



Consulting Engineers
Surveyors
Land Planners
Landscape Architects
Environmentalists

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November 27, 2019

Transmitted via Email and US Mail
christy@gswsa.com

Ms. Christy Everett, PE
Chief Operations Officer
Grand Strand Water and Sewer Authority
P.O. Box 2368
Conway, South Carolina 29528

627-01
Po # 186971

**Re: Proposal for Professional Services
Construction Services for Highway 544 48" Water Line
Horry County, SC**

Dear Ms. Everett:

Thank you for providing DDC Engineers, Inc. (DDC) with this opportunity to present a scope of services and fee proposal for Construction Services of the Highway 544 48" Water Line project located from Highway 701 across the Waccamaw River to Highway 544. Our proposal is in accordance with your email received on November 15, 2019.

PROJECT UNDERSTANDING

It is our understanding that Grand Strand Water and Sewer Authority (GSW&SA) would like for DDC to provide the Construction Observation and Administration for the duration of the project which is expected to last at least fifty-two (52) weeks. Our proposed Scope of Services is described below.

SCOPE OF SERVICES

CONSTRUCTION SERVICES

Submittal

DDC will review the contractor's submittals only for general conformance with the design concept of the project and general compliance with the information given in the Contract Documents.

Construction Observation and Administration

DDC will assist the Client with administration of the contract documents in the form of review of the Contractor's pay request and by providing contract document interpretation. DDC will visit the project site at intervals appropriate to the stage of construction in order to observe the progress and quality of the work completed by the Contractor. Such visits and observations are not intended to be an exhaustive check or a detailed inspection of the Contractor's work, but rather to allow DDC to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract Documents. Based on this general observation, DDC will keep the Client informed about the progress of the work and shall endeavor to guard the Client against deficiencies in the work. DDC will coordinate with State and local agencies as required during the closeout process. DDC will attend meetings, final inspections, prepare closeout documents, address comments, and pick up and deliver record drawings and documents as required to expedite the final closeout of the project. No provision of this paragraph is to be interpreted as construction management of the project.

NPDES Compliance Inspections

DDC will provide NPDES Stormwater Construction Compliance Inspections in compliance with the Stormwater Pollution Prevention Plan (SWPPP) for this project using our SCDHEC Certified


Owner's Initials

Authorized DDC Representative

Inspectors in accordance with mandatory SCDHEC requirements. DDC will perform weekly inspections and complete written reports for drainage, sediment and erosion control compliance in accordance with the approved project plans, specifications, and SCDHEC checklist. DDC is required to inspect the project site until all land disturbing activities have ceased, and permanent vegetative cover or other approved measures, have been installed by the project contractor. Severe penalties can be imposed by SCDHEC for non-compliance to the above.

Record Drawings

DDC will prepare record drawings for the completed infrastructure, as well as make the necessary certifications, as required by State agencies when the project is satisfactorily completed. This will apply to the water line.

FEES

In order to be fair to GSW&SA and to DDC, we propose to provide our Construction Observation and Administration and NPDES Compliance Inspection services based on hourly rates, on a budget of (\$238,680.00). The services for Submittals will be lump sum fee of (\$5,500.00) and Record Drawings will be provided for a lump sum fee of (\$38,500.00). Our proposed budget is derived as follows:

1. Submittals

Construction Administration	20 hrs	@	\$125.00/hr	\$ 2,500.00
Director	15 hrs	@	\$200.00/hr	\$ 3,000.00
Subtotal:				\$ 5,500.00

2. Construction Observation and Administration

Construction Observer		
52 Weeks x 20 hrs / week) x \$100.00		\$104,000.00

Construction Administration		
52 Weeks x 10 hrs / week) x \$125.00		\$ 65,000.00

Director		
52 Weeks x 5 hrs / week) x \$200.00		\$ 52,000.00

3. NPDES Compliance Inspections

52 Weeks x 4 hrs / week) x \$85.00	\$ 17,680.00
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Subtotal hourly, budgeted amount: \$ 238,680.00

4. Record Drawings	\$ 38,500.00
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TOTAL FEES: \$282,680.00

If the services under this Proposal are delayed or continue for a period of more than one (1) year from the date of this Proposal, those fees which are based on hourly rates shall be increased based on DDC's hourly rates that are in effect at that time; any change in such fees shall apply only to the unfinished services as of the effective date of such change. Additionally, DDC shall have the right to


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increase contract fees if the project is delayed due to circumstances beyond DDC's control. Said increases shall be commensurate with the hourly rate increase.

ADDITIONAL SERVICES

Services beyond those listed in the Scope of Services above will be provided when requested in writing by the Client, on an hourly basis in keeping with the attached Rate Schedule. For those Services, which can be quantified, DDC will provide a formal proposal when requested.

REIMBURSABLES EXPENSES

Reimbursable expenses include mileage, courier service, and the cost of reproduction of plans and other paper media including contract documents, etc. DDC will invoice for these services at cost plus 15%. For this project we recommend a budget of \$5,000.00.

FORM OF AGREEMENT

We trust that our proposal will meet with your approval. If so, please sign below and return a copy to our office. This will serve as our Notice to Proceed, unless otherwise noted. Please submit your Form of Agreement for review and approval.

Again, thank you for the opportunity to be of service.

Respectfully Submitted,
DDC ENGINEERS, INC.



Eric K. Sanford, PE
Principal/Director of Municipal Services

EKS:cjt

Attachment: Rate Schedule

Cc: Wes Anderson - DDC Engineers, Inc.
Proposal File

ACCEPTED: _____



Ms. Christy Everett, PE - Chief Operations Officer
Grand Strand Water and Sewer Authority

DATE: _____

12-6-19

DDC ENGINEERS, INCORPORATED
RATE SCHEDULE I
2019

HOURLY RATES FOR PERSONNEL			
Principal Engineer	\$300.00	Professional Land Surveyor	\$150.00
Director	\$200.00	Survey Crew	\$150.00
Senior Project Manager	\$150.00	Survey Manager	\$150.00
Project Engineer	\$125.00	One Man Survey Crew	\$135.00
Engineering Designer	\$100.00	Research/Expeditor	\$75.00
Engineer in Training (EIT)	\$110.00	Construction Coordinator	\$100.00
Stormwater Specialist	\$125.00	Construction Administration	\$125.00
Senior Planner	\$175.00	Construction Observer	\$100.00
Urban Planner	\$150.00	SCDHEC – CPESC Inspector	\$85.00
Sr. Landscape Architect	\$175.00	Field Engineer	\$100.00
Landscape Architect	\$150.00	Regulatory / Governmental Liaison	\$300.00
Landscape Designer	\$125.00		
Residential Landscape Designer	\$100.00	Expert Witness	\$500.00
GIS Analyst / Technician	\$150.00	Certified Arborist	\$150.00
Senior Environmentalist	\$150.00		
Graphic Designer	\$100.00		
Administrative	\$55.00		
REIMBURSABLE EXPENSES			

		Color Printing		
		Size	Color Bond	Photo Bond
Blackline Prints	\$3.00/per sheet			
Travel Expense	\$0.55/mile			
Photocopy – Color	\$0.30/sheet			
Photocopy – B/W	\$0.10/sheet	24 x 36	\$6.00 / sheet	\$11.00 / sheet
Outsourced Expenses	\$ Cost plus 15%	30 x 42	\$9.00 / sheet	\$15.00 / sheet
Courier – Local	\$30/trip	36 x 48	\$13.00 / sheet	\$18.00 / sheet
Courier - +20 miles	\$50/trip	54 x 60	\$25.00 / sheet	\$36.00 / sheet
		54 x 76	\$30.00 / sheet	\$40.00 / sheet
		54 x 96	\$39.00 / sheet	\$55.00 / sheet

THE ABOVE HOURLY RATES MAY BE INCREASED AFTER ONE (1) YEAR FROM DATE OF CONTRACT, OR APPROVED PROPOSAL.


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