

Sponsor(s) : County Council
Adopted : July 8, 2025
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

RESOLUTION NO. 25-R-42

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY

[A Resolution to Award the Contract for Engineering Services for the Water and Wastewater Utility Feasibility Evaluation for Colleton County to Thomas & Hutton Engineering Co.]

WHEREAS:

1. Thomas & Hutton Engineering Co., is an engineering firm selected for the County's Indefinite Delivery Contract and they specialize in public water and wastewater utility services; and
2. Staff determined that it was in the best interest of the County to complete the task by utilizing the County's Indefinite Delivery Contract and recommends that Council authorize the Task Order with Thomas & Hutton Engineering Co. for the Engineering Services for the Water and Wastewater Utility Feasibility Evaluation for Colleton County; and
3. Funding for this project is budgeted in the General Fund Reserve - Fund 100. The negotiated contract price for services is \$113,550.00, which is subject to final approval by County Council.

NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:

1. County Council hereby awards the Task Order for Engineering Services to Thomas & Hutton Engineering Co. for the Water and Wastewater Utility Feasibility Evaluation for Colleton County, contingent upon review of same by the County Attorney, and authorizes the County Administrator to execute said Task Order.
2. Funding shall come from the General Fund Reserve-Fund 100.

ATTEST:


Danielle Murdaugh, Council Clerk

SIGNED:


Scott Biering, Chairman

COUNCIL VOTE: **UNANIMOUS**
OPPOSED:

EXHIBIT A
TYPICAL WORK ORDER AUTHORIZATION # 1

In accordance with the **MASTER AGREEMENT FOR COUNTY ENGINEERING SERVICES** (“**AGREEMENT**”) between Colleton County (“**CLIENT**”), and Thomas & Hutton Engineering Co. (“**CONSULTANT**”), dated 10/23/2024, this **WORK ORDER AUTHORIZATION** (“**WORK ORDER**”) describes the Specific Services, Schedule, and Payment Conditions for Services to be provided on the **PROJECT** known as:

Water and Wastewater Utility Feasibility Evaluation for Colleton County

Client Authorized

Representative: Thomas Higgs
Address: 109 Benson Street
Walterboro, SC 29488
Telephone No.: 843-782-3104

Consultant Authorized

Representative: John Culbreath, P.E./Lisa Muzekari, P.E.
Address: 1501 Main Street, Suite 760
Columbia, SC 29201
Telephone No.: 803-451-6789

PROJECT SERVICES. The Services will be described in *Attachment 1, Project Services*, to this **WORK ORDER**.

PROJECT SCHEDULE. Services described under *Attachment 1, Project Services*, shall be completed by the **CONSULTANT** within two (2) months after receipt of the Notice to Proceed from the **CLIENT**.

PAYMENT AND EQUITABLE ADJUSTMENTS. This is a lump sum **WORK ORDER**. **CONSULTANT**'s compensation for the scope of services specified in *Attachment 1* Progress and Final Payments, will be made monthly based as a percentage of the entire work performed. **CONSULTANT** will give **CLIENT** prompt written notice of unanticipated conditions or conditions which are materially different from those anticipated by **CONSULTANT** at the time the lump sum compensation was agreed upon. If **CLIENT** wishes **CONSULTANT** to proceed, **CONSULTANT**'s lump sum compensation will be subject to equitable adjustment for such conditions.

TERMS AND CONDITIONS. The terms and conditions of the Agreement referenced above will apply to this **WORK ORDER**, except as expressly modified herein.

ACCEPTANCE of the terms of this **WORK ORDER** is acknowledged by the following signatures of the Authorized Representatives.

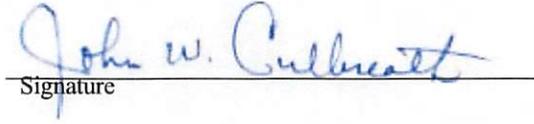
CLIENT


Signature

Thomas K. Higo, II - Colleton County Administrator
Typed Name/Title

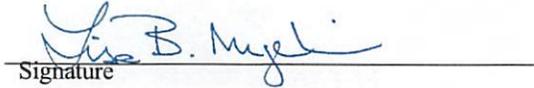
7/17/2025
Date of Signature

CONSULTANT


Signature

John Culbreath, P.E. / Regional Director
Typed Name/Title

7/1/25
Date of Signature


Signature

Lisa Muzekari, P.E. / Department Manager
Typed Name/Title

7/1/25
Date of Signature

ATTACHMENT 1

TYPICAL PROJECT SERVICES

SCOPE OF SERVICES

Thomas & Hutton will provide engineering services for Water and Sewer Master Planning for Colleton County. With the County's proximity to Charleston and Savannah and the intersection of I-26 and I-95, and its recognition that utility infrastructure expansion and improvements are required to support the potential and probable economic and population growth, the County realizes the necessity of Master Planning for water and wastewater utilities in the County. The purpose of the project is to identify the current and long-term needs for water and sewer in the unincorporated areas of Colleton County, evaluate the capacity to address those needs, and determine alternatives to meet the current and future needs.

1. WATER AND SEWER MASTER PLANNING

A. Review of Background and Basis for Water and Sewer Needs

The consultant will review and summarize the historical context, current conditions, and drivers for future water and sewer infrastructure and demand needs. This includes population growth, economic development, regulatory requirements, and environmental considerations.

B. Future Flows

1. *Review of Existing Planning Documents*

Thomas & Hutton will identify and evaluate existing water and sewer planning documents. Key data to be evaluated and summarized include:

- Location of planned developments
- Projected volumes of water and wastewater
- Expected timing of demand increases

2. *Land Use Categories*

Thomas & Hutton will analyze projected flows including projected residential, commercial and industrial developments to the Region.

C. Existing Utilities

1. *Water Systems*

Thomas & Hutton will assess current capacity, status, and geographic distribution of water infrastructure. Thomas & Hutton will determine existing regional water providers in the area, to include, but not limited to, Dorchester County, Lowcountry Regional Water, BJWSA and the City of Walterboro. Initial communications will be conducted with the area providers to determine the extent of infrastructure near Colleton County, available capacity and any planned expansions.

2. Sewer System

Thomas & Hutton will assess current capacity, status, and geographic distribution of sewer infrastructure. Thomas & Hutton will determine existing regional sewer providers in the area, to include, but not limited to, Dorchester County, Lowcountry Regional Water, BJWSA and the City of Walterboro. Initial communications will be conducted with the area providers to determine the extent of infrastructure near Colleton County, available capacity and any planned expansions.

D. Evaluation for Water

1. Supply Options

Thomas & Hutton will evaluate potential water sources including the potential to connect to a nearby regional supplier, the development of new well(s), and the construction of a new surface water treatment plant.

2. Infrastructure Requirements

Thomas & Hutton will identify major infrastructure components needed for each supply option including:

- Main distribution lines
- Booster Pump Stations
- Elevated Water Storage Tanks

3. Permitting Requirements

Thomas & Hutton will outline regulatory and permitting pathways for each option. Permitting pathways outlined will include consideration of South Carolina Department of Environmental Services (SCDES), wetlands, and South Carolina Department of Transportation (SCDOT).

4. Preliminary Cost Estimate and Proposed Schedule

Thomas & Hutton will provide planning-level cost estimates for each alternative. Thomas & Hutton will develop a preliminary implementation schedule and explore potential options for a phased implementation.

E. Evaluation for Sewer

1. Supply Options

Thomas & Hutton will evaluate options for connection to a regional provider as well as the construction of a new wastewater treatment plant (WWTP).

2. Phased Flows

Thomas & Hutton will project phased wastewater flows based on development timelines.

3. Proposed New WWTP

Thomas & Hutton will contract with Water Environment Consultants (WEC) to support the

planning effort by evaluating wastewater discharge locations in the County with a focus on the Edisto River and the Combahee River. This will include a review of water quality data, existing NPDES permits and other factors that relate to either a new discharge or an expansion of an existing discharge to support growth in Colleton County.

- Review water quality data and draw high-level conclusions about the potential for a new wastewater discharge to the Edisto River and Combahee River.
- Review ambient stream monitoring data in the vicinity of the discharge.
- Obtain and review DES's wasteload allocation (WLA) file history for Canadys (Edisto River) and Yemassee (Combahee River), as well as DES's current computer model files associated with the discharge. The goal of the review will be to determine if improvements in the model to increase modeling accuracy may yield improvements to WLA-based BOD5 and ammonia limitations.
- Provide opinions on preferred discharge locations.
- As needed, provide technical assistance regarding the study plan draft processes, which may include regulatory advice and engineering assistance for the proposed discharge (e.g., limits evaluation, outfall design and mixing analysis, 208 Plan modifications, permitting issues and strategies). This could include stream flow review related to drinking water withdrawals.
- Evaluate land application as an alternative or supplement.

4. Infrastructure Requirements

Thomas & Hutton will identify major infrastructure components that will be required including main collection lines, both gravity lines and/or force mains and pump stations.

5. Permitting Requirements

Thomas & Hutton will outline regulatory and permitting pathways for each option. Permitting pathways outlined will include consideration of South Carolina Department of Environmental Services (SCDES), wetlands, and South Carolina Department of Transportation (SCDOT).

6. Preliminary Cost Estimate and Proposed Schedule

Thomas & Hutton will provide planning-level cost estimates for each alternative. Thomas & Hutton will develop a preliminary implementation schedule.

F. Organizational/Management Structure

Discussion of a management structure for implementation and long-term operation of water and sewer systems.

2. RECOMMENDED ALTERNATIVES

Thomas & Hutton will develop and review with the County a list of phased capital improvement projects (CIP) for the water and wastewater systems based on the findings of the work described in Task1. The phased CIP list will include:

- Short-term and long-term improvements, as well as possible alternatives
- System replacements, capacity expansion needs, facility needs, and system update.

In addition to the CIP, Opinions of Probable Construction Costs will be provided for all improvement recommendations to be identified. These estimates will be included on a project summary sheet

for each project. A description of the scope of each project, location of the project, and other assumptions will be included in the project summary sheet.

The timing of the projects, as well as their relationship to growth and development in the service area will be identified. A meeting will be held at the end of Task 2 to review the results of the system capacity evaluations conducted under Task 1 and the recommended phased CIP list and costs developed under Task 2.

3. REPORTS AND DELIVERABLES

Thomas & Hutton will summarize findings generated from Tasks 1 and 2 into a final report. The final document will be a Comprehensive Water Distribution/Wastewater Collection Assessment report in the form of a technical memorandum with exhibits to summarize the required capital improvements and costs. The Assessment will summarize and describe:

- Water distribution demand and wastewater collection needs for the next 10-year and 20-year future planning periods.
- Cost estimates for all recommended improvements and utility expansions, including possible funding sources and grant opportunities.
- Short and long-term capital improvement plan (CIP) to address deficiencies identified, including prioritization, alternatives analysis, and schedules.
- Current and future regulatory concerns for the distribution and collections system expansion.

Development of the final document will consist of the following tasks:

- Submit draft report to the County for review.
- Approximately two weeks later, conduct a final workshop with County to discuss the analysis results and draft report.
- Based on the results of the meeting, submit a final report to the County summarizing the analysis approach, results, and recommendations. The final report will be submitted approximately 2 weeks after the final workshop with the County.

4. PROJECT MEETINGS

A. Kickoff Meeting

Thomas & Hutton will hold a kickoff meeting for the project to discuss project timelines as well as information and data to be provided by the County.

B. Projected Demands Meeting

The water and wastewater system evaluations will be conducted simultaneously. A meeting will be conducted with the County after completion of the base data evaluation and the development of existing demands. The objectives will be to:

- Review available data, data gaps, and locations of highest demands
- Discuss expectations/goals for the assessment report
- Review of the County's growth/development plans for the planning period
- Confirm the term for the planning study and any interim planning periods for purposes of developing a phased capital plan
- Discuss methods of developing population projections and identify the approach best suited for evaluating the County's water and wastewater systems

C. Monthly Meetings

At a minimum, we will attend a monthly virtual meeting with the County to discuss completed activities, actions that are underway and future activities.

D. Project Meeting / County Council Meetings

We shall prepare applicable documents for distribution before all meetings to include sign-in sheets, agendas, Power Point presentations and maps, as well as take notes to be provided in a timely manner following the meeting. When possible, progress meetings will be held virtually.

5. COMPENSATION

Payment shall be made monthly without retainage based upon a percent complete for each task.

<u>Phase</u>	<u>Fee Structure</u>	<u>Fee or Time & Expense Budget</u>
<u>General Consulting Phase</u>		
Kick Off/Project Team Meetings	Time & Expense – Budget	\$10,400.00
<u>General Study</u>		
Water Master Planning	Lump Sum	\$29,400.00
Sewer Master Planning	Lump Sum	\$44,400.00
<u>Deliverables: Recommendations and Final Report</u>		
Master Plan Recommendations	Lump Sum	\$13,850.00
Master Plan Report	Lump Sum	\$14,500.00
<u>Reimbursable Expenses</u>		
Reimbursable Expenses	Time & Expense - Budget	\$1,000.00
Total Master Planning Fee:		\$113,550.00

6. EXCLUSIONS

Unless a specific scope is included in this Agreement, these items are **not** included in the Scope of Services:

- ALTA/Boundary/Topographic Surveying
- Site Visits
- Water Distribution Modeling
- Sewer Collection Modeling
- Wetland Delineation and/or Mitigation Permitting
- Schematic Design, Design Development and Construction Documents
- Basis of Design Development
- Archaeological Survey and Report
- Phase One Environmental Assessments
- Approvals or Permits other than those related to the Scope of Services covered by this Agreement
- Extension of public utility systems; design or permitting unless otherwise noted.

These items can be coordinated or provided, if requested by Client in writing.