

**SE-240**  
**SMALL PROFESSIONAL SERVICES CONTRACT FOR CONSTRUCTION PROJECTS**

**AGENCY:** SC Office of Resilience

**PROJECT NAME:** City of Hanahan Downtown Storm Water Improvement Project

**PROJECT NUMBER:** D30-N032-MJ

**A/E NAME:** Stantec Consulting Services Inc

**ADDRESS:** 4969 Centere Pointe Dr Suite 200

North Charleston, SC 29418

In consideration of the mutual covenants and obligations set forth herein, the Agency and A/E (hereinafter jointly referred to as the "parties") agree to the following:

**A. CONTRACT DOCUMENTS**

1. Documents forming a part of this contract are, in order of precedence:
  - a. This Contract, SE-240.
  - b. A/E Proposal describing services to be provided for this project, the associated hourly billing rates for the A/E and the A/E consultants, and the projected Reimbursable items.
  - c. Supplemental Conditions, attached if applicable.
  - d. The following other documents:
 

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2. The contract is the entire and integrated agreement between the parties and supersedes prior negotiations, representations, or agreements, whether written or oral.
3. The Agency's Budget for the Cost of the Work: \$1,163,208.00

The Cost of the Work shall be the total cost to the Agency to construct all elements of the Project designed or specified by the A/E and shall include Contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Agency. The Cost of the Work does not include the compensation of the A/E, the costs of the land, rights-of-way, financing, contingencies for changes in the Work, or other costs that are the responsibility of the Agency.

**B. REPRESENTATIVES**

**1. Agency's Representatives**

Agency designates the individual listed below as its Representative, which individual shall have the authority to bind the Agency with respect to all matters regarding the Contract and requiring the Agency's approval or authorization:

**NAME:** Eric Fosmire

**TITLE:** Chief of Staff & General Counsel

**ADDRESS:** 632 Rosewood Dr Columbia, SC 29201

**TELEPHONE:** (803) 822-9580

**EMAIL:** eric.fosmire@scor.sc.gov

The term "Agency" means the Agency or the Agency's Representative.

**2. A/E's Representatives**

A/E designates the individual listed below as its A/E's Representative, which individual shall have the authority to bind the A/E with respect to all matters regarding the Contract and requiring the A/E's approval or authorization:

**NAME:** Justin Tye

**TITLE:** Transportation Engineer

**ADDRESS:** 4969 Centre Pointe Dr Suite 200 North Charleston, SC 29418

**TELEPHONE:** (843) 810-4586

**EMAIL:** justin.tye@stantec.com

The term "A/E" means the A/E or the A/E's Representative.

3. Neither the Agency nor the A/E shall change their representatives without ten days written notice to the other party.

#### **C. A/E RESPONSIBILITIES**

1. The A/E shall provide professional services as set forth in this Contract consistent with the professional skill and care ordinarily provided by A/E's practicing in the same or similar locality region under the same or similar circumstances.
2. The A/E represents that its' team is properly licensed in the jurisdiction where the Project is located to provide the services required.

#### **D. INSURANCE**

1. The A/E shall procure and maintain in effect during the term of this Contract the insurance coverages described below, which insurance shall be placed with insurance companies authorized to do business in the State of South Carolina and rated A minus VII or better by the current edition of Best's Key Rating Guide or otherwise approved by the Agency.
  - a. Professional Liability Insurance with limits of not less than \$1,000,000 per claim and in the aggregate. A/E shall maintain this coverage in effect during the term of this Contract and for five (5) years after the date of completion of services provided under this Contract. A/E shall give prompt written notice to Agency of all claims made against this policy during the period in which this policy is required to be maintained.
  - b. Worker's Compensation Insurance as required by the State of South Carolina with statutory limits.
  - c. Employers' Liability Insurance with limit of no less than \$1,000,000 per accident.
  - d. Automobile Liability Insurance: Insurance Services Offices (ISO) Form CA 00 01 covering Code 1 (any auto), or if A/E has no owned automobiles, Code 8 (hired) and Code 9 (non-owned), with limits not less than \$1,000,000 per accident for bodily injury and property damage.
  - e. Commercial General Liability Insurance (CGL): ISO Form CG 00 01 12 07 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury, and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the required occurrence limit. This Contract shall be considered to be an "insured contract" as defined in the policy.
2. The A/E agrees to require Consultants to comply with the insurance provisions required of A/E pursuant to this Contract unless A/E and Agency mutually agree to modify these requirements for Consultants whose work is of relatively small scope. The A/E agrees that it will contractually obligate its Consultants to advise A/E promptly of any changes or lapses of the requisite insurance coverages and A/E agrees to promptly advise Agency of any such notices A/E receives from its Consultants. The A/E agrees that it will contractually obligate its Consultants to indemnify and hold harmless the Agency to the same extent that the A/E is required to do so as provided in this Contract.
3. The A/E shall provide certificates of insurance to the Agency that evidence compliance with the requirements in this Section.
4. Additional Insured Obligations
  - a. To the fullest extent permitted by law, the A/E shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Agency, its officers, officials, employees, and volunteers, as additional insureds for claims caused in whole or in part by the A/E's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Agency's insurance policies and shall apply to both ongoing and completed operations.
  - b. Prior to performing services, and thereafter upon replacement of each required policy of insurance, the A/E shall provide to the Agency a written endorsement to the A/E's General Liability Insurance policy that (i) names the Agency, its officers, officials, employees, and volunteers, as additional insureds, and (ii) states that coverage shall not be cancelled, except with notice to the Agency.
  - c. Information concerning reduction of coverage on account of revised limits or claims paid under the General Aggregate, or both, shall be furnished by the A/E with reasonable promptness.

#### **E. INDEMNIFICATION**

1. Without limitation and notwithstanding any provision in this Contract, the A/E shall indemnify and hold harmless the Indemnitees for and against claims, damages, losses and expenses (including attorneys' fees) asserted by a third party against an Indemnitee arising out of or resulting from negligent acts or omissions of the A/E, a consultant, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself). The A/E shall not be required to indemnify an Indemnitee to the extent the Indemnitee's damages result from the Agency's own negligence.

2. Such obligation shall not be construed to negate, abridge, or reduce any other rights, including any other obligations of indemnity, which would otherwise exist as to a party or person described in this Section. As used in this paragraph, "Indemnitees" means the State (including its instrumentalities, agencies, departments, boards, and political subdivisions), the contractor, the subcontractors at all tiers, and the officers, agents and employees of all the foregoing.

**F. A/E SERVICES**

1. The A/E shall be fully responsible for coordinating all services under this Contract regardless of whether performed by its own employees or by consultants hired by A/E to perform a portion of its' services.
2. The A/E shall be responsible to Agency for the services furnished to A/E by any Consultant to the same extent as if A/E had furnished the service itself. A/E also agrees to coordinate and resolve any inconsistencies in its work and the work of its Consultants. All of A/E's contracts with Consultants shall be in writing, signed by both parties, and shall include the following provision: "The Agency is intended to be a third-party beneficiary of this Contract."
3. In the performance of its duties under this Contract, the A/E shall comply with the requirements of Chapter 5 of the Manual for Planning and Execution of State Permanent Improvement Projects (the "Manual").
4. The A/E shall prepare and distribute conference memoranda, meeting minutes, summaries of telephone conversations, documentation of site visits and inspection reports as required by the Agency to maintain a comprehensive record of the Project. The State Project Number and Name shall be shown on all documents.
5. Any reference in the Contract Documents to the A/E taking action or rendering a decision with a "reasonable time" or "reasonable promptness" is understood to mean no more than ten (10) days, unless otherwise specified in the Contract Documents or otherwise agreed to by the parties.
6. Construction Documents
  - a. The A/E shall submit to the Agency and OSE for review and approval, properly completed documents in the number and form requested, additional documentation required by the Design Documents Transmittal Form and an estimate of the Cost of the Work with each submittal. The A/E shall advise the Agency of any adjustments to the estimate of the Cost of the Work and request the OSE and Agency's approval.
  - b. Based on the Agency's approval of design documents, OSE's comments, if any, and on the Agency's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the A/E shall prepare Construction Documents for the Agency's approval. The Construction Documents shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work.
  - c. The Agency and OSE review and approval of each submittal and all documents or other matters required herein shall not relieve the A/E of their professional duty of care in the preparation of the Instruments of Service for compliance with the requirements of applicable statutes, regulations, codes, the Manual, or for design deficiencies, omission, or errors.
7. Construction Phase Services
  - a. The A/E shall provide administration of the Contract between the Agency and the Contractor as set forth in the General Conditions of the Contract for Construction.
  - b. The A/E shall advise and consult with the Agency during the Construction Phase Services. The A/E shall be responsible for the A/E's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.
  - c. The A/E's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates twenty-one (21) days after the A/E issues the final Certificate for Payment.
  - d. The A/E shall visit the site at intervals appropriate to the stage of construction to determine, in general, if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. The A/E shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The A/E shall submit a written report to the Agency, and promptly report to the Agency (1) deviations from the Contract Documents, (2) deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies in the Work.
  - e. The A/E has the authority to reject Work that does not conform to the Contract Documents. Whenever the A/E considers it necessary or advisable, the A/E shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether the Work is fabricated, installed or completed.
8. Contractor Certificates for Payment
  - a. The A/E shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The A/E's certification for payment shall constitute a representation to the Agency, based on the A/E's evaluation of the Work and on the data comprising the Contractor's Application for Payment, that, to the best of the A/E's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified.

- b. The issuance of a Certificate for Payment shall not be a representation that the A/E has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Agency to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

#### 9. Contractor Submittals

- a. The A/E's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness.
- b. The A/E shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.
- c. The A/E shall review and respond to requests for information about the Contract Documents. The A/E's response to such requests shall be made in writing with reasonable promptness. If appropriate, the A/E shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

#### 10. Changes in the Work

- a. The A/E may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time.
- b. The A/E shall prepare Change Orders and Construction Change Directives, with supporting technical data and cost documentation supplied by the Contractor, for the Agency's approval and execution in accordance with the Contract Documents.

#### 11. Project Completion

- a. As required by the project, the A/E shall:
  - i. conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
  - ii. issue Certificates of Substantial Completion;
  - iii. forward to the Agency, for the Agency's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
  - iv. issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the A/E's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.
- b. The A/E and the A/E's consultants and engineers shall conduct one Substantial Completion Inspection and one Final Completion Inspection. If additional inspections are required, payment to the A/E may be adjusted.
- c. When Substantial Completion has been achieved, the A/E shall inform the Agency about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

#### 12. Additional Services

- a. The A/E may provide Additional Services after execution of this Contract without invalidating the Contract. Except for services required due to the fault of the A/E, any Additional Services provided shall entitle the A/E to compensation pursuant to negotiations and an appropriate adjustment in the A/E's schedule.
- b. The A/E shall not proceed to provide Additional Services until the A/E receives the Agency's written authorization.

### G. AGENCY'S RESPONSIBILITIES

1. The Agency shall establish the Agency's budget for the Project, including (1) the budget for the Cost of the Work; (2) the Agency's other costs; and, (3) reasonable contingencies related to these costs. The Agency shall update the Agency's budget for the Project as necessary throughout the duration of the Project until final completion. If the Agency significantly increases or decreases the Agency's budget for the Cost of the Work, the Agency shall notify the A/E of such change and of any corresponding changes in the Project's scope and quality.
2. The Agency shall review the A/E's documents and the estimate of Cost of the Work and shall submit its written approval to the A/E and OSE, if required.
3. The Agency shall provide prompt written notice to the A/E if the Agency becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the A/E's Instruments of Service.
4. The Agency shall include the A/E in all communications with the Contractor that relate to or affect the A/E's services or professional responsibilities. Communications by and with the A/E's consultants shall be through the A/E.

**H. COST OF THE WORK**

1. The Agency's budget for the Cost of the Work may be adjusted throughout the Project. It is recognized, that neither the A/E nor the Agency has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the A/E cannot and does not warrant or represent that bids or negotiated prices will not vary from the Agency's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the A/E.
2. If at any time the A/E's estimate of the Cost of the Work exceeds the Agency's budget for the Cost of the Work, the A/E shall, at no additional cost, make appropriate recommendations to the Agency to adjust the Project's size, quality, or budget for the Cost of the Work, and the Agency shall cooperate with the A/E in making such adjustments.
3. If the Agency's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid, the Agency may:
  - a. if and as permitted by applicable law, give written approval of an increase in the budget for the Cost of the Work and award the contract within the revised budget;
  - b. cancel the invitation for bids and reissue it, without change in the Project program, scope, or quality, not less than ninety (90) days after the date bids were opened;
  - c. cancel the invitation for bids and terminate this Contract in accordance with Section K;
  - d. cancel the invitation for bids; in consultation with the A/E, revise the Project program, scope, or quality as required to reduce the Cost of the Work and reissue the invitation for bids with Construction Documents so revised; or,
  - e. negotiate a contract with the lowest responsive and responsible bidder pursuant to S.C. Code Ann. § 11-35-302(d).
4. If the Agency chooses to proceed under Section H.3.a or H.3.b, the A/E shall not receive additional compensation for the increase in budget or delay in rebidding.
5. If the lowest bona fide bid exceeds the Agency's budget for the Cost of the Work by more than ten (10) percent and Agency chooses to proceed under Section H.3.d, the A/E shall modify the Construction Documents as necessary to comply with the Agency's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or as adjusted. If the Agency requires the A/E to modify the Construction Documents because the lowest bona fide bid exceeds the Agency's budget for the Cost of the Work due to market conditions the A/E could not reasonably anticipate, the Agency shall compensate the A/E for the modifications as an Additional Service; otherwise the A/E's services for modifying the Construction Documents shall be without additional compensation and the A/E shall be responsible for all its costs associated with the redesign and rebidding of the Project, including the reproduction of revised documents and fees for any new or revised permits based on the revised plans. In any event, the A/E's modification of the Construction Documents shall be the limit of the A/E's responsibility under this Section.
6. If the lowest bona fide bid exceeds the Agency's budget for the Cost of the Work by less than ten (10) percent, and the Agency chooses to proceed under Section H.3.e, the A/E shall, without additional charge to the Agency, assist in negotiations to reduce the bid to an amount within the Agency's budget for the Cost of the Work, but not more than 10% below the Agency's budget for the Cost of the Work. In such case, the A/E shall not be entitled to additional compensation for any effort or additional work necessary to bring the contract within the Agency's budget for the Cost of the Work.

**I. INSTRUMENTS OF SERVICE**

1. The A/E and the A/E's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the A/E and the A/E's consultants.
2. The A/E grants to the Agency a perpetual, irrevocable, non-exclusive license to use and authorize others to use, at any time and in any manner, the A/E's Instruments of Service for purposes including, but not limited to, of constructing, using, maintaining, altering and adding to the structures which are the subject of the Instruments of Service at the general location of the site of Project, and for any other use required by law. The A/E shall obtain and provide to the Agency licenses from the A/E's consultants that have terms identical to those that obligate the A/E to the Agency as expressed above in this Section.
3. In the event the Agency uses the Instruments of Service without retaining the authors of the Instruments of Service, the Agency releases the A/E and A/E's consultant(s) from all claims and causes of action arising from such uses. The Agency, to the extent permitted by law, further agrees to waive any claims against the A/E and its consultants for all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Agency's use of the Instruments of Service under this Section. The terms of this Section shall not apply if the Agency rightfully terminates this Contract for cause.

**J. CLAIMS AND DISPUTE RESOLUTION**

1. Both parties shall attempt to resolve disputes through good faith negotiations.
2. All disputes, claims, or controversies relating to the Contract, that cannot be resolved through good faith negotiations between the parties shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Richland County, State of South Carolina. A/E agrees that any act by the State regarding the Contract is not a waiver of either the State's sovereign immunity or the State's immunity under the Eleventh Amendment of the United States Constitution. As used herein, the phrase, "the State" includes the Agency and the State Fiscal Accountability Authority
3. A/E consents that any papers, notices, or process necessary or proper for the initiation or continuation of any claims or controversies relating to the Contract; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on A/E by certified mail (return receipt requested) addressed to A/E at the address provided for the A/E's Representative or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed delivered three (3) business days after deposit, postage prepaid, in the United States mail.
4. The A/E and Agency waive claims against each other for listed damages arising out of or relating to this Contract.
  - a. For the Agency, listed damages are (i) lost revenue and profit, (ii) losses resulting from injury to business or reputation, (iii) additional or escalated overhead and administration expenses, (iv) additional financing costs, (v) costs suffered by a third party unable to commence work, (vi) attorney's fees, (vii) any interest, except to the extent allowed by Section M.6, (viii) lost revenue and profit lost use of the property, (ix) costs resulting from lost productivity or efficiency.
  - b. For the A/E, listed damages are (i) lost revenue and profit, (ii) losses resulting from injury to business or reputation, (iii) additional or escalated overhead and administration expenses, (iv) additional financing costs, (v) attorney's fees, (vi) any interest, except to the extent allowed by Section M.6, (vii) unamortized equipment costs; and (viii) losses incurred by the A/E's consultants for the types of damages the A/E has waived as against the Agency.
5. The A/E waives all claims against the Contractor and any of the Contractor's subcontractors (at any tier) for listed damages arising out of or relating to this Contract. The listed damages are (i) lost revenue and profit, (ii) losses resulting from injury to business or reputation, (iii) additional or escalated overhead and administration expenses, (iv) additional financing costs, (v) attorney's fees, (vi) interest, (vii) unamortized equipment costs; and (viii) losses incurred by the A/E's consultants for the types of damages the A/E has waived as against the Contractor. This mutual waiver is not applicable to amounts due or obligations under Section E (Indemnification).
6. Continuation of Work: Pending resolution of a claim or dispute, the A/E shall proceed diligently with the performance of its services under this Contract, and Agency shall continue to make payments in accordance with this Contract for all services rendered by A/E which are not the subject of the claim or dispute.

**K. TERMINATION OR SUSPENSION**

1. Agency Right of Suspension:
  - a. The Agency may, at any time, suspend the work, in whole or in part, by written notice to the A/E with or without cause for such period of time as determined by the Agency. The A/E shall be compensated for services performed prior to notice of such suspension, except in the event of suspension due to a default of the A/E.
  - b. When the Work, in whole or in part, is resumed, the remaining amount payable to the A/E may be equitably adjusted to reflect reasonable costs actually incurred by the A/E due to delay or interruption resulting from such suspension.
  - c. If the suspension exceeds ninety (90) consecutive days, the A/E's fees for the remaining services and the time schedules shall be equitably adjusted.
2. Agency Right of Termination:
  - a. Termination for Cause: If the A/E defaults, persistently fails or neglects to perform the services in accordance with the Contract Documents, or fails to perform a provision of the Contract, the Agency shall provide written notice of such default, failure, or neglect to the A/E. If the A/E fails to cure such default, failure, or neglect within ten (10) days from receipt of the Agency's notice, the Agency may, without prejudice to any other right or remedy the Agency may have, terminate the Contract.
  - b. Termination for Convenience: The Agency may, for its convenience, terminate all or any portion of the work or terminate this Contract by ten (10) days written notice stating the effective date of the termination. Thereafter, the Agency shall pay the A/E for those services actually performed before the date of termination. No payments shall be made for services not actually performed, and no payment shall be made or due for lost profits for portions of the services not actually performed.

3. **A/E Right of Termination:**
  - a. The A/E may terminate the contract if work is stopped through no fault of the A/E, or other persons performing work either directly or indirectly for the A/E, for a period of time exceeding sixty (60) consecutive calendar days due to a court order or other public authority having jurisdiction; or a declared National emergency which requires the work to be stopped.
  - b. **Agency Failure to Make Payment:** Subject to the Agency's right to withhold payments pursuant to Section M, if the Agency fails to make payments to the A/E as set forth in Section M and any other applicable provisions of the Contract Documents, the A/E may, upon fourteen (14) days prior written notice to the Agency, terminate the Contract and recover from the Agency payment for all services performed, including reasonable overhead, profit and damages applicable to the services performed through the date thereof.
4. In the event of suspension or termination for convenience, upon request of Agency and payment of all fees pursuant to this Section, A/E shall promptly provide Agency with all documents completed or in progress on the date of termination, on computer tapes or disks. The Agency's rights to use the A/E's Instruments of Service in the event of a termination of this Contract are set forth in the Contract.

#### **L. MISCELLANEOUS PROVISIONS**

1. **Governing Law:** The Contract, any dispute, claim, or controversy relating to the Contract, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules.
2. This Contract is formed pursuant to and governed by the South Carolina Consolidated Procurement Code and is deemed to incorporate all applicable provisions thereof and the ensuing regulations.
3. **Severability:** If it is determined that any provision of the Contract violates any law, or is otherwise invalid or unenforceable, such determination shall not impair or otherwise affect the validity, legality, or enforceability of the remaining provision or parts of the provision of the Contract Documents, which shall remain in full force and effect as if the unenforceable provision or part were deleted. In such case the Contract shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.
4. **Economic Conflict of Interest:** An A/E shall not have or exercise any official responsibility regarding a public contract in which the A/E, or a business with which he is associated, has an economic interest. A person working for an A/E shall not have or exercise any official responsibility regarding a public contract in which the person, an individual with whom he is associated, or his family members have an economic interest. If an A/E is asked by any person to violate, or does violate, either of these restrictions, the A/E shall immediately communicate such information to the procurement officer. The state may rescind, and recover any amount expended as a result of, any action taken, or contract entered in violation of this provision. The terms "business with which he is associated," "economic interest," "family member," "immediate family," "individual with whom he is associated," "official responsibility" and "person" have the meanings provided in S.C. Code Ann. § 8-13-100.
5. **Drug-Free Workplace:** The A/E must comply with the Drug-Free Workplace Act, S.C. Code Ann. §§ 44-107-10, et seq. The A/E certifies to the Agency that A/E will provide a Drug-Free Workplace, as defined by S.C. Code Ann. §§ 44-107-20(1).
6. **False Claims:** According to SC Code § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.
7. **Non-Indemnification:** It is unlawful for a person charged with disbursements of state funds appropriated by the General Assembly to exceed the amounts and purposes stated in the appropriations per S.C. Code Ann. § 11-9-20. It is unlawful for an authorized public officer to enter into a contract for a purpose in which the sum is in excess of the amount appropriated for that purpose. It is unlawful for an authorized public officer to divert or appropriate the funds arising from any tax levied and collected for any one fiscal year to the payment of an indebtedness contracted or incurred for a previous year per S.C. Code Ann. § 11-1-40.
8. **Assignment:** The Agency and A/E, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Contract. Neither the Agency nor the A/E shall assign this Contract without the written consent of the other. S.C. Code Ann. Reg. 19-445.2180 provides as follows: "No State contract is transferable, or otherwise assignable, without the written consent of the Chief Procurement Officer, the head of a purchasing agency, or the designee of either; provided, however, that a contractor may assign monies receivable under a contract after due notice from the contractor to the State."
9. **Force Majeure:** In the event A/E is hindered, delayed or prevented from performing its obligations under this Contract as a result of any fire, flood, landslide, tornado or other act of God, malicious mischief, theft, strike, lockout, other labor problems, shortages of material or labor, or any other cause beyond the reasonable control of A/E, the time for completion of A/E's work shall be extended by the period of resulting delay.

10. Open Trade Representation: By signing this Contract, A/E represents that A/E is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code § 11-35-5300. During the contract term, including any renewals or extensions, A/E will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code § 11-35-5300.

**M. COMPENSATION**

**1. Basic Services:**

The Agency shall compensate the A/E for the services rendered as described in the Contract Documents in Section A in the amount of:

\$ 139,532.00

**2. Additional Services:**

The Agency shall compensate the A/E for Additional Services rendered as described in the Contract Documents in Section A in the amount of:

\$

**3. Reimbursable Expenses:**

For Reimbursable Expenses the compensation shall be the actual costs incurred by the A/E and the A/E's consultants. The A/E and the A/E's consultants shall be allowed a reasonable markup not to exceed 10% for administrative cost related to Reimbursable Expenses.

The Agency shall compensate the A/E for Reimbursable Expenses described in the Contract Documents in Section A as a not-to-exceed amount of:

\$

- 4. When any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The A/E shall be entitled to compensation in accordance with this Contract for all services performed whether or not the Construction Phase is commenced.
- 5. Unless authorized in writing by the Agency prior to incurring the expense, no expense for transportation, travel, or subsistence will be reimbursable to the extent the expense exceeds the amount for which a state employee would be reimbursed under the Travel Regulations. Travel Regulations means the State Fiscal Accountability Authority's Regulations for Reimbursement for Travel and Subsistence Expenses, Disbursement Regulations pdf found at [<https://cg.sc.gov/guidance-and-forms-state-agencies/cgs-accounting-policies-and-procedures>]. There shall be no charge for time spent in travel.
- 6. Progress Payments: Payments for services shall be made monthly in proportion to services performed. The Agency shall make payments to the A/E of undisputed amounts due for services performed by the A/E within twenty-one (21) days of receipt of the A/E's invoice. The A/E shall make progress payments to the consultants within seven (7) days of the receipt by the A/E of each payment from the Agency. Payments due to the A/E and unpaid under this Contract shall bear interest only if and to the extent allowed by S.C. Code Ann. §§ 29-6-10 through 29-6-60. Amounts due to the A/E shall bear interest at the rate of one percent a month or a pro rata fraction thereof on the unpaid balance as may be due.
- 7. The Agency shall not withhold amounts from the A/E's compensation to impose a penalty.

**AGENCY:**

BY:   
(Signature of Representative)

PRINT NAME: Eric Fosmire

PRINT TITLE: Chief of Staff & General Counsel

DATE: 16 February 2024

**A/E:**

BY: Justin Tye Digitally signed by Justin Tye  
Date: 2024.01.29 08:56:43 -05'00'  
(Signature of Representative)

PRINT NAME: Justin Tye

PRINT TITLE: Transportation Engineer

DATE: 1/29/24





**Stantec Consulting Services Inc.**  
4969 Centre Pointe Drive Suite 200, North Charleston SC 29418-6952  
Tel: 843-740-7700  
Fax: 843-740-7707

January 10, 2024

**South Carolina Office of Resilience**

Attn: Kristin Johnson  
Infrastructure Engineer  
632 Rosewood Drive  
Columbia, SC 29201

**Reference: City of Hanahan Downtown Storm Water Improvement Project - D30-N032-MJ**

Dear South Carolina Office of Resilience,

Stantec Consulting Services Inc. (Stantec) is excited to submit this proposal to the South Carolina Office of Resilience (SCOR) (Client) for Surveying, Landscape Architecture, and Engineering for the City of Hanahan Downtown Storm Water Improvement Project.

**PROJECT ASSUMPTIONS/ CLIENT RESPONSIBILITY:**

The following are project assumptions and Client responsibilities:

1. It is anticipated no right-of-way or permissions will be required for this project. If required, Stantec will coordinate a change order with the Client.
2. Stantec assumes that wetlands are not present.

**TASK 1: SITE SURVEY & SUE INVESTIGATION:**

Stantec will coordinate a topographic survey for the corridor of Yeamans Hall Road from the intersection of Loftis Road to Sledge Street with Parker Land Surveying LLC. Lowcountry Locating LLC will perform a Level B subsurface utility investigation using ground penetrating radar (GPR) and radio-frequency electromagnetic (EM) technologies to determine the approximate horizontal positions of detectable underground utilities. Any detectable utilities within the investigation areas will be marked on the ground with marking paint and/or flags. Following the completion of utility designating, PLS will record the approximate horizontal positions of designated utilities referenced to site control / previously surveyed features. Limits for this utility investigation will be as follows:

- Yeamans Hall Road from Loftis Road to just north of Sledge Street, for a total length of approximately 1,400 linear feet
- Side street approaches along the corridor, for a total length of approximately 600 linear feet
- Cross sections (to extend 40' on each side of the center line of road for existing conditions)
- Topography with 1' contours and spot elevations and finished floor elevations at all building entrances;
- All above grade existing conditions such as parking, buildings, site lighting, curbs, roadways, sidewalks, parking spaces; roadway/parking striping etc.
- Above grade utilities. (Level B Sue survey included in price)
- Existing storm drain systems with elevations at inverts;
- Existing sanitary sewer/gravity sewer lines (inverts and pipe sizes)
- Existing vegetation, grand and ornamental trees (6" diameter breast height or greater);

## **TASK 2: SCHEMATIC PLAN (30% SUBMITTAL)**

**Kickoff Meeting:** We will meet with City and SCOR staff virtually to discuss overall project approach, finalize public meeting format and date, review budget, confirm project schedule, project milestones, and required reviewing authorities.

**Schematic Plan:** While survey is being completed, Stantec will utilize previous project as-built information to develop a schematic drawing. Stantec will provide one (1) schematic drawing which will illustrate proposed areas of improvement to include preliminary road improvements to improve drainage and update any necessary pedestrian facilities and landscape adjustments.

Stantec will meet with SCOR and Hanahan to discuss Schematic Plan and gain any feedback to update the plan. Stantec will revise the schematic plan based on comments from SCOR / Hanahan and receive approval before moving into Design Development Documents.

Stantec will provide an Opinion of Probable Cost (OPC) which will continue to be updated as we move through the process. This will ensure that we are on schedule and within budget with the design.

**Public Meeting 1:** After the Schematic Plan review meeting with the Client, Stantec will prepare the Schematic Plan based on Client comments in preparation to present to the public. The public meeting will be an open house format to provide information on the scope of the project, project goals and schedule. Stantec will provide one large format graphic of the schematic plan and up to 50 copies of 11x17 copies for attendees. During this open house we will present our schematic plan for public feedback.

### **Deliverables include:**

1. Digital PDF Copy of Meeting Minutes
2. Digital PDF Copy of the Schematic Plan
3. Digital PDF Copy of updated Opinion of Probable Cost
4. Facilitation of 1 public meeting and meeting materials as described above.

## **TASK 3: CONSTRUCTION DOCUMENTS (60%, 90% AND 100% SUBMITTALS)**

Once all comments and approvals are received from the Client from schematic design task, Stantec will submit to the Client Construction Documents for review and comment. We anticipate at least 3 submittals to the Client for quality review and approvals before releasing documents for bidding. Our construction document/bidding document sets are anticipated to include:

1. Title Sheet
2. Typical Sections
3. R/W Data Sheet (if needed)
4. Property Strip Map
5. Survey Control and Reference Data Sheet
6. Plan Sheets
7. Profile Sheets
8. Drainage Sheets
9. Traffic Control Plan
10. Pavement Marking Plan
11. Signage Plan
12. Landscape Plan(s) and Details

13. Erosion Control Plans
14. Utility Plans
15. Cross Sections
16. Prepare a Comprehensive Storm Water Pollution Prevention Plan (CSWPPP) and an Erosion Control Plan for the site including construction sequencing schedule. Stantec shall prepare the CSWPPP in accordance with the requirements set forth by SCDHEC. No SWPPP inspections are included in this proposal.
17. Project Specification Manual in accordance with SC Office of State Engineer.
18. Construction Document Opinion of Probable Cost

Stantec will meet with SCOR / Hanahan to review the Design Development Documents and gain feedback. Stantec will revise documents based on comments and receive approval before moving finalizing the bid set.

**Public Meeting 2:** After the review meeting with SCOR / Hanahan to review 60% plans and cost estimate, Stantec will update the plan set based on Client comments in preparation to present to the public. Once the construction set is progressed to 90%, Stantec will work with SCOR / Hanahan to set the date for the second public meeting. The second meeting will include a public open house format to present final improvements and construction schedule.

**Deliverables include:**

- A Digital PDF Copy of the Construction Documents submittals to SCOR / Hanahan.
- Printed full size set of the 100% Construction Documents to be provided to the City of Hanahan.

**TASK 4 – DRAINAGE ANALYSIS AND DESIGN**

Stantec will perform an analysis of the existing and proposed drainage conditions for the project. It will follow guidelines established in SCDOT's Requirements for Hydraulic Design Studies. Stantec will utilize SCDOT approved software, ICPR or HydroCAD, to develop the stormwater model. Stantec will evaluate the 25-yr, 10-yr and 2-yr storm event. Per SCDOT's Requirements for Hydraulic Design Studies, Yeamans Hall Road will require a hydraulic design for 10-yr storm event. A report will be prepared summarizing the hydrologic and hydraulic design and include all design calculations.

Stantec will prepare drainage plans that show all existing drainage features and any proposed drainage systems. It will include providing invert elevations for all longitudinal ditches, closed storm drainage systems, cross-line culverts, and energy dissipaters. The drainage system will be designed to avoid conflicts with known utilities and will be revised as feasible to eliminate identified conflicts.

**Deliverables include:**

- A Digital PDF Copy of the Drainage Report provided to SCOR / Hanahan

**TASK 5 - UTILITY COORDINATION**

Stantec will coordinate with each utility owner. Coordination will include contacting each utility company to advise the company of the proposed project, providing preliminary plans each utility company, obtaining copies of as-built plans for the existing utility facilities (if available), and determining the companies' requirements for the relocation of their facilities. We will give each utility owner the opportunity to provide prior rights documentation, if they claim prior rights. SCOR /Hanahan/SCDOT will have final approval authority over prior rights determinations.

Stantec will prepare and submit to the City, SCOR and SCDOT a Preliminary Utility Report that includes a preliminary recommendation as to the extent of each company's prior rights. This report will also include a preliminary assessment of the impact to each company as can best be determined at the time, as well as a determination of the feasibility of early utility relocations that may begin prior to the start of construction.

Stantec will collect the following from each utility company:

- **Relocation Sketches** including letter of "no cost" where the company does not have a prior right
- **Utility Agreements** including cost estimate and relocation plans where the company has a prior right
- **Letters of "no conflict"** where the company's facilities will not be impacted by the Project

Stantec will review all Relocation Sketches and Utility Agreements to ensure that relocations comply with the Department's "A Policy for Accommodating Utilities on Highway Rights of Way" and the Code of Federal Regulations, Title 23, Chapter 1, Subchapter G, part 645, subparts A and B. We will also verify that there are no conflicts with the proposed highway improvements provided to us and ensure that there are no conflicts between each of the utility company's relocation plans.

Stantec will use relocation sketches provided by each utility owner to prepare and maintain a compilation of utility relocation plans. These plans will serve as the Utility Sheets (U-sheets) and will show combined utilities on the same sheets.

This task does not include design of water, gas, or sanitary sewer facilities.

Deliverables include:

- Stantec will prepare and submit to SCOR, City and SCDOT a Final Utility Report that includes an explanation of the project impacts to each of the utilities, all prior rights supporting documentation, and a description of each utilities' relocation plans. As part of the report, we will include the Relocation Sketches, Utility Agreements, and Letters of "no conflict" for the Project.

**TASK 6: PERMITTING**

Stantec will prepare the submittal and application packages for the drainage improvements at the 60% construction documents. The payment of fees associated with the application process will be paid by Stantec and submitted for reimbursement.

Stantec will submit final plans and specifications to the applicable local, state, and federal agencies for review. Agency submittals anticipated for this project include:

- a. **SCDOT** – Encroachment Permit
- b. **MS4 and NOI** – Stormwater Permit
- c. **Office of State Engineer** – Stantec will submit to SCOR to submit to OSE.

Deliverables include:

- Digital PDF Copy of all permit submittals and final permits.

**TASK 7: NEPA PERMITTING**

Stantec will provide permitting services for the project in accordance with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act (NHPA). The contractor will assist the client in identifying and evaluating the potential effects of the project

on historic properties, as defined by the NHPA, and in consulting with the relevant federal, state, tribal, and local agencies and stakeholders. The contractor will prepare the necessary documentation and reports to comply with the NEPA and Section 106 processes.

Deliverables include:

- Digital PDF Copy of all permit submittals and final permits.

**TASK 8: BIDDING ASSISTANCE**

Stantec will provide bidding services as required. Services anticipated for this project include:

- a. Stantec shall attend one (1) Pre-Bid Meeting.
- b. Answer questions from contractors and issue Addendums accordingly.

**TASK 9: CONSTRUCTION ADMINISTRATION**

Stantec will assist the Owner in Construction administration. Responsibilities shall include:

- a. Coordinate and facilitate a pre-construction meeting with Client, Contractor, and design team before work proceeds.
- b. Review contractor's weekly progress reports and monthly pay applications to provide feedback to SCOR / Hanahan
- c. On-site meetings, 2 per month (estimated 6 months), between Contractor, Client and Stantec to review progress of work, confirm schedule and discuss any on-site conflicts and resolutions.
- d. Review and provide recommendation for approval/denial of change orders to SCOR. SCOR will submit the change order to our Mitigation Special Case Panel for formal decision.
- e. Review and approval of shop drawings, on-site review of field staking, grading and review of mock-ups as required.
- f. Review and provide recommendations of approval of request for information and substitutions to SCOR / Hanahan
- g. Attend and facilitate punch list walk-thru with Contractor and client.
- h. Review and approve as-builts provided by contractor.
- i. Prepare completion and acceptance documentation/close out.

**SCHEDULE:**

Stantec has provided a tentative schedule. Schedule is subject to modification based on the following tasks: survey mobilizing in the field after receiving Notice to Proceed, scheduling or public meetings, and permitting agencies review time. As part of our Kick-off meeting and regularly scheduled meetings, updated schedule will be provided.

Task	Description	Months																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Survey	■																	
2	Schematic Design	■	■																
3	Construction Documents			■	■	■			■	■									
4	Drainage Analysis & Design				■	■													
5	Utility Coordination			■	■														
6	Permitting						■	■	■	■									
7	NEPA Documentation						■												
8	Bidding Assistance										■	▲							
9	Construction Start												■	■	■	■	■	■	■

**REIMBURSABLES**

Stantec will invoice the Client for Reimbursable expenses associated with public meeting materials, cost of reproduction of plans for submittal to review agencies, Client, and to bidders; travel; deliveries, including in-house courier, local services, and overnight services. These expenses will be charged separately at cost.

**FEE PROPOSAL:**

This is a Fixed Fee contract except for items noted otherwise.

Task	Description	Fixed Fee:
1	Survey	\$19,300
2	Schematic Design	\$16,924
3	Construction Documents	\$42,180
4	Drainage Analysis and Design	\$18,680
5	Utility Coordination	\$7,540
6	Permitting	\$7,446
7	NEPA Documentation	\$2,608
8	Bidding and Negotiations	\$2,956
9	Construction Administration	\$13,898
	Reimbursable Expenses	\$8,000
	<b>Project Total</b>	<b>\$139,532</b>

Lumps sum invoices will be sent each month based upon estimated percentage completion of work for lump sum fees. Invoices are due 30 days following the date of the invoice.

**ADDITIONAL (OUT OF SCOPE) SERVICES**

Stantec will bill on an hourly basis for any services that are not part of the Scope of Services outlined above per attached hourly rates. Stantec will seek Client's authorization prior to proceeding with the work. Additional services include, but are not necessarily limited to, the following:

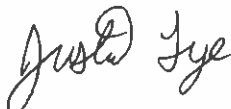
1. Flood study or base flood elevation studies of any nature;
2. Mechanical, Electrical and Plumbing (MEP) Design;
3. Geotechnical, Archeological, Architectural Services, or Environmental Services of any nature not specifically listed in scope of services;
4. Structural Engineering Services, including retaining wall design or design of any specialty
5. Building Code Compliance or Building Permits;
6. SWPPP (Stormwater Pollution Prevention Plan) Inspections or preparation of the OS-SWPPP;
7. Testing fees by laboratories;
8. Drawing reproducible, additional colored renderings or other reprographics;
9. Attendance of Stantec employees at more than the specified number of meetings outlined in the above scope;
10. Arborist Services;
11. Any Services not explicitly defined in the above Scope of Services;
12. Engineering calculations or reports beyond what is outlined in this scope of work.
13. Design, Engineering, Surveying, Planning or coordination not explicitly defined in the Scope of Work.
14. Civil Engineering for water, sewer, utilities not explicitly defined.
15. As-Builts
16. Additional concept plans not defined in the scope of services.

**ACCEPTANCE:**

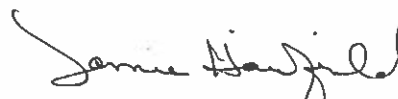
We are truly excited at this opportunity and look forward to working with you. If the foregoing is acceptable, and to authorize us to provide these services, please execute this agreement by signing in the space provided and return a copy for our files.

Please do not hesitate to contact me should you need additional information or have questions.

Regards,  
**STANTEC CONSULTING SERVICES INC.**



Justin Tye, PE, PTOE  
Senior Transportation Engineer  
Phone: 843-810-4586  
justin.tye@stantec.com



Jamie Hairfield, PLA  
Associate, Senior Landscape Architect  
Phone: 843-740-6334  
Jamie.hairfield@stantec.com

Attachments: Stantec Hourly Rates

**Attachment A**

**STANDARD  
 BILLING RATE SCHEDULE TABLE  
 2024**

<b>BILLING RATES</b>	
<b>CLASSIFICATION</b>	<b>BILLING RATE (\$ Per Hour)</b>
<b>Professional</b>	<b>Rate</b>
Principal	\$263
Senior Associate / Senior Project Manager / Professional Engineer	\$196
Project Manager / Senior Landscape Architect	\$181
Design Engineer / Landscape Architect	\$163
Landscape Designer	\$155
Associate	\$145
Technician	\$131

Notes:

- Rates shown above are the highest for each respective employee classification. Actual rates may therefore be lower than those indicated.