

**MAYOR:**  
John Labriola

**TOWN ADMINISTRATOR:**  
Stephanie Tillerson

**TOWN ATTORNEY:**  
Joseph Wilson



**MAYOR PRO TEMPORE:**  
Michael Heidingsfelder

**COUNCIL MEMBERS:**  
Bradley D. Belt  
Russell A. Berner  
Madeleine Kaye

## **WAYS & MEANS COMMITTEE MEETING**

**Municipal Center Council Chambers**

**March 5, 2024, 10:00 am**

### **AGENDA**

- I. **Call to Order:**
- II. **Pledge of Allegiance**
- III. **Roll Call:**
- IV. **Approval of Minutes:**
  - A. Minutes of the Ways and Means Committee Meeting of February 6, 2024 [Tab 1]
  - B. Minutes of the Special Call Ways and Means Committee Meeting of February 21, 2024 [Tab 2]
- V. **Citizens' Comments (Agenda Items Only):**
- VI. **Old Business:**

None
- VII. **New Business:**
  - A. Review and Recommendation to the Town Council for Approval of the Planning Fee Schedule (Tree Preservation) [Tab 3]
  - B. Review and Recommendation to Town Council for the Approval of the Proposal from Coastal Science and Engineering for Beach Monitoring [Tab 4]
  - C. Review and Recommendation to Town Council for the Approval of the Compensation and Benefits Study by Evergreen. [Tab 5]
  - D. Review and Recommendation to Town Council for the Approval of Solid Waste Fees [Tab 6]
  - E. Review and Recommendation to Town Council for the Approval of the Proposal from Truluck Construction for Beachwalker Drive/Kiawah Island Parkway Construction [Tab 7]
  - F. Review and Recommendation to Town Council for the Approval of the Proposal from EAS Professionals for Beachwalker Drive/Kiawah Island Parkway Consulting, Engineering, And Inspection Services [Tab 8]
- VIII. **Chairman's Report:**
- IX. **Treasurer's Report:**
  - A. Monthly Budget Report [Tab 9]
  - B. Fiscal Year 2024-2025 Budget Discussion - Revenues [Tab 10]
- X. **Citizens' Comments:**
- XI. **Committee Member's Comments:**
- XII. **Adjournment:**



Tab | 1

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## **WAYS AND MEANS**

### **Agenda Item**

# WORK IN PROGRESS

I apologize.... I did not complete the materials for this tab in time to include them. They will be sent to you via email to include with the materials.

Thanks for your patience,

*Petra*



Tab | 2

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## **WAYS AND MEANS**

### **Agenda Item**

# WORK IN PROGRESS

I apologize.... I did not complete the materials for this tab in time to include them. They will be sent to you via email to include with the materials.

Thanks for your patience,

*Petra*



Tab | 3

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## **WAYS AND MEANS**

### **Agenda Item**



# Town of Kiawah Island Planning Department Fee Schedule

Amended: ~~September 5, 2023~~ March 5, 2024

<u>Service</u>	<u>Fee</u>
<b>A. ORDINANCES AND PLANS</b>	
1. Town of Kiawah Island Land Use Planning and Zoning Code Ordinance	\$50.00
2. Town of Kiawah Island Comprehensive Plan	\$90.00
3. Ordinance, Plans & documents in digital form	\$10.00
<b>B. COPIES</b>	
1. Black & White Copies 8.5 x 11 (Single-sided pages)	\$0.15
2. Black & White Copies 8.5 x 11 (Double-sided pages)	\$0.25
3. Black & White Copies 11 x17	\$0.75
4. Color Copies 8.5 x11 (Single-sided pages)	\$0.75
5. Color Copies 8.5 x11 (Double-sided pages)	\$1.25
6. Color Copies 11x17	\$2.00
<b>C. MAPS</b>	
1. Entire Town Zoning or Future Land Use data maps 11x17	\$5.00
2. Entire Town Zoning or Future Land Use data maps 24x36	\$20.00
3. Specific Area Town Zoning or Future Land Use data maps 11x17	\$5.00
4. Specific Area Town Zoning or Future Land Use data maps 24x36	\$20.00
5. Special Requests (Customized maps); Example, parcel boundaries with CAMA Data or other associated data, study areas, municipal boundaries, etc.	\$60.00 per hour
<b>D. RECORDINGS</b>	
1. Copies of Tape/Digital Recordings	\$35.00
<b>E. SUBDIVISION PLATS</b>	
1. One Lot or Exempt Plat	\$50.00
2. 2-10 Lots or Minor Subdivision Plat	\$100.00 + \$10/lot
3. 11 or more Lots or Preliminary Plat for Major Subdivision	\$200.00 + \$10/lot
4. Conditional Plat	\$200.00 + \$10/lot
5. Final Plat	\$100.00 + \$10/lot
6. Public Improvement(s) Review (Engineering)	\$100.00 + \$10/lot
7. Appeals of Subdivision Related Administrative Decisions	\$300.00
<b>F. ZONING</b>	
1. Zoning Verification	\$25.00
<b>G. ZONING PERMITS</b>	
1. Temporary Zoning Permit Fee	\$50.00

<u>Service</u>	<u>Fee</u>
2. <del>Protected/Grand Specimen</del> Tree Removal Permit Fee (Zoning Permit)	\$75.00
3. Residential Land Disturbance	\$25.00
4. Residential Zoning Permit	\$25.00
5. Home Occupation	\$75.00
6. Commercial and Industrial Zoning Permits:	
a. Up to 5,000 SF and greater building size	\$75.00
b. 5,000 SF and greater building size	\$100.00
<b>H. ZONING AND COMPREHENSIVE PLAN AMENDMENTS</b>	
1. Zoning Map Amendments [Rezoning] including Form-Based Zoning District Applications	\$325.00 + \$10/acre
2. Planned Development (PD) Zoning District Applications	
a. Less than 10 acres	\$350.00 + \$10/acre
b. 10-99 acres	\$1,200.00 + \$15/acre
c. 100 acres or greater	\$1,800.00 + \$20/acre
3. Amendment to existing Planned Development text	\$400.00 + \$2/acre
4. Sketch Plan Amendment	\$350.00 + \$2/acre
5. Zoning and Land Development Regulations Ordinance Text Amendments	\$350.00
6. Comprehensive Plan Amendments	\$350.00
<b>I. DEVELOPMENT AGREEMENT APPLICATIONS</b>	
1. Development Agreement Application Fees	<ul style="list-style-type: none"> <li>• \$900 + \$10/acre; and</li> <li>• Applicants may be required by Council to provide funds to the Town to hire third party consultants and/or experts necessary to assist the Town in reviewing and evaluating the application.</li> </ul>
<b>J. SITE PLAN REVIEW</b>	
1. Limited Site Plan Review	\$150.00
2. Up to 5,000 SF building size or up to 10 acres if no buildings are included in the application	\$300.00
3. Greater than 5,000 SF building size or 10 acres or more if no buildings are included in the application	\$600.00
<b>K. BOARD OF ZONING APPEALS</b>	
1. Appeals of Zoning Related Administrative Decisions	\$350.00
2. Special Exceptions	\$350.00
3. Zoning Variances	\$350.00
<b>L. LANDSCAPE AND TREE PRESERVATION BOARD</b>	
1. TPB Review with Site Plan Review	\$100
2. TPB Review Tree Preservation Plan Review	\$350
3. Protected or Grand Tree Removal (Post Occupancy)	\$350.00
4. Appeals of Landscape & Tree Related Administrative Decisions	\$350.00
<b>M. ADDRESSING</b>	
1. Street Name Change	\$50.00

<u>Service</u>	<u>Fee</u>
<b>N. SIGNS</b>	
1. Wall Signs (per use)	\$50.00
2. Free Standing Sign	\$50.00
<b>O. FEE SCHEDULE NOTES</b>	
1. Zoning and Planning Department fees that are based on acreage include highland acreage and freshwater wetland acreage; OCRM Critical Line acreage is excluded from fee calculations.	
2. Town Council may waive all or a portion of the above fees upon submittal of a request to Council and subsequent approval at a public meeting of Town Council.	
3. If any type of zoning application/permit is required in order to bring properties that have current zoning violations into compliance with the Town of Kiawah Island Land Use Planning and Zoning Ordinance, the zoning application/permit fees shall be doubled.	
4. Separate applications and fees shall be filed for more than one Variance request to each requirement of this Ordinance.	
5. Fees for 911 street signs may be waived.	
6. Fees associated with the Freedom of Information Act adhere to the Town's outlined FOIA Policy.	

### Example Permitting Example Fees Application

This table provides a snapshot of applicable zoning application fees related to proposed tree preservation standards and review process.

Proposed New Development	Fee	Proposed New Development	Fee	Specimen Tree Removal (Post Occupancy)	Fee	Proposed Single Family Residential Development	Fee
Site Plan Review Application (up to 5,000 SF or up to 10 acres)	\$350	Site Plan Review Application (greater than 5,000 SF or up to 10 acres)	\$600	Tree Preservation Board Review	\$350	Tree Preservation Board Review (if applicable)	\$350
Board of Zoning Appeals (if applicable)	\$350	Board of Zoning Appeals (if applicable)	\$350	Zoning Permit Application	\$75	Board of Zoning Appeals (if applicable)	\$350
Tree Preservation Board Review	\$100	Tree Preservation Board Review	\$100			Zoning Permit Application	\$25
Zoning Permit Application	\$75	Zoning Permit Application	\$100				
<b>Total</b>	<b>\$525</b>	<b>Total</b>	<b>\$800</b>				
<b>Total w/BZA approval</b>	<b>\$875</b>	<b>Total w/BZA approval</b>	<b>\$1,150</b>	<b>Total</b>	<b>\$375</b>	<b>Total w/BZA &amp; TPB approval</b>	<b>\$725</b>

- I. Site Plan Review process requires TPB review of Tree Preservation Plan for Specimen Tree Removal. As a result, the proposed amendment considers the cost of two processes for applicable fees.
- II. The base fee for TPB Applications mirrors BZA public hearing procedures fees.
  - (Public notice of the property: (posted sign, mailed notices letters, PC ad, interested parties)
- III. All fees do not include costs of any required mitigation pursuant to the ordinance.



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## **WAYS AND MEANS**

### **Agenda Item**



# Request for Ways and Means Committee Action

**TO:** Ways and Means Chairman and Committee Members  
**FROM:** Jim Jordan  
**SUBJECT:** Request to approve Beach Monitoring Proposal from CSE  
**DATE:** March 5, 2024

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## **BACKGROUND:**

The Town of Kiawah Island (TOKI) has contracted with Coastal Science and Engineering (CSE) to perform beach monitoring and beach project coordination since 2005.

## **ANALYSIS:**

The beach is one of the island's greatest assets, and it is important to continue to monitor and document changes over time. CSE provides high-quality work and has a proven track record with the Town.

## **ACTION REQUESTED:**

Staff requests that the Ways and Means Committee recommend to the Town Council to approve a 3-year beach monitoring contract with CSE for 2024-2026.

## **BUDGET & FINANCIAL DATA:**

The annual cost for beach monitoring is \$49,862.00, with a total 3-year cost of \$149,585.00. This 3-year contract would begin in FY 2024-2025. Funding would come from ATAX funds.

## **THE PROPOSAL**

[P2597]

### **EXHIBIT A**

**2024–2026**

#### **Beach Condition and Post-Project Monitoring at Kiawah Island (SC)**

##### **INTRODUCTION**

This proposal is submitted at the request of the Town of Kiawah Island (SC) for annual beach monitoring and post-project environmental monitoring services. The proposed services follow the completion of restoration projects at the east end of the island in 2006 and 2015 and associated post-project monitoring from 2006 to 2023.

CSE was retained by the Town to complete annual post-nourishment monitoring of the 2006 and 2015 project areas as well as the downcoast areas of Kiawah Island. Monitoring results have been submitted annually to the Town and provide updated beach condition assessments and analyses of shoreline change, including focused discussion of changes occurring at the dynamic east end. Annual monitoring of developed beaches is considered an essential aspect of coastal community management, and aids in damage prevention, recovery, and planning.

The present proposal covers the following engineering services required to provide three years of updated condition assessments for Kiawah Island's beach, similar to recent monitoring efforts. This proposal does not include services that would be needed should another channel realignment project be necessary. Proposed work includes:

- Annual surveys of the oceanfront, including ~60 profile lines
- Annual reports documenting beach volume changes and project performance
- Annual oblique aerial image surveys

##### **BASIC SERVICES**

References to the "Engineer" and/or "Consultant" in the scope of services are to CSE as the project manager responsible to the Town for executing the services proposed. Execution of the services by CSE includes completion of work as required to perform all aspects of the scope of services. References to the "Town" refer to the Town of Kiawah Island, a South Carolina municipality.

## **SCOPE OF SERVICES**

The scope of services proposed herein represents the basic services and is based on CSE's work to date for the Town, experience on similar projects and project components, the scope of the project as defined by this proposal, and the regulatory requirements of agencies of the state of South Carolina and the federal government with jurisdiction over construction at the site. The following scope of services is proposed.

### **Task 1.0 Planning, Communication, and Liaison**

The planning task of the project will include coordination and meetings with Town representatives to:

- Review the final plan
- Develop schedules
- Participate in public forums
- Provide liaison with government agencies following annual surveys
- Assist the Town with communication and liaison
- Coordinate with permitting agencies for compliance

Following authorization to proceed with the proposed scope of services:

- 1.1 CSE will discuss with Town representative(s) to clearly define the goals and objectives for the work.
- 1.2 CSE will work with the Town to schedule monitoring surveys at a time that will not impact public events, etc. CSE will coordinate with public safety officials regarding beach access and near-shore hydrographic work.
- 1.2 CSE will assist the Town in preparing annual summaries, including display graphics for distribution to officials and the public through various mediums, including websites, newspapers, or Town newsletters.

## **Task 2.0 Annual Beach Condition Survey**

This task of the project will include condition surveys of the beach and inshore zone [to approximately –12 foot (ft) depths]. These surveys will supplement previous field data by CSE and will be used for volume change analysis using reaches and boundaries similar to those in recent reports. The surveys can also satisfy the annual monitoring requirement of project permits should another project be completed within the agreement's timeframe, as the required monitoring area was established to match stations regularly monitored under the annual program (from the Beach Club to the eastern lagoon).

CSE will conduct annual condition surveys of the beach between Captain Sams Inlet and Penny's Creek (Stono Inlet). The Engineer will reoccupy profile lines established under the prior monitoring agreement (approximately 60 lines between OCRM station 2615 and OCRM station 2730) and will obtain cross-sections from the foredune to approximately –12-ft depth contour, or at least 1,500 ft from the baseline. This survey will be compared with prior surveys and will document volume changes in the project area and downcoast areas.

Surveys will be conducted around October each year to coincide with previous shoreline assessments and to allow for same-season comparisons with surveys conducted under the prior agreement. The survey will be completed using an RTK-GPS (Trimble™ Model R10-GNSS) for data collection. The offshore work will be performed using the Trimble™ linked to an Odom™ CV100 precision survey fathometer for direct measurements of the bottom without the need for tide corrections. Measurements over subaerial portions of Kiawah Island will extend to low-tide wading depth. Offshore profiles will be collected at 1–10 Hz but will be filtered in the office to eliminate spikes and provide a 5–7-point floating average. Smoothed offshore data will be edited to a manageable size and merged with subaerial data.

Field data will be entered into CSE's beach profile analysis system (BPAS) and combined with historical profile data. Each profile will be checked for proper juxtaposition with previous surveys. Changes between the present survey and selected earlier surveys will be computed (similar to previous profile change analyses for the Town by CSE). Overall volume changes by reach will be calculated by extrapolating unit-volume changes over representative shore lengths. CSE will evaluate the net direction and rate of sand transport to downcoast and upcoast reaches and identify developing erosion trends where applicable. Changes occurring within the project area will be identified, and CSE will discuss the project performance and condition of the closure dike and inlet.

The survey results will be presented in an annual report with graphics that illustrate the physical changes and place them in context. Annual reports will be submitted to regulatory and resource agencies to comply with project permits.

### **3.0 Aerial Photography**

Oblique aerial imagery will be collected off of the beach and shoals at low tide annually. Imagery will be used to offer visual depictions of the beach condition, dune condition, and shoal locations. Imagery will be placed side by side with historical images to offer easy-to-see comparisons of the present beach condition with historical conditions.

### **4.0 Annual Report**

CSE will assemble the results of each annual monitoring effort into a comprehensive technical report, similar to monitoring reports provided to the Town under the previous monitoring contract. Reports will document beach volume changes and dune condition and will identify potential concerns. Changes occurring in the project area will be described, and erosional hot spots will be identified. At the discretion of the Town, CSE will present findings of the annual monitoring to Town officials, the community, and/or resource agency officials at a schedule determined by the Town (one presentation in Kiawah/Charleston is assumed each year). [Note: CSE will also meet with the Town's representatives at other times during each year around the time of field deployments and/or as other opportunities occur.]

## **ADDITIONAL SERVICES**

The work described in the scope of services (Task 1.0 through Task 4.0) does not include work in the following categories. Work in these categories or other services requested by the Town will be considered Additional Services.

If the Town wishes CSE to perform any of the following Additional Services, the Town shall so instruct CSE in writing, and the Engineer will perform or obtain from others such services and will be paid, therefore, as provided in the Agreement for Services between the Town and the Engineer for Professional Services.

- Services resulting from significant changes in the general scope, extent or character of the project, or major changes in the documentation previously accepted by the Town where changes are due to causes beyond CSE's control.
- Providing renderings or models outside of what is presented in Tasks 1–4.
- Detailed consideration of operations, maintenance, and overhead expenses; value engineering; and the preparation of rate schedules, earnings and expense statements, cash flow and economic evaluations, feasibility studies, appraisals, and valuations.
- Furnishing the services of environmental scientists, biologists, fisheries scientists, chemical analysis laboratories, or other specialized scientific testing, evaluations, or services not specifically included in the scope of services.
- Geotechnical engineering studies including sediment sampling, borings, and reports not specifically included in the scope of services.
- Preparing to serve or serving as a consultant or witness in any litigation, arbitration, or other legal or administrative proceedings except where required by the scope of services.
- Services of the independent cost estimator shall be Additional Services.

**PROJECT SCHEDULE**

The schedule is based on a start date of August 2024 for the services proposed herein. The schedule may be modified at the direction of the Town. An anticipated schedule is provided below.

<b>Date</b>	<b>Task#</b>	<b>Description</b>
August 2024	1	Initiate work under present proposal/finalize plan with the Town
Oct 2024	2	Condition Survey
Nov-Dec 2024	3	Oblique Aerial Imagery
Feb 2025	4	2024 report – End of Year 1 Services
Oct 2025	2	Condition survey
Nov-Dec 2025	3	Oblique Aerial Imagery
Feb 2026	4	2025 report – End of Year 2 Services
Oct 2026	2	Condition survey
Nov-Dec 2026	3	Oblique Aerial Imagery
Feb 2027	4	2026 report – End of Year 3 Services



**PROPOSED BUDGET**

Table A provides an itemized budget estimate for CSE's services for Tasks 1–4, as outlined herein. CSE agrees to perform the services on a time-and-expense basis according to the enclosed fee schedule. CSE prefers to enter into a multi-year agreement; however, should the Town need to commit to services on a year-by-year case, the budget described below will be applied on a per-year basis. Reimbursables will be billed at cost.

CSE reserves the right to request a budget modification in the event budget estimates significantly underestimate the professional time requirements. Should the Town require additional services, CSE will provide a quote before performing the work. CSE will endeavor to provide services as efficiently as possible while meeting the standards of professional practice required for the project.

**Table A.** Proposed fees and reimbursable expenses for services under Tasks 1–4. [Aggregate totals for three years followed by estimated annual costs.]

<b>Task #</b>	<b>Task Description</b>	<b>Task Fee</b>
1	Planning, Communication, Liaison	\$18,540
2	Annual Beach Condition Survey (3)	\$53,280
3	Aerial Photography (3 oblique)	\$5,640
4	Annual Report (3)	\$45,780
1-4	Labor Subtotal - Tasks 1-4	\$123,240
	In Office Expenses - Tasks 1-4	\$6,162
	Direct Expenses - Tasks 1-4	\$20,183
	<b>Total Project Tasks 1–4 (3 years)</b>	<b>\$149,585</b>
	<i>Cost of Annual Services for Each Year</i>	\$49,862



**FEE SCHEDULE**

*[Effective through 31 December 2027]*

The fee for CSE services will be based on the charges listed below. All fee quotations are estimates, and actual fees are based on actual time and expenses incurred by CSE unless otherwise stated in the proposal. All rates are listed in U.S. dollars.

Fees by task are based on estimated numbers of person-days to accomplish the scope of services detailed herein. In-office expenses include communication, copying, insurance (etc) and are charged as a percentage of fees rather than separate itemization. Direct expenses include travel (standard U.S. government mileage rate), lodging and per diem, 4-by-4 beach vehicle rental at \$120/day, survey boat rental at \$600/day, RTK-GPS rental at \$500/day, fuel and dockage at cost, sediment testing at \$60/sample, and field supplies at cost.

<b>PERSONNEL</b>	<b>Staff Category</b>	<b>Hourly Rate</b>
	Principal	195.00
	Coastal Engineer/Project Manager	175.00
	Sr Technical Associate/Coastal Scientist	165.00
	Technical Staff (CAD)	130.00
	Tech–Field Assistants	130.00

**Type of Contract Desired:** Time and expense for the services described herein at a total not to exceed one hundred forty-nine thousand, five hundred and eighty-five dollars (\$149,585) for Tasks 1–4 over three years.

**Billing Schedule:** CSE will invoice monthly for services performed the prior month, and payment is due upon receipt. Invoices will be pro-rated according to fees and expenses inside and outside the project limits. CSE reserves the right to transfer funds between tasks to accomplish the work expeditiously, provided the total cost of services does not exceed the indicated budget.



**AGREEMENT BETWEEN CLIENT AND ENGINEER  
FOR PROFESSIONAL SERVICES [2539]**

**Project Name:** *Beach Condition Monitoring at Kiawah Island (SC) 2024–2026*

**CSE Project No.** 2597

THIS AGREEMENT is made on the 31<sup>st</sup> day of January 2024, by and between Town of Kiawah Island (SC), hereinafter called CLIENT, and Coastal Science & Engineering Inc (CSE), hereinafter called ENGINEER.

The CLIENT and ENGINEER, for mutual consideration hereinafter set forth, agree as set forth below and as set forth in the attached standard provisions:

1.0 ENGINEER'S SERVICES: ENGINEER shall perform professional services in connection with the Project as set forth below and contained in this Agreement:

Services provided shall be as described in the Proposal for Professional Services, Scope of Services attached as Exhibit A, dated 31 January 2024, and made a part of this Agreement herein.

2.0 TERM OF CONTRACT

2.1 ENGINEER shall start performing services hereunder within 5 days after receipt of CLIENT'S authorization to proceed, which shall not be given later than 45 days after the date of this Agreement.

2.2 The term of this Agreement is from the date of the CLIENT's authorization to proceed to 28 February 2027.

2.3 **Either party may nonetheless cancel this contract on thirty (30) days' written notice to the other party by certified mail or personal delivery.** This contract is subject to the availability of funds to purchase specified ENGINEER'S SERVICES and may be terminated at any time if such funds become unavailable.

3.0 ENGINEER COMPENSATION:

In accordance with this Agreement, the ENGINEER shall provide professional services for which the CLIENT shall compensate ENGINEER as follows:

*Fees shall be in accordance with Exhibit A, The Proposal – "Proposed Budget" (Table A) dated 31 January 2024.*

OTHER:

3.1 Payments will be made to the ENGINEER on a monthly basis upon presentation of an approved invoice.

4.0 SPECIAL PROVISIONS:

4.1 The Agreement shall be governed by the laws of the State of South Carolina.

4.2 During the term of this Agreement, ENGINEER agrees to provide evidence of workmen's compensation insurance coverage where applicable and comprehensive general liability insurance coverage.

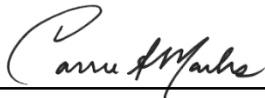


- 4.3 During the term of this Agreement, ENGINEER agrees to provide evidence of professional liability insurance with a limit of at least \$250,000 for each claim and an annual aggregate of at least \$500,000.
- 4.4 The CLIENT acknowledges and understands the potential risks with engineering and construction activities, and agrees to allocate risk in proportion to the ENGINEER’S fees for the project. The CLIENT therefore agrees to limit the ENGINEER’S liability to the CLIENT and to all contractors and subcontractors on the project, due to any claim of any nature whatsoever arising out of or relating to the performance of professional services under this Agreement, such that the total aggregate liability of the ENGINEER shall not exceed the ENGINEER’S fee for labor on the project.
- 4.5 ENGINEER is not responsible for the identifying, discovering, removal and/or treatment (remediation) of any hazardous waste, known or unknown at the site, nor for the consequences of any hazardous waste materials of any kind at the site, including, but not limited to asbestos and PCBs, as well as materials not yet known as hazardous.
- 4.6 Any notices required to be given under this Agreement may be given by enclosing the same in a sealed envelope, postage prepaid, addressed to the CLIENT at Town of Kiawah Island, 21 Beachwalker Drive, Kiawah Island, SC 29455, and to the ENGINEER at 160 Gills Creek Parkway, Columbia, SC 29209 and by depositing same with the US Postal Service. When so given, such notice shall be given from the time of mailing the same.

IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

ENGINEER: BY:  \_\_\_\_\_

Coastal Science & Engineering Inc TITLE: President  
 160 Gills Creek Parkway  
 Columbia SC 29209

DATE: January 31, 2024 WITNESS:  \_\_\_\_\_

ATTEST: TOWN OF KIAWAH ISLAND (SC)

\_\_\_\_\_  
Witness (Signature)

\_\_\_\_\_  
Town Manager (Signature)

## STANDARD PROVISIONS

### 1.0 CLIENT 'S RESPONSIBILITY:

The CLIENT shall, unless otherwise provided for in this Agreement, at no cost to the ENGINEER:

- 1.1 Furnish to the ENGINEER all reasonable survey and property description data requested by the ENGINEER for the Project.
- 1.2 Guarantee full and free access for the ENGINEER to enter upon all property for the performance of the ENGINEER'S services.
- 1.3 Furnish to the ENGINEER all existing studies, reports and other available data and services of others pertinent to the Scope of Services, and obtain additional reports and data as required; and ENGINEER shall be entitled to rely on such information and services in performance of services hereunder.
- 1.4 Give prompt written notice to the ENGINEER whenever the CLIENT observes or otherwise becomes aware of any defect in the Project or other event which may substantially affect the ENGINEER'S performance of services under this Agreement.

### 2.0 PAYMENTS TO THE ENGINEER:

- 2.1 Progress payments shall be made in proportion to the services rendered and as indicated within this Agreement and shall be due and owing upon the ENGINEER'S submittal of any invoice. Past due amounts owed shall include a late payment charge which will be computed at the interest rate of 1 percent per month, which is an Annual Percentage Rate of 12 percent, and will be applied to the balance unpaid 30 days after the date of the original invoice.
- 2.2 No deductions shall be made from the ENGINEER'S compensation on account of penalty or other sums withheld from payment to Contractors.
- 2.3 Hourly rates and reimbursable expenses shall be subject to periodic revision. In the event revisions are made during the lifetime of this Agreement, the increased or decreased hourly rates and Reimbursable Expenses shall apply to all remaining compensation for services performed by the ENGINEER where such rates provide the basis for the ENGINEER'S compensation.
- 2.4 Reimbursable expenses are in addition to ENGINEER'S compensation for services performed on an hourly basis and include expenditures made by the ENGINEER, his employees or his consultant(s) in the interest of the project.
- 2.5 If the Project is delayed or if the ENGINEER'S services on the project are delayed or suspended for more than three months for reasons beyond the ENGINEER'S control, the ENGINEER may, after giving **seven (7) days'** written notice to the CLIENT, terminate this Agreement and the CLIENT shall compensate the ENGINEER in accordance with the termination provision contained hereinafter in this Agreement.
- 2.6 If the CLIENT fails to make payments when due and the ENGINEER incurs any costs in order to collect overdue sums from the CLIENT, the CLIENT agrees that all such collections costs incurred shall be immediately become due and payable to the ENGINEER. Collection costs shall include without

limitation, legal fees, collection agency fees and expenses, court costs, collection bonds and reasonable ENGINEER staff costs at standard billing rates for the ENGINEER's time spent in efforts to collect. This obligation of the CLIENT to pay the ENGINEER's collection costs shall survive the term of this Agreement or any earlier termination by either party.

2.7 If the CLIENT fails to make payments when due or otherwise is in breach of this Agreement, the ENGINEER may suspend performance of services upon five (5) calendar days' notice to the CLIENT. The Engineer shall have no liability whatsoever to the CLIENT for any costs or damages as a result of such suspension caused by any breach of this Agreement by the CLIENT. Upon payment in full by the CLIENT, the ENGINEER shall resume services under this Agreement, the time schedule and compensation adjusted for the period of suspension plus any other reasonable time and expenses necessary for the ENGINEER to resume performance.

### 3.0 GENERAL PROVISIONS:

3.1 All drawings, Specifications, computer data, and other work data of the ENGINEER for this Project are instruments of service for this Project only and shall remain the property of the ENGINEER whether the Project is completed or not. The CLIENT shall not reuse any of the ENGINEER'S instruments of service on extensions of this Project or on any other project without the written permission of the ENGINEER. Any unauthorized reuse shall be at the CLIENT'S risk and the CLIENT agrees to hold harmless the ENGINEER from all claims, damages, and expenses including attorney's fees arising out of such unauthorized reuse of the ENGINEER'S instruments of service by the CLIENT or by others acting through the CLIENT.

3.2 Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without prior written consent of the other party. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent ENGINEER from employing such independent associates and consultants as ENGINEER may deem appropriate to assist in the performance of the services hereunder.

3.3 This Agreement may be terminated by either party by **seven (7) days'** written notice in the event of substantial failure to perform in accordance with the terms of this Agreement by the other party through no fault of the terminating party. **The Agreement may be terminated on thirty (30) days' written notice by the CLIENT to the ENGINEER by certified mail or personal delivery.** If this Agreement is terminated, the ENGINEER shall be paid for services performed to the termination notice date including Reimbursable Expenses due.

3.4 This Agreement represents the entire and integrated agreement between the ENGINEER and CLIENT and supersedes all prior negotiations, representations, or agreements—either written or oral. The Agreement may be amended only by written instrument signed by both the CLIENT and the ENGINEER.

3.5 In an effort to resolve any conflicts that arise during performance of services, the CLIENT and ENGINEER agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise. The CLIENT and ENGINEER further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, suppliers or fabricators so

retained, thereby providing for mediation as the primary method of dispute resolution between parties to those agreements.

- 3.6 Should litigation occur between the two parties relating to the provisions of this Agreement, all reasonable litigation expenses, collection expenses, witness fees, court costs and attorneys' fees incurred by the prevailing party shall be paid by the non-prevailing party to the prevailing party.
- 3.7 Neither party shall hold the other responsible for damages caused by acts of God, strikes, lockouts, or other events beyond the control of the other or the other's employees and agents.
- 3.8 In the event any provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall be valid and binding on the parties. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
- 3.9 The ENGINEER is not responsible for design and construction review services relating to the Contractor's safety precautions or to means, methods, techniques, sequences, or procedures required for the Contractor to perform his work. Omitted services include but are not limited to shoring, scaffolding, underpinning, temporary detainment of excavations, and any erection methods and temporary bracing.
- 3.10 The ENGINEER intends to render his services under this Agreement in accordance with generally accepted professional practices for the intended use of the Project and makes no warranty either expressed or implied.
- 3.11 Any estimate of construction costs prepared by the ENGINEER represents his judgment as a design professional and is supplied for the general guidance of the CLIENT. Since the ENGINEER has no control over the cost of labor and materials, or over competitive bidding or market conditions, the ENGINEER does not guarantee the accuracy of such estimates as compared to Contractors bids or actual cost to the CLIENT.

The ENGINEER's federal identification number is 57-0784511.



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## **WAYS AND MEANS**

### **Agenda Item**



# Request for Ways and Means Action

## MEMORANDUM

**TO:** Chair and Ways and Means Committee Members

**FROM:** Stephanie Monroe Tillerson, AICP, Town Administrator

**SUBJECT:** Updated Compensation and Benefits Analysis Study

**DATE:** March 5, 2024

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I am submitting this memorandum to request Ways and Means Committee action on the updated Compensation and Benefits Analysis Study.

In 2021, the Town solicited proposals for a Compensation and Benefits Study. The RFP elicited seven responses, and a selection committee was formed to review and evaluate the proposals based on various criteria, including the relative experience and qualifications of the firms, the technical merits of the proposals, the ability of the proposed approach to meet the Town's needs, and the timeline for delivery of the final report.

After careful consideration, the selection committee unanimously recommended Evergreen Solutions, LLC for several compelling reasons. Firstly, the firm demonstrated extensive experience conducting compensation studies for municipalities and public entities. Secondly, Evergreen Solutions had previously worked in 19 communities in South Carolina, which gave them an advantage in understanding the local environment. Thirdly, the methodology and scope of Evergreen Solution's proposal were the most comprehensive and inclusive of all the responding firms. Lastly, the firm committed to a high degree of communication and meetings throughout the process, promoting transparency and keeping the Town informed. The cost of the study was \$17,500, and Evergreen Solutions, LLC.

As per industry standards, it is recommended that employers review their overall salary structure every three years to ensure alignment with labor market needs. To this end, my objective in working with Evergreen Solutions is to review our current compensation and benefits plan and recommend necessary updates. The goal is to establish a compensation plan that aligns with best practices, provides a defensible and technically sound basis for compensating employees, ensures competitive employee recruitment and retention, and is consistent with the practices of comparable employers.

The Ways and Means Committee's recommendation to the Town Council for approval is requested to engage Evergreen Solutions, LLC, for an amount not exceeding \$21,500.00, as recommended. This cost is slightly higher than three years ago due to inflation and increased staff. The study, completed in 2021, reviewed 17 job descriptions and salaries. Since then, five new staff members have been hired, necessitating a review of their compensation and benefits package. The study will also consider any changes in the labor market, industry trends, and other external factors that may affect the Town's ability to attract and retain talented employees.

Funding for this study will be sourced from the General Fund.



# Evergreen Solutions, LLC

2528 Barrington Circle • Unit #201 • Tallahassee, Florida 32308  
850.383.0111 • fax 850.383.1511

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July 18, 2023

Ms. Stephanie Monroe Tillerson  
Human Resources Director  
Town of Kiawah Island  
4755 Betsy Kerrison Parkway  
Kiawah Island, South Carolina 29455

**SUBMITTED VIA EMAIL:** [stillerson@kiawahisland.org](mailto:stillerson@kiawahisland.org)

Dear Ms. Tillerson:

We appreciate the opportunity to submit a letter proposal to conduct a Classification, Compensation, and Benefits Study for the Town of Kiawah Island. I have prepared a work plan outlining the tasks, activities, and milestones necessary to accomplish this study as well as a proposed timeline and cost.

## Detailed Work Plan

### Task 1.0 Project Initiation

#### TASK GOALS

- Finalize the project plan with the Town of Kiawah Island (Town).
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final time line for all project milestones and deliverables.

#### TASK ACTIVITIES

- 1.1 Meet with the Town's Project Manager to discuss the following objectives:
- understand the Town's mission and current compensation philosophy (if any);
  - review our proposed methodology, approach, and project work plan to identify any necessary revisions;
  - reach agreement on a schedule for the project including all assignments and project milestones/deliverables;
  - establish an agreeable communication schedule.

**Task 2.0  
Evaluate the Current  
System**

- 1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of the Town and some of the short and long-term priorities. This activity serves as the basis for assessing where the Town is going and what type of pay plan will reinforce current and future goals.
- 1.3 Obtain relevant materials from the Town, including:
  - any previous projects, research, evaluations, or other studies that may be relevant to this project;
  - organizational charts for the departments and divisions, along with related responsibility descriptions;
  - current position and classification descriptions, salary schedule(s), benefits information, and classification system; and
  - personnel policies and procedures.
- 1.4 Review and edit the project work plan and submit a schedule for the completion of each project task.

**KEY PROJECT MILESTONES**

- Comprehensive project management plan
- Comprehensive database of Town employees

**TASK GOAL**

- Conduct a comprehensive preliminary evaluation of the Town's existing compensation plan.

**TASK ACTIVITIES**

- 2.1 Obtain the existing pay structure and compensation philosophy. Review the existing pay structure and look for potential problems to be resolved.
- 2.2 Determine the strengths and weaknesses of the current pay plan(s).
- 2.3 Discuss any existing compression issues and possible resolutions.
- 2.4 Complete an assessment of current conditions that details the pros and cons of the current system as well as highlights areas for potential improvement in the final adopted solution.

**KEY PROJECT MILESTONES**

- Review of existing compensation plan(s)
- Assessment of current conditions



**Task 3.0  
Collect and Review  
Current Environment  
Data**

**TASK GOALS**

- Conduct statistical and anecdotal research into the current environment within the Town.
- Guide subsequent analytical tasks.

**TASK ACTIVITIES**

- 3.1 Schedule and conduct employee orientation sessions.
- 3.2 Meet with department heads to obtain relevant information and statistical/anecdotal data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses.
- 3.3 Hold focus groups with a sample of employees to obtain additional relevant information and statistical/anecdotal data on specific compensation issues and policies.
- 3.4 Work with the Town's Project Manager to administer the Job Assessment Tool (JAT) and the Management Issues Tool (MIT). Our staff utilizes a web-based tool for data collection, but we can provide paper copies as well as those for classifications without computers or Internet access. We will seek approval from the Town's Project Manager before distribution of the JAT/MIT questionnaire.
- 3.5 Review any data provided by the Town that may provide additional relevant insight.

**KEY PROJECT MILESTONES**

- JAT and MIT distribution
- Department head interviews
- Employee orientation sessions and focus groups

**Task 4.0  
Evaluate and Build  
Projected  
Classification Plan  
and Make FLSA  
Determinations**

**TASK GOALS**

- Identify the classification of existing positions utilizing Evergreen Solutions' job evaluation system.
- Review JAT responses.
- Characterize internal equity relationships within the Town.

**TASK ACTIVITIES**

- 4.1 Ensure that all draft class specifications have been provided to Evergreen by the Town's Project Manager.



- 4.2 Review the work performed by each classification and score. Review includes evaluation of supervisory comments.
- 4.3 Review JAT scores and identify the classification of positions.
- 4.4 Schedule and conduct additional follow up with employees for jobs where uncertainty exists over data obtained from the JATs.
- 4.5 Develop preliminary recommendations for the classification structure. The classification system designed at this point would be based solely on internal equity relationships and would be guided by the JAT scores for each classification. Essentially, a structure of classifications would be established, and classifications with similar scoring would be grouped into pay grades. Spacing between jobs would be determined, and each classification would be assigned to a pay grade. Final decision on the minimums and maximums of the pay grades would be determined after the market data has been collected.
- 4.6 Develop recommendations of FLSA (exemption) status based on results of job evaluation (JAT) review and federal requirements.
- 4.7 Review recommendations with the Town's Project Manager.

**KEY PROJECT MILESTONES**

- JAT scores by class
- Recommended classification changes
- Preliminary job structure based on internal equity

**TASK GOALS**

- Identify positions to benchmark for the market salary survey.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market salary assessment.

**TASK ACTIVITIES**

- 5.1 Identify and review with the Town's Project Manager the classifications that will be used as benchmarks for the market salary survey. **Note:** Evergreen will work with the Town's Project Manager to select classifications to use as benchmarks for the market salary survey.
- 5.2 Finalize the list of benchmark positions.
- 5.3 Review with the Town's Project Manager up to 20 peer organizations that should be included in the market salary survey.
- 5.4 Develop a preliminary list of organizations for the external labor market survey, placing a comparative emphasis on characteristics such as:

**Task 5.0  
Identify List of  
Market Survey  
Benchmarks and  
Approved List of  
Targets**



**Task 6.0  
Conduct Market  
Salary and Benefits  
Survey and Provide  
External  
Assessment  
Summary**

- size of the organization;
- geographic proximity to the Kiawah Island area;
- economic and budget characteristics; and
- other demographic data.

- 5.5 Develop a list of survey targets by employee group. Develop a system for use of secondary data, including potential sources and weighting of secondary data, if necessary.
- 5.6 Review survey methodology with the Town's Project Manager and refine survey methodology prior to distribution of survey.
- 5.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

**KEY PROJECT MILESTONES**

- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts

**TASK GOALS**

- Conduct the external labor market salary survey.
- Conduct a benefits survey.
- Provide a summary of the survey results to the Town's Project Manager for review.

**TASK ACTIVITIES**

- 6.1 Prepare a customized external labor market salary survey for the Town Project Manager's approval. Discuss the questions to include in the survey with the Town's Project Manager.
- 6.2 Develop a listing of the current benefits provided by the Town for comparisons with peer organizations.
- 6.3 Using the list of Town provided benefits and major benefits offerings not provided by the Town develop a list of benefits to include in the external labor market survey.
- 6.4 Prepare a benefit survey to be included with salary survey developed in **Task 6.1**.
- 6.5 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.



- 6.6 Conduct necessary follow-up through e-mails, faxes, and phone calls.
- 6.7 Collect and enter survey results into Evergreen Solutions' electronic data analysis tools.
- 6.8 Validate all data submitted.
- 6.9 Develop summary report of external labor market salary and benefits assessment results.
- 6.10 Submit summary report of external labor market salary and benefits assessment results to the Town's Project Manager.

**KEY PROJECT MILESTONES**

- Market survey instrument
- Benefits survey instrument
- Summary report of external labor market salary and benefits assessment results

**Task 7.0  
Develop Strategic  
Positioning  
Recommendations**

**TASK GOALS**

- Assess the appropriateness of the Town's current compensation philosophy.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

**TASK ACTIVITIES**

- 7.1 Identify the compensation philosophy and accompanying thresholds.
- 7.2 Using the market salary data collected in **Task 6.0**, as well as the classification data reviewed in **Task 4.0**, determine the proper pay plan for the Town including number of grades, steps, and ranges.
- 7.3 Produce a pay plan for the Town that best meets its needs from an internal equity and external equity standpoint.

**KEY PROJECT MILESTONES**

- Proposed compensation strategic direction, taking into account internal and external equity
- Plan for addressing unique, highly competitive positions



**Task 8.0  
Conduct Solution  
Analysis**

**TASK GOALS**

- Conduct analysis comparing JAT values.
- Survey results for the benchmark positions.
- Produce several possible solutions for implementation.

**TASK ACTIVITIES**

- 8.1 Conduct regression analysis or other appropriate techniques to properly slot each classification into the proposed pay plan.
- 8.2 Place all classifications into pay grades based on **Task Activity 8.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 8.3 Create implementation solutions for consideration that take into account the current position of the organization as well as the findings from the classification and compensation analysis. Identify and prepare a range of compensation policy alternatives.
- 8.4 Meet with the Town's Project Manager to discuss the potential solutions.
- 8.5 Determine the best solution to meet the Town's needs in the short-term and long-term.
- 8.6 Document the accepted solution.

**KEY PROJECT MILESTONES**

- Initial regression analysis
- Potential solutions
- Documented final solution

**Task 9.0  
Develop and Submit  
Draft and Final  
Reports**

**TASK GOALS**

- Develop and submit a draft and final reports of the Classification, Compensation, and Benefits Study for the Town of Kiawah Island.
- Present final report.

**TASK ACTIVITIES**

- 9.1 Produce a comprehensive draft report that captures the results of each previous step, including a complete listing of the allocation of job classes to salary range requirements. The report will include any detailed costs associated with all recommendations as well as implementation strategies.



**Task 10.0  
Develop  
Recommendations  
for Compensation  
Administration**

- 9.2 Submit the comprehensive draft report to the Town's Project Manager for review and approval.
- 9.3 Make edits and submit necessary copies of the final report to the Town's Project Manager.
- 9.4 Present the final report, if requested.
- 9.5 Develop implementation database to communicate the process and progress of this project to the Town's Project Manager.
- 9.6 Develop a plan for maintaining recommendations over time.

**KEY PROJECT MILESTONES**

- Draft and final reports
- Final presentation
- Communication plan
- Implementation and maintenance database

**TASK GOALS**

- Develop recommendations for the continued administration by the Town's staff to sustain the recommended compensation and classification structure.
- Provide training.

**TASK ACTIVITIES**

- 10.1 Develop recommendations and guidelines for the continued administration and maintenance of the classification and compensation structure, including recommendations and guidelines related to:
  - how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
  - how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
  - the proper mix of pay and benefits;
  - how often to adjust pay scales and survey the market;
  - the timing of implementation; and
  - how to keep the system fair and competitive over time.



- 10.2 Recommend recruitment/retention strategies, where appropriate.
- 10.3 Present recommendations to the Town's Project Manager for review.
- 10.4 Finalize recommendations.
- 10.5 Provide instructional information/training to Human Resources staff to ensure that staff can conduct audits/adjustments consistent with study methods until the next formal study is conducted using Evergreen's **JobForce Manager** tool that will enable Human Resources staff to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs – allowing for streamlining, and an increase in fairness and transparency of regular compensation and classification tasks after solution implementation.

**KEY PROJECT MILESTONES**

- Recommendations for compensation administration
- Recommendations for recruitment/retention policies

**Task 11.0  
Provide Updated  
Class Descriptions**

**TASK GOALS**

- Update existing class descriptions.
- Create new class descriptions as needed, ensuring FLSA, EEO/ADA requirement satisfaction.
- Provide final version of all class descriptions/specifications in electronic format (i.e., MS Word) after approval by the Town's Project Manager.

**TASK ACTIVITIES**

- 11.1 Assess current class descriptions for form, content, validity, and ADA, FLSA, EEO compliance, etc.
- 11.2 Discuss any necessary changes to the class description format with the Town's Project Manager.
- 11.3 Update classification descriptions based on data gathered from the job evaluation process.
- 11.4 Create new class descriptions based on Evergreen's proposed classification structure by leveraging data from the job evaluation process, if available.
- 11.5 Recommend a systematic, regular process for reviewing job descriptions.



## KEY PROJECT MILESTONES

- Updated class descriptions
- New class descriptions as needed
- Recommendations for regular review of class descriptions

## Cost and Timeline

Our total, not-to-exceed, fixed cost to complete all tasks in our detailed work plan is **\$21,500**. Our cost is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical support, and all other out-of-pocket expenses. Our cost includes one onsite visit to the Town of Kiawah Island to perform the requested work as most of the work can be performed virtually. Evergreen can conduct the Classification, Compensation, and Benefits Study in approximately 3.5 months from the execution of a contract.

Our preferred method of invoicing is as follows:

- 25% - upon completion of Tasks 1 – 2
- 25% - upon completion of Tasks 3 – 4
- 25% - upon completion of Tasks 5 – 6
- 15% - upon completion of Tasks 7 – 10
- 10% - upon completion of Task 11

We would love the opportunity to again work with the Town of Kiawah Island. If you have any questions or need any additional information, please feel free to contact me at (850) 383-0111 or via email at [jeff@consultevergreen.com](mailto:jeff@consultevergreen.com).

Sincerely,



Dr. Jeffrey Ling, President  
Evergreen Solutions, LLC





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## **WAYS AND MEANS**

### **Agenda Item**



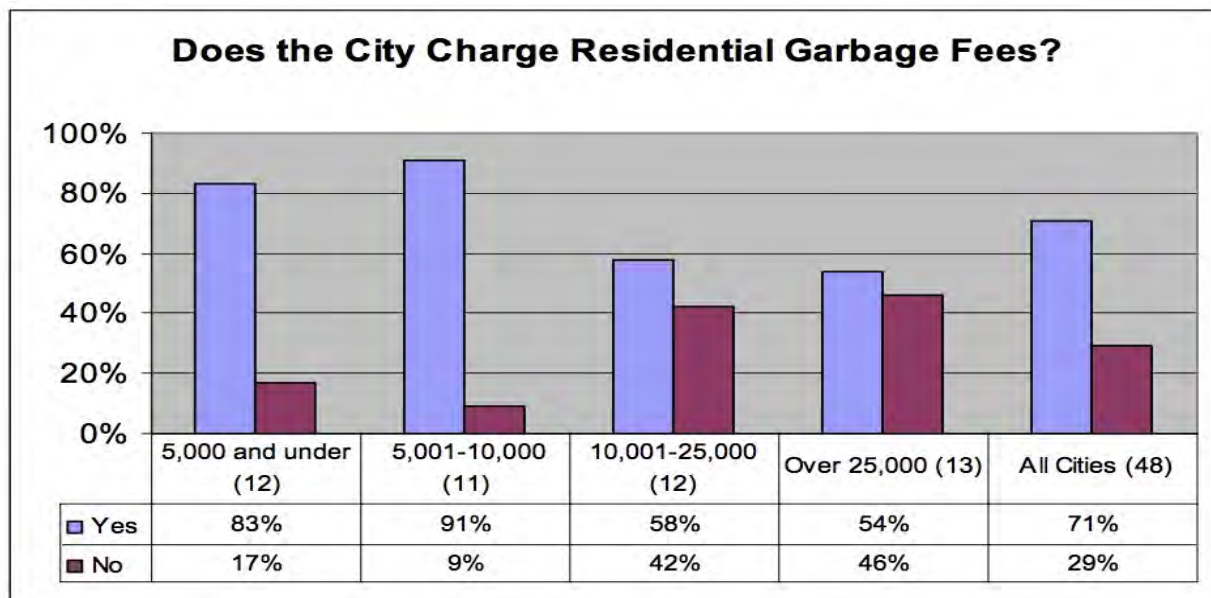
# REQUEST FOR WAYS AND MEANS COMMITTEE ACTION

TO:               Ways and Means Chairman and Committee Members  
 FROM:           Dorota Szubert, Finance Director  
 SUBJECT:       Solid Waste Collection Fees  
 DATE:           March 5, 2024

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**BACKGROUND:** Residential garbage is the most common sanitation service provided by municipalities. In December 2023, the Town Council approved a new contract with Trident Waste and Recycling for solid waste collection on the Island, starting July 1<sup>st</sup>, 2024. This contract is for approximately \$2M, which is a 53% increase compared to the current contract with Carolina Waste. This significant increase relates to efforts to improve the service, such as hiring full-time, trained employees, compared to temporary help, who will be knowledgeable about the Island and the different types of services offered new vehicles, and enhanced technology for improved efficiency, safety, and verification.

**ANALYSIS:** Sanitation fees are one of the most commonly used fees charged to residents by municipalities. According to "Analysis of Sanitation Services" conducted by the University of South Carolina's Institute of Public Service and Policy Research, 71% of responding cities charge a fee for residential garbage collection. 29% rely on property tax or impact fees to fund this service.



The current fee schedule for residential solid waste collection is presented in the attached table (Current Rate column). Historically, the Town has provided a subsidy of \$180 to each property owner, which is equal to the cost of the curbside service. The result is a net cost of \$0 for property owners with curbside service. Any additional service, such as backdoor pickup and two times-a-week service, is funded partially, and the corresponding service cost is reduced by 50% of the subsidy amount, with the exception of rental properties that pay 100% of the cost. In recent years, the Town subsidized approximately \$425K annually. Additionally, the Town funds entirely solid waste collection from the beach in the amount of approximately \$60k annually and public solid waste stations in the amount of \$70K.

With the new increased pricing for the solid waste collection services, the staff proposes to continue the same approach to fully subsidize curbside service, partially fund additional services for the residents, and pass the full cost to the rental properties' owners. The schedule of the new fees is presented in the attached table (New rate column). This will result in an annual increase of:

- \$258 for backdoor collection
- \$328 for twice a week collection
- \$304 for multifamily twice-a-week collection
- \$347 for twice-a-week collection for rental properties
- \$323 for multifamily twice-a-week collection for rental properties
- \$53 for collection in regime neighborhoods for rental properties

#### **BUDGET & FINANCIAL DATA:**

The Town's contribution to the residential solid waste collection will increase by approximately \$125k, for a total amount of \$550K annually.

SERVICE TYPES FOR RESIDENTS	Current Cost	Current Rate	New Cost	Proposed Rate	Annual Rate Change		Notes
					\$	%	
<b>Curbside Service</b> (Includes once a week curbside garbage, recycling and yard debris.)	\$ 180	\$ -	\$ 288	\$ -	\$ -	0%	Subsidy of \$288 is applied to this service . The subsidy is equal Trident rate for once a week garbage, recycle and debris collection.
Additional cart/ additional recycle cart	64/64	64/64	153/84	153/84	\$89/\$20	139%/30%	
<b>Backdoor Garbage Collection</b> (includes once per week backdoor garbage collection year round, curbside recycling and yard debris)	\$ 302	\$ 210	\$ 612	\$ 468	\$ 258	123%	Trident cost reduced by 50% of subsidy
<b>Twice a Week Garbage Collection</b> (seasonally twice per week garbage collection, includes backdoor recycling once per week year-round and yard debris )	\$ 385	\$ 260	\$ 732	\$ 588	\$ 328	126%	Trident cost reduced by 50% of subsidy
<b>Multifamily /HOA</b> (seasonally twice per week garbage collection, includes backdoor recycling once per week year-round and yard debris )	\$ 385	\$ 260	\$ 708	\$ 564	\$ 304	117%	Trident cost reduced by 50% of subsidy
<b>Multifamily Regimes /Homowners Garbage Collection*</b> (includes dumpster and recycling collection )	\$ 45.00	\$ -	\$ 98	\$ -	\$ -	0%	Subsidy of \$98 applied to the service
<b>SERVICE TYPE FOR RENTAL PROPERTIES</b>							
<b>Rental Backdoor Collection</b> (includes backdoor garbage collection weekly on designated day, plus additional collection on Fridays from May 1st through Labor Day. It also includes backdoor recycling once per week and yard debris).	\$ 385	\$ 385	\$ 732	\$ 732	\$ 347	90%	Full cost passed to the business owners
<b>Home Owners Associations/Rentals</b> (seasonally twice per week garbage collection, includes backdoor recycling once per week year-round)	\$ 385	\$ 385	\$ 708	\$ 708	\$ 323	84%	Full cost passed to the business owners
<b>Multifamily/Regimes Garbage Collection*</b> (includes dumpster and recycling collection )	\$ 45	\$ 45	\$ 98	\$ 98	\$ 53	117%	Full cost passed to the business owners



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## **WAYS AND MEANS**

### **Agenda Item**



# Request for Ways and Means Committee Action

**TO:** Ways and Means Committee Members  
**FROM:** Brian Gottshalk, Public Works Manager  
**SUBJECT:** Kiawah Island Parkway/Beachwalker Drive Intersection Construction  
**DATE:** 5 March, 2024

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## **BACKGROUND:**

Town staff has contracted with Kimley-Horn to design traffic improvements to the intersection of Kiawah Island Parkway and Beachwalker Drive. The design improvements include constructing a curbed channelized left turn outbound past the gate onto Beachwalker Drive and reworking the curbing to the existing island to increase the radius for traffic to turn left from Beachwalker Drive onto the parkway.

## **ANALYSIS:**

Town staff released an RFP for construction services for all qualified contractors to perform the work as explained in the RFP and per the design generated by Kimley-Horn. The RFP was posted publicly for two weeks, and we received the following bids:

<b>Truluck Construction:</b>	<b>\$186,469</b>
<b>First Construction Management:</b>	<b>\$261,000</b>

Both of the bids received were reviewed by staff and the consultants from Kimley-Horn, taking into consideration cost and experience.

## **ACTION REQUESTED:**

Town staff is requesting that the Ways and Means Committee recommend to the Town Council approving the bid from Truluck Construction in the amount of \$186,469 to perform the services as described in the scope of work in the RFP.

## **BUDGET & FINANCIAL DATA:**

If approved, this project will be funded 70% from restricted funds and 30% from the General Fund.



KIAWAH ISLAND PKWY.

BEACHWALKER DR.

175' LANE DROP TAPER

175' MERGE LANE STORAGE

RESTRIPING

LANE DROP ARROWS

NEW CURB LINE FOR EXISTING ISLAND

LANDSCAPE ISLAND

RESTRIPING

NEW CURB LINE FOR EXISTING ISLAND



Proposal for the  
**Kiawah Island Parkway and Beachwalker Drive Intersection**

February 7, 2024  
2:00pm

1012-A St. Andrew's Blvd.  
Charleston, SC 29407

[truluckconstruction@gmail.com](mailto:truluckconstruction@gmail.com)

Office: 843-766-5571

Rawlins Lowndes Cell: 864-680-2107



---

Rawlins Lowndes, General Manager

DATE: February 7, 2024

**ORGANIZATIONAL INFORMATION**

NAME OF OFFEROR: Truluck Construction, Inc.

BUSINESS ADDRESS: 1012-A St. Andrews Blvd., Charleston, SC 29407

**BY SUBMITTING THIS PROPOSAL, THE UNDERSIGNED OFFEROR REPRESENTS:**

1. The offeror has carefully examined specifications for the Services;
2. The offeror is familiar with all the conditions surrounding the performance of the Services;
3. If awarded the Contract, the offeror will provide all labor, material, supplies and equipment necessary to execute the Services in accordance with the Contract Documents;
4. understands the Town reserves the right to reject any or all responses which does not meet the proposal requirements, or all proposals in the event the Project is canceled, postponed, or if it is in the best interest of Town of Kiawah Island;
5. If awarded the Contract, will enter and execute a contract as required in the Invitation to Bid;
6. The Offeror is legally able to enter into and perform a contract, if awarded;
7. The Offeror is current on all taxes and fees owed to the Town;
8. The Offeror has provided proof of insurance as required by the Town.

**I. PERSONNEL:**

Provide a list of personnel that will be committed to this engagement and their job function.

Rawlins Lowndes, GM/PM

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

**II. REFERENCES / EXPERIENCE:**

At least three (3) references for similar work performed are required; however, you may provide as many as five (5) references.

- COMPANY NAME: Truluck Construction, Inc.

Contract Title: Mathis Ferry/Venning Rd. at US 17 Intersection Improvements

Contract Period: From April 2023 To February 2024

Geographic Area Served Mt. Pleasant, SC

Scope of Work: Relocation of existing curb & gutter, removal of existing medians, milling & resurfacing, new median, construction of concrete pedestrian refuge, reconstruction of concrete median nose

Contracting Office: Town of Mt. Pleasant

Contact Name: Molli Lemin

Title: Transortation Operations Division Chief

Address: 100 Ann Edwards Lane

City: Charleston State: South Carolina

Telephone: 843-856-3080

Email: MLemin@tompsc.com

**REFERENCES / EXPERIENCE (Continued):**

2. COMPANY NAME: Truluck Construction, Inc.  
Contract Title: Lexington and All-American Blvd. Mini Roundabout  
Contract Period: From January 2023 To January 2024  
Geographic Area Served Mt. Pleasant  
Scope of Work: Construction of a mini roundabout. Clearing, grubbing, asphalt milling, relocation of sewer lines and water mains. Concrete work - curb, gutter, roundabout, and pedestrian crosses.  
Contracting Office: Charleston County  
Contact Name: Chris Yaw  
Title: Inspection Operations Manager  
Address: 4045 Bridge View Drive, Suite B309  
City: North Charleston State: SC  
Telephone: 843-202-7848  
Email: cyaw@charlestoncounty.org

3. COMPANY NAME: Truluck Construction, Inc.  
Contract Title: Brighton Park Blvd. and Nexton Pkwy Intersection  
Contract Period: From September 2022 To September 2023  
Geographic Area Served Nexton Area  
Scope of Work: Clearing, grading, storm drainage, asphalt milling and paving, concrete sidewalk, concrete curb, concrete handicap ramps, striping  
Contracting Office: Sanders Brothers Construction for Berkeley County  
Contact Name: Adam Weser  
Title: Project Manager  
Address: 1900 Harley Street  
City: North Charleston State: SC  
Telephone: 843-744-4261  
Email: adam@sandersbrothers.com

III. **COST:**

In compliance with Request for Proposals, the undersigned hereby proposes to provide all materials, equipment, and labor, except as otherwise provided noted, for Construction Services for road improvements on Kiawah Island Parkway at Beachwalker drive for the following cost:

<b>All-inclusive Project Cost</b>
<b>\$ 186,469.00</b>

**NAME OF COMPANY:** Truluck Construction, Inc.

By:  Rawlins Lowndes  
Signature Print Name

Title: General Manager, Partner (i.e., Owner, Partner, Corporate Officer, etc.)

Address: 1012-A St. Andrews Blvd.

City: Charleston State: SC Zip: 29407

Telephone Number: 843-766-5571 Business Fax Number: 843-766-5574

Is your firm a  Corporation,  Sole Proprietorship, or  Partnership?

If incorporated, please list state of incorporation: South Carolina

FEIN or SSN: 46-4690166

**BUSINESS LICENSE:**

The Offeror is not required to have valid business licenses to submit a Proposal. However, Offeror's must possess a valid Business License for business undertaken within the corporate limits of the Town of Kiawah Island.

Does your business have a valid **Town of Kiawah Island** Business License?

Yes  No If yes, list the number SBL 19-012123

Contact (843) 768-9166 with any questions. If no, a business license must be obtained upon award of the contract.

**INSURANCE:**

The successful offeror, at his own expense, shall keep in force and at all times and maintain during the term of any contract resulting from this RFP the insurance requirements as outlined below.

**GENERAL LIABILITY:** \$1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal injury with a \$2,000,000 general aggregate limit.

**AUTOMOBILE LIABILITY:** \$1,000,000 combined single limit per accident for bodily injury and property damage.

**WORKERS' COMPENSATION:** Statutory limits are required by South Carolina state law, and employer's liability limits of \$100,000 per accident.

The successful offeror shall provide acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than at the execution of any contract resulting from this RFP. The Town reserves the right to receive any additional documentation or information verifying insurance coverage as the Town deems necessary. The Town may contact the successful offeror's insurance agent(s) or carrier(s) directly concerning any insurance issues.

The Town of Kiawah Island must be advised immediately of any changes in required coverage(s).

**INDEMNIFICATION**

Except for expenses or liabilities arising from the negligence of the Town, the offeror hereby expressly agrees to indemnify and hold the Town of Kiawah Island harmless against any and all expenses and liabilities arising out of performance or default of any resulting contract as follows:

The offeror expressly agrees to the extent that there is a causal relationship between its negligent, reckless or intentionally wrongful action or inaction, or the negligent, reckless or intentionally wrongful action or inaction of any of its employees or any person, firm or corporation directly or indirectly employed by the offeror, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the Town and its employees or any member of the public, to indemnify and save the Town and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting contract from this RFP. Such costs are to include any defense, settlement, or reasonable attorneys' fees incurred by the Town or its employees. This promise to indemnify shall include bodily injuries or death occurring to offeror's employees and any person directly or indirectly employed by the offeror (including without limitation any employee of any subcontractor), the Town's employees, the employees of any other independent contractors, or occurring to any member of the public. When the Town submits notice, offeror shall promptly defend any aforementioned action. This obligation shall survive the suspension or termination of this Agreement. The limits of insurance coverage required herein shall not serve to limit this obligation to indemnify. The recovery of costs and fees shall extend to those incurred in the enforcement of this indemnity.

**MINORITY/WOMEN-OWNED ENTERPRISE:**

Are you a Minority or Woman-Owned business? \_\_\_ Yes <sup>x</sup> \_\_\_ No

If so, are you certified? \_\_\_ Yes \_\_\_ No

If you are certified, you must furnish a copy of your certificate with your submittal.

# NON-COLLUSION OATH

COUNTY OF: Charleston

STATE OF: South Carolina

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared Rawlins Lowndes and made oath that the Offeror herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Offeror, or themselves, to obtain information that would give the Offeror an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS 7th DAY OF FEBRUARY, 2024



Authorized Signature for Offeror

Please print Offeror's name and address:

Rawlins Lowndes, GM

Truluck Construction, Inc.

1012-A St. Andrews Blvd.

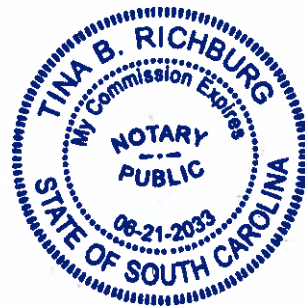
Charleston, SC 29407

Tina B. Richburg

NOTARY PUBLIC FOR THE STATE OF South Carolina

My Commission Expires: 6-21-33

Print Name: Tina B. Richburg



**Project Timeline for  
Kiawah Island Parkway and Beachwalker Drive Intersection**

The project timeline will be one month from start to finish. We will try to cut this back as much as possible to minimize disruption.

Project will be able to start in April 2024.

# BUSINESS LICENSE CERTIFICATE

# TOWN OF KIAWAH ISLAND

4475 BETSY KERRISON PKWY  
KIAWAH ISLAND, SC 29455  
Phone: (843) 768-9166 FAX (843) 768-4764

**TRULUCK CONSTRUCTION, INC**  
PO BOX 32219  
CHARLESTON, SC 294170000

# 2023

**BUSINESS NAME:**  
TRULUCK CONSTRUCTION, INC

**BUSINESS DESCRIPTION:**

Paving Contractor

**BUSINESS OWNER:**  
CHARLES TRULUCK

**Class**  
8

**BUSINESS LOCATION:**  
PO BOX 32219  
CHARLESTON, SC 294170000

**NAICS CODE:**  
238990

**BUSINESS LICENSE NUMBER: SBL19-012123**

**Account Number:** 001477

**Business License Number:** SBL19-012123

**Effective Date:** 04/19/2023

**Expiration Date:** 04/30/2024

**RESIDENT BUSINESS MUST POST IN A CONSPICUOUS PLACE. NON RESIDENT BUSINESS MUST KEEP IN POSSESSION. NOTIFY THE BUSINESS LICENSE OFFICE OF ANY CHANGES IN LOCATION OR OWNERSHIP.**



# Town of Kiawah Island

Kiawah Island Parkway and Beachwalker Drive

Intersection

## Construction Services

REQUEST FOR PROPOSALS



**2024**

**REQUEST FOR PROPOSAL (RFP) FOR SITE CONSTRUCTION SERVICES FOR ROAD  
AND MEDIAN CONSTRUCTION AT THE INTERSECTION OF KIAWAH ISLAND  
PARKWAY AND BEACHWALKER DRIVE IN THE TOWN OF KIAWAH ISLAND, SC**

**1. INTRODUCTION:**

The intent of this REQUEST FOR PROPOSAL, hereinafter referred to as RFP, is to obtain a qualified (licensed) person, firm, contractor, or corporation, hereinafter referred to as SITE CONSTRUCTION CONTRACTOR, to construct a concrete and landscaped island, overlaying existing road, and reconstructing the median noses at the intersection of Beachwalker Drive and Kiawah Island Parkway. The proposed island and reconstruction will create channelized left turns into and out of Beachwalker Drive. The SITE CONSTRUCTION CONTRACTOR will prepare an outline for the contract for professional services relative to this project for review and approval by the Town of Kiawah Island.

To be eligible for consideration, the SITE CONSTRUCTION CONTRACTOR must be capable of supplying the services noted herein and meet all other criteria outlined in this proposal.

**2. PROPOSAL SUBMITTAL DEADLINE:**

All proposals must be delivered prior to **2:00 PM EST on Wednesday, February 7, 2024**. Proposals must be submitted in a sealed envelope plainly marked “REQUEST FOR PROPOSAL – KIAWAH ISLAND PARKWAY CHANNELIZED LEFT-TURN” for the Town of Kiawah Island,” addressed to Petra Reynolds, Town Clerk. Proposals can be mailed or hand-delivered to the Town of Kiawah Island, 4475 Betsy Kerrison Pkwy., Kiawah Island, SC 29455. The proposals shall consist of one (1) printed version and one (1) electronic version on a CD or Thumb Drive.

**3. LATE AND ELECTRONIC PROPOSALS**

Late proposals will not be accepted under any circumstances, and any proposal so received shall be returned to the proposing SITE CONSTRUCTION CONTRACTOR unopened. In addition, proposals sent electronically are unacceptable and will be rejected upon receipt. Each proposing SITE CONSTRUCTION CONTRACTOR will be expected to allow adequate time for delivery of proposal. Sole responsibility rests with the proposing SITE CONSTRUCTION CONTRACTOR to see that their proposal is received on time.

**4. CONDITIONS OF PROPOSAL SUBMITTAL**

All proposing SITE CONSTRUCTION CONTRACTOR shall comply with all conditions, requirements, and specifications; any departure will constitute sufficient cause for rejection of the proposal. A duly authorized official of the proposing SITE CONSTRUCTION CONTRACTOR submitting the proposal must sign the proposal.

Only one proposal will be accepted from any firm.

The Town of Kiawah reserves the right to reject any and all proposals or any part(s) thereof, to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing SITE CONSTRUCTION CONTRACTOR as deemed in the best interest of the Town of Kiawah Island.

The Town of Kiawah Island will not return proposals or other information from any proposing firm.

## **5. PROPOSAL SELECTION/EVALUATION FACTORS:**

The Town of Kiawah Island will have a selection committee evaluate all proposals and recommend them to the Kiawah Island Ways and Means Committee and Town Council.

The SITE CONSTRUCTION CONTRACTOR selected for the award will be chosen based on the apparent greatest benefit to the Town of Kiawah Island and not necessarily based on the lowest price. Following notification of the successful SITE CONSTRUCTION CONTRACTOR, it is expected that a contract will be executed between the parties dependent upon and subject to the availability of specific funding for these professional services.

Proposals shall be evaluated based on the following criteria:

- Responsiveness to the needs of the Town of Kiawah Island, both in cost of services and in scope of the services offered;
- Responsibility of the proposing SITE CONSTRUCTION CONTRACTOR and its experience in dealing with municipal governments, specifically on projects of similar scope and nature;
- The degree to which the proposal meets or exceeds the terms of the RFP; and
- The proposed fee structure shall be based on the services provided.

## **6. PROPOSAL ELEMENTS AND FORMAT:**

The submitted proposals shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the Town of Kiawah Island.

Proposals shall include the following:

A cover letter shall be provided stating the name, physical and email address, and telephone number of the SITE CONSTRUCTION CONTRACTOR's contact person and must bear the signature of the person having the authority to issue the proposal for the SITE CONSTRUCTION CONTRACTOR and bind the firm in a formal contract with the Town of Kiawah Island.

A response that defines the methods and means by which the proposing SITE CONSTRUCTION CONTRACTOR will perform the services outlined in the RFP.

A project timeline outlining the dates and specific tasks to be accomplished during the course of the project.

A list of references for which services have been provided by the proposing SITE CONSTRUCTION CONTRACTOR for municipal governmental agencies for projects of this or similar type. Include contact names, addresses, and telephone numbers.

The proposed not-to-exceed budget.

Evidence that the SITE CONSTRUCTION CONTRACTOR has worked on similar projects.

A staffing plan for the proposed project.

A Statement of Qualifications which will include a list of those individuals who will be working on the project either as employees/principals or as employees of a subcontractor who will work on the project under the supervision of the SITE CONSTRUCTION CONTRACTOR.

Any other information deemed necessary by the proposing SITE CONSTRUCTION CONTRACTOR.

Please provide one (1) printed copy and one (1) electronic (CD or Thumb Drive) of the proposal.

Submittal of a proposal shall be taken as prima facie evidence that the SITE CONSTRUCTION CONTRACTOR has full knowledge of the scope, nature, quality, and quantity of work to be performed and the detailed requirements and conditions under which the work is to be performed.

## **7. GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING ENGINEERING FIRM**

The successfully proposed SITE CONSTRUCTION CONTRACTOR and its employees will operate as independent contractors and will not be considered employees of the Town of Kiawah Island.

## **8. INQUIRIES AND CORRECTIONS:**

All inquiries relating to this request shall be addressed to:

Brian Gottshalk  
Town of Kiawah Island  
4475 Betsy Kerrison Pkwy.  
Kiawah Island, SC 29455  
(843) 768-9166  
[bgottshalk@kiawahisland.org](mailto:bgottshalk@kiawahisland.org)

**SCOPE OF WORK**

The SITE CONSTRUCTION CONTRACTOR will utilize the approved KIAWAH ISLAND PARKWAY CHANNELIZED LEFT-TURN plans to construct the concrete and landscaped island, overlay the existing road, and reconstruct the median noses at the intersection of Beachwalker Drive and Kiawah Island Parkway. The project area includes the Outbound Kiawah Island Parkway lanes along the landscaped medians at the intersection of Beachwalker Drive.

- The Project shall include all site work, grading, hardscape, landscape, etc., as depicted in the approved plans and specifications
- Provide a detailed timeline for The Project. The Town’s goal
- Provide a detailed bid for The Project
- The SITE CONSTRUCTION CONTRACTOR will be responsible for all application, usage, registration, utility, or other fees necessary to complete the project.
- The extent of work on this project is the furnishing of all labor, equipment, and materials for the construction of improvements.
- All work is to be done in strict compliance with the plans and specifications prepared by Kimley-Horn which have been heretofore approved by the Town of Kiawah Island and which are now on file for public examination.
- Work on The Project shall commence no later than March 1, 2024, and the SITE CONSTRUCTION CONTRACTOR shall be given thirty (30) working days to complete the work from the date that work commences or April 1, whichever occurs first. Liquidated damages in the amount of one thousand dollars (\$1,000.00) per working day will be assessed for each day that the work remains uncompleted after the end of the contract period.

**ADDITIONAL EXHIBITS**

**A – Approved Kiawah Island Parkway Channelized Left-turn**

**B - 2021 Survey**

**RIGHT TO REFUSE PROPOSALS**

The Town of Kiawah Island reserves the right, without prejudice, to reject any and all proposals or any part(s) of any proposal.

**OFFEROR’S CHECKLIST**

*NOTE: These items are the criteria on which your proposal will be evaluated.*

Please make sure that the following items are included with your submittal:

- ❑ Submittal Form **(Required)**
- ❑ Non-Collusion Oath **(Required)**
- ❑ Documentation of Insurance Coverage **(Required)**
- ❑ Copy of Business License (If applicable)
- ❑ Minority/Women Owned Business Certification (Preferred but not required)

**NOTE: IN ADDITION TO THE ABOVE, THE FOLLOWING ITEMS MUST ALSO BE INCLUDED OR ADDRESSED IN YOUR SUBMITTAL:**

- ❑ Organization Information **(Required)**
- ❑ Personnel List (i.e. names of persons to be used in this engagement) **(Required)**
- ❑ References **(Required)**
- ❑ All-Inclusive Cost **(Required)**

***You do not have to submit the Offeror's Checklist. This list is included for your convenience. However, all required information must be provided.***

***Failure to submit the required items may deem your submittal to be non-responsive.***

DATE: \_\_\_\_\_, 2024

**ORGANIZATIONAL INFORMATION**

NAME OF OFFEROR: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

**BY SUBMITTING THIS PROPOSAL, THE UNDERSIGNED OFFEROR REPRESENTS:**

1. The offeror has carefully examined specifications for the Services;
2. The offeror is familiar with all the conditions surrounding the performance of the Services;
3. If awarded the Contract, the offeror will provide all labor, material, supplies and equipment necessary to execute the Services in accordance with the Contract Documents;
4. understands the Town reserves the right to reject any or all responses which does not meet the proposal requirements, or all proposals in the event the Project is canceled, postponed, or if it is in the best interest of Town of Kiawah Island;
5. If awarded the Contract, will enter and execute a contract as required in the Invitation to Bid;
6. The Offeror is legally able to enter into and perform a contract, if awarded;
7. The Offeror is current on all taxes and fees owed to the Town;
8. The Offeror has provided proof of insurance as required by the Town.

**I. PERSONNEL:**

Provide a list of personnel that will be committed to this engagement and their job function.

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**II. REFERENCES / EXPERIENCE:**

**At least three (3) references for similar work performed are required; however, you may provide as many as five (5) references.**

1. COMPANY NAME: \_\_\_\_\_  
Contract Title: \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**REFERENCES / EXPERIENCE (Continued):**

2. COMPANY NAME: \_\_\_\_\_  
Contract Title: \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

3. COMPANY NAME: \_\_\_\_\_  
Contract Title: \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**REFERENCES / EXPERIENCE (Continued):**

4. COMPANY NAME: \_\_\_\_\_  
Contract Title: \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

5. COMPANY NAME: \_\_\_\_\_  
Contract Title: \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**III. COST:**

In compliance with Request for Proposals, the undersigned hereby proposes to provide all materials, equipment, and labor, except as otherwise provided noted, for Construction Services for road improvements on Kiawah Island Parkway at Beachwalker drive for the following cost:

<b>All-inclusive Project Cost</b>
\$

**NAME OF COMPANY:** \_\_\_\_\_

By: \_\_\_\_\_  
Signature
Print Name

Title: \_\_\_\_\_ (i.e., Owner, Partner, Corporate Officer, etc.)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_

Is your firm a \_\_\_\_\_ Corporation, \_\_\_\_\_ Sole Proprietorship, or \_\_\_\_\_ Partnership?

If incorporated, please list state of incorporation: \_\_\_\_\_

FEIN or SSN: \_\_\_\_\_

**BUSINESS LICENSE:**

The Offeror is not required to have valid business licenses to submit a Proposal. However, Offeror's must possess a valid Business License for business undertaken within the corporate limits of the Town of Kiawah Island.

Does your business have a valid **Town of Kiawah Island** Business License?

Yes  No If yes, list the number \_\_\_\_\_

Contact (843) 768-9166 with any questions. If no, a business license must be obtained upon award of the contract.

**INSURANCE:**

The successful offeror, at his own expense, shall keep in force and at all times and maintain during the term of any contract resulting from this RFP the insurance requirements as outlined below.

**GENERAL LIABILITY:** \$1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal injury with a \$2,000,000 general aggregate limit.

**AUTOMOBILE LIABILITY:** \$1,000,000 combined single limit per accident for bodily injury and property damage.

**WORKERS' COMPENSATION:** Statutory limits are required by South Carolina state law, and employer's liability limits of \$100,000 per accident.

The successful offeror shall provide acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than at the execution of any contract resulting from this RFP. The Town reserves the right to receive any additional documentation or information verifying insurance coverage as the Town deems necessary. The Town may contact the successful offeror's insurance agent(s) or carrier(s) directly concerning any insurance issues.

The Town of Kiawah Island must be advised immediately of any changes in required coverage(s).

## **INDEMNIFICATION**

Except for expenses or liabilities arising from the negligence of the Town, the offeror hereby expressly agrees to indemnify and hold the Town of Kiawah Island harmless against any and all expenses and liabilities arising out of performance or default of any resulting contract as follows:

The offeror expressly agrees to the extent that there is a causal relationship between its negligent, reckless or intentionally wrongful action or inaction, or the negligent, reckless or intentionally wrongful action or inaction of any of its employees or any person, firm or corporation directly or indirectly employed by the offeror, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the Town and its employees or any member of the public, to indemnify and save the Town and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting contract from this RFP. Such costs are to include any defense, settlement, or reasonable attorneys' fees incurred by the Town or its employees. This promise to indemnify shall include bodily injuries or death occurring to offeror's employees and any person directly or indirectly employed by the offeror (including without limitation any employee of any subcontractor), the Town's employees, the employees of any other independent contractors, or occurring to any member of the public. When the Town submits notice, offeror shall promptly defend any aforementioned action. This obligation shall survive the suspension or termination of this Agreement. The limits of insurance coverage required herein shall not serve to limit this obligation to indemnify. The recovery of costs and fees shall extend to those incurred in the enforcement of this indemnity.

### **MINORITY/WOMEN-OWNED ENTERPRISE:**

Are you a Minority or Woman-Owned business? \_\_\_ Yes \_\_\_ No

If so, are you certified? \_\_\_ Yes \_\_\_ No

If you are certified, you must furnish a copy of your certificate with your submittal.

# NON-COLLUSION OATH

COUNTY OF: \_\_\_\_\_

STATE OF: \_\_\_\_\_

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared \_\_\_\_\_ and made oath that the Offeror herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Offeror, or themselves, to obtain information that would give the Offeror an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

\_\_\_\_\_  
Authorized Signature for Offeror

Please print Offeror's name and address:

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

\_\_\_\_\_  
NOTARY PUBLIC FOR THE STATE OF \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Print Name: \_\_\_\_\_

SHEET NO.	DESCRIPTION	SHEET SUBTOTAL
R1-000	TITLE SHEET	1
R2-001	TYPICAL SECTIONS	1
R3-001	GENERAL CONSTRUCTION NOTES	1
R4-001	SURVEY (FOR REFERENCE ONLY)	1
R6-001	PLAN SHEET	1
R7-001	PROFILES SHEET	1
R8-001	PAVEMENT MARKING & SIGNING SHEET	1
R9-001 - R9-002	TRAFFIC CONTROL	2
R10-001	EROSION CONTROL	1
RX-001	CROSS SECTIONS	1
	TOTAL SHEETS	11



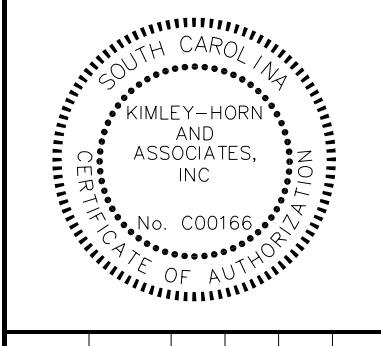
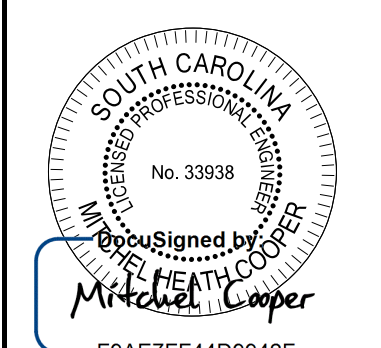
**TOWN OF**  
*Kiawah Island*  
**PROPOSED PLAN**  
**FOR**  
**TOWN OF**  
**KIAWAH ISLAND**  
**ROADWAY IMPROVEMENTS**  
**KIAWAH PARKWAY CHANNELIZED LEFT-TURN**

Hydraulic Design Reference for these plans is the:  
**2009**  
 Edition of SCDOT's "Requirements for  
 Hydraulic Design Studies"

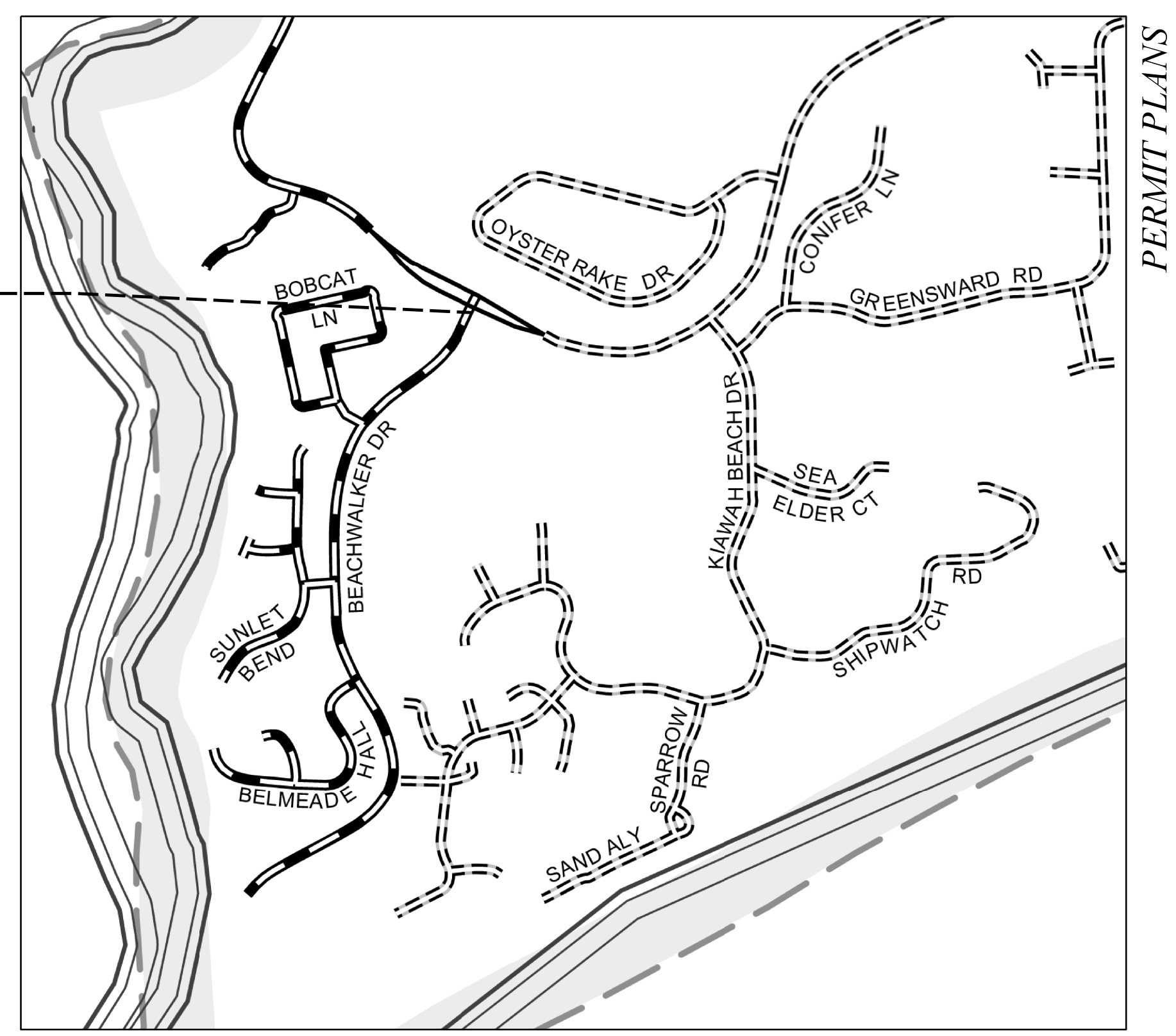
Design Reference for these plans is the:  
**2021**  
 SCDOT Roadway Design Manual

No.	REVISIONS	DATE	BY

**Kimley»Horn**  
 © 2022 KIMLEY-HORN AND ASSOCIATES, INC.  
 115 FAIRCHILD STREET, SUITE 250,  
 CHARLESTON, SC 29494  
 PHONE: 843-797-6390  
 WWW.KIMLEY-HORN.COM



KHA PROJECT	DATE	SCALE	DESIGNED BY	DRAWN BY	CHECKED BY
01-0055003	10-04-2022	AS SHOWN	JTN	JTN	MHC



LAYOUT TOWN OF KIAWAH ISLAND, SC  
NTS

ROAD NAME	NET LENGTH OF ROADWAY	NET LENGTH OF BRIDGES	NET LENGTH OF PROJECT	LENGTH OF EXCEPTIONS	GROSS LENGTH OF PROJECT
KIAWAH PRKWY	0.065 MILES	N/A	0.065 MILES	N/A	0.065 MILES
TOTAL LENGTH	0.065 MILES	N/A	0.065 MILES	N/A	0.065 MILES

EQUALITIES IN STATIONING  
NONE

NOTE: EXCEPT AS MAY OTHERWISE BE SPECIFIED ON THE PLANS OR IN THE SPECIAL PROVISIONS, ALL MATERIALS AND WORKMANSHIP ON THIS PROJECT SHALL CONFORM TO THE SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION (2007 EDITION) AND THE STANDARD DRAWINGS FOR ROAD CONSTRUCTION IN EFFECT AT THE TIME OF LETTING.

ENVIRONMENTAL PERMIT INFORMATION		
USACE PERMIT	TBD	___ YES ___ X NO
NEPA DOCUMENT	TBD	___ YES ___ X NO
401 CERTIFICATION	TBD	___ YES ___ X NO
OCRM CAP	___	___ YES ___ X NO
NAVIGABLE WATERS	___ S ___ USCG ___ USACE ___ X N/A	

**3 DAYS BEFORE DIGGING IN**  
**SOUTH CAROLINA**  
**CALL 811**  
 SOUTH CAROLINA 811 (SC811)  
 WWW.SC811.COM  
 ALL UTILITIES MAY NOT BE A MEMBER OF SC811



RAILROAD INVOLVEMENT?  
 YES / NO



PROJECT  
 KIAWAH ISLAND  
 KIAWAH PARKWAY  
 CHANNELIZED LEFT-TURN  
 CHARLESTON COUNTY SC

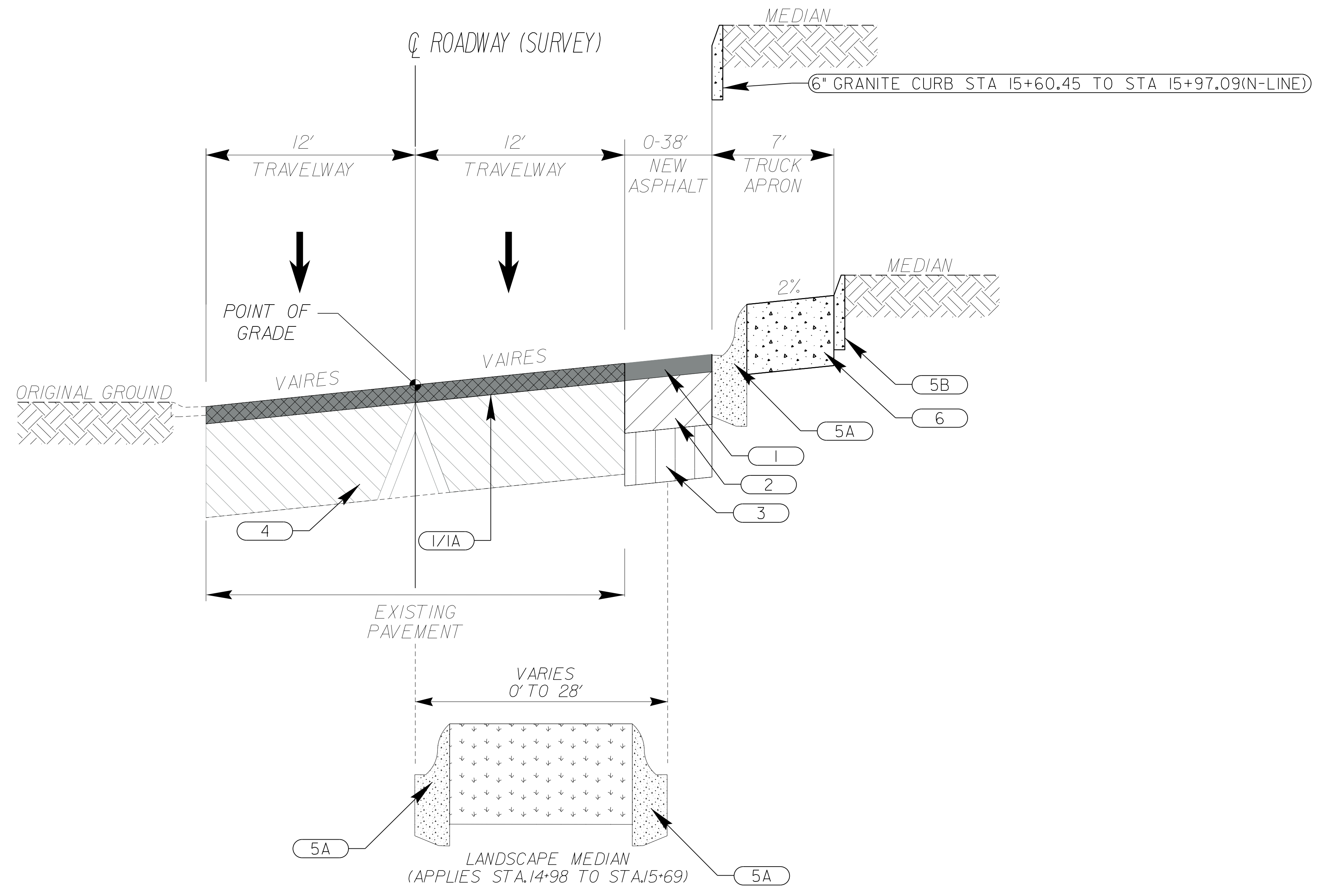
SHEET NUMBER  
**R1-000**

**Kimley»Horn**  
 SC LICENSE #C00166  
 115 FAIRCHILD STREET  
 SUITE 250,  
 CHARLESTON, SC 29492  
 PHONE: (843) 737-6390  
 © 2022

Mitchell Cooper  
 F9AE7FF44D9842F...

① KIAWAH PARKWAY (N-LINE STA. 14+39 TO STA. 15+97)



**LEGEND**

1		ASPHALT CONCRETE SURFACE COURSE, TYPE C, 200 LBS/SY
1A		MILL EXISTING PAVEMENT (2" DEPTH)
2		ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE C, 300 LBS/SY
3		ASPHALT AGGREGATE BASE COURSE, TYPE B, 500 LBS/SY
4		EXISTING PAVEMENT TO BE RETAINED
5		CONCRETE CURB AND GUTTER PER STD. 720-105-01, DETAIL 1
5A		1.5' OGEE CONCRETE CURB AND GUTTER PER STD. 720-105-01, DETAIL 3
5B		
6		

**KIWAH PARKWAY  
DESIGN SPEED**

MPH	FROM STA.	TO STA.
35	20+00.00(S)	28+00.00(S)
35	10+00.00(N)	18+00.00(N)

NO.	DATE	REVISIONS

CLIENT: TOWN OF *Kiawah Island*

PROJECT: KIAWAH ISLAND  
KIAWAH PARKWAY  
CHANNELIZED  
LEFT-TURN

TITLE: TYPICAL SECTIONS

DESIGNED BY: JTN  
 DRAWN BY: JTN  
 CHECKED BY: MHC  
 DATE: 10-07-2022  
 PROJECT#: 014055003

R2-001

GENERAL NOTES

- 1. WORK IN THIS PROJECT SHALL CONFORM TO THESE PLANS, THE KIAWAH ISLAND ARB STANDARDS AND GUIDELINES... 2. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ALL JOBSITE SAFETY... 3. THE LOCATION AND SIZE OF EXISTING UTILITIES AS SHOWN ARE APPROXIMATE ONLY... 4. THE CONTRACTOR SHALL SALVAGE AND PROTECT ALL EXISTING POWER POLES, SIGNS, MANHOLES, TELEPHONE RISERS, WATER VALVES, ETC. DURING ALL CONSTRUCTION PHASES... 5. TRAFFIC CONTROL ON PUBLIC STREETS IS THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE IN CONFORMANCE WITH TRAFFIC CONTROL DETAILS LOCATED IN THE SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION STANDARD DRAWINGS AND AS FURTHER DIRECTED BY CITY AND STATE INSPECTORS... 6. ANY DISCREPANCIES FOUND BETWEEN THE DRAWINGS AND SPECIFICATIONS AND SITE CONDITIONS OR ANY INCONSISTENCIES OR AMBIGUITIES IN DRAWINGS OR SPECIFICATIONS SHALL BE IMMEDIATELY REPORTED TO THE ENGINEER... 7. CONTRACTOR IS RESPONSIBLE FOR VERIFYING OR OBTAINING ALL REQUIRED PERMITS AND APPROVALS PRIOR TO COMMENCING CONSTRUCTION... 8. THE FRAMES AND COVERS OF ALL EXISTING AND PROPOSED DRAINAGE, SANITARY SEWER, WATER MAIN, GAS, AND WIRE UTILITY STRUCTURES SHALL BE ADJUSTED TO MATCH PROPOSED FINISHED ELEVATIONS AND SLOPES... 9. ROADWAYS MUST BE CAPABLE OF SUPPORTING FIRE APPARATUS DURING CONSTRUCTION... 10. SURVEY PROVIDED BY: GRICE SURVEYING, INC... 11. ALL MARKINGS SHALL BE APPROVED PERMANENT PAVEMENT MARKINGS PER SECTIONS 625, 626, OR 627 WITHIN THE SCDOT STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION... 12. CONTRACTOR SHALL BE RESPONSIBLE FOR UTILIZING ALL APPLICABLE AND CURRENT SCDOT STANDARD DRAWINGS INCLUDING, BUT NOT LIMITED TO, THE DRAWINGS INCLUDED OR REFERENCED WITHIN THESE PLANS AND THE APPROVED PERMIT PACKAGE... 13. UPON SUBSTANTIAL PROJECT COMPLETION, CONTRACTOR TO CLEAR EXISTING CULVERTS/PIPES, CATCH BASINS AND DITCHES ALONG FRONTAGE AND DOWNSTREAM AS NECESSARY TO ACHIEVE POSITIVE DRAINAGE... 14. ALL PROPOSED OR RELOCATED SIGNAGE SHALL BE PLACED OR REPLACED IN ACCORDANCE WITH SECTION 650-000... 15. CONTRACTOR TO REMOVE AND REPLACE DAMAGED SIDEWALK OR CURB & GUTTER ALONG PROPERTY FRONTAGE AS NECESSARY... 16. SIDEWALK AND CURB AND GUTTER TO BE REMOVED AND REPLACED FROM JOINT TO JOINT... 17. ANY PROPOSED SIDEWALK WITHIN THE ROW SHALL NOT EXCEED 2% CROSS SLOPE PER ADA GUIDELINES... 18. IN PRESENCE OF SIDEWALK OR OTHER ADA PATHWAY, ACCESS(ES) TO PROVIDE A MINIMUM OF 3' PEDESTRIAN PATH OF NO GREATER CROSS SLOPE THAN 2% ACROSS THROAT OF DRIVEWAY... 19. CONTRACTOR TO SAWCUT EXISTING ASPHALT FOR SMOOTH JOINT NOT ALIGNED WITH WHEEL PATH... 20. PAVEMENT TRANSITION BETWEEN MILLED SURFACE AT BUTT JOINTS SHALL BE TIED-IN SMOOTHLY AND SHALL BE FREE OF "BUMPS".

PROPOSED CURB ELEVATIONS

- 1. THE CONTRACTOR SHALL SET AND ADJUST PROPOSED CURB ELEVATIONS AS NECESSARY TO ENSURE PROPER LONGITUDINAL GRADE FOR DRAINAGE... 2. WHERE PROPOSED CURB AND GUTTER TIES TO EXISTING CURB OR CURB AND GUTTER, A TRANSITION OF 10' SHALL BE MADE TO CONFORM TO THE EXISTING HEIGHTS AND SHAPES.

GRADING

- 1. THE CONTRACTOR IS RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES, 72 HOURS PRIOR TO ANY DEMOLITION, GRADING, OR CONSTRUCTION ACTIVITY... 2. CONTRACTOR IS RESPONSIBLE FOR THE REPAIR AND REPLACEMENT OF ANY UTILITIES, DAMAGED DURING CONSTRUCTION... 3. ALL AREAS SHALL BE GRADED FOR POSITIVE DRAINAGE... 4. CONTRACTOR IS RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF ALL EROSION CONTROL DEVICES SHOWN ON THE APPROVED PLANS... 5. IN ORDER TO ENSURE PROPER DRAINAGE, MAINTAIN A MINIMUM 0.50% SLOPE ON THE CURB... 6. ALL MATERIALS USED FOR FILL OR BACK-FILL SHALL BE FREE OF WOOD, ROOTS, ROCKS, BOULDERS OR ANY OTHER NON-COMPACTABLE SOIL TYPE MATERIAL... 7. ALL PAVEMENT SUB GRADES SHALL BE SCARIFIED TO A DEPTH OF 9" INCHES AND COMPACTED TO A MINIMUM DENSITY OF 100 PERCENT OF ASTM D-1557 DENSITY AT OPTIMUM MOISTURE CONTENT... 8. THE CONTRACTOR SHALL CLEAR AND GRUB THE SITE AND PLACE, COMPACT, AND MOISTURE CONDITION ALL FILL PER THE PROJECT GEOTECHNICAL ENGINEER'S SPECIFICATIONS... 9. ALL CONTOURS ARE IN REFERENCE TO THE BENCHMARK AND MUST BE VERIFIED BY THE CONTRACTOR PRIOR TO GROUND BREAKING... 10. THE LIMITS OF CLEARING SHOWN ON THE GRADING AND EROSION CONTROL PLAN ARE BASED ON THE APPROXIMATE CUT AND FILL SLOPE LIMITS... 11. LIMITS OF PROPOSED SLOPES ARE INDICATED IN THE PLANS, DETAILS AND STANDARD DRAWINGS... 12. ALL DEBRIS FROM CLEARING OPERATIONS SHALL BE DISPOSED OF IN A LEGAL MANNER.

GENERAL CONDITIONS

- 1. ALL PROOF ROLLS WILL BE CONDUCTED BETWEEN THE HOURS OF 8:00 A.M. AND 4:00 P.M. MONDAY - FRIDAY... 2. PROOF ROLL WILL BE REDONE IF THE PROJECT IS RAINED ON BEFORE ANY CONCRETE, STONE, OR ASPHALT IS INSTALLED... 3. THE CONTRACTOR OR THIRD PARTY INSPECTOR WILL SCHEDULE PROOF ROLL, THE THIRD PARTY INSPECTOR OR HIS OR HER REPRESENTATIVE SHOULD BE PRESENT AT ALL PROOF ROLLS... 4. UNDERCUTTING UNSUITABLE MATERIAL IS ACCEPTABLE, USING ONLY APPROVED COMPACTABLE, SUITABLE FILL... 5. ANY FIELD CHANGES MUST BE APPROVED BY BOTH THE ENGINEER OF RECORD AND SCDOT... 6. IF A GEOTECHNICAL/SOILS ENGINEER IS USED ON THE PROJECT, HE OR SHE SHOULD BE PRESENT AT ALL PROOF ROLLS... 7. SCDOT WILL HAVE THE FINAL DECISION ON ALL PROOF ROLLS.

EXISTING SANITARY SEWER AND WATER LINE

THE CONTRACTOR SHALL USE CARE WHEN WORKING AROUND SANITARY SEWERS AND WATER LINES. SHOULD THE CONTRACTOR DAMAGE EXISTING SEWER OR WATER LINES, THEY SHALL IMMEDIATELY REPLACE THE LINE AT HIS EXPENSE WITH DUCTILE IRON PIPE TO THE UTILITY OWNER'S SATISFACTION. THE CONTRACTOR SHALL REPLACE SANITARY SEWER AND/OR WATER LINE, WITH A MINIMUM TWENTY FOOT SECTION OF DUCTILE IRON PIPE WHEN DRAINAGE PIPE COMES WITHIN TWO FEET OF SAID LINES, VERTICALLY OR HORIZONTALLY.

SAWCUTS

THE CONTRACTOR SHALL SAWCUT EXISTING ASPHALT AND/OR CONCRETE SURFACES PRIOR TO REMOVAL UNLESS OTHERWISE DIRECTED BY THE ENGINEER. SAW CUT WIDTH SHALL BE 1 FOOT MINIMUM FROM THE EXISTING EDGE OF PAVEMENT. SAW CUT PAVEMENT SHALL BE REPLACED AS WELL AS ADDITIONAL PAVEMENT REQUIRED TO TIE-IN TO FACE OF PROPOSED CURB AND GUTTER.

UTILITIES

UTILITIES ARE ILLUSTRATED FOR INFORMATION PURPOSES ONLY. TOWN OF KIAWAH ISLAND AND ENGINEER WILL NOT BE HELD ACCOUNTABLE FOR THE ACCURACY OF UTILITY LOCATIONS, SIZES, DEPTHS OR FOR COMPLETENESS OF UTILITY INFORMATION PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY ALL UTILITY OWNERS WHOSE FACILITIES WILL BE AFFECTED TO DETERMINE UTILITY LOCATIONS. THE CONTRACTOR SHALL PROTECT ALL UTILITIES FROM DAMAGE CAUSED BY HIS OPERATIONS OR THOSE OF HIS AGENTS. THE CONTRACTOR SHALL HOLD THE CLIENT HARMLESS FOR ANY THIRD-PARTY INCONVENIENCE CREATED BY WORK OF HIS OWN FORCES OR THAT OF HIS AGENTS.

UTILITIES (CONT'D)

AS NEEDED, THE CONTRACTOR SHALL ADJUST/RELOCATE THE SANITARY SEWER AND WATER LINES ONLY. ALL OTHER ADJUSTMENTS/RELOCATIONS WILL BE PERFORMED BY THE VARIOUS UTILITY OWNERS. THE CONTRACTOR SHALL COORDINATE WORK WITH UTILITY OWNERS SO AS NOT TO ADVERSELY AFFECT THE PROJECT SCHEDULE.

- FOR UTILITY LOCATES CALL PUPS AT 1-888-721-7877.

- FOR LOCATES OF UTILITIES NOT MEMBERS OF SOUTH CAROLINA ONE-CALL CONTACT PROJECT MANAGER.

THE CONTRACTOR SHALL ADJUST ALL WATER VALVES, WATER METER BOXES AND WATER VAULTS TO FINISHED GRADE. WATER METERS LOCATED IN SIDEWALKS OR CONCRETE DRIVEWAYS SHALL BE INSTALLED WITHIN CONCRETE BOXES.

GAS LINES WILL BE ADJUSTED/RELOCATED AS NEEDED BY SCE&G. A REPRESENTATIVE OF SCE&G MUST BE PRESENT JUST PRIOR TO AND DURING CONSTRUCTION NEAR EXISTING GAS LINES, THE CONTRACTOR SHALL CONTACT SCE&G AT LEAST TWO WEEKS PRIOR TO CONSTRUCTION.

TRAFFIC CONTROL

TRAFFIC CONTROL SHALL BE ON ACCORDANCE WITH SCDOT STANDARDS AND THE TRAFFIC CONTROL PLANS CONTAINED WITHIN THIS ROADWAY PLAN SET.

- 1. PORTABLE SIGN SUPPORT MOUNTED ADVANCE SIGNS ARE TO BE INSTALLED NO LESS THAN 6 FEET FROM THE EDGE OF AN ADJACENT TRAVEL LANE WHEN A PAVED SHOULDER IS PRESENT AND NO LESS THAN 4 FEET FROM THE EDGE OF AN ADJACENT TRAVEL LANE WHEN THE SHOULDER IS EARTH AND NO PAVED SHOULDER EXISTS... 2. ALL SIGNS MOUNTED ON PORTABLE SIGN SUPPORTS SHALL HAVE A MINIMUM MOUNTING HEIGHT OF 5 FEET FROM THE GROUND TO THE BOTTOM OF THE SIGN... 3. REFLECTORIZE ALL ORANGE ADVANCE SIGNS AND ALL ORANGE AREAS OF A MULTI-COLORED ADVANCE SIGN WITH A FLUORESCENT ORANGE COLORED PRISMATIC REFLECTIVE SHEETING WHERE THE SIGNS ARE TO BE ORANGE... 4. ALL TRAFFIC CONTROL DEVICES, INCLUDING 36" CONES, OVERSIZED CONES, PORTABLE PLASTIC DRUMS, TYPE II BARRICADES, PORTABLE SIGN SUPPORTS, SIGN SUBSTRATUMS, TRUCK MOUNTED ATTENUATORS BREAKAWAY SYSTEMS FOR GROUND MOUNTED SIGN SUPPORTS, ETC., SHALL COMPLY WITH ALL NCHRP REPORT 350 REQUIREMENTS AND SHALL BE APPROVED BY THE DEPARTMENT... 5. REFLECTORIZE ALL DRUMS AND BARRICADES WITH A TYPE III HIGH INTENSITY REFLECTIVE SHEETING UNLESS OTHERWISE DIRECTED BY KIAWAH ISLAND STAFF... 6. THE CONTRACTOR SHALL CONDUCT THE WORK IN SUCH A MANNER SO AS NOT TO ENCRGOACH ONTO THE LANE ADJACENT TO THE CLOSED LANE... 7. IF WORK IS BEING CONDUCTED AT MULTIPLE LOCATIONS AT THE SAME TIME, THE CONTRACTOR WILL NOT BE ALLOWED TO IMPLEMENT MORE THAN ONE LANE CLOSURE IN ONE LOCATION AT A TIME... 8. CONTRACTOR TO COORDINATE WITH KIAWAH ISLAND STAFF DURING CONSTRUCTION TO ENSURE THAT PEDESTRIAN DETOURS FROM ADJACENT PROJECTS ARE ACCOMMODATED PROPERLY.

THE FOLLOWING STANDARDS AND THE LATEST REVISION THERETO ARE APPLICABLE TO THIS PROJECT AND BY REFERENCE ARE CONSIDERED A PART OF THESE PLANS. THIS LIST IS NOT CONSIDERED COMPLETE AND THE CONTRACTOR SHALL REFER TO ALL LOCAL AND STATE TRANSPORTATION STANDARDS AS NECESSARY.

SCDOI:

Table with 2 columns: STD. NO., TITLE. Rows include: 601-005-00 NEW ROADWAY CONSTRUCTION PRIMARY ROUTES; 602-005-00 CONSTRUCTION SIGNING - TEMPORARY PORTABLE SIGN SUPPORTS INSTALLATION & PLACEMENT; 605-010-01 CONSTRUCTION SIGNING PERMANENT PRIMARY ROUTES; 610-015-00 LANE CLOSURE NIGHTTIME URBAN LOW SPEED; 610-410-00 MOBILE OPERATIONS MULTILANE PRIMARY ROUTES; 610-515-00 EXTENDED ROAD CLOSURE OF NEW ROADWAY ALIGNMENT

SCDHEC EROSION CONTROL NOTES (CONT'D)

- 11. SHOW BMP MEASURES FOR CONCRETE TRUCK WASHOUT AREA, OR ADD THE FOLLOWING NOTES TO THE PLANS:

CONCRETE TRUCKS SHALL NOT TYPICALLY BE WASHED OUT ON SITE. IF CONCRETE TRUCK WASHOUT IS PERMITTED ON SITE, COORDINATE LOCATION AND BMP'S WITH SITE INSPECTOR.

DO NOT DISPOSE OF CONCRETE TRUCK WASHOUT WASTE BY DUMPING IN A SANITARY SEWER, STORM DRAIN OR ONTO SOIL OR PAVEMENT THAT CARRIES STORM WATER RUNOFF.

THE WASHOUT FROM CONCRETE TRUCK SHALL BE DISPOSED OF IN ACCORDANCE WITH THE FOLLOWING:

- DESIGNATED AREA THAT WILL LATER BE BACKFILLED (SLURRY PIT)
- DESIGNATED AREA WHERE THE CONCRETE WASH CAN HARDEN AND THEN BE DISPOSED OF AS SOLID WASTE.
- LOCATION IS NOT SUBJECT TO WATER RUNOFF, AND MORE THAN 50 FEET AWAY FROM A STORM DRAIN, OPEN DITCH, OR RECEIVING WATER WAY.
- PUMP EXCESS CONCRETE IN CONCRETE PUMP BIN BACK INTO CONCRETE TRUCK MIXER.
- CONCRETE WASHOUT FROM CONCRETE PUMPER BINS CAN BE WASHED INTO CONCRETE PUMPER TRUCKS AND DISCHARGED INTO DESIGNATED WASHOUT AREA OR PROPERLY DISPOSED OFFSITE.

- 12. ALL CHEMICAL SPILLS, OIL SPILLS, OR FISH KILLS MUST BE REPORTED TO SCDHEC LAND & WASTE MANAGEMENT EMERGENCY RESPONSE - CALL THE 24-HOUR EMERGENCY RESPONSE LINE AT 1-888-481-0125.

- 13. TEMPORARY TOILET FACILITIES SHALL BE PROVIDED FOR ALL CONSTRUCTION WORKERS AND SITE VISITORS IN ACCORDANCE WITH 2015 INTERNATIONAL PLUMBING CODE GENERAL REGULATIONS, SECTION 311. PORTABLE FACILITIES SHALL BE PLACED ON LEVEL GROUND AND AWAY FROM STORM DRAINAGE SYSTEMS (DITCHES, CATCH BASINS, ETC.). DISPOSAL AND HANDLING OF SANITARY WASTE MUST COMPLY WITH SCDHEC REQUIREMENTS.

- 14. FINAL GRADES FOR GRASSED AND LANDSCAPED AREAS SHALL REQUIRE A MINIMUM OF 4-6" OF CLEAN TOP SOIL, FREE FROM DEBRIS AND CONTAMINANTS, AND PREFERABLY OF NATIVE ORIGIN.

SCDHEC EROSION CONTROL NOTES

- 1. IF NECESSARY, SLOPES WHICH EXCEED EIGHT (8) FEET SHOULD BE STABILIZED WITH SYNTHETIC OR VEGETATIVE MATS, IN ADDITION TO HYDROSEEDING. IT MAY BE NECESSARY TO INSTALL TEMPORARY SLOPE DRAINS DURING CONSTRUCTION. TEMPORARY BERMS MAY BE NEEDED DAILY UNTIL THE SLOPE IS BROUGHT TO GRADE.

- 2. STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS PRACTICABLE IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, BUT IN NO CASE MORE THAN FOURTEEN (14) DAYS AFTER WORK HAS CEASED, EXCEPT AS STATED BELOW:

WHERE STABILIZATION BY THE 14TH DAY IS PRECLUDED BY SNOW COVER OR FROZEN GROUND CONDITIONS, STABILIZATION MEASURES MUST BE INITIATED AS SOON AS PRACTICABLE.

WHERE CONSTRUCTION ACTIVITY ON A PORTION OF THE SITE IS TEMPORARILY CEASED, AND EARTH-DISTURBING ACTIVITIES WILL BE RESUMED WITHIN 14 DAYS, TEMPORARY STABILIZATION MEASURES DO NOT HAVE TO BE INITIATED ON THAT PORTION OF THE SITE.

- 3. ALL SEDIMENT AND EROSION CONTROL DEVICES SHALL BE INSPECTED EVERY SEVEN (7) DAYS AND WITHIN 24 HOURS AFTER EACH RAINFALL OCCURRENCE THAT EXCEEDS ONE-HALF (0.5) INCH. IF SITE INSPECTIONS IDENTIFY BMPS THAT ARE DAMAGED OR NOT OPERATING EFFECTIVELY, MAINTENANCE MUST BE PERFORMED AS SOON AS PRACTICABLE OR AS REASONABLY POSSIBLE AND BEFORE THE NEXT STORM EVENT WHENEVER PRACTICABLE.

- 4. PROVIDE SILT FENCE AND/OR OTHER CONTROL DEVICES AS MAY BE REQUIRED TO CONTROL SOIL EROSION DURING UTILITY CONSTRUCTION. ALL DISTURBED AREAS SHALL BE CLEANED, GRADED AND STABILIZED WITH GRASSING IMMEDIATELY AFTER THE UTILITY INSTALLATION. FILL COVER AND TEMPORARY SEEDING AT THE END OF EACH DAY ARE RECOMMENDED. IF WATER IS ENCOUNTERED WHILE TRENCHING, THE WATER SHOULD BE FILTERED TO REMOVE ANY SEDIMENTS BEFORE BEING PUMPED BACK INTO ANY WATER OF THE STATE.

- 5. ALL EROSION CONTROL DEVICES SHALL BE PROPERLY MAINTAINED DURING ALL PHASES OF CONSTRUCTION UNTIL THE COMPLETION OF ALL CONSTRUCTION ACTIVITIES AND ALL DISTURBED AREAS HAVE BEEN STABILIZED. ADDITIONAL CONTROL DEVICES MAY BE REQUIRED DURING CONSTRUCTION IN ORDER TO CONTROL EROSION AND/OR OFFSITE SEDIMENTATION. ALL TEMPORARY CONTROL DEVICES SHALL BE REMOVED ONCE CONSTRUCTION IS COMPLETE AND THE SITE IS STABILIZED.

- 6. THE CONTRACTOR MUST TAKE NECESSARY ACTION TO MINIMIZE THE TRACKING OF MUD ONTO PAVED ROADWAY FROM CONSTRUCTION AREAS AND THE GENERATION OF DUST. THE CONTRACTOR SHALL DAILY REMOVE MUD/SOIL FROM PAVEMENT, AS MAY BE REQUIRED.

- 7. RESIDENTIAL SUBDIVISIONS REQUIRE EROSION CONTROL FEATURES FOR INFRASTRUCTURE AS WELL AS FOR INDIVIDUAL LOT CONSTRUCTION. INDIVIDUAL PROPERTY OWNERS SHALL FOLLOW THESE PLANS DURING CONSTRUCTION OR OBTAIN APPROVAL OF AN INDIVIDUAL PLAN IN ACCORDANCE WITH SC REG. 72-300 SEQ. AND SCRI00000.

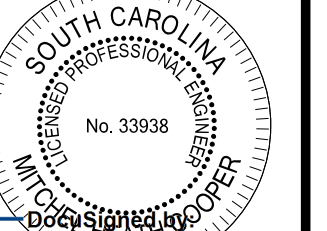
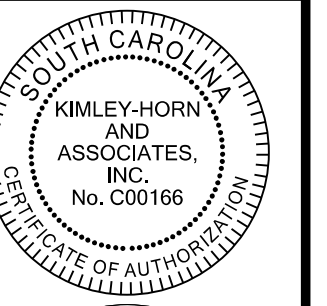
- 8. TEMPORARY DIVERSION BERMS AND/OR DITCHES WILL BE PROVIDED AS NEEDED DURING CONSTRUCTION TO PROTECT WORK AREAS FROM UPSLOPE RUNOFF AND/OR DIVERT SEDIMENT LADEN WATER TO APPROPRIATE TRAPS OR STABLE OUTLETS.

- 9. ALL WATERS OF THE STATE (WoS), INCLUDING WETLANDS, ARE TO BE FLAGGED OR OTHERWISE CLEARLY MARKED IN THE FIELD. A DOUBLE ROW OF SILT FENCE IS TO BE INSTALLED IN ALL AREAS WHERE A 50' BUFFER CANNOT BE MAINTAINED BETWEEN THE DISTURBED AREA AND ALL WoS. A 10-FOOT BUFFER SHOULD BE MAINTAINED BETWEEN THE LAST ROW OF SILT FENCE AND ALL WoS.

- 10. LITTER, CONSTRUCTION DEBRIS, OILS, FUELS AND BUILDING PRODUCTS WITH SIGNIFICANT POTENTIAL FOR IMPACT (SUCH AS STOCKPILES OF FRESHLY TREATED LUMBER) AND CONSTRUCTION CHEMICALS THAT COULD BE EXPOSED TO STORM WATER MUST BE PREVENTED FROM BECOMING A POLLUTANT SOURCE IN STORM WATER DISCHARGES.

KimleyHorn

SC LICENSE #C00166
115 FAIRCHILD STREET
SUITE 250,
CHARLESTON, SC 29492
PHONE: (843) 737-6390
© 2022



Mitchell Cooper
F8AE7FF44D9842F...

Table with 3 columns: NO., DATE, REVISIONS



KIAWAH ISLAND
KIAWAH PARKWAY
CHANNELIZED
LEFT-TURN

GENERAL
CONSTRUCTION
NOTES

DESIGNED BY: JTN
DRAWN BY: JTN
CHECKED BY: MHC

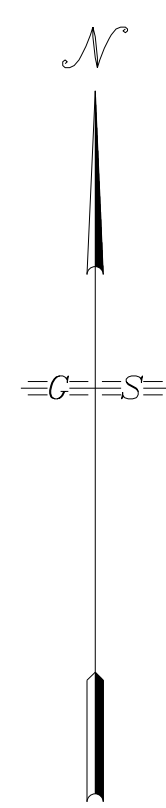
DATE: 10-07-2022

PROJECT#: 014055003

R3-001

# GRICE SURVEYING, INC.

LAND SURVEYING SERVICES  
410 GENERAL MOULTRIE DRIVE  
BONNEAU, S.C. 29431  
PHONE: (843) 825-3573  
EMAIL: rgrice@gricesurveying.com



### NOTES:

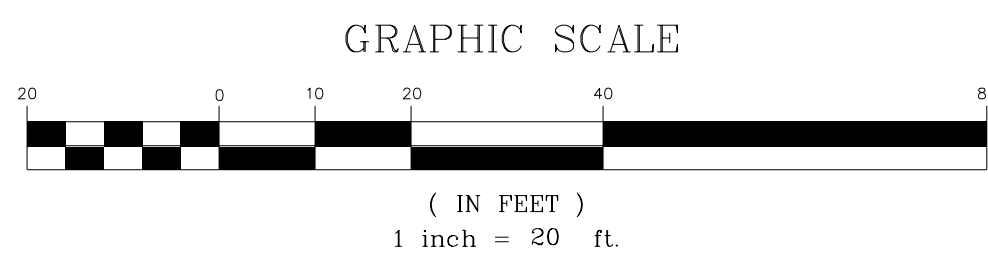
1. BY FEMA FIRM 45019C0785K, DATED JAN. 29, 2021, (INDEX DATE JAN. 21, 2021) THIS PROPERTY IS LOCATED IN ZONE AE 10, A SPECIAL FLOOD HAZARD ZONE. THE FLOOD ZONE WAS DETERMINED BY SCALING FROM FEMA FIRM MAPS. CONSULT WITH LOCAL BUILDING OFFICIALS FOR REVISION TO FIRM BEFORE CONSTRUCTION.
2. BEARINGS SHOWN HEREON ARE SC GRID, NAD 83 PROCESSED FROM SC VRS/RTK OBSERVATIONS.
3. VERTICAL DATUM IS NAVD 88. CONTOUR INTERVAL IS 1'.
4. THE LOCATIONS OF OBVIOUS AND ACCESSIBLE UTILITIES WERE PHYSICALLY SURVEYED. UNDERGROUND, INACCESSIBLE UTILITIES WERE NOT SURVEYED. THERE MAY BE OTHER UTILITIES UNKNOWN TO THE SURVEYOR. BEFORE ANY SITE DISTURBANCE CALL 1-888-721-7877.

### ABBREVIATIONS:

- PL - PROPERTY LINE
- DB - DEED BOOK
- PB - PLAT BOOK
- FH - FIRE HYDRANT
- CI - GRAPE INLET
- CONC - CONCRETE
- FNC - FENCE
- C/L - CHAIN LINK
- B/W - BARBED WIRE
- TYP - TYPICAL
- ET - ELECTRIC TRANSFORMER
- L/B - LANDSCAPE BUFFER
- OHW - OVERHEAD WIRES
- POB - POINT OF BEGINNING
- TE - TITLE EXCEPTIONS
- CRAPE MYRTLE
- PL - PALMETTO
- P - PINE
- O - OAK
- G - GUM
- M - MAGNOLIA
- C - GUM

### REFERENCE - PLATS AND DEEDS RECORDED IN THE CHARLESTON COUNTY R.M.C. OFFICE

NO.	PLAT BY	DATED	BOOK	PAGE
1.	DAVIS & FLOYD, INC.	NOV. 29, 1988	BU	78
2.	SOUTHEASTERN SURVEYING, INC.	MAY 9, 1994	EA	147
3.	SOUTHEASTERN SURVEYING, INC.	NOV. 14, 2007	L09	0505
4.	COASTAL SURVEYING CO., INC.	JAN. 27, 1978	AL	131
5.	SWA SURVEYING, LLC	OCT. 2, 2013	L14	0192



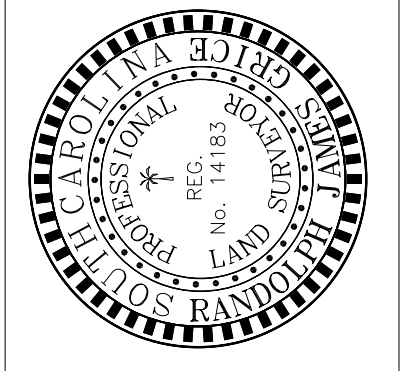
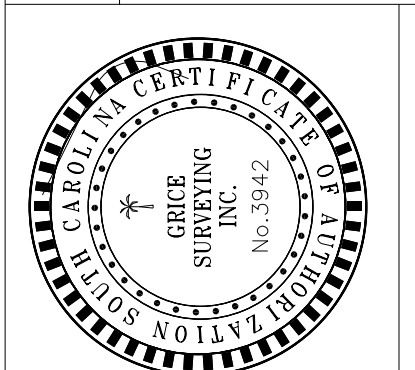
JOB NUMBER	TAX MAP SHEET
20-0012	204-00-00-012
SCALE	DATE
1" = 20'	JANUARY 20, 2021
SHEET	OF SHEETS
1	1

REVISIONS	
No.	DATE DESCRIPTION

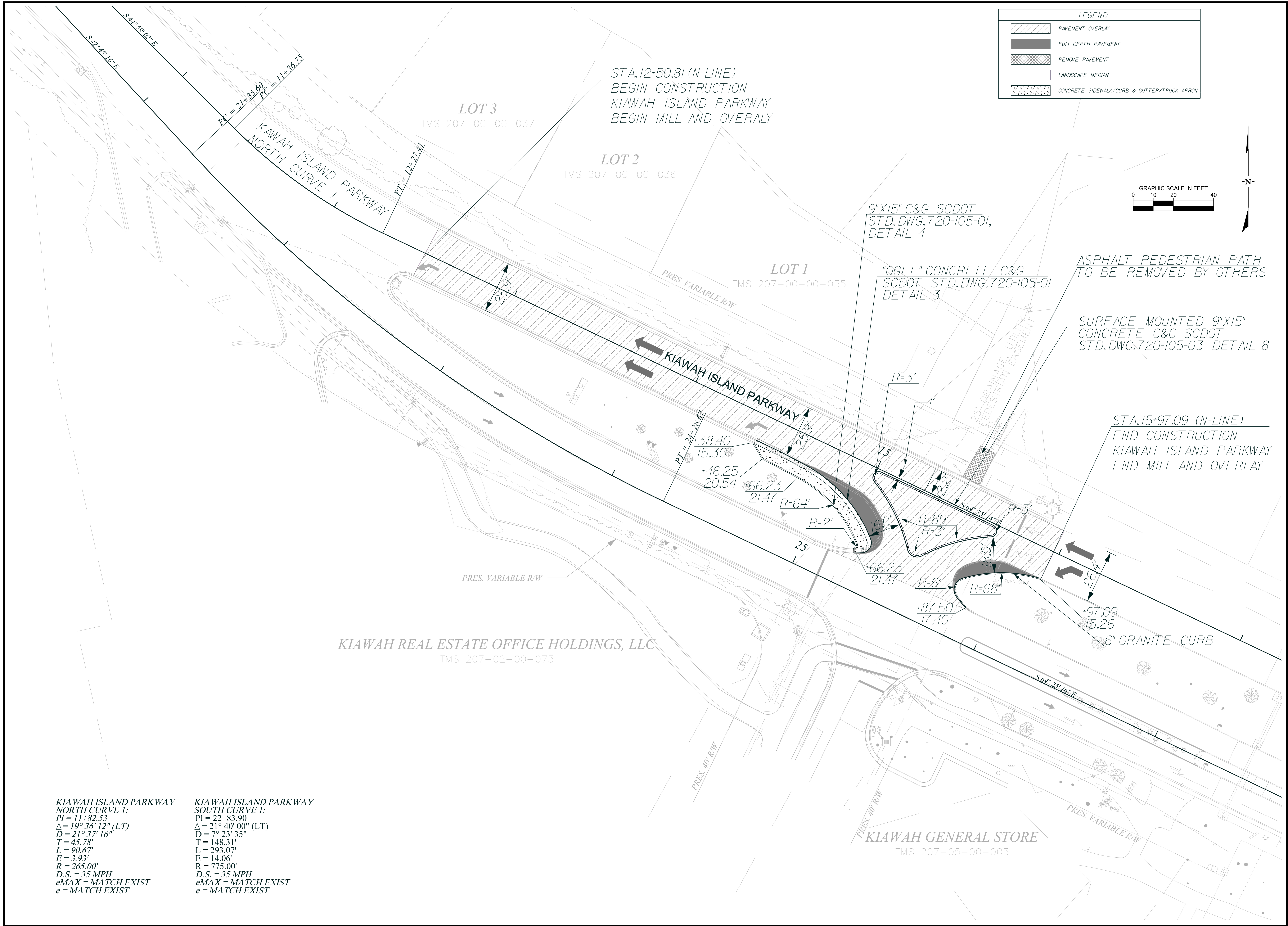
LEGEND	
—	IRRIGATION VALVE
—	TRAFFIC CONTROL
—	CONCRETE MONUMENT FOUND
—	GAS VALVE
—	WATER METER
—	WATER VALVE
—	FIRE HYDRANT
—	SANITARY SEWER MANHOLE
—	COMMUNICATION PEDestal
—	UNDERGROUND UTILITY MANHOLE
—	LIGHT POLE
—	UNDERGROUND UTILITY ACCESS
—	UNDERGROUND COMMUNICATIONS LINE
—	UNDERGROUND ELECTRIC LINE
—	UNDERGROUND DUCT BANK / FIBER OPTIC
—	WATER LINE
—	STORM DRAINAGE SYSTEM

**TOPOGRAPHIC SURVEY**  
**OF THE AREA NEAR THE ENTRANCE TO THE**  
**GUARD HOUSE**  
**IN THE TOWN OF KIAWAH**  
**PREPARED FOR**  
**Kiawah Island Community Association, Inc**  
**CHARLESTON COUNTY SOUTH CAROLINA**



PREPARED FOR  
**Kiawah Island Community Association, Inc**  
 20 Kestrel Court  
 Kiawah Island, SC 29455

This is not a valid true copy of this document unless bearing an original dated signature and true raised, embossed seal of the surveyor.



**LEGEND**

	PAVEMENT OVERLAY
	FULL DEPTH PAVEMENT
	REMOVE PAVEMENT
	LANDSCAPE MEDIAN
	CONCRETE SIDEWALK/CURB & GUTTER/TRUCK APRON



**Kimley»Horn**  
 SC LICENSE #C00166  
 115 FAIRCHILD STREET  
 SUITE 250,  
 CHARLESTON, SC 29492  
 PHONE: (843) 737-6390  
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 KIMLEY-HORN AND ASSOCIATES, INC.  
 No. C00166  
 STATE OF AUTHORIZATION

**SOUTH CAROLINA**  
 No. 33938  
 STATE OF AUTHORIZATION

*Mitchell Cooper*  
 FBAE7FF44D9942F...

NO.	DATE	REVISIONS

CLIENT: **TOWN OF Kiawah Island**

PROJECT: **KIAWAH ISLAND PARKWAY CHANNELIZED LEFT-TURN**

TITLE: **PLAN SHEET**

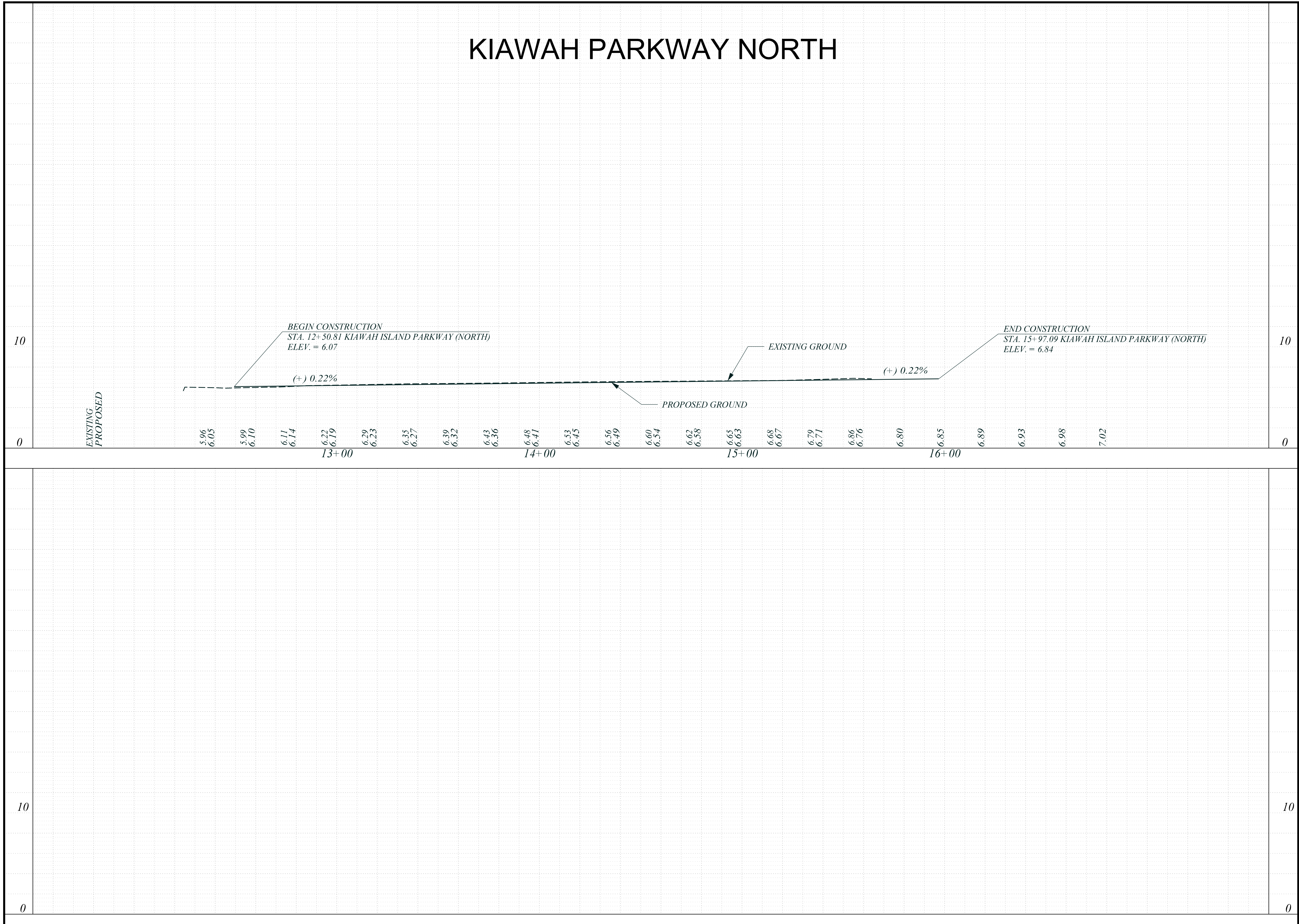
DESIGNED BY: JTN  
 DRAWN BY: JTN  
 CHECKED BY: MHC  
 DATE: 10-07-2022  
 PROJECT#: 014055003

**R6-001**

**KIAWAH ISLAND PARKWAY NORTH CURVE 1:**  
 PI = 11+82.53  
 $\Delta = 19^\circ 36' 12''$  (LT)  
 D = 21° 37' 16"  
 T = 45.78'  
 L = 90.67'  
 E = 3.93'  
 R = 265.00'  
 D.S. = 35 MPH  
 eMAX = MATCH EXIST  
 e = MATCH EXIST

**KIAWAH ISLAND PARKWAY SOUTH CURVE 1:**  
 PI = 22+83.90  
 $\Delta = 21^\circ 40' 00''$  (LT)  
 D = 7° 23' 35"  
 T = 148.31'  
 L = 293.07'  
 E = 14.06'  
 R = 775.00'  
 D.S. = 35 MPH  
 eMAX = MATCH EXIST  
 e = MATCH EXIST

# KIAWAH PARKWAY NORTH



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 STATE OF SOUTH CAROLINA

SOUTH CAROLINA  
 PROFESSIONAL ENGINEER  
 No. 33938  
 MICHAELOPER.COM  
 Mitchell Cooper  
 F8AE7FF44D9842F

NO.	DATE	REVISIONS

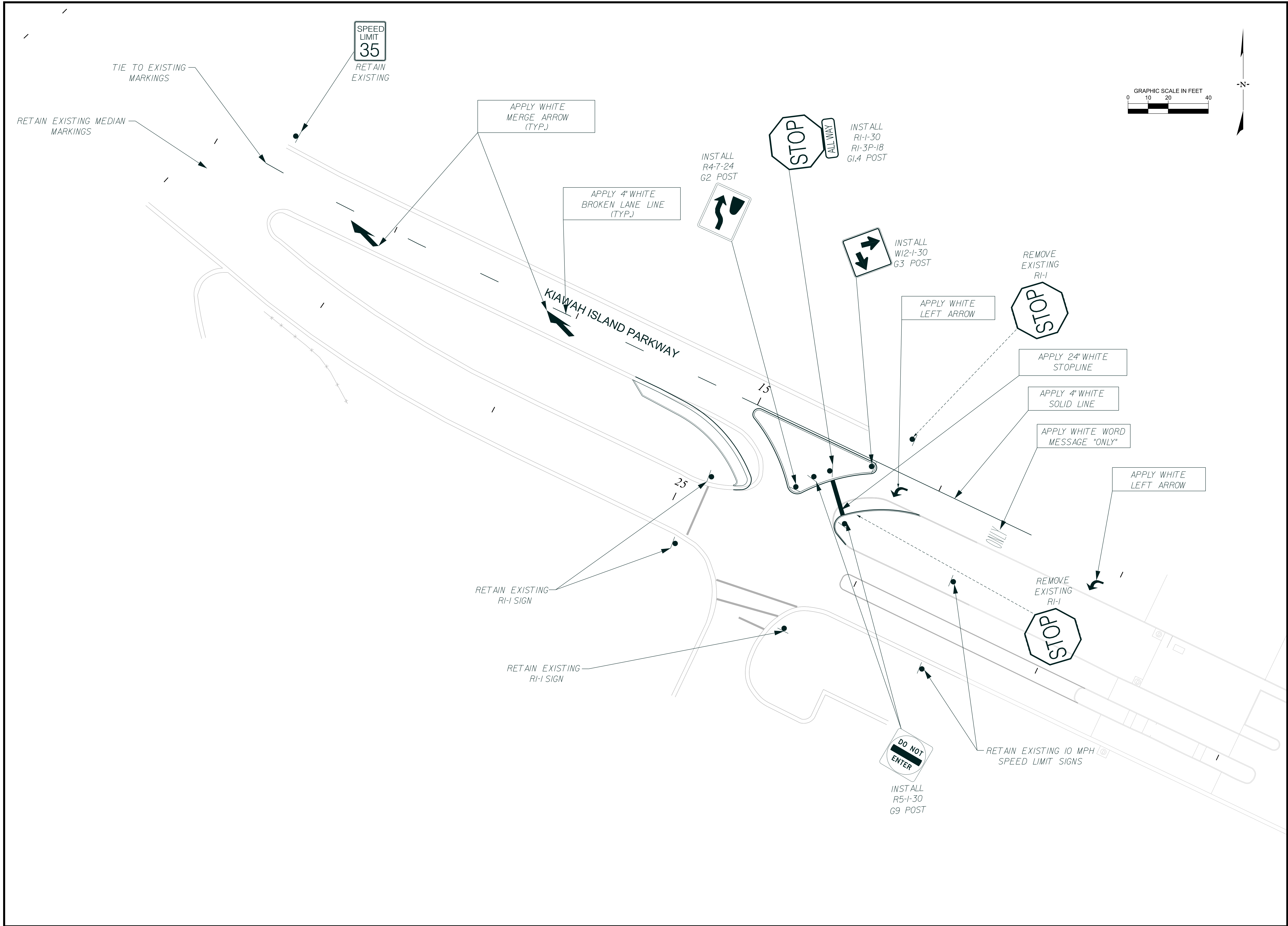
CLIENT: TOWN OF *Kiawah Island*

PROJECT: KIAWAH ISLAND  
 KIAWAH PARKWAY  
 CHANNELIZED  
 LEFT-TURN

TITLE: PROFILES

DESIGNED BY: JTN
DRAWN BY: JTN
CHECKED BY: MHC
DATE: 10-04-2022
PROJECT#: 014055003

R7-001



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 SC LICENSE #00166  
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 SUITE 250,  
 CHARLESTON, SC 29492  
 PHONE: (843) 737-6390  
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Professional Engineer Seal: SOUTH CAROLINA PROFESSIONAL ENGINEER, KIMLEY-HORN AND ASSOCIATES, INC., No. 020166

Professional Engineer Seal: SOUTH CAROLINA PROFESSIONAL ENGINEER, No. 33938, Mitchell Cooper, F9AE7FF44D9842F...

NO.	DATE	REVISIONS

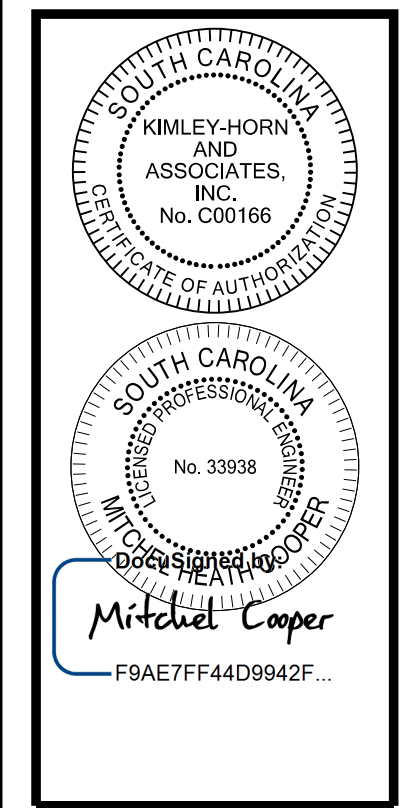
CLIENT: TOWN OF *Kiawah Island*

PROJECT: KIAWAH ISLAND  
 KIAWAH PARKWAY  
 CHANNELIZED  
 LEFT-TURN

TITLE: PAVEMENT MARKING  
 & SIGNING PLAN

DESIGNED BY: JTN  
 DRAWN BY: JTN  
 CHECKED BY: MHC  
 DATE: 10-07-2022  
 PROJECT#: 014055003

R8-001



NO.	DATE	REVISIONS

CLIENT: **Town of Kiawah Island**

PROJECT: **KIAWAH ISLAND  
KIAWAH PARKWAY  
CHANNELIZED  
LEFT-TURN**

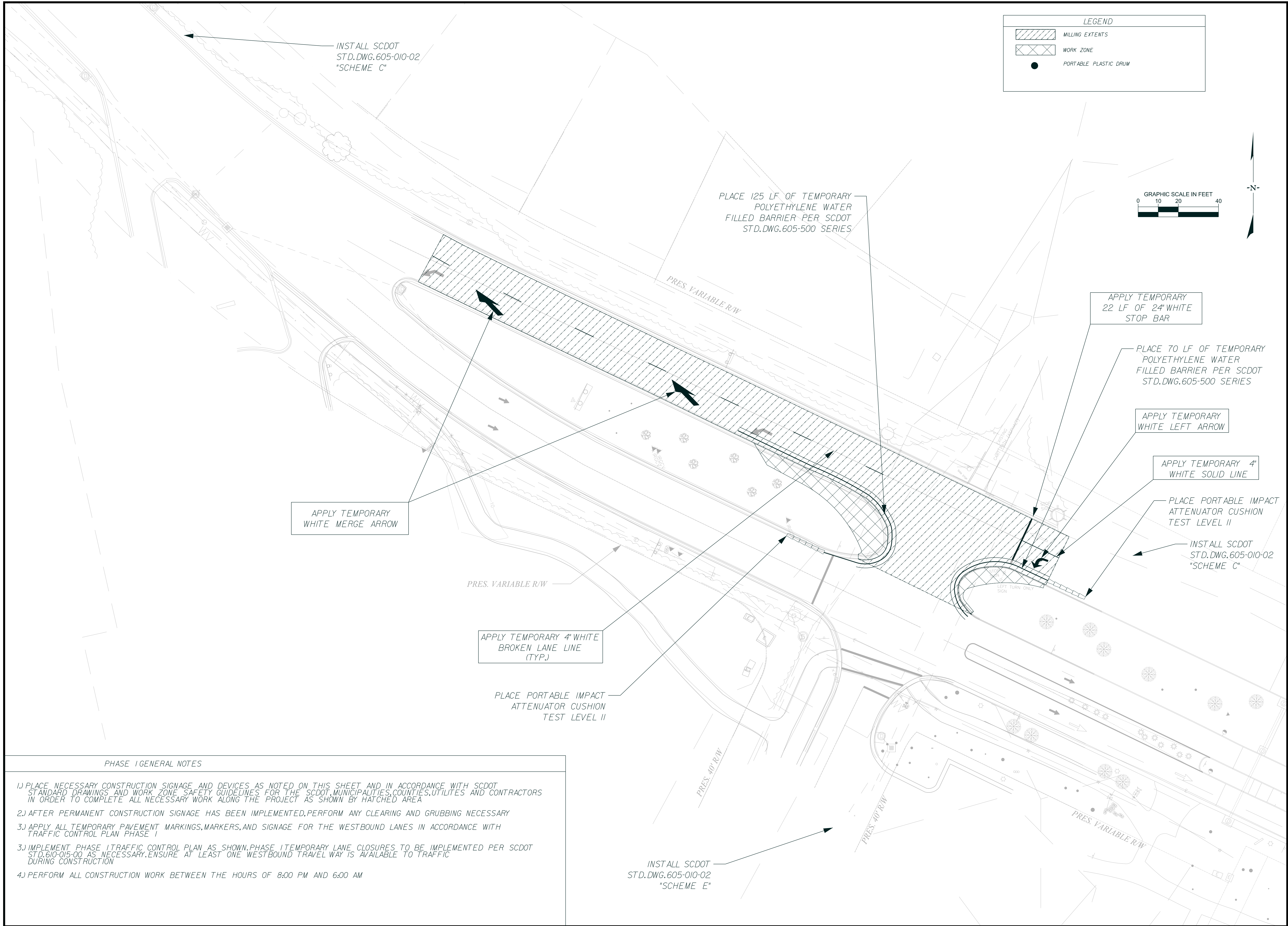
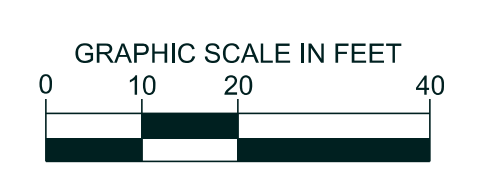
TITLE: **TRAFFIC CONTROL  
SHEET**

DESIGNED BY: JTN  
DRAWN BY: JTN  
CHECKED BY: MHC  
DATE: 10-07-2022  
PROJECT#: 014055003

R9-001

**LEGEND**

- MILLING EXTENTS
- WORK ZONE
- PORTABLE PLASTIC DRUM



INSTALL SCDOT  
STD.DWG.605-010-02  
"SCHEME C"

PLACE 125 LF OF TEMPORARY  
POLYETHYLENE WATER  
FILLED BARRIER PER SCDOT  
STD.DWG.605-500 SERIES

APPLY TEMPORARY  
22 LF OF 24" WHITE  
STOP BAR

PLACE 70 LF OF TEMPORARY  
POLYETHYLENE WATER  
FILLED BARRIER PER SCDOT  
STD.DWG.605-500 SERIES

APPLY TEMPORARY  
WHITE LEFT ARROW

APPLY TEMPORARY 4"  
WHITE SOLID LINE

PLACE PORTABLE IMPACT  
ATTENUATOR CUSHION  
TEST LEVEL II

INSTALL SCDOT  
STD.DWG.605-010-02  
"SCHEME C"

APPLY TEMPORARY  
WHITE MERGE ARROW

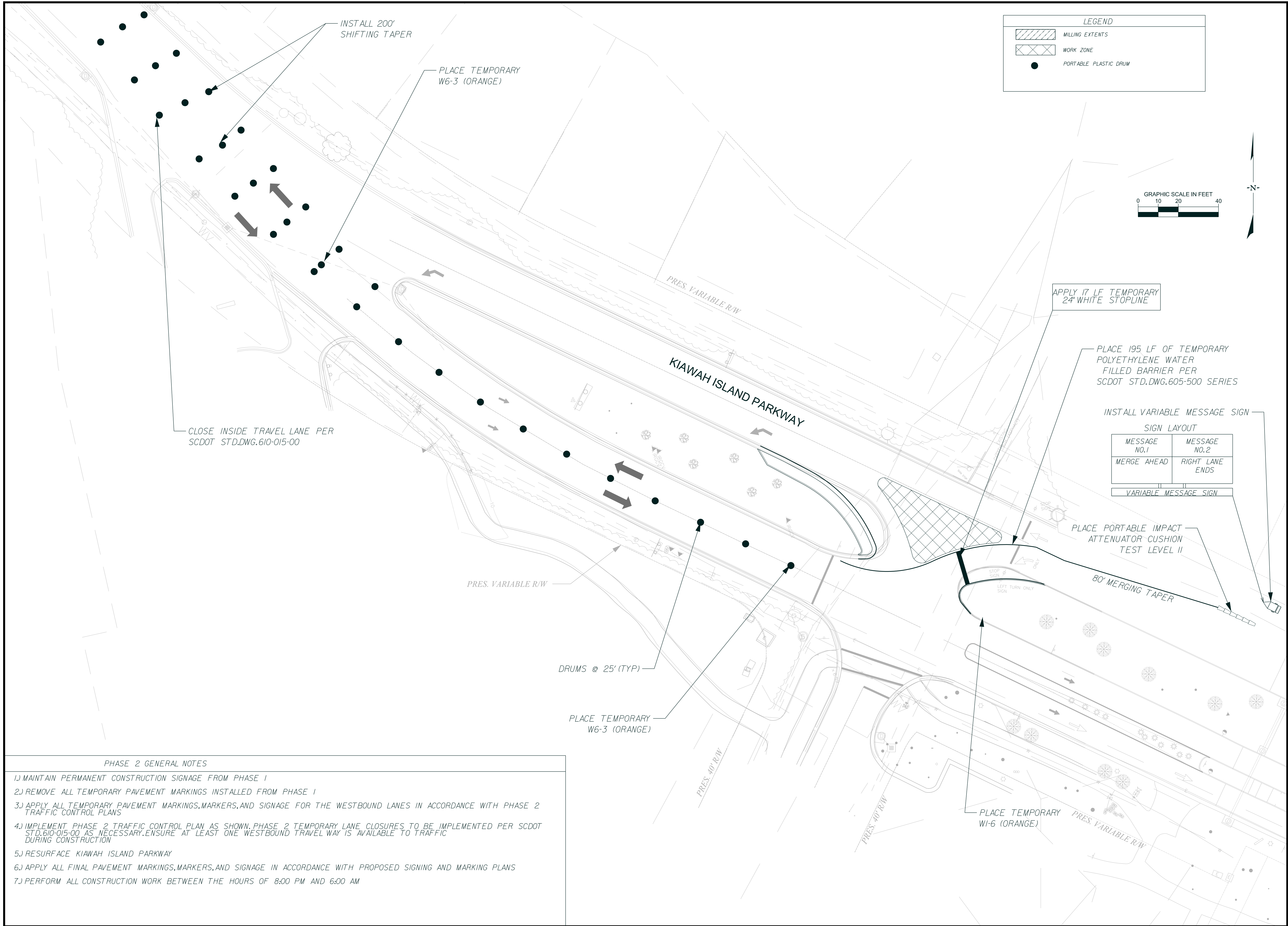
APPLY TEMPORARY 4" WHITE  
BROKEN LANE LINE  
(TYP.)

PLACE PORTABLE IMPACT  
ATTENUATOR CUSHION  
TEST LEVEL II

INSTALL SCDOT  
STD.DWG.605-010-02  
"SCHEME E"

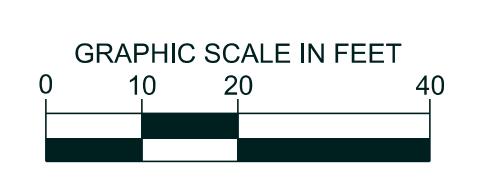
**PHASE I GENERAL NOTES**

- 1.) PLACE NECESSARY CONSTRUCTION SIGNAGE AND DEVICES AS NOTED ON THIS SHEET AND IN ACCORDANCE WITH SCDOT STANDARD DRAWINGS AND WORK ZONE SAFETY GUIDELINES FOR THE SCDOT, MUNICIPALITIES, COUNTIES, UTILITIES AND CONTRACTORS IN ORDER TO COMPLETE ALL NECESSARY WORK ALONG THE PROJECT AS SHOWN BY HATCHED AREA
- 2.) AFTER PERMANENT CONSTRUCTION SIGNAGE HAS BEEN IMPLEMENTED, PERFORM ANY CLEARING AND GRUBBING NECESSARY
- 3.) APPLY ALL TEMPORARY PAVEMENT MARKINGS, MARKERS, AND SIGNAGE FOR THE WESTBOUND LANES IN ACCORDANCE WITH TRAFFIC CONTROL PLAN PHASE I
- 3.) IMPLEMENT PHASE I TRAFFIC CONTROL PLAN AS SHOWN. PHASE I TEMPORARY LANE CLOSURES TO BE IMPLEMENTED PER SCDOT STD.610-015-00 AS NECESSARY. ENSURE AT LEAST ONE WESTBOUND TRAVEL WAY IS AVAILABLE TO TRAFFIC DURING CONSTRUCTION
- 4.) PERFORM ALL CONSTRUCTION WORK BETWEEN THE HOURS OF 8:00 PM AND 6:00 AM



**LEGEND**

- MILLING EXTENTS
- WORK ZONE
- PORTABLE PLASTIC DRUM



APPLY 17 LF TEMPORARY 24" WHITE STOPLINE

PLACE 195 LF OF TEMPORARY POLYETHYLENE WATER FILLED BARRIER PER SCDOT STD.DWG.605-500 SERIES

INSTALL VARIABLE MESSAGE SIGN

SIGN LAYOUT

MESSAGE NO.1	MESSAGE NO.2
MERGE AHEAD	RIGHT LANE ENDS

VARIABLE MESSAGE SIGN

PLACE PORTABLE IMPACT ATTENUATOR CUSHION TEST LEVEL II

80' MERGING TAPER

DRUMS @ 25' (TYP)

PLACE TEMPORARY W6-3 (ORANGE)

PLACE TEMPORARY W1-6 (ORANGE)

**PHASE 2 GENERAL NOTES**

- 1.) MAINTAIN PERMANENT CONSTRUCTION SIGNAGE FROM PHASE 1
- 2.) REMOVE ALL TEMPORARY PAVEMENT MARKINGS INSTALLED FROM PHASE 1
- 3.) APPLY ALL TEMPORARY PAVEMENT MARKINGS, MARKERS, AND SIGNAGE FOR THE WESTBOUND LANES IN ACCORDANCE WITH PHASE 2 TRAFFIC CONTROL PLANS
- 4.) IMPLEMENT PHASE 2 TRAFFIC CONTROL PLAN AS SHOWN. PHASE 2 TEMPORARY LANE CLOSURES TO BE IMPLEMENTED PER SCDOT STD.610-015-00 AS NECESSARY. ENSURE AT LEAST ONE WESTBOUND TRAVEL WAY IS AVAILABLE TO TRAFFIC DURING CONSTRUCTION
- 5.) RESURFACE KIAWAH ISLAND PARKWAY
- 6.) APPLY ALL FINAL PAVEMENT MARKINGS, MARKERS, AND SIGNAGE IN ACCORDANCE WITH PROPOSED SIGNING AND MARKING PLANS
- 7.) PERFORM ALL CONSTRUCTION WORK BETWEEN THE HOURS OF 8:00 PM AND 6:00 AM

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 SC LICENSE #00166  
 115 FAIRCHILD STREET  
 SUITE 250,  
 CHARLESTON, SC 29492  
 PHONE: (843) 737-6390  
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 KIMLEY-HORN AND ASSOCIATES, INC.  
 No. 000166  
 STATE OF AUTHORITY

**SOUTH CAROLINA**  
 No. 33938  
 STATE OF AUTHORITY

*Michelle Cooper*  
 F9AE7FF44D9842F...

NO.	DATE	REVISIONS

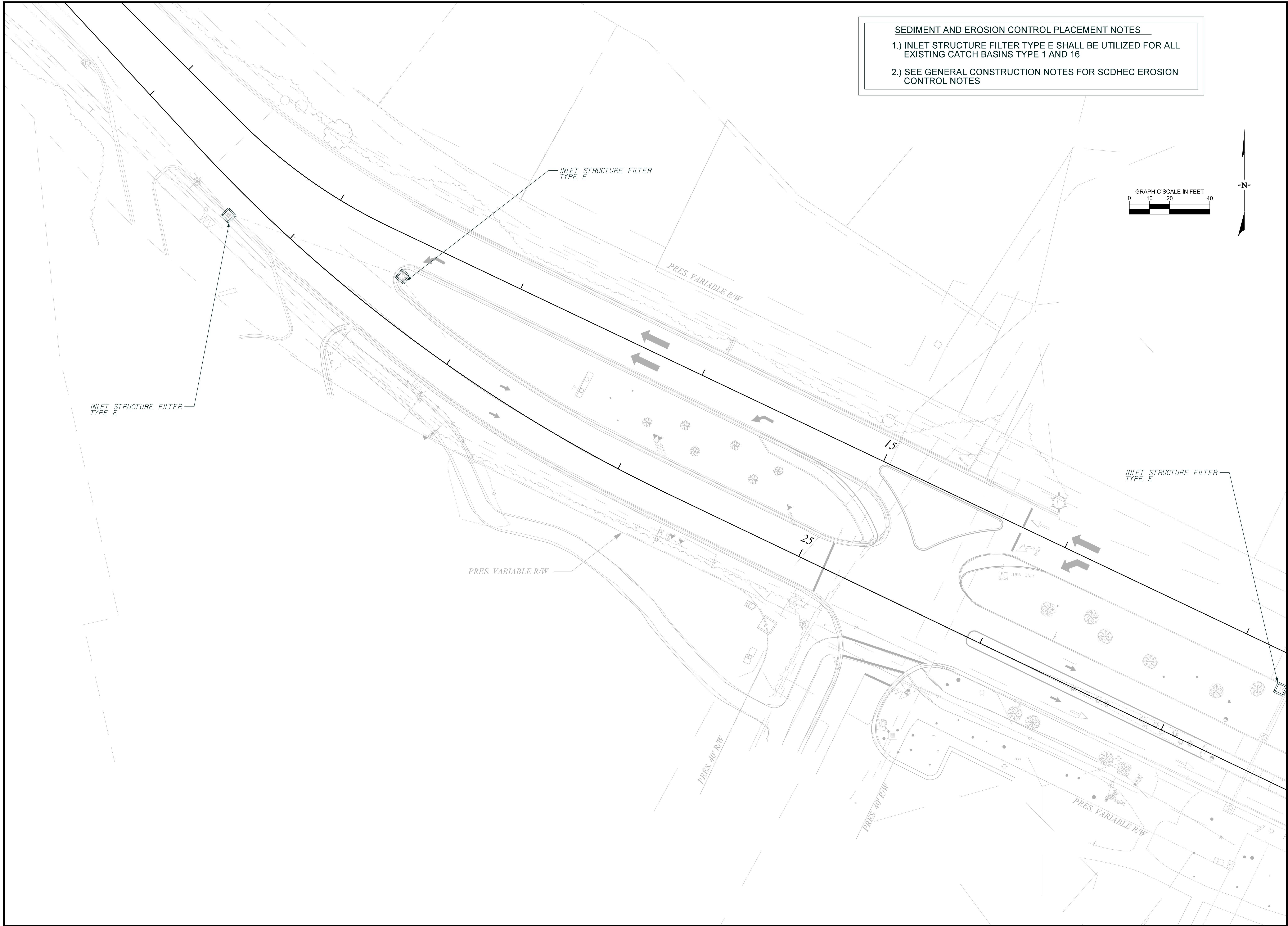
CLIENT: **TOWN OF Kiawah Island**

PROJECT: **KIAWAH ISLAND KIAWAH PARKWAY CHANNELIZED LEFT-TURN**

TITLE: **TRAFFIC CONTROL SHEET**

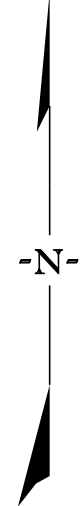
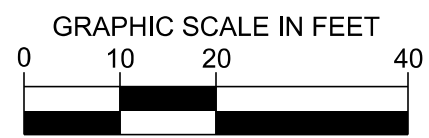
DESIGNED BY: JTN  
 DRAWN BY: JTN  
 CHECKED BY: MHC  
 DATE: 10-07-2022  
 PROJECT#: 014055003

**R9-002**



**SEDIMENT AND EROSION CONTROL PLACEMENT NOTES**

- 1.) INLET STRUCTURE FILTER TYPE E SHALL BE UTILIZED FOR ALL EXISTING CATCH BASINS TYPE 1 AND 16
- 2.) SEE GENERAL CONSTRUCTION NOTES FOR SCDHEC EROSION CONTROL NOTES



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 No. C00166  
 STATE OF AUTHORIZATION

**SOUTH CAROLINA**  
 No. 33938  
 PROFESSIONAL ENGINEER  
 Mitchell Cooper  
 F8AE7FF44D9842F...

NO.	DATE	REVISIONS

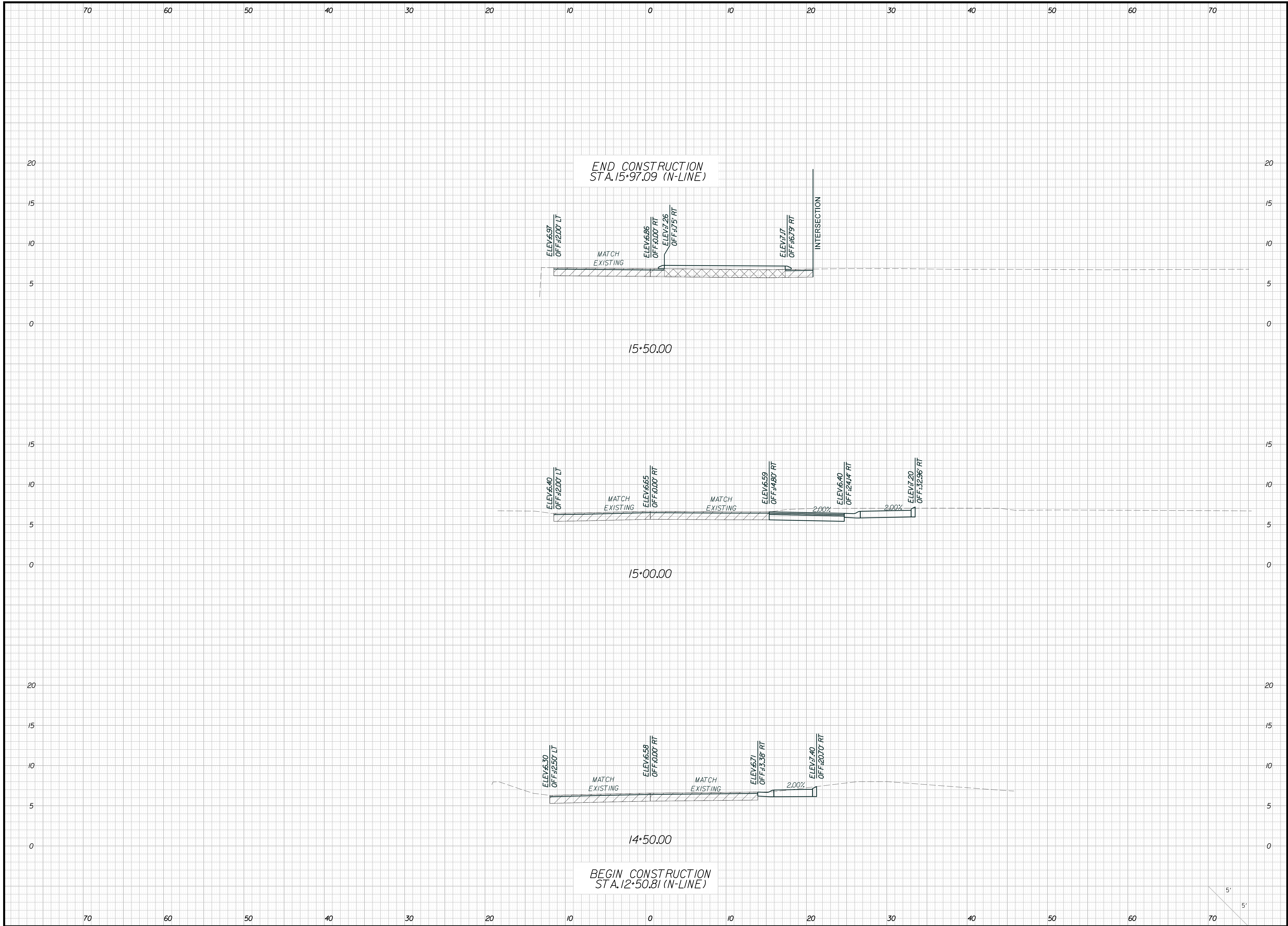
CLIENT: **TOWN OF Kiawah Island**

PROJECT: **KIAWAH ISLAND  
 KIAWAH PARKWAY  
 CHANNELIZED  
 LEFT-TURN**

TITLE: **EROSION CONTROL SHEET**

DESIGNED BY: JTN  
 DRAWN BY: JTN  
 CHECKED BY: MHC  
 DATE: 10-07-2022  
 PROJECT#: 014055003

R10-001



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 No. C00166  
 STATE OF SOUTH CAROLINA  
 PROFESSIONAL ENGINEER

**SOUTH CAROLINA**  
 No. 33938  
 STATE OF SOUTH CAROLINA  
 PROFESSIONAL SURVEYOR

*Mitchell Cooper*  
 F9AE7FF44D9842F...

NO.	DATE	REVISIONS

CLIENT: **TOWN OF Kiawah Island**

PROJECT: **KIAWAH ISLAND  
 KIAWAH PARKWAY  
 CHANNELIZED  
 LEFT-TURN**

TITLE: **CROSS SECTIONS  
 KIAWAH PARKWAY  
 N-LINE**

DESIGNED BY: JTN  
 DRAWN BY: JTN  
 CHECKED BY: MHC  
 DATE: 10-07-2022  
 PROJECT#: 014055003

**RX-001**

**Certificate Of Completion**

Envelope Id: 343ED3C3FE834EA2AA6C4559149AD5E3	Status: Completed
Subject: Complete with DocuSign: 2023-12-06 PERMIT RESUBMITTAL 2.pdf	
Source Envelope:	
Document Pages: 11	Signatures: 10
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Mitchel Cooper
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	401 Fayetteville St.
	Suite 600
	Raleigh, NC 27601
	Mitchel.Cooper@kimley-horn.com
	IP Address: 134.238.172.6

**Record Tracking**

Status: Original	Holder: Mitchel Cooper	Location: DocuSign
12/6/2023 1:29:42 PM	Mitchel.Cooper@kimley-horn.com	

**Signer Events**

Mitchel Cooper  
 mitchel.cooper@kimley-horn.com  
 Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Pre-selected Style  
 Using IP Address: 134.238.172.6

**Timestamp**

Sent: 12/6/2023 1:33:27 PM  
 Viewed: 12/6/2023 1:34:00 PM  
 Signed: 12/6/2023 1:34:16 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/6/2023 1:33:27 PM
Envelope Updated	Security Checked	12/6/2023 1:36:21 PM
Certified Delivered	Security Checked	12/6/2023 1:34:00 PM
Signing Complete	Security Checked	12/6/2023 1:34:16 PM
Completed	Security Checked	12/6/2023 1:36:21 PM
Payment Events	Status	Timestamps



## **WAYS AND MEANS**

### **Agenda Item**



# Request for Ways and Means Committee Action

**TO:** Ways and Means Committee Members  
**FROM:** Brian Gottshalk, Public Works Manager  
**SUBJECT:** Kiawah Island Parkway/Beachwalker Drive Intersection Inspection  
**DATE:** 5 March, 2024

---

## **BACKGROUND:**

Town staff has contracted with Kimley-Horn to design traffic improvements to the intersection of Kiawah Island Parkway and Beachwalker Drive. The design improvements include constructing a curbed channelized left turn outbound past the gate onto Beachwalker drive, and reworking the curbing to the existing island to increase the radius for traffic to turn left from Beachwalker Drive onto the parkway.

## **ANALYSIS:**

After receiving the design from Kimley-Horn, town staff posted an RFP for CE&I publicly for all qualified engineering firms that can oversee construction and conduct necessary inspections. The RFP was posted for two weeks and we received one bid as follows:

**EAS Professionals: \$55,785**

Town staff reviewed this bid with the consultants from Kimley-Horn and it was determined that this bid meets the scope of the work that the Town is requesting.

## **ACTION REQUESTED:**

Town staff is requesting that the Ways and Means Committee recommend to Town Council approving the bid from EAS Professionals for the CE&I on the intersection project.

## **BUDGET & FINANCIAL DATA:**

If approved, this will be funded 70% from restricted funds and 30% from the General Fund.



**REQUEST FOR PROPOSAL (RFP)  
TOWN OF KIAWAH ISLAND  
KIAWAH ISLAND PKWY AND BEACHWALKER DR  
INTERSECTION – CE&I SERVICES**

Prepared For:

Town of Kiawah Island  
4475 Betsy Kerrison Pkwy  
Kiawah Island, SC 29455



Prepared By:

**EAS** PROFESSIONALS, INC.  
2154 N. Center Street, Unit B 205  
North Charleston, SC 29406  
Phone: (843) 933-3012

**Contact:** Douglas R. Dunko, PE

**EAS No. 249001**

February 7, 2024

**Town of Kiawah Island**  
4475 Betsy Kerrison Pkwy  
Kiawah Island, SC 29455



February 7, 2024

**Attention:** Petra Reynolds, Brian Gottschalk

**Reference: Kiawah Island Pkwy and Beachwalker Dr Intersection – CE&I Services**

Engineering and Surveying (EAS) Professionals, Inc. is a multi-disciplinary engineering and land surveying firm headquartered in Greenville, SC, with three other full-service offices in North Charleston, Columbia, and Asheville. We formally express our interest in the Kiawah Island Pkwy and Beachwalker Dr Intersection CE&I Services.

Our team is highly qualified and has provided civil engineering services to South Carolina for over 21 years. As a small firm with 100 employees, we offer a personal touch for all our clients. We sincerely hope your review of our information will find EAS Professionals favorable to engage our professional services. Prior to commencement of services, EAS can provide the necessary proof of insurance, W-9, business licenses, and other required information. We are a **Certified Small Business Enterprise with Charleston County (Certification No. 102523-00-AE-001)**. Below is the Point of Contact information for EAS Professionals:

Doug Dunko -Point of Contact  
2154 N. Center St, Unit B  
North Charleston, SC 29406  
ddunko@eas-pro.com  
Phone: 843-933-3012

EAS's Principal/co-owner and signatory below, Douglas Roy Dunko certifies that the information included within this document, is to the best of my knowledge, correct as of the date indicated. Doug is authorized to contractually bind our business.

Signature:



Douglas Roy Dunko, P.E.,  
Senior Geotechnical Engineer/CEO/Owner  
South Carolina PE License No. 21288





***Certified  
Charleston County  
Small Business Enterprise***



***EAS Professionals Inc  
North Charleston, SC***

***Certification No. 102523-00-AE-001***

***Valid Until: October 25, 2024***

***Certified for: Engineering & Surveying***

*Holly S. Chesser*

Holly S. Chesser, Program Manager  
Small Business Enterprise Program

**Issued On: October 25, 2023**

# THE MULTI-DISCIPLINE ADVANTAGE

REGISTERED SURVEYORS (PLS) AND PROFESSIONAL ENGINEERS (PE)

## Geotechnical Engineering Services

- Comprehensive Subsurface Investigations
- Pavement Designs: Asphalt, Concrete, Pervious
  - Comprehensive Concrete Pavement Jointing Plans and specifications
- Deep Foundations Evaluation & Design
  - Timber, Concrete, and Steel Piles
  - Drilled Shafts and Stone Columns
- Retaining Wall and Reinforced Earth Design
  - Geogrid-Reinforced Walls and Slopes
  - Reinforced Concrete Walls
  - Soil Nail, Tieback, and Lagging Walls
- Earth Stabilization Evaluation and Design
  - Geotextiles/Geogrids, Lime, and Cement
  - Wick Drains and Site Preloads
  - Soil Cement, Rock Columns, Rigid inclusions, Dynamic Compaction, Polymer injections
- Seismic Evaluations per IBC Codes
- Site-Specific Seismic Analysis Design Category upgrades & Seismic Remediation Designs
- Liquefaction/Settlement Analysis (SCPT and ReMi)
- Site Feasibility Studies
- Forensic/Failure Evaluations and Analysis
- Slope and retaining structures Stability Analysis
- Seismic Refraction and developing top or Rock Surfaces for blasting/site development
- Evaluation and profiling of Sinkholes

## Construction Materials Testing Services

- Commercial, Industrial, Institutional and Residential Building/Facilities Inspection Services
- QA/QC Construction Observation
- Soil, Aggregate, Concrete, and Asphalt Field Testing & Third-Party Verification
- Stormwater SWPPP – CEPSCI Inspections
- Special Inspections and Testing (IBC Chapter 17)
- SCDOT CE&I Services

## Laboratory Testing Services

- CU Triaxial (ASTM D4767)
- Consolidation (ASTM D2435)
- Grain Size Analysis (ASTM D422)
- Atterberg Limits (ASTM D4318)
- Hydraulic Conductivity (ASTM D5084)
- Wash 200 (ASTM D1140)
- Moisture Content (ASTM D2216)
- Specific Gravity (ASTM D854)
- California Bearing Ratio (ASTM D 1883)
- Standard Proctor (ASTM D698)
- Modified Proctor (ASTM D1557)
- Soil Classification (ASTM D2487)



## Environmental Engineering Services

- Phase I (ASTM E1527-21) and Phase II ESAs
- Soil and Groundwater Remediation Design and Permitting
- Environmental Impact Studies
- Lead Paint, Asbestos, Radon, and Mold Surveys
- Industrial Regulatory Compliance Audits
- Wastewater Treatment Design and Permitting
- Septic Tank/Drain Field Suitability Evaluations
- Threatened and Endangered Species, Critical Habitat Evaluations
- Air Emission Permitting
- NEPA studies, including Historic Structures and sites with Archeological Significance
- Wetland Delineations and Permitting
- Certified Tree Arborist services
- Hazardous Waste Management and Permitting
- Sediment and Erosion Control Permits
- Trout and Riparian Buffer Permits and Variances
- Reporting under the Toxic Substances Control Act
- Negotiation and implementation of Voluntary Cleanup Contracts (VCCs),
- Brownfields Remediation
- Spill Plans including SPCC, BMPP, and HWCP

## Licensed NC & SC Surveying Services

- LiDAR and Photogrammetric Aerial Drone Surveys
- Survey Grade Terrestrial Scanning
- Boundary Surveys
- Topographic Survey
- Tree Surveys and Arborist Services
- Wetland Surveys
- Lot, House, and Foundation Surveys
- Construction staking
- Plot Plans and Final House Surveys
- Elevation Surveys
- Preliminary and Final Subdivision Plats
- Combination Plats
- Utility As-Built and Waterway Surveys
- ALTA Surveys
- Recording of Documents
- GPS-DTM Machine Control Set-up
- Topsoil and Blast Rock Surveys



## Specialty Services

- 3D CCTV Pipe Inspections and Laser Profiling
- Survey-Grade Aerial Drone (LiDAR) 3D Mapping
- 2D and 3D Ground Penetrating Radar
- InfraRed/ Thermographic Aerial Inspection/ Survey
- Polymer injections for void fill, slab and foundation subgrade stabilization and settlement recovery

**Staffing Plan**

If chosen as the consultant, EAS Professionals Inc will implement the following staffing plan:

**EAS Professionals Staff**

<b>Position</b>	<b>Duties</b>
Senior CE&I Manager	Pre-construction meeting, Materials Submittal, Project Files, Utility tracking
Project Manager/Senior Inspector	On-site during construction, submittals, reporting
Surveyor (PLS)	Site and boundary verification
Senior Geotechnical Engineer (PE)	In the event subgrade repairs are needed, provide engineering direction

**Johnson, Mirmiran & Thompson (JMT) Staff**

<b>Position</b>	<b>Duties</b>
Senior Inspector	Utility Coordination
Project Engineer I	CPM Schedule Review

**Soil Consultants Staff**

<b>Position</b>	<b>Duties</b>
Laboratory Manager	Soils proctor and classification, cylinder breaks

## **Statement of Qualifications**

EAS Professionals, Inc, proposes to the Town of Kiawah Island to serve as the prime CE&I firm for Kiawah Island Pkwy and Beachwalker Drive intersection. Alongside EAS Professionals, Inc, Johnson, Mirmiran & Thompson, and Soil Consultants, Inc. will serve as the sub-contractor to EAS Professionals, Inc. to provide the full scope of services outlined in the Scope of Work of the Request for Proposal (RFP). In addition to the summaries below, a SF 330 is available for each team member in the following pages.

Creighton Thomas Inabinett, PE and Karen Vanhorn from EAS Professionals will serve as the Senior CE&I Project Manager and Project Manager/Senior Inspector, respectively. Mr. Inabinett has over fifteen years of CE&I experience in SCDOT projects. Additionally, Ms. Vanhorn provides forty years of CE&I experience in SCDOT projects, including the first urban diamond interchange built in SC, located at the intersection of SC Hwy 14 and Interstate 85 in Greer. Mr. Inabinett and Ms. Vanhorn will be supported by Rob Poynter, PLS and Doug Dunko, PE. Mr. Poynter will provide site and boundary verification. Additionally, Mr. Poynter has 28 years of experience in surveying for a variety of projects, both public and private, as well as small and large. Lastly, Mr. Dunko will provide Geotechnical Engineering support as needed; Mr. Dunko is the Co-Owner of EAS Professionals and has over thirty years of experience in Geotechnical engineering.

From Johnson Mirmiran & Thompson, Laura E. Boisclair, EIT and Kyle Sharpe, PE will serve as the CPM Schedulers and provide additional project management duties if needed. Mr. Joseph Montgomery and Mr. Donald Ulmer, PE, will provide Utility Coordination.

Ms. Boisclair has over nine years of experience in construction administration and inspection and has been part of several large projects in the greater Charleston area. Mr. Sharpe has over eight years of experience in roadway design and stormwater management in projects across major metro areas throughout South Carolina. Mr. Montgomery has over twenty-two years in utility coordination in projects throughout South Carolina. Lastly, Mr. Ulmer has over thirty-eight years of experience in utility coordination (as well as a variety of roles) in projects throughout South Carolina and was a previous SCDOT employee.

From Soil Consultants, Inc, Ms. Audrey Dean Chubb will serve as the Laboratory Manager. Ms. Chubb has over thirty-three years of laboratory experience for numerous roadway projects in the greater Charleston area.

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

12. NAME  Creighton Thomas Inabinet, P.E.	13. ROLE IN THIS CONTRACT <b>Senior CE&amp;I Inspector</b>	33. YEARS EXPERIENCE	
		a. TOTAL <b>15</b>	b. WITH CURRENT FIRM <b>&lt;1</b>

15. FIRM NAME AND LOCATION (City and State)  
EAS Professionals, Inc., Greenville, SC



16. EDUCATION (DEGREE AND SPECIALIZATION)  
B.S. Civil Engineering

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)  
Professional Engineer - South Carolina, License # 31166


18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
SCDOT - Nuclear Gauge Hazmat, Asphalt Roadway Technician, Concrete Field Technicians (Levels 1 & 2), Earthwork and Base Course Technician, Foundation Technician (Drilled Shafts and Piles). ACI - Concrete Field -Testing Technician (Level 1), OSHA - 10 Hour Safety Training. National Safety Council - Traffic Control Design & Supervision

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) <b>Carolina Crossroads Interstates 20/26/126 - Improvement Design Build - Phase 2</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2021-Present</b>	CONSTRUCTION (if applicable) <b>Ongoing</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		
<p>a. Owner Verification Assistant Resident. Project included improvements to I-20 at Broad River Rd (US-176), as part of a 14 mile stretch of interstate road improvement to the area known as "Malfunction Junction". where interstates I-20, I-26, and I-126 intersect. Mr. Inabinet was responsible for ensuring the contractor-performed inspection and testing meets or exceeds SCDOT's Quality Assurance Program, specific to Carolina Crossroads project. Additional responsibilities included leading pre-activity and progress meetings, field staff management, project administrative management, and design-reviews. Estimated Project Cost: \$130,000,000 (Phase 2).</p>		
(1) TITLE AND LOCATION (City and State) <b>I-26 Widening, MM 85-101 - Design Build</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2020-2021</b>	CONSTRUCTION (if applicable) <b>Ongoing</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		
<p>b. Resident Construction Engineer for Paving Projects. Project included widening I-26 from four lanes to eight lanes, located between exits 101 and and 97, and widening from two lanes to four lanes located between exits 97 to 85. Project also included interchange and weight station improvements, as well as bridge replacements. Mr. Inabinet was responsible for all asphalt patching, as well as both asphalt and concrete paving, totaling in 1.7 million square yards of pavement. Supervisions of Inspectors, Superintendents, and Engineers included in project responsibility. Estimated Project Cost: \$421,000,000</p>		
(1) TITLE AND LOCATION (City and State) <b>I-85/I-385 Gateway Project</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2015-2020</b>	CONSTRUCTION (if applicable) <b>2015-2020</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		
<p>c. Assistant Project Engineer. Project included improvements, replacements, and rehabilitation of the I-85/I-385 interchange to improve safety, functionality, and structure of the interchange itself, as well as surrounding secondary and primary roads. Mr. Inabinet was responsible for assisting the project consultant and SCDOT engineers with day to day construction management and inspections. Additional responsibilities included project management and closeout, as well as oversight of over 15 inspectors. Estimated Project Cost: \$231,000,000</p>		
(1) TITLE AND LOCATION (City and State) <b>SCDOT I-20 Widening Construction Engineering &amp; Inspection</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2014-2015</b>	CONSTRUCTION (if applicable) <b>2012-2015</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		
<p>d. Assistant Resident Engineer. Project included the widening of an almost 7 mile stretch between Sears Creek Road (Exit 82) and I-77. The road was widened to 6 lanes. Mr. Inabinet's professional responsibilities included assisting the SCDOT Resident Construction Engineer (RCE) on-site with the construction management and oversight, document control, and management of the field office during the final phases of this project. Additional responsibilities included the oversight of traffic control from the contractual and SCDOT standard, as well as overall safety. Estimated Project Cost: \$75,000,000</p>		

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
South Carolina Department of Transportation (SCDOT) 13 Intersections in Districts 1 & 7 Design-Build Design Review and Construction Engineering	2011-2013	2011-2013
<p>(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm</p> <p>e. Assistant Resident Engineer. Project included design, construction, and improvement of 13 intersections located in District 1 and District 7 which were listed as "critical" due to fatalities in South Carolina. Mr. Inabinett served as the Assistant Resident Construction Engineer (ARCE) and Project Manager. Duties included performing daily CE&amp;I inspections, oversight of the CE&amp;I management of all 13 intersections, and providing utility coordination between the design-builder and SCDOT. Estimated Project Costs: \$22,000,000</p>		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

12. NAME <b>Karen Dresch Vanhorn</b>	13. ROLE IN THIS CONTRACT <b>Senior CE&amp;I Inspector</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>40</b>	b. WITH CURRENT FIRM <b>&lt;1</b>
15. FIRM NAME AND LOCATION ( <i>City and State</i> ) <b>EAS Professionals, Inc., Greenville, SC</b>			
16. EDUCATION ( <i>DEGREE AND SPECIALIZATION</i> ) <b>B.S. - Civil Engineering Tennessee Technological University</b>		17. CURRENT PROFESSIONAL REGISTRATION ( <i>STATE AND DISCIPLINE</i> ) SCDOT Pavement Preservation Level 1: Asphalt Seal Coats, Concrete, Micro/Slurry. SCDOT Earthwork and Base Course Technician, SCDOT Asphalt Roadway Technician, SCDOT Foundations Technician, SCDOT Level 1 and 2 Concrete Field Technician, ACI Concrete and Testing Technician – Grade 1, OSHA 10 Hour Construction Safety and Health, CEPSCI – Erosion Prevention & Sediment Control, Troxler – Hazmat Certified	
18. OTHER PROFESSIONAL QUALIFICATIONS ( <i>Publications, Organizations, Training, Awards, etc.</i> )			

**19. RELEVANT PROJECTS**

a.	(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>Closed and Load Restricted Bridge Package 2021-1</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2023-Present</b>	CONSTRUCTION ( <i>if applicable</i> ) <b>2023- Present</b>
	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE Design Build to replace 8 secondary route bridges in SCDOT District 4. Performs daily Quality Control required as subcontractor (including all sampling and testing to ensure materials meet specifications, ensuring items of work meet the plans and contract, providing daily documentation). Coordinates with the Quality Acceptance staff daily to ensure items are tested and sampled for final SCDOT acceptance.		<input checked="" type="checkbox"/> Check if project performed with current firm
b.	(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>Anderson County CTC Roads Program</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2019-2021</b>	CONSTRUCTION ( <i>if applicable</i> ) <b>2019-2021</b>
	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE Assistant Project Manager; project included multiple roads in Anderson County, SC. Was responsible for performing road evaluations to determine roads in each package, field quantities for advertising construction, maintaining status updates with the CTC, tracking annual road program budgets, awarding contracts, and oversight of contractors and onsite inspection staff. Coordination with onsite utilities as needed. Conducted final Inspections and punch lists.		<input type="checkbox"/> Check if project performed with current firm
c.	(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>US 378 Bridge Over Little River</b>	(1) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2015-2018</b>	CONSTRUCTION ( <i>if applicable</i> ) <b>2015-2018</b>
	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE Assistant Resident Construction Engineer for the SCDOT; new construction of a 1000' length bridge spanning the Little River in Abbeville County, SC. Was the lead in project management, including site layout, site inspection, daily reports, erosion control, traffic control, project documentation, change order, utility coordination, managing inspectors and engineers, AS-1 reports, pile logs, and running estimates.		<input type="checkbox"/> Check if project performed with current firm
d.	(1) TITLE AND LOCATION ( <i>City and State</i> ) <b>SC Hwy 14 at I-85 – Diamond Interchange Project</b>	(1) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>1999-2001</b>	CONSTRUCTION ( <i>if applicable</i> ) <b>1999-2001</b>
	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE Contractor Project Manager. First ever urban diamond interchange built in SC. Selected suppliers, sub-contractors, design forms, managed shop crews, field crews, surveying, estimate review, scheduling, and change orders. Coordinated with SCDOT, material certifications, field inspections, and acted as intermediary between contractor and SCDOT.		<input type="checkbox"/> Check if project performed with current firm

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME  Jack Robert (Rob) Poynter Jr., PLS	13. ROLE IN THIS CONTRACT  Senior Land Surveyor	14. YEARS EXPERIENCE	
		a. TOTAL  27	b. WITH CURRENT FIRM  13

15. FIRM NAME AND LOCATION (City and State)  
EAS Professionals, Inc., Greenville, SC



16. EDUCATION (DEGREE AND SPECIALIZATION)  
N/A

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)  
SC Professional Land Surveyor #16502

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
Mr. Poynter has over 27 years of diversified surveying experience. After eleven years of field and office experience Mr. Poynter obtained his PLS in 1995. Mr. Poynter has surveying experience in South Carolina, North Carolina, Ohio, Indiana, Florida and Georgia.

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Industrial Site, Greer, SC	2019	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Oversaw boundary and topographic survey of a 92+/- acre site for a 700,000 SF facility. Cost: \$40,000		<input checked="" type="checkbox"/> Check if project performed with current firm
b.	Hunters Crossing Subdivision, Easley, SC	2019	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Oversaw boundary surveys and construction staking for houses. Cost: \$30,000		<input checked="" type="checkbox"/> Check if project performed with current firm
c.	Highland Park Subdivision, Roebuck, SC	2019	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Oversaw boundary surveys and construction staking for houses. Cost: \$30,000		<input checked="" type="checkbox"/> Check if project performed with current firm
d.	Orchards at Reidsville Subdivision, Reidsville, SC	2019	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Surveyor- Conducted Topographic Surveys, to include utility locations, storm drain locations, As-Built conditions. Cost: \$8,000		<input checked="" type="checkbox"/> Check if project performed with current firm
e.	Spinx, Summerville, SC	2018	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Oversaw land surveying services for Spinx store. Services included tree survey, topographic survey, boundary survey, construction staking and final as-built survey. Estimated Project Cost: \$ 20,000		<input checked="" type="checkbox"/> Check if project performed with current firm

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

12. NAME  Douglas Roy Dunko, P.E.	13. ROLE IN THIS CONTRACT Engineer of Record-Senior Geotechnical Engineer	14. YEARS EXPERIENCE	
		a. TOTAL  33	b. WITH CURRENT FIRM  20

15. FIRM NAME AND LOCATION (City and State) EAS Professionals, Inc., Greenville, SC	
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16. EDUCATION (DEGREE AND SPECIALIZATION) M.S. Civil Engineering, B.S. Civil Engineering	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) PE: SC, NC, TN, GA, VA, FL, LA & 13 additional states
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
American Society of Civil Engineers (ASCE), National Council of Examiners for Engineers and Surveyors (NCEES), Preparation of National PE exams for Geotechnical Engineering, 40 Hour OSHA

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Kronotex, laminate Flooring Manufacturing Facility Barnwell SC	2015-2020	2017-2020
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Geotechnical & Senior Construction Materials Testing Engineer. Designer of Auger Cast Pile foundations for the Board Press Facility (230 Piles with 3 load test). Owners representative throughout site preparation and construction of the buildings and tower, machine installations, Heavy-duty drive and parking facilities. Providing third party and/or special inspections to observe and document construction activities and provide materials testing services at numerous locations. Estimated Project Cost: 275,000.000		
b.	Clemson University CAT Bus Route Pavement Upgrades, Pickens County, SC	2015-2020	2017-2020
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Geotechnical & Senior Construction Materials Testing Engineer. Designer Cold Mill Recycled Pavement Sections for high repetition CAT Bus routes. Owners representative throughout site preparation and construction of the Cold Mill Recycled Pavement sections and final asphalt overlay. Estimated Project Cost: \$3,500.000		
c.	Lowes Home Improvement - Mt. Pleasant and over 265 Other Store Locations	2017	2017
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Geotechnical, Senior Construction Materials Testing Engineer, Owners Representative. Oversaw site preparation and construction of building and parking facilities, leading the asphalt and concrete pavement design. Provided additional evaluation and and site development recommendations. Estimated Project Cost \$25,000,000		
d.	Dollar General Stores: Over 300 stores. Locations in SC, NC, TN, VA, OH, WV, MD, DE, KY, CA, TX	2006-2020	2006-2020
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Geotechnical & Senior Construction Materials Testing Engineer for over 300 sites. Dollar General construction sites generally consist of a 10,640 square foot (SF) building with associated asphalt or concrete paved parking and drive areas. EAS provided foundation recommendations and conducted pavement design for numerous Dollar General Store structures. Estimated Project Cost: \$1,500,000 to \$4,000,000 (Including 3 sites in Charleston County).		

(1) TITLE AND LOCATION <i>(City and State)</i> SPINX Convenience Stores: Over 50 Locations in South Carolina, Including Charleston Area Locations	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2011-2020	CONSTRUCTION <i>(if applicable)</i> 2011-2020
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Senior Geotechnical & Senior Construction Materials Testing Engineer for over 50 sites, including Mt Pleasant Location. Owners representative throughout site preparation, construction of the building and parking facilities, and pavement design/reinforcement. Provided third party and/or special inspections to observe and document construction activities and provide materials testing services at numerous locations. Estimated Project Cost: \$40,000 to \$15,000,000	<input checked="" type="checkbox"/> Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Laura E. Boisclair, EIT</b>	13. ROLE IN THIS CONTRACT <b>Project Manager and CPM Scheduler</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>9</b>	b. WITH CURRENT FIRM <b>4</b>

15. FIRM NAME AND LOCATION *(City and State)*  
Johnson, Mirmiran & Thompson, Mt. Pleasant, SC

16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> BS / Civil and Environmental Engineering	17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> EIT, OSHA 10-Hr Trained, HAZWOPER 40-Hr Trained, AASHTO National Steel Trained, Qualified Signal Person & Rigger, Fall Protection & Aerial Lift Trained, TWIC Holder, SCDHEC Erosion Prevention & Sediment Control Inspector, SCDOT Asphalt Roadway Technician Certification, SCDOT Advanced Work Zone Traffic Control Supervisor, SCDOT Earthwork and Base Course
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
Ms. Boisclair has over 9 years' experience providing construction administration and inspection. Having worked for a contractor for over 5 years, she has a full understanding of the contractor's process. She has been responsible in coordinating with the design teams and conducting weekly meetings with the owners, been responsible for all QC tests and reports in accordance with SCDOT standards and submission of all RFIs and submittals, assisting lead pm with schedule and budget and quantity tracking for the monthly cost estimate, and managing the close-out of the project, including final punch-list activities and as-built drawings.

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If Applicable)</i>
a.	<b>I-26 Volvo Interchange Design Build Project Berkeley County, SC</b>	2019	2019
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Quality Control Manager. Ms. Boisclair served as Quality Control Manager for the \$43.8M project in Ridgeville, SC constructing 4 ramps, 3 bridges, and 5 miles of roadway to Volvo Car Drive from I-26. Ms. Boisclair was responsible for managing various subcontractors and self-perform work, including the excavation of 47,000 CY of soil, placement of 480,000 CY of soil, cement stabilization of existing ground, installation of 43,500 LF of wick drains, 4,300 LF of RCP, 17,000 SF of MSE Walls, installation of 634,000 LBS of rebar, placement of 2,500 CY of concrete, and pavement of 54,000 Tons of asphalt. She also was responsible in coordinating with the design team and conducting weekly meetings with the Owner, responsible for all QC tests and reports in accordance with SCDOT Standards and submission of all RFIs and Submittals, assisting Lead PM with CPM schedule and budget and quantity tracking for the monthly cost estimate, and managing the close-out of the project, including final punch-list activities and as-built drawings.		
b.	<b>Phase 3- Battery Seawall Rehabilitation Final Design and Construction Administration, Charleston, SC</b>	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Superintendent. Ms. Boisclair currently serves as the site superintendent for the City of Charleston on this project. She performs regular site inspections and coordinates shop drawing reviews and RFIs as part of her normal daily routine. This project involves the reconstruction of roughly 800 lf of the Low Battery Wall along Murray Blvd. and includes raising the overall height of the wall, constructing a wide promenade walkway, and reconstructing the Murray Blvd. corridor to accommodate better pedestrian circulation and access to the water.		
c.	<b>Palmetto Railway's Navy Base Intermodal Facility Redevelopment Charleston, SC</b>		2016
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Manager. Ms. Boisclair served as Project Manager for the \$14M project in Charleston, SC demolishing buildings, underground utilities, excavating, and surcharging. Ms. Boisclair was responsible for the initiating of project planning and implementation/quality control of project activities. Managed project costs and schedule to ensure contract requirements and budget were met. Managed field construction activities, including the direction and coordination of project staff and subcontractors, and tracked of all contract item quantities to create monthly pay applications. Ms. Boisclair handled all change orders, including negotiating, processing, and assessing cost and schedule impacts. Oversaw the close-out process and ensured compliance with contract documents and completed as-builts. Tracked and entered certified payroll for all field employees and coded/entered all vendor invoices. Operated Leica GPS to complete topos and as-builts and verify cuts/fills in the field.		
d.	<b>Gallants Channel Bridge and Roadway Project Beaufort, NC</b>		2015
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		

Field/Project Engineer. Ms. Boisclair services as Field/Project Engineering for the \$67M project in Beaufort, NC constructing a 65 ft. high fixed-span bridge and 3.8 miles of a four-lane roadway. Ms. Boisclair was responsible for project submittals, RFIs, delivery, and quantity tracking of all bridge superstructure items, including the placement of 317,000 CY of concrete, 4M LBS of epoxy rebar, erection of 35,000 LF of concrete PT girders and 52,000 LF of concrete piles driven. Responsible for all coordination with the NCDOT Resident Engineer and preparing pay applications and coordinated with foremen/subcontractors to ensure work was in conformance with contract requirements. Ms. Boisclair engaged in site layout, cost estimating, construction planning, scheduling, material procurement, construction equipment, job site safety, and quality control in accordance with NCDOT Specifications and performed quantity tracking and cost coding for productivity analysis and accurate job forecasting.

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Kyle Marpe, PE</b>	13. ROLE IN THIS CONTRACT <b>Assistant Project Manager</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>8</b>	b. WITH CURRENT FIRM <b>1</b>
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Johnson, Mirmiran &amp; Thompson, Inc. Mt. Pleasant, SC</b>			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> <b>BS, Civil Engineering</b>		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> <b>Registered Professional Engineer in SC #37338</b>	

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
 Mr. Marpe has eight years of experience in Roadway Design and Stormwater Management for various agencies throughout South Carolina and Pennsylvania. He has experience working as a consultant for various Roadway projects including intersection design, roadway widening, and interstate interchange reconfiguration. He has worked with SCDOT, PennDOT, York County, Charleston County, and the City of Columbia on a wide variety of scope and scale projects. His experience includes Roadway Design, Intersection Layout, Traffic Control Design, Pavement Marking and Signing Plans, Stormwater Design, HEC-RAS Analysis and Construction Support.

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If Applicable)</i>
a.	<b>Sutton Road Widening, York County Fort Mill, SC</b>	2022	n/a
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Roadway Design Engineer. Responsible for preparation of Roadway Design including plan, profile, and cross section for Right of Way Plans. Additional responsibilities included analysis of the corridor and impacts to minimize environmental and Right of Way impacts. Design included coordination with future residential development and future roadway widening plans. This project was unique because there was a FEMA regulated culvert North of the US 21/Sutton Rd intersection that had to be re-evaluated to account for the roadway widening. Alternatives for the culvert were assessed to ensure there was a no rise in the 100 year WSEL while the culvert was extended for Roadway Widening.		<input type="checkbox"/> Check if project performed with current firm
b.	<b>Assembly Street Rail Separation Alternative Analysis, SCDOT Columbia, SC</b>	2022	n/a
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Roadway Design Engineer. Analyzed different alternatives for separating the rail crossings from Assembly Street in Downtown Columbia. The goal of this project was to reduce the number of crossings between the Norfolk South and CSX Railroads and SCDOT roadways in downtown Columbia. Alternatives included analyzing creating a new roadway to connect Huger Street and Olympia Avenue that was analyzed with both a bridge over the railroad and an underpass under the railroad. Other alternatives included raising and lowering Assembly Street at different grades and elevations to allow for grade separation of the Norfolk Southern and CSX railroads. This project required close coordination with other disciplines including Railroad coordination and City Planners to provide appropriate documentation for the NEPA process.		<input type="checkbox"/> Check if project performed with current firm
c.	<b>US 17 Over Edisto River Bridge, SCDOT Colleton County, SC</b>	2022	n/a
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Roadway Design Engineer. Responsible for preparation of the Traffic Control plans for use during the bridge replacement for US 17 Over the Edisto River. Coordination with the Structural Bridge team was required for this project considering the bridge would be constructed in two stages to maintain at least two lanes of traffic during construction. Additionally, an evacuation lane had to be maintained and striped considering US 17 was along.		<input type="checkbox"/> Check if project performed with current firm
d.	<b>US 1 Over I-20 Design Build Prep, SCDOT Lexington County, SC</b>	2021	Ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Roadway Design Engineer. Provided design support for the Design Build Prep Package for SCDOT. Assisted with Alternative analysis and provided appropriate documentation for NEPA analysis. In addition, provided preliminary signing plans for interchange signing, including the use of overhead interstate signing.		<input type="checkbox"/> Check if project performed with current firm

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Joseph Montgomery</b>	13. ROLE IN THIS CONTRACT <b>Utility Coordination</b>	14. YEARS EXPERIENCE	
		a. TOTAL 22	b. WITH CURRENT FIRM 5

15. FIRM NAME AND LOCATION *(City and State)*  
Johnson, Mirmiran & Thompson, Columbia, SC

16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> BS, Biology	17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> SCDOT Earthworks and Base Technician, Asphalt Roadway Technician, Pavement Preservation Level 1 (all levels), Concrete Levels I & II SCDHEC CEPSCI, OSHA 10 hr. trained
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
Mr. Montgomery has worked in the transportation industry in South Carolina for over 22 years as a utility coordinator, roadway inspector, and project manager. He has extensive experience on SCDOT projects and SCDOT "C" Fund roadway projects, including utility coordination, bid documents, estimates, inspections, and required SCDOT "C" Fund Program submittal requirements and documentation. On a recent project for Chesterfield County CTC, Joe saved the county almost \$100,000.00 in utility relocations by using simple design changes and good common sense.

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If Applicable)</i>
a	SCDOT On Call SUE Engineering S-233-18 Statewide, SC	Ongoing	n/a
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Mr. Montgomery has been a major part of this on-call team, providing the SCDOT with valuable SUE reports on five projects thus far. Services include providing SUE QL - A, B, C, & D records and data for upcoming SCDOT projects prior to construction.	<input checked="" type="checkbox"/> Check if project performed with current firm	
b	NCDOT Utility Coordination Support, Statewide	Ongoing	n/a
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Mr. Montgomery is currently a contractor for the Central Utilities Unit (NCDOT HQ) in four divisions (5, 7, 8, & 9) and manages the utility coordination of 12 projects within those Divisions. He is charged with overseeing the utility coordination for each project and providing the necessary reports, support, and guidance to the Teams designing the new projects. He also performs utility relocation support for Division 5 and oversees the relocations of the utilities before projects are LET for construction.	<input checked="" type="checkbox"/> Check if project performed with current firm	
c	Emergency Bridge Replacement Package 2020-1 Anderson and York Counties, SC	2020	n/a
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Mr. Montgomery provided all necessary utility coordination for the two replaced bridges, one in Anderson County and one in York County. This included identifying all utilities, providing a preliminary assessment and coordination report, and coordinating with all utilities in conflict for relocation and their respective construction.	<input checked="" type="checkbox"/> Check if project performed with current firm	
d	SCDOT SC 3 (Marlboro Avenue) Transportation Alternatives Program Barnwell County, SC	Ongoing	n/a
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Utility Coordinator. Joe's duties include identifying all utility conflicts, developing utility relocation plans with the owners, determining where QLA test holes are to be performed, and ensuring "clear zones" are met by above-ground utilities. Once relocation plans and costs have been determined, Joe will ensure that each utility follows their own relocation plans and that the work is done on time.	<input checked="" type="checkbox"/> Check if project performed with current firm	
e	SCDOT 2118-W-1 US 17 Bypass (Shetland to Backgate) Horry County, SC	2019	n/a
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Mr. Montgomery performed utility research and QA/QC during this on-call work order. Joe provided the test hole reports on the work performed to ensure accuracy with the SUE A deliverables. Evaluation Score: 8.3	<input checked="" type="checkbox"/> Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Donald Ulmer, PE</b>	13. ROLE IN THIS CONTRACT <b>Utility Coordination</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>38</b>	b. WITH CURRENT FIRM <b>1</b>

15. FIRM NAME AND LOCATION *(City and State)*  
Johnson, Mirmiran & Thompson, Columbia, SC

16. EDUCATION *(DEGREE AND SPECIALIZATION)*  
BS, Civil Engineering

17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*  
Registered Professional Engineer SC #14937

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
Mr. Ulmer is well-versed in transportation engineering, environmental engineering, project management, construction management, and utility coordination. During his career with SCDOT, he held numerous positions including State Surveys and Utilities Manager, Upstate Program Manager, State Subsurface Utilities Engineer, and many structural design positions. For the last seven years at SCDOT he held the position of Upstate Regional Design Manager for the Department until his retirement from state service in 2015. This wide range of expertise and his experience in the public sector provides a unique engineering perspective that benefits our clients.

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If Applicable)</i>
a	SC 85 Bridge Replacements Over S-995/Norfolk Southern Railroad And S-2, Spartanburg County, SC	2018	2021
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Roadway Design Manager/Roadway Engineer of Record. This project consisted of the replacement of two bridges that have reached the end of their lifespan. The replacement bridges will carry six 12-foot lanes divided by a concrete median barrier parapet and full inside and outside shoulders in accordance with SCDOT Highway Manual. The vertical grade of the proposed project will provide vertical clearances of 23 feet over the railroad and 16 feet over Howard Street and Buffington Road. SC-85 approaches were designed to meet the standards of a freeway with controlled access and limited controlled access where necessary. Several off-ramps were also re-designed to meet current design speeds as well as the freeway functional classification		<input type="checkbox"/> Check if project performed with current firm
b	S 39 Bridge Replacement Over Little Fork Creek, Chesterfield County, SC	2017	2021
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Roadway Design Manager/Roadway Engineer of Record. The bridge replacement over Little Fork Creek is located two miles northwest of the Town of Jefferson and consists of replacing the current 75-foot long by 33-foot wide bridge with a new 113-foot long by 43-foot wide structure. The roadway approaching Little Fork Creek was designed to accommodate the current design speed and the latest super elevation rates of the latest design standards.		<input type="checkbox"/> Check if project performed with current firm
c	SCDOT I-85 Reconstruction And Widening Design-Build Project, Spartanburg And Cherokee Counties, SC	2018	2022
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Roadway Designer/Roadway Engineer of Record. The project includes the reconstruction and widening of approximately 21 miles of I-85 near Spartanburg and Gaffney, from MM 77 to MM 98. It also includes the reconstruction of four interchanges within the corridor and the replacement of the CSXT Railroad bridge near MM 81.. The roadway design involves the complete redesign and upgrade of the existing facility to current interstate standards. At the time of the award, the project was the second largest design-build project for South Carolina, with a total construction value of \$435,000,000.		<input type="checkbox"/> Check if project performed with current firm
d	Bluff Road Widening, Richland County Transportation Penny Program, SC	2016	2018
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Roadway Design Manager/Project Manager/Engineer of Record. Responsible for management of the roadway and drainage design on Phases 1 and 2 of the Bluff Road Widening projects. This \$1.07 billion 20-year program includes the design of multiple roadway projects and bridge replacements and provides numerous improvements for pedestrian sidewalks, bike paths, intersections, and greenways. The overall scope of the project includes widening Bluff Road and installing curb, gutter, and sidewalks. A closed drainage system was designed to avoid numerous utility conflicts as well as a railroad line		<input type="checkbox"/> Check if project performed with current firm
e	Emergency Bridge Replacement Package 3: S-101 Over Lake WaTeree, Fairfield County; S-57 Over Barfield Mill Creek, Florence County; SC 34 Over Heller's Creek, Newberry County, SC	2016	2016
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm

Roadway Engineer. This design-build project expedited the replacement of bridges damaged in the severe floods in October 2015. The schedule to design and construct these bridges was extremely tight, yet the team met all schedule milestones. The S-101 Bridge consists of a two-span cored slab superstructure (30'-70') with an asphalt-wearing surface. The superstructure is supported by a substructure comprised of C-I-P Concrete Caps founded on PSC Concrete Piles at the Interior Bent and HP Steel Piles at the End Bents. The S-57 Bridge is on a curved alignment utilizing a single 75-foot simple span with C-I-P Deck and AASHTO Type II PSC Beams. The end bents are of integral construction founded on HP Steel Piles. The third structure along SC Route 34 required a straight bridge with a curved roadway alignment to be utilized. The simple-span superstructure spans 120 feet utilizing BT 54 Modified PSC Beams supporting a C-I-P concrete deck. The end bents are integral and founded on HP Steel Piles. Construction of all three bridges is scheduled to be completed in 2016. Roadway approaches were designed to meet current design speed and roadway functional classification standards as per the latest design guidelines

## SECTION E RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

<b>12. NAME</b>	<b>13. ROLE IN THIS CONTRACT</b>	<b>14. YEARS EXPERIENCE</b>	
<b>AUDREY DEAN CHUBB</b>	<b>LEAD MATERIALS LABORATORY TESTING</b>	A. TOTAL 33	B. WITH CURRENT FIRM 33
<b>15. FIRM NAME AND LOCATION (CITY AND STATE)</b>			
<b>SOIL CONSULTANTS, INC. CHARLESTON SC</b>			
<b>16. EDUCATION (DEGREE AND SPECIALIZATION)</b>		<b>17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)</b>	
<b>18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)</b> ACI: Aggregate: Base Testing Levels I & II, Concrete: Construction Special Inspector, Field I, Laboratory I & II, Strength Testing; Masonry: Field and Lab Testing; Post-Installed Concrete Anchor Installation; ICC Special Inspector: Soils; NICET: Soils – Level III, Concrete – Level III, Asphalt – Level III; SCLLR Building Codes Council: Special Inspector: Earthwork; SCDOT: Asphalt Roadway Technician, Coarse Aggregate Technician – Level I, Concrete Technician – Levels 1 and 2, Earthwork, Drainage and Base Inspector, HMA Quality Control - Level 1			
<b>19. RELEVANT PROJECTS</b>			
<b>a.</b>	<b>(1) TITLE AND LOCATION (City and State)</b> <b>US HIGHWAY 78 PHASES 2A AND 2B INFRASTRUCTURE IMPROVEMENTS, DORCHESTER COUNTY, SC</b>	<b>(2) YEAR COMPLETED</b>	
		PROFESSIONAL SERVICES	CONSTRUCTION 2019 - Ongoing
	<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b> <input checked="" type="checkbox"/> Check if project performed with current firm Role: Laboratory Testing Performed index testing including particle size distributions, Atterberg limits and loss on ignition for SCDOT soil classification, particle size distributions for base materials moisture-density (Proctor) relation, and brick testing, and concrete compressive strength.		
<b>b.</b>	<b>(1) TITLE AND LOCATION (City and State)</b> <b>CE&amp;I SERVICES FOR THE GLENN MCCONNELL PARKWAY WIDENING, CHARLESTON COUNTY</b>	<b>(2) YEAR COMPLETED</b>	
		PROFESSIONAL SERVICES	CONSTRUCTION 2022 - Ongoing
	<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b> <input checked="" type="checkbox"/> Check if project performed with current firm Role: Laboratory Testing Performed index testing including particle size distributions, Atterberg limits and loss on ignition for SCDOT soil classification; particle size distributions for base materials, moisture-density (Proctor) relation, and brick testing.		
<b>c.</b>	<b>(1) TITLE AND LOCATION (City and State)</b> <b>US-176 WIDENING PHASE 1, CE&amp;I SERVICES, BERKELEY COUNTY, SC</b>	<b>(2) YEAR COMPLETED</b>	
		PROFESSIONAL SERVICES	CONSTRUCTION 2022
	<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b> <input checked="" type="checkbox"/> Check if project performed with current firm Role: Laboratory Testing Performed index testing including particle size distributions, Atterberg limits and loss on ignition for SCDOT soil classification.		
<b>d.</b>	<b>(1) TITLE AND LOCATION (City and State)</b> <b>CE&amp;I SERVICES FOR THE HENRY BROWN BLVD PHASE 2 IMPROVEMENTS, BERKELEY COUNTY, SC</b>	<b>(2) YEAR COMPLETED</b>	
		PROFESSIONAL SERVICES	CONSTRUCTION 2021 - 2022
	<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b> <input checked="" type="checkbox"/> Check if project performed with current firm Role: Laboratory Testing Performed index testing including particle size distributions, Atterberg limits and loss on ignition for SCDOT soil classification; particle size distributions for base materials, moisture-density (Proctor) relation, and concrete compressive strength.		
<b>e.</b>	<b>(1) TITLE AND LOCATION (City and State)</b> <b>COSGROVE AVE EXTENSION BRIDGE &amp; NORTH HOBSON AVE ROADWAY IMPROVEMENTS CE&amp;I, NORTH CHARLESTON, SC</b>	<b>(2) YEAR COMPLETED</b>	
		PROFESSIONAL SERVICES	CONSTRUCTION 2023
	<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b> <input checked="" type="checkbox"/> Check if project performed with current firm Role: Laboratory Testing Laboratory Testing: provide laboratory testing to support CE&I services. Testing included brick compressive strength, concrete compressive strength, Proctor, aggregate gradation, and soil classification on borrow materials (SCDOT criteria)..		

### **Proposed Kiawah Island Parkway CEI Schedule**

If chosen as the consultant, EAS Professionals will perform the tasks outlined in the Scope of Work, detailed in the timeline and methodology below. EAS Professionals prides itself on delivering quality services to clients within their timeframes, with their best interests in mind. Additionally, EAS Professionals believes that communication with the client and subcontractors is of the utmost importance for a successful project. The sub-consultants, Johnson Mirmiran & Thompson (JMT), and Soil Consultants, Inc. share the same values as EAS Professionals, creating an experienced and professional team to deliver the project.

- **February 7, 2024** – Contractors and Consultants submit proposals to perform Construction and CE&I services.
- **February 9, 2024** – Kiawah Issues Notice of Award to both Contractor and CE&I firm, anticipate Notice to Proceed to follow immediately.
- **February 12 – 16, 2024** – Contractor begins submitting Project Documents:
  - Bid Bonds, Certificate of Insurance, Payment Bonds, - EAS will review for completeness and assemble conformed contract.
  - Subcontract Requests – EAS to review for proper scope of work and sign for acceptance, return to contractor.
  - Material Certifications – EAS to review, ensure all items required are submitted, compare to SCDOT Qualified Products, coordinate with contractor on any items not acceptable, stamp as accepted and place in project files.
  - CPM Schedule – \*Assumption only a Level 1 Schedule Requirement for this contract. Subconsultant JMT to review logic, resources, provide comments to contractor. However, Level 2 CPM can also be reviewed by JMT.
  - Traffic Control Plan – EAS to review project specific Traffic Control Plan, ensure it meets SCDOT Standard Drawings and Traffic Control Plans. Coordinate corrections, if necessary, sign and accept.
  - Erosion Control Plan – EAS to review project specific contractor’s erosion control plan to ensure compliance with plans and SCDHEC standards. Coordinate corrections, if necessary, sign and accept. \*Assumption Notice of Intent not required due to working within paved limits of existing roadway – Maintenance exception.
  - EEO, DBE, OJT Submittals – EAS to review for compliance with contract requirements. Request weekly certified payrolls for all hourly construction staff.
  - Mix Designs – Concrete, Asphalt, Borrow Material – EAS to verify mixes are currently approved for SCDOT work, collect sample of borrow material.

- 
- **February 19 – 23, 2024** – Prepare for Preconstruction Meeting.
    - Notify Utility owners, invite them to Pre-Con.
    - Contractor to contact SC811 for locates.
    - EAS to verify locates are performed.
    - Hold Pre-Construction meeting, request field review meeting.
  
  - **February 26 – March 1, 2024** – Prepare for Construction
    - Contractor to establish survey controls, begin layout.
    - EAS to verify controls prior to construction.
    - Contractor to mobilize Traffic Control Devices, coordinate storage with EAS and Town of Kiawah
    - Install and cover construction signage.
    - EAS and JMT to coordinate with any utility in conflict, observe potholing, if necessary, ensure contractor is working with utility for relocation.
  
  - **March 1 – 31, 2024** – Construction
    - Contractor to uncover signs, install phase 1 Traffic Control Barriers
    - EAS onsite daily to perform inspection, testing, proof rolling, Project Management.
    - EAS to provide weekly construction updates to Town Administrator
    - EAS to document work using online file sharing.
    - We can continue this list to cover everything we are to provide.

2024 Kiawah Island Parkway Left Turn CE&I  
Construction Period: March 2024 - 30 days by contract

<b>EAS Personnel</b>	Hours	Hourly Rate	Price	Notes/ Description
Senior CE&I Project Manager - Thomas Inabinett	36	\$ 175.00	\$ 6,300.00	6 Hrs/week. Pre-Con, Materials Subm, Project Files, Utility tracking
Project Manager/ Senior Inspector - Karen Vanhorn	270	\$ 110.00	\$ 29,700.00	6 weeks at 45 hours. Onsite during construction, submittals, reporting
Survey Verifications - Field	16	\$ 120.00	\$ 1,920.00	4 hours per week, 4 weeks
Survey Verifications - Office	22	\$ 90.00	\$ 1,980.00	16 hours prep work week 1, 2 hours per week thereafter
Geotechnical Engineer (PE)	8	\$ 135.00	\$ 1,080.00	In the event subgrade repairs are needed, Engr direction for Kiawah
Lodging - PM/ Senior Inspector (weekly)	6	\$ 1,000.00	\$ 6,000.00	Quotes averaged \$110 - \$150 / night
Per Diem - PM / Senior Inspector (daily)	45	\$ 45.00	\$ 2,025.00	Meals for Karen
Travel/Mileage - Senior PM or Geotechnical (Trip)	6	\$ 150.00	\$ 900.00	Daily Trip Charge for staff other than Karen
Subtotal for Personnel			<b>\$ 49,905.00</b>	
<b>Subconsultant Services</b>	Hours	Hourly Rate		
JMT - Utility Coordination - Senior Inspector	10	\$ 140.00	\$ 1,400.00	
JMT - CPM Schedule Review - Project Engineer I	8	\$ 185.00	\$ 1,480.00	
	Units	Unit Price		
SCI - Cylinder Breaks	20	\$ 25.00	\$ 500.00	
SCI - Soils (Proctor, Classification, Organic)	1	\$ 500.00	\$ 500.00	
Subtotal for Subconsultants			<b>\$ 3,880.00</b>	
<u>Additional Testing/Services</u>				
Nuclear Gauge	1	\$ 500.00	\$ 500.00	
Review of Contractor's As-Builts	1	\$1,500.00	\$ 1,500.00	
Subtotal for Additional Work			<b>\$ 2,000.00</b>	
<b>ESTIMATED TOTAL COST</b>			<b>\$ 55,785.00</b>	
<u>Optional Services</u>			\$ -	
<b>ESTIMATED TOTAL COST WITH OPTIONAL SERVICES</b>			<b>\$ 55,785.00</b>	

DATE: February 2, 2024

**ORGANIZATIONAL INFORMATION**

NAME OF OFFEROR: EAS Professionals, Inc.

BUSINESS ADDRESS: 2154 N Center St, Unit B 205

North Charleston, SC 29406

**BY SUBMITTING THIS PROPOSAL, THE UNDERSIGNED OFFEROR REPRESENTS:**

1. The offeror has carefully examined the specifications for the Services;
2. The offeror is familiar with all the conditions surrounding the performance of the Services;
3. If awarded the Contract, the offeror will provide all labor, material, supplies, and equipment necessary to execute the Services in accordance with the Contract Documents;
4. understands the Town reserves the right to reject any or all responses which does not meet the proposal requirements or all proposals in the event the Project is canceled, postponed, or if it is in the best interest of the Town of Kiawah Island;
5. If awarded the Contract, will enter and execute a contract as required in the Invitation to Bid;
6. The Offeror is legally able to enter into and perform a contract, if awarded;
7. The Offeror is current on all taxes and fees owed to the Town;
8. The Offeror has provided proof of insurance as the Town requires.

**I. PERSONNEL:**

Provide a list of personnel that will be committed to this engagement and their job function.

Creighton Thomas Inabinett, PE - Senior CE&I Project Manager - EAS Professionals

Karen Dresch Vanhorn - Project Manager/Senior Inspector - EAS Professionals

Douglas Roy Dunko, PE - Senior Geotechnical Engineer - EAS Professionals

Laura E. Boisclair, EIT- CPM Scheduler - JMT

Kyle Marpe, PE - Assistant Project Manager - JMT

Joseph Montgomery - Utility Coordination - JMT

Donald Ulmer, PE - Utility Coordination - JMT

Audrey Dean Chubb - Lead Materials Laboratory Testing - Soil Consultants

**II. REFERENCES / EXPERIENCE:**

**At least three (3) references for similar work performed are required; however, you may provide as many as five (5) references.**

1. COMPANY NAME: EAS Professionals  
 Contract Title: DB SCDOT District 4 CLRB Pkg 2021  
 Contract Period: From Sept 2023 To Dec 2023  
 Geographic Area Served SCDOT District 4 - Union and Chester  
 Scope of Work: Quality Control Inspections and testing for bridge replacements  
 Contracting Office: Reeves Construction Company  
 Contact Name: Benjamin Bishop  
 Title: Project Manager  
 Address: 2409 E Cherokee St  
 City: Blacksburg State: South Carolina  
 Telephone: 864-936-3081 (office), 864-580-9263 (cell)  
 Email: bbishop@reevescc.com

**REFERENCES / EXPERIENCE (Continued):**

2. COMPANY NAME: EAS Professionals  
Contract Title: East and West Container Yard Expansion - Inland Port Greer  
Contract Period: From November 2023 To Present  
Geographic Area Served Greer, SC  
Scope of Work: Quality Control Inspections and testing for concrete paving, earthworks, storm drainage, site lighting, reinforced concrete, fencing  
Contracting Office: Kiewit Infrastructure South Co  
Contact Name: Anthony Galantini  
Title: Project Manager  
Address: 100 International Commerce Blvd  
City: Greer State: South Carolina  
Telephone: (240) 856-3416  
Email: anthony.galantini@kiewit.com
3. COMPANY NAME: EAS Professionals (Creighton Thomas Inabinett)  
Contract Title: Owner Verification Program - Phase 2  
Contract Period: From September 2021 To August 2023  
Geographic Area Served SCDOT District 1, I-20 at US 176  
Scope of Work: Owner Verification: Ensure QA team performs proper inspection and testing, weekly meetings with designers and utilities. Manage OV inspection team.  
Contracting Office: SCDOT - Carolina Crossroads Construction Office  
Contact Name: Chris Lacy, PE  
Title: SCDOT Design MANager  
Address: 317 Zilmacrest Drive  
City: Columbia State: South Carolina  
Telephone: 803-737-1419  
Email: lacycr@scdot.org

**REFERENCES / EXPERIENCE (Continued):**

4. COMPANY NAME: Johnson, Mirmiran & Thompson, Inc (JMT)  
Contract Title: Low Battery Rehabilitation - Phase III Construction Management Services  
Contract Period: From 7/25/2022 To January 2024  
Geographic Area Served Charleston, SC  
Scope of Work: Construction management services, addressing sea level rise and nuisance flooding  
Contracting Office: City of Charleston  
Contact Name: Frank Newham  
Title: Senior Engineering Project Manager  
Address: 2 George Street  
City: Charleston State: SC  
Telephone: 843-724-3713  
Email: newhamj@charleston-sc.gov

5. COMPANY NAME: \_\_\_\_\_  
Contract Title: \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

III. **COST:**

In compliance with the Request for Proposals, the undersigned hereby proposes to provide all materials, equipment, and labor, except as otherwise provided noted, for Construction Services for road improvements along Kiawah Island Parkway at Beachwalker drive for the following cost:

<i>All-inclusive Project Cost</i>
<b>\$ 55,785.00</b>

NAME OF COMPANY: EAS Professionals, Inc.

By:   
Signature

Douglas R. Dunko, PE  
Print Name

Title: Co-Owner (i.e., Owner, Partner, Corporate Officer, etc.)

Address: 2154 N Center St, Unit B 205

City: North Charleston State: SC Zip: 29406

Telephone Number: 843-933-3012 Business Fax Number: 864-234-7369

Is your firm a  Corporation,  Sole Proprietorship, or  Partnership?

If incorporated, please list state of incorporation: South Carolina

FEIN or SSN: 56-2421878

**BUSINESS LICENSE:**

The Offeror is not required to have valid business licenses to submit a Proposal. However, the Offeror must possess a valid Business License for business undertaken within the corporate limits of the Town of Kiawah Island.

Does your business have a valid **Town of Kiawah Island** Business License?

Yes  No If yes, list the number \_\_\_\_\_

Contact (843) 768-9166 with any questions. If no, a business license must be obtained upon award of the contract.

**INSURANCE:**

At his own expense, the successful offeror shall keep in force and at all times maintain the insurance requirements as outlined below during the term of any contract resulting from this RFP.

**GENERAL LIABILITY:** \$1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal injury with a \$2,000,000 general aggregate limit.

**AUTOMOBILE LIABILITY:** \$1,000,000 combined single limit per accident for bodily injury and property damage.

**WORKERS' COMPENSATION:** Statutory limits are required by South Carolina state law, and employer's liability limits of \$100,000 per accident.

The successful offeror shall provide acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than at the execution of any contract resulting from this RFP. The Town reserves the right to receive any additional documentation or information verifying insurance coverage as the Town deems necessary. The Town may contact the successful offeror's insurance agent(s) or carrier(s) directly concerning any insurance issues.

The Town of Kiawah Island must be advised immediately of any changes in required coverage(s).

## **INDEMNIFICATION**

Except for expenses or liabilities arising from the negligence of the Town, the offeror hereby expressly agrees to indemnify and hold the Town of Kiawah Island harmless against any and all expenses and liabilities arising out of performance or default of any resulting contract as follows:

The offeror expressly agrees to the extent that there is a causal relationship between its negligent, reckless or intentionally wrongful action or inaction, or the negligent, reckless or intentionally wrongful action or inaction of any of its employees or any person, firm or corporation directly or indirectly employed by the offeror, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the Town and its employees or any member of the public, to indemnify and save the Town and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting contract from this RFP. Such costs are to include any defense, settlement, or reasonable attorneys' fees incurred by the Town or its employees. This promise to indemnify shall include bodily injuries or death occurring to offeror's employees and any person directly or indirectly employed by the offeror (including without limitation any employee of any subcontractor), the Town's employees, the employees of any other independent contractors, or occurring to any member of the public. When the Town submits notice, offeror shall promptly defend any aforementioned action. This obligation shall survive the suspension or termination of this Agreement. The limits of insurance coverage required herein shall not serve to limit this obligation to indemnify. The recovery of costs and fees shall extend to those incurred in the enforcement of this indemnity.

### **MINORITY/WOMEN-OWNED ENTERPRISE:**

Are you a Minority or Woman-Owned business? \_\_\_ Yes X No

If so, are you certified? \_\_\_ Yes \_\_\_ No

If you are certified, you must furnish a copy of your certificate with your submittal.

**NON-COLLUSION OATH**

COUNTY OF: Spartanburg  
STATE OF: South Carolina

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared Douglas Dunko and made oath that the Offeror herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Offeror, or themselves, to obtain information that would give the Offeror an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS 5 DAY OF Feb., 2024

Douglas Dunko CEO  
Authorized Signature for Offeror

Please print Offeror's name and address:

Douglas Dunko CEO  
9 Pilgrim Rd  
Greenville, SC 29607

Allison Perry  
NOTARY PUBLIC FOR THE STATE OF South Carolina  
My Commission Expires: 04-12-2026  
Print Name: Allison Perry





# Town of Kiawah Island

Kiawah Island Parkway and Beachwalker Drive

Intersection

# CE&I Services

REQUEST FOR PROPOSALS



# 2024

**REQUEST FOR PROPOSAL (RFP) FOR CONSULTING, ENGINEERING, and INSPECTION  
(CE&I), SERVICES FOR ROAD AND MEDIAN CONSTRUCTION AT THE INTERSECTION  
OF KIAWAH ISLAND PARKWAY AND BEACHWALKER DRIVE IN THE TOWN OF  
KIAWAH ISLAND, SOUTH CAROLINA**

**1. INTRODUCTION:**

The intent of this REQUEST FOR PROPOSAL, hereinafter referred to as RFP, is to obtain a qualified (licensed) person, firm, or corporation, hereinafter referred to as CE&I FIRMS, to perform CE&I services for a concrete and landscaped island, overlaying existing road, and reconstructing the median noses at the intersection of Beachwalker Drive and Kiawah Island Parkway. The proposed island and reconstruction will create channelized left turns into and out of Beachwalker Drive. The CE&I FIRM will prepare an outline for the contract for professional services relative to this project for review and approval by the Town of Kiawah Island.

To be eligible for consideration, the CE&I FIRM must be capable of supplying the services noted herein and meet all other criteria outlined in this proposal.

**2. PROPOSAL SUBMITTAL DEADLINE:**

All proposals must be delivered on or before **2:00 PM EST on Wednesday, February 7, 2024**. Proposals must be submitted in a sealed envelope plainly marked “REQUEST FOR PROPOSAL– KIAWAH ISLAND PARKWAY CHANNELIZED LEFT-TURN CE&I Services for the Town of Kiawah Island,” addressed to Petra Reynolds, Town Clerk. Proposals can be mailed or hand-delivered to the Town of Kiawah Island, 4475 Betsy Kerrison Pkwy., Kiawah Island, SC 29455. The proposals shall consist of one (1) printed version and one (1) electronic version on a CD or Thumb Drive.

**3. LATE AND ELECTRONIC PROPOSALS**

Late proposals will not be accepted under any circumstances, and any received proposal shall be returned to the proposed CE&I FIRM unopened. In addition, proposals sent electronically are unacceptable and will be rejected upon receipt. Each proposing CE&I FIRM will be expected to allow adequate time to deliver the proposal. Sole responsibility rests with the proposing CE&I FIRM to ensure their proposal is received on time.

**4. CONDITIONS OF PROPOSAL SUBMITTAL**

All proposing CE&I FIRM shall comply with all conditions, requirements, and specifications contained herein; any departure will constitute sufficient cause for rejection of the proposal.

A duly authorized official of the proposing CE&I FIRM submitting the proposal must sign the proposal.

Only one proposal will be accepted from any firm.

The Town of Kiawah reserves the right to reject any and all proposals or any part(s) thereof; to waive any formalities or informalities contained in any proposal; and to award the proposal to the most responsive and responsible proposing CE&I FIRM as deemed in the best interest of the Town of Kiawah Island.

The Town of Kiawah Island will not return proposals or other information from any proposing firm.

#### **5. PROPOSAL SELECTION/EVALUATION FACTORS:**

The Town of Kiawah Island will have a selection committee evaluate all proposals and make their recommendation to the Kiawah Island Ways and Means Committee and Town Council.

The CE&I FIRM selected for the award will be chosen based on the apparent greatest benefit to the Town of Kiawah Island and not necessarily based on the lowest price. Following notification of the successful CE&I FIRM, it is expected that a contract will be executed between the parties dependent upon and subject to the availability of specific funding for these professional services.

Proposals shall be evaluated based on the following criteria:

- Responsiveness to the needs of the Town of Kiawah Island, both in cost of services and in scope of the services offered;
- Responsibility of the proposing CE&I FIRM, and its experience in dealing with municipal governments, specifically on projects of similar scope and nature;
- The degree to which the proposal meets or exceeds the terms of the RFP; and
- The proposed fee structure shall be based on the services provided.

#### **6. PROPOSAL ELEMENTS AND FORMAT:**

The submitted proposals shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the Town of Kiawah Island.

Proposals shall include the following:

A cover letter shall be provided stating the name, physical and email address, and telephone number of the CE&I FIRM's contact person and must bear the signature of the person having the authority to issue the proposal for the CE&I FIRM and bind the firm in a formal contract with the Town of Kiawah Island.

A response that defines the methods and means by which the proposing CE&I FIRM will

perform the services outlined in the RFP.

A project timeline outlining the dates and specific tasks to be accomplished during the course of the project.

A list of references for which services have been provided by the proposing CE&I FIRM for municipal governmental agencies for projects of this or similar type. Include contact names, addresses, and telephone numbers.

The proposed not-to-exceed budget.

Evidence that the CE&I FIRM has worked on similar projects.

A staffing plan for the proposed project.

A Statement of Qualifications which will include a list of those individuals who will be working on the project either as employees/principals or as employees of a subcontractor who will work on the project under the supervision of the CE&I FIRM.

Any other information deemed necessary by the proposing CE&I FIRM.

Please provide one (1) printed copy and one (1) electronic (CD or Thumb Drive) of the proposal.

The proposal submission shall be taken as prima facie evidence that the CE&I FIRM has full knowledge of the scope, nature, quality, and quantity of work to be performed and the detailed requirements and conditions under which the work will be performed.

## **7. GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING ENGINEERING FIRM**

The successful CE&I FIRM and its employees will operate as independent contractors and will not be considered employees of the Town of Kiawah Island.

## **8. INQUIRIES AND CORRECTIONS:**

All inquiries relating to this request shall be addressed to:

Brian Gottshalk  
Town of Kiawah Island  
4475 Betsy Kerrison Pkwy.  
Kiawah Island, SC 29455  
(843) 768-9166  
[bgottshalk@kiawahisland.org](mailto:bgottshalk@kiawahisland.org)

## SCOPE OF WORK

The CE&I FIRM will assist the Town of Kiawah Island with oversight of all project management and construction activities to ensure Contractor compliance with contract provisions, plans, and specifications for the approved KIAWAH ISLAND PARKWAY CHANNELIZED LEFT-TURN plans to construct the concrete and landscaped island, overlay existing road, and reconstruct the median noses at the intersection of Beachwalker Drive and Kiawah Island Parkway. The project area includes the Outbound Kiawah Island Parkway lanes along the landscaped medians at the intersection of Beachwalker Drive. The following are some requirements for the CE&I FIRM:

- Project Management
  - Provide a project manager to oversee and manage all project phases directly. The project manager does not have to be a licensed professional engineer. The project shall be the project manager's sole responsibility from when the contractor mobilizes until the Contractor's work is substantially complete. Prior to mobilization and substantial completion, the project manager will continue to be responsible for managing all aspects of the project on behalf of The Town of Kiawah Island until the project is fully accepted and closed.
  - The project manager shall be capable of managing all aspects of the contract and project during construction and will ensure the project is staffed with the appropriate number of qualified inspectors. The project manager will make engineering decisions to resolve minor contract disputes that don't require additional contract time or additional payment above the RCE level of authority (\$25,000.00 or less per issue). The Project Manager is considered a Key Individual by the Town of Kiawah and shall report directly to The Town of Kiawah Town Administrator or her designee.
- Project documentation
  - Generate and maintain project records electronically when practical.
  - Retain all project-related correspondence, letters, meeting minutes, emails, etc.
  - Keep inspection records, tracking samples and tests, contractor payment, etc.
  - Utilize forms and spreadsheets to document field inspections, pay item adjustments, etc.
  - Maintain documentation of contractor pay estimates, concurrence, and supporting documents.
  - Utilize digital photography routinely during construction.
- Contractor Submittals
  - Submittal Review coordination and tracking
  - Monitor Contractor compliance with federal DBE, EEO, Wage Regulation, and OJT contract provisions and programs. Ensure all submittals, reports, certified payrolls, etc., are timely and accurate.

- Review Contractor CPM Schedules, progress reports, and updates and perform all schedule analyses. Coordinate all schedule reviews and analysis with the Town of Kiawah Island.
  - Independent analysis and estimate of change orders, claims, and supporting documents.
  - Review and accept Contractor as-built plans
- Resource Agency Coordination
  - Permit requirement tracking and verification
  - Erosion control inspection and reporting
- Right of Way Coordination
  - Ensure compliance with all ROW agreements and commitments
- Utility Coordination
- Project Closeout (completed within 180 days of project Substantial completion)
  - Final Inspection
  - Completion of Punch list Work
  - Final Material Certification Preparation and Submittal
  - Obtain Final Contractor Quantity Concurrence
  - Prepare and Submit the Final Estimate Package
  - Confirm final payment for all utility relocations
- Consultant inspectors will be required to be certified in the particular area in which they will be inspecting or possess a valid waiver approved by the Director of Construction Office.
- Earthwork and base inspection and quality acceptance
- Asphalt roadway inspection, testing, and monitoring of the quality assurance program
- Perform quality acceptance inspection and testing for all other construction activities associated with the project not specifically mentioned above
- Furnish all necessary equipment to fulfill the testing, sampling, and inspection responsibilities, including cell phones, computers, specialized testing equipment, and vehicles
- Perform weekly erosion and sediment control inspections with CEPSCI certification
- Perform weekly work zone and traffic control (WZTC) inspections
- Provide survey crews and equipment to independently confirm layouts and geometry at key locations
- Ensure project control points are correct prior to construction and monitor periodically
- Perform verification surveys as listed in the SCDOT Construction Manual

## **ADDITIONAL EXHIBITS**

**A – Approved Kiawah Island Parkway Channelized Left-turn**

**B - 2021 Survey**

## **RIGHT TO REFUSE PROPOSALS**

The Town of Kiawah Island reserves the right, without prejudice, to reject any and all proposals or any part(s) of any proposal.

## OFFEROR'S CHECKLIST

*NOTE: These items are the criteria on which your proposal will be evaluated.*

Please make sure that the following items are included with your submittal:

- ❑ Submittal Form (**Required**)
- ❑ Non-Collusion Oath (**Required**)
- ❑ Documentation of Insurance Coverage (**Required**)
- ❑ Copy of Business License (If applicable)
- ❑ Minority/Women Owned Business Certification (Preferred but not required)

**NOTE: IN ADDITION TO THE ABOVE, THE FOLLOWING ITEMS MUST ALSO BE INCLUDED OR ADDRESSED IN YOUR SUBMITTAL:**

- ❑ Organization Information (**Required**)
- ❑ Personnel List (i.e. names of persons to be used in this engagement) (**Required**)
- ❑ References (**Required**)
- ❑ All Inclusive Cost (**Required**)

*You do not have to submit the Offeror's Checklist. This list is included for your convenience. However, all required information must be provided.*

*Failure to submit the required items may deem your submittal to be non-responsive.*

DATE: \_\_\_\_\_, 2024

**ORGANIZATIONAL INFORMATION**

NAME OF OFFEROR: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

**BY SUBMITTING THIS PROPOSAL, THE UNDERSIGNED OFFEROR REPRESENTS:**

1. The offeror has carefully examined the specifications for the Services;
2. The offeror is familiar with all the conditions surrounding the performance of the Services;
3. If awarded the Contract, the offeror will provide all labor, material, supplies, and equipment necessary to execute the Services in accordance with the Contract Documents;
4. understands the Town reserves the right to reject any or all responses which does not meet the proposal requirements or all proposals in the event the Project is canceled, postponed, or if it is in the best interest of the Town of Kiawah Island;
5. If awarded the Contract, will enter and execute a contract as required in the Invitation to Bid;
6. The Offeror is legally able to enter into and perform a contract, if awarded;
7. The Offeror is current on all taxes and fees owed to the Town;
8. The Offeror has provided proof of insurance as the Town requires.

**I. PERSONNEL:**

Provide a list of personnel that will be committed to this engagement and their job function.

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**II. REFERENCES / EXPERIENCE:**

**At least three (3) references for similar work performed are required; however, you may provide as many as five (5) references.**

1. COMPANY NAME: \_\_\_\_\_  
Contract Title: \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**REFERENCES / EXPERIENCE (Continued):**

2. COMPANY NAME: \_\_\_\_\_  
Contract Title: \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

3. COMPANY NAME: \_\_\_\_\_  
Contract Title: \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**REFERENCES / EXPERIENCE (Continued):**

4. COMPANY NAME: \_\_\_\_\_  
Contract Title: \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

5. COMPANY NAME: \_\_\_\_\_  
Contract Title: \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_



**BUSINESS LICENSE:**

The Offeror is not required to have valid business licenses to submit a Proposal. However, the Offeror must possess a valid Business License for business undertaken within the corporate limits of the Town of Kiawah Island.

Does your business have a valid **Town of Kiawah Island** Business License?

\_\_\_ Yes \_\_\_ No If yes, list the number \_\_\_\_\_

Contact (843) 768-9166 with any questions. If no, a business license must be obtained upon award of the contract.

**INSURANCE:**

At his own expense, the successful offeror shall keep in force and at all times maintain the insurance requirements as outlined below during the term of any contract resulting from this RFP.

**GENERAL LIABILITY:** \$1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal injury with a \$2,000,000 general aggregate limit.

**AUTOMOBILE LIABILITY:** \$1,000,000 combined single limit per accident for bodily injury and property damage.

**WORKERS' COMPENSATION:** Statutory limits are required by South Carolina state law, and employer's liability limits of \$100,000 per accident.

The successful offeror shall provide acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than at the execution of any contract resulting from this RFP. The Town reserves the right to receive any additional documentation or information verifying insurance coverage as the Town deems necessary. The Town may contact the successful offeror's insurance agent(s) or carrier(s) directly concerning any insurance issues.

The Town of Kiawah Island must be advised immediately of any changes in required coverage(s).

## **INDEMNIFICATION**

Except for expenses or liabilities arising from the negligence of the Town, the offeror hereby expressly agrees to indemnify and hold the Town of Kiawah Island harmless against any and all expenses and liabilities arising out of performance or default of any resulting contract as follows:

The offeror expressly agrees to the extent that there is a causal relationship between its negligent, reckless or intentionally wrongful action or inaction, or the negligent, reckless or intentionally wrongful action or inaction of any of its employees or any person, firm or corporation directly or indirectly employed by the offeror, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the Town and its employees or any member of the public, to indemnify and save the Town and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting contract from this RFP. Such costs are to include any defense, settlement, or reasonable attorneys' fees incurred by the Town or its employees. This promise to indemnify shall include bodily injuries or death occurring to offeror's employees and any person directly or indirectly employed by the offeror (including without limitation any employee of any subcontractor), the Town's employees, the employees of any other independent contractors, or occurring to any member of the public. When the Town submits notice, offeror shall promptly defend any aforementioned action. This obligation shall survive the suspension or termination of this Agreement. The limits of insurance coverage required herein shall not serve to limit this obligation to indemnify. The recovery of costs and fees shall extend to those incurred in the enforcement of this indemnity.

### **MINORITY/WOMEN-OWNED ENTERPRISE:**

Are you a Minority or Woman-Owned business? \_\_\_ Yes \_\_\_ No

If so, are you certified? \_\_\_ Yes \_\_\_ No

If you are certified, you must furnish a copy of your certificate with your submittal.

# NON-COLLUSION OATH

COUNTY OF: \_\_\_\_\_

STATE OF: \_\_\_\_\_

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared \_\_\_\_\_ and made oath that the Offeror herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Offeror, or themselves, to obtain information that would give the Offeror an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

\_\_\_\_\_  
Authorized Signature for Offeror

Please print Offeror's name and address:

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

\_\_\_\_\_  
NOTARY PUBLIC FOR THE STATE OF \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Print Name: \_\_\_\_\_



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## **WAYS AND MEANS**

### **Agenda Item**



# Memorandum

**TO:** Chair and Members of Ways and Means Committee

**FROM:** Dorota Szubert, Finance Director

**SUBJECT:** Budget Report for the First Seven Months Ended 1/31/2024

**DATE:** February 6, 2024

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## Overview:

Presented here is the Town's Budget to Actual Report for the first seven months ended 1/31/2024. The Budget to Actual Report is compiled on a modified accrual basis, and all the funds are consolidated. The original budget will be amended on February 6, 2024, through the second reading to adjust the totals to current estimates.

Overall, for the first seven months, the Town's consolidated revenues of \$8.2M are 20%, or \$1.6M, higher when compared to YTD for the last fiscal year, FY2023, and are at 53% of the total amended budgeted revenues for the current year. In overall, the revenues are within the budget, with the Building Permits from Special Projects and Interest Income higher than originally budgeted and amended for the estimated increase.

With almost 60% of the year lapsed, the expenditures of \$5.9M are 4% or 246K higher than for fiscal year FY2023 and 35% of the current year budget. The majority of the expenditures are reasonable and in line with the amended budget, with the exception of the non-budgeted cost for the recent storm cleanup of \$38K.

Town of Kiawah Island  
 Budget Report -Modified accrual basis (unaudited)  
 01.31.2024

	Fiscal 2024					FY2024 VS FY2023		
	TOTAL AMENDED							
Revenue:	TOTAL BUDGET	BUDGET	Y-T-D ACTUALS	\$ VARIANCE	% OF BUDGET	FY2023 Y-T-D	\$ VARIANCE	% VARIANCE
Building Permits	\$ 1,200,000	\$ 1,200,000	\$ 1,030,659	\$ (169,341)	86%	\$ 682,494	\$ 348,165	34%
Building Permits-Special Projects	300,000	959,182	959,182	-	100%	578,008	381,174	40%
Business Licenses	3,100,000	3,100,000	437,308	(2,662,692)	14%	215,736	221,572	51%
STR Application Fees	400,000	400,000	30,200	(369,800)	8%	18,730	11,470	38%
Franchisee Fees	970,000	970,000	279,004	(690,996)	29%	343,245	(64,241)	-23%
Local Option Tax	891,347	891,347	460,159	(431,188)	52%	526,362	(66,203)	-14%
State ATAX	2,936,510	2,936,510	1,645,632	(1,290,878)	56%	1,671,941	(26,309)	-2%
Local ATAX	1,477,158	1,477,158	904,374	(572,784)	61%	828,639	75,735	8%
County ATAX	450,000	450,000	-	(450,000)	0%	-	-	-
Hospitality Tax	829,177	829,177	461,436	(367,741)	56%	463,575	(2,139)	0%
Environmental Services	640,000	640,000	622,404	(17,596)	97%	595,100	27,304	4%
Interest	1,176,281	1,501,281	1,118,888	(382,393)	75%	504,068	614,820	55%
Other	224,536	224,536	274,584	50,048	122%	174,197	100,387	37%
<b>Total Revenue</b>	<b>14,595,007</b>	<b>15,579,189</b>	<b>8,223,830</b>	<b>(7,355,360)</b>	<b>53%</b>	<b>6,602,095</b>	<b>1,621,735</b>	<b>20%</b>
<b>Expenses:</b>								
Salaries/Regular Employees	2,030,719	2,152,469	1,128,059	(1,024,410)	52%	1,070,845	(57,214)	-5%
Overtime	8,000	8,000	5,157	(2,843)	64%	4,197	(960)	-19%
Benefits	714,590	758,093	421,298	(336,795)	56%	352,035	(69,263)	-16%
Payroll Tax	169,592	183,613	105,167	(78,446)	57%	91,641	(13,526)	-13%
<b>Employee Subtotal</b>	<b>2,922,901</b>	<b>3,102,176</b>	<b>1,659,681</b>	<b>(1,442,495)</b>	<b>54%</b>	<b>1,518,718</b>	<b>(140,963)</b>	<b>-8%</b>
Public Safety/Payroll and Related/ Off Duty Deputies	736,569	350,000	180,511	(169,489)	52%	249,348	68,837	38%
STR Code Enforcement	389,376	389,376	229,136	(160,240)	59%	144,290	(84,846)	-37%
Beach Patrol	584,000	584,000	291,999	(292,001)	50%	316,332	24,333	8%
Utilities & Supplies	237,440	247,440	112,317	(135,123)	45%	110,908	(1,409)	-1%
Communications	77,460	77,460	45,657	(31,803)	59%	43,236	(2,421)	-5%
Waste Management	1,278,000	1,278,000	791,316	(486,684)	62%	614,555	(176,761)	-22%
Insurance	190,176	190,176	202,674	12,498	107%	178,664	(24,010)	-12%
Professional Services	176,900	251,900	197,885	(54,015)	79%	136,569	(61,316)	-31%
Consultants	488,000	618,803	211,654	(407,149)	34%	211,620	(34)	0%
Maintenance	556,000	556,000	331,385	(224,615)	60%	326,287	(5,098)	-2%
Travel	74,300	74,300	18,899	(55,401)	25%	31,856	12,957	69%
Rentals	46,000	46,000	24,158	(21,842)	53%	22,164	(1,994)	-8%
Tourism & Recreations	2,516,032	2,516,032	1,227,275	(1,288,757)	49%	943,614	(283,661)	-23%
Contributions	200,000	200,000	-	(200,000)	0%	-	-	0%
Other	353,920	375,528	96,580	(278,948)	26%	138,064	41,484	43%
Capital Outlay:								
Building	5,000,000	5,000,000	-	(5,000,000)	0%	202,596	202,596	-
Infrastructure	250,000	250,000	-	(250,000)	0%	-	-	-
Vehicles	115,000	115,000	-	(115,000)	0%	154,837	154,837	-
Other	450,000	487,370	-	(487,370)	0%	69,199	69,199	-
MUSC Pledge	200,000	200,000	200,000	-	100%	200,000	-	0%
Non Budgeted-Storm Clean up	-	-	38,000	38,000	-	-	(38,000)	-
<b>Total Expenses</b>	<b>16,842,074</b>	<b>16,909,561</b>	<b>5,859,127</b>	<b>(11,050,434)</b>	<b>35%</b>	<b>5,612,857</b>	<b>(246,270)</b>	<b>-4%</b>
<b>Net Changes in Fund Balance</b>	<b>\$ (2,247,067)</b>	<b>\$ (1,330,372)</b>	<b>\$ 2,364,703</b>	<b>\$ 3,695,075</b>		<b>\$ 989,238</b>	<b>\$ (1,375,465)</b>	<b>-58%</b>



## **WAYS AND MEANS**

### **Agenda Item**

# NARRATIVE HIGHLIGHTS

## REVENUES

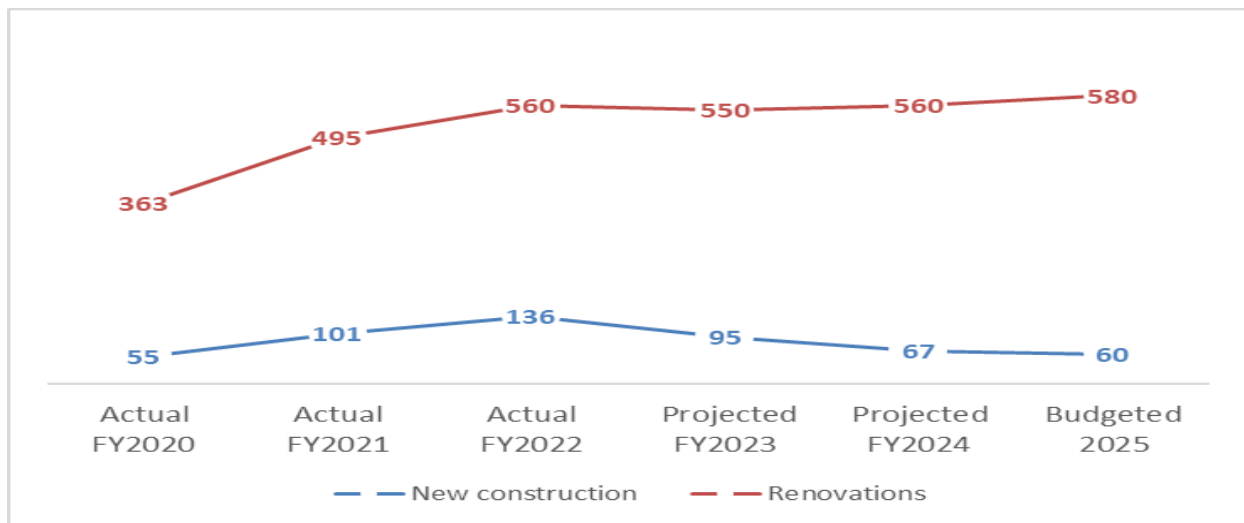
Since the beginning of the Covid-19 pandemic, the Town has continuously analyzed its impact on revenues. The Town temporarily experienced a sharp drop in revenues at the end of the fiscal year FY2020. However, revenues returned to normal in early fiscal year FY2021 and continued to rise to the point of record-high revenue collection in fiscal year FY2023. The Town remains well-positioned to enter the next fiscal year to provide the highest level of services for the residents and customers while simultaneously continuing to build reserve balances for any future events that may require emergency funds.

Overall, the total FY2025 budgeted revenues of \$15.4M are 4%, or \$567K, lower than current year projections. The comparisons below are made to FY2024 projected revenues.

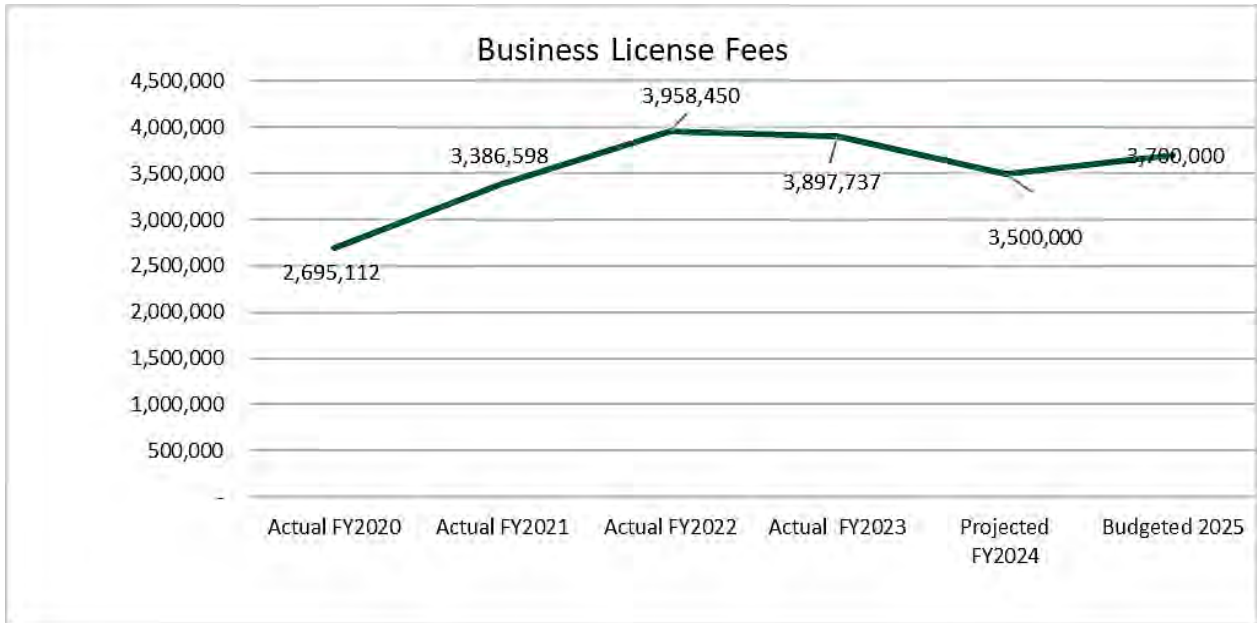
- ✓ Building Permit revenue is estimated to decrease by 50%, or \$1M, primarily due to an estimated slowdown in new construction activity on the Island and no plans for one-time, special projects on the Island.



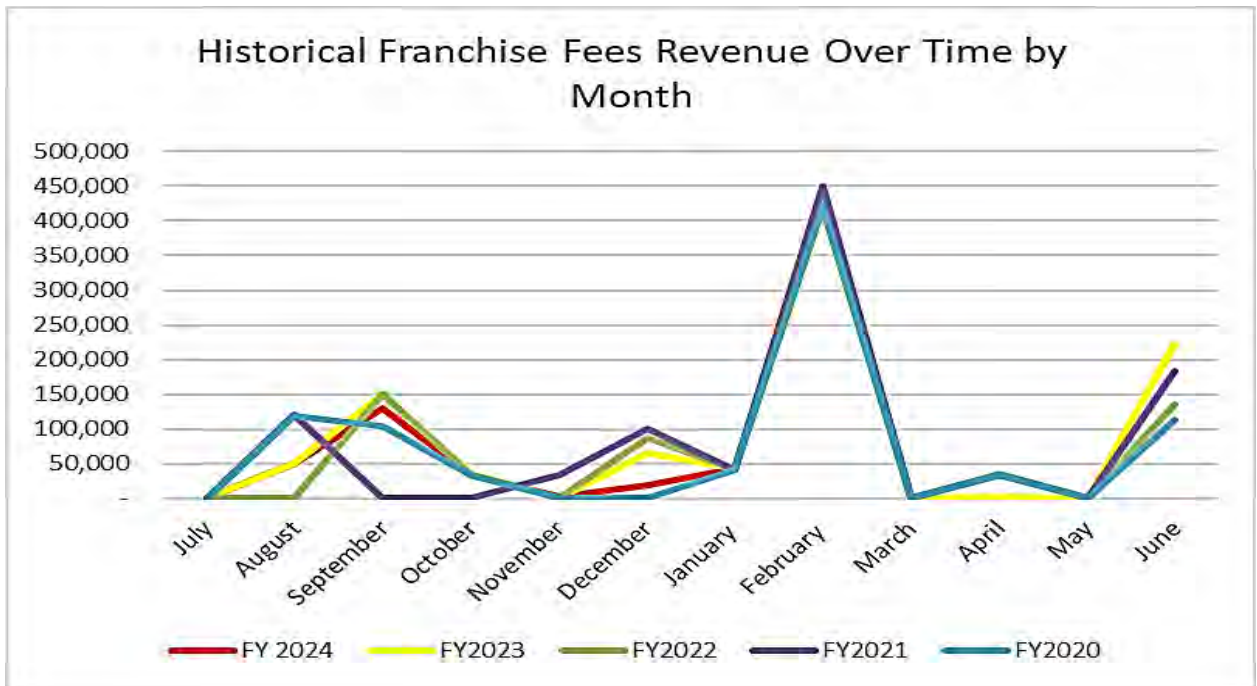
The five-year average for new construction permits is approximately \$10,000, and for renovation projects, it is \$750. Based on the same averages, we are anticipating a decrease in permits for new construction and a slight increase in renovation projects. The chart below shows the number of permits issued in each category over 5 5-year period and budget.



- ✓ Business License revenue is budgeted to increase by 6%, or \$200K. The increase is primarily attributable to the increasing cost of goods and services. Based on the historical averages, we are budgeting to issue 2,000 standard business licenses with an average cost of \$1,200 per license and about 1,400 short-term rental licenses with an average cost of \$350 per license, collect approximately \$400,000 in short-term rental application fees, and \$500,000 from Municipal Association of SC Collection Program for the insurance companies.

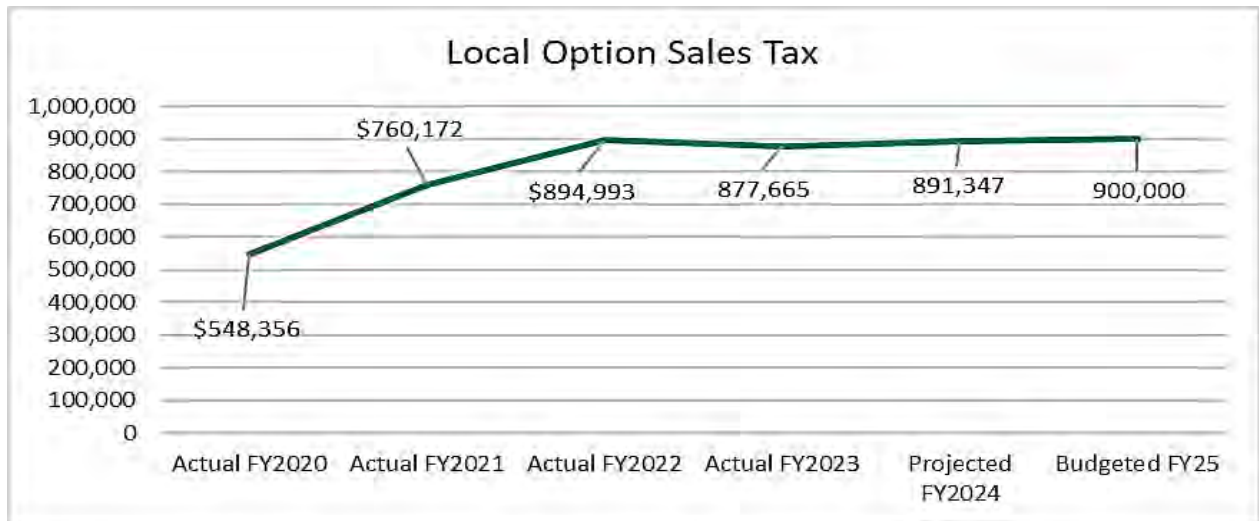


- ✓ Franchise Fees with Berkley Electric Company, Beach Services, and Other Franchise fees are anticipated with no change at \$970,000. The chart below shows seasonality in the collection of those fees over a 5-year period.

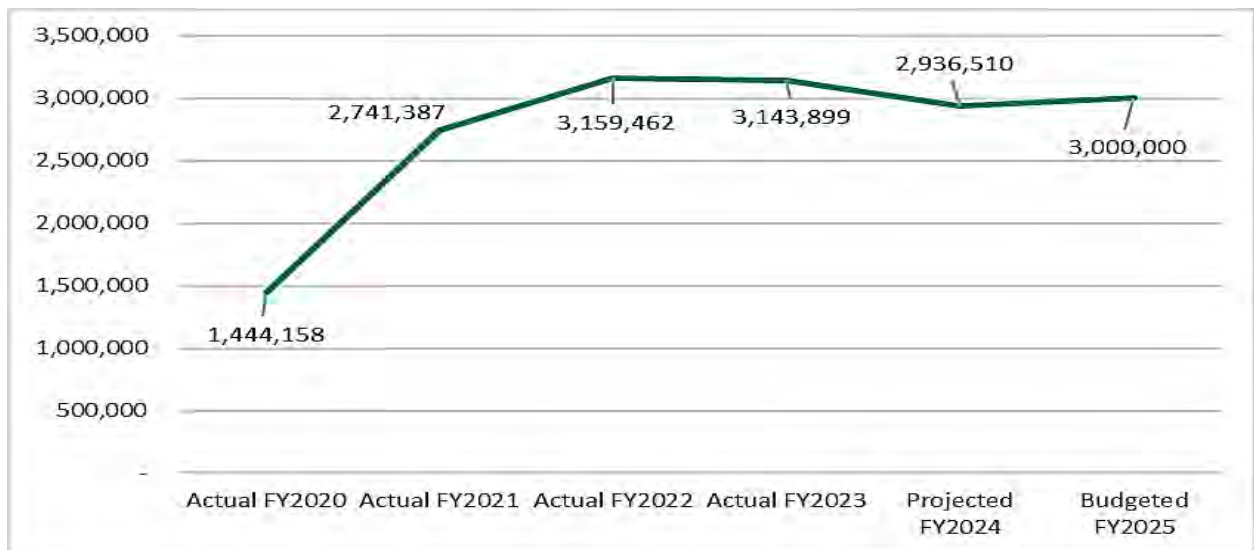


- ✓ Local Option Sales Tax is budgeted 1%, or \$7K higher than current year projections based on the

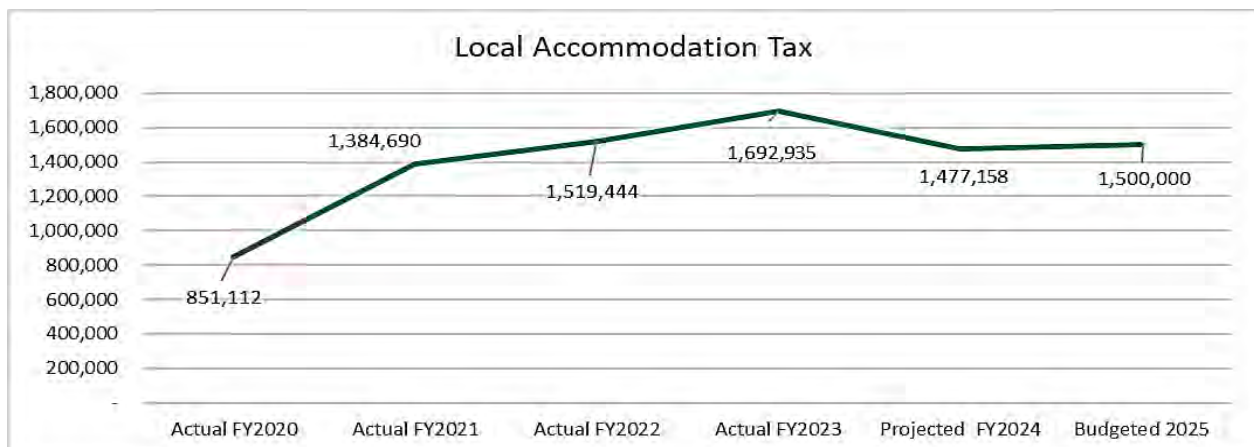
recent years' averages and the inflation on goods sold.



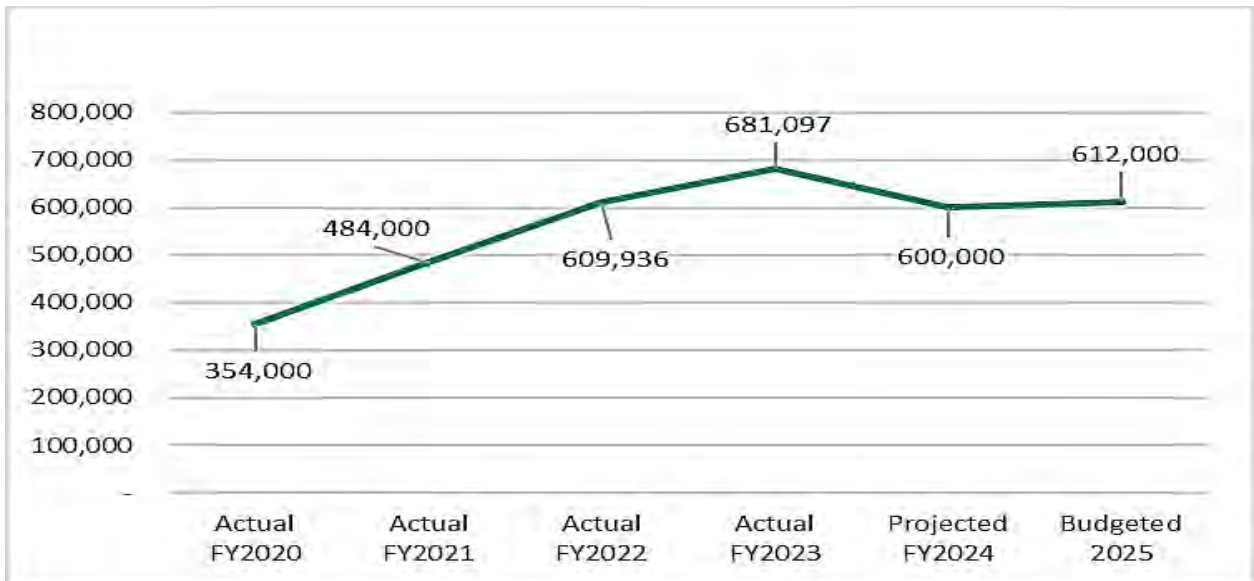
- ✓ State Accommodation Tax revenue is anticipated to increase by 2%, or \$63K. We predict the volume of tourists on the Island is comparable to the current year. However, the higher accommodation prices should increase tourism-generated revenues.



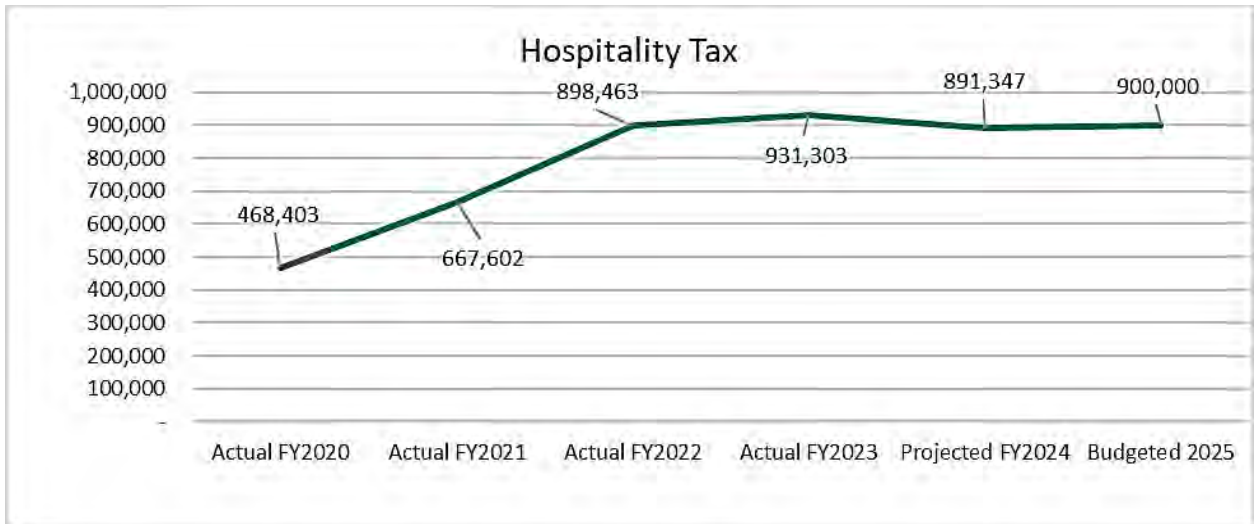
- ✓ Local Accommodation Tax revenue is budgeted with a 2% or a \$23k increase.



- ✓ County Accommodation Tax revenue is budgeted to increase 2%, or \$12K.

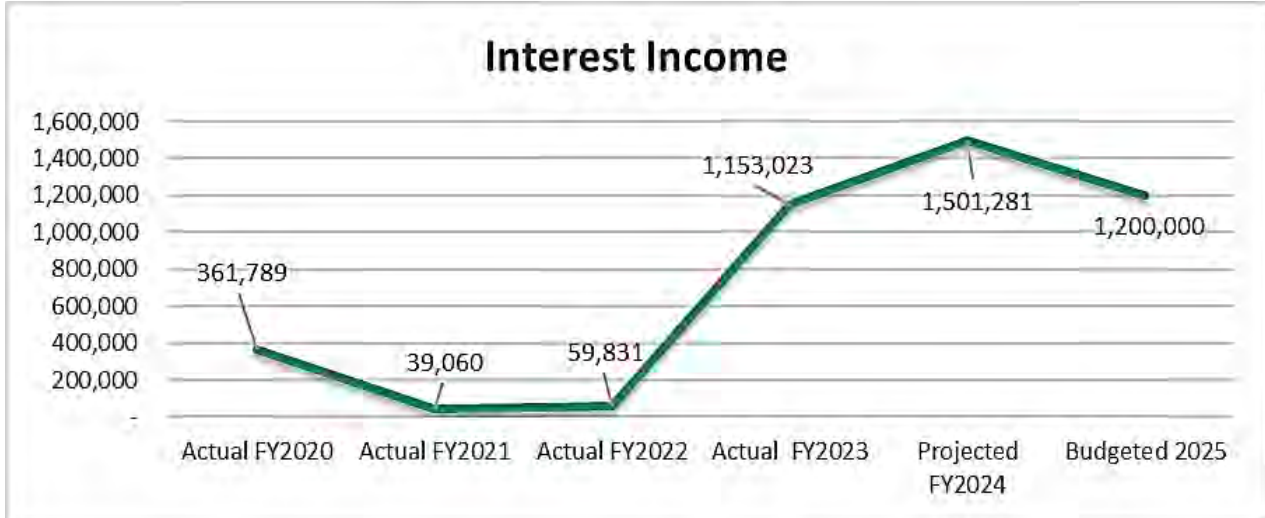


✓ Hospitality Tax revenue is budgeted to increase 1%, 7K.



✓ Solid Waste revenue is budgeted to increase 100%, or \$640K, due to changes in the garbage collection contractor and an increase in the contract price. It is budgeted at \$1.3M.

- ✓ Interest Revenue is budgeted to decrease 20%, or \$300K, based on the forecasted slow, gradual decrease in the rates of return on the Town's investments. It is budgeted at \$1.2M.



- ✓ Other revenues include the following sources:
  1. Aid to Subdivision – \$52k, an increase of 5%, or \$2k.
  2. Planning Fees - \$10K, no change.
  3. Court Fees & Fines - \$30K, no change.
  4. Beverage Permits revenue - \$45K, no change.
  5. Victim's Assistance Fees - \$10K, no change.
  6. Miscellaneous revenue - \$35K, 83%, or \$165K decrease due to one-time reimbursement from Charleston County Sheriff's Office for the book value of the deputies' vehicles and equipment in the amount of \$161K in the current fiscal year.

Town of Kiawah Island  
 Budget Draft FY2025  
 All Funds Consolidated

Revenues:	Actuals FY 2023	% of Total	Budgeted FY2024	Amended Budgeted FY2024	% of Total	Projected FY2024	% of Total	Budget FY2025	% of Total	FY2024 Budget Variance \$	FY2024 Budget Variance %	FY2024 Projected Variance \$	FY2024 Projected Variance %	FY2023 Actual Variance \$	FY2023 Actual Variance %
Building Permits	\$ 1,683,183	10%	\$ 1,200,000	\$ 1,200,000	8%	\$ 1,200,000	8%	\$ 1,100,000	7%	\$ (100,000)	-8%	\$ (100,000)	-8%	\$ (583,183)	-35%
Building Permits/Special Proj	623,908	4%	300,000	959,182	6%	959,182	6%	-	0%	(300,000)	-100%	(959,182)	-100%	(623,908)	-100%
Business Licenses	3,897,737	23%	3,500,000	3,500,000	22%	3,500,000	22%	3,700,000	24%	200,000	6%	200,000	6%	(197,737)	-5%
Franchise Fees	984,706	6%	970,000	970,000	6%	970,000	6%	970,000	6%	-	0%	-	0%	(14,706)	-1%
Local Option tax	961,847	6%	891,347	891,347	6%	891,347	6%	900,000	6%	8,653	1%	8,653	1%	(61,847)	-6%
State ATAX	3,143,899	19%	2,936,510	2,936,510	19%	2,936,510	18%	3,000,000	19%	63,490	2%	63,490	2%	(143,899)	-5%
Local ATAX	1,692,935	10%	1,477,158	1,477,158	9%	1,477,158	9%	1,500,000	10%	22,842	2%	22,842	2%	(192,935)	-11%
County ATAX	681,098	4%	450,000	450,000	3%	600,000	4%	612,000	4%	162,000	36%	12,000	2%	(69,098)	-10%
Hospitality Tax	931,309	6%	829,177	829,177	5%	891,347	6%	900,000	6%	70,823	9%	8,653	1%	(31,309)	-3%
Solid Waste Fees	661,899	4%	640,000	640,000	4%	640,000	4%	1,280,000	8%	640,000	100%	640,000	100%	618,101	93%
Interest	1,153,023	7%	1,176,281	1,501,281	10%	1,501,281	9%	1,200,000	8%	23,719	2%	(301,281)	-20%	46,977	4%
Other	261,759	2%	224,536	224,536	1%	389,536	2%	227,012	1%	2,476	1%	(162,524)	-42%	(34,747)	-13%
<b>Total Revenues</b>	<b>16,677,303</b>	<b>100%</b>	<b>14,595,007</b>	<b>15,579,189</b>	<b>100%</b>	<b>15,956,360</b>	<b>100%</b>	<b>15,389,011</b>	<b>100%</b>	<b>794,004</b>	<b>5%</b>	<b>(567,349)</b>	<b>-4%</b>	<b>(1,288,292)</b>	<b>-8%</b>

TOWN OF KIAWAH ISLAND  
 BUDGET DRAFT FOR YEAR ENDED 6/30/25  
 GENERAL FUND

	Actuals FY 2023	2023-2024 Budget	2023-2024 Amended Budget	Actuals thru 2/16/2024	Projected 2023-2024	2024-2025 Proposed Budget	FY 24 Budget \$ Change	FY 24 Budget % Change	FY 24 Projected \$ Change	FY 24 Projected % Change	FY 23 Actuals \$ Change	FY 23 Actuals % Change	Justifications/Notes
<b>GENERAL FUND</b>													
<b>REVENUES:</b>													
BUSINESS LICENSE REVENUE	\$ 3,446,883	\$ 3,100,000	3,100,000	\$ 601,823	\$ 3,100,000	3,300,000	\$ 200,000	6%	\$ 200,000	6%	\$ (146,883)	-4%	Based on historical averages plus an increase for inflation
STR APPLICATION FEES	450,854	400,000	400,000	30,200	400,000	400,000	-	0%	-	0%	(50,854)	-11%	Based on CY actuals
STATE ACCOMMODATIONS TAX	180,252	177,741	177,741	106,032	177,741	189,087	11,345	6%	11,345	6%	8,835	5%	First \$25K plus 5% of SATAX
AID TO SUBDIVISION	47,764	49,536	49,536	24,766	49,536	52,012	2,476	5%	2,476	5%	4,248	9%	Based on estimates from the State
SOLID WASTE REVENUE	661,899	640,000	640,000	639,185	640,000	1,280,000	640,000	100%	640,000	100%	618,101	93%	Based on number of subscribers for different service types, with the new pricing
PLANNING FEES	15,762	10,000	10,000	8,990	10,000	10,000	-	0%	-	0%	(5,762)	-37%	Based on current year actuals
BUILDING PERMITS	1,683,183	1,200,000	1,200,000	1,054,604	1,200,000	1,100,000	(100,000)	-8%	(100,000)	-8%	(583,183)	-35%	Based on historical averages
BUILDING PERMITS/SPECIAL PROJECTS	623,908	300,000	959,182	959,182	959,182	-	(300,000)	-100%	(959,182)	-100%	(623,908)	-100%	No special projects expected
LOCAL OPTIONS SALES TAX	961,847	891,347	891,347	527,121	891,347	900,000	8,653	1%	8,653	1%	(61,847)	-6%	Based on historical averages plus an increase for inflation
FRANCHISE FEE - ELECTRIC	417,048	430,000	430,000	-	430,000	430,000	-	0%	-	0%	12,952	3%	Based on current year actuals
FRANCHISE FEE - BEACH SERVICE	414,770	400,000	400,000	199,500	400,000	400,000	-	0%	-	0%	(14,770)	-4%	\$300k or 30% of Island Beach Services gross receipts
FRANCHISE FEES - OTHER	152,888	140,000	140,000	79,504	140,000	140,000	-	0%	-	0%	(12,888)	-8%	Based on the contracts with AT&T, Comcast, KIGR
COURT FEES, FINES & FORF	33,312	30,000	30,000	22,072	30,000	30,000	-	0%	-	0%	(3,312)	-10%	Based on CY actuals
INTEREST REVENUE	410,234	500,480	600,480	498,953	600,480	525,000	24,520	5%	(75,480)	-13%	114,766	28%	Rate of return -4%
MISCELLANEOUS REVENUE	46,449	35,000	35,000	195,049	200,000	35,000	-	0%	(165,000)	-83%	(11,449)	-25%	
<b>TOTAL REVENUES</b>	<b>9,547,053</b>	<b>8,304,104</b>	<b>9,063,286</b>	<b>4,946,981</b>	<b>9,228,286</b>	<b>8,791,099</b>	<b>486,995</b>	<b>6%</b>	<b>(437,187)</b>	<b>-5%</b>	<b>(755,954)</b>	<b>-8%</b>	

TOWN OF KIAWAH ISLAND  
 BUDGET DRAFT FOR YEAR ENDED 6/30/25  
 STATE ACCOMMODATION TAX FUND

	Actuals FY 2023	2023-2024 Budget	2023-2024 Amended Budget	Actuals thru 2/16/2024	Projected 2023-2024	2024-2025 Proposed Budget	FY 24 Budget \$ Change	FY 24 Budget % Change	FY 24 Annualized \$ Change	FY 24 Annualized % Change	FY 23 Actuals \$ Change	FY 23 Actuals % Change	Justifications/Notes
STATE ACCOMMODATIONS TAX REVENUE	\$ 2,963,647	\$ 2,758,768	\$ 2,758,768	\$ 1,539,601	\$ 2,758,768	\$ 2,810,913	\$ 52,145	2%	\$ 52,145	2%	\$ (152,734)	-5%	Based on historical averages Rate of return -4%
INTEREST REVENUE	57,187	40,000	100,000	72,881	100,000	50,000	10,000	25%	(50,000)	-50%	(7,187)	-13%	
	<u>3,020,834</u>	<u>2,798,768</u>	<u>2,858,768</u>	<u>1,539,601</u>	<u>2,758,768</u>	<u>2,860,913</u>	<u>62,145</u>	<u>2%</u>	<u>52,145</u>	<u>2%</u>	<u>(159,921)</u>	<u>-5%</u>	

TOWN OF KIAWAH ISLAND  
 BUDGET DRAFT FOR YEAR ENDED 6/30/25  
 COUNTY ACCOMMODATION TAX FUND

	Actuals FY 2023	2023-2024 Budget	2023-2024 Amended Budget	Actuals thru 2/16/2024	Projected 2023-2024	2024-2025 Proposed Budget	FY 24 Budget \$ Change	FY 24 Budget % Change	FY 24 Annualized \$ Change	FY 24 Annualized % Change	FY 23 Actuals \$ Change	FY 23 Actuals % Change	Justifications/Notes
<b>REVENUES:</b>													
COUNTY ACCOMMODATION TAX	\$ 681,098	\$ 450,000	\$ 450,000	\$ 269,062	\$ 600,000	\$ 612,000	\$ 162,000	36%	\$ 12,000	2%	\$ (69,098)	-10%	Based on historical average
INTEREST REVENUE	114,374	65,887	90,887	57,187	90,887	65,000	(887)	-1%	(25,887)	-28%	(49,374)	-43%	Rate of return -4%
<b>TOTAL CATAX REVENUES</b>	<b>795,472</b>	<b>515,887</b>	540,887	<b>326,249</b>	<b>690,887</b>	<b>677,000</b>	<b>161,113</b>	<b>35%</b>	<b>(13,887)</b>	<b>-2%</b>	<b>(118,472)</b>	<b>-17%</b>	

TOWN OF KIAWAH ISLAND  
 BUDGET DRAFT FOR YEAR ENDED 6/30/25  
 BEVERAGE PERMITS FUND

	Actuals FY 2023	2023-2024 Budget	2023-2024 Amended Budget	Actuals thru 2/16/2024	Projected 2023-2024	2024-2025 Proposed Budget	FY 24 Budget \$ Change	FY 24 Budget % Change	FY 24 Annualized \$ Change	FY 24 Annualized % Change	FY 23 Actuals \$ Change	FY 23 Actuals % Change	Justifications/Notes
<b>REVENUES:</b>													
BEVERAGE TAX REVENUE	\$ 63,150	\$ 45,000	\$ 45,000	\$ 2,600	\$ 45,000	\$ 45,000	\$ -	0%	\$ -	0%	\$ (18,150)	-29%	\$3k per alcoholic beverage permit (15 entities)
	63,150	45,000	45,000	2,600	45,000	45,000	-	0%	-	0%	(18,150)	-29%	

TOWN OF KIAWAH ISLAND  
 BUDGET DRAFT FOR YEAR ENDED 6/30/25  
 LOCAL ACCOMMODATION TAX FUND

	Actuals FY 2023	2023-2024 Budget	2023-2024 Amended Budget	Actuals thru 2/16/2024	Projected 2023-2024	2024-2025 Proposed Budget	FY 24 Budget \$ Change	FY 24 Budget % Change	FY 24 Annualized \$ Change	FY 24 Annualized % Change	FY 23 Actuals \$ Change	FY 23 Actuals % Change	Justifications/Notes
<b>REVENUES:</b>													
LOCAL ACCOMMODATION TAX	\$ 1,692,935	\$ 1,477,158	\$ 1,477,158	\$ 904,375	\$ 1,477,158	\$ 1,500,000	\$ 22,842	2%	\$ 22,842	2%	\$ (192,935)	-11%	Based on historical averages Rate of return -4%
INTEREST REVENUE	170,921	177,000	227,000	149,900	227,000	150,000	173,781	869%	(77,000)	-34%	(20,921)	-12%	
<b>TOTAL LATAX REVENUES</b>	<b>1,863,856</b>	<b>1,654,157</b>	<b>1,704,157</b>	<b>1,054,275</b>	<b>1,704,157</b>	<b>1,650,000</b>	<b>196,623</b>	<b>22%</b>	<b>(54,158)</b>	<b>-3%</b>	<b>(213,856)</b>	<b>-11%</b>	

TOWN OF KIAWAH ISLAND  
 BUDGET DRAFT FOR YEAR ENDED 6/30/25  
 HOSPITALITY TAX FUND

	Actuals FY 2023	2023-2024 Budget	2023-2024 Amended Budget	Actuals thru 2/16/2024	Projected 2023-2024	2024-2025 Proposed Budget	FY 24 Budget \$ Change	FY 24 Budget % Change	FY 24 Annualized \$ Change	FY 24 Annualized % Change	FY 23 Actuals \$ Change	FY 23 Actuals % Change	Justifications/Notes
<b>REVENUES:</b>													
HOSPITALITY TAX	\$ 931,309	\$ 829,177	\$ 829,177	\$ 462,292	\$ 891,347	\$ 900,000	\$ 70,823	9%	\$ 8,653	1%	\$ (31,309)	-3%	Based on historical averages
INTEREST REVENUE	<u>114,373</u>	<u>107,505</u>	<u>147,505</u>	<u>93,401</u>	<u>147,505</u>	<u>110,000</u>	<u>2,495</u>	<u>2%</u>	<u>(37,505)</u>	<u>-25%</u>	<u>(4,373)</u>	<u>-4%</u>	Rate of return -4%
<b>TOTAL HOSPITALITY TAX REVENUES</b>	<b>1,045,682</b>	<b>936,682</b>	976,682	<b>555,693</b>	<b>1,038,852</b>	<b>1,010,000</b>	<b>73,318</b>	<b>15%</b>	<b>(28,852)</b>	<b>-3%</b>	<b>(35,682)</b>	<b>-3%</b>	

TOWN OF KIAWAH ISLAND  
 BUDGET DRAFT FOR YEAR ENDED 6/30/25  
 VICTIMS ASSISTANCE FUND

	Actuals FY 2023	2023-2024 Budget	2023-2024 Amended Budget	Actuals thru 2/16/2024	Projected 2023-2024	2024-2025 Proposed Budget	FY 24 Budget \$ Change	FY 24 Budget % Change	FY 24 Annualized \$ Change	FY 24 Annualized % Change	FY 23 Actuals \$ Change	FY 23 Actuals % Change	Justifications/Notes
<b>SOURCES :</b>													
VICTIMS ASSISTANCE FEES	\$ 8,276	\$ 10,000	\$ 10,000	\$ 3,246	\$ 10,000	\$ 10,000	\$ -	0%	\$ -	0%	\$ 1,724	21%	
<b>TOTAL SOURCES</b>	<b>8,276</b>	<b>10,000</b>	10,000	<b>3,246</b>	<b>10,000</b>	<b>10,000</b>	-	0%	-	0%	<b>1,724</b>	<b>21%</b>	

TOWN OF KIAWAH ISLAND  
 BUDGET DRAFT FOR YEAR ENDED 6/30/25  
 CAPITAL & EMERGENCY FUND

	Actuals FY 2023	2022-2023 Budget	2023-2024 Amended Budget	Actuals thru 2/16/2024	Projected 2022-2023	2024-2025 Proposed Budget	FY 24 Amended Budget \$ Change	FY 24 Amended Budget % Change	FY 24 Annualized \$ Change	FY 24 Annualized % Change	FY 23 Actuals \$ Change	FY 23 Actuals % Change	Justifications/Notes
<b>REVENUES &amp; SOURCES :</b>													
INTEREST	285,934	285,409	335,409	255,989	335,409	300,000	(35,409)	-11%	(35,409)	-11%	(14,066)	-5%	Rate of return -4%
<b>TOTAL REVENUES &amp; SOURCES</b>	<b>285,934</b>	<b>285,409</b>	<b>335,409</b>	<b>255,989</b>	<b>- 335,409</b>	<b>300,000</b>	<b>(35,409)</b>	<b>-11%</b>	<b>(35,409)</b>	<b>-11%</b>	<b>(14,066)</b>	<b>-5%</b>	