Dirt Road Paving Contract #48.

Engineering Division staff received direction that the County must have deeded right of way to improve a dirt road. Engineering has completed two written requests to the six property owners to contribute right of way in order to pave Rosie Singleton Drive. Five of the six property owners have been non-responsive to both written requests. The second request includes a comment that if right of way is not acquired, Rosie Singleton Drive may be reclassified as a private road and removed from the Beaufort County maintenance inventory. Property owners along the road would then assume the responsibility and costs of maintaining the road and drainage ditches.

The one property owner on the west side of the road that has responded has declined to provide right of way. Staff has verbally discussed the need for right of way with this property owner and she acknowledged that she was aware that the road could potentially return to private status and no longer subject to County maintenance if the right of way grant for paving was declined.

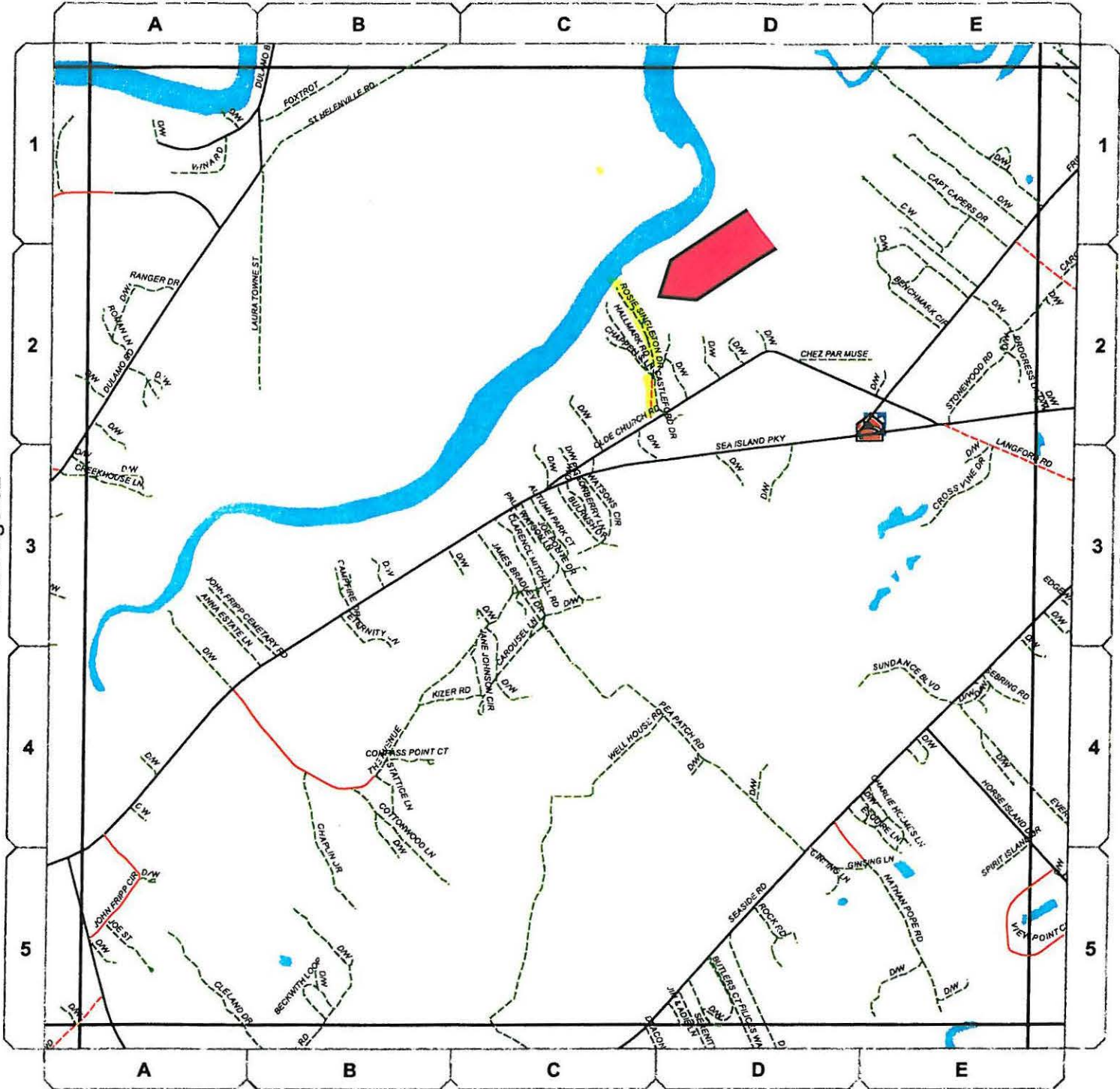
Efforts to date to obtain signed deeds for Rosie Singleton Drive include obtaining a cost for survey, initiating a survey agreement, performing the field survey, preparing letters and deeds, and providing time for owner consideration and questions or discussions. The timeline associated with the process has been approximately three months, with only one owner responding to decline the request. With no community support for granting right of way, staff would not recommend condemnation actions.

The Engineering Division and Public Works Department jointly recommend that the portion of Rosie Singleton Drive that is maintained by the County be designated as a private road and that the County perform no further work or maintenance on this road.

**RECOMMENDATION.** The Public Facilities Committee approve and recommend to County Council to designate Rosie Singleton Drive as a private road.

<sup>DS</sup>  
REK/DS/mjh

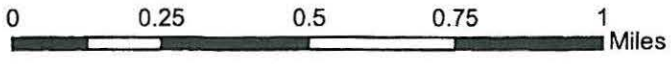
Attachment: Location Map



- PUBLIC SERVICE FACILITIES**
- Hospitals
  - Fire Stations
  - Police Stations
  - EMS Stations
  - Elementary Schools
  - Middle Schools
  - High Schools
  - Airport
  - Boat Landings

- ROADS**
- <all other values>
- OWNER / SURFACE**
- STATE / PAVED
  - STATE / UNPAVED
  - COUNTY / PAVED
  - COUNTY / UNPAVED
  - PRIVATE / PAVED
  - PRIVATE / UNPAVED
  - MILITARY / PAVED
  - MILITARY / UNPAVED
  - TOWN / PAVED
  - TOWN / UNPAVED

- MUNICIPALITIES**
- City of Beaufort
  - Town of Bluffton
  - City of Hardeeville
  - Hilton Head Island
  - Town of Port Royal
  - Yemmessee





R300 012 000 0015  
RANDALL W MCCOY & SUE E  
MCCOY JIROS

315.55 SQ. FT.

R300 012 000 0019  
BERTHA BRADLEY SINGLETON

64.58 SQ. FT.

R300 012 000 0014  
ELIZABETH CHAPPELL & PHIL E  
CHAPPELL JR.

20003.07 SQ. FT.  
REMAINING AREA FOR ACQUISITION

R300 012 000 0019  
BERTHA BRADLEY SINGLETON

R300 012 000 0144  
ELIZABETH TURNER

4472.25 SQ. FT.

R300 012 000 0137  
AMBER HERBERT JOHNSON

144.50 SQ. FT.

ROSIE SINGLETON DRIVE

OLDE CHURCH ROAD

ROSIE SINGLETON DRIVE  
OLDE CHURCH ROAD  
SEA ISLAND PARKWAY

LOCATION MAP (N.T.S.)



**GASQUE & ASSOCIATES INC.**  
LAND SURVEYORS PLANNERS  
28 PROFESSIONAL VILLAGE CIRCLE, BEAUFORT, S.C.  
P.O. BOX 1353, BEAUFORT, S.C.  
(252) 522-1799



( 1" = 100' )

I, David E. Cooper, a Registered Professional Land Surveyor in the State of South Carolina, certify to attend to the above named land to the best of my knowledge, information and belief, the survey shown herein was made in accordance with the requirements of the minimum standards required for the practice of land surveying in South Carolina, and means to establish the requirements for a CLASS survey as specified therein, and there are no encroachments or projections other than shown. This survey is not valid unless it bears the original signature and has a correct seal.

David E. Cooper, R.L.S.  
S.C. Registration Number 12208

**PLAT SHOWING PROPOSED  
RIGHT OF WAY ACQUISITION  
ROSIE SINGLETON DRIVE  
BEAUFORT COUNTY  
ST. HELENA ISLAND  
BEAUFORT COUNTY, SOUTH CAROLINA**

DATE: MARCH 2, 2013 SCALE: 1" = 30'

JCS/2013 F.S. 013 013 013

THIS PLAN IS COPYRIGHTED AND IS ONLY VALID FOR THE USE OF THE ENTITY OR PERSON(S) SHOWN HERE ON.

COPY



April 1, 2013

**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**

**Re: Beaufort County Dirt Road Paving Contract 48- Rosie Singleton Drive**

The Beaufort County Council and the County Transportation Committee (CTC) have selected Rosie Singleton Drive to be included in the County's ongoing Dirt Road paving program. In order to comply with CTC funding requirements, the County Engineering Division has designed a paved roadway that will fit within a 50' right-of-way. Since Rosie Singleton Drive does not currently have a 50' right-of-way, we are asking that you donate a strip of land containing 4,472.25 SQ. FT. (0.103 acres). This piece of land, which contains a portion of the proposed right-of-way, is more clearly described in Exhibit "A" of the enclosed quitclaim deed. The other property owners who would benefit from this project are being asked to donate right-of-way as well.

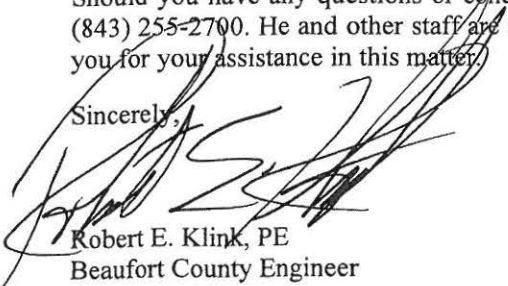
The County intends to pave a new 20' wide asphalt section and provide drainage and utility improvements. The County will be responsible for relocating any utilities, mailboxes, and other structures located within the deeded right-of-way that require moving to accommodate the proposed work. We will work around trees, landscaping and other vegetation wherever possible. If you have any particular concerns, we will be available to meet onsite to discuss the plans with you and/or your neighbors.

A quitclaim deed has been enclosed. Please sign the deed, have it witnessed and notarized, and return it to the Engineering Division in the envelope provided. You may bring the deed to our office if you prefer, and we will witness and notarize the document. If you do not wish to grant the right-of-way, please notify the Engineering Division as soon as possible and return the unsigned deed to us. Please note that without all of the requested right-of-way we will have to abandon the paving project. If that happens, Rosie Singleton may be reclassified as a private road and removed from the Beaufort County maintenance inventory. Property owners along the road would then assume the responsibility and costs of maintaining the road and drainage ditches.

We feel these improvements will provide a great benefit to you and your community, and we strongly recommend encouraging your neighbors to grant the right-of-way requested in this letter. We look forward to working with you so that together, we can ensure that Rosie Singleton Drive does not remain a dirt road.

Should you have any questions or concerns, please contact Eric Klatt, Beaufort County Right of Way Manager at (843) 255-2700. He and other staff are available to answer any questions over the phone and/or meet onsite. Thank you for your assistance in this matter.

Sincerely,

  
Robert E. Klink, PE  
Beaufort County Engineer

REK/EWK/cvs  
Enclosures: Deed





COUNTY COUNCIL OF BEAUFORT COUNTY  
BEAUFORT COUNTY ENGINEERING DIVISION  
102 Industrial Village Road, Building #3, 29906  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Telephone: 843-255-2692 Facsimile: 843-255-9420

April 25, 2013

**Re: Beaufort County Dirt Road Paving Contract 48 - Rosie Singleton Drive 2<sup>nd</sup> Request**

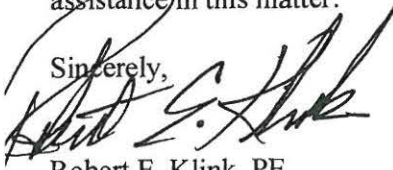
The Beaufort County Council and the County Transportation Committee (CTC) have selected Rosie Singleton Drive to be included in the County's ongoing Dirt Road paving program. In order to comply with CTC funding requirements, the County Engineering Division has designed a paved roadway that will fit within a 50' right-of-way. Since Rosie Singleton Drive does not currently have a 50' right-of-way, we are asking that you donate a strip of land containing 315.55 SQ. FT. (0.007 acres). This strip of land, which contains a portion of the proposed right-of-way, is more clearly described in Exhibit "A" of the enclosed quitclaim deed. The other property owners who would benefit from this project are being asked to donate right-of-way as well.

The County intends to pave a new 20' wide asphalt section and provide drainage and utility improvements. The County will be responsible for relocating any utilities, mailboxes, and other structures located within the deeded right-of-way that require moving to accommodate the proposed work. We will work around trees, landscaping and other vegetation wherever possible. If you have any particular concerns, we will be available to meet onsite to discuss the plans with you and/or your neighbors.

A quitclaim deed has been enclosed. Please sign the deed, have it witnessed and notarized, and return it to the Engineering Division in the envelope provided. You may bring the deed to our office if you prefer, and we will witness and notarize the document. If you do not wish to grant the right-of-way, please notify the Engineering Division as soon as possible and return the unsigned deed to us. **Please note that without all of the requested right-of-way we will have to abandon the paving project. If that happens, Rosie Singleton may be reclassified as a private road and removed from the Beaufort County maintenance inventory. Property owners along the road would then assume the responsibility and costs of maintaining the road and drainage ditches.**

Should you have any questions or concerns, please contact Eric Klatt, Beaufort County Right of Way Manager at (843) 255-2700. He and other staff are available to answer any questions over the phone and/or meet onsite. Thank you for your assistance in this matter.

Sincerely,

  
Robert E. Klink, PE  
Beaufort County Engineer

REK/RYK/cvs  
Enclosures: Deed