



**Jon Guerry Taylor
& Associates, Inc.**

ENGINEERS - PLANNERS - ENVIRONMENTAL CONSULTANTS

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September 24, 2019

Ms. Michelle McClellan
Town of McClellanville
405 Pinckney Street
McClellanville, SC 29458

Via email: mcclellanville@tds.net

**RE: Professional Engineering Services
Planning, Permitting and Engineering of New Queuing Dock
Robert E. Ashley Boat Landing**

Dear Ms. McClellan:

Outlined below is the scope of services and fee schedule for Professional Planning, Permitting and Engineering Services associated design of a new boat ramp floating dock structure at the Robert E. Ashley Boat Landing in the Town of McClellanville, Charleston County, South Carolina.

Scope of Services:

ITEM 1: SURVEYING AND DOCK PLANNING

- Engage a South Carolina registered surveyor to complete a detailed topographic survey, as-built survey and Critical Line Plat of the site.
- Use the survey information to develop options for a queuing dock addition.
- Work with the Owner to develop a dock layout that satisfies the Town's requirements.

Surveying	\$1,200.00
Planning Services	\$1,200.00
Total Planning Fees.....	\$2,400.00
Schedule.....	15 days

ITEM 2: REGULATORY PERMITTING

JGT will develop a complete permitting package for the Boat Landing Queuing Dock. This would include:

- Use the survey information and water depth information to produce a complete set of Joint Federal & State Permit Application drawings and documents for the new floating dock addition.

- Review the final permitting package with the Client prior to submittal to the permitting agencies.
- Advertise the project as required in the Post and Courier
- Submit the Permit Application package to SCDHEC-OCRM, SCDHEC Bureau of Water & Corps of Engineers.
- Keep the Client abreast of any permitting issues and the status of the process.
- Respond to the Agency comments during the permitting process and review/negotiate the final permit conditions.
- Administer the permitting process through issuance of the permits.

Newspaper Advertising.....	\$150.00
SCDHEC-OCRM Permit Application Fees	\$287.50
Permitting Services	\$5,825.00
Total Permitting Fees.....	\$6,262.50
Schedule	21 days to submit, 120-180 days for processing (estimated)

ITEM 3: PROFESSIONAL ENGINEERING SERVICES

JGT will develop a complete engineering design package for the new floating dock structure. This would include:

- Use the Permit information, the existing surveying information and the new surveying information to develop a complete set of engineering plans and specification for the new floating dock structure and abutment. This will include: structure layout, material specifications, plan and profiles and all necessary details.
- Present the final Engineering design package to the Owner for review.

Floating Dock Engineering	\$12,000.00
Total Professional Engineering Services.....	\$12,000.00
Schedule	60 days

ITEM 4: BIDDING AND CONSTRUCTION ADMINISTRATION (CA)

JGT will develop a complete bid package to be sent to Contractors for bidding and provide Construction Administration Services during construction of the structure. This would include:

- Develop a bid package that will be sent to Contractors for bidding, per the Town of McClellanville's regulations.
- Answer Contractor questions during the bidding process.
- Present the Owner with the bids along with a selection recommendation.
- Provide construction oversight during the construction of the floating dock.
- Work with the contractor in working out any construction related issues, material substitutions and any change orders associated with the construction of the structure.
- If requested, review Contractor pay requests and send approved pay request to Owner for payment.

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- Make periodic site visits to review the construction. This will include Owner and Contractor requested site visits.
- Conduct a final walk-through with the Contractor and the Owner following substantial completion of the project.

Bidding	\$2,000.00
Construction Administration (\$150.00/hr, not to exceed).....	\$3,500.00
Total Professional Bidding and CA.....	\$5,500.00
Schedule.....	30 days

Fee Summary: The project scope items will be invoiced as follows:

<i>ITEM 1: Surveying and Dock Planning</i>	<i>\$2,400.00</i>
<i>ITEM 2: Regulatory Permitting</i>	<i>\$6,262.50</i>
<i>ITEM 2: Professional Engineering Services</i>	<i>\$12,000.00</i>
<i>ITEM 3: Bidding & CA.....</i>	<i>\$5,500.00</i>
<i>Total Professional Fees</i>	<i>\$26,162.50</i>

Terms and Conditions:

Reimbursable expenses are in addition to the Basic Services and will be billed at cost plus 10%. These include printing and plotting fees beyond what is reasonable for the above Scope of Work, mileage (\$0.60 per mile) and application or permit fees.

Anticipated Reimbursables: *none*

Invoices will be rendered upon completion in accordance with the fees outlined for this Scope of Work. Payments are due within fifteen days of the date of the invoice. Invoices not paid within thirty days of date rendered will be assessed a finance charge of one percent per month, or fraction thereof, for every month past due. Invoices not paid within sixty days will result in Jon Guerry Taylor & Associates, Inc. stopping work until such invoices are paid in full.

Jon Guerry Taylor & Associates, Inc. will commence work upon receipt of the signed and dated proposal by the Owner. The professional services shall be completed within the allotted time outlined in this Scope of Work with adjustments made to the schedule based upon changes or directions from the Owner. Any changes to the Scope of Work or schedule shall be mutually agreed to in writing by the Owner and Jon Guerry Taylor & Associates, Inc. prior to implementation. Jon Guerry Taylor & Associates, Inc. will perform the work in a timely manner but will not be held responsible for delays that occur from factors beyond their control or that could not have been reasonably foreseen at the time this Proposal was executed

Limits of Liability:

The Owner and Jon Guerry Taylor & Associates, Inc. mutually agree that the services provided pursuant to this Proposal involve risk of liability, which cannot be adequately compensated for by

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payments the Owner makes under this Proposal. Therefore the total cumulative liability of Jon Guerry Taylor & Associates, Inc., it's agent(s) and employee(s) including negligence (whether sole or concurrent) and strict liability, or otherwise arise out of, connected with or resulting from services provided pursuant to this Proposal shall not exceed the total fees paid by the Owner.

Should you have any questions or comments once you have reviewed the above Scope of Services please feel free to give us a call at (843) 884-6415.

Sincerely,
JON GUERRY TAYLOR & ASSOCIATES, INC.



Christopher W. Moore, PE
President / Principal Engineer

Accepted:

Signature

Date

Owner/Agent

Billing address

Billing address

Billing address

CC: Craig Pawlyk, JGT