

Real Property Committee
4:00 p.m., Tuesday, July 3, 2018
City Hall Conference Room
1207 Palm Boulevard

AGENDA

1. **Call to Order** and acknowledgement that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Approval of Previous Meeting's Minutes**
Regular Meeting of June 6, 2018
Special Meeting of June 21, 2018
3. **Citizens' Comments** - Presentation of bike sharing program – Holy Spokes
4. **Comments from Marina Tenants**
5. **Old Business**
 - A. Results of RFP 2018-01 – Engineering, Design and Permitting for Isle of Palms Marina Docks Rehabilitation
 - B. Update regarding 1100 Palm and right-of-way on Pavilion Drive
 - C. Discussion of Ordinance 2018-09 – An Ordinance to allow public parking on lots located in SR-1, SR-2, LC and GC-1 Zoning Districts as a temporary use subject to certain conditions
 - D. Update on removal and replacement of underground storage tanks
 - E. Status of dumpster near The Dinghy
 - F. Review and update on Marina tenants' discussions
6. **New Business**
 - A. Unlicensed business operating at IOP Marina; no lease with City or marina
 - B. Derelict or abandoned properties
 1. Definition
 2. Current ordinances
 3. Enforcement
 - C. Discussion of restrictions to non-conforming use ordinance
7. **Miscellaneous Business**

Tenant Rents Report

Next Meeting Date: 4:00 p.m., Wednesday, August 1, 2018 in the Conference Room
8. **Executive Session** in accordance with S.C. Code Section 30-4-70(a)(2) to receive legal advice concerning potential claims related to 1100 Palm Boulevard and right-of-way on Pavilion Drive
Executive Session in accordance with S.C. Code Section 30-4-70(a)(2) to receive legal advice concerning potential claims related to the Marina leases

Upon returning to open session, the Committee may take action on matters discussed in Executive Session.

9. **Adjournment**

REAL PROPERTY COMMITTEE

4:00 p.m., Tuesday, July 3, 2018

The regular meeting of the Real Property Committee was called to order at 4:00 p.m., Tuesday, July 3, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Ferencz and Ward, Chair Bell, Interim City Administrator Fragoso, Attorney Halversen and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Bell called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meetings' Minutes

MOTION: Councilmember Ferencz moved to approve the minutes of the regular meeting of June 6, 2018 and the Special Meeting of June 21, 2018 as submitted; Councilmember Ward seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments

Presentation of bike sharing program – Holy Spokes

Rusty Streetman, 4004 Palm Boulevard, was present to voice his support for an event Tidal Wave Watersports was planning as a residents' only event after Labor Day; Michel Fiem has agreed to give all proceeds and any donations to the MUSC Shawn Jenkins Children's Hospital. Mr. Streetman stated that he was a member of the Foundation Advisory Board for the hospital, he reported that the new hospital will open in 2019, and it is on schedule and under-budget.

Michael Fiem introduced Shawn Flood and Katie Sims of Holy Spokes bicycle share program operating in Downtown Charleston; Mr. Fiem thought the program would help with mobility on the island and could be easily implemented here.

Mr. Flood stated that he is the founder and CEO of The Gotcha Group and Ms. Sims is the Vice President of the Mobility Division. He stated that it is a local company with offices in Downtown Charleston which has a very robust Mobility Division with the goal of getting people out of single occupancy vehicles using any kind of shared mobility, not just those Gotcha offers, decreasing traffic for a goal of zero traffic at some point in his lifetime. Gotcha owns the Holy Spokes Bike share system in Charleston that has just celebrated its first birthday; the City of Charleston and MUSC are its two (2) titled partners to bring two hundred fifty (250) shared bikes in twenty-seven (27) different corrals at different locations on the peninsula. Currently Holy Spokes has approximately thirteen thousand (13,000) members and fifty-three thousand (53,000) trips in that period of time. He noted that Holy Spokes is the only American made bike share company in the country; their bikes are custom made here in Charleston.

Councilmember Ferencz asked if the lack of bike lanes was a deterrent to bringing their service to the island.

According to Mr. Ford, the lack of bike lanes was quite typical of smaller municipalities; they have found that bike-share creates this mass of bikes that all look alike, and the data gathered from

their “Smart” systems provides solid support for where bike lanes were needed based on behaviors. The Committee urged Mr. Ford to send them additional materials on bike sharing.

4. Comments from Marina Tenants

Michael Fiem indicated that he has heard the residents’ comments that they want something back from the marina, and he plans to counter those statements with an Isle of Palms Community Day hosted by Tidal Wave Water Sports. All residents of the island are invited to attend and to participate in any of the activities Tidal Wave offers free of charge; the plan is to hold this event all day on the Saturday after Labor Day. As noted by Mr. Streetman, all donations will go to the MUSC Children’s Hospital. Mr. Fiem concluded that he hopes that this will be the start of many annual Community Days.

Jay Clarke, owner of Morgan Creek Grill, asked the Committee to change the signage in the shared parking area to identify overflow parking for the restaurant. He asked the Committee to find out the restaurant’s rights related to violations occurring in their slips, i.e. boats left overnight in the slips without prior authorization from the restaurant’s management.

5. Old Business

A. Results of RFP 2018-01 – Engineering, Design and Permitting for Isle of Palms Marina Docks Rehabilitation

Interim Administrator Fragoso announced that the City received three (3) proposals in response to the Request for Proposal (RFP); since the proposal were opened on June 25th, staff has not had time to evaluate them, to insure that they meet the specifications of the RFP and to check their references. Staff is, therefore, requesting additional time to make its recommendation for a contract award.

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B. Update regarding 1100 Palm and right-of-way on Pavilion Drive

MOTION: Councilmember Ward moved to re-order the Agenda to hold an Executive Session at 4:25 p.m., in accordance with S.C. Code Section 30-4-70(a)(2), to receive legal advice concerning potential claims related to 1100 Palm Boulevard and right-of-way on Pavilion Drive; Chair Bell seconded and the motion PASSED UNANIMOUSLY.

Upon returning to open session at 4:35 p.m., Chair Bell stated that the Committee took no action or vote while in Executive Session.

MOTION: Councilmember Ward moved to re-order the Agenda to take action on matters discussed in Executive Session; Chair Bell seconded and the motion PASSED UNANIMOUSLY.

MOTION: Councilmember Ward moved to proceed with the survey of the property being discussed and to authorize the City’s Real Estate Attorney Sid Boone to go forward with the next steps as recommended to the Committee; Chair Bell seconded and the motion PASSED UNANIMOUSLY.

Attorney Halversen explained that the City was taking the steps necessary to obtain a clear title to the property.

Responding to Elliott Summey's concerns about the timeline, Director Kerr said that he has contacted John Wade, the surveyor, who indicated he would not be free to conduct the survey for six (6) weeks.

C. Discussion of Ordinance 2018-09 – An Ordinance to allow public parking on lots located in SR-12, SR-2, LC and GC-1 Zoning Districts as a temporary use subject to certain conditions

The Interim Administrator noted that City Council referred this ordinance back to the Real Property Committee for further study before Second Reading in an effort to avoid unintended consequences of allowing temporary parking in residential districts.

Motion: Chair Bell moved to defer indefinitely Second Reading of Ordinance 2018-09; Councilmember Ward seconded and the motion PASSED UNANIMOUSLY.

D. Update on removal and replacement of underground storage tanks

Interim Administrator Fragoso reported that the work is scheduled to begin at the Public Works site in two (2) weeks; Director Pitts met with the project consultant from Summit Engineering and the contractor Jones and Frank for the pre-construction meeting. This part of the project is expected to take four to five (4 – 5) weeks to complete.

E. Status of the dumpster near The Dinghy

Councilmember Ward stated that the proximity of the City's dumpster to The Dinghy has been a constant problem and the restaurant's owners want it relocated to the center of the parking lot surrounded by a cement wall. The hope is that the wall would be a deterrent to people leaving debris beside the dumpster, and he added that the current location was a haven for rodents and other pests. The Councilmember contended that the City needs to develop a permanent solution; it was not only an eye sore, but also is a health hazard.

Director Pitts reported that the City faces two (2) problems related to the dumpster; first was the dumpster and pad, and the second was illegal dumping. The pad and ramps are power-washed every Thursday by Public Works personnel when the dumpster is taken off the island; while off-island, Carolina Waste washes the dumpster before returning it. Staff has re-positioned surveillance cameras in an effort to determine who is responsible for illegal dumping.

F. Review and update on Marina tenants' discussions

Chair Bell commented that the City has sent a letter to its four (4) marina tenants in an attempt to gain a better understanding of what is operating at the marina and where the City's fiscal responsibilities lie. In the Committee's opinion, this data should have been done as an ongoing management practice of Council working with the City administration.

The Chair then read from the City Code, Chapter 3, Article B, Standing Committees, Section 1-3-31(6)(b)(c) as follows:

“The Committee’s duties are to:

- (b) Review policies and procedures regarding the use and maintenance of all real property owned, leased or controlled by the City and make recommendations to City Council as appropriate;
- (c) Monitor and review all existing or proposed leases of real property owned or to be leased by the City;“

In the budgeting process, Council discussed auditing the marina finances and included funding to do so in the FY19 budget. He stated that he did not know how any City could fiscally understand what was going on at the marina without understanding the leases that are operating and generating revenue for the City. As a sub-lessee, the business generates income, and, as the operator leasing to the sub-lessee, there would be an operating expense line that was the income to the City; therefore, “the expectation of the Real Property Committee would be that leases generating revenues, as operating expense, come in through the books that the City has the right to inspect and that those numbers are available to the City and part of the records and receipts which are in the lease so that we [the Real Property Committee] understand that we [the City} are fiscally operating the marina as we should be.”

In the meeting packets were copies of the letters sent to Marina Outpost, Marinas Joint Ventures, Tidal Wave Water Sports and Morgan Creek Grill. Currently staff is going through what it received from the tenants in response to the letters to determine if the business operations are in compliance with the lease, if the proper insurance is in place, etc.; if it is found that they are out of compliance, the Committee will use sound judgement and legal counsel to make sure the Committee is obtaining information as requested from the business operators.

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Since the letters referenced a deadline, Councilmember Ferencz asked if the City was in receipt of the information requested.

The Interim Administrator responded that the City received a considerable amount of data on Thursday, which was the deadline, and although staff has not yet gone through the information, staff was encouraged by the volume of papers that everything was included. Staff was requesting additional time to examine the data provided to insure the City has, indeed, received all of the requested information.

Chair Bell thanked the marina tenants for their response to the letters.

6. New Business

A. Unlicensed business operating at IOP Marina, with no lease with City or marina tenant

This item was added to the Agenda at the request of the Chair, and he explained that, at a previous meeting, Mr. Berrigan presented the Committee with a list of the businesses operating out of the marina with whom he has leases. The Chair noted that non-lease charter boat captains were operating out of the marina, and he asked whether these businesses, not operating under lease control, should be required to carry the same insurance as the charter boat captain who does have a lease. He wanted an answer to this question because, according to the duties of the Committee as stated in the City’s Code of Ordinances, the Committee was responsible for protecting the City from lawsuits.

He was asking that the City staff and City Attorney investigate the answer to whether all businesses operating out of the marina should have the same insurance requirements.

When Councilmember Ferencz asked if an applicant for a business license was required to show proof of insurance, Director Kerr replied that the City Code specifies exactly what triggers are required to obtain a business license. The office staff checks what is presented against those triggers, and, if they meet the requirements set forth in the Code, the business license would be issued.

Councilmember Ferencz concluded that the Committee should look at whether it wants to mend the Code to add a requirement about insurance, and Chair Bell asked whether the insurance requirement for businesses at the marina could be different from those asked of a building contractor.

B. Derelict of abandoned properties

- 1. Definition**
- 2. Current ordinances**
- 3. Enforcement**

The Chair reported having residents contact him about one (1) property that was clearly abandoned and was now being used as a drug hangout. He said that he did not know what constituted an abandoned or derelict property according to the terms of the IOP Code of Ordinances, and he looked to Director Kerr for clarification. He noted that certain properties on the island were being neglected with grass growing two feet (2 ft.) tall and some houses have begun to cave-in and have obvious mold; in his mind, they are unmistakably abandoned, but he wanted to know what the City considered them to be.

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The Chair acknowledged that the Code stated that the property would need to create a public safety hazard, but his question was if the potential for a public safety hazard, for instance an abandoned house becoming a place that could invite trouble, constituted a public safety hazard. Relative to the Code, he wanted to know what the City could do in such a situation. Or, looking at these properties, should Council consider changing the Code going forward so that these derelict or abandoned properties are no longer seen?

Having asked Director Kerr about specific properties, Councilmember Ferencz stated that, if the property owner pays the taxes and it is not obstructing the neighboring properties, the City can do nothing.

Since this is an issue that spans across the Police and Building Departments, Director Kerr explained that, from the Building Department's perspective, if the house was wide open with windows out and doors left ajar, the City can act to secure the property. If a teenager can gain access to the building, it would be considered unsecured. If a structure has become a habitat for all kinds of vermin, the City can have the building patched up leaving no access for the creatures, or, if a structure were falling over, the Building Department could become involved. These actions are the extent of the Building Department's involvement, but more restrictive ordinances could be passed.

When one (1) of these neglected buildings has grass that has grown to be three (3) feet high, the Livability Officer gets involved to get the property owner to cut the grass in some regular interval.

Chair Bell commented that, living close to one (1) of these derelict houses, reduces property values and negatively affects the island's aesthetics and the residents' quality of life.

Chair Bell opined that the City, once again, has certain ordinances that are not enforced, that could be better enforced through livability and then address what other things the City needed to do to address problem properties.

Having dealt with properties that are an eyesore and detracting from neighboring property values, Director Kerr said that, when the City addresses it, at the end of the compliance issue, the neighbors are not satisfied because the porch is still falling, the structure has not been power-washed and the paint is still peeling off. The Director expressed the opinion that what Chair Bell was looking for were ordinances that would have the teeth when enforced to mean that, at the end of the process, the property would no longer be pulling down home values around it.

Councilmember Ferencz asked when a house was considered abandoned by the City, and she gave as an example a house severely damaged by Hurricane Hugo, uninhabitable since that time and that has continued to deteriorate.

Director Kerr stated that the City Code does not make a distinction until the owner stops paying the property taxes.

Chair Bell stated that the members of the Committee felt that enforcement could more aggressive in dealing with the abandoned and derelict properties on the island.

Interim Administrator Fragoso stated that the Livability Officer is aggressive when he identifies a property; he seeks out the property owner to remedy the situation in a reasonable amount of time.

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Director Kerr added that the owners of a handful of properties will do the minimum to come into compliance with the demands of the Livability Officer and then ignore the property until they are contacted again.

The Chair agreed that it was a complex problem that he did not think the Committee should take on at this time.

C. Discussion of restrictions to non-conforming use ordinance

At the June City Council meeting, the staff and the City Attorney were tasked with drafting ordinance language that would limit off-street parking at non-conforming uses on the island; the suggested changes were included in the meeting packet.

Chair Bell explained that the intention was to prohibit overflow parking from business-oriented venues into SR-1 non-conforming parking lots like a church, the Citadel Beach House parking lot, the Lutheran Center, etc. He stated that the Committee must acknowledge that a broad-based change like this will affect every property on the island that is zoned SR-1 non-conforming.

A companion amendment allows two (2) years from the effective date of the ordinance to bring non-conforming to conforming. Already in the ordinance is the statement that

“Whenever a non-conforming use is discontinued for a period of three hundred sixty-five (365) days such use shall not be reestablished and all subsequent use shall conform . . .”

From discussions with Director Kerr, Chair Bell learned that few of these properties are conforming and have been used for any general purpose parking in that period of time; assuming that this ordinance passes, the City must move toward a sunset period.

The Chair identified the specific problem the ordinances address as the overflow from Wild Dunes into residential areas, and the Committee wants to be cautious of solving the problem the right way without unintended consequences. He noted that the Committee has no intention of allowing overflow parking in residential neighborhoods and they are not hampered by any time restraints. Wild Dunes has made presentations to both the Ways and Means Committee and City Council stating that they plan to park the construction vehicles associated with the new hotel in the Citadel Beach House parking lot. If the City could stop parking at the Citadel Beach House, the alternative would be for the construction vehicles to be parked on Palm Boulevard where the City has no control, under current ordinances, to prohibit any public parking from 41st to 57th Avenue.

According to Councilmember Ward, the Committee wants to insure that, once the hotel is open, Wild Dunes' use of the Citadel parking area will stop, i.e. no parking for employees; no parking for guests of the new hotel; and no parking for guests attending a conference or other Wild Dunes venue.

Attorney Halversen stated that the sunset period could be any length of time decided upon by City Council; in addition, she left in the option to designate it a City-sponsored event giving Council some flexibility after the sunset period is over if special circumstances came up.

For the Chair, the problem has two (2) possible solutions; the first being a change to the current ordinance as has been discussed and suffer the repercussions of its being applied to all such properties in the SR-1 district, and the second was an assurance the City could trust that overflow parking at the Citadel Beach House would not happen again. He noted that the final decision was likely to come from The Citadel in saying that would allow the parking during the construction, but would not be allowed after that.

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Attorney Halversen said that the Chair might want to amend the motion to include only SR-1 zoning since, as presented, the change would be for all zoning districts.

Director Kerr understood that the Committee was dealing with one (1) specific issue, and, in his opinion, the ordinance presented was very broad and would have repercussions that would impact The Exchange Club, the Lutheran Retreat Center, the Methodist Church, etc. He said that it was not unusual for places on the island to have flexibility in who parks where, and, frequently, the City does not know whether an event is being held at the Retreat Center or the Methodist Church. He expressed the opinion that the Committee could accomplish its goal with a written agreement with Wild Dunes or the Citadel Beach House; he added that the City has used the Citadel parking lot in the past and that lot was a strong contender to park for marina employees. He opined that the Committee was going at a very narrow problem with a broad solution that will have repercussions all over the island.

MOTION: Chair Bell moved to make the proposed changes in non-conforming uses for SR-1, SR-2 and SR-3 zoning districts and to move the action to City Council; Councilmember Ward seconded and the motion PASSED UNANIMOUSLY.

7. Miscellaneous Business

Interim Administrator Fragoso stated that all rents due to the City were current.

The Committee agreed not to convene a meeting in August, 2018.

Net Meeting Date: 4:00 p.m., Wednesday, September 5, 2018 in the Conference Room.

8. Executive Session on potential claims related to the marina leases – not needed

9. Adjournment

**MOTION: Councilmember Ward moved to adjourn the meeting at 5:25 p.m.;
Chair Bell seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland
City Clerk

Response to Request for Proposals

for

Engineering, Design and Permitting for the Isle of Palms Marina Docks Rehabilitation RFP 2018-01

June 25, 2018

Presented By:

**Jon Guerry Taylor & Associates, Inc.
Christopher W. Moore, P.E.
3015 Dunes West Blvd; Suite 203
Mount Pleasant, South Carolina 29466
Phone: 843.884.6415; Fax: 843.884.4026
cmoore@jgtinc.com**



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

P.O. BOX 1082; MOUNT PLEASANT, SC 29465 USA
PHONE: 843.884.6415 • FAX: 843.884.4026 • www.jgtinc.com

Civil, Waterfront and Marine Planners & Engineers



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

ENGINEERS - PLANNERS - ENVIRONMENTAL CONSULTANTS

P.O. BOX 1082; MOUNT PLEASANT, SC 29465 USA

PHONE: 843.884.6415

FAX: 843.884.4026

www.jgtinc.com

June 25, 2018

Ms. Desire'e Fragoso, Interim City Manager
City of Isle of Palms
1207 Palm Boulevard
Isle of Palms, SC 29451

Re: RFP 2018-1; Engineering, Design and Permitting for Isle of Palms Marina Docks Rehabilitation

Dear Ms. Fragoso:

On behalf of Jon Guerry Taylor & Associates, Inc., I am pleased to offer our Response to this Request for Proposals. Jon Guerry Taylor & Associates, Inc. (JGT) is a locally owned waterfront and marine planning, permitting and engineering firm that has been in business since 1984.

Jon Guerry Taylor & Associates, Inc. is a Marine and Waterfront Planning, Permitting and Engineering Consulting firm that was started in 1984. In January 2008, employees Christopher Moore, PE (President and Principal Engineer) and Craig Pawlyk, RLA, ASLA, AICP (Vice-President / Principal Planner and Director of Critical Area Permitting) purchased the assets and renamed the firm Jon Guerry Taylor & Associates, Inc. Our office is located in Mt. Pleasant. The company has remained small, specialized and stable. The current core employees have been with the firm for over a decade:

Christopher Moore, P.E.:	18 years
Craig Pawlyk, R.L.A., A.S.L.A., A.I.C.P.:	17 years
Braxton Kyzer, P.E.	19 years

As a small, progressive firm, the Company's organizational structure is a studio environment that seamlessly integrates the disciplines of Planning, Environmental Permitting, and Engineering. This environment facilitates open thinking and constant collaboration and evaluation of all phases of the project from conceptual planning and regulatory permitting to design development and construction documents. In contrast to large multi-state or internationally based companies, JGT will not ship your project to an out of State office to be completed by people you cannot communicate with or have not met.

JGT specializes in marine and waterfront projects and is immersed in them on a daily basis. In addition to our Engineering experience and expertise, our firm excels at the regulatory permitting of these facilities. Craig Pawlyk, Vice President and Director of Critical Area Permitting has secured more than two hundred OCRM Critical Area and Corps of Engineers

permits over the last seventeen years. He maintains a close working relationship with the project managers at the regulatory agencies and is in contact with them on weekly basis.

Our engineers have more than sixty years combined experience in the permitting and design and construction of marine structures. This intensive knowledge and our attention to detail set us apart from other firms that compete in this discipline. Furthermore, JGT's expertise in permitting these types of projects allow for the development of accurate, reliable scheduling for the City.

In addition to our professional registrations (Professional Engineers, Registered Landscape Architect and Certified Planner), our staff maintains memberships in the Society of Military Engineers, American Society of Civil Engineers, American Planning Association and the American Society of Landscape Architects.

Core services that JGT offers to our Clients on a regular basis include:

Planning: Upland planning including pedestrian and vehicular traffic patterns, site plans, public water access facilities planning and planned developments. Water side planning including commercial docks and marina slip layouts, boat landing layouts, dredge channel alignments.

Environmental Regulatory Permitting: SCDHEC-OCRM Critical Area Permits (boat ramps, marinas, dredging, bulkheads, public access piers and docks), SCDHEC-Bureau of Water Quality 401 Water Quality Certifications, Army Corps of Engineers 404 and Section 10 permits

Engineering Design: Marina design (floating docks, concrete, steel and timber pile design, gangways), wind and wave analysis, breakwater design, bulkheads and seawalls, concrete design (structural slabs, headwalls), fixed piers, boardwalks and other public water access structures.

Bidding and Construction Administration, Inspections, repair and maintenance plans

We fully understand the work to be done at the Isle of Palms Marina and are uniquely qualified to undertake this prestigious project based on our extensive experience with the permitting, engineering design, bidding and construction administration of waterfront and marine structures in coastal South Carolina. JGT has extensive experience at the City's Marina as well as in the whole of the Morgan Creek Basin. JGT permitted, designed and oversaw construction of the following projects in the basin or for the City:

- **Dredging of the City of Isle of Palms, Dewees, and Morgan Creek Harbor Association Docks (entire basin) in 2007**
- **City of Isle of Palms Bulkhead (2008)**
- **Dredging of Morgan Creek Harbor Association Docks (2012)**
- **Wild Dunes Yacht Marina Engineering Assessment (2014)**
- **Morgan Creek Harbor Association Bulkhead Rehabilitation and Cathodic Protection (ongoing)**

- Front Beach Restroom and Boardwalk Renovations (design and construction administration of ADA accessible boardwalk and shower deck) (2018- Subconsultant to Liolio Architects)

The Principal-in-Charge and Project Manager for this project shall be Christopher W. Moore, P.E., President and Principal Engineer at Jon Guerry Taylor & Associates, Inc.

Christopher W. Moore, P.E.
Jon Guerry Taylor & Associates, Inc.
3015 Dunes West Blvd., Suite 203
Mount Pleasant, SC 29466
phone: 843.884.6415 email: cmoore@jgtinc.com

Mr. Moore and Mr. Craig Pawlyk are owners of the firm and are authorized to make representations on behalf of the Proposer, binding the firm to the contract.

JGT's approach to the project will begin with a Project Kick-off meeting with City staff and any other stakeholders. This meeting will include discussion of the full Scope of the project, review of previous studies, assessments and other existing base information. The meeting will also include a full review of the project schedule, proper channels of communication, deliverables and expectations of the City. We understand the due to the age and condition of many elements of the marina, important decisions will have to be made going forward. JGT can support the City through this process.

We prefer to meet in person with our clients. We are available to meet at the City's office, at the marina or at our office in Mt. Pleasant. Meeting schedules will be dictated by where in the process we are, with weekly or bi-weekly meetings during the investigation phase and less frequently during the permitting and design phases. We are also available for public meetings during the planning process as requested by the City. Our location in Mt. Pleasant guarantees timely responses to requests for on-site support as needed.

The experience and expertise of JGT is illustrated with the five recent projects we have included in this RFP. What is as important as this ability to compile accurate and comprehensive information is understanding what to do with it. Decisions to be made moving forward include:

1. Where does it make sense to continue repairs to the aged facilities and where is a complete replacement required and best undertaken in the near future?
2. What is the City's position regarding Maintenance Budgets versus Capital Improvement Budgets?
3. Are there requirements under current slip holder agreements that would impact the direction the City takes?

Once the City decides where to undertake repairs and incremental upgrades to the existing facility and where to plan on dock and utility replacement, JGT can develop an efficient approach to the work through the development of holistic Joint Federal and State permit application package that will allow The City to then undertake improvements as it sees fit and as funding becomes available. The OCRM and Corps of Engineers permits would be valid for five

years from issuance and extensions are possible if significant work has been undertaken in reliance on the permits. This will allow The City to address funding requirements for construction in capital improvement planning over several years. JGT will give the City a clear road map for the future of the facility. JGT has the experience to guide the City, as stewards of these public funds, to be able to spend the Capital Improvement funds in the most productive way possible.

Some items in the marina can be replaced on an accelerated schedule under SCDHEC-OCRM's Maintenance and Repair Authorization. This could include gangways that would be replaced with new aluminum gangways with tread plates at the bottom that would eliminate dangerous trip hazards thereby lowering the City's liability and make the dock access barrier free. Maintenance and Repair Authorizations can often be obtained in a few weeks. The new gangways could be reused once the docks themselves are replaced. The Maintenance and Authorizations would also be possible to fix or replace damaged poly floats under the docks and decking, side waler boards, mooring cleats and utilities. Maintenance and Repair items must be replaced at the same location and same size as they currently exist.

Once a final phased plan has been developed through the planning process and approved by The City, JGT would move into the regulatory permitting phase. JGT believes the best approach to regulatory permitting is to be as thorough and comprehensive as possible. This approach leads to a more complete understanding of the project by the agencies (SCDHEC-OCRM, SCDHEC-Bureau of Water and the Corps of Engineers) which in turn allows for a more efficient review and approval of the project. ***JGT is one of the few consulting firms to be invited by OCRM to utilize its new online permitting process which is in the testing phase before being released to the general public and other Consultants.***

Once the Joint Federal and State permit application comes off its thirty-day public notice period JGT will obtain any comment letters submitted by either the Resource Agencies (SCDNR, US Fish and Wildlife, National Marine Fisheries, etc...) or the general public. Craig Pawlyk will respond to these comment letters and address any issues that may arise. Once the comment letters have been received, comment letters addressed and we have a good level of comfort that the permit will be issued without significant changes, JGT will undertake the engineering design development. Progress meetings to the City will adhere to the City's schedule.

This submittal represents a highly qualified team of consultants that have worked seamlessly together on many similar projects. Thank you for the opportunity to offer this Proposal and please do not hesitate to contact me should you have any questions.

Sincerely,

Jon Guerry Taylor & Associates, Inc.



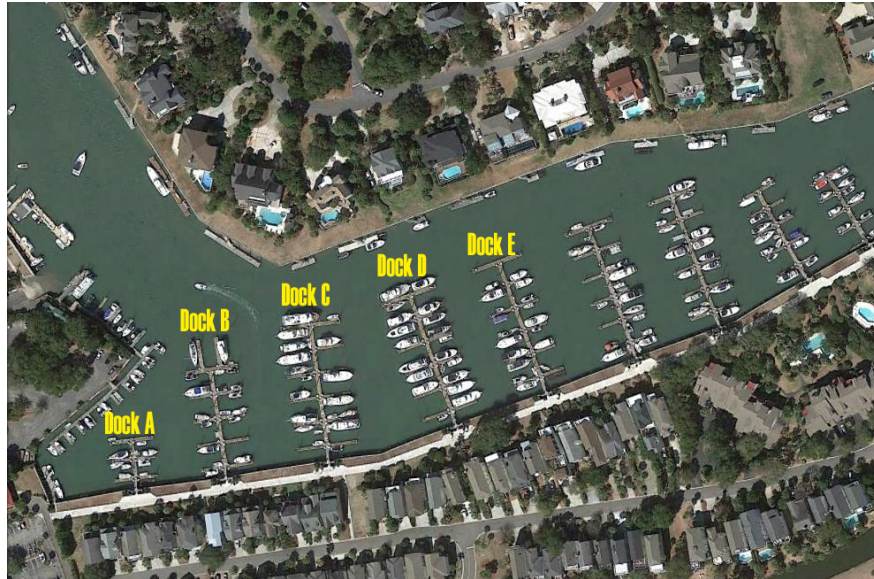
Christopher W. Moore, P.E.,
President / Principal Engineer

B. FIRM'S WORK HISTORY AND REFERENCES

Mr. Moore has significant experience in the capacity of Project Manager with similar projects. Listed below are five Engineering Assessments of Marinas or Marine Structures personally undertaken by Mr. Moore recently.

Wild Dunes Yacht Harbor Engineering Assessment; Isle of Palms, SC; 2014:

Jon Guerry Taylor and Associates, Inc. (JGT) was commissioned to perform an engineering study of the physical condition of the five (5) timber floating docks at the Wild Dunes Yacht Harbor at the Isle of Palms, SC. These docks were Dock A, Dock B, Dock C, Dock D and Dock E. An underwater investigation was conducted by Salmons Dredging Corporation of Charleston, SC. Salmons Dredging inspected the piles and underside of the timber floating docks on Docks C, D and E. The Electrical Study was conducted by Charleston Engineering of Charleston, SC. Charleston Engineering inspected the electrical system along all five (5) dock systems.



The result of the of this project was a determination of the existing issues, repair costs and life expectancy of the five (5) timber floating docks systems. A short and long-term maintenance program was established to prolong life expectancy prior to eventual replacement. Cost estimates and a schedule for future inspections were also established.

The contact for this project is Ms. Laurie Shueler, Property Management Services, LLC.; 1340 Ben Sawyer Blvd, Mt Pleasant, SC 29464; (843) 881-5459.

Flamingo Marina Boat Shed; Everglades National Park, Florida; July 2017

In July 2017, Mr. Moore completed an engineering conditions assessment of a concrete boat shed structure for the National Park Service at Flamingo Marina located in Everglades National Park.



The need for the Condition Assessment of the Flamingo Boat Shed was driven by the age and the cracking and spalling of the concrete that makes up the structure. The structure is approximately 62 years old. The boat shed is approximately 125 feet long by 45 feet wide and the height is approximately 25 feet to the top of the roof. There are three (3) bays within the boat shed each approximately 31 feet wide. The structure is constructed of both cast-in-place and pre-cast concrete sections. The assessment was conducted on an expedited schedule and utilized sub-consultant divers located in South Florida. This scope of work included an underwater inspection of the piling and pile caps, above water inspection of the concrete support columns and the concrete roof system.

The resulting eighty-seven page report (plus appendices) included more than two-hundred photographs and related assessments from both above and below the water and provided recommendations and cost estimates for Immediate Repairs, Secondary Repairs and Long Term Maintenance. **The National Park Service awarded JGT an "Exceptional" rating for this work.**

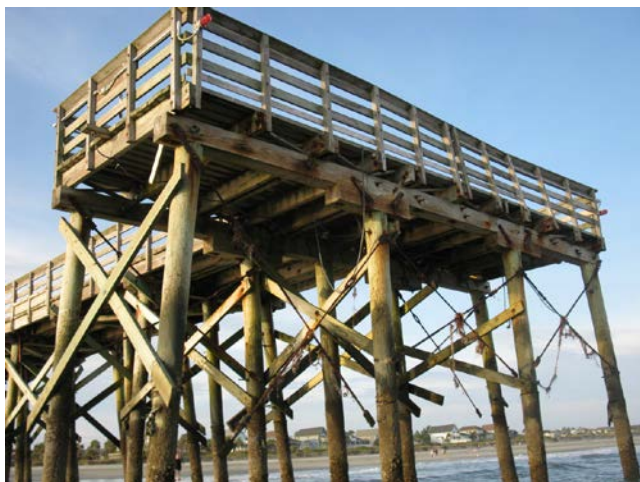


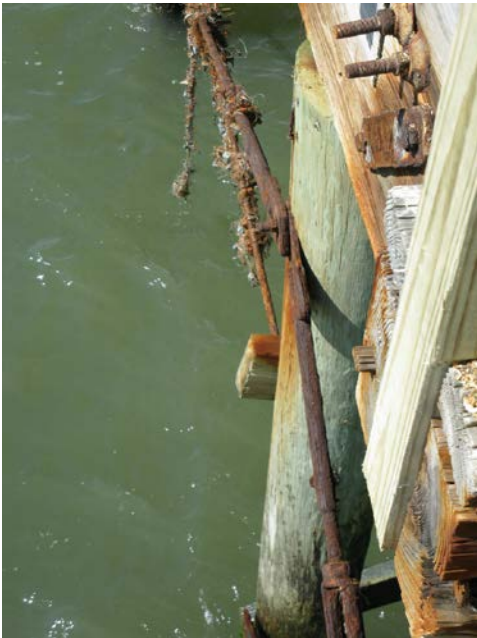
This work was completed as part of an IDIQ contract that a Liollo Architecture led team holds with the National Park Service. JGT is the marine engineering component of this team. The NPS project manager, however, is recently deceased.

The contact for this project shall be Rick Bousquet, Liollo Architecture; 147 Wappoo Creek Dr #400, Charleston, SC 29412; (843) 762-2222.

Sea Cabins Ocean Pier, Isle of Palms, SC 2017

Jon Guerry Taylor & Associates, Inc. (JGT) was commissioned to inspect and develop a conditions assessment of the Sea Cabin ocean pier following Hurricane Irma in September of 2017. The conditions assessment was to include inspecting the timber pier for structural damage sustained during the Hurricane and the general overall condition inspection of the complete timber pier structure. The pier is located at the Sea Cabins on the Ocean III development on Isle of Palms. The current timber pier was re-constructed following Hurricane Hugo in 1989 and is approximately 575 feet long with a 13 foot wide boardwalk leading to a 12 foot by 36 foot pierhead.





The result of the of this project was a determination of the existing issues and those that should be repaired immediately and several items that should be included in a maintenance schedule.

Heritage Plantation Marina; Pawleys Island, SC; 2014

Heritage Plantation Marina is located on the Waccamaw River (Intracoastal Waterway) approximately eight miles north of Georgetown. Jon Guerry Taylor & Associates, Inc. was contracted by Heritage Plantation Owners Association to perform inspection services on the existing marina facility. The inspection services for the marina facility included an underwater investigation performed by Salmons Dredging Corporation, an electrical system and mechanical inspection performed by Charleston Engineering, and an assessment of the marina structures by JGT.



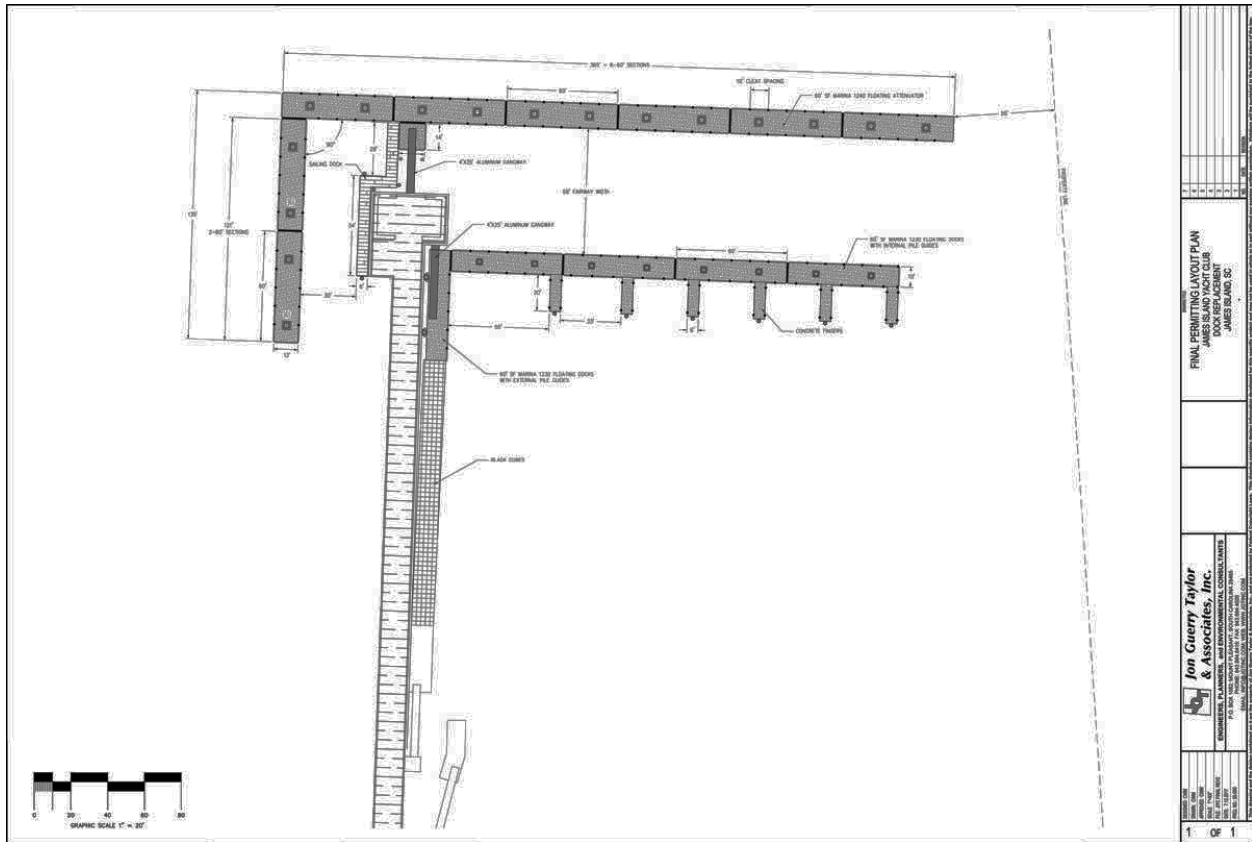


The marina inspection services were performed in order to provide the ownership and property management with the information needed to plan for immediate repairs to damaged components, basic general maintenance, and long-term planning for future capital improvements. The marina was designed by Jon Guerry Taylor, P.E., Inc. and construction was completed in 1994. The facility consists of a fixed pier with timber piles, floating docks with concrete piles and a floating Dock master's office and floating breakwaters with steel piles. The contact for this project is Mr. Bill Raper, Waccamaw Management, LLC. PO Box 2308, Pawleys Island, SC 29585; (843) 237-3464

James Island Yacht Club Wave Attenuators and Docks Replacement; James Island, SC; Ongoing (2017-2018).

Located in the Charleston Harbor, James Island Yacht Club's (JIYC) docks and floating wave attenuators were destroyed in October 2016 during Hurricane Matthew. JIYC engaged JGT to undertake a comprehensive planning, permitting and engineering design project to determine the best solution for the replacement of the wave attenuators as well as the expansion of the floating dock facilities inside the marina basin. This four-month process began with an in-depth wind and wave study to document various scenarios for storms of varying intensity approaching from different directions. Using the data from the study, the wave criteria and layout of the new attenuation system was developed through a series of dock committee and general membership meetings. The resultant plan, shown below has been permitted and designed by JGT. The plan includes 6,240 SF of dockable wave attenuators, 582 SF of floating docks at the sail boat launching crane on the west side of the existing concrete pier, and more than 3,700 SF of interior docking space. JGT has also permitted and designed a new steel bulkhead on the west side of the property for the Club. The project has been bid out with the cost falling within 1% of JGT's estimates. A contractor has been selected and the docks and concrete floating wave attenuators are currently being manufactured. Construction is expected to begin in December of 2018

Contractor Bids came in within 1% of JGT estimate



The contact for this project is Mr. David Warren, James Island Yacht Club, 734 Wampler Drive, Charleston, SC 29412; (843) 810-3014

JGT has a long history of providing similar services to governmental agencies in South Carolina. We have provided technical study services, planning, permitting, engineering design and bidding and construction administration services to the following South Carolina governmental agencies:

City of Isle of Palms
Charleston County Park and Recreation Commission
City of Charleston, Department of Parks
Georgetown County
Town of Bluffton
Berkeley County
Horry County
Dorchester County
Town of Edisto Island (as sub-consultant)

SCDHEC-OCRM
South Carolina State Ports Authority
Town of Mount Pleasant
Beaufort County
Town of McClellanville
York County
Town of Hilton Head Island

C. PROJECT TEAM

The Principal-in-Charge and Project Manager and Design Engineer for this project shall be Christopher W. Moore, P.E., President and Principal Engineer at Jon Guerry Taylor & Associates, Inc.

Christopher W. Moore, P.E.
Jon Guerry Taylor & Associates, Inc.
3015 Dunes West Blvd., Suite 203
Mount Pleasant, SC 29466
phone: 843.884.6415
cmoore@jgtinc.com

PROFESSIONAL REGISTRATIONS:

Professional Engineer; South Carolina	No. 22003
National Council of Examiners for Engineering and Surveying (NCEES)	No. 28717

Resume Follows

Craig Pawlyk, RLA, ASLA, AICP, Vice President and Director of Critical Area Permitting for Jon Guerry Taylor & Associates, Inc. will undertake Planning and Environmental Permitting responsibilities.

Craig Pawlyk, RLA, ASLA, AICP
Jon Guerry Taylor & Associates, Inc.
3015 Dunes West Blvd., Suite 203
Mount Pleasant, SC 29466
phone: 843.884.6415
cpawlyk@jgtinc.com

PROFESSIONAL REGISTRATIONS:

Landscape Architect: South Carolina	No. 826
Landscape Architect: North Carolina	No. 1245
Certified Planner (A.I.C.P.): (National)	No. 020183

Resume Follows

D. SUBCONSULTANTS

Jon Guerry Taylor & Associates, Inc. will utilize the following sub-consultants for the Isle of Palms Marina Project:

Charleston Engineering Consultants, Inc. (John Deden, P.E.) will provide electrical, mechanical and fire protection expertise.

Salmons Dredging Corporation will provide divers for underwater structure inspection and documentation. Salmons dredging would undertake a Level 1 investigation which includes having the divers inspecting for damage or other issues with the piles and docks. The divers are directly linked with video monitors on the surface. JGT staff will be able to interact with the divers while they work and direct them as needed. JGT will document the findings for use in decisions regarding short and long-term maintenance plans, reuse of the structures or their replacement.

RESUMES AND SUBCONSULTANT INFORMATION

CHRISTOPHER W. MOORE, P.E.

2008 to Present - Jon Guerry Taylor, & Associates, Inc., President/Principal Engineer

2000-2007 - Zande - Jon Guerry Taylor, P.E., Inc., Associate Engineer / Assistant Manager

Responsible for business development, projects coordination, contracts, financial, company management and new venture analysis. Besides technical involvement in engineering and planning, other responsibilities include project management for the design of waterfront projects and structures, docks, bulkheads and piers. Other duties include permitting and design of water and wastewater systems, storm drainage systems, roadway systems requiring general civil engineering expertise. Others tasks include complete preparation of construction drawings and specifications and communications with owners, contractors, and regulatory authorities associated with projects. Additional responsibilities include cost estimating, bidding administration, and construction supervision/inspection.

Years with this firm: 18

Years with other Firms: 4

Total Experience: 22 years

RELEVANT PROJECTS (Last 3 years) :

City of Isle of Palms Front Beach Dune Crossover, Isle of Palms, SC (2017)

Shelter Cove Pier, Town of Hilton Head Island (2017)

James Island Yacht Club Wave Attenuators and Docks Replacement, Charleston, SC (2017)

Oyster Factory Park Boardwalks and Boat Landing, Town of Bluffton (2016)

Ebenezer Park Pier and Docks (2018)

Additional Recent Relevant Public Projects

Charleston Waterfront Park Harbor Taxi Dock; Charleston, SC

Governors Park Marsh Boardwalk; Daniel Island, Charleston, SC

Southern Forest Product Association Marine Construction Guide

Northbridge Park Kayak Launch and Fishing Pier; Charleston, SC

Port Royal Landing Marina Floating Wave Attenuator; Port Royal, SC

Cherry Point Fishing Pier; Cherry Point, SC

Limehouse Bridge Fishing Pier; Charleston, SC

Palmetto Islands County Park Kayak Launch Dock. Mount Pleasant, SC

Palmetto Islands County Park Fixed Pier and Floating Back Dock Replacement, Mount Pleasant, SC

Shem Creek Park Dredging; Town of Mount Pleasant, SC

Wando Marina, Berkeley County, SC

JAZZ Island Timber Vehicular Bridges; Charleston, SC

EDUCATION:

B.S. Civil Engineering, The Citadel, The Military College of South Carolina, 1997

PROFESSIONAL REGISTRATION:

Professional Engineer; South Carolina

No. 22003

National Council of Examiners for Engineering and Surveying (NCEES)

No. 28717

MEMBERSHIPS AND ACTIVITIES:

Member of American Society of Civil Engineers (ASCE)

CRAIG A. PAWLYK, R.L.A., A.S.L.A., A.I.C.P.

2008 to Present – Jon Guerry Taylor & Associates, Inc., Vice-President/Director of Critical Area Permitting

2001-2007 - Zande - Jon Guerry Taylor, P.E., Inc., Planning Project Manager

Environmental Permitting duties include preparation and administration of Regulatory permits including Army Corps of Engineers, SCDHEC-OCRM Critical Area permits (including docks, marinas, dredging, boat ramps, piers, boardwalks), and SC-DHEC 401 Water Quality Certifications. Additional responsibilities include preparation of public waterfront recreation land use plans, conceptual master plans, and marina facilities planning as well as construction documents for waterfront commercial and recreational projects.

Years with this firm: 17

Years with other Firms: 4

Total Experience: 21 years

RELEVANT PROJECTS (Last 3 Years):

Shelter Cove Pier, Town of Hilton Head Island (2017)

James Island Yacht Club Wave Attenuators and Docks Replacement (2017)

Oyster Factory Park Boardwalks and Boat Landing, Town of Bluffton (2016)

Poplar Grove Community Dock and Boardwalk (2017)

Ebenezer Park Pier and Docks (2018)

Additional Recent Relevant Public Projects

Northbridge Park Kayak Launch and Fishing Pier; Charleston, SC

Palmetto Islands County Park Kayak Launch Dock. Mount Pleasant, SC

Cherry Point Fishing Pier; Cherry Point, SC

Limehouse Bridge Fishing Pier; Charleston, SC

Charleston Waterfront Park Harbor Taxi Dock; Charleston, SC

Simmons Bluff Dry Stack and Boat Harbor; Meggett, SC

Ross Marine Drystack and Wet Slip Marina; Johns Island, Marina

Atlantis Marine Wet Slip Marina; Berkeley County, SC

Town of McClellanville Observation and Fishing Pier; McClellanville, SC

Shem Creek Park Dredging; Town of Mount Pleasant, SC

Governors Park Marsh Boardwalk; Daniel Island, Charleston, SC

Steamboat Landing Pier; Edisto Island, SC

CCPRC: Palmetto Islands County Park back Dock Replacement; Mt. Pleasant, SC

EDUCATION:

B.L.A. Landscape Architecture, Clemson University, 1994

PROFESSIONAL REGISTRATIONS:

Landscape Architect: South Carolina

No. 826

Landscape Architect: North Carolina

No. 1245

Certified Planner (A.I.C.P.): (National)

No. 020183

MEMBERSHIPS AND ACTIVITIES:

American Society of Landscape Architects

American Institute of Certified Planners

American Planning Association

Society of American Military Engineers

COMPANY RESUME

CHARLESTON ENGINEERING CONSULTANTS, INC.

Charleston Engineering was established in March, 1990 and incorporated on January 1, 1995 as Charleston Engineering Consultants, Inc. We are located at 125 B Wappoo Creek Drive on James Island.

Charleston Engineering is a professional mechanical, electrical, fire protection, and plumbing engineering consulting firm that designs interior systems which make buildings comfortable and functional. The company is a well balanced & flexible team of 2 professional engineers, 1 design technician, 1 CADD technician and 1 office manager. We prepare construction drawings and specifications, investigate problems and recommend solutions that insure compliance with current building codes.

Our Electrical Engineer is experienced in normal power, emergency power, lighting, data, telephone, security, and fire alarms.

Our Mechanical Engineer is experienced in HVAC; including geothermal systems, chillers, boilers, heat pumps, lab hood facilities, clean rooms, cooling towers, VAV systems, advanced piping systems, and a variety of green concepts. He also has knowledge of envelope systems such that he can diagnose humidity problems that are caused by a combination of HVAC equipment and problematic building envelopes.

Our Plumbing Associate is fully qualified in all plumbing, fire protection, sprinkler systems (wet and dry), hood suppression and computer suppression systems.

Together, they have a combined experience of 105 years in their respective field of engineering and completed about 2000 projects as Charleston Engineering.

DOCKS AND MARINAS

Folly Beach Marina, Folly Beach, SC
Charleston City Mega Dock, Charleston, SC
Charleston Harbor Marina, Charleston, SC
IOP Marina, Isle of Palms, SC
Bristol Marina, Charleston, SC
Daniel Island Marina, Daniel Island, SC
Bohicket Marina, Johns Island, SC
Charleston City Boatyard, Charleston, SC
Charleston City Marina Expansion, Charleston, SC
The Citadel Boat Center, Charleston, SC
Ripley Light Marina, Charleston, SC

PARKS

Stono River Park, Johns Island, SC
Old Towne Creek, Charleston, SC
Bender Street Park, Charleston, SC
East Bay Park, Georgetown, SC
Beck Field, Georgetown, SC
Summers Corner Parks, Summerville, SC
Hutchinson Square, Summerville, SC
Skateboard Park, Charleston, SC

CHARLESTON ENGINEERING CONSULTANTS, INC.

JOHN DEDEN, P.E., Electrical Engineer/ President

EDUCATION

Bachelor of Science in Electrical Engineering, The Citadel, 1977.

PROFESSIONAL QUALIFICATIONS

State of South Carolina, P.E. registration no. 10079

State of Georgia, P.E. registration no. 021179

State of Tennessee, P.E. registration no. 00102137

State of North Carolina, P.E. registration no. 19980

Commonwealth of Virginia, P.E. registration no. 025377

LEED Accreditation in process

EXPERIENCE

Work experience includes 10 years as an electrical engineer for Southern Division Naval Facilities Engineering Command, 2 years with a private consulting engineering firm and 24 years with Charleston Engineering.

Electrical design experience consists of power distribution, facility power systems, computer aided indoor and outdoor lighting design, lightning and surge suppression, fire detection, telephone, data, CCTV, and security systems, and cost estimating. Power distribution experience has involved computer aided load flow and fault analysis, evaluation, design, inspection and testing of overhead and underground electrical systems through 35KV class equipment. Experience in facility electrical systems has included new buildings and complete renovations of buildings up to a 500,000 square foot aircraft maintenance facility.

Types of facilities include heavy and light industrial facilities, administration (office) buildings, detention facilities, hospitals, schools, churches, parks, recreational facilities, marinas, and retail buildings.

Construction administration experience includes inspection of the types of facilities mentioned above as well as one year as full time ROICC (resident officer in charge of construction) of all electrical projects at the Charleston Naval Shipyard and Project Manager for damage assessment, design and construction for Hurricane Hugo damage to piers and several facilities at Charleston Naval Shipyard.

CHARLESTON ENGINEERING CONSULTANTS, INC.

ROBERT F. TURNER, P.E., Mechanical Engineer/ Vice President/ Partner

EDUCATION

Bachelor of Science in Mechanical Engineering, Clemson University, 1995

PROFESSIONAL QUALIFICATIONS

State of South Carolina, P.E. registration no. 20539

LEED Accreditation in process

Mitsubishi Diamond Certified

(2) ASHRAE Regional Technology Awards – First Place

ASHRAE Society/International Technology Award – Honorable Mention

Article published in October 2013 ASHRAE Journal

EXPERIENCE

Work experience includes 4 years as a mechanical engineer for Lockwood Greene Engineers in Spartanburg, SC, 6 years as a mechanical engineer for Wade Crow Engineering in Spartanburg, SC, and 10 years with Charleston Engineering.

Project experience has been mainly institutional and commercial HVAC and plumbing. Special skills include Geothermal HVAC, LEED/Green building design, computerized load calculations, energy analysis, and life cycle analysis. Lead engineer design experience for more than 40 schools, new and renovated, including 4 schools with geothermal heating and cooling. In addition, design experience includes work for hospitals, jails, clean rooms, lab hood facilities, churches, government buildings, and theaters.

Construction administration experience includes pre-bid and pre-construction meetings, value engineering, shop drawings reviews, troubleshooting, and inspections during multiple phases of the project. Building analysis experience includes site review and diagnosis of building pressure problems, humidity problems, envelope problems, and equipment problems.

PROFESSIONAL AFFILIATIONS

The American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE).

Positions held: President of the Charleston Chapter, Vice President, News Letter Editor, Student Activities Chairman, and Board of Governors.

Founding Board Member and Chairman of ACE Mentors of Greater Charleston

CHARLESTON ENGINEERING CONSULTANTS, INC.

CARSON SMITH, Project Manager / Associate

EDUCATION

Associate / Mechanical Engineering Technology / Trident Technical College / 1978

PROFESSIONAL QUALIFICATIONS

National Institute of Certification of Engineering Technicians / No. 066083 / 1978

EXPERIENCE

Work experience includes 8 years as a mechanical engineer for Southern Division Naval Facilities Engineering Command, and 5 years with a private consulting engineering firm before joining Charleston Engineering 22 years ago.

Mechanical facility design experience includes computerized load calculations, energy analysis, and life cycle analysis, HVAC design, fire protection, plumbing design and computer aided drafting design (CADD) and cost estimating.

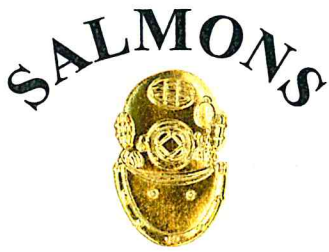
Types of facilities include heavy and light industrial facilities, administration (office) buildings, detention facilities, hospitals, schools, churches, parks, recreational facilities, and retail buildings.

Construction administration experience includes pre-bid and pre-construction meetings, shop drawings reviews, inspections and close-out documents.

PROFESSIONAL AFFILIATIONS

National Fire Protection Association (NFPA)

American Society of Plumbing Engineers (ASPE)



SALMONS DREDGING CORPORATION

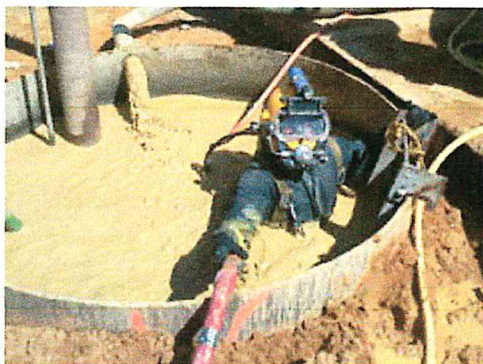
Marine Contractors Since 1919

Post Office Box 42
Charleston, SC 29402
Tel: (843) 722-2921
Fax: (843) 723-4630
www.salmonsdredging.com

ABOUT SALMONS DREDGING



Salmons Dredging Corporation was founded by Harry V. Salmons in 1919 to provide dredging and marine contracting services, and then managed by his son, Richard W. Salmons until 1992. Over its history, the company has evolved into a general, heavy marine construction company. The company has been owned and managed by Richard W. Salmons Jr. since 1992. Salmons Dredging Corporation specializes in marine construction and provides commercial diving, marine services, and marine terminal operations to the industrial, transportation, government, utility, and service sectors in the southeastern United States. Our reputation is founded on quality; building a superior product, through innovation and professionalism.



Our Vision Statement: Salmons Dredging Corporation is a marine services company that is bound by its core values. Dedication to these values, to customer expectations, and to the development of each employee, will preserve our longevity and strengthen the communities we serve.

SALMONS DREDGING CORPORATION'S CORE VALUES

Salmons Dredging Corporation is committed to excellence which is represented in these core values:

INTEGRITY

Do what is right when no one is looking.

RESPECT

Talk to others as you would want to be spoken to.

CUSTOMER SERVICE

Exceed customer needs while maintaining company profits

LOYALTY

Defend your company

PRIDE

Be the face of your company

OWNERSHIP

Take care of what your company entrusts to you (customers, staff, equipment

HEAVY MARINE CONSTRUCTION



Salmons is a mid-size, diversified marine contractor specializing in heavy marine construction. Our construction services include: pile driving, marine facility and structure construction, repair and maintenance, bridge building, marinas, submarine utilities, and demolition. We have built an excellent safety record over nearly 100 years of successful operations. Project contracts range from \$25,000 to \$5 million.

WE SPECIALIZE IN:

- Marinas
- Piers
- Fender systems
- Dolphins
- Bulkheads
- Marine railways
- Timber, steel and concrete bridges
- Mooring installations
- Aids to navigation
- Submarine pipelines
- Submarine communication & power cables

- Intakes, effluents, and spillways
- Pile driving
- Specialty concrete restoration



WE INSTALL AND REPAIR:

- Marine structures
- Bridges
- Utilities
- Foundations

COMMERCIAL DIVING

Salmons Diving serves the inland market in the southeastern United States. Charleston's oldest commercial diving company and a member of the Association of Diving Contractors International since 1990, Salmons provides underwater services for vessel owners and operators, marine insurance carriers, government entities, engineering firms, utilities, and a wide variety of industrial companies. Our extensively trained, commercially-certified dive crews are ready 24 hours a day, 7 days a week to safely and efficiently meet our customers' needs.

WE INSPECT, MAINTAIN AND REPAIR:

- Bridges and piers
- Dams and hydros
- Mill and plant structures
- Vessels of all classes

WE SPECIALIZE IN:

- Contaminated diving services
- Potable water diving
- Aerator mooring systems
- Cathodic protection
- Clarifiers
- Gates and valves
- Intake and effluent structures
- Concrete repairs
- Trash racks
- Turbidity curtains
- Pipelines and tunnels
- Elevated tanks
- Cleaning and inspection



OUR VESSEL SERVICES INCLUDE:

- Cofferdam design and fabrication
- Non-destructive testing
- Underwater burning and welding
- Video and photographic inspections in lieu of drydocking
- Hull cleaning
- Pumping and recovery systems
- Salvage
- Owned and operated floating cranes, tugs, and barges
- Accreditation by major class societies

MARINE SERVICES & TERMINAL

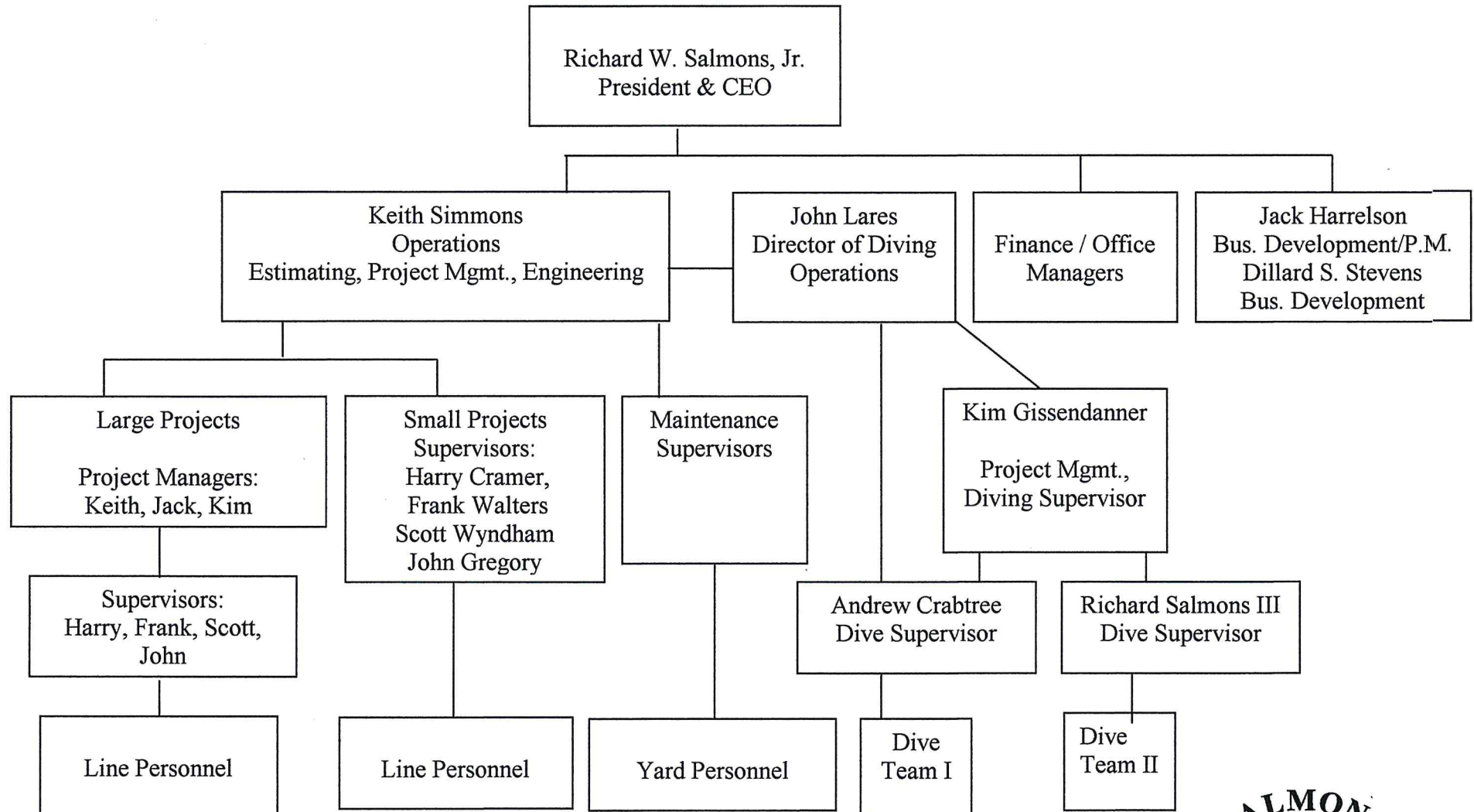
Salmons provides quality marine services throughout coastal South Carolina and in neighboring states. We have established long term relationships with our customer base by delivering outstanding service in a timely, safe, and cost-effective manner. Services include floating cranes, deck barges and tugs for hire, roll on roll off deliveries by barge, launch service, and delivery of ship stores.

Salmons Terminal is located on Shipyard River off of the Cooper River in Charleston, SC, in close proximity to Charleston Harbor and all major shipping terminals. Our 10-acre facility provides nearly 700 feet of pierside berthing, 800 feet of fleeting, staging areas, and a barge loading ramp, for vessel operators, contractors, and project logistics



SALMONS DREDGING CORPORATION

FUNCTIONAL ORGANIZATION CHART



Association of Diving Contractors International



HAVING TO PLEDGE TO SUPPORT THE PURPOSES OF THIS ASSOCIATION

SALMONS DREDGING CORPORATION

IS RECOGNIZED AS A GENERAL MEMBER FOR THE CURRENT YEAR
SCOPE OF WORK: COMMERCIAL DIVING AND MARINE SERVICES

2018

A handwritten signature in black ink, appearing to read "Phil Newsum".

Phil Newsum, Executive Director

MEMBER # 0457

100

90

80

70

60

50

STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
SC CONTRACTOR'S LICENSING BOARD

CCB 1014739

LICENSE CERTIFICATE

The following Licensee:

*** LICENSE#: G10213 ***

SALMONS DREDGING CORP
1884 HERBERT STREET
CHARLESTON SC 29405

has met the necessary qualifications required by the laws of South Carolina and is duly qualified and entitled to practice as a:

GENERAL CONTRACTOR

for the Classification(s) and Group Limitation shown below:

BR5 WL5 MRS

LICENSE EXPIRES:10/31/2018

Date of Issue:07/09/2016

Initial License Date:01/01/1992

*** NEW Dollar Group# Limitations - Effective 06/03/2016: ***

The number after your 2-letter classification(s) above is your Group#

Group #1 - \$50,000	Group #3 - \$500,000
Group #2 - \$200,000	Group #4 - \$1,500,000
Group #5 - \$Unlimited	

Roy Lowe
Administrator

License Qualifier(s): JACK C HARRELSON JR, RICHARD W SALMONS JR

*** It is at the discretion of this licensee, not the board, to authorize individuals to pull permits and conduct business ***

*** PLEASE CHECK YOUR CARD & CERTIFICATE ADDRESS, CLASSIFICATION(S), AND CONTRACT LIMIT FOR ACCURACY ***

*** The individual(s) qualifying this license can be verified on our website at <https://verify.ilronline.com/LicLookup/LookupMain.aspx> ***
LICENSE RENEWALS - All General Contractor licenses expire on 10/31/20xx of every **EVEN**-numbered year. Renewing is only available during the renewal year between mid-June - January 31. After renewals end in January, the portal is closed and licenses not renewed must be reinstated by submitting an initial application, Doc #165, from our website, www.ilronline.com/pol/contractors, with a current financial statement and fee. Renewal website: <https://renewals.ilronline.com/RegLogin.asp>

KEEP THIS RENEWAL INFORMATION TO RENEW YOUR LICENSE BEGINNING MID-JUNE OF EVERY **EVEN-NUMBERED YEAR**.

*** RENEWAL INFORMATION: USERID: 1896529 - PASSWORD: 52492 ***

*** LICENSE#: G10213 ***

CCB1014739

South Carolina Department of Labor, Licensing and Regulation
SC Contractor's Licensing Board

Certifies Licensee:

SALMONS DREDGING CORP
1884 HERBERT STREET
CHARLESTON SC 29405

as a
GENERAL CONTRACTOR

DATE OF ISSUE:07/09/2016

INITIAL LICENSE DATE:01/01/1992

EXPIRATION DATE:10/31/2018

Roy Lowe
Administrator

*** LICENSE#: G10213 *** CCB 1014739

for Licensee

SALMONS DREDGING CORP
in the Classification(s) and Group# Limitation of:

BR5 WL5 MRS

*** NEW Dollar Group# Limitations - Effective 06/03/2016: ***

The number after your 2-letter classification(s) above is your Group#

Group #1 - \$50,000	Group #3 - \$500,000
Group #2 - \$200,000	Group #4 - \$1,500,000
Group #5 - \$Unlimited	

Disregard the previous dollar limitations on the back of this card!
(See back of card for 2-letter Classification Abbreviations key)

Qualifier(s): JACK C HARRELSON JR, RICHARD W SALMONS JR

LICENSE EXPIRES: 10/31/2018

*** **BOTH PORTIONS OF THE ABOVE POCKETCARD MUST BE PRESENTED AT ALL TIMES** ***

DO NOT PEEL CARD FROM A CORNER

To remove card from backing

- Bend form back from the outside edge
- Pull card off backing

WALL CERTIFICATE BELOW:

SIGNAL MUTUAL INDEMNITY

SALMONS DREDGING CORPORATION

THIS CERTIFICATE IS AWARDED FOR THEIR OUTSTANDING ACHIEVEMENTS:

PERFECT RECORD AWARD

ZERO CLAIMS FOR THE
2016-2017 MEMBERSHIP YEAR



PRESENTED ON
APRIL 25, 2018

Charles
Taylor

Gunther Hoock

Gunther Hoock, Vice President Safety Resources
Signal Administration, Inc.



Arrive Home Alive

SIGNAL MUTUAL INDEMNITY

SALMONS

DREDGING CORPORATION

THIS CERTIFICATE IS AWARDED FOR THEIR OUTSTANDING ACHIEVEMENTS:

PERFECT RECORD AWARD

ZERO CLAIMS FOR THE
2015-2016 MEMBERSHIP YEAR



PRESENTED ON
MAY 1, 2017

Charles
Taylor

Gunther Hoock

Gunther Hoock, Vice President Safety Resources
Signal Administration, Inc.



Arrive Home Alive.

SIGNAL MUTUAL INDEMNITY

SALMONS DREDGING

PERFECT RECORD AWARD

THIS CERTIFICATE IS AWARDED FOR
THEIR OUTSTANDING ACHIEVEMENTS:

ZERO CLAIMS FOR THE
2014-2015 MEMBERSHIP YEAR



PRESENTED ON

MARCH 1, 2016

Charles
Taylor

Gunther Hoock

Gunther Hoock, Vice President Safety Resources
Signal Administration, Inc.



Arrive Home Alive.

TESTIMONIALS

"Over the past 15 years Charleston Water System has had the pleasure of working with Salmons Dredging on a variety of different diving service projects. Several of these projects were emergency situations with the potential for dire circumstances and Salmons Dredging stepped up to help us in our hour of need. They made schedule changes, diverted crews and equipment worked at night and on the weekends; they did whatever was necessary to provide vital services to us. Salmons leadership, diving knowledge, experience and overall work ethic is outstanding, it has always been a comfort to us knowing they are just a telephone call away."

Kin Hill P.E., Chief Executive
Charleston Water System
Charleston, South Carolina

"Being that Salmons is a family owned business says it all. Pride and accountability are the first traits that I recognized from day one. Working hand in hand with your employees and their can-do attitude and abilities certainly makes doing business with your company effortless and pleasurable. Knowing that just one phone call will bring a prompt response and an array of skilled services with viable solutions to issues large or small says it all. Having the Salmons team available certainly makes the Vane Brothers operation run smoothly in the Charleston area."

Capt. Mason Keeter, General Manager - Port of Hampton Roads
Vane Line Bunkering Inc
Portsmouth, Virginia

"Salmons has completed all of our marina work for the past 17 years. They are always on time and within budget, and easy to coordinate with when operations must continue during construction."

Robbie Freeman, Managing Partner
Charleston City Marina & Boatyard, and Bristol Marina
Charleston, South Carolina

"Mr. Salmons, Thank you for your quick and professional response this past weekend to our lost anchor case. Your folks mobilized quickly, set appropriate expectations for the salvage, remained flexible throughout the process and then exceeded all expectations by recovering the anchor earlier than anticipated. As a result of your crew's effort we were able to reroute traffic through the area Saturday night and then get the port opened back up for business on Sunday without further impacts to vessel schedules. The term "Bravo Zulu" comes from the 1949 Navy Book of Signals and means "well done"...a hearty "Bravo Zulu" to you and your crews from your Coast Guard."

Capt. M. F. McAllister, Previous "Captain of the Port"
United States Coast Guard
Charleston, South Carolina

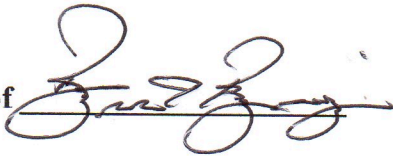
Documentation of Site visit to the Isle of Palms Marina

In association with RFP 2018-01, I, Ben Brazier, attest that

Christopher Moore, PE; Jon Guerry Taylor & Associates, Inc accompanied me on
(Insert name and name of firm)

06.21.28; 0830 am for a site visit to the Isle of Palms Marina.
(insert time and date)

Signature of



Signature of Proposer

NOTE: This sheet must be turned in with the Proposer's proposal to the City.



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

ENGINEERS - PLANNERS - ENVIRONMENTAL CONSULTANTS

P.O. BOX 1082; MOUNT PLEASANT, SC 29465 USA

PHONE: 843.884.6415

FAX: 843.884.4026

www.jgtinc.com

June 25, 2018

Ms. Desire'e Fragoso, Interim City Manager
City of Isle of Palms
1207 Palm Boulevard
Isle of Palms, SC 29451

Re: RFP 2018-1; Engineering, Design and Permitting for Isle of Palms Marina Docks Rehabilitation

Dear Ms. Fragoso,

Outlined below is the fee schedule for Professional Engineering Services associated with the Scope of Work for RFP 2018-1; Engineering, Design and Permitting for Isle of Palms Marina Docks Rehabilitation

TASK 1: PRELIMINARY ENGINEERING, PRIORITIZE REPAIR/REPLACEMENT OF MARINA FACILITIES AND REGULATORY PERMITTING

JGT will complete the tasks outlined in the Statement of Work. This includes the following:

- Compile available information on the existing docks and utilities.
- Site visits to assess the damaged/aged docks, gangways, piles, utilities and other components of the marina
- Review the existing studies completed to date
- Meet with City staff, the Marina Operator, Real Property Committee, Ways and means Committee and City Council.
- If it is determined to be required, engage subconsultant Salmons Dredging to undertake underwater inspection of the existing docks and piles.
- Engage subconsultant Charleston Engineering to undertake inspection of the marina plumbing/electrical items and prioritize repair/replacement and provide a phased master plan for these items.
- Develop and Submit Maintenance and Repair Authorization Requests to SCDHEC-OCRM items such as new gangways and utilities.
- Develop a phased Master Plan to address the repair and replacement of the facility as required including docks, gangways, piles, electrical and plumbing and other appurtenances.

JOINT FEDERAL AND STATE PERMITTING

JGT will develop a complete permitting package for the replacement of the floating dock and related appurtenances that are not addressed under OCRM's Maintenance and Repair Authorizations as discussed in the RFP document. This would include:

- Meet with the City and other shareholders at the City's discretion to discuss further revisions and refinements to proposed new dock layout. The Owner will provide the proposed new dock layout to JGT in AutoCAD format (.dwg file)
- Use the City provided 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 additions based on the City's' approved layout. The City will provide the existing survey information (dock and upland as-builts and hydrographic information) in AutoCAD format (.dwg file)
- As required for SCDHEC-OCRM and with the assistance of the Marina Operator, develop an Operations and Maintenance Manual for the facility. This document will include rules and regulations, a Spill Contingency Plan, Water Quality information and other required documents.
- Review the final permitting package with the City 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 City 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.
- Price includes all application and advertising fees

Assessment:	\$3,000.00
Planning Review and Layout Modifications:	\$3,000.00
Preliminary Engineering:	\$3,000.00
Electrical/Plumbing:	\$3,600.00
Maintenance and Repair Package:	\$1,500.00
Joint Federal and State Permitting:	\$10,500.00
Operations and Maintenance Manual:	\$2,500.00**

Task 1: Total Fees \$27,100.00*

*Optional Salmons Dredging Diving Inspection: \$3,500.00-5,500.00
(not included in fees above)

*** This fee can be deducted if the marina has a current Operations and maintenance manual*

ALTERNATE 1: DOCK REPLACEMENT: ENGINEERING AND TECHNICAL PACKAGE AND BIDDING ASSISTANCE

JGT believes it is prudent to separate the docks for this portion of the cost proposal since they are of varying age and condition. We have broken the docks into Group 1 (Dock Areas A-C), Group 2 (Dock Area D) and Group C (Dock Area E). The Scope of the work is consistent for each Group although there are minimal utilities on Dock Areas D and E. JGT will use the permitted plan to develop a complete set of engineering drawings for the replacement of the marina docks and piers. This scope of work will include the following:

- Design the floating dock systems.
- Design new fixed piers
- Develop design specifications for the new dock structures.
- Develop estimated costs
- Present concept options to the JIYC which could include Dock Design Committee, Board and Membership.
- Utility requirements and design.
- Develop a complete Engineering Design and Specification Package for the approved concept.
- Develop Bid Form based on the Engineering Design and Specification Package to ensure competitive construction bids.
- Attend meetings with the City to review the design package and bid form to ensure consistency with the City's goals and intent of the project.
- Facilitate identification and prequalification of Marine General Contractors.
- Provide responses to technical questions raised by the bidders during the bidding process.
- Provide a technical review of the received bids to ensure compliance with the design intent of the project.

Alternate 1: Group 1 (Dock Area A-C)..... \$32,000.00
Alternate 1: Group 2 (Dock Area D)..... \$14,000.00
Alternate 1: Group 3 (Dock Area E) \$14,000.00

Alternate 1: Total Fees..... \$60,000.00

ALTERNATE 2: CONSTRUCTION ADMINISTRATION AND OVERSIGHT SERVICES

This scope of work will include the following:

- Conduct review of shop drawings/design of the structures.
- Review supplier information for compliance with performance criteria and design intent of the project.
- Work with Contractors during the construction to answer questions and approve material substitutions.
- Provide technical support to the City during review and approval of contractor payment applications.
- Conduct weekly site visits during the construction of the project.
- Conduct a walk-through of the project at substantial completion.
- Conduct final walk-through with City representatives.

Alternate 2: Total Fees (Hourly, not to exceed @150.00/hr) \$20,000.00

Fee Summary:

The project scope items will be invoiced as follows:

Task 1: Preliminary Engineering, Prioritize Repair/Replacement of Marina Facilities and Regulatory Permitting \$27,100.00

Alternate 1: Dock Replacement: Engineering and Technical Package and Bidding Assistance \$60,000.00

Alternate 2: Construction Administration and Oversight Services (Hourly, not to exceed @150/hr)..... \$20,000.00***

Total Professional Fees\$107,000.00***

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

Sincerely,

JON GUERRY TAYLOR & ASSOCIATES, INC.



Christopher Moore, P.E.
President/Principal Engineer



June 25, 2018

City of Isle of Palms
Attn: Desiree Fragoso, Interim City Administrator
1207 Palm Boulevard
PO Box 508
Isle of Palms, SC 29451

Re: COVER LETTER ADDENDUM

**Engineering, Design and Permitting Services
Isle of Palms Marina Docks Rehabilitation
RFP 2018-01**

Dear Ms. Fragoso:

It is with incredible sadness that I submit this additional cover letter attached to SHFR's original proposal and cover letter. As you may know by now, Mr. John Shaffer passed away this weekend in a tragic hiking accident. While our proposal will now be viewed in a different light, we wanted to proceed with the submittal anyway. John and I both put much effort into this RFP, and I believe that John would have wanted it to be submitted to the City.

We understand the predicament this might create for the City and understand if the City decides to select another firm to carry out this project. However, I still believe our body of work and qualifications are solid and we can successfully handle this project.

Please contact me with any questions. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Bolchoz". The signature is written in a cursive, flowing style.

Mark Bolchoz, P.E.
Principal Engineer
mbolchoz@bmainc.co
www.shfrws.com





June 25, 2018

City of Isle of Palms
Attn: Desiree Fragoso, Interim City Administrator
1207 Palm Boulevard
PO Box 508
Isle of Palms, SC 29451

**Re: Engineering, Design and Permitting Services
Isle of Palms Marina Docks Rehabilitation
RFP 2018-01**

Dear Ms. Fragoso:

SHFR Waterfront Solutions is pleased to submit the enclosed proposal for professional consulting services for the Isle of Palms Marina Docks Rehabilitation. Our project team has recently performed multiple successful marina rehabilitation projects with very similar scopes to the Isle of Palms Marina Docks Rehabilitation project.

As the founder and owner of SHFR Waterfront Solutions (SHFR), Mr. John Shaffer will be the primary point of contact, as well as the person authorized to represent SHFR and enter into a contract with the City. His contact information is as follows:

SHFR Waterfront Solutions, LLC
Attn: John M. Shaffer, LEED AP, Principal
891 Rutledge Avenue
Charleston, SC 29403
jshaffer@shfrws.com
843-367-2042

Since 2012, Mr. Shaffer has provided consulting services for various projects related to the Isle of Palms Marina, both as SHFR and while working for another firm prior to founding SHFR. This experience has enabled him to develop intimate knowledge of the marina site and infrastructure, as well as an appreciation for both the challenges and opportunities associated with rehabilitating the facility. SHFR's principal engineer, Mr. Mark Bolchoz, also has a solid familiarity with the marina facility, having been involved in area projects dating back to the early 90's. Lastly, our electrical engineering subconsultant, Charleston Engineering, has worked on the IOP Marina in the past as well. We believe that our specific knowledge of the facility, and our decades of experience on marina projects with this identical scope, make SHFR Waterfront Solutions the most qualified firm to carry out this critical undertaking for the city of Isle of Palms.

Our proposed approach to the rehabilitation project is described in detail in the attached scope and fee proposal; however, the general approach is as follows:

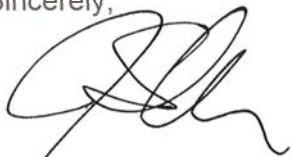
- Review the Limited Conditions Assessment and visit the site to establish our own opinion on the overall condition, life safety issues, remaining useful life and rehabilitation priorities for the facility.

- Work with the City to develop an understanding of the impact of rehabilitation efforts on facility operations, revenue, resident access, etc., and identify priorities for phasing.
- In order to bring the facility into compliance with ADA and up to modern marina standards, portions of the docks may need to be reconfigured. SHFR will prepare phased rehabilitation alternatives with associated cost estimates and schedules, and present to the City for review and feedback.
- Prepare and submit permit applications to SCDHEC-OCRM and USACE for the phased rehabilitation of the entire facility (the City will realize a savings of both time and money by undertaking a single permitting effort).
- Perform a comprehensive rehabilitation design and prepare Construction Documents for the phased rehabilitation of the entire facility (similarly, the City will realize a savings of both time and money by completing the design in a single effort, even if the actual implementation is phased).
- Conduct Bidding processes and provide Construction Administration services for each rehabilitation phase.

The City originally purchased the Isle of Palms Marina to prevent the property from being developed and to preserve access for the residents of Isle of Palms. We are aware that the City has already invested considerable resources on a redevelopment plan for the marina that ultimately proved unpopular with the residents. As outlined in the attached proposal, SHFR Waterfront Solutions has specific knowledge of the Isle of Palms Marina and recent experience with several other marina rehabilitation projects. Our qualifications and experience will provide the City with a “fresh set of eyes” to develop a comprehensive solution for the facility that meets both the City’s objectives and residents’ needs.

We believe that you will find the SHFR team to be uniquely qualified to perform the scope of work outlined in your RFP, and we look forward to offering our expertise to plan, permit and design a replacement for this valuable public amenity. Please review the enclosed information and contact us with any questions. Thank you for the opportunity.

Sincerely,



John Shaffer, LEED AP
Principal | Consultant
jshaffer@shfrws.com
www.shfrws.com

cc: Mark Bolchoz, Principal Engineer

Isle of Palms Marina Docks Rehabilitation

RFP 2018-01

Proposal for Engineering, Design and Permitting Services

Prepared by:




Prepared for:

City of Isle of Palms
Attn: Desiree Fragoso, Interim City Administrator
1207 Palm Boulevard
PO Box 508
Isle of Palms, SC 29451
25 June 2018



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1 Firm Overview

SHFR Waterfront Solutions, LLC, (SHFR) was formed by John Shaffer in 2014 to provide professional consulting services to public and private owners of marinas and waterfront developments. Shaffer has worked as a consultant in the Charleston area since 1995, and is extremely familiar with the infrastructure and operations at the Isle of Palms Marina. For the first two years SHFR mainly provided feasibility, planning and regulatory permitting services.

A longtime colleague of Shaffer, Mark Bolchoz, P.E., joined SHFR in the spring of 2017. Bolchoz is a Professional Engineer licensed in South Carolina, Georgia, and Florida. Bolchoz has worked in the waterfront development and marina industry for over 25 years, as both a consulting engineer and a marine contractor, throughout the southeastern US. With Bolchoz as Principal Engineer, SHFR now offers the following professional services:

- Condition assessments
- Feasibility studies
- Marina + waterfront planning
- Regulatory permitting
- Engineering design + construction documents
- Bidding + construction management

SHFR is a member of the Association of Marina Industries as well as the South Carolina Clean Marina Committee.

2 SHFR Work History and References

In the past few years, SHFR has consistently overseen the successful planning, permitting and design of several marina rehabilitation / replacement projects. SHFR has been instrumental and effective in obtaining regulatory permits, preparing accurate cost estimates, developing innovative designs and meeting demanding schedules. Additional details on the following recent, successful and relevant projects are provided in Appendix B:

2.1 Citadel Boat Center Redevelopment

Client: The Citadel
Location: Charleston, South Carolina
Reference: Glenn Easterby, (843) 953-5304, geasterb@citadel.edu
Bryan Kizer, (843) 740-6328, bryan.kizer@stantec.com
Budget: \$1,033,473 (estimate); \$1,160,285 (final costs)

The Citadel Boat Center had not been maintained or dredged in decades and the existing facilities were unusable and required total replacement. SHFR prepared a phased redevelopment plan and obtained State and Federal regulatory permits for the redevelopment of the Citadel Boat Center. During the design and construction phases, SHFR worked with Stantec to design the improvements, prepare Construction Documents and provide bidding and construction administration services. The completed facility features floating docks for runabouts and a sailing fleet, boatlifts, low freeboard floating docks for rowing shells, kayaks and SUPs, a reconfigured boat ramp and courtesy dock, and shoreline stabilization. The project was completed on time and within budget.

2.2 Ripley Light Marina Dock Replacement

Client: The Slips at Ripley Property Owners Association
Location: Charleston, South Carolina
Reference: Jim Perrine, (843) 276-4544, jim_perrine@yahoo.com
Budget: \$3,762,736 (estimate); \$3,205,261 (final tabulated bids)

Built in the early 1990s, the infrastructure at Ripley Light Marina is aging and requires total replacement. SHFR worked with the Owner to plan, permit and design a phased replacement of the entire marina (floating docks, fixed docks and utilities). SHFR prepared State and Federal permit applications and obtained the required permits. In an effort to reduce the overall project costs, the Owner desired to contract directly with contractors and suppliers and have SHFR serve as the Owner's Representative and provide Construction Management services. SHFR prepared separate bid packages for the floating docks, marine contractors (demolition, floating dock installation, etc.) and utility contractors (electrical and plumbing). Tabulation of the bids revealed that this approach saved approximately 15% off the Opinion of Probable Cost. Construction on two of the three phases is scheduled to occur fall/winter 2018/2019.

2.3 Shelter Cove Marina Maintenance Dredging

Client: Shelter Cove Marina / Greenwood Communities and Resorts
Location: Hilton Head Island, South Carolina
Reference: Frank Gaston, (843) 384-8366, gastonf35@yahoo.com
Budget: \$591,700 (estimate); \$612,100 (low bid)

SHFR initially performed a feasibility study to evaluate dredge volumes, disposal basin preparation requirements, regulatory permitting feasibility/requirements and project costs for the maintenance dredging of the Shelter Cove Marina basin. SHFR prepared a Sediment Sampling and Analysis Plan, Permit Applications as well as Bid Documents for the maintenance dredging effort, and provide limited Construction Administration services. The State and Federal Permits were issued in time for the maintenance dredging to be performed during the fall/winter of 2017/2018.

Concurrent with the maintenance dredging effort, SHFR also obtained State and Federal Permits to extend the Fuel Dock, performed a damage assessment and technical support for an insurance claim after Hurricane Matthew, and assisted Shelter Cove Marina with becoming certified as a Clean Marina.

2.4 Wharf St. Marys Schematic Design and Regulatory Permitting Support

Client: Camden County Joint Development Authority
Location: St. Mary's, Georgia
Reference: James Coughlin, (912) 729-7201, jmcoughlin@co.camden.ga.us
Budget: TBD

SHFR worked with the Client and Design Team to prepare a Schematic Design for the development of a new marina on the brownfield site of a former paper mill in St. Mary's, GA. The scope of the project includes floating docks in the North River for large transient vessels, an upland cut marina basin for ~115 wet slips surrounded by a mixed-use commercial marina village, a 304-berth drystack, and a boatyard with 75 and 300-ton haul out capabilities. Following the completion of the Schematic Design effort, SHFR worked with the permitting consultant and other Design team members to prepare a comprehensive application package for State and Federal authorizations.

2.5 Admiral's Cove Marina Replacement

Client: The Club at Admiral's Cove
Location: Jupiter, Florida
Reference: John Herring, (561) 745-5803, jherring@admiralscove.net
Budget: \$5,500,000

SHFR principals Mark Bolchoz and John Shaffer conducted this scope of professional services for The Club at Admiral's Cove while doing business as Bolchoz Marine Advisors, Inc. The scope of work was performed in partnership with a local dock manufacturer and general contractor, and included

development of design, construction drawings, and project management on the complete replacement of this high-end, 65-slip marina in Jupiter, FL.

Design and construction documents were developed for all project components including floating docks and access points, seawall work, and marina utility systems (electrical, fire, water, sewer).

Bolchoz performed all construction management tasks including oversight of subcontractors and suppliers, weekly progress meetings, coordination with Owner's staff, field changes, and all paperwork (review of submittals, payment applications, change orders).

While SHFR is a smaller, niche firm, no other consultant possesses the concentrated level of consulting / construction experience for public access and marina projects. Our size allows us to respond quickly to client requests and provide innovative solutions to complex projects.

3 Project Team

SHFR has assembled a Project Team that is uniquely qualified to perform the Isle of Palms Marina Docks Rehabilitation project. Resumes for the Team Members identified below are included in Appendix A.

3.1 SHFR Waterfront Solutions, LLC

SHFR Waterfront Solutions will serve as the prime consultant for The City of Isle of Palms.

SHFR Waterfront Solutions was formed in 2014 to provide owners and developers of waterfront property with creative, expert professional services. Located in Charleston, SC, our staff has nearly 50 years of combined experience in the planning, permitting, engineering design, and construction of marinas, public access facilities, and dredging and disposal operations.

SHFR works with developers, owners, operators and contractors to develop innovative solutions for projects with complex planning, permitting and design challenges. We understand that a “one size fits all” approach to waterfront development often fails to unlock the true potential of a site or facility, and, therefore, strive to create projects that balance return in investment, operations, aesthetics, and environmental sensitivity. Additionally, SHFR has the capability to carry a project from the early planning and permitting stages through design and construction. Using our Principal Engineer’s experience as a marine contractor on over \$150 million in construction throughout South Florida, SHFR has the ability - unique in the consulting industry - to understand the many facets of marine construction and all its nuances.

SHFR provides services to both public clients (municipalities, public service authorities, educational institutions) and private clients (marina owners / operators, property owner associations, other consulting firms).

SHFR Team Members include:

- John M. Shaffer, LEED AP
 - Project Title - Project Manager
 - Professional Discipline - Marina Consultant
 - Project duties – Project management, condition assessment, phased repair / replacement planning, regulatory permitting, support with design, bidding and construction administration
 - Recent experience – Shaffer played a lead role in all projects highlighted in Section 2
- Mark D. Bolchoz, PE
 - Project Title – Principal Engineer
 - Professional Discipline - Marina Consultant
 - SC Engineering License No. 17956
 - Project duties – condition assessment support, phased repair / replacement planning support, design, bidding and construction administration
 - Recent experience – Bolchoz played a lead role in all projects highlighted in Section 2

3.2 Subconsultants

SHFR uses sub-consultants when project needs dictate, primarily for surveying, water quality monitoring, sediment sampling and analysis, geotechnical investigations, appraisals and electrical design. For the Isle of Palms Marina Docks Rehabilitation, SHFR will use only the following subconsultants:

3.2.1 Charleston Engineering

Charleston Engineering will act as a sub-consultant to SHFR and will perform the design work on the electrical portion of the docks rehabilitation.

Charleston Engineering was established in March, 1990 and incorporated on January 1, 1995 as Charleston Engineering Consultants, Inc. Their offices are located at 125 B Wappoo Creek Drive on James Island.

Charleston Engineering is a professional mechanical, electrical, fire protection, and plumbing engineering consulting firm that designs interior systems which make buildings comfortable and functional. The company is a well-balanced & flexible team of 2 professional engineers, 1 design technician, 1 CADD technician and 1 office manager. Charleston Engineering prepares construction drawings and specifications, investigates problems and recommends solutions that insure compliance with current building codes.

Charleston Engineering Team Members include:

- John Deden, PE
 - Project Title – Electrical Engineer
 - Professional Discipline – Professional Electrical Engineer
 - SC License No. 10079
 - Project duties – Condition assessment and phased repair / replacement planning support, design of marina electrical system, support with bidding and construction administration as needed
 - Recent experience – Deden worked with SHFR on the Citadel Boat Center Redevelopment and the Ripley Light Marina Dock Replacement.

John Deden, Charleston Engineering's Electrical Engineer is experienced in normal power, emergency power, lighting, data, telephone, security, fire alarms, and has a significant amount of experience with marina projects. In 2007, Deden performed a condition assessment and replacement design of the electrical system at the Isle of Palms Marina, as part of the bulkhead replacement project. The electrical improvements were never completed. Deden's experience with the design of marina electrical systems also includes:

- Folly Beach Marina, Folly Beach, SC
- Charleston City Mega Dock, Charleston, SC
- Charleston Harbor Marina, Charleston, SC
- Bristol Marina, Charleston, SC
- Daniel Island Marina, Daniel Island, SC

- Bohicket Marina, Johns Island, SC
- Charleston City Boatyard, Charleston, SC
- Charleston City Marina Expansion, Charleston, SC
- The Citadel Boat Center, Charleston, SC
- Ripley Light Marina, Charleston, SC

3.2.2 Soil Consultants, Inc.

Soil Consultants, Inc., (SCI) is certified as a DBE, SBE, and WBE firm by various agencies, has been providing geotechnical engineering and construction materials testing services since 1951.

Based in Charleston, South Carolina, SCI's staff includes geotechnical engineers, geologists, materials and nondestructive inspectors including certified welding inspectors, drillers, and administrative specialists.

SCI owns and operates their own drilling equipment. They perform drilling services in both land and marine environments.

SCI performs geotechnical laboratory testing, field and laboratory testing of construction materials, and nondestructive testing. They have an in-house AASHTO accredited and USACE validated laboratory.

Geotechnical testing capabilities include, but are not limited to, index testing (moisture, gradation, Atterberg limits, and organic content), strength testing (unconfined, unconsolidated-undrained, consolidated undrained with pore pressure, and direct shear), consolidation, hydraulic conductivity, CBR, and corrosion potential (pH, resistivity, water soluble sulfate & chloride).

SCI Team Members include:

- Ronald R. Austin, PE
 - Project Title – Geotechnical Engineer
 - Professional Discipline – Professional Civil / Geotechnical Engineer
 - SC License No. 17284
 - Project duties – Geotechnical investigation, if required
 - Recent experience – Austin worked with SHFR on the Citadel Boat Center Redevelopment.

SHFR believes that previously performed geotechnical investigations at the Isle of Palms Marina (e.g., bulkhead replacement) and in the vicinity, may be available and may contain sufficient information that additional geotechnical investigation is unnecessary, translating to a significant potential savings to the City. Until we conduct this research and analysis, the need for additional geotechnical investigation is unknown. As such, SHFR has included a separate allowance for a potential geotechnical investigation for this task in our Fee Proposal (Section 5).

4 Project Approach

SHFR proposes the following general approach to performing the Isle of Palms Marina Docks Rehabilitation project; however, deviations from the approach may be necessary based on City directives, findings, etc.

Suggested meetings for each Task are identified in the approach descriptions below.

BASE BID

4.1 Task 1: Rehabilitation Prioritization

SHFR will visit the Isle of Palms Marina after having thoroughly reviewed the Limited Condition Assessment prepared previously by Applied Technology & Management (ATM). SHFR will note the current condition of the docks (including anchor piling, structural members, hardware and flotation) as well as the marina electrical system. SHFR will not prepare a new complete Condition Assessment, but rather, will prepare a letter report that includes:

- Opinion on the accuracy of the Limited Condition Assessment
- Identification of any life safety and code compliance issues
- Opinion on Remaining Useful Life of the docks and electrical systems
- Recommendations on priorities for repair and/or replacement of the docks and electrical systems

SHFR will present the findings to the City at an appropriate forum (e.g., Real Property Meeting) to receive feedback, and will move into Task 2 once consensus has been reached regarding the rehabilitation priorities.

4.2 Task 2: Phased Dock Rehabilitation Plan

Based on the findings from Task 1, SHFR will work with the City and City-identified stakeholders to prepare a plan for the phased rehabilitation of the docks and utility systems at the Isle of Palms Marina. Consideration will be given to the following factors:

- Budget
- Priority for Repair / Replacement (remaining service life, life safety issues, etc.)
- Impact on Marina Operations and Revenue
- Utility Distribution and Service
- Compatibility with Boating Infrastructure Grant funded improvements to the fuel system / fuel dock
- Construction Feasibility
- Floating Dock Material and Electrical Service Preferences (cost factors)

While we understand that the City desires to maintain the current layout of the marina to the maximum extent possible, it will be necessary to reconfigure portions of the docks in order to bring the facility into compliance with the Americans with Disabilities Act (ADA). SHFR will prepare up to two alternative rehabilitation plans that graphically illustrate the recommended construction

phases. SHFR will prepare an “order of magnitude” Preliminary Opinion of Probable Cost (OPC) for each alternative that details the estimated costs for each phase by line item, including estimated quantities and unit costs where appropriate. SHFR will meet with regulatory staff at SCDHEC-Office of Ocean and Coastal Resource Management (SCDHEC-OCRM) and the US Army Corps of Engineers (USACE) to review the proposed rehabilitation plans and identify any potential permitting challenges.

SHFR will present the alternatives to the City at an appropriate forum (e.g., Real Property Meeting) to receive feedback. Based on the comments and direction received, SHFR will prepare a final Phased Dock Rehabilitation Plan and OPC that will serve as a “road map” for advancing the future permitting, design and construction efforts. SHFR will also prepare a general “Critical Path Method” (CPM) Schedule that identifies the anticipated regulatory permitting timeframe as well as a typical schedule for one phase of construction to facilitate City planning and budgeting efforts. These items will be provided to the City for final approval in an appropriate forum (e.g., City Council Meeting) before advancing to the subsequent tasks.

4.3 Task 3: Regulatory Permitting

SHFR will initiate the regulatory permitting process at the completion of Task 2. Although the rehabilitation of the facility will be executed in phases, the regulatory agencies will prefer that the City request authorization for the total project in one comprehensive permit application. The City will also realize a savings by undertaking only one permitting process.

Based on the final rehabilitation plan, SHFR will prepare a complete application package that includes:

- Joint Federal and State Permit Application Form
- Drawings prepared to State and Federal processing guidelines
- Project description and alternatives discussion
- List of Adjacent Property Owners
- Affidavit of Ownership and supporting documentation
- Operation and Maintenance Manual (update)
- Application fee
- Newspaper notice (per SCDHEC-OCRM requirements)

Prior to submittal, SHFR will provide a complete application package to the City for review and signature. Once the City has returned the signed application form, SHFR will submit the application to USACE and SCDHEC-OCRM.

An SCDHEC-OCRM stormwater/land disturbance permit is not anticipated and, therefore, is not included in this scope of services. It is our understanding that no local permits are required for the marine-related work (building permits will be the responsibility of the Contractor).

During the permit application review process, coordination with the regulatory agencies will be required in order to answer questions that arise, or to keep the review process moving forward. SHFR will attend meetings with IOP staff, the regulatory agencies, stakeholders, or other parties as requested.

BID ALTERNATE 1

4.4 Task 4: Construction Bid Procurement Services

Until Task 2 is completed, the number of rehabilitation phases – as well as the scope, construction cost and required design effort associated with each - is unknown. Based on priorities, schedule and budget, SHFR anticipates that there could be as few as two (2) and as many as five (5) separate phases. We have prepared a general scope of work for preparing Construction Documents and overseeing the Bidding process that is applicable for each phase of construction.

Our fee estimate for this Task is based on completing the design and Construction Documents for the rehabilitation of the entire facility and administering one bidding process. Future bidding processes for subsequent phases will be considered additional services. We believe this approach will result in a comprehensive, holistic rehabilitation design, and the City will ultimately realize a savings by paying for only one round of Design and Construction Documents. SHFR has based our fee for this task on our recent experience with similar projects in the Charleston area. Since the exact scope of the rehabilitation is unknown at this time, SHFR reserves the right to renegotiate the fees for this Task based on the outcomes and decisions from Task 2.

SHFR believes that previously performed geotechnical investigations at the Isle of Palms Marina (e.g., bulkhead replacement) and in the vicinity, may be available and may contain sufficient information that additional geotechnical investigation is unnecessary, translating to a significant potential savings to the City. Until we conduct this research and analysis, the need for additional geotechnical investigation is unknown. As such, SHFR has included a separate allowance for a potential geotechnical investigation for this task in our Fee Proposal (Section 5).

Based on the Phased Dock Rehabilitation Plan developed in Task 2 and the outcome of the local, state, and federal permitting processes, SHFR will work with the City to develop Construction Plans and Specifications to be used in the bidding process. The Construction Documents are anticipated to include the following items:

- Existing Conditions Plan
- Demolition Plan (Phased)
- Proposed Improvements Plan (Phased)
- Fixed Dock Pile Layout Plans (Phased)
- Fixed Dock Framing Plans, Cross Sections, and Details (Phased)
- Floating Dock Repair/Replacement Plans and Details (Phased)
- Floating Dock Layout Plans (Phased)
- Electrical and Lighting Plans and Details (Phased)
- Potable Water and Sewer Plans and Details (Phased)
- Fire Suppression Plans and Details (Phased)
- Performance Specifications (for floating dock)

- Technical Specifications (materials and installations, e.g., timber, marine pilings, fasteners, utilities, etc.)
- Updated Opinion of Probable Construction Costs

SHFR will provide the City with a 90% complete submittal for review and feedback. SHFR will meet with the City to receive feedback and will incorporate their comments into the final Construction Document revisions.

Following the City's approval of the final Construction Documents, SHFR will work with the City to oversee the bidding and contract negotiation process. Specific task items include:

- Prepare brief scope of work statement for bid solicitation documents
- Recommend construction timeline milestones, including substantial completion date
- Prepare Bid Form (including potential bid alternatives)
- Assist the City in advertising for and soliciting competitive bids for the work
- Attend pre-bid conference with the City and Bidders
- Respond to Requests for Additional Information from Bidders
- Assist with preparation of addenda as appropriate to clarify, correct, or change the Construction Documents
- Review and tabulate bids, bonds, and certificates of insurance
- Recommend Contractor based on price and experience, and assist the City with their final contractor selection

BID ALTERNATE 2

4.5 Task 5: Construction Administration

SHFR will serve as the City's representative during the construction process. Specific task items are anticipated to include:

- Coordinate pre-construction meeting with City staff and contractor
- Review and approve contractor submittals and shop drawings
- Perform scheduled site visits to monitor project progress and observe construction of all marine-related work. Provide scheduled (to be determined) progress reports/meeting minutes to City.
- Coordinate with the City and Contractor as required to maintain schedule and quality
- Review and approve pay requests and change orders
- Assist the City with close-out duties: punchlists, final walk-throughs, coordinate as-built surveys/drawings/warranties (to be provided by Contractor)

Since the scope of the rehabilitation effort and the number of construction phases is unknown at this time, SHFR has based the fee for this Task on the project being completed in one phase. We recommend that the fee for the Construction Administration task be reevaluated at the completion of Task 2 when the scope and phasing of the rehabilitation effort is better understood.

5 Fee Proposal

SHFR proposes to provide the City of Isle of Palms with the professional services outlined above for a lump sum fee of \$21,000 (Tasks 1 through 3). Estimated fees for Tasks 4 and 5 (Add Alternates 1 and 2, respectively) are provided; however, SHFR believes it will be in the best interest of both parties to reevaluate the fees for these tasks at the conclusion of Task 2

TASK		FEE
BASE BID		
Task 1:	Rehabilitation Prioritization	\$ 3,750.00
Task 2:	Phased Dock Rehabilitation Plan	\$ 9,750.00
Task 3:	Regulatory Permitting	\$ 7,500.00
BASE BID TOTAL		\$ 21,000.00
ADD ALTERNATE 1		
Task 4:	Construction Bid Procurement Services	
	Construction Documents Allowance	\$ 74,500.00*
	Bidding Allowance	\$ 7,500.00**
	Geotechnical Allowance	\$ 15,000.00***
ADD ALTERNATE 2		
Task 5:	Construction Administration Allowance	\$ 50,000.00*

* SHFR reserves the right to renegotiate these fees at the completion of Task 2 when we have a better understanding of the scope and number of phases associated with the rehabilitation effort.

** This fee is for one bidding process. Bidding processes for future phases will be additional services.

*** SHFR believes that an additional geotechnical investigation may be unnecessary.

Appendix A:

Resumes





POSITION:	Principal SHFR Waterfront Solutions, LLC
SPECIALIZATION:	Marina and Waterfront Development Planning, Regulatory Permitting, and Project Management
YRS EXPERIENCE:	23
EDUCATION:	B.A. Environmental Science, University of Virginia, 1994 Minor in Urban and Environmental Planning
CERTIFICATIONS:	LEED® Accredited Professional
MEMBER:	Association of Marina Industries SC Clean Marina Committee

KEY QUALIFICATIONS

Mr. Shaffer has over 20 years of professional consulting experience in the development of marinas and waterfront development projects. His expertise includes the planning and design of marinas, urban and mixed-use waterfronts and specialized docking facilities; site and condition assessments; regulatory, market, financial and engineering feasibility studies; and coordinating the regulatory permitting process for waterfront development and dredging/disposal projects. With a background in urban and environmental planning as well as the environmental sciences, Mr. Shaffer has the ability to bring together the unique relationships that exist between the water- and land-side elements of a project. He seeks collaborative efforts that create functional, sustainable, and aesthetically pleasing waterfront environments. Whenever feasible, Mr. Shaffer promotes the use of sustainable design, materials, and construction methods to preserve and enhance the marine environment.

Mr. Shaffer has provided planning, feasibility, and/or regulatory permitting services on over 70 marinas and nearly 25 public access projects. Mr. Shaffer has also provided technical support for Environmental Impact Assessments and secured government approvals for a number of projects with challenging environmental and/or public interest issues such as dredging/disturbance of contaminated sediments, navigation/user group conflicts, bridges, unavoidable wetland and critical area impacts, and water quality impacts.



POSITION: Principal Engineer
SHFR Waterfront Solutions, LLC

SPECIALIZATION: Marina and Waterfront Development Design and
Construction Management

YRS EXPERIENCE: 27

EDUCATION: B.S. Civil Engineering, University of South Carolina, 1992

CERTIFICATIONS: Professional Engineer, SC, FL

KEY QUALIFICATIONS

Mr. Bolchoz has over 25 years of experience in the marine industry, in both the consulting and construction fields. During this time, he has designed and/or built hundreds of waterfront projects ranging from residential to commercial to industrial, in both public and private sectors. This unique combination of engineering and contracting provides Mr. Bolchoz with the ability to efficiently plan and execute projects, cutting through the bureaucracy and wasted time often seen in waterfront development projects. His expertise includes planning and design of marine structures including seawalls, fixed piers, and floating dock systems, as well as dredging and specialty projects. Mr. Bolchoz is highly effective in cost estimating, scheduling, and construction management, and has developed intimate knowledge of the inner workings of marine contractors, specialty subcontractors, and floating dock system manufacturers. Mr. Bolchoz has also been called upon to provide expert testimony and opinions in cases involving structural failures, contract disputes, and insurance claims.

Mr. Bolchoz has had direct involvement in hundreds of projects totalling over \$250 million in value, spanning the Atlantic seaboard and into the Bahamas and Caribbean. Some of his signature projects include Palm Harbor Marina in West Palm Beach, Old Port Cove Marina in North Palm Beach, and Turnberry Isle Yacht Club in Aventura, FL. He currently spends the bulk of his time developing and executing marine industry business between South Florida and the Carolinas.

JOHN DEDEN, P.E., Electrical Engineer/ President

EDUCATION

Bachelor of Science in Electrical Engineering, The Citadel, 1977.

PROFESSIONAL QUALIFICATIONS

State of South Carolina, P.E. registration no. 10079
State of Georgia, P.E. registration no. 021179
State of Tennessee, P.E. registration no. 00102137
State of North Carolina, P.E. registration no. 19980
Commonwealth of Virginia, P.E. registration no. 025377
LEED Accreditation in process

EXPERIENCE

Work experience includes 10 years as an electrical engineer for Southern Division Naval Facilities Engineering Command, 2 years with a private consulting engineering firm and 28 years with Charleston Engineering.

Electrical design experience consists of power distribution, facility power systems, computer aided indoor and outdoor lighting design, lightning and surge suppression, fire detection, telephone, data, CCTV, and security systems, and cost estimating. Power distribution experience has involved computer aided load flow and fault analysis, evaluation, design, inspection and testing of overhead and underground electrical systems through 35KV class equipment. Experience in facility electrical systems has included new buildings and complete renovations of buildings up to a 500,000 square foot aircraft maintenance facility.

Types of facilities include heavy and light industrial facilities, administration (office) buildings, detention facilities, hospitals, schools, churches, parks, recreational facilities, marinas, and retail buildings.

Construction administration experience includes inspection of the types of facilities mentioned above as well as one year as full time ROICC (resident officer in charge of construction) of all electrical projects at the Charleston Naval Shipyard and Project Manager for damage assessment, design and construction for Hurricane Hugo damage to piers and several facilities at Charleston Naval Shipyard.

PROFESSIONAL AFFILIATIONS

South Carolina Society of Professional Engineers
The Executive Association of Greater Charleston



Ronald R. Austin, P.E.
Lead Geotechnical Engineer

Mr. Austin provides practical solutions to engineering problems. Ron has extensive experience with foundation systems used in Charleston County. Ron also has extensive experience with bulkhead and wall structures, pavements, and utilities. Project experience includes:

Ashley River Walkway, Charleston, SC

2018 Early Stage, City of Charleston Department of Parks, Mr. Nathan Yokoyama, P.E., T: 843.973.7239, E: yokoyamaN@charleston-sc.gov

Lead Geotechnical Engineer: pedestrian walkway for community use that will connect Lockwood Drive, south of the City Marina with the City's Brittlebank Park. The proposed walkway will include fixed and floating walkways over the Ashley River.

Marina Redevelopment, Charleston, SC

2017, The Citadel c/o Stantec Consulting Services, Mr. Brian Kizer, P.E., T: 843.740.6320, E: bryan.kizer@stantec.com

Lead Geotechnical Engineer. marsh buggy exploration, bulkhead design parameters; boat ramp paving design section thicknesses; pile recommendations for fixed and floating docks.

Cypress Gardens Boat Landing, Berkeley County, SC

(2016, Berkeley County Government, Ms. Christy Davis & Mr. Tim Callanan, T: 843.719.6900, E: christy.davis@berkeleycountysc.gov, tim.callanan@berkeleycountysc.gov)

Lead Geotechnical Engineer: bulkhead to replace damaged bulkhead including site preparation, hardscape, wall backfill, and dewatering.

Residence and Bulkhead, Mt. Pleasant, SC

(2015, Docks Unlimited, Mr. Mike Kirby, P.E., T: 843.881.6750, E: mkirby200@comcast.net)

Lead Geotechnical Engineer: design recommendations for residential structure (deep foundations) and for bulkhead wall adjacent to Wando River.

Bulkhead Replacement, Hanahan, SC

(2017, Gary Greene Engineers, Mr. Gary Greene, P.E., T: 919.855.8488, E: gkgreene@earthlink.net)

Lead Geotechnical Engineer: SPT soil borings and soil parameter for bulkhead design.

Education

Bachelor of Science
Civil Engineering
University of South Carolina, 1991

Licenses

Professional Engineer
SC – License #17284
NC – License #032759
GA – License #031870

Professional History

Soil Consultants, Inc.
Since 2005
Industry Experience
Since 1981

Appendix B:

Relevant Experience



Ripley Light Marina Dock Replacement

Charleston, South Carolina

Client: The Slips at Ripley Property Owners Association
Reference: Jim Perrine, (843) 276-4544, jim_perrine@yahoo.com
Project Fees: \$162,175
Construction Costs: \$3,750,000 (estimated)
Dates: April 2017 – ongoing

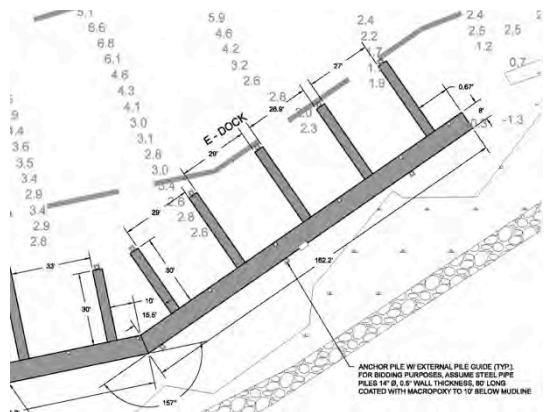
Project Description:

Ripley Light Marina sustained damage during Hurricane Matthew in the fall of 2016. Originally constructed in the late 1980s, Ripley Light Marina was in poor condition before the storm due to its age and years of deferred maintenance.

SHFR initially performed damage assessment and worked with a local marine contractor to determine a value for the repairs. SHFR then coordinated with the insurance adjustor to obtain a revised claim that was roughly 13 times the value of the initial offer.

Following the initiation of the repair work, SHFR was contracted to prepare and submit State and Federal regulatory permit applications for the entire marina replacement and provide design, construction documents, bidding and construction administration services for E Dock. During the Design Development phase it became clear that significant savings could be realized by replacing D Dock at the same time as E Dock and bidding the phased replacement of the entire facility. SHFR's contracted scope was expanded to include Design Development, Construction Drawings, Bidding and Construction Administration services for the replacement of the entire Ripley Light Marina facility.

The permitting and bidding efforts are nearly complete and construction on D and E Dock is scheduled to occur in the spring of 2018.



Shelter Cove Marina Maintenance Dredging

Hilton Head Island, South Carolina

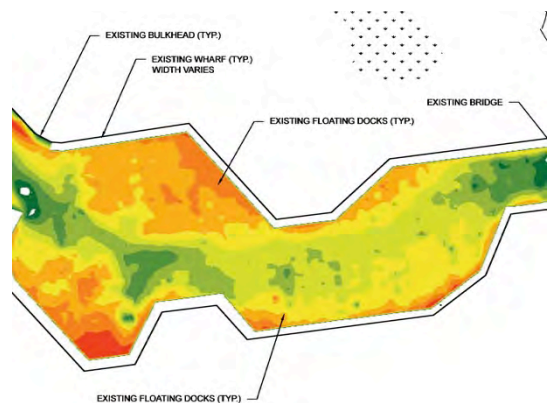
Client: Shelter Cove Marina / Greenwood Communities and Resorts
Reference: Frank Gaston, (843) 384-8366, gastonf35@yahoo.com
Project Fees: \$95,000
Construction Costs: \$615,000 (dredging); \$225,000 (fuel dock extension)
Dates: June 2016 – ongoing

Project Description:

SHFR initially performed a feasibility study for a maintenance dredging project that included a bathymetric survey, and evaluations of dredge volumes, disposal basin preparation requirements, regulatory permitting feasibility/requirements and project costs. SHFR prepared a Sediment Sample and Analysis Plan, State and Federal Regulatory Permit Applications and an Operation and Maintenance Manual and has overseen the regulatory permitting effort. SHFR also prepared Bid Documents for the maintenance dredging effort and worked with another consultant on a parallel project to solicit bids from dredging contractors. SHFR will provide Construction Administration services for the dredging work during the winter of 2017/2018

Shelter Cove Marina sustained some minor damage during Hurricane Matthew and SHFR performed a damage assessment, repair/replacement cost estimates and provided technical support for the insurance claim.

SHFR also prepared State and Federal permit applications and obtained permits to extend the existing Fuel Dock and assisted Shelter Cove Marina in obtaining Clean Marina Certification in summer of 2017.



Wharf St. Marys

St. Mary's, Georgia

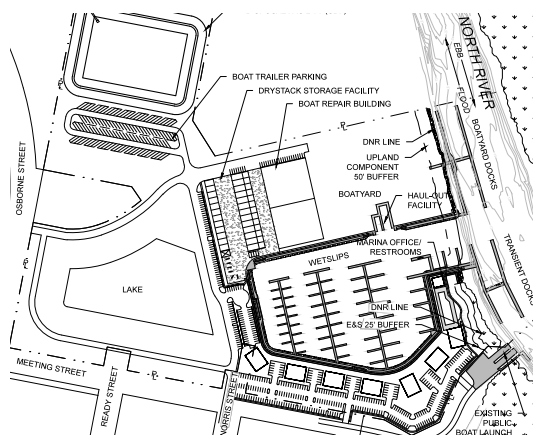
Client: Camden County Joint Development Authority
Reference: James Coughlin, (912) 729-7201, jmcoughlin@co.camden.ga.us
Project Fees: \$59,500
Construction Costs: TBD
Dates: April 2018 – June 2018

Project Description:

Wharf St. Marys is a proposed full service marina facility to be constructed on the brownfield sit of a former paper mill along the North River in St. Mary's, GA. The scope of the project includes floating docks in the North River for large transient vessels, an upland cut marina basin for ~115 wet slips surrounded by a mixed-use commercial marina village, a 304-berth drystack, and a boatyard with 75 and 300-ton haul out capabilities.

SHFR worked with the Client and Design Team to prepare a Schematic Design for the facility that included an evaluation of various bulkhead design concepts, wet slip and dock layouts, water quality and sedimentation analyses, and cost estimates. Following the completion of the Schematic Design effort, SHFR worked with the permitting consultant and other Design team members to prepare a comprehensive application package for State and Federal authorizations.

The Schematic Design and Permit Application were completed on time against a very demanding schedule.



Admiral's Cove Marina Replacement Jupiter, Florida

Client: The Club at Admiral's Cove, Jupiter, FL
Reference: John Herring, (561) 745-5803, jherring@admiralscove.net
Project Fees: \$115,000
Construction Costs: \$5,500,000
Dates: July 2014 – October 2015

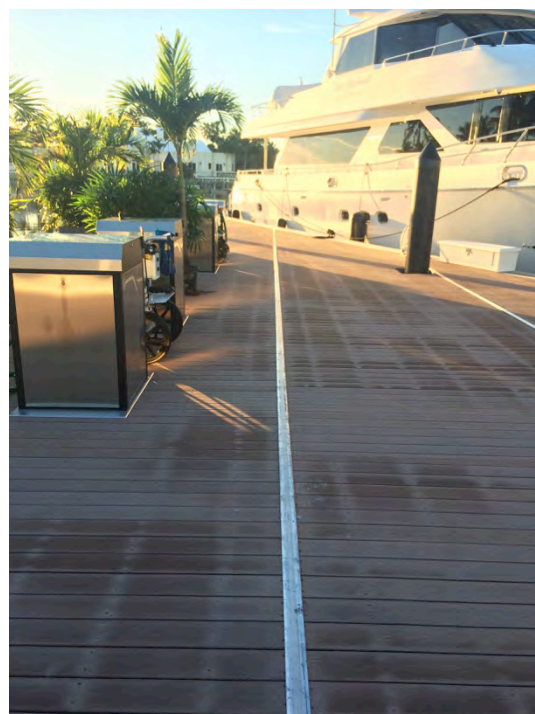
Project Description:

SHFR principals Mark Bolchoz and John Shaffer conducted this scope of professional services for The Club at Admiral's Cove while doing business as Bolchoz Marine Advisors, Inc. The scope of work was performed in partnership with a local dock manufacturer and general contractor, and included development of design, construction drawings, and project management on the complete replacement of this high-end, 65-slip marina in Jupiter, FL.

Design and construction documents were developed for all project components including floating docks and access points, seawall work, and marina utility systems (electrical, fire, water, sewer).

Bolchoz performed all construction management tasks including oversight of subcontractors and suppliers, weekly progress meetings, coordination with Owner's staff, field changes, and all paperwork (review of submittals, payment applications, change orders).

Admiral's Cove is a private 65-slip marina located in an exclusive country club in Jupiter, FL.



Appendix C:

Verification of Site Visit




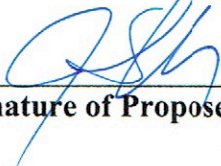
Documentation of Site visit to the Isle of Palms Marina

In association with RFP 2018-01, I, Mike Bickert, attest that

JOHN SHAFFER SHFR WATERFRONT SOLUTIONS accompanied me on
(Insert name and name of firm)

6-7-18 1100 for a site visit to the Isle of Palms Marina.
(insert time and date)

Signature of 


Signature of Proposer

NOTE: This sheet must be turned in with the Proposer's proposal to the City.

Appendix D:

Acknowledged Addenda



JMS

RFP 2018.01 - Engineering, Design and Permitting for Isle of Palms Marina Docks Rehabilitation

Addendum #1 – Answers to Questions

1. On page 3 under "Scope of Work" each paragraph begins with "the selected firm" but the second paragraph uses "proposers". I just wanted to clarify that everything contained in the scope of work is to be executed *after* the RFP contract is awarded and not before; including the site visit.

Answer: The Marina site visit is mandatory prior to submitting a proposal. The selected firm will be expected to execute the scope of work after a contract is awarded and executed.

2. Our two lead engineers on the proposal are eligible for registration in SC, but I have yet to submit their registration. Would you recommend that this is completed prior to submitting our RFP response? And would South Carolina Board of Registration for Professional Engineers and Surveyors & Isle of Palms Business License be the only required registrations? The RFP refers to "licensing" so I wasn't sure of the specific licenses required.

Answer: The selected firm will be required to obtain governmental permits, fees and licenses necessary for the engineer's performance and completion of the services as stated in the proposal. This includes the business attaining a City business license.

3. Does the City wish to make any improvements or modifications to the Watersports Dock or Intracoastal Dock as part of this project?

Answer: The scope of work is inclusive of all docks at the IOP Marina.

4. Does the City wish to make any improvements or modifications to the boat ramp as part of this project?

Answer: The scope of work is specific to the docks at the IOP Marina.

5. Does the City wish to make any improvements to the shoreline stabilization as part of this project, noting the recent shoreline work?

Answer: The scope of work is specific to the docks at the IOP Marina.

6. It will be difficult to provide apples: apples scope and fees for Alternate 1 and Alternate 2 without first defining specific phasing and budgetary constraints the City has. For instance, RFP respondent A may suggest/assume a full replacement of all docks on the entire site in their proposal and provide pricing for these alternates related to such. Respondent B may assume only a portion of the docks may be replaced initially and provide pricing based on that. Additionally, if the City is considering a multi-year

phased implementation process, this could affect pricing as well (number of bidding and construction processes, etc.). Could you please provide some clarification on this topic?

- a. Will RFP responders be evaluated based on cost of the alternates (or just the base bid)?

Answer: While cost will be a factor, it will not be the only determining factor in evaluating the proposals to make a selection. All factors will be considered. Respondents should provide their best, reasonable, professional responses.

7. Can you clarify/specify/estimate the number of meetings required with City staff, committees, and council?

Answer: The selected firm should estimate attending at least two staff meetings, two Real Property Committee meetings, one Ways and Means Committee meeting and one City Council meeting. However, prior experience with other projects has shown that resident and Council input sometimes proffers creative alternatives meriting consideration and thus increasing the instance of meetings.

8. Does the City require a formal marina condition assessment report as part of this project, similar to the one we provided in 2015?

Answer: No.

9. Are any of the following surveys of the marina property available in AutoCAD (.dwg) format?:

- a. Boundary survey
- b. Topographic survey
- c. As-built survey (docks, buildings, above and below ground utilities, etc.)
- d. Bathymetric surveys of Intracoastal Waterway and/or Morgan Creek

Answer: Yes. They will be made available to the selected firm.

10. Is any geotechnical information available?

Answer: No.

11. Is the final plan prepared by ATM available in AutoCAD (.dwg) format?

Answer: Yes.

12. Will the City make a copy of the Tier 1 Boating Infrastructure Grant application available to proposers PRIOR to the submittal deadline so we can better understand the scope, budget, approval requirements and timeline for completing the marina fuel system improvements?

Answer: Yes. See addendum #2.

13. Is the Watersports Dock included in the scope of this effort?

Answer: The scope of work is inclusive of all docks at the IOP Marina.

14. If the docks are replaced, will the IOP Fire Department / Fire Marshal require the marina fire suppression system to be brought into compliance with NFPA303 (i.e., will a dry standpipe system be required)?

Answer: Yes.

15. It is recommended that Dock Area 'A' be replaced in the condition assessment report furnish as part of the RFP. There are fuel pumps and piping located on this structure that will need to be replaced with the structure; however under "Scope of Work", fuel pumps and piping are not specifically listed. Please clarify if the design for the replacement of the fuel pumps and piping are to be included in the scope of work for this contract.

Answer: The replacement of the fuel dispensers, hose reels of the fuel distribution lines and appurtenances from the underground storage tanks are not included in the scope of work. It is expected that this work will be completed the fall of 2018 as part of a project for the removal of the single walled underground storage tanks and replacement with double walled tanks.

JMS



— APPLICATION FOR FUNDING —

**Boating Infrastructure Grant Program
Tier 1**

Isle of Palms Marina
City of Isle of Palms, South Carolina

July 1, 2017



Response to
CITY OF ISLE OF PALMS, SC
REQUEST FOR PROPOSALS

RFP No. 2018-01
ENGINEERING, DESIGN AND PERMITTING
FOR ISLE OF PALMS MARINA DOCKS
REHABILITATION

June 25, 2017 | 2:00 PM

Submitted by:



Applied Technology & Management, Inc.
941 Houston Northcutt Blvd., Suite 201
Mount Pleasant, SC 29464
843.414.1040





Response to
CITY OF ISLE OF PALMS, SC
REQUEST FOR PROPOSALS
RFQ No. 2018-01

**ENGINEERING, DESIGN AND PERMITTING FOR
ISLE OF PALMS MARINA DOCKS REHABILITATION**

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A. TRANSMITTAL LETTER



June 22, 2018

A. TRANSMITTAL LETTER

Ms. Desiree Fragoso, Interim City Administrator
City of Isle of Palms
1207 Palm Boulevard
Post Office Box 508
Isle of Palms, South Carolina 29451

Re: RFP 2018-01 Engineering, Design and Permitting for the Isle of Palms Marina Docks
Rehabilitation

Dear Ms. Fragoso:

Please find attached our response to the above-mentioned Request for Proposals to facilitate the repair and/or replacement of the floating docks at the Isle of Palms Marina. ATM is excited about this opportunity and confident that we can provide the comprehensive services the City requires on this project. We have the specialized expertise needed to make this project a reality within the framework of the City's current goals for the project site. In addition, our dedicated workforce and local knowledge will help the City realize this project in an optimally efficient manner.

As you are aware, it was our privilege to serve the City of Isle of Palms from 2015-2017 in the evaluation and comprehensive redevelopment planning for the Isle of Palms Marina site. This work provides us with unparalleled insight into the existing conditions, opportunities and constraints that will affect dock rehabilitation at the site. Additionally, our ongoing work at the immediately adjacent Dewees Marina has given us valuable insight into the regulatory climate affecting dock rehabilitation on Morgan Creek. This site-specific experience, coupled with our vast local, regional, national, and global resume of similar project work will yield incredible value to the City on this project.

If selected, ATM will reliably fulfill the Scope of Work outlined in the RFP. We look forward to the opportunity to work with you and the current members of the Real Property Committee, the Ways and Means Committee, and City Council on this important project.

Sincerely,
APPLIED TECHNOLOGY & MANAGEMENT, INC.


W. Samuel Phlegar
President

Attachment



Documentation of Site visit to the Isle of Palms Marina

In association with RFP 2018-01, I, Brian Berrigan, attest that Kirby Marshall of Applied Technology & Management, Inc. accompanied me on June 4, 2018 at 9:00am for a site visit to the Isle of Palms Marina.

Signature of Brian Berrigan



Signature of Proposer



Kirby Marshall, Applied Technology & Management, Inc.

NOTE: This sheet must be turned in with the Proposer's proposal to the City.



B. FIRM'S WORK HISTORY & REFERENCES



Response to
CITY OF ISLE OF PALMS, SC
REQUEST FOR PROPOSALS
RFP No. 2018-01

ENGINEERING, DESIGN AND PERMITTING FOR
ISLE OF PALMS MARINA DOCKS REHABILITATION

B – FIRM’S WORK HISTORY & REFERENCES

About ATM

Applied Technology & Management (ATM) has more than 30 years of experience in providing *marine, coastal, environmental, civil, and water resources engineering services* to both public and private clients. Our staff includes **21 Registered Professional Engineers, Professional Ecologists, Geologists, Environmental Scientists, Marina Specialists, Land Planner, Modelers, CAD and GIS Technicians, and a Professional Surveyor/Mapper.** Our services are grouped into five principal disciplines:

- ❖ Marina & Waterfront Development
- ❖ Specialized Civil/Environmental Engineering
- ❖ Coastal Engineering
- ❖ Environmental Sciences
- ❖ Water Resources

Our approach to every project focuses on minimization of impacts to environmental resources, implementation of recognized and advanced industry standards in design and construction techniques, and specific attention to scheduling and cost controls.

ATM engineers have planned, permitted, and/or designed over 800 public and private marina and waterfront facilities throughout the U.S. and abroad. Many of these projects included marina assessment, redevelopment planning, regulatory permitting, engineering design, and construction phase services. This direct, relevant experience will prove exceptionally valuable on the Isle of Palms Marina Docks Rehabilitation project.

ATM has maintained an office in Charleston area for more than 30 years, and we pride ourselves on being an integral part of our local community. We are intimately aware of the specific market, regulatory and operational factors that affect marina facilities in our area. Our Mount Pleasant office hosts multiple, licensed professional marine/coastal engineers and planners who specialize in marina planning, permitting, bidding, and construction practices. This wealth of experience in our local office, coupled with our substantial knowledge of this project site, make ATM the team best suited to provide the City highly efficient, expert service on this project.

Why Choose ATM

<i>ATM’s Desire to Work with the City Again & Deliver a Project of the Finest Quality</i>	<i>100% Local Team of Highly Skilled Recreational Marina Experts</i>
<i>Unparalleled Marina Assessment, Planning, Permitting, Design & Construction Expertise</i>	<i>Exceptional, Recent Work History at the Project Site</i>
<i>Our Commitment to Support the City’s CURRENT Vision for this Project</i>	<i>Strong Financial Analysis Experience That Will Help the City Develop Cost-Efficient Phasing Plans for Proposed Improvements</i>
<i>Exceptional Understanding & Experience with the BIG Program</i>	<i>Familiarity with Our Quality Work & Staff</i>

Selected project work history and references are proudly provided below.

Mount Pleasant Memorial Waterfront Park Phase II, Mount Pleasant, South Carolina

Reference: Ms. Katherine Hendricks - Former Assistant Town Administrator and Project Manager
207.522.1213

Services Rendered

- Stakeholder Meetings
- Bathymetric Survey
- Construction Cost Estimating
- Dive Inspection
- Regulatory Permitting (OCRM/USACE)
- Coastal Conditions (Wind/Wave) Analysis
- Conceptual Marine/Launch Planning
- Grant Funding Summary
- Boating Infrastructure Grant (BIG) Application
- Engineering Design

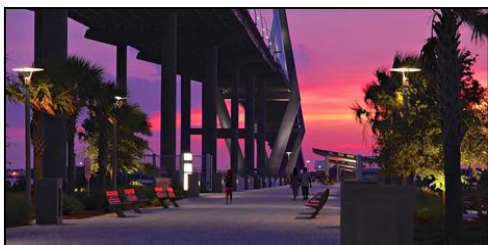
Project Summary

As part of a multi-disciplinary team led by Johnson, Laschober, and Associates, ATM was engaged to provide consulting services related to analyzing and developing water access at Mount Pleasant Memorial Waterfront Park. Our efforts included a combined analysis of physical investigation and assessment of feedback from key stakeholders.

The Town was specifically interested in assessing the potential for non-motorized vessel access at the park. To gather the necessary data, ATM interviewed several kayak tour operators and professionals in the area to review site conditions and potential launch/access/storage scenarios.

Providing access to the park for larger vessels was also a project priority. To this end, our team closely studied site bathymetry and exposure to determine the potential viability of dockage at the site.

The result of our analyses was a water-side master plan for the park that integrated a new, public fishing pier, protected berthing for approximately 10 vessels, a water taxi and Town law enforcement watercraft.



ATM also compiled and submitted a \$1.2M BIG application on the Town's behalf to help fund waterside improvements which was funded in the spring of 2016. This represents one of the largest grants that the Town of Mount Pleasant has ever received for any infrastructure project.

ATM was subsequently engaged to provide regulatory permitting services for the proposed pier expansion and marina development. Regulatory permits through both state (OCRM) and federal (USACE) agencies have been received.

Our team also developed detailed hydrodynamic loading for fixed pier elements and generated plans and performance specifications for floating docks, anchorage, and gangways.

Charleston City Marina, Charleston, South Carolina

Reference: Mr. Robert Freeman
843.577.7702
rfreeman@megadock.us



*Named Marina Dock Age 2005 Marina of the Year
Recipient of PIANC's Jack Nichol Award 2009 for
outstanding marina design*



Services Rendered

- Conditions Assessments
- Financial Performance Modeling
- Complete Redevelopment Services
- Grant Funding Assistance
- Dredge, Disposal & Sedimentation Study
- Engineering Design & Bid Documents
- Construction Contract Administration/Owner's Representative Services
- Operations & Maintenance Plan
- Market Studies
- Economic & Investment Strategies
- Regulatory Permitting
- Fuel System Replacement Consulting
- Continuing Consulting Services

Project Summary

ATM began working with The City Marina Company in 1994 as the City of Charleston was privatizing the 30-year-old municipal marina located in the heart of historic Charleston. Detailed economic and investment strategies were developed and were subsequently followed by several years of phased improvements and expansions to the facility. We provided a full range of consulting services, including extensive regulatory permitting and complete redesign and reconstruction of the marina's infrastructure and docking facilities. Subsequent improvements included the addition of a 1,000-foot-long transient "MegaDock" and high speed fueling stations specifically designed to capture the largest boats passing through Charleston's historic seaport.



The City Marina is a key component of Charleston's overall downtown redevelopment plan and serves as an anchor for the upland, providing easy access to everything historic Downtown Charleston has to offer. Serving as the primary entry into the city for all transient boaters, the marina also offers charter services, tour boats, restaurants, and a full-service ship's store.

ATM continues to provide consulting services on a regular basis to the City Marina and recently achieved regulatory approvals for expansion and reconfiguration of the facility's docks. The work includes relocation and expansion of the "MegaDock", addition of 120 dedicated slips, and the relocation of 20 slips. The proposed reconfiguration impacts both a USACE designated navigation channel as well as a mooring field that is managed by the United States Coast Guard (USCG). ATM has led the City Marina through these myriad issues and continues to maintain close coordination with South Carolina Department of Health and Environmental Control, USACE and various other federal, state and local entities (USCG, South Carolina Department of Transportation, etc.) on the project.

Megadock project budget: \$2,967,798
Final project cost: \$3,066,599.44
Delta from budget: 3.3% -- **ALL OWNER REQUESTED CHANGES**

Cooper River Marina Expansion, North Charleston, South Carolina

Reference: Mr. Bruce Wright, Sr. Project Manager
Charleston County Park & Recreation Commission
843.343.4756
bwright@ccprc.com

Services Rendered

- Planning & Feasibility Study
- Alternatives Assessment
- Environmental Assessment
- Regulatory Permitting
- Dock Supplier Pre-Qualification
- Engineering Design & Construction Documents
- Bidding
- Construction Contract Administration
- Detailed Condition Assessment & Life Cycle Cost Analysis



Project Summary

The Charleston County Park and Recreation Commission (PRC) was awarded funding assistance through the U.S. Fish and Wildlife Service BIG Program to expand the Cooper River Marina to accommodate transient boaters. The approach to the facility expansion underwent several changes and ATM developed conceptual plans and budgets for each as the PRC evaluated the options.

Our team developed the regulatory permit applications and successfully guided the PRC through the complex approval process. After the PRC's share of the project funding was secured, ATM completed the engineering design and bidding of the expansion. Because PRC's procurement policies required acceptance of the lowest bid, ATM and PRC developed a supplier pre-qualification process for floating dock and attenuator manufacturers to ensure that the new docks were capable of withstanding exposure at the site.



Following the pre-qualification process, we developed engineered bid documents and assisted the PRC with the bidding process. ATM also provided construction contract administration services for the project.

In 2017, we were awarded a follow up contract to conduct a detailed condition assessment of the interior marina docks and utilities and to develop a range of repair/replacement alternatives for County consideration. This included a detailed costing and life cycle analysis.

Green Pond Landing Event Center, Lake Hartwell, South Carolina

Reference: Mr. Matthew Schell, Parks Department Manager
864.231.7275 (O) 864.760.5948 (C)
mschell@andersoncountysc.org

Services Rendered

- Site Assessment
- Boat Ramp, Parking & Tournament Facility Planning
- Engineering Design
- Regulatory Permitting
- Project Bidding
- Construction Administration Services



Project Summary

ATM provided comprehensive consulting services related to the development of a six-lane mega ramp and bass tournament facility on Lake Hartwell.

To capitalize on the popularity of competitive bass fishing in the region and provide improved access to local boaters Anderson County set out to develop the preeminent boat ramp and fishing tournament facility on Lake Hartwell.

ATM provided specialized facility planning, including boat ramp access, orientation, trailer parking, and tournament facility flow analysis. A key element of project planning also included consideration of highly variable site topography and the need for proper ADA access to all aspects of the project.

At Green Pond Landing, our team also guided the initial regulatory permitting effort for the boat ramp and floating docks through the U.S. Army Corps of Engineers (USACE). The first phase of the project was completed in 2015 and hosted that year's Bassmaster Classic. The event resulted in a \$20M+ economic impact to the Anderson/Greenville area.

Due to the success of this tournament, and subsequent events at the site, ATM was re-engaged by the County in 2017 to provide guidance for phased facility expansion. we led the necessary regulatory permitting process through the USACE, conducted a detailed facility expansion planning assessment, developed detailed budgets for project improvements and phasing, facilitated grant funding efforts, developed the engineering design for floating dock, anchorage, shoreline stabilization, and related improvements. We also led the project bidding process and diligently oversaw the construction of the project. The project was completed within an exceptionally tight development window, just in time for the 2018 Bassmaster Classic which returned to the site in March of 2018. The event was a tremendous success and was the most attended "Superbowl of Bass Fishing" in the history of the tournament.

The project has been nominated for an Outstanding Project Award through SOBA, the States Organization for Boating Access.

Original budget: \$1,000,000

Actual cost: \$985,855

Atlantic Marina Holdings – Multiple Marina Projects, Charleston South Carolina

Reference: Mr. Bruce Wallace, General Manager
843.200.6764
bw@atlanticmarinaholdings.com

Services Rendered

- *Ashley Marina*
 - Existing Conditions Assessment
 - Repair/Replacement Alternatives Analysis
 - Detailed Costing & Reserve Fund Analysis
 - Tier 1 & Tier 2 BIG Applications
- *Shem Creek Marina*
 - Conditions Assessment
 - Floating Dock Permitting
- *Ripley Light Drystack*
 - Conditions Assessment
 - Maintenance/Repair Costing
- *NE FL Marina (confidential)*
 - Detailed Conditions Assessment
 - Maintenance/Repair Costing
- *Tampa Harbor Marina*
 - Due Diligence Conditions Assessment

Project Summary

ATM has worked on several recent projects for Atlantic Marina Holdings, LLC (AMH) that are similar in scope to that proposed in this RFP. AMH owns and/or operates multiple marina facilities throughout Charleston and the SE US. We have been engaged with AMH numerous times as a marina consultant to provide a variety of services.

Ashley Marina - The Ashley Marina Homeowners' Association and AMH needed assistance to determine the remaining useful life of their floating dock system and related marina infrastructure so that they could execute needed repairs and budget for the replacement of their floating dock system. ATM conducted a detailed condition assessment of floating dock and marina infrastructure and developed a detailed repair/replacement cost summary for Owner consideration. We also conducted a financial analysis to inform the Owner as to required funding contributions necessary to realize dock replacement at the appropriate time.

In addition, ATM worked with AMH and their partners to procure funding for fuel system upgrades through a Tier 1 BIG. We also procured project funding for a proposed expansion of the marina through a Tier 2 BIG.

Shem Creek Marina & Ripley Light Drystack – ATM was contracted by AMH to conduct conditions assessments of these two marina/drystack facilities in the Charleston, SC area. The drystack racks and floating docks were assessed to determine current conditions and to identify deferred maintenance/replacement requirements. Costs were estimated for the proposed repairs/maintenance/replacement.

Our team also assisted AMH with the procurement of regulatory permits for a floating dock at the Shem Creek Marina. This permitting process required close coordination with neighboring property Owners and regulatory officials at OCRM and the USACE-Charleston District.

In addition to our multiple projects in Charleston, ATM recently conducted a due diligence inspection on a marina and drystack facility in Tampa, FL and previously on a similar project in NE FL. These included detailed inspections of the facilities, estimated remaining useful life determinations, and estimation of repair/replacement costs.





C. PROJECT TEAM



Response to
CITY OF ISLE OF PALMS, SC
REQUEST FOR PROPOSALS
RFP No. 2018-01

ENGINEERING, DESIGN AND PERMITTING FOR
ISLE OF PALMS MARINA DOCKS REHABILITATION

C – PROJECT TEAM

Applied Technology & Management's (ATM's) highly qualified professionals proposed to serve the City of Isle of Palms for this contract are exceptionally skilled in marina repair/redevelopment, and exceptionally well-suited to this assignment. Both *Mr. Marshall and Mr. Davis were actively involved in ATM's recent work at the City's marina* as well. Below is a summary of their skills relevant to the scope of work outlines in this solicitation.



Kirby Marshall, MBA – Project Manager: Mr. Marshall would serve as the project manager and primary point of contact for the City for this effort. He has an exceptional range of knowledge in marina assessment, planning, permitting, and redevelopment projects. Mr. Marshall currently serves as Associate Principal for ATM and has worked on a multitude of marina redevelopment projects throughout North America, the Caribbean and beyond, including numerous municipal marina projects.

He has specific experience with BIG-funded projects and serves on a national BIG Task Force. Mr. Marshall has direct, recent experience in the Charleston area with the regulatory permitting of marina facilities similar to the Isle of Palms Marina. This includes close work with the USACE-Charleston District and SCDHEC-OCRM. Furthermore, he has previously spoken with both agencies about this specific project during our previous project work and is familiar with the regulatory climate on Morgan Creek through ATM's ongoing work at the neighboring Dewees Marina.

Mr. Marshall also routinely leads projects through the design, bidding and construction phases and is keenly aware of the challenges and opportunities at each of these project stages. This experience includes substantial recent municipal marine work.

His marina construction experience and financial background enable him to generate and communicate detailed and accurate project budgets and phasing plans to his clients. This has translated into substantial project success for numerous recreational marina clients and would yield exceptional value to the City of Isle of Palms on this project.

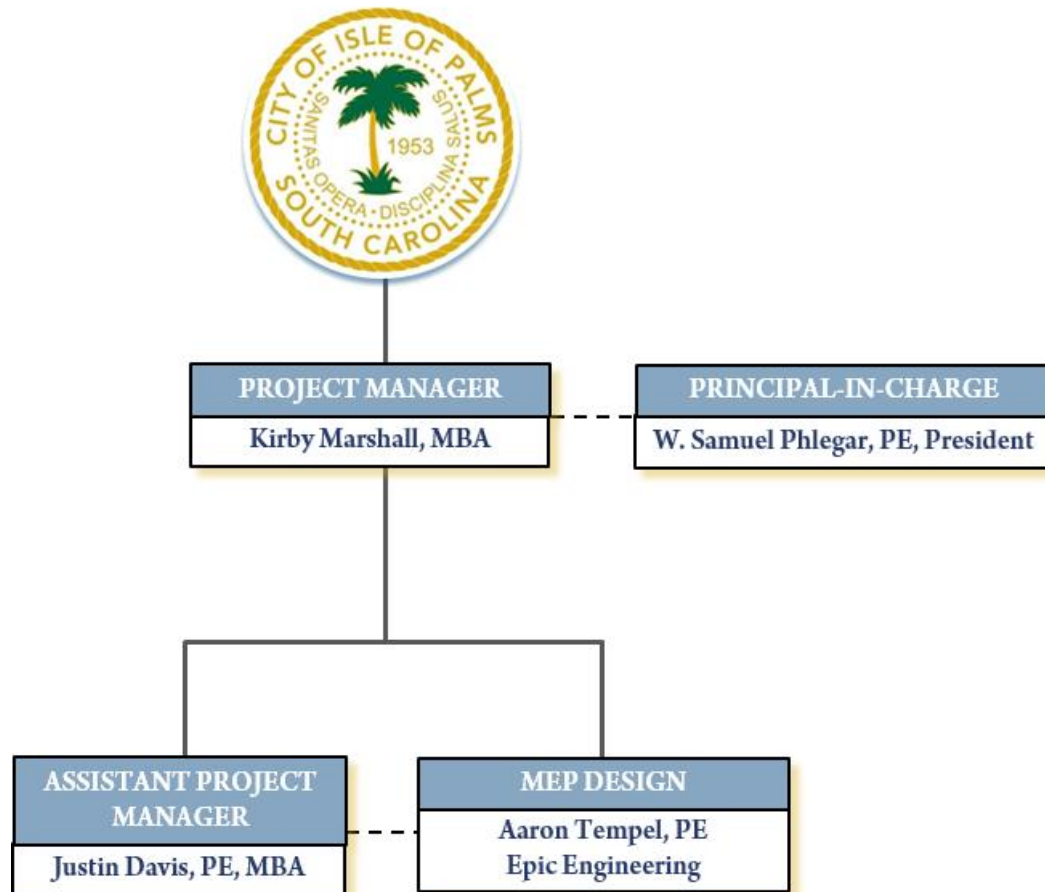
Justin Davis, PE, MBA – Assistant Project Manager: Mr. Davis is skilled in the evaluation of all aspects of marina facility planning, design and development. He regularly utilizes his civil engineering and construction background to evaluate existing marina and waterfront structures from an engineering perspective. Additionally, he has established himself as a leading marina permitting specialist, with extensive permitting experience in South Carolina and the Charleston area.

He has served as project manager on several relevant projects over the past few years including the redevelopment of the Gratwick Park Marina for the City of North Tonawanda, NY; the Redevelopment Planning of the Port of Québec Marina, QC; and condition assessment, expansion planning, regulatory permitting, grant funding, and marina design for the expansion of the Charleston City Marina.

While Mr. Marshall and Mr. Davis are eager and fully capable of providing exceptional support to the City on this project, we also have additional staff members in our Mount Pleasant, SC office capable of providing “on call” support if/when needed. This staff includes multiple, licensed, masters-level coastal engineers with deep resumes of recreational marina work.

Resumes summarizing select relevant project experience for Mr. Marshall and Mr. Davis are included at the end of this section

Project Team Organizational Chart



Mr. Marshall has an exceptional range of experience in waterfront feasibility, planning and development projects. He currently serves as an Associate Principal for ATM with duties including business development and project procurement, feasibility, facility assessment, planning, market studies, financial modeling, cost estimating, scheduling, regulatory permitting, design, bidding, construction management, owner's representative services, and overall project management.

- Isle of Palms Marina Redevelopment Master Planning, SC: Led comprehensive redevelopment master planning effort for proposed renovation of municipal marina. Work included organizing and moderating stakeholder meetings; developing, monitoring, updating project website; leading detailed facility condition assessment, detailed marina market analysis, detailed parking and traffic assessment, and regulatory and engineering assessment; redevelopment of master planning efforts; and developing economic projections for proposed improvements. Include multiple public presentations and detailed coordination with site tenants and City officials. Development of successful Tier 1 BIG application was done in 2017.
- Mount Pleasant Memorial Waterfront Park - Assessment, Planning, Grant Funding, Permitting, Design, Mount Pleasant, SC
- Dewees Marina - Assessment, Planning, Permitting, Isle of Palms, SC
- Seabreeze Marina - Marina Planning, Permitting, Charleston, SC
- Carolina Yacht Club Expansion, Assessment, Planning, Design, Bidding, Construction Administration, Charleston, SC
- Charleston City Marina Megadock – Planning, Construction Administration, Charleston, SC
- Daniel Island Marina – Planning, Financial Analysis, Charleston, SC
- Ashley Marina – Condition Assessment, Reserve Fund Analysis for Facility Replacement, Charleston, SC
- Bristol Marina – Planning, Construction Management, Charleston, SC
- Town of Hilton Head Island Rowing and Sailing Center - Planning, Permitting, Design, Construction Administration, Hilton Head Island, SC
- Green Pond Landing Event Center - Assessment, Planning, Permitting, Design, Construction Administration, Lake Hartwell, SC
- RiverLights Marina – Assessment, Planning, Financial Analysis, Design, Bidding, Construction Administration, NC
- Burlington Harbor Marina - Assessment, Planning, Grant Funding, Permitting, Design, Construction Administration, VT
- Okee-Tantie Campground and Marina Redevelopment - Assessment, Planning, Financial Analysis, FL
- Palm Cove Marina Expansion - Assessment, Planning, Permitting, FL
- Bay Bridge Marina Redevelopment - Assessment, Planning, Permitting, Design, Bidding, Construction Administration, MD
- The Landings Marinas– Condition Assessment, Planning, Financial Analysis, GA
- Cypress Landing Marina – Condition Assessment, Planning, Financial Analysis, Permitting, Design, Construction Administration, NC
- Lockett Marina - Assessment, Planning, Permitting, Design, TN
- Rodney Bay Marina - Redevelopment Assessment, Planning, Permitting, Design, Bidding, Construction Administration, St. Lucia
- Town of Clayton NY Marina - Assessment, Planning, Grant Funding, Permitting, Design, Construction Administration, NY
- Yacht Haven Grande Marina - Redevelopment Assessment, Planning, Design, Construction Administration, St. Thomas, USVI
- City of Long Beach Harbor - Redevelopment Planning, MS
- 58 Fore Street Marina – Marina Feasibility, Planning, Grant Funding, Permitting, Design, ME



Mr. Davis specializes in domestic and international marina and waterfront development projects. His specific experience includes project management, site assessments, due diligence inspection, project feasibility analysis, market analysis, marina layout and design, operational assessments, cost estimating, pro forma financial modeling, regulatory permitting, contract bidding/negotiation/review, and construction administration, inspection, and oversight. He has specific, unique experience with municipal marina facility feasibility, assessment, planning, design, and construction.

- Cooper River Marina Conditions Assessment - Assessment, repair /replacement alternatives, detailed cost estimates, North Charleston, SC
- City Marina Expansion - Construction Bid documents, permitting, Construction Administration, Charleston, SC
- St. Maarten Post - Hurricane Assessment of Marine Infrastructure, St. Maartin
- Kiawah River Community Dock - Detailed Design, Construction Administration, Johns Island, SC
- Bohicket Marina - Water Quality Modeling, Permitting, Boating Infrastructure Grant Application, Johns Island, SC
- South Carolina Ports Authority - Marine Permitting, Planning, Charleston, SC
- Golden Isles Marina - Post-Hurricane Assessment, St. Simons Island, GA
- Isle of Palms Marina Redevelopment - Master planning assistance, Isle of Palms, SC
- Isle of Palms Dock Permitting, Isle of Palms, SC
- Kiawah River Plantation – Permitting, Site and Bathymetric Surveying, Johns Island, SC
- Charleston City Marina - Seawall Inspection, Evaluation, Repair/Replacement Alternatives Analysis, Charleston, SC
- Friday Harbour Marina - Planning, Development, Construction Administration, Ontario, Canada:
- Shem Creek - Dock Permitting, Mount Pleasant, SC:
- Brown Road Floating Fishing Dock – Permitting, Construction Administration, Anderson County, SC
- Old Towne Creek Pier Replacement – Design, Permitting, Charleston, SC
- Pleasant Harbour Due Diligence - Conditions Evaluation, Pro Forma Modeling Lake Pleasant, AZ
- Gratwick Park Marina Redevelopment Program - Engineering Evaluation, Planning, Financial Analysis North Tonawanda, NY:
- Charleston City Marina – Permitting, Boating Infrastructure Grant, Charleston, SC
- O’Heare Pointe - Site and Feasibility Analysis, Planning, Conceptual Design. SC
- Lakewilde Plantation - Site Assessment, Access Alternatives, Permitting, Elloree, SC
- Charleston Harbor Pilots - Permitting, SC
- Dubai Marina - Damage Assessment, Dubai, UAE
- Christophe Harbour Phase 1 Marina Development - Project Design, Bidding, Negotiations, Construction Oversight, St. Kitts
- Port of Québec Marina - Marina Redevelopment/Expansion Assessment, Québec, Canada





D. SUB CONSULTANTS / CONTRACTORS



Response to
CITY OF ISLE OF PALMS, SC
REQUEST FOR PROPOSALS
RFP No. 2018-01

ENGINEERING, DESIGN AND PERMITTING FOR
ISLE OF PALMS MARINA DOCKS REHABILITATION

D – SUB CONSULTANTS/CONTRACTORS

Applied Technology & Management, Inc. (ATM) has brought together a team of highly qualified professionals to address the specific needs of the City of Isle of Palms based on the services outlined in this solicitation.

For this project, we have again included Epic Engineering of Charleston as our teaming partner.



EPIC is a mechanical and electrical engineering firm with over 23 years of consulting experience on industrial, commercial and municipal clients. The company originally specialized in the design of electrical power, instrument and control (EPIC) projects for industrial clients, and have since evolved into a full-service firm providing HVAC, Plumbing, Fire Protection, Fire Alarm, Fuel System, and Electrical design services for a variety of residential, commercial, industrial, and governmental clients.

EPIC has become an industry leader and respected consultant in the design of highly specialized marina utility systems. ATM has utilized EPIC as a sub-consultant on projects throughout the United States and abroad to evaluate existing utility systems, identify utility requirements, and design all manner of marina and upland utilities, including fuel, electrical, potable water, marine pumpout, fire standpipe, and other specialized items. We have several, ongoing marina assessment, design and construction projects with Epic currently. **They were also part of our team for our recent work at the Isle of Palms Marina and are exceptionally familiar with the on-site infrastructure.**

EPIC is based in Charleston and their staff is comprised of eight employees including two registered electrical engineers, two electrical technicians, one registered mechanical engineer, one mechanical technician and two AutoCAD Technicians. They also employ on a part-time basis one registered mechanical engineer, one electrical engineer, and one AutoCAD technician as required. The Owner and Principal Engineer of Epic is also an Isle of Palms resident and avid boater.



E. PRICE QUOTES



Response to
CITY OF ISLE OF PALMS, SC
REQUEST FOR PROPOSALS
RFP No. 2018-01

ENGINEERING, DESIGN AND PERMITTING FOR
ISLE OF PALMS MARINA DOCKS REHABILITATION

E – PRICE QUOTE FOR EACH SCOPE OF WORK

Task 1 –Preliminary Prioritization and Phasing Plan

Under this task, ATM will call upon our extensive experience and intimate knowledge of the site gained through previous efforts to develop a preliminary Prioritization and Phasing Plan. This plan will be critical to inform the current planning/permitting effort and will serve as a basis for discussions with the City (Task 2). ATM is exceptionally well positioned to assist the City in this regard given our previous inspection of the marina infrastructure and general experience with the marina redevelopment efforts.

ATM's scope under this task will include:

- Discuss conditions and recent repairs with marina manager
- Prioritize specific dock areas/elements to be repaired or replaced
- Develop a preliminary prioritization and phasing plan
- Develop preliminary cost estimate based on preliminary prioritization and phasing plan

The deliverable for this task will be a single Prioritization and Phasing Plan and associated preliminary cost estimate to facilitate discussions with the City.

Task 2 – Collaboration and Plan Refinement

ATM recognizes the importance of collaboration with the City and other stakeholders to ensure that the specific needs and goals for the project are well-understood, budget constraints are clear, and to guide ATM's efforts on the project.

Task 2.1 – Collaboration with City Staff

Upon completion of Task 1, ATM will host/lead a collaboration meeting with City staff (**Staff Meeting No. 1**). This meeting is assumed to last ½ day and may be held onsite, at the City's offices, or at ATM's offices. Key topics of conversation may include, but are not necessarily limited to:

- Define and prioritize the City's goals for the current efforts and overall marina redevelopment
- Review and discuss the Preliminary Prioritization and Phasing Plan developed in Task 1
- Discuss permitting process and strategy
- Discuss budgetary factors and limitations
- Discuss project phasing within the context of permitting, design, and budgetary constraints
- Review anticipated project timeline/schedule including phasing considerations
- Discuss Boating Infrastructure Grant (BIG) obligations, requirements, and timeline

Upon completion of the meeting, ATM will develop detailed minutes for distribution to the project team.

Task 2.2 – Repair/Replacement Plan Refinement

Under this task, ATM will develop a more detailed plan for the dock repair and/or replacement based on staff input (Task 2.1). This plan will serve as the "road map" for the dock repair/replacement and permitting

efforts. It will also facilitate discussions with regulatory officials (Task 3). We will utilize the survey and base maps developed in our previous efforts to streamline the development of this refined plan.

The plan will consider:

- Current conditions and repair/replacement recommendations
- City goals and constraints
- Repair/Replacement prioritization and phasing
- Modifications to dock layout(s) required to achieve ADA access compliance
- Other modifications deemed necessary by the City

The preliminary cost estimate developed previously (Task 1) will also be refined based on the updated plan.

*Note: It is **clearly** understood from the RFP that the docks will remain in the same general configuration/arrangement as the existing docks but that minor modifications to facilitate access or other critical project components may be required.*

The deliverable for this sub-task will be refined phasing plan suitable for presentation to project stakeholders and to facilitate discussions with regulatory officials (Task 3) along with associated cost estimates.

Task 2.3 – Plan Presentation

Once the plans have been developed and refined as discussed in previous tasks, they will be presented for review and discussion to various City entities, including:

- **Real Property Committee (Real Property Committee Meeting No. 1)**
- **Ways and Means Committee**
- **City Council**

There is no specific deliverable associated with this sub-task except for the plan itself and associated cost estimate.

Task 3 – Permit Application Development and Submittal

Task 3.1 - Pre-application Meetings

ATM will utilize the plans developed in Task 2 to facilitate pre-application meetings with representatives from the South Carolina Department of Health and Environmental Control - Office of Ocean and Coastal Resource Management (OCRM) and the US Army Corps of Engineers (USACE). Specifically, ATM will complete and submit a Pre-application Request form and supporting information as required by the USACE. This same information will be used to facilitate a pre-application meeting with OCRM as well.

The goal of these pre-application meetings will be to describe the basic scope of work and identify any “red flags” that the Agencies may have regarding the permitting of the improvements. We will explore whether the proposed scope of work may be accomplished via a repair/maintenance authorization as opposed to a new individual permit* and will identify any other information that may be required by the Agencies.

* *Prior to submittal of this response to the City’s RFP, ATM contacted OCRM regarding anticipated permitting requirements associated with the dock repair/replacement. They indicated that the specific scope of work,*

changes to dock configuration, etc. will determine whether an individual permit will be required or if the work can be approved via a repair/maintenance authorization.

Based upon the anticipated scope of work that will be required, ATM has assumed that an individual permit will be required. Should the agencies determine that the work may be accomplished under a more simplified repair/maintenance authorization, ATM's scope and fee can be adjusted accordingly at that time.

ATM will coordinate meeting dates and times with the City, should representative(s) desire to attend these meetings.

The deliverables for this task will include: Pre-application form and associated required documentation and figures; meeting minutes from pre-application meetings with each agency.

Task 3.2 - Joint Permit Application Preparation & Submittal

Note: Regardless of project phasing identified in previous tasks, ATM recommends that the entire scope of repair/replacement throughout the marina (i.e. – all docks) be covered under a single permitting effort. This is preferred by the agencies and will afford the City flexibility to address dock repair/replacement phases as funding becomes available and/or specific needs arise.

Upon completion of the pre-application meetings, ATM will compile and submit a joint permit application to the USACE and OCRM for the proposed improvements. This shall include but not be limited to the following specific elements:

- Drawings prepared to state and federal processing guidelines, signed/sealed by a South Carolina Professional Engineer including:
 - Project location map
 - Existing conditions
 - Proposed improvements (plan view)
 - Typical sections and details
- Application form with supporting information and documentation
- Project description
- Coastal zone management form and agent authorization
- Affidavit of Ownership or Control and associated documentation (deed, right to purchase, etc.). ATM will provide the form to the City. The City will be responsible for providing ATM with an executed copy of the form along with all required supporting documentation and the permit fee.
- Updated Operations and Maintenance (O&M) Manual*
- Present and discuss permit application package with City Staff (**Staff Meeting No. 2**)
- Present and discuss permit application package with Real Property Committee (**Real Property Meeting No. 2**)
- Coordination of public notice: Once the application is received and deemed administratively complete, the project will be put on public notice and must be advertised in a locally distributed newspaper (e.g. – the Post & Courier). ATM will develop appropriate language for the public notice and coordinate with the Post and Courier to have the ad published.

* *The permit application process will require that the O&M manual for the facility be updated. It is assumed that the O&M manual for the existing facility will be made available in MS Word or another editable format.*

The deliverable for this task will include a single, comprehensive permit application package for submittal to the USACE and SCDHEC-OCRM.

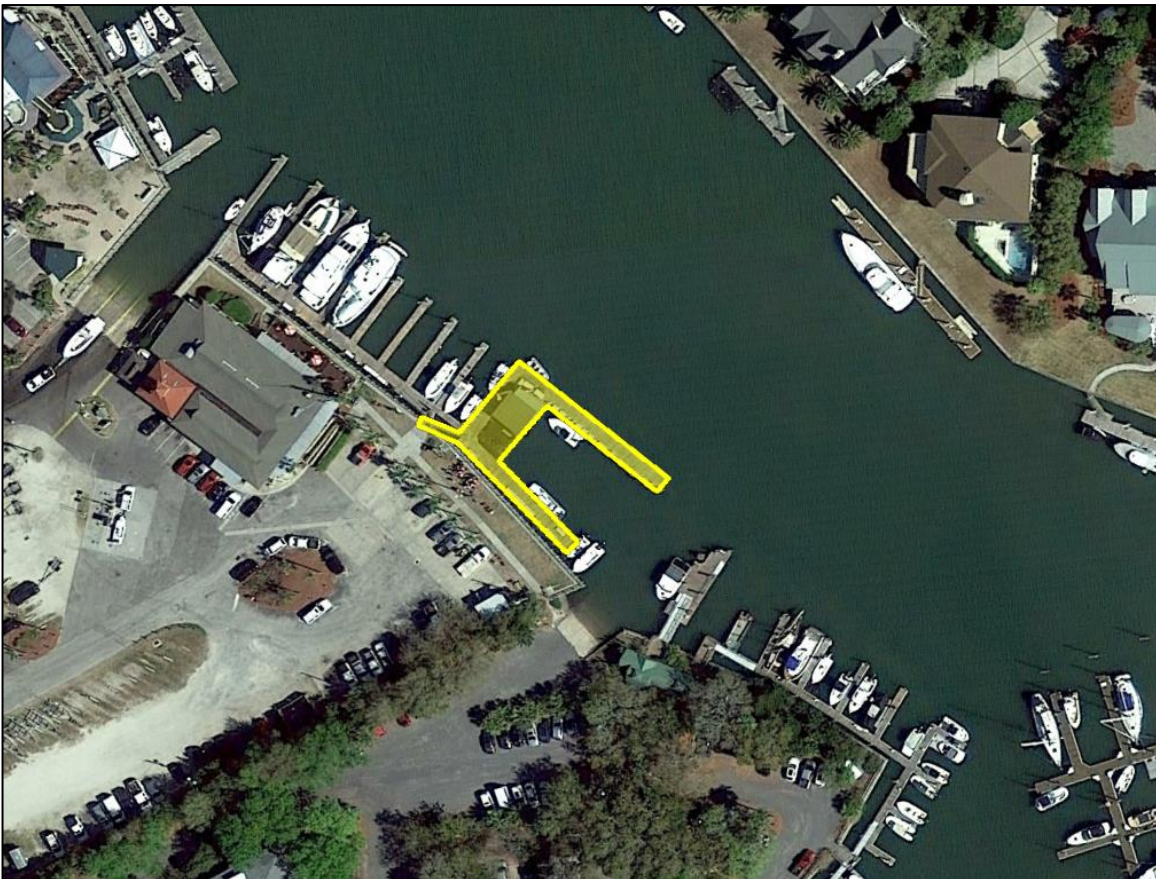
Notes:

- *It is assumed that appropriate signatures, proof of ownership/control, plats, permit application fee(s), etc. will be provided by the City.*
- *Detailed design is not included herein. Permit drawings will not be suitable for construction.*
- *This scope does not include any additional studies or services that may be required by the agencies beyond the original application. Once the public notice period for the permit has expired, the agencies will typically send out a summary of received comments and/or any additional information requirements that they may have. Since it is impossible to determine the level of effort that may be required, ATM will be pleased to coordinate with the City to develop specific scope/fee requirements for any such efforts.*

Task 4 - Plans, Specifications, and Bid Documents (Alternative No. 1)

Scope Assumptions

Based upon our previous inspection efforts, the timeline for the BIG funding that was awarded to the marina, and discussions with the marina manager, we anticipate that the replacement of the fuel dock at the subject marina will be the highest priority. Therefore; for the purposes of this proposal we have assumed that the initial design, bidding and construction efforts will include only the gangway, floating docks and utilities on the fuel dock highlighted below.



Task 4.1 - Design Development

Under this task, ATM (in conjunction with our sub-consultant, EPIC Engineering), will develop detailed designs and specifications for key project elements. These will generally include:

- Dimensional layout(s) of the docks, fuel hut, etc. suitable for project bidding
- Detailed design plans and specifications for marine utility systems on the fuel dock:
 - Fuel system – It is assumed that the upland tanks and upland piping design will be completed by others. ATM's scope of services includes only development of design plans from the landward end of the gangway to the dispenser(s) on the docks
 - Sewage pumpout – It is assumed that the pumpout system will connect to the existing upland sewage system. ATM's scope of services includes only the design of the system from the upland sewage connection to the pumpout unit on the dock
 - Fire standpipe – Based upon recent experience and National Fire Protection Association standards, it is assumed that a fire suppression standpipe system will be required and that this system will only be required on the dock being replaced (i.e. – the fuel dock). *Note: This item may be removed or modified based on direction/negotiations with City Fire Department officials.*
 - Electrical service to slip pedestals and fuel hut building
 - Potable water to slip pedestals
- Gangway technical specifications
- Floating dock technical specifications
 - ATM will utilize readily-available information sources to determine appropriate wind, wave, current, and other design criteria for the floating docks.
 - Design loading will be reviewed with the City as part of the development of the floating dock technical specifications.
- Anchor piling technical specifications
- Basic fuel hut performance specifications suitable for project bidding. *Note: The fuel hut building will be bid under a design/build scenario. No architectural or structural design is included herein.*

The deliverable for this task will be a comprehensive set of drawings and specifications suitable for project bidding and construction.

Task 4.2 – Bid Package Development

Once the design of the various project components is developed (Task 4.1), ATM will compile a comprehensive bid package for solicitation of competitive bids from qualified marine general contractors and commercial dock suppliers. This package will be developed using AIA, EJCDC, or City-provided form documents to the extent practicable and will include, but not necessarily be limited to, the following primary components:

- Front End Documents
 - Project narrative/invitation to bid
 - Instructions to bidders
 - Bid form/schedule of values
 - Form of contract
 - Insurance and bonding requirements
- Bid drawings (Task 4.1)
- Technical specifications (Task 4.1)

- Technical appendices (geotechnical information*, permits, etc.)

** ATM will develop a Request for Quote (RFQ) document outlining required geotechnical information and will procure competitive quotes from up to three local geotechnical firms for City consideration. It is assumed that the City will contract directly with the selected geotechnical firm for the required geotechnical services.*

All the documents described above will be compiled into a comprehensive set of bid documents suitable for distribution to Contractors and commercial dock suppliers for bidding of the work. Those elements of the package that represent final designs will be signed/sealed by a Professional Engineer registered in the State of SC, as/if required.

The deliverable for this sub-task will be a comprehensive bid package including drawings, specifications, and front-end documents suitable for bidding of the proposed expansion works.

Task 4.3 - Project Bidding, Evaluation, and Negotiation

ATM will utilize the comprehensive bid package developed in Task 4.2 to procure formal, competitive bids for the proposed replacement of the fuel dock. ATM will administer the bidding process on behalf of the City and will act as primary point of contact and liaison between the City and bidders. Specific responsibilities under this task will include:

- Contact regional contractors and dock suppliers to gauge interest in the project and to identify appropriate contact persons for bid package distribution.
- Develop distribution list of qualified bidders and suppliers based upon ATM's experience in the region and industry contacts.
- Coordinate with the City to advertise/distribute bid packages.
- Coordinate and lead a pre-bid meeting with the City, prospective bidders, and suppliers. *It is assumed that this meeting will be held onsite and will be two (2) hours in duration.*
- Review and respond to technical queries (RFIs) during the bidding process. Formal addenda will be developed and issued to bidders as needed. *Limited to eight (8) hours of ATM professional time for proposal purposes.*
- Conduct technical review of received bids.
 - Tabulate bids in MS Excel™ software for ease of comparison
 - Review bids to ensure thoroughness and adherence to bid requirements
 - Review contractor's technical bid submittals for conformance with design intent and criteria*Note: ATM's technical review is not intended to include an exhaustive review of multiple alternates or complex contractual matters.*
- Provide formal recommendation for award to the City regarding contractor selection.
- Provide technical support to the City during negotiations with the selected contractor(s). *Limited to two (2) hours of ATM professional time for proposal purposes.*

Deliverables: Pre-bid meeting agenda, pre-bid meeting minutes, addenda, bid tabulation in MS Excel format, summary memorandum of technical review of bids including contractor selection recommendations

Task 5 - Construction Phase Services (Alternate No. 2)

Upon contractor selection and execution of the construction contract, ATM and our sub-consultants will provide construction-phase services to ensure that the works are being delivered in compliance with contract documents and to aid the City with the administration of the contract.

Task 5.1 – Construction Phase Services – 1-month Duration

We anticipate that the construction may be completed in as little as one (1) month and will require, at a minimum, the services outlined below. We have also provided a monthly rate for construction support services under Task 5.2, below, should such be required. Responsibilities during construction will include:

- Coordinate and participate in an onsite pre-construction meeting with the City, marine contractor, sub-contractors, suppliers, etc. *It is assumed the meeting will be held onsite and will last two (2) hours.*
- Facilitate regulatory commencement notification.
- Establish project documentation protocols.
- Review floating dock calculations and shop drawings. This is a critical step to ensure design intent and operational success are met. It is assumed that the design package would be provided in a single, comprehensive package for review.
- Review miscellaneous contractor submittals (schedule, work plan, safety plan, hurricane preparedness plan, etc.).
- Review contractor materials submittals and product certifications.
- Review utilities shop drawings and materials submittals.
- Coordinate and participate in one (1) interim (mid-construction) meeting with the City and the selected Contractor. ATM will develop agendas and minutes for this meeting.
- Conduct inspection of ongoing construction works in conjunction with bi-weekly meetings.
- Review and certify contractor's Application for Payment. ATM will ensure that the pay application properly reflects the work completed, accounts for procured materials stored onsite or elsewhere, and is produced in accordance with the contract requirements.
- Facilitate project close-out.
 - Conduct final punch list inspection of all project components
 - Conduct audit of project documentation and close-out of open items
 - Establish and execute Certificate of Substantial Completion and release of retainage/final payment
 - Facilitate regulatory closeout
 - Facilitate compilation of as-built documents for the City/Project Record. It is assumed that the as-built drawings will be produced by the installing Contractor.

Deliverables for this task will include: pre-construction agenda and minutes, response to floating dock shop drawing review, responses to contractor submittals, bi-weekly meeting agendas and minutes, punch-list inspection summary and project close-out documentation.

Optional Task 5.2 – Additional Monthly Construction Phase Services

Since the actual duration of construction cannot be clearly defined at this time, ATM proposes to provide construction-phase services on a month-to-month basis should the construction duration exceed one (1) month. Specific duties to be completed each additional month would include:

- Coordinate and participate in two (2) meetings with the City and the selected contractor. ATM will develop agendas and minutes for each meeting.
- Conduct inspection of ongoing construction works in conjunction with bi-weekly meetings
- Review and certify contractor's monthly application for payment(s): ATM will ensure that the pay application(s) properly reflects the work completed, accounts for procured materials stored onsite or elsewhere, and are produced in accordance with the contract requirements.
- Response to contractor's technical inquiries. *Limited to four (4) hours of professional time per month for proposal purposes.*

Fee Summary

ATM proposes to perform the scope of services outlined herein for the following professional fees:

PROFESSIONAL FEE ESTIMATE SUMMARY	
BASE PROPOSAL	
Task 1 – Preliminary Prioritization and Phasing	\$ 3,000
Task 2 - Collaboration and Plan Refinement	\$ 7,100
Task 3 - Permit Application Development & Submittal	\$12,500
ALTERNATE #1: Construction Bid Procurement Services	
Task 4 - Plans, Specifications, and Bid Documents (Alternative No. 1)	\$39,400
ALTERNATE #2: Construction Administration and Oversight Services*	
Task 5 - Construction Phase Services	\$17,300
* Assumes one (1) month construction duration; additional construction-phase services may be requested at a rate of \$4,000/month.	



F. SUPPLEMENTAL INFORMATION



Response to
CITY OF ISLE OF PALMS, SC
REQUEST FOR PROPOSALS
RFP No. 2018-01

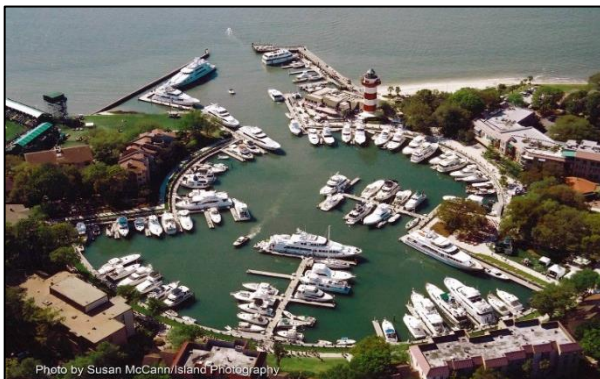
ENGINEERING, DESIGN AND PERMITTING FOR
ISLE OF PALMS MARINA DOCKS REHABILITATION

F. SUPPLEMENTAL INFORMATION

South Carolina Marina Experience

Since 1984, ATM has been providing comprehensive design, engineering and consulting services to regional marina facilities from our offices in Charleston and Hilton Head Island. Selected South Carolina marina project locations are as follows:

- Harbour Town Yacht Basin, Hilton Head Island
- Windmill Harbor, Hilton Head Island
- Big House Landing, Palmetto Bluff – Bluffton
- Beaufort City Marina, Beaufort
- Lady's Island Marina, Beaufort Co.
- Charleston City Marina, Charleston
- Bristol Marina, Charleston
- Cooper River Marina, North Charleston
- Seabreeze Marina, Charleston
- Charleston Harbor Marina, Mount Pleasant
- Litchfield Marina, Litchfield
- Georgetown Harborwalk Marina, Georgetown
- The Reserve at Lake Keowee, Sunset
- Crickett Cove Marina, Little River
- Grande Dunes Marina, Myrtle Beach
- Port Royal Landing Marina, Port Royal
- St. Johns Yacht Harbor, Johns Island
- Mariners Cove Marina, Little River
- Osprey Marina, Myrtle Beach
- Mount Pleasant Memorial Waterfront Park, Mount Pleasant
- Turtle Bay Marina, Folly Beach
- The Harborage (Ashley Marina), Charleston
- Fountainwalk Marina, Charleston
- Charleston Maritime Center, Charleston
- Ripley Light Marina, Charleston
- Ripley Light Drystack, Charleston
- Shem Creek Marina, Mount Pleasant
- Toler's Cove Marina, Mount Pleasant
- City Boatyard, Huger
- Georgetown Landing Marina, Georgetown
- The Boat Shed, Georgetown
- Osprey Marina, Socastee
- Dock Holidays, Myrtle Beach
- Isle of Palms Marina
- Bloody Point, Daufuskie Island
- Charleston Yacht Club, Charleston
- Kiawah River Plantation, Johns Island
- Carolina Yacht Club, Charleston
- Town of Hilton Head Island Rowing and Sailing Center, Hilton Head
- Shelter Cover Marina, Hilton Head
- South Beach Marina, Hilton Head
- Daufuskie Island Marina, Daufuskie Island
- Edisto Watersports Marina, Edisto Beach
- Bohicket Marina, Seabrook Island



ATM's Boating Infrastructure Grant Experience

ATM is **THE** consulting industry leader regarding the development of Boating Infrastructure Grant (BIG) projects. Our staff has routinely **obtained on the order of 40% of the available nationwide BIG funds** over the past several years, including the **nearly \$70,000 Tier I BIG award for the Isle of Palms Marina**. We maintain close communication with SCDNR, the agency responsible for administering the BIG program in SC, as well as the USFWS. We have numerous BIG projects underway in SC and other states across the country. **Kirby Marshall, ATM's proposed project manager for this work, is on a national BIG Task Force** and works with members of SCDNR, USFWS, and BIG coordinators from a variety of other states on BIG-program related work. This unparalleled expertise will allow us to help the City maximize the use and flexibility of awarded BIG funding.

ATM has helped
their clients
secure over
\$18M in federal
funding for their
projects



Marina and Waterfront Development

Boating Infrastructure Grant (BIG) Program Experience

Project funding is a crucial element of any development or redevelopment project, and marina/waterfront projects are no exception. There are several unique funding opportunities available specifically for marina/waterfront projects that often can represent a significant source of funding to help projects get off the drawing board and under construction.

One of the most prevalent of these funding sources related specifically to marina/waterfront development is the BIG Program. This program is administered by the U.S. Fish and Wildlife Service and is specifically designed to help eligible candidates “construct, renovate and maintain tie-up facilities with features for transient boaters in vessels 26 feet or more in length.” Over the years, ATM has assisted numerous clients to secure BIG funding. The table below summarizes several of ATM's projects that have received BIG Funding:

Project	Location	Total BIG Funding
Charleston City Marina Mega Dock	Charleston, SC	\$1,329,000
Charleston Maritime Center	Charleston, SC	\$323,750
Cooper River Marina, North Charleston	Charleston, SC	\$928,125
Georgetown Harborwalk Marina (Award #1)	Georgetown, SC	\$328,488
Georgetown Harborwalk Marina (Award #2)	Georgetown, SC	\$234,497
Town of Clayton	Clayton, NY	\$1,100,000
City of North Tonawanda Gratwick Park	North Tonawanda, NY	\$686,919
Fernandina Harbor Marina	Fernandina Beach, FL	\$1,571,500
Titusville Mooring Field	Titusville, FL	\$83,409
Charleston City Marina Transient Docking	Charleston, SC	\$1,496,462
USVI Marina, Island of St. John	USVI	\$1,273,689
St. Johns Yacht harbor	Johns Island, SC	\$983,320
Savannah City Lights Marina	Savannah, GA	\$1,500,000
Bohicket Marina Expansion	John's Island, SC	\$833,120
Port Royal Landing Marina Transient Facilities	Port Royal, SC	\$324,109
58 Fore Street Marina Redevelopment	Portland, ME	\$1,500,000
Palatka Riverfront Park & City Pier	Palatka, FL	\$193,000
Hinckley Yacht Services Transient Docks	Stuart, FL	\$431,287
Mt. Pleasant Memorial Waterfront Park Boating Infrastructure	Mt. Pleasant, SC	\$1,215,076
Renaissance Marina Transient Boater Infrastructure	Daufuskie Island, SC	\$1,500,000
Charleston Harbour Marina Transient Infrastructure Expansion	Charleston, SC	\$358,631
		\$18,194,382



ATM worked with the above clients to secure over \$18 million in federal funding for these projects. The total federal plus local match approximates \$30 million. ATM continued to work with its clients through the design, engineering and construction phases on the vast majority of these projects. Our staff is knowledgeable in the BIG Program's requirements and administration of contracts that have received BIG funding. This experience provides yet another avenue to ensure that our clients' projects are not only conceptualized, but realized.





Marina Due Diligence and Business Audits

ATM has performed countless due diligence and marina facility inspections to determine life cycle and replacement values for key marine components, evaluated whether proper construction and design procedures were followed, and conducted damage assessments. These services have been successfully provided as part of the acquisition of marinas and waterfront properties in different countries. ATM also provides marina business audits, operation audits, marina market analysis, or assessment of environmental liabilities, in order to offer a holistic assessment of a facility.

ATM's valuation process and "due diligence" includes marina evaluations from three principle perspectives: engineering, environmental and business (market and operational). Our due diligence services include detailed assessments of a facility's infrastructure, business and operational practices, market positioning, environmental history and current liabilities, risk assessment, and determination of deferred maintenance and life/safety issues. Through thorough examination of these factors, ATM can determine the "true" value of a marina facility and/or make recommendations for optimizing the value of the assets.

Our specialized marina due diligence and business audit services have been used as part of comprehensive evaluations for investment, acquisition, lending or optimization of the marina business.



Selected Project Experience

- Palm Cove, FL
- Rarity Point Marina, TN
- Newport Yacht Club and Marina, NJ
- Old Port Cove Marina, FL
- Finest Kind Marina, FL
- Lake Park Marina, NY
- Pleasant Harbor Marina, AZ
- E.D. Holdings (5 Facilities)
- G.E. Capital Real Estate (10 Facilities)
- Cypress Landing, NC
- Galveston Yacht Basin Assessment, TX
- Montauk Yacht Club, NY
- Daniel Island Marina, SC
- The Landings Marinas, GA
- Bay Bridge Marina, MD
- Liberty Landing Marina, NJ
- Old Port Cove South, FL
- Gratwick Park, NY
- Ripley Light Yacht Club, SC
- PGA Marina, FL
- Rivers Edge Marina, SC
- Dataw Island Marina, SC
- Rarity Point Marina, TN
- Miami Beach Marina, FL
- Amelia Island Yacht Basin, FL
- Sealine Marina, FL
- Sailfish Marina, FL
- Island Global Yachting (5 Facilities)
- Nickajack Marina, TN





Marine Engineering Studies and Design

ATM's coastal and structural engineers are experienced in addressing the challenges of marina structures planning and design. Our extensive working knowledge of coastal environments and practical experience gives us a unique understanding of the site-specific needs of coastal structures and their effect on natural systems. We use the most advanced analytical and numerical engineering tools for engineering design that conforms to the highest standards.

Our in-house numerical modeling capabilities of coastal processes, hydraulics and water quality allow us to optimize the design process.

In addition, our experience in environmental sciences and marina business and planning provides valuable insight for a comprehensive marina design, and sets us apart from other firms that only specialize in engineering.

Selected Project Experience

- Indian River Inlet Marina, DE
- Clayton Marina, NY
- Carolina Yacht Club, SC
- City of Titusville Mooring Field, FL
- Mayport Boat Dock, FL
- Marineland Marina, FL
- Newport Marina, NJ
- Bay Bridge Marina, MD
- Finest Kind Marina, FL
- Daniels Point Marina, NC
- Georgetown Harborwalk Marina, SC
- Old Port Cove Marina, FL
- Gulfport Marina, FL
- 58 Fore Street Marina, FL
- Parkers River Marina, MA
- Charleston City Marina, SC
- Old Port Cove Marina, FL
- Riverlights Marina, NC
- Cypress Landing Marina, NC
- Cooper River Marina, SC
- Sebastian Island Harbor, FL
- Lake Park Marina, FL



- Town of Mount Pleasant Waterfront Park, Ph. II, SC
- Bristol Marina, SC

ATM's Construction Experience

Though some of the projects listed in the Work History and References section of this response do not include construction work, it does include a plethora of work here in South Carolina. Our Mount Pleasant

*ATM has overseen
nearly **quarter
billion dollars** in
recreational marina
work in the past
several years.*

office marina staff is extremely experienced in the marina bidding and construction process. Additionally, we know and work with many of the local (CHS) and regional (SC, SE US) marine contractors on a regular basis. Our team also works regularly with numerous local, regional, national, and international floating dock suppliers throughout the US and beyond. ATM's work history and relationships enable us to deliver marina construction projects efficiently for our clients and help us to generate accurate construction cost estimates that enable our clients to properly budget for their projects.



Bidding and Construction Services

In recent years, ATM's professionals have assisted our clients with hundreds of millions of dollars in marina construction.

Detailed construction planning/phasing, demolition planning, consideration of ongoing marina operations, project bidding, construction contract negotiation, shop drawing review for design-build contracts, observations of work in progress, pay request approvals, change order management and contractor coordination are all services performed by ATM staff.

Our marina bid documents have been used for projects in the U.S. and throughout the world for the selection of marine contractors, and suppliers of docks and marina utilities. A carefully balanced approach allows maximum participation of all suppliers that meet project needs, with clear rules that encourage fair competition. These bidding documents are set up to seamlessly become contract documents that provide adequate tools to protect the owner's interests.

Selected Project Experience

- City of Titusville Mooring Field, FL
- Carolina Yacht Club, SC
- Jacksonville Port Authority, FL
- Bay Bridge Marina, MD
- Marineland Marina, FL
- Madeira Beach Municipal Marina, Phase I, FL
- Georgetown Harborwalk Marina, SC
- Old Port Cove Marina, FL
- Charleston City Marina, SC
- Bristol Marina, SC
- Indian River Inlet Marina, DE
- Vilano Boat Basin, FL
- Washington Sailing Marina, VA
- Cypress Landing, NC
- Riverlights Marina, NC
- Beaufort City Marina, SC
- New Port Cover Marina, FL
- Waterways Township Marina, FL





ATM Marina Construction Phase Services

Overview of ATM's Marina Construction Experience

In addition to providing leadership for marina projects during the planning, permitting, and design development stages; ATM also provides clients with construction phase services that utilize our years of experience in this highly specialized industry. ATM has provided construction phase services for a wide variety of marina construction projects throughout the United States and abroad, and has overseen the development of more than 4,200 wet slips and over 675 drystack racks in the last decade.

This direct experience with marina project bidding, negotiation, contract administration, and construction inspection coupled with the technical expertise of our professional staff give ATM the unique capacity to assist our clients in moving their projects, efficiently and effectively, from the drawing board to reality.

ATM Marina Projects Constructed or In Progress

Name of Facility	Location	Wet slips	Drystack Racks	Construction Value (USD)
Indian River Marina, Phase I	Rehoboth Beach, DE	112		\$ 7,800,000
City Marina Mega Dock	Charleston, SC	80		\$ 3,000,000
Bristol Marina	Charleston, SC	192		\$ 2,500,000
Marina at Litchfield Plantation	Pawleys Island, SC	68		\$ 1,000,000
Cypress Landing	Chocowinity, NC	222		\$ 1,700,000
Washington Sailing Marina	Washington, DC	195		\$ 2,200,000
New Port Cove Marina	Riviera Beach, FL	49	304	\$ 2,800,000
Indian River Marina, Phase II	Rehoboth Beach, DE	162		\$ 3,500,000
Indian River Marina, Drystack	Rehoboth Beach, DE		174	\$ 2,200,000
Cooper River Marina Expansion	North Charleston, SC	39		\$ 2,000,000
Yacht Haven (Phase I)	St. Thomas, USVI	45		\$ 16,000,000
Ritz-Carlton Rose Island Marina, Phase 1	Rose Island, Bahamas	300		\$ 30,000,000
Puerto Los Cabos	San Jose del Cabo, Mexico	430	200	\$ 25,000,000
41 North	Newport, RI	25		\$ 1,500,000
Rodney Bay Marina	Gros Islet, St. Lucia	208		\$ 22,000,000
Georgetown Harborwalk	Georgetown, SC	27		\$ 1,400,000
Anchor Marina, Palm Jumeirah	Dubai, UAE	522		\$ 46,000,000
Dubai Festival City Marina	Dubai, UAE	74		\$ 4,000,000
Dubai Marina, Phase III	Dubai, UAE	280		\$ 15,000,000
Jumeirah Beach Hotel Marina	Dubai, UAE	67		\$ 7,000,000
Dubai Maritime Center, Temporary Sales Marina	Dubai, UAE	48		\$ 2,000,000
Old Port Cove North	North Palm Beach, FL	59		\$ 7,000,000
Old Port Cove South	North Palm Beach, FL	144		\$ 15,000,000
Bay Bridge Marina (Phase 1)	Stevensville, MD	69		\$ 2,100,000
Christophe Harbor Marina	Christophe Harbor, St. Kitts	34		\$ 6,200,000
YCCS Virgin Gorda	British Virgin Islands	38		\$ 5,000,000
Bay Bridge Marina (Phase 2)	Stevensville, MD	127		\$ 3,700,000
North Cove Marina	Manhattan, NYC	25		\$ 3,100,000
Marineland Marina (Phase 1)	Marineland, FL	36		\$ 650,000
RiverLights Marina (Phase 1)	Wilmington, NC	10		\$ 381,688
Friday Harbour (Phase 1)	Barrie, ON	300		\$ 6,100,000
Maximo Marina Redevelopment	Tampa, FL	217		\$19,500,000
TOTALS		4,204	678	\$ 266,950,000



ORDINANCE 2018-09

AN ORDINANCE AMENDING TITLE 5, PLANNING AND DEVELOPMENT, CHAPTER 4, ZONING, ARTICLE 1, GENERAL PROVISIONS, SECTION 5-4-16, TEMPORARY USES, OF THE CITY OF ISLE OF PALMS CODE OF ORDINANCES TO ALLOW PUBLIC PARKING ON LOTS LOCATED IN SR-1, SR-2, LC AND GC-1 ZONING DISTRICTS AS A TEMPORARY USE SUBJECT TO CERTAIN CONDITIONS.

BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL MEMBERS OF THE CITY OF ISLE OF PALMS, SOUTH CAROLINA, IN CITY COUNCIL ASSEMBLED:

SECTION 1. That Paragraph (a) of Section 5-4-16, "Temporary uses," is hereby amended by adding a new subparagraph (4) to state as follows:

"4. Public parking on lots located in SR1, SR2, LC, and GC1 zoning districts, for a period not to exceed four (4) consecutive months, to provide off-site, overflow parking facilities when authorized by City Council to alleviate public safety concerns caused by parking congestion."

SECTION 2. That should any part of this Ordinance be held invalid by a Court of competent jurisdiction, the remaining parts shall be severable therefrom and shall continue to be in full force and effect.

SECTION 3. That all ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as the same affect this Ordinance.

SECTION 4. That this Ordinance take effect and be in full force immediately.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, ON THE _____ DAY OF _____, 2018.

Jimmy Carroll, Mayor

(Seal)

Attest:

Marie B. Copeland, City Clerk

First Reading: _____
Public Hearing: _____
Second Reading: _____
Ratification: _____

Title 5 – Planning and Development
Chapter 4 – Zoning
Article 1 – General Provisions

Sec. 5-4-16. - Temporary uses.

- (a) The Zoning Administrator may issue temporary permits for the following uses:
- (1) Religious meetings in a temporary structure in GC zoning districts for a period not to exceed seven (7) consecutive days;
 - (2) Open lot sale of Christmas trees in the GC and LC zoning districts for a period not to exceed forty-five (45) consecutive days;
 - (3) Storage and office trailers for use as construction storage and Contractor's office during construction in any district, except in fully or substantially fully developed residential districts, for a period of twelve (12) consecutive months, provided that such office is placed on the property under construction;
 - (4) Public parking on lots located in SR1, SR2, LC, and GC1 zoning districts, for a period not to exceed four (4) consecutive months, to provide off-site, overflow parking facilities when authorized by City Council to alleviate public safety concerns caused by parking congestion.
- (b) Any person, company or organization to be permitted under this section to place a mobile home, storage or office trailer must agree by written letter delivered to the Zoning Administrator prior to issuance of the permit that in the event a named storm is identified by the national weather service with a projected path that includes the City, that the permittee will cause the temporary structure to be disconnected from all water, sewer and electrical connections and removed from the City limits upon the County Emergency Operations Center declaring the City under OPCON 2.

Sec. 6-1-32. - Duty to keep property clean.

- (a) It shall be the duty of the owner, agent, occupant or lessee to keep exterior private and public property free of litter and unsightly growth. This requirement applies not only to removal of loose litter, but to materials that already are, or become, trapped at locations such as fences and wall bases, grassy and planted areas, borders, embankments and other lodging points.
- (b) Owners, agents, occupants or lessees whose properties face on a City right-of-way shall be responsible for keeping up to, and including, the curb, gutter or street line free of litter and unsightly growth.
- (c) It shall be unlawful to sweep or push litter from buildings, property, sidewalks and strips into streets, sidewalks and the storm drainage systems. Sidewalk and strip sweepings must be picked up and put into household or commercial material containers.
- (d) It shall be the duty of every nonresident owner of a vacant lot or other vacant property to appoint a resident agent who shall have responsibility for keeping that lot or other property free of litter and unsightly growth.
- (e) If an owner, agent, occupant or lessee fails to remove litter or unsightly growth from any private and public property, the City Public Works Department shall be authorized to serve written notice to the owner or appointed agent to correct such violation within five (5) days. Failure to comply shall constitute grounds for prosecution.
- (f) It shall be unlawful for the owner of any property in the City to disobey or fail to comply with any provisions of this article.

(Code 1994, § 6-1-32; Ord. No. 1986-2, 5-14-1986)

Sec. 6-1-33. - Appeals; ordinance summons; liens; penalties.

- (a) The City Administrator is authorized to issue regulations for the form, content, and maintenance of notices and to hear and determine appeals from Public Works Department notices served pursuant to section 6-1-32(e). A notice of appeal must be delivered to the City Administrator within five (5) days after service of the sanitation division notice. The determination of the City Administrator shall be made in writing and shall be final.
- (b) The City Administrator may authorize an appropriate City employee to serve an ordinance summons for violation of this article pursuant to section 1-3-66(b).
- (c) In the event the responsible person fails to correct the conditions which violate this article within the time prescribed in the notice, the City Administrator may authorize agents or employees of the City to enter onto the property and take corrective action. The cost of corrective action taken by the City shall be a lien upon the property which shall be added to and collected in the same manner as the ad valorem taxes on the property.
- (d) Nothing in this section shall prevent the City from taking any other appropriate action such

as courtesy notices to encourage voluntary compliance, or arrest warrants for violations.

(e) Violation of this article is a misdemeanor punishable as provided in section 1-3-66.

(Code 1994, § 6-1-33; Ord. No. 1994-4, § 33, 4-26-1994)

CITY OF ISLE OF PALMS

South Carolina

June 8, 2018

Mayor:
Jimmy Carroll

City Council:
Randy Bell
Ryan Buckhannon
Sandy Ferencz
Ted Kinghorn
John Moyer
Carol Rice
Susan Hill Smith
Jimmy Ward

VIA CERTIFIED MAIL RETURN-RECEIPT REQUESTED

Brian Berrigan
President
Marina Joint Ventures, Inc.
P.O. Box 550
Isle of Palms, SC 29451

Re: Marina Joint Ventures, Inc. Lease

Dear Brian,

Pursuant to the terms of the Commercial Lease Agreement between the City of Isle of Palms ("Landlord") and Marina Joint Ventures, Inc. ("Tenant") dated September 10, 2009, as amended by the First Amendment dated June 2, 2010, the Second Amendment dated April 25, 2012, the Third Amendment dated July 24, 2012, and the Fourth Amendment dated February 26, 2015 (collectively referred to herein as the "Lease"), please provide the following information to the City in advance of the next Real Property Committee meeting scheduled for **July 3, 2018**:

- 1) Pursuant to Section 7(F) of the Lease, certificates of insurance for all insurance coverage required to be maintained by Tenant under Section 7 of the Lease naming City as an additional insured;*
- 2) Pursuant to Section 7(G) of the Lease, certificates of insurance for all insurance coverage required to be maintained by Tenant's sublessees under Section 9 of the Lease naming City as an additional insured;*
- 3) Pursuant to Section 9(A) of the Lease, copies of any subleases or assignments of Tenant's interest in the Leased Premises or any part thereof, including, but not limited to, any change in control of the voting interests of Tenant other than by devise or descent;*
- 4) Pursuant to Section 9(B) of the Lease, copies of any licenses or subleases for boat slip use to individual boat owners, or subleases or licenses for dry boat storage to individual boat owners;*
- 5) Pursuant to Section 9(C) of the Lease, copies of any subleases or license agreements with charter fishing, charter cruising, kayaking, boat rental, low-speed vehicle rental, paddleboard rental and eco-tour operations;*
- 6) Pursuant to Paragraph 22 of Exhibit IV of the Lease, please provide a written parking plan for providing free on-site employee parking for all*

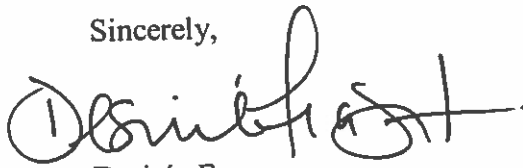
P.O. Box 508 • Isle of Palms, South Carolina 29451
(843) 886-6428 • Fax (843) 886-8005 • www.iop.net

tenants and subtenants at the Isle of Palms Marina.

In addition, please be reminded that pursuant to Section 18, "Americans with Disabilities Act," of the Lease, it is the sole responsibility of the Tenant to comply with any and all provisions of the ADA with regard to the Leased Premises, and to remedy any violations thereof, after the effective date of the Lease on September 10, 2009. The City requests that you take immediate action to provide temporary repairs and/or remedies as may be necessary to ensure ADA compliance at the Marina site pending commencement of the City's dock rehabilitation project.

Thank you for your cooperation in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read "Desirée Fragoso", with a stylized flourish at the end.

Desirée Fragoso
Interim City Administrator

CITY OF ISLE OF PALMS

South Carolina

June 8, 2018

Mayor:
Jimmy Carroll

City Council:
Randy Bell
Ryan Buckhannon
Sandy Ferencz
Ted Kinghorn
John Moye
Carol Rice
Susan Hill Smith
Jimmy Ward

VIA CERTIFIED MAIL RETURN-RECEIPT REQUESTED

James P. Clarke
President
Barrier Isles, LLC
10 Seahorse Court
Isle of Palms, SC 29451

Re: Barrier Isles, LLC Lease

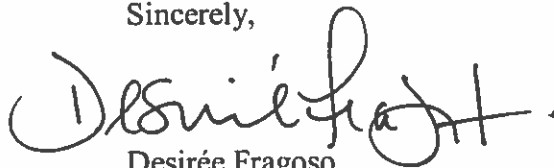
Dear Jay,

Pursuant to the terms of the Commercial Lease Agreement between the City of Isle of Palms ("Landlord") and Barrier Isles, LLC ("Tenant") dated May 17, 2002, as amended by the First Amendment dated March 12, 2010, the Second Amendment dated October 26, 2017, and the Third Amendment dated May 23, 2018 (collectively referred to herein as the "Lease"), please provide the following information to the City in advance of the next Real Property Committee meeting scheduled for **July 3, 2018**:

- 1) Pursuant to Section 7 of the Lease, certificates of insurance for all insurance coverage required to be maintained by Tenant naming City as an additional insured;*
- 2) Pursuant to Section 9 of the Lease, copies of any subleases or assignments of Tenant's interest in the Leased Premises or any part thereof, including, but not limited to, any change in control of the voting interests of Tenant other than by devise or descent.*

Thank you for your cooperation in this regard.

Sincerely,



Desirée Fragoso
Interim City Administrator

CITY OF ISLE OF PALMS

South Carolina

June 8, 2018

Mayor:
Jimmy Carroll

City Council:
Randy Bell
Ryan Buckhannon
Sandy Ferencz
Ted Kinghorn
John Moyer
Carol Rice
Susan Hill Smith
Jimmy Ward

VIA CERTIFIED MAIL RETURN-RECEIPT REQUESTED

Brian Berrigan
President
Marina Outpost, LLC
P.O. Box 550
Isle of Palms, SC 29451

Re: Marina Outpost, LLC Lease

Dear Brian,

Pursuant to the terms of the Commercial Lease Agreement between the City of Isle of Palms ("Landlord") and Marina Outpost, LLC ("Tenant") dated January 4, 2008, as amended by the First Amendment dated April 25, 2012, the Second Amendment dated July 24, 2012, and the Third Amendment dated February 26, 2015 (collectively referred to herein as the "Lease"), please provide the following information to the City in advance of the next Real Property Committee meeting scheduled for **July 3, 2018**:

- 1) Pursuant to Section 13(B) of the Lease, certificates of insurance for all insurance coverage required to be maintained by Tenant naming City as an additional insured;*
- 2) Pursuant to Section 44 of the Lease, copies of any subleases or assignments of Tenant's interest in the Leased Premises or any part thereof, including, but not limited to, any change in control of the voting interests of Tenant other than by devise or descent;*
- 3) Pursuant to Section 44 of the Lease, certificates of insurance for all insurance coverage required to be maintained by Tenant's sublessees naming City as an additional insured.*

In addition, please be reminded that pursuant to Section 37, "Americans with Disabilities Act," of the Lease, it is the sole responsibility of the Tenant to comply with any and all provisions of the ADA with regard to the Leased Premises after the Rent Commencement Date on January 4, 2008. The City requests that you take immediate action to ensure ADA compliance at the Marina Store site pending commencement of the City's dock rehabilitation project.

Thank you for your cooperation in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read 'Desirée Fragoso', with a stylized flourish at the end.

Desirée Fragoso
Interim City Administrator

CITY OF ISLE OF PALMS

South Carolina

June 8, 2018

Mayor:
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Jimmy Ward

VIA CERTIFIED MAIL RETURN-RECEIPT REQUESTED

Michael Fiem
Watertoys, LLC d/b/a "Tidalwave Watersports"
1285 Llewellyn Road
Mount Pleasant, SC 29464

Re: Watertoys, LLC Lease

Dear Michael,

Pursuant to the terms of the Commercial Lease Agreement dated June 1, 2004 between the City of Isle of Palms and Tidal Wave Water Sports, Inc., which was assigned to Watertoys, LLC on August 30, 2006, and amended by the First Amendment dated September 30, 2006 and the Second Amendment dated November 17, 2010 (collectively referred to herein as the "Lease"), please provide the following information to the City in advance of the next Real Property Committee meeting scheduled for **July 3, 2018**:

- 1) Pursuant to Section 9 of the Lease, copies of any subleases or assignments of Tenant's interest in the Leased Premises or any part thereof, including, but not limited to, any change in control of the ownership of Tenant;*
- 2) Pursuant to Section 9 of the Lease, certificates of insurance for all insurance coverage required to be maintained by Tenant's sublessees naming City as an additional insured;*
- 3) Pursuant to Section 12 of the Lease, certificates of insurance for all insurance coverage required to be maintained by Tenant naming City as an additional insured.*

Thank you for your cooperation in this regard.

Sincerely,



Desirée Frago
Interim City Administrator

CHAPTER 4 – ZONING
ARTICLE 2 – DISTRICT REGULATIONS

Sec. 5-4-45. - Nonconforming lots, structures and uses, generally.

- (a) The City recognizes that as a result of this chapter, some existing lots and structures will not comply with applicable zoning requirements. In addition, some existing uses will be made nonconforming by this chapter; and some long-standing nonconforming uses will continue to be nonconforming.
- (b) As a general policy, nonconformities in the use and development of land and buildings are discouraged; and should be brought into compliance with the applicable zoning requirements over time as the uses of land and structures change. However, with the limitations and exceptions set forth in this chapter, it is the intent of the City that the lawful use of land and structures existing at the effective date of the ordinance from which this chapter is derived may continue, although such use does not conform to the provisions of this chapter.
- (c) Any use, building or structure lawfully existing at the time of adoption of the ordinance from which this chapter is derived which does not conform with the provisions of said chapter shall be deemed to be legal nonconforming uses, buildings or structures.

Sec. 5-4-46. - Continuation of nonconforming lots; lots made conforming.

- (a) Subject to the limitations set forth in this chapter, a nonconforming lot may continue to be used without change in boundaries.
- (b) Any lot which is made conforming by combining with other lots shall be recognized as a conforming lot and shall fully comply with this chapter.

Sec. 5-4-47. - Alterations, modifications and repairs to nonconforming structures.

- (a) Except as allowed in this section, no structural alterations shall be made to a nonconforming structure other than those necessary to ensure the safety of the building or structure.
- (b) Subject to all other applicable provisions of this chapter and other City ordinances, an existing structure, including stairs, which does not comply with the zoning district setback requirements of this chapter may be altered or renovated so long as no part of the structure extends beyond the original footprint of the encroachment.
- (c) Subject to all other applicable provisions of this chapter and other City ordinances, the following alterations are considered to be nonstructural, and may be made to a nonconforming structure, provided that the extent of the nonconformity is not increased:
 - (1) Nonstructural facade alterations;
 - (2) Modification or removal of interior walls;
 - (3) Modification of existing windows and exterior doors;
 - (4) Construction or modification of decks, porches and patios, provided that there is no increase in any encroachment into required setbacks.
- (d) Repairs or maintenance may be made to a nonconforming structure as required to keep it in safe condition.
- (e) Any nonconforming structure damaged fifty percent (50%) or more of its appraised value at the time of such damage may be rebuilt in its original footprint but shall not be repaired, rebuilt or altered in such a manner as to increase the extent of its pre-damage nonconformity. Reconstruction or repair must be commenced within six (6) months from the date of such damage or removal; provided that a structure destroyed or removed by a voluntary or willful act of the owner or agent of the owner must comply with all applicable provisions of this chapter.

- (f) Where existing vehicular parking is insufficient to meet the standards set forth in this chapter, no structure may be enlarged unless the requirements for off-street parking are met for the entire structure and uses.

Sec. 5-4-48. - Nonconforming uses.

- (a) A nonconforming use of a structure or lot shall not be changed to another nonconforming use.
- (b) Whenever a nonconforming use is changed to a conforming use, such use shall not thereafter revert to a nonconforming use.
- (c) Whenever a nonconforming use is discontinued, for a period of three hundred sixty-five (365) days, such use shall not be reestablished and all subsequent use shall conform to the provisions of this chapter.
- (d) A nonconforming use may not be enlarged or extended.

Sec. 5-4-49. - Cessation of certain nonconformities required.

- (a) Nonconforming signs. Cessation of nonconformity is required under the following conditions:
- (1) A nonconforming sign shall be made to conform, or be replaced with a sign that conforms with this chapter, when a nonconforming sign is removed, or whenever a substantial renovation, change or repair to a nonconforming sign becomes necessary, or when a building or improvement on a lot on which a nonconforming sign is located undergoes substantial repair, improvement or redevelopment.
- (2) Substantial renovation, change or repair of a sign shall occur when the cost of renovation, change or repair equals or exceeds fifty percent (50%) of the sign's appraised value. Substantial repair, improvement or redevelopment of buildings or improvements on a lot shall occur when the cost of the repair improvement or redevelopment equals or exceeds fifty percent (50%) of the total appraised value of the improvements thereon at the time of said repair, improvement or redevelopment.
- (b) Nonconforming fences, hedges, shrubbery and signs which impede vision at street intersections shall be brought into compliance by removal, relocation or alteration within ninety (90) days from the effective date of the ordinance from which this chapter is derived.

(c) Nonconforming use of off-street parking spaces shall be brought into compliance with section 5-4-113(i) within ~~threetwo (23)~~ years from the effective date of the ordinance from which that section is derived.

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CHAPTER 4 – ZONING
ARTICLE 6. - PARKING AND LOADING

Sec. 5-4-111. - Purpose of requirements.

Unless otherwise stated in this chapter, areas suitable for parking or storing automobiles in off-street locations shall be required in all zoning districts at the time of the initial construction of any principal building; or when a structural alteration or other change in a principal building results in an increase in dwelling units, guestrooms, floor area, seating or bed capacity, or which changes the use so as to require more parking to serve such use, or when a change in use occurs. Such off-street parking area shall have direct access to a street or alley, and shall be landscaped in accordance with a plan as approved by the Zoning Administrator.

Sec. 5-4-112. - Required parking spaces.

The number of off-street parking spaces shall be calculated on the basis of the use of the land or principal building on a lot, according to requirements indicated in columns 2 and 3:

Column 1	Column 2	Column 3
Use or Use Category	Parking Spaces Required	Additional Requirements
Residential uses:		
One-family dwelling	One (1) space (does not have to be paved)	
Two-family dwelling	Two (2) spaces (same as above)	
Multifamily dwelling townhouse/condominium	Two (2) spaces per dwelling unit	
Boardinghouse/roominghouse	One (1) space per each sleeping room	Plus one (1) space per employee
Group dwelling	One space per each two (2) bedrooms	
Public and semipublic uses:		
Medical and dental office and outpatient clinic	One (1) space per each two hundred (200) square feet of gross floorspace (minimum of four (4) spaces)	

Church or other places of worship	One (1) space per five (5) fixed seats in main assembly hall	Or five (5) spaces per classroom, whichever is greater
Places of public assembly or recreation containing main assembly room	One (1) space per each one hundred (100) square feet of gross floor area in the main assembly room	
Country club or golf club	One (1) space per each five (5) members	Plus one (1) space/two (2) employees
Library, museum, art gallery or similar building	Ten (10) spaces	Plus one (1) space per each five hundred (500) square feet of floor area
Club, fraternity, sorority or lodge	One (1) space per sleeping room or suite	Or one (1) space/five (5) members, whichever is greater, one (1) space per each three (3) employees
Commercial uses:		
Office buildings	One (1) space per three hundred (300) feet of gross floor area (four (4) spaces minimum)	
Bank, savings and loan or similar lending establishment	One (1) space per each two hundred (200) square feet of gross floorspace	
Service or repair establishments	One (1) space per each two hundred fifty (250) square feet of gross floor area not used for storage	
Retail business not otherwise specifically mentioned	One (1) space per each two hundred fifty (250) square feet of gross retail floorspace not used for storage (three (3)	Plus one (1) space per employee

	spaces minimum)	
Theater, nightclub, bar and similar places of assembly	Two (2) spaces per each four (4) seating accommodations	Plus one (1) space per each three (3) employees on shift of greatest employment.
Automobile service station	One (1) space per employee but in all cases, a minimum of five (5) spaces	Plus one (1) space per each grease rack or wash rack
Motel, hotel and tourist court	One (1) space per sleeping room or suite	Plus one (1) space per each three (3) employees
Furniture, home furnishings, appliance, machinery, equipment, automotive farm and boat sales and service	One (1) space per three hundred (300) square feet of retail floor area (three (3) spaces minimum)	Except that automobile sales and service must have ten (10) spaces minimum
Shopping center	Five and one-half (5½) spaces per one thousand (1,000) square feet of gross leaseable area	
Restaurant	One (1) space per each four (4) seats	Plus one (1) space per each three (3) employees on shift of greatest employment
Drive-in restaurant	One (1) space per each thirty-five (35) square feet of gross building area	Plus one (1) space per each three (3) employees on shift of greatest employment
Take-out restaurant	One (1) space per each one hundred (100) square feet of gross building area	Plus one (1) space per each three (3) employees on shift of greatest employment

Sec. 5-4-113. - Application of parking requirements.

- (a) *Location of off-street parking areas.* Except as provided in section 5-4-113(h) and section 5-4-115, all parking spaces required herein shall be located on the same lot with the principal building or use or uses served.
- (b) *Mixed uses.* Where more than one (1) principal or accessory use, whether with the same or different parking requirements, occupy the same building or premises or in the case of joint use of a building or premises, by more than one (1) use having the same parking requirements, the parking spaces required shall equal the sum of the requirements of the various uses computed separately.
- (c) *Change in use, alteration of use, or extension of use.* Off-street parking spaces shall be provided in accordance with these regulations whenever a building or use is changed, altered, or enlarged in floor area, number of employees, number of dwelling units, seating capacity or otherwise.
- (d) *Requirements for uses not specifically listed.* The parking space requirements for a use not specifically listed in section 5-4-112 shall be the same as for a listed use of similar characteristics of parking demand, as determined by the Zoning Administrator.
- (e) *Compilation of total employment.* Except as otherwise provided, the number of employees shall be determined based on the maximum number of employees at the premises at any one time on an average day or average night, whichever number is greater. Seasonal variations in employment may be considered in determining an average day.
- (f) *Fractional computation.* Where fractional spaces result, the parking spaces required shall be construed to be the next higher whole number.
- (g) *Requirements for GC-2 district.* Notwithstanding any other provision of this chapter to the contrary, off-street parking is permitted within the GC-2 district on any lot which contains at least one hundred twenty feet (120') of frontage on a public street. Any automobile parking pursuant to this section shall comply with the provisions of section 5-4-12(n) and (o). There shall be no off-street parking permitted for any lot within the GC-2 district which contains less than one hundred twenty feet (120') of frontage on a public street.
- (h) *Parking spaces in public right-of-way in commercial districts.* Notwithstanding any other provision of this chapter to the contrary, the calculation of the number of parking spaces required in the commercial districts pursuant to section 5-4-112 may include any parking spaces in the public right-of-way that are located on the same side of the street and contiguous to the lot with the principal building or use or uses served.

(i) *Use of off-street parking spaces.* Use of off-street parking spaces shall be limited to the owners, occupants, employees, visitors, and patrons of the principal building or use served, and shall be limited to motor vehicles. The storage of merchandise, motor vehicles for sale, repair of vehicles on such parking areas, construction vehicles and machinery, construction staging or overflow parking from other businesses, or establishments, events or activities are prohibited, except in connection with a City-sponsored event.

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Sec. 5-4-114. - Area and paving required for parking spaces.

Excluding aisles, maneuvering space, turnaround space, and drives, each required off-street parking area, lot, or other facility shall contain a minimum of one hundred eighty (180) square feet, nine feet (9') in width and twenty feet (20') in length for each automobile to be accommodated. Off-street parking spaces are not required to be paved. A scale drawing or layout of all required parking areas showing the location, size, and arrangement of the individual parking spaces, loading spaces, drives, lighting diagram and landscaped areas and the type of surface material used in the parking and drive areas shall be submitted to the Zoning Administrator for his approval.

Sec. 5-4-115. - Joint use of off-street parking areas.

Two (2) or more principal uses may utilize a common area in order to comply with off-street parking requirements, provided that the total number of individual parking spaces available in such common area is not less than the sum of the parking spaces required for the individual uses as separately computed in accordance with the provisions of this section, and provided that where such space is not located on the same lot as the principal use or uses, the owner of such space relinquishes through a covenant agreement with the City his development rights over the property until such time as parking space is provided elsewhere or on the same premises as the principal use.

Sec. 5-4-116. - Off-street loading area required.

Areas suitable for loading and unloading motor vehicles in off-street locations and specifically designated for such purpose, shall hereafter be required at the time of the initial construction or alteration or conversion of any building or structure used or arranged to be used for commercial, industrial, governmental, or multifamily residential purposes. Such off-street areas shall have access to a public alley or street and shall be provided and maintained in accordance with the following requirements, the computation of which shall not be included in the off-street parking requirements.

Sec. 5-4-117. - Number of off-street loading spaces required.

The number of off-street loading spaces shall be calculated on the basis of the use of the land or principal building on a lot, according to the requirements indicated in this section.

Type of Use	Square Feet in Total Floor Area (in square feet)	Spaces Required
Retail and personal service establishments	0—1,999	None
	2,000—24,999	1
	For each additional 25,000	1 additional
Wholesale, manufacturing, governmental and institutional (incl. places of public assembly), educational institution, recreation, business, service, terminal and similar business uses	0—24,000	None
	25,000—49,999	1
	50,000—99,000	2
	100,000—249,000	3
	250,000—999,000	4
	1,000,000 or more	5
Offices or office buildings	0—4,999	None

	5,000—9,999	1
	10,000—20,000	2
	For each additional 50,000	1 additional
Multifamily dwelling project, mobile home development, hotel motel, tourist home, or similar establishment	0—9 units	None
	10—20 units	1
	For each additional 10 units	1 additional

Sec. 5-4-118. - Amount of area required for each loading space.

Each off-street loading and unloading space required by the provisions of this chapter shall be at least twelve feet (12') wide, forty feet (40') long and fourteen feet (14') high. Such space shall be clear and free of obstruction at all times.

Sec. 5-4-119. - Location of off-street loading areas.

Required off-street loading and unloading areas must be located on the same lot or parcel of land as the structure they are intended to serve. In no case shall the required off-street loading space be considered as part of the area provided to comply with off-street parking requirements as stated herein.

Sec. 5-4-120. - Loading area.

All uses, whether or not specified in this chapter, shall provide off-street loading areas. Loading areas shall be located so that no vehicle being loaded or unloaded in connection with normal operations shall obstruct or project into a public street, walk, alley or way.