

Telephone: 843-549-2545

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# City of Walterboro

242 Hampton Street

Walterboro, South Carolina 29488

Mailing Address:

Post Office Box 709

Walterboro, South Carolina 29488-0008

## Walterboro City Council

Regular Meeting

November 10, 2015

City Hall

6:15 P.M.

### A G E N D A

#### I. Call to Order:

1. Invocation.
2. Pledge of Allegiance.

#### II. Public Input on Agenda Items:

#### III. Approval of Minutes:

1. Minutes of the October 27, 2015 Regular Meeting (Minutes attached).

#### IV. Old Business:

#### V. New Business:

1. Resolution # 2015-R-09, A Resolution Authorizing Submission of a SC National Heritage Corridor Grant Application in the Amount of \$100,000 for the Development of a Discovery Center for the Walterboro Wildlife Sanctuary Located at 100 S. Jefferies Boulevard and Committing 100% Match in Local Accommodation Tax Funds (Memorandum and Resolution attached).
2. Consideration of Task Order with AECOM to Provide Engineering and Design Services and Observation of Construction Services for an Upgraded Booster Pump Station at the Public Works Facility for a Fee Not to Exceed \$43,890 (Memorandum and Task Order attached).

#### VI. Committee Reports:

#### VII. City Manager's Report:

1. Update on Planning for the Walterboro Wildlife Sanctuary Discovery Center - Adam Davis, Parks Director and Staff Liaison to the FROGS Committee.

#### VIII. Executive Session:

1. Discussion of Negotiations Incident to Proposed Contractual Arrangements - I-95 Business Loop Project, Phase IC and ID Lighting.

#### IX. ADJOURNMENT.

DRAFT

Walterboro City Council  
Regular Meeting  
October 27, 2015

**MINUTES**

A Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, October 27, 2015 at 6:15 P.M., with Mayor Bill Young presiding.

**PRESENT WERE:** Mayor Bill Young, Council Members: Jimmy Syfrett, Paul Siegel, Tom Lohr, and James Broderick. City Manager Jeff Molinari, City Clerk Betty Hudson and City Attorney George Cone were also present. Council Members Bobby Bonds and Judy Bridge were absent. There were approximately 10 persons present in the audience.

There being a quorum present, Mayor Young called the meeting to order and welcomed everyone to the meeting. The Mayor announced that he attended the swearing-in of newly elected Senator Margie Bright-Matthews. He stated that several people spoke, but at the end when they said, "We would like to introduce you to the new Senator from Colleton County", it sounded real good. It's been a while since we've had a senator from Colleton. It was a very nice ceremony. Chief Justice Toal swore Senator Bright in and there was a big crowd from Walterboro. Mayor Young further said, I think this is going to be great, and it's certainly time for us to have a seat at the table again, and I think she'll also do a good job representing Allendale, Hampton and the other counties in District 45.

Council Member Syfrett gave the invocation and Council Member Lohr led the pledge of allegiance to our flag.

**PUBLIC INPUT ON AGENDA ITEMS:**

There were no public comments or questions on agenda items.

**APPROVAL OF MINUTES:**

The Minutes of the October 13, 2015 Regular Meeting were approved as submitted on the motion of Council Member Siegel, seconded by Council Member Syfrett with all members voting in favor.

**OLD BUSINESS:**

There was no Old Business before Council.

**NEW BUSINESS:**

1. **Consideration of Funding Recommendations from the Accommodations Tax Advisory Committee**

City Manager Molinari informed Council that the Accommodations Tax Advisory Committee met on Thursday, October 15<sup>th</sup> and recommended the following requests for funding be approved:

<b><u>Requests for 65% Tourism Fund</u></b>	
Walterboro Tourism - Wings and Wheels	\$7,000
The Colleton Center - Smoke in the Boro	\$8,000
South Carolina Artisans Center - marketing	\$14,400
SC Lowcountry & Resort Islands - promotion	<u>\$10,000</u>
Total	\$39,400

Mr. Molinari stated that if these requests are approved as submitted, the projected remaining balance for 2015-2016 will be approximately \$24,165. The

**MINUTES/Page II**

remaining funds will be for consideration at the next scheduled A-tax meeting in February.

A motion was made by Council Member Broderick that Council approve the funding recommendations from the Accommodations Tax Advisory Committee as submitted. Council Member Lohr seconded the motion that passed with all members voting in favor, except Council Members Bonds and Bridge were absent and did not vote.

2. **Request to Close Streets for Turkey Trot 5K Run/Walk on November 26, 2015 from 8:30 A.M. to 9:30 A.M. by Walterboro-Colleton Chamber of Commerce**

City Manager Molinari informed Council a request had been received from the Chamber of Commerce for the Turkey Trot 5K Run/Walk on Thanksgiving Day, November 26<sup>th</sup>. The race will start by the Sheriff's annex building, will go down Klein Street into the Wildlife Sanctuary and then onto Washington Street over Ireland Creek, down Ivanhoe Road onto Jefferies over Ireland Creek and ultimately ending on Washington Street.

Mr. Molinari stated that he had reviewed this application with the Chief of Police and he is comfortable with the application. City staff has has no objections to this request.

A motion was made by Council Member Lohr to approve the request to close the streets for the Turkey Trot 5K Run/Walk on November 26, 2015. Mayor Young seconded the motion that passed unanimously, except Council Members Bonds and Bridge were absent and did not vote.

3. **Request for Streets for the Annual Santa Sprint/Run on December 5, 2015 from 8:00 A.M. to 10:00 A.M. and Use of the City Parking Lot from 10:00 A.M. to 11:00 A.M. by the Colleton County Arts Council**

City Manager Molinari stated that Council has in its agenda packet on the last page, a fairly detailed map outlining where the run/walk will take place. Again, I reviewed this application with Chief Marvin and he is comfortable with it, and staff has no objections. I make a recommendation to approve the request.

A motion was made by Council Member Syfrett to approve the request to close the streets for the Annual Santa Sprint Run and use of the City Parking Lot on December 5<sup>th</sup>. Council Member Broderick seconded the motion that passed with all members voting in favor. Council Members Bonds and Bridge were absent and did not vote.

**COMMITTEE REPORTS:**

There were no Committee Reports given.

**CITY MANAGER'S REPORT:**

There was no City Manager's Report given.

**EXECUTIVE SESSION:**

The Mayor then entertained a motion to enter into an Executive Session. Council Member Siegel made a motion to enter into an Executive Session. Council

**DRAFT**

Walterboro City Council  
Regular Meeting  
October 27, 2015

**MINUTES/Page III**

Member Lohr seconded the motion that passed unanimously, except Council Members Bonds and Bridge were absent and did not vote.

Mayor Young announced that the meeting would convene into an Executive Session for:

- 1) A Discussion of Contractual Negotiation Items - "Project "C".
- 2) A Discussion of Negotiations Incident to Proposed Contractual Arrangements - I-95 Business Loop, and
- 3) Personnel Matter - Consideration of Appointment to the City Appearance Board.

The meeting then convened into an Executive Session.

At approximately 7:16 P.M., a motion was made by Council Member Lohr to exit Executive Session and return to Open Session. Council Member Syfrett seconded the motion. All in favor. None opposed. Motion carried. Council Members Bonds and Bridge were absent and did not vote.

The meeting returned to Open Session, and a motion was made by Council Member Broderick to appoint Talika Mock to the City Appearance Board to fill an unexpired term. Council Member Lohr seconded the motion. All in favor. None opposed. Motion carried. Council Members Bonds and Bridge were absent and did not vote.

There being no further business to consider, a motion to adjourn the meeting was made by Council Member Lohr, seconded by Council Member Broderick and passed unanimously. The meeting adjourned at 7:18 P.M. Notice of this meeting was distributed to all local media and posted on the City's website and the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson  
City Clerk



## MEMORANDUM

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**TO:** Mayor and City Council  
**FROM:** City Manager  
**DATE:** November 4, 2015  
**SUBJECT:** South Carolina National Heritage Corridor Grant

I have attached a set of guidelines and criteria for a 2015 South Carolina Heritage Corridor Grant. City staff would like to submit a grant application in the amount of \$100,000 for the development of a Discovery Center for the Walterboro Wildlife Sanctuary located at 100 South Jefferies Boulevard. The grant requires a 1:1 cash match by the applicant. I recommend that the City pledge \$100,000 from the Local Accommodations Tax Fund to meet the cash match requirement. There is excess capacity in the Local Accommodations Tax Fund to fully fund the matching requirement.

If you have any questions, comments, suggestions or concerns, please do not hesitate to come by City Hall or call me anytime.

Sincerely,

Jeffrey P. Molinari  
City Manager



# South Carolina National Heritage Corridor 2015 Product Development Grant Guidelines and Criteria

Deadline: November 20, 2015

## **ELIGIBLE APPLICANTS**

Applicants must be either state government, a county or a municipality in one of the designated counties within the South Carolina National Heritage Corridor: Abbeville, Aiken, Anderson, Bamberg, Barnwell, Berkeley, Charleston, Colleton, Dorchester, Edgefield, Georgetown, Greenwood, McCormick, Oconee, Orangeburg, Pickens, or Saluda.

All awards are contingent on federal funding. All projects must be ready to proceed and all matching funds must be secured prior to submitting the grant application.

All projects are subject to applicable federal laws, including but not limited to NEPA, NAGPRA, and ADA. Supporting documentation is required to ensure sufficient compliance to federal and state regulations.

## **GRANT CRITERIA**

**Grant Range: \$20,000 to \$100,000 (Larger or smaller grant awards can be made on a case-by-case basis)**

**Cash Match: 1:1**

A 1:1 cash match is required for the grant. The match must be secured prior to applying for the grant.

The SC National Heritage Corridor grants are awarded to projects supporting the Heritage Corridor's mission statement and themes. Information about the SCNHC can be found at [scnhc.org](http://scnhc.org). The grant funds planning, development, revitalization, and conservation of historic, cultural, and natural heritage tourism sites and attractions.

Examples of previously funded projects include feasibility studies, interpretation signage, museum exhibits, displays based on historical research and artifacts conservation, preservation and nature-based recreation development. Projects that directly impact the visitor experience and demonstrate a high degree of sustainability are given greater consideration through the scoring process.

### **Examples of Fundable Projects:**

- **Conservation and Preservation:** Rehabilitating and renovating buildings, structures, and natural areas with historic or cultural significance through methods that do not damage or significantly alter the original structure, including the adaptive reuse of buildings, structures, public historic homes, textile mills, scenic highways, riverbeds and plantations to provide an entertaining and educational visitor experience. **\*\*The EPA and SCDHEC require asbestos and lead based paint testing for all projects involving restoration or rehabilitation of an existing structure prior to beginning the project.**
- **Education and Interpretation:** Development of educational and entertaining exhibits, videos and other media to help explain the history behind a significant historical, cultural, or natural site, building, landscape, flora or fauna that will enhance residents' or visitors' knowledge of an event, region or local culture.
- **Nature-based recreation:** Developing facilities or permanent interpretation within natural areas or landscapes for recreational use that do not damage or significantly alter the resources in the area, including the creation of bird watching sites, hiking, biking, or canoe trails or native interpretive gardens.

### **Outcome Examples:**

- Building or improving new heritage tourism attractions
- Revitalizing, enhancing, or conserving existing structures or landscapes of historic, cultural or natural significance

**The following non-fundable expenditures, projects and terms of ineligibility are automatically removed from applications and consideration for funding:**

### **Non-Fundable Expenditures:**

- Operational overhead costs
- Maintenance of HVAC, plumbing or electrical systems
- Administrative costs
- Equipment, office supplies, appliances
- Office rental
- Meals and travel

### **Non-Fundable Projects:**

- Programs, festivals or events
- The development of for-profit businesses or private ventures
- Restoration of private structures except in circumstances where the individual or organization who possesses ownership enters into an agreement with a public entity for public use of the structure for a period of no less than 15 years
- Development of parks except in circumstances that the park plays a necessary role in the interpretation of the historical, cultural, or natural setting and is in accordance with the themes of the SCNHC

**Additional Terms of Ineligibility:**

- Organizations in which over 50% of the operational area lies outside of the SCNHC boundary
- Projects with an active SCNHC grant with less than 50% of grant funds expended
- Organizations receiving other National Heritage Area funding

**MATCHING FUNDS AND REIMBURSEMENT**

Grant applicants must provide one dollar for every dollar of federal funds, 1:1 reimbursable cash match to the grant request. For example, if the total proposed project budget is \$100,000, the organization may request \$50,000 in grant funds and must provide the additional cash match of \$50,000.

This match *must* come from funds **other than federal money**, such as state, local, and/or private funds. Federal funds that are re-granted or administered through a non-federal entity are ineligible match sources. It is necessary to submit copies of *cancelled* checks (front and back), copies of invoices, and any pertinent procurement documentation to earn reimbursement. In-kind services are not accepted as match. In order to account for match, the reimbursement amount is 50% of the eligible total submitted.

**Project Period**

Project must be completed by September 30, 2016 The SCNHC may grant an extension by signing the grant agreement modification upon a written request by the grantee prior to the end date of the grant agreement.

**GRANTEE RESPONSIBILITIES**

Before any work is done in developing a proposal, the authorizing official of the applicant institution should review the following section on the grantee responsibilities and federal guidelines to determine if his/her institution is able to comply with the general and special provisions listed below:

A: General Provisions

1. OMB Circulars and Regulations

The following Federal regulations are incorporated by reference into agreements with grantees (full text can be found at <http://www.ecfr.gov>:

a) Administrative Requirements:

2 CFR, Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in its entirety;



- b) Determination of Allowable Costs:  
2 CFR, Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E; and
  - c) Audit Requirements:  
2 CFR, Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F.
  - d) Code of Federal Regulations/Regulatory Requirements:  
2 CFR Part 182 & 1401, "Government-wide Requirements for a DrugFree Workplace";  
2 CFR 180 & 1400, "Non-Procurement Debarment and Suspension", previously located at 43 CFR Part 42, "Government-wide Debarment and Suspension (NonProcurement)";  
43 CFR 18, "New Restrictions on Lobbying";  
2 CFR Part 175, "Trafficking Victims Protection Act of 2000"; and  
FAR Clause 52.203-12, Paragraphs (a) and (b), Limitation on Payments to Influence Certain Federal Transactions
1. Non-Discrimination. All activities pursuant to this Agreement shall be in compliance with the requirements of Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964, as amended, (78 Stat. 252; 42 U.S.C. §§2000d et seq.); Title V, Section 504 of the Rehabilitation Act of 1973, as amended, (87 Stat. 394; 29 U.S.C. §794); the Age Discrimination Act of 1975 (89 Stat. 728; 42 U.S.C. §§6101 et seq.); and with all other federal laws and regulations prohibiting discrimination on grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex.
  2. Minority Business Enterprise Development. Pursuant to Executive Order 12432

#### B: Special Provisions

1. All applicable State and Federal laws including, but not limited to, the National Environmental Policy Act (NEPA); and the National Historic Preservation Act (NHPA); and prepare any compliance documents necessary for the NPS and/or State to comply with these laws.
2. All applicable laws including but not limited to the Section 106 of the Historic Preservation Act [ <http://www.achp.gov/work106.html> ], Secretary of Interior Standards [ [http://www.nps.gov/history/local-law/arch\\_stnds\\_0.htm](http://www.nps.gov/history/local-law/arch_stnds_0.htm) ], the Native American Graves Protection and Repatriation Act (NAGPRA) [ <http://www.cr.nps.gov/nagpra/> ], National Environmental Policy Act (NEPA) [ <http://www.epa.gov/region1/nepa> ], and Americans with Disabilities Act(ADA)[ <http://www.usdoj.gov/crt/ada/adahom1.html> ], as applicable. For a full listing of Federal Laws, Regulations, and Standards please visit [ [http://www.nps.gov/history/local-law/arch\\_stnds\\_8\\_2.htm](http://www.nps.gov/history/local-law/arch_stnds_8_2.htm) ].
3. Audit Requirements  
Grantees must agree to have an audit performed that meets the requirements of 2 CFR, Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F, whenever \$750,000 or more in federal funds is expended during a fiscal year and provide SCNHC with a copy of the audit report
4. Procurement Procedures  
The grantees are required to comply with all federal/state/local rules and regulations, including those related to procurement.

It is a national policy to place a fair share of purchases with minority business firms. The grantees are encouraged to take affirmative steps to ensure such fairness. Positive efforts shall be made by

the grantees to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. The grantees shall take all of the following steps to further this goal:

- a) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
- b) Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
- c) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
- d) Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
  - a) Use the services and assistance, as appropriate, of such organizations as the Small Business Development Agency in the solicitation and utilization of small business, minority-owned firms and women's business enterprises.

5. Title IX of the Education Amendments of 1972 provides that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.

6. Fair Labors Standards Act provides that all personnel employed on projects or productions which are financed in whole or in part through Federal financial assistance will be paid not less than the minimum compensation as determined by the Secretary of Labor in Parts 3, 5, 505 of Title 29 of the Code of Federal Regulations. No part of any project shall be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in the project.

7. The Drug Free Workplace Act of 1988 requires that employees of the grantee not engage in unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the grantee's workplace or work site.

8. Minimum Wages Under Executive Order 13658 (January 2015)

C: Additional Requirements

The grantee is required also to:

- Provide IRS letter of tax exempt status and/or (if applicable) letter of agreement from tax-exempt organization with current status. The tax exempt status must be current and last the duration of the grant. If the expiration date expires during the grant process, the Grants Administrator must be copied on correspondence with the IRS and a new tax exempt letter must be secured within six (6) months of the expiration.
- Provide tax-exempt federal identification number
- Comply with the Grant Acknowledgement Policy
- Attend a mandatory SCNHC grant program orientation meeting
- Allow inspection of program records and project by SCNHC and authorized federal agencies through completion and reimbursement of the grant award

**15 printed applications are to be submitted to:**

Yuka Greer  
South Carolina National Heritage Corridor  
PO Box 477  
Belton, SC 29627

**Please also submit an electronic copy of the application to:**

[yuka@scnhc.com](mailto:yuka@scnhc.com)

**RESOLUTION NO. 2015-R-09**

**WHEREAS**, the City of Walterboro purchased the property at 100 South Jefferies Boulevard for future redevelopment as a Discovery Center for the Walterboro Wildlife Sanctuary in September 2013; and

**WHEREAS**, the South Carolina National Heritage Corridor is offering grant opportunities for the revitalization and enhancement of existing structures for the development of natural heritage tourism sites and attractions; and

**WHEREAS**, the South Carolina Natural Heritage Corridor grant applications require a 1:1 cash match by the applicant; and

**WHEREAS**, the City of Walterboro will be submitting a grant application in the amount of \$100,000 for the development of a Discovery Center for the Walterboro Wildlife Sanctuary at 100 South Jefferies Boulevard.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Walterboro, South Carolina, in Council Assembled, that:

1. City Council hereby endorses the project and authorizes the submission of the grant application in the amount of \$100,000.00.
2. The City Manager shall be and is authorized to prepare and execute the grant application on behalf of the City.
3. City Council hereby authorizes a match of \$100,000 in Local Accommodation Tax Funds.

**ADOPTED**, THIS 10<sup>TH</sup> DAY OF November, 2015.

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William T. Young, Jr.  
Mayor

**ATTEST:**

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Betty J. Hudson  
City Clerk



## MEMORANDUM

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**TO:** Mayor and City Council  
**FROM:** City Manager  
**DATE:** November 5, 2015  
**SUBJECT:** Booster Pump Station – Colleton County CDBG Application

Colleton County will be submitting a “Ready to Go” CDBG application to install a new booster pump station at the Public Works facility. The booster pump station was originally part of the Hampton Street, Washington Street, Ivanhoe Street Waterline project that was approved as part of the Capital Project Sales Tax. The County has asked for the City’s engineer to provide the design and construction documents. The total cost of the task order is **\$43,890** to include preparation of construction plans and specifications, bid phase, construction phase and permitting and construction observation. The City will be reimbursed the full amount of **\$43,890** from the Capital Project Sales Tax.

City staff asks for Council’s favorable consideration of committing design and engineering services in the amount of **\$43,890** to be reimbursed fully by Colleton County through the Capital Project Sales Tax. If you have any questions, comments, suggestions or concerns, please do not hesitate to come by City Hall or call me anytime.

Sincerely,


Jeffrey P. Molinari  
City Manager

Attachments

Telephone: 843-782-1000  
Fax: 843-549-9795  
TDD Relay: 1-800-735-2905

**City of Walterboro**  
242 Hampton Street  
Walterboro, South Carolina 29488

Mailing Address:  
Post Office Box 709  
Walterboro, SC 29488-0008

To: Jeff Molinari  
From: Wayne Crosby   
Date: 11/05/2015  
Re: **Booster Pump Station Upgrade Project Task Order # 37**

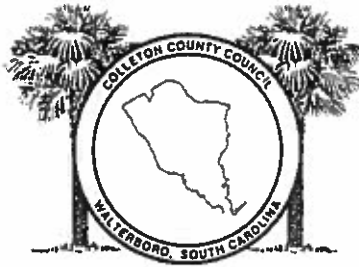
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The City of Walterboro's Utilities Department expects to receive a grant from the South Carolina Department of Commerce that will allow the installation of a new water Booster Pump Station and the rehabilitation of an existing well. The station will be situated on the City's property along Robertson Blvd. This Booster Pump Station will consist of a triplex system that will provide a redundant source of water to the distribution system during periods of peak demand and provide increased fire protection. The engineering expenses will be applied toward our required matching funds. This expense will be reimbursed to the City through the County's Capital Project Sales Tax.

AECOM Engineering has provided a Task Order (#37) to perform the engineering design services for a sum not to exceed \$26,200 and the observation of construction services not to exceed \$17,690.

It is our recommendation to approve AECOM as our engineering firm for this project and authorize the execution of Task Order # 37 contingent upon approval of the project by South Carolina Commerce.

# Colleton County, South Carolina



September 21, 2015

Ms. Lisa Kalsbeck  
Director, Federal Programs  
SC Dept. of Commerce – Grants Administration  
1201 Main Street, Suite 1600  
Columbia, SC 29201

RE: Consideration of Project for Ready to Go Funding  
Walterboro Booster Pump Station

Dear Ms. Kalsbeck;

Colleton County is currently working on a number of projects in concert with the City of Walterboro as part of a major capital improvements effort that is being funded in part with sales tax funds. One of the projects we are working on together involves the upgrade of an existing booster pump station located at one of the City's ground storage tank sites. Walterboro has proposed to replace an existing booster pump station with a new more energy efficient pump station.

The existing booster pump station is equipped with only a single constant speed pump that is aging and requires significant routine maintenance. The pump station is over 20 years old and nearing the end of its service life. Being a single pump station, the one pump has had to account for all of the required run time adding additional wear to the pump contributing to the deteriorated condition. In its existing condition, the station does not run at full efficiency resulting in continued energy loss. In addition, since it has no backup pump to provide redundancy in case of a pump failure, a temporary pump is required should the pump station go offline. These temporary pumps are both costly and inefficient. Because of the age and condition of the station, such a failure is much more likely to occur than in the proposed new booster pump station. Our SC DHEC representative for this region has acknowledged that this is a very unusual circumstance (this being a single pump station) and has confirmed that this is the only one like this in the Lowcountry area that she performs regular system inspections in. This is a concern for SCDHEC as they perform their annual survey for the system.

The proposed upgrade of the existing station with a new booster pump station will have several benefits for the City of Walterboro. The proposed pump station will include a backup pump for full redundancy in case of a failure of one of its pumps. Also, the run time of the pumps will be split between pumps further

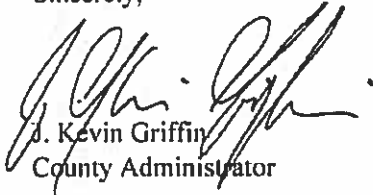
lengthening their service life and reducing wear. The pump station will require less maintenance from City employees resulting in fewer man hours and lower fuel costs associated with trips to the station. The new pumps will also be much more efficient, consuming less electricity, and they will be driven by variable speed drives, which will allow only the required horsepower to be used depending upon actual system demand and pressure. The system wide WaterCAD model was used to calculate the difference in pump run time and energy consumption, and the new pump station will use approximately 60% less electricity on an average day than the existing station. Overall, this project will provide the City of Walterboro a booster pump station which not only has increased reliability but will have lower annual costs due to reduced energy usage and maintenance.

Walterboro has already invested approximately \$40,000 in this project. The funds have been used for design and permitting, which have been completed. The County would like to use the funds already expended as pre-agreement match funds toward the require match for the project. Once funding is approved for this project bids could be issued immediately. SCDHEC has been patient with the City regarding the upgrade only because they do try to maintain the existing station to be best extent possible; however, the expectation from SCDHEC is that this will be addressed sooner rather than later. SCDHEC requires systems to have redundant pumping sources to be in compliance.

Colleton County is aware that the City does have a number of CDBG projects that are open; however, the proposed project does serve residents outside of the city limit so it is important to the County too that the matter be addressed. As a result, we would like to be allowed to pursue Ready to Go funds immediately to address the pump station. We are attaching an updated cost estimate for the pump station as information to this request.

If any other information is needed to take this request under consideration, please let us know.

Sincerely,



J. Kevin Griffin  
County Administrator

Enclosure (1)

CC: Jeff Molinari, City of Walterboro  
Wayne Crosby, City of Walterboro  
Michelle Knight, Lowcountry COG



**EXHIBIT**  
to the  
*GENERAL AGREEMENT for PROFESSIONAL ENGINEERING SERVICES*  
**INDIVIDUAL TASK ORDER No. 37**

**A. Description of Project**

1. The Project consist of the following:
  - New booster pump station and rehabilitation of the existing shop well.

**B. Scope of Services**

1. Preparation of Construction Plans and Specifications

The ENGINEER is to prepare construction plans and specifications for the items proposed for construction in Part A. The plans and specifications will describe the materials, and related items that enter into the Project. In preparing such plans and specifications, the ENGINEER shall perform professional services as hereinafter provided which are normal civil, sanitary and structural engineering services and other normal services incidental thereto. The ENGINEER will incorporate funding agency requirements into the design documents. The following services shall be included in this item:

- a. The ENGINEER will review as-built drawings, maintenance records, and other available information provided by OWNER.
- b. Based on information contained in the design documents, the ENGINEER shall submit an opinion of the probable cost for the Project including construction costs, contingencies and other related items. Since the ENGINEER has no control over the cost of labor, materials, equipment, or the Contractors methods of determining price or competitive bidding, the ENGINEER cannot and does not guarantee that proposals, bids, or the Project construction cost will not vary from the ENGINEER's opinion of the probable cost of the Project.

2. Bid Phase

The ENGINEER shall assist the OWNER in advertising the Project for bids, receiving bids, and preparing contracts for construction as follows:

- a. The ENGINEER shall prepare an "Advertisement for Bids" and shall have the advertisement published in area newspapers and other locations as appropriate. Costs for publishing will be paid by OWNER.
- b. During the advertisement period, the ENGINEER shall prepare and distribute copies of plans and specifications to construction contractors, subcontractors, equipment suppliers, etc. for their use in preparing bids. The contractors, subcontractors, equipment suppliers, etc. will be charged for the ENGINEER's cost of providing plans and specifications. The ENGINEER shall answer questions of contractors, subcontractors, equipment suppliers, etc. and shall issue addendums to the plans and specifications as appropriate.
- c. The ENGINEER shall attend the bid opening and assist the OWNER in opening and reading the contractors' bids.
- d. The ENGINEER shall review bids received and shall prepare a recommendation of award to the OWNER. Once the OWNER has accepted bids for the Project, the ENGINEER will prepare contract documents and coordinate the completion of these by the contractor and the OWNER.
- c. Upon approval by the Owner and the funding agency, the ENGINEER will prepare a "Notice to Proceed" to be sent to the contractor.

3. Construction Phase

The ENGINEER shall assist the OWNER during the construction phase of the various Projects by providing various office management services as follows:

- a. Prior to commencement of construction of the Project, the ENGINEER shall schedule and conduct a preconstruction conference to review Project schedules, requirements, conditions, etc.

b. The ENGINEER will provide the following construction administration services as follows:

- 1) Prepare a "Notice to Proceed" to be sent to the contractor.
- 2) Submit progress reports as required by the OWNER or other responsible agency.
- 3) Review shop drawings, material and equipment submittals provided by the contractor for the Project.
- 4) If a construction change order is required, prepare, approve and submit proposed change order request to the Owner for approval.
- 5) Review the contractor's periodic requests for payment and make recommendations to the OWNER concerning payments to the contractor.
- 6) Review contractor questions and request for information (RFI's) and provide recommendations to the OWNER and contractor.
- 7) Prepare and furnish to the OWNER one complete set of plans, drawings and/or maps showing the Project as constructed. These plans, drawings and/or maps shall be marked "Record Drawings".

4. Permitting

The ENGINEER shall provide the OWNER copies of plans and specifications for the Project for review and approval. Upon approval by the OWNER, the ENGINEER shall submit copies of the Project plans and specifications for review and approval by federal and state agencies listed below. The ENGINEER shall work with these agencies and assist the OWNER in efforts to obtain the necessary permits and/or approvals from these agencies. The ENGINEER is to furnish such agencies with the required number of copies of plans and specifications as follows:

- a. South Carolina Department of Health and Environmental Control – Land Disturbance Permit or Waiver.
- b. South Carolina Department of Health and Environmental Control – Construction Permit.

e. All permit fees shall be paid by the OWNER.

5. Construction Observation

The ENGINEER shall act as the OWNER's representative during the construction period of the various projects. The ENGINEER and the OWNER shall jointly decide questions that may arise as to quality and acceptability of materials furnished and work performed by the contractor. The ENGINEER shall make visits to the site at intervals appropriate to the various stages of construction, as the ENGINEER deems necessary in order to observe the progress and quality of the various aspects of the contractor's work. In addition, the ENGINEER shall provide the services of a Project Representative at the site to provide more continuous observation of such work. Based on information obtained during such visits and on such observations, the ENGINEER shall endeavor to determine, in general, if such work is proceeding in accordance with the Project plans and specifications.

- a. The Project Representative will be the ENGINEER's agent or employee and under the ENGINEER's supervision. The duties and responsibilities of the Project Representative are set forth in Attachment "B" of the *General Agreement for Professional Engineering Services* of which this Exhibit is a part.
- b. The purpose of the ENGINEER's visits and representation by the Project Representative at the site will be to enable the ENGINEER to meet the requirements of the South Carolina Department of Health and Environmental Control's "Permit to Construct" and to provide the OWNER a greater degree of confidence that the completed work of the contractor will conform generally to the Project plans and specifications and that the integrity of the design concept as reflected in the Project plans and specifications has been implemented and preserved by the contractor. On the other hand, the ENGINEER shall not, during such visits or as a result of such observations of the contractor's work, supervise, direct or have control over the contractor's work nor shall the ENGINEER have

authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by the contractor, for safety precautions and programs incident to the work of the contractor or for any failure of the contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the contractor furnishing or performing its work. Accordingly, the ENGINEER can neither guarantee the performance of the construction contracts by the contractor nor assume responsibility for the contractor's failure to furnish and perform its work in accordance with the contract documents.

6. Special Services

In addition to the foregoing services, the following special services may be required and must be authorized in advance in writing by the Owner after the total cost of such services has been agreed to by both parties:

- a. Laboratory tests, well tests, specialized geological, hydraulic or other studies may be recommended by the ENGINEER. The cost of such tests and/or studies shall be borne by the OWNER; provided, however, that the OWNER shall be advised of and give consent to such tests and/or studies prior to their being made.
- b. Necessary preparation of sketches, maps, plats, etc., for easements, litigation, shall be provided by the ENGINEER, if requested by the OWNER.
- c. Redesign done by the ENGINEER at the request of the OWNER
- d. Services during re-advertisement for bids for construction
- e. Assistance in obtaining and administering funding for the Project
- f. Collect and submit copies of weekly payrolls from contractors and subcontractors, if required.
- g. City and/or County Planning Commission or other planning authority approvals
- h. Preparation of plans and specifications for "Alternate" bid items

- i. Assistance with administering "Liquidated Damages" or other construction penalties
- j. Construction contract negotiations after bids are received
- k. Easement plats to cross private property.
- l. Other assistance or services as requested by the OWNER and not specifically provided for herein.

**C. Compensation**

Based on the percentage of completion of each item and as services are rendered compensation to the ENGINEER for the services outlined above shall be in accordance with the following:

1. For services rendered under Item B.1 through B.4 – Preparation of Construction Plans and Specifications, Bid Phase, Construction Phase and Permitting, compensation to the ENGINEER shall be a Lump Sum cost of \$26,200.
2. For services rendered under Item B.5 – Construction Observation, compensation to the ENGINEER shall be on an hourly basis in accordance with the Hourly Rate Schedule of Attachment "A" of the *General Agreement for Professional Engineering Services* of which this Exhibit is a part for a Not to Exceed Fee of \$17,690. This fee is based on a 12-week construction period and an average of 16 hours of construction observation per week. Should construction exceed 16-weeks, compensation for the additional service would be due the ENGINEER based on the Hourly Rate Schedule of Attachment "A" of the *General Agreement for Professional Engineering Services* of which this Exhibit is a part.
3. For services rendered under Item B.6 – Special Services, compensation to the ENGINEER shall be on an hourly basis in accordance with the Hourly Rate Schedule of Attachment "A" of the *General Agreement for Professional Engineering Services* of which this Exhibit is a part.

This Agreement formally entered into and agreed upon this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

**URS**



Michael A. Beckman, P.E.

Vice President

**ATTEST:**

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**City of Walterboro**

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Jeffrey P. Molinari

City Manager

**ATTEST:**

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