



Ways and Means Committee

6:00 p.m., Tuesday, August 17, 2021

1207 Palm Boulevard, Isle of Palms, South Carolina

Public Comment:

All citizens who wish to speak during the meeting must email their first and last name, address and topic to City Clerk, Nicole DeNeane at nicoled@iop.net no later than **3:00 p.m. on the business day before** the meeting. Citizens may also provide public comment here:

<https://www.iop.net/public-comment-form>

Agenda

1. **Call to order** and acknowledgment that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Approval of previous meeting's minutes**- July 20, 2021
3. **Citizens' Comments** - All comments will have a time limit of three (3) minutes.
4. **Financial Statements** – Treasurer Debbie Suggs
Financial Reports, Project Worksheets & Financial Legal Analysis
5. **Capital Projects Reports**
 - a. Marina Restaurant Renovation
 - b. Marina Docks Rehabilitation
 - c. Phase III Drainage
 - d. Phase III Drainage Small Internal Projects
 - e. Overhead to Underground Conversion
6. **Old Business**
Discussion of options for allocation of FY21 positive net result and American Rescue Plan funding allocation
7. **New Business**
 - a. Consideration of approval of purchase of replacement Engine 1002 in the amount of \$521,848 [Financed with Municipal Lease, FY22 Budget, Fire Department, Capital Projects - \$525,000, pg. 19, ln. 45]
 - b. Consideration of approval of purchase of Self-Contained Breathing Apparatus (SCBA) in the amount of \$286,594 and other add-on equipment for pumper truck in the amount of \$57,000 [FY22 Budget, Fire Department, SCBA, \$290,000 funded 1/3 Capital Projects, 1/3 Muni ATAX, 1/3 State ATAX (RFB 2021-06); other add-on equipment \$57,000]
 - c. Consideration of municipal lease for financing of the purchase of the replacement Engine 1002 pumper truck [RFP 2021-02 Fire Truck Lease, BB&T Proposal – 1.60% interest rate, 9-year term]
 - d. Consideration of award of a contract to Davis & Floyd for a comprehensive island wide drainage master plan in the amount of \$248,000 [FY22 Budget, Public Works, Muni ATAX, \$250,000]
 - e. Discussion and consideration of property insurance options for the new marina docks [FY22 Budget, Marina Enterprise Fund, Marina Operations, Insurance, \$150,000]
8. **Miscellaneous Business** - Next meeting: 6:00 p.m., Tuesday, September 21, 2021
9. **Executive Session** – If needed.
10. **Adjournment**



**Ways & Means Committee Meeting
6:00pm, Tuesday, July 20, 2021
1207 Palm Boulevard, Isle of Palms, SC 29451
and broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Council members Pounds, Streetman, Popson, Bell, Smith, Ward, Moye, and Mayor Carroll

Absent: Council Member Buckhannon

Staff Present: Administrator Fragoso, Treasurer Suggs, various City Department heads

2. Approval of previous meeting's minutes

Council Member Moye made a motion to approve the minutes of the June 15, 2021 meeting, and Council Member Bell seconded the motion. The motion passed unanimously.

3. Citizen's Comments --none

4. Financial Statements – Treasurer Suggs

Treasurer Suggs reviewed the preliminary and unaudited statements as of June 30, 2021. She noted the auditors would arrive on August 9. She said that the City had a very good year financially. The FY21 budget was very conservative. She noted the strong ATAX activity as well as healthy building permit activity is likely not sustainable. She reminded the Committee of several deferred expenses including the new fire truck and Phase III Drainage. Property taxes have come in slightly above budget at \$4.78M. She anticipates the City will realize approximately \$1.9M in budget overage for FY21. City Council will determine where that overage is placed when the amount is confirmed.

Review of the incoming accommodations, hospitality, and local option sales taxes indicates healthy financial activity on the Isle of Palms. There is still no word from Charleston County as to when the FY21 pass through will be received, but the matter is on the July 27, 2021 County Council Agenda. The County budget does reinstate the FY22 pass through.

Legal expenses are at \$281,000 for FY21, which is much higher than the normal \$90-\$100,000 in legal expenses in a fiscal year.

Treasurer Suggs reviewed the expenses paid out for the Marina Rehabilitation and Phase III Drainage projects.

Mayor Carroll thanked staff for their hard work and continued conservative financial efforts on behalf of the citizens. He encouraged them to remain acting conservatively.

5. Capital Projects Report

A. Marina Restaurant Renovation

Administrator Fragoso gave an overview of the work that has been completed at the Marina restaurant. A slide detailing all of the work done there can be seen in the YouTube recording of this meeting linked on the City's website. Some of the renovation activities mentioned include the completion of demolition, the start of mechanical, electrical, and plumbing work, and construction of the front gazebo, bar, and outdoor deck area. Materials availability continues to be an issue with the project. However, the steel beams arrived over the weekend. Construction is estimated to be completed in early 2022.

B. Marina Docks Rehabilitation

Administrator Fragoso gave an overview of the work being done on the Marina Docks Rehabilitation Project. A slide detailing all of the work done there can be seen in the YouTube recording of this meeting linked on the City's website. Salmon's has remobilized and the installation of the gangways has begun. Electrical components are proceeding according to plan. Materials availability has put the water connections on hold. Salmons and ATM are collaborating on possible alternative materials.

Salmon's will demolish the Charter docks, install the replacement for that dock, and install a temporary gangway until the restaurant and face docks are fully functional. The fuel hut design has been completed and a permit issued by the Building Department.

Administrator Fragoso shared the high costs of insurance the completed dock with the Committee. Annual premiums could be close to \$500,000. She and Treasurer Suggs are looking into the costs of securing insurance for all other perils and then self-insuring for wind, named storms, and flood damage. Council Member Bell noted that the possible annual premiums far exceed the revenues the City receives from the Marina.

C. Phase III Drainage

Administrator Fragoso gave an overview of the work being done on the Phase III Drainage Project. A slide detailing all of the work done on this project can be seen in the YouTube recording of this meeting linked on the City's website. The easement agreement with Wild Dunes has been executed. 14 permits have been submitted for this project: two have been fully approved, 4 conditionally approved, and 8 are still being processed. Thomas & Hutton continue to express optimism and expect to receive the necessary permits for 30th and 36th avenues next month. The goal is to begin work on the 30th and 36th avenues outfalls in the fall/winter of 2021 and 41st Avenue outfall in fall 2022.

D. Phase III Drainage Small Internal Projects

Administrator Fragoso gave an overview of the work being done on the Phase III Drainage Small Internal Projects. A slide detailing all of the work done on this project can be seen in the YouTube recording of this meeting linked on the City's website. All work on the smaller internal projects was completed on July 15 except for the work at 41st Avenue and Forest Trail which will be completed after Labor Day.

E. Overhead to Underground Conversion

Administrator Fragoso said she has asked Dominion Energy to expand the scope of work for the project at 41st and Waterway Boulevard the relocation of the transformer by the boat ramp and a layout for new lighting at the site. The estimated cost of the project without the expanded scope of work is \$250,000. The cost to engineer the projects will be approximately \$25,000, which the City will need to pay if it decides to not move forward with either project. If the City does move forward with the projects, the engineering costs will be added to the total project construction costs and split with Dominion Energy.

Council Member Smith spoke in support of Council Member Buckhannon's previous idea to set aside more of the user fees for these types of projects.

6. Old Business

Update on the American Rescue Plan and the City's funding allocation

Council Member Pounds reported that the State has not yet released the monies due to the City from the American Rescue Plan. He believed no further activity would take place on this effort until the fall legislative session.

7. New Business

A. Consideration of recommendation from the ATAX Committee of an application by the Carolina Coast Surf Club, Inc. for funding in the amount of \$1,000 to sponsor real-time camera image of IOP beach and surf conditions [FY22 Budget, State ATAX, General Government, Programs & Sponsorships - \$85,000, pg. 31, ln. 20]

MOTION: Council Member Streetman made a motion to approve, and Council Member Moye seconded the motion. The motion passed unanimously.

Council Member Moye said that any link from the City's logo should direct visitors to the island's accommodations.

B. Consideration of recommendation from the Real Property Committee to approve change order to ATM contract for additional construction administration services for the marina dock rehabilitation project in the amount of \$40,000 [FY22, Marina Fund, Contingency Fund \$355,405]

MOTION: Mayor Carroll made a motion to approve, and Council Member Streetman seconded the motion.

Administrator Fragoso explained that this contract is for additional administrative services and oversight through the end of the Marina Dock Rehabilitation project, whose completion date has been extended due to a number of reasons including materials shortages and delays as well as the complexity of the project. She noted that ATM has worked without a contract for a couple of months and also worked outside the scope of their original contract to keep the project moving forward.

Kirby Marshall from ATM explained at length the structure of the new contract based on anticipated manhours, but also the work they have completed on the City's behalf since the previous contract expired. They have reviewed 6 bid submittals, many of which were subpar and not meeting the standards of the project's proposed construction. Administrator Fragoso said she is looking into recovering possibly \$7-\$8,000 from the contractor for time spent reviewing these deficient submittals.

Committee members agreed the services of ATM were valuable and necessary. However, they would like to see language included in the contract that addresses costs involved should the project not be completed by mid-November. Administrator Fragoso said that newly updated language reflecting those costs will be available prior to next week's City Council meeting.

VOTE: The motion passed unanimously.

C. Consideration of proposal from Thomas & Hutton in the amount of \$102,200 for bidding and construction oversight of the Phase III Drainage Outfall Project (30th & 36th avenues) [FY22 Budget, Public Works Department, Capital Projects, Phase III Drainage - \$2,462,000, pg. 21, ln 54]

MOTION: Council Member Moye made a motion to approve, and Council Member Streetman seconded the motion.

Administrator Fragoso said this contract is for the bidding and oversight needed for the next phase of the drainage project for which the City should receive approval for next month, anticipating construction to start in the fall. She reported that staff has asked Thomas & Hutton for "more clarity" in the proposal "to fully understand what happens if this project is more than six months." Billing for construction administration services would not begin until the start of construction. Mayor Carroll asked that materials costs be considered in the contract as well.

VOTE: The motion passed unanimously.

D. Discussion and consideration of request from Marker 116 to delay payment of base rent for 2021 (\$40,000) due to delays in construction and opening schedule [FY22 Budget, Marina Fund, Marina Restaurant Lease Income - \$91,667]

MOTION: Council Member Bell made a motion to approve, and Council Member Moye seconded the motion.

Committee members discussed the ways in which such a request could be accommodated. Administrator Fragoso noted that any delay in payment will affect the budget and not meeting

the budget should be a consideration. Council Member Ward spoke with concern about the average citizen not receiving delays in their payments.

MOTION: Mayor Carroll made a motion amend to allow for the payment of the \$40,000 to be paid out over 12 months from the time of the restaurant opening. Council Member Bell seconded the motion. A vote was taken as follows:

Ayes: Popson, Streetman, Moye, Bell, Smith, Carroll, Pounds
Nays: Ward

The motion passed 7-1.

VOTE: A vote on the amended motion was taken as follows:

Ayes: Popson, Streetman, Moye, Bell, Smith, Carroll, Pounds
Nays: Ward

The motion passed 7-1.

8. Miscellaneous Business

The next meeting of the Ways & Means Committee will be Tuesday, August 17, 2021 at 6pm.

9. Adjournment

Council Member Bell made a motion to adjourn and Council Member Moye seconded the motion. The meeting was adjourned at 7:25pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

City of Isle of Palms
Financial Statement Summary as of June 30, 2021 ***PRELIMINARY & UNAUDITED***
(Dollars in Thousands)

REVENUES							TRANSFERS IN / (OUT)						EXPENDITURES						YTD Actual Net Rev & Exp
YTD Actual	Annual Budget	Remaining to Collect	YTD Actual as a % of Budget	Current Annual Forecast	Forecast Above or (Below) Budget		YTD Actual	Annual Budget	Remaining to Transfer	YTD Actual as a % of Budget	Current Annual Forecast	Forecast Above or (Below) Budget	YTD Actual	Annual Budget	Remaining to Spend	YTD Actual as a % of Budget	Current Annual Forecast	Forecast Above or (Below) Budget	
General	\$ 12,424	\$ 10,663	\$ (1,761)	117%	\$ 12,708	\$ 2,045	\$ 689	\$ 693	\$ (4)	99%	\$ (1,311)	\$ (2,004)	\$ 11,126	\$ 11,356	\$ 230	98%	\$ 11,126	\$ (230)	1,987
Capital Projects	3,575	3,280	(295)	109%	3,575	295	184	184	-	100%	2,184	2,000	3,216	7,535	4,319	43%	3,216	(4,319)	543
Muni Accom Tax	1,320	829	(491)	159%	1,828	999	(282)	(291)	9	97%	(282)	9	1,235	1,384	149	89%	1,235	(149)	(197)
Hospitality Tax	732	640	(92)	114%	732	92	(218)	(218)	-	100%	(218)	-	752	1,058	306	71%	752	(306)	(238)
State Accom Tax	2,326	1,460	(866)	159%	2,326	866	(626)	(584)	(42)	107%	(626)	(42)	1,583	1,655	72	96%	1,583	(72)	117
Beach Prserv Fee	1,325	832	(493)	159%	1,325	493	-	-	-	-	-	-	23	294	271	8%	23	(271)	1,302
Marina	337	297	(40)	113%	337	40	250	216	34	116%	250	34	1,287	1,105	(182)	116%	1,287	182	(700)
Disaster Recovery	17	52	35	33%	17	(35)	-	-	-	-	-	-	-	10	10	0%	-	(10)	17
All Other	175	165	(10)	106%	175	10	3	-	3	-	3	3	161	162	1	100%	161	(1)	16
Total All Funds	\$ 22,231	\$ 18,218	\$ (4,013)	122%	\$ 23,023	\$ 4,805	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 19,383	\$ 24,559	\$ 5,176	79%	\$ 19,383	\$ (5,176)	\$ 2,847
FY20	17,518												16,413						1,105

General Fund YTD Revenues							
	FY21 YTD Actual	FY21 Budget	% of FY21 Budget	FY20 YTD Actual	% of Prior YTD	Current Annual Forecast	Forecast Above/ (Below) Budget
Prop Tax	\$ 4,789	\$ 4,757	101%	\$ 4,518	106%	\$ 4,739	\$ (18)
LO Sales Tax	853	641	133%	800	107%	958	317
Business Lic	1,554	1,012	154%	1,365	114%	1,554	542
Rental Lic	928	750	124%	1,009	92%	928	178
Other Lic (Insurnce/Utilities)	1,282	1,281	100%	1,522	84%	1,511	230
Build Pmts	721	338	213%	423	170%	721	383
From State	275	215	128%	258	107%	275	60
Parking	1,271	1,211	105%	972	131%	1,271	60
All Other	751	458	164%	667	113%	751	293
Total	\$ 12,424	\$ 10,663	117%	\$ 11,534	108%	\$ 12,708	\$ 2,045

General Fund YTD Expenditures (YTD target = 100%)							
	FY21 YTD Actual	FY21 Budget	% of FY21 Budget	FY20 YTD Actual	% of Prior YTD	Current Annual Forecast	Forecast (Above)/ Below Budget
Mayor/Council	\$ 127	\$ 145	88%	\$ 132	96%	\$ 127	\$ 18
General Govt	1,863	2,041	91%	1,502	124%	1,863	178
Police	2,625	2,707	97%	2,355	111%	2,625	82
Fire	3,368	3,286	102%	3,413	99%	3,368	(82)
Public Works	1,442	1,391	104%	1,302	111%	1,442	(51)
Build & Lic	413	422	98%	411	100%	413	9
Recreation	950	1,038	92%	914	104%	950	88
Judicial	250	224	112%	204	123%	250	(26)
BSOs	88	102	86%	81	109%	88	14
Total	\$ 11,126	\$ 11,356	98%	\$ 10,314	108%	\$ 11,126	\$ 230

City of Isle of Palms Supplemental Financial Information as of June 30, 2021 (*Dollars in Thousands*)

Cash Balances		
	6/30/2021	6/30/2020
General Fund	5,846	4,175
As a % of GF Exp (target is > 30%)	51%	37%
Capital Projects	6,754	5,861
Disaster Recovery	2,826	2,730
Marina	2,885	559
Tourism Funds	2,833	3,867
Beach Preservation	4,361	3,277
Other Restricted	152	139
Total All Cash	25,657	20,608
Deposits at LGIP (.0954%)	24,134	94%
Deposits at BBT	1,523	6%
RESTRICTED CASH	7,346	29%

Fund Balances					
Fund	6/30/2020 Audited Fund Balance (Note 1)	FY21 YTD Actual Net Revenues & Transfers Less Expenses	Current Actual Fund Balance	6/30/21 Budgeted Fund Balance	6/30/21 Forecast Fund Balance
General Fund	\$ 3,648	\$ 1,987	5,635	\$ 3,648	\$ 3,919
Capital Projects	6,141	543	6,684	2,070	8,684
Muni Accom Tax	1,284	(197)	1,087	438	1,595
Hospitality Tax	1,113	(238)	875	477	875
State Accom Tax	1,681	117	1,798	902	1,798
Beach Funds	3,454	1,302	4,756	3,992	4,756
Marina (See Note 1)	3,050	(700)	2,350	2,458	2,350
Disaster Recovery	2,810	17	2,827	2,852	2,827
All Other	139	16	155	142	155
Total All Funds	\$ 23,320	\$ 2,847	\$ 26,167	\$ 16,979	\$ 26,959

Note 1: The comparable amount for the Marina Enterprise Fund is not Fund Balance, but Net Position. To be consistent with the presentation of the other funds, the amount included here for the Marina is the Unrestricted Net Position, which does not include \$3,589,000 of fixed assets net of depreciation & debt. Unrestricted net position is approx = cash for the Marina.

June Notes:

- Total City YTD revenues are \$22,231,000. FY21 revenues still to come include local option sales taxes, insurance license fees, and the County accommodations tax pass-through which was approved by County Council in July. The current forecast estimates that the City will end the year with total revenues of \$23,023,000, which is \$4,805,000 or 26% ahead of a budget that was intentionally very conservative due to Covid concerns.
- Total City YTD expenditures are \$19,383,000 which is 79% of the FY21 budget of \$24,559,000. The majority of the \$5,200,000 under budget condition relates to budget savings on the completed Public Safety Building repair (\$950,000) and delays in the budgeted spending for the fire engine (\$600,000) and Drainage Phase 3 (\$3,000,000).
- The current forecast predicts General Fund revenues and transfers will exceed General Fund expenditures by approximately \$2,271,000 for the fiscal year ending 6/30/21. The forecast assumes \$2,000,000 of this amount will be transferred to the Capital Projects Fund. ***The audit is currently in process and discussion of the 6/30/21 disposition of General Fund surplus is on August agendas for the Ways & Means Committee and City Council.***
- General Fund expenditures are forecast to end the year approximately \$230,000 lower than the budget. Increased payroll costs are being offset by savings in other expenses.
- The City has \$25.6 million in cash deposits. Approximately \$5.3 million of this total represents unspent bond proceeds and \$7.3 million is restricted for tourism related expenditures or beach preservation.

City of Isle of Palms
Financial Statement Summary as of July 31, 2021
(Dollars in Thousands)

REVENUES							TRANSFERS IN / (OUT)							EXPENDITURES							YTD Actual Net Rev & Exp
YTD Actual	Annual Budget	Remaining to Collect	YTD Actual as a % of Budget	Current Annual Forecast	Forecast Above or (Below) Budget		YTD Actual	Annual Budget	Remaining to Transfer	YTD Actual as a % of Budget	Current Annual Forecast	Forecast Above or (Below) Budget		YTD Actual	Annual Budget	Remaining to Spend	YTD Actual as a % of Budget	Current Annual Forecast	Forecast Above or (Below) Budget		
General	\$ 590	\$ 11,799	\$ 11,209	5%	\$ 11,799	\$ -	\$ -	\$ 667	\$ (667)	0%	\$ 667	\$ -		\$ 726	\$ 12,466	\$ 11,740	6%	\$ 12,466	\$ -	(136)	
Capital Projects	1	1,291	1,290	0%	1,291	-	-	394	(394)	0%	394	-		1	4,456	4,455	0%	4,456	-	-	
Muni Accom Tax	-	1,526	1,526	0%	1,526	-	-	(433)	433	0%	(433)	-		22	1,265	1,243	2%	1,265	-	(22)	
Hospitality Tax	-	836	836	0%	836	-	-	(244)	244	0%	(244)	-		53	562	509	9%	562	-	(53)	
State Accom Tax	-	2,146	2,146	0%	2,146	-	-	(834)	834	0%	(834)	-		20	1,506	1,486	1%	1,506	-	(20)	
Beach Prserv Fee	-	1,275	1,275	0%	1,275	-	-	-	-		-	-		-	385	385	0%	385	-	-	
Marina	62	360	298	17%	360	-	-	450	(450)	0%	450	-		14	689	675	2%	689	-	48	
Disaster Recovery	-	10	10	0%	10	-	-	-	-		-	-		-	10	10	0%	10	-	-	
All Other	1	171	169	1%	171	-	-	-	-		-	-		8	167	159	5%	167	-	(6)	
Total All Funds	\$ 654	\$ 19,414	\$ 18,759	3%	\$ 19,414	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ 844	\$ 21,506	\$ 20,662	4%	\$ 21,506	\$ -	\$ (189)	

General Fund YTD Revenues							
	FY22 YTD Actual	FY22 Budget	% of FY22 Budget	FY21 YTD Actual	% of Prior YTD	Current Annual Forecast	Forecast Above/ (Below) Budget
Prop Tax	\$ -	\$ 4,806	0%	\$ -		\$ 4,806	\$ -
LO Sales Tax	-	895	0%	-		895	-
Business Lic	70	1,421	5%	54	130%	1,421	-
Rental Lic	158	940	17%	234	68%	940	-
Other Lic (Insurnce/Utilities)	-	1,496	0%	-		1,496	-
Build Pmts	43	450	10%	22	195%	450	-
From State	-	253	0%	-		253	-
Parking	228	1,019	22%	206	111%	1,019	-
All Other	91	519	18%	88	103%	519	-
Total	\$ 590	\$ 11,799	5%	\$ 604	98%	\$ 11,799	\$ -

General Fund YTD Expenditures (YTD target = 8%)							
	FY22 YTD Actual	FY22 Budget	% of FY22 Budget	FY21 YTD Actual	% of Prior YTD	Current Annual Forecast	Forecast (Above)/ Below Budget
Mayor/Council	\$ 8	\$ 134	6%	\$ 8	100%	\$ 134	\$ -
General Govt	64	2,145	3%	73	88%	2,145	-
Police	186	3,022	6%	237	78%	3,022	-
Fire	238	3,745	6%	334	71%	3,745	-
Public Works	101	1,502	7%	124	81%	1,502	-
Build & Lic	28	456	6%	33	85%	456	-
Recreation	71	1,090	7%	93	76%	1,090	-
Judicial	20	270	7%	19	105%	270	-
BSOs	10	102	10%	15	67%	102	-
Total	\$ 726	\$ 12,466	6%	\$ 936	78%	\$ 12,466	\$ -

City of Isle of Palms Supplemental Financial Information as of July 31, 2021 (*Dollars in Thousands*)

Cash Balances		
	7/31/2021	7/31/2020
General Fund	5,657	3,655
<i>As a % of GF Exp (target is > 30%)</i>	45%	32%
Capital Projects	6,665	5,575
Disaster Recovery	2,827	2,731
Marina	2,439	611
Tourism Funds	3,459	3,968
Beach Preservation	4,500	3,334
Other Restricted	147	138
Total All Cash	25,694	20,012
Deposits at LGIP (.1104%)	24,111	94%
Deposits at BBT	1,583	6%
RESTRICTED CASH	8,106	32%

Fund Balances					
Fund	6/30/2021 Preliminary Fund Balance (Note 1)	FY22 YTD Actual Net Revenues & Transfers Less Expenses	Current Preliminary Fund Balance	6/30/22 Budgeted Fund Balance	6/30/22 Forecast Fund Balance
General Fund	\$ 3,919	\$ (136)	3,783	\$ 3,919	\$ 3,919
Capital Projects	8,684	-	8,684	5,913	5,913
Muni Accom Tax	1,595	(22)	1,573	1,423	1,423
Hospitality Tax	875	(53)	822	905	905
State Accom Tax	1,798	(20)	1,778	1,604	1,604
Beach Funds	4,756	-	4,756	5,646	5,646
Marina (See Note 1)	2,350	48	2,398	2,471	2,471
Disaster Recovery	2,827	-	2,827	2,827	2,827
All Other	155	(6)	149	159	159
Total All Funds	\$ 26,959	\$ (189)	\$ 26,770	\$ 24,867	\$ 24,867

Note 1: The comparable amount for the Marina Enterprise Fund is not Fund Balance, but Net Position. To be consistent with the presentation of the other funds, the amount included here for the Marina is the Unrestricted Net Position, which does not include \$3,589,000 of net fixed assets. Unrestricted net position is approx = cash for the Marina.

July Notes:

- Most of the funds collected in July relate to FY21 and were accrued in June. July FY22 revenues primarily consist of business/rental license revenue and parking fees.
- The City has \$25.7 million in cash deposits. Approximately \$5.3 million of this total represents unspent bond proceeds and \$8.1 million is restricted for tourism related expenditures or beach preservation.

**Heads in
Beds in**

100% reduction
75% reduction
50% reduction
25% reduction

**Assume normal
tourism activity
resumes by July
2021 (FY22)**

City of Isle of Palms Revenue w/ Forecasted Declines Related to Covid-19

State Accommodations Tax (Tourism-Related Only) (Approx 2% of Accommodation Sales)							
	FY16	FY17	FY18	FY19	FY20	FY21	FY21 BUDGET
Sept Qtr	518,796	520,784	518,028	546,269	580,306	553,971	435,230
Dec Qtr	179,446	178,830	202,803	203,067	181,550	252,012	136,162
Mar Qtr	66,294	61,586	71,773	103,097	88,638	132,256	66,479
June Qtr	364,938	407,460	413,234	445,779	242,893	650,839	334,334
Total Fiscal Yr	1,129,474	1,168,660	1,205,838	1,298,212	1,093,387	1,589,078	972,204
	1.7%	3.5%	3.2%	7.7%	-15.8%	45.3%	-11.1%
	Incr from FY15	Incr from FY16	Incr from FY17	Incr from FY18	Incr from FY19	Incr from FY20	Incr from FY20
					% Change fr FY19	22%	

Heads in
Beds in

Jun-Aug
Sept-Nov
Dec-Feb
Mar-May

100% reduction
75% reduction
50% reduction
25% reduction

Assume normal
economic activity
resumes by July
2021 (FY22)

Chas County ATax Pass-Through (Historically 20% of County's 2% on IOP Accommodation Sales)							
	FY16	FY17**	FY18	FY19	FY20	FY21	FY21 BUDGET
1st Payment	276,704	520,000	327,750	381,000	370,500	-	-
2nd Payment	208,390	-	109,250	127,000	-	-	-
Total Fiscal Yr	485,093	520,000	437,000	508,000	370,500	-	-
	1%	7%	-16%	16%	-27%	-100%	-100%
	Incr from FY15	Incr from FY16	Incr from FY17	Incr from FY18	Incr from FY19	Incr from FY20	Incr from FY20

Charleston County representatives have notified the City to expect a reinstated pass-through of \$508k for FY21; however, no funds have been received. The County also advises they have included a \$385k pass-through for FY22, but disbursements will be based on 20% of actual Atax collections on the IOP.

City of Isle of Palms Revenue w/ Forecasted Declines Related to Covid-19

Hospitality Tax							(2% of Prepared Food & Beverage Sales)		Food/Bev Sold in
	FY16	FY17	FY18	FY19	FY20	FY21	FY21 BUDGET		
JUL	83,038	85,051	89,309	104,681	88,238	66,947	44,119	JUN	
AUG	87,110	93,123	98,883	101,031	106,673	59,353	80,005	JUL	
SEPT	70,725	77,619	81,373	78,014	78,129	49,484	58,597	AUG	
OCT	66,113	68,348	56,439	69,394	76,033	37,348	57,025	SEPT	
NOV	40,576	46,488	70,905	65,210	66,929	27,609	50,197	OCT	
DEC	61,052	40,557	41,260	38,440	56,591	46,700	42,443	NOV	
JAN	24,864	27,883	19,085	31,905	28,058	57,988	21,043	DEC	
FEB	29,443	27,947	28,826	27,373	27,574	24,135	20,681	JAN	
MAR	27,586	39,785	49,744	40,741	21,853	39,019	30,556	FEB	
APR	50,531	57,961	66,633	66,425	12,956	50,777	49,819	MAR	
MAY	71,297	85,246	79,870	85,134	15,429	85,357	63,851	APR	
JUNE	79,858	92,137	87,753	100,621	46,102	114,802	75,466	MAY	
Deduct last July	(83,038)	(85,051)	(89,309)	(104,681)	(88,238)	(66,947)	(44,119)		
Add next July	85,051	89,309	104,681	88,238	66,947	137,933	66,179	JUN	
Total Fiscal Year	694,206	746,402	785,452	792,527	603,275	730,503	615,860		
	Incr fr FY15 1%	Incr fr FY16 8%	Incr fr FY17 5%	Incr fr FY18 1%	Incr fr FY19 -24%	Incr fr FY20 21%	Incr fr FY20 2%		
					% Change fr FY19	-8%			

City of Isle of Palms Revenue w/ Forecasted Declines Related to Covid-19

Beach Preservation Fee (1% of Accommodation Sales)							
	FY16	FY17	FY18	FY19	FY20	FY21	FY21 BUDGET
JUL	162,228	161,068	192,666	199,724	195,287	172,336	172,336
AUG	191,610	218,620	181,842	209,600	213,067	169,596	159,800
SEPT	149,350	136,141	157,274	152,535	152,561	186,938	114,421
OCT	90,398	77,500	75,353	79,534	75,506	129,033	56,629
NOV	61,647	57,777	64,256	63,444	65,882	66,090	49,412
DEC	33,233	36,937	32,877	40,182	34,301	71,683	25,726
JAN	25,309	28,217	28,859	25,836	32,335	34,025	24,251
FEB	20,313	15,332	18,317	13,666	18,596	26,709	13,947
MAR	16,918	20,485	21,562	19,983	9,690	31,080	14,987
APR	51,082	51,166	53,213	53,685	26,422	68,055	40,264
MAY	70,954	92,529	88,875	90,800	7,181	125,288	68,100
JUNE	94,270	95,768	94,112	97,999	55,311	153,337	73,499
Deduct last July	(162,228)	(161,068)	(139,501)	(199,724)	(195,287)	(172,336)	(172,336)
Add next July	161,068	139,501	199,724	195,287	172,336	256,308	146,465
Total Fiscal Year	966,152	969,974	1,069,429	1,042,551	863,187	1,318,141	787,500

Incr from FY16	Incr from FY17	Incr from FY18	Incr from FY19	Incr from FY20	Incr from FY20
0%	10%	-3%	-17%	53%	-9%

% Change fr FY19 26%

Heads in Beds in

JUN
JUL
AUG
SEPT
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY

100% reduction
75% reduction
50% reduction
25% reduction

Assume normal economic activity resumes by July 2021 (FY22)

City of Isle of Palms Revenue w/ Forecasted Declines Related to Covid-19

Local Option Sales Tax		(a portion of the 1% Charleston County local option sales tax)				
		FY18	FY19	FY20	FY21	FY21 BUDGET
AUG		83,614	88,713	93,221	87,833	69,916
SEPT		73,671	72,557	83,456	83,149	62,592
OCT		61,352	63,829	62,752	71,963	47,064
NOV		61,040	61,435	65,514	68,054	49,135
DEC		49,732	54,748	59,951	67,342	44,964
JAN		55,282	57,483	64,996	69,592	48,747
FEB		43,314	48,026	53,263	58,840	39,947
MAR		47,589	49,240	50,882	60,533	36,930
APR		60,349	65,794	43,070	83,678	49,346
MAY		77,153	85,394	56,012	100,082	64,046
JUNE		70,879	78,238	74,078	102,313	58,678
JULY		88,382	92,504	92,789		69,378
Total Fiscal Year		772,357	817,962	799,984	853,379	640,742
		Incr from FY17	Incr from FY18	Decr from FY19	Change from FY20	Incr from FY20
			5.9%	-2.2%	12.8%	-19.9%
Aug-June only			817,962	799,984	853,379	
% Change fr FY19				-2%	4%	

When Sales
Occurred

JUL
AUG
SEPT
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN

100% reduction
75% reduction
50% reduction
25% reduction

Assume normal
economic activity
resumes by July
2021 (FY22)

City of Isle of Palms

Drainage Phase 3

Funded with Capital Projects & Muni Atax Funds, a \$3.5M GO Bond and \$112,532 from NPDES Funds

Contracts and Change Orders Approved :

Thomas & Hutton	11/27/2018	Proj .0000 - Outfall Study - surveying, needs assessment & conceptual design
Thomas & Hutton	correction	Proj .0000 - Change Order #1 for Project Admin & Meetings
Thomas & Hutton		Proj .0002 - preliminary assessment of small but high impact projects in basin
Thomas & Hutton		Proj .0003 - design, eng & permitting for small but high impact projects in basin
Thomas & Hutton		Proj .0004 - design, eng & permitting for outfalls @ 30th Ave & Forest Trail + 41st Ave improves
Thomas & Hutton	6/23/2020	Proj .0005 - conceptual assessment of Waterway Blvd elevation study
Thomas & Hutton	7/28/2020	Proj .0003 CO - bidding & construction admin services for internal drainage projects
Thomas & Hutton		Proj .0004 CO - additional permitting efforts for outfalls
Thomas & Hutton		Proj .0004 CO - bidding & construction admin for 30th & 36th Ave outfalls
Gulf Stream Construction		Construction Contract, internal drainage projects

Project Expenditures:

Invoice Date	Invoice #	Payee	Description of Work
FY 2019		Thomas & Hutton Engineering	Engineering & Design Fees, Projects .00 and .02
FY 2020		Thomas & Hutton Engineering	Engineering & Design Fees, .00, .02, .03 & .04
FY 2021		Thomas & Hutton Engineering	Engineering & Design Fees, .03, .04 & .05
1/1/21		SCDHEC/OCRM	permit
4/1/21		Gulf Stream Construction	Pay App #1
4/22/21		Gulf Stream Construction	Pay App #2
6/1/21		Gulf Stream Construction	Pay App #3
			Total paid
			Remaining on contracts

FY19 Project Spending	93,052
FY20 Project Spending	161,473
FY21 Spending for Small Project Contruction	452,803
FY21 Spending for Outfall Construction	182,855
FY22 Budget for Outfall Construction	2,462,000
FY23 Forecast for Outfall Construction	913,000
Contracts/Change Orders	(1,236,132)
Budget Funds Remaining	3,029,051

Engineering & Design	Project Admin	Construction	Contingency	Total
100,800				100,800
-	13,000		-	13,000
23,300			-	23,300
62,600				62,600
229,500				229,500
18,900				18,900
30,000				30,000
43,300				43,300
102,200				102,200
		612,532		612,532
610,600	13,000	612,532	-	1,236,132

87,437	5,615	-	-	93,052
154,087	7,386	-	-	161,473
212,479	-	-	-	212,479
250				250
		239,853		239,853
		93,969		93,969
		89,107		89,107
454,003	13,000	422,929	-	890,182
156,597	-	189,603	-	345,949

City of Isle of Palms

Marina Dock Replacement & Bulkhead Recoating

Funded with Accommodations Taxes, Marina Revenues and a \$4.3M GO Bond

Contracts and Change Orders Received:

9/10/2018	ATM Eng, Design, Permit, Plans & Bid Docs for Marina Dock Rehabilitation (Tasks 1-4)
3/25/2019	ATM Bulkhead recoating - develop maint protocol, bidding and construction svcs
8/5/2019	ATM Chg Order #2 -modification to facilitate additional marina design and bidding services including coastal conditions assessment, dock areas B&C design development, bidding documents, technical specs, bid pkg development & bidding services. (Tasks 6*-9)
7/28/2020	ATM Chg Order #4* DHEC water/wastewater permits, Clean Vessel Act grant app, dock constr admin
5/21/2021	ATM Change Order #6 - electric transformer relocation, watersports dock relocation
7/27/2021	ATM Change Order #7 - additional construction mgt services
9/22/2020	Salmons Dredging Contract (includes \$86k IPE decking and \$804k bulkhead recoating)
10/27/2020	Salmons Change Order #1 - Builders Risk Insurance
11/13/2020	Salmons Change Order #2 - move watersports dock for regulatory compliance
12/11/2020	Salmons Change Order #3 - remove pony float
12/18/2020	Salmons Change Order #4 - eliminate joint sealant requirement
1/7/2121	Salmons Change Order #5 - relocate and install CT cabinet and meter
1/25/2021	Salmons Change Order #6 - relocate transformer
3/2/2021	Salmons Change Order #7 - fuel hut
6/22/2021	Salmons Change Order #8 - disposal of broken pile
6/22/2021	Salmons Change Order #9 - Builders Risk Insurance extension

Project Expenditures:

Invoice Date	Payee	Description of Work
2/1/2019	ATM	Design, engineering & permitting
5/29/2019	ATM	Consulting on bulkhead recoating
7/10/2019	SC DHEC - OCRM	marina dock permit application fee
8/1/2019	ATM	Design, engineering & permitting
9/25/2019	ATM	Design, engineering & permitting
12/1/2019	ATM	Design, engineering & permitting
1/1/2020	ATM	Design, engineering & permitting
3/31/2020	ATM	plans, specs & bid documents, Dock B&C design, bid pkg

FY19 Spending on docks (Total FY19 Budget = \$600k)	24,600
FY20 Spending on docks (Total FY20 Budget = \$147k)	107,257
FY21 Spending on docks/recoat (Total FY21 Budget = \$3.2M)	2,411,612
FY22 Forecast for completion of docks/recoat	1,980,000
Contracts issued + City's contingency	(4,521,508)
Budget Funds Remaining	1,961

Plan, Design, Permitting & Bidding	Bulkhead Recoating	Dock Construction incl Fuel Hut	Contingency (incls provision for Builders Risk Insurance)	Total
62,000				62,000
	21,000			21,000
68,000				68,000
66,500				66,500
3,615			(3,615)	-
40,000			(40,000)	-
	804,400	2,832,216	667,392	4,304,008
		50,215	(50,215)	-
		23,634	(23,634)	-
		3,195	(3,195)	-
	(37,000)	-	37,000	-
		3,020	(3,020)	-
		12,288	(12,288)	-
		224,404	(224,404)	-
		17,230	(17,230)	-
		27,000	(27,000)	-
240,115	788,400	3,193,203	299,790	4,521,508

Project Expenditures, continued:

Invoice Date	Payee	Description of Work	Plan, Design, Permitting & Bidding	Bulkhead Recoating	Dock Construction incl Fuel Hut	Contingency (incl provision for Builders Risk Insurance)	Total
4/24/2020	Army Corp of Engineers	permit fee	100				100
5/6/2020	ATM	plans, specs & bid documents, Dock B&C design	4,295				4,295
6/30/2020	ATM	plans, specs & bid documents, Dock B&C design, bid pkg	10,247				10,247
8/7/2020	ATM	bidding services & CVAP grant application	4,722				4,722
9/11/2020	ATM	bidding, permitting and CVAP grant application	6,421				6,421
10/14/2020	Salmons Dredging	Pay App #1 - marine structure, performance bond			250,200		250,200
11/6/2020	ATM	permitting, grant application, construction admin	14,151				14,151
11/17/2020	ATM	Consulting on bulkhead recoating		945			945
11/24/2020	First Tryon	Financial Advisor for bond issue				7,500	7,500
11/24/2020	Pope Flynn/Womble	Bond Attorneys				7,500	7,500
12/14/2020	ATM	CVAP grant application and construction admin	13,524				13,524
12/15/2020	ATM	Consulting on bulkhead recoating		1,649			1,649
12/30/2020	Salmons Dredging	Pay App #2		187,920	69,340		257,260
1/20/2021	ATM	Consulting on bulkhead recoating		1,879			1,879
1/25/2021	ATM	Design, engineering & permitting	20,294				20,294
1/29/2021	Salmons Dredging	Pay App #3		140,522	153,216		293,738
2/18/2021	ATM	Consulting on bulkhead recoating		477			477
2/26/2021	ATM	Design, engineering & permitting	10,416				10,416
2/28/2021	Salmons Dredging	Pay App #4		121,720	220,924		342,643
3/24/2021	ATM	Consulting on bulkhead recoating		808			808
3/31/2021	Salmons Dredging	Pay App #5		197,060	326,655		523,715
4/30/2021	Salmons Dredging	Pay App #6			151,200		151,200
5/21/2021	ATM	Construction Admin	3,500				3,500
5/31/2021	Salmons Dredging	Pay App #7		36,198.00	364,056.36		400,254
6/22/2021	ATM	Construction Admin	3,467				3,467
6/30/2021	Salmons Dredging	Pay App #8		7,239.60	88,110.72		95,350
Total paid			193,850	710,918	1,623,702	15,000	2,543,469
Remaining on contracts			46,265	77,483	1,569,501	284,790	1,978,039

* Change Order #3 and Tasks 5 and 5a are skipped because they related to the watersports dock, not the dock replacement project

CITY OF ISLE OF PALMS**LEGAL EXPENSES - FY21 and YTD FY22***Sorted by Total Spent*

Legal Issue	FY21 Expense	FY22 YTD Expense	Total
TWWS	83,082		83,082
City Prosecutor	58,363	9,703	68,065
GO Bonds	40,300		40,300
General Counsel	21,463	2,115	23,578
Parking	22,658		22,658
Marker116 Lease	20,040		20,040
Gandolfo	12,235		12,235
Marina General	8,216	3,083	11,299
Labor Attorney	4,604		4,604
Indigent Attorney	4,000		4,000
Morgan Creek Grill	3,450		3,450
Covid	2,489		2,489
Total	\$ 280,899	\$ 14,900	\$ 295,799

FY22 CAPITAL PROJECTS REPORT

AUGUST 2021



IOP MARINA RESTAURANT RENOVATION

- **Building Update**

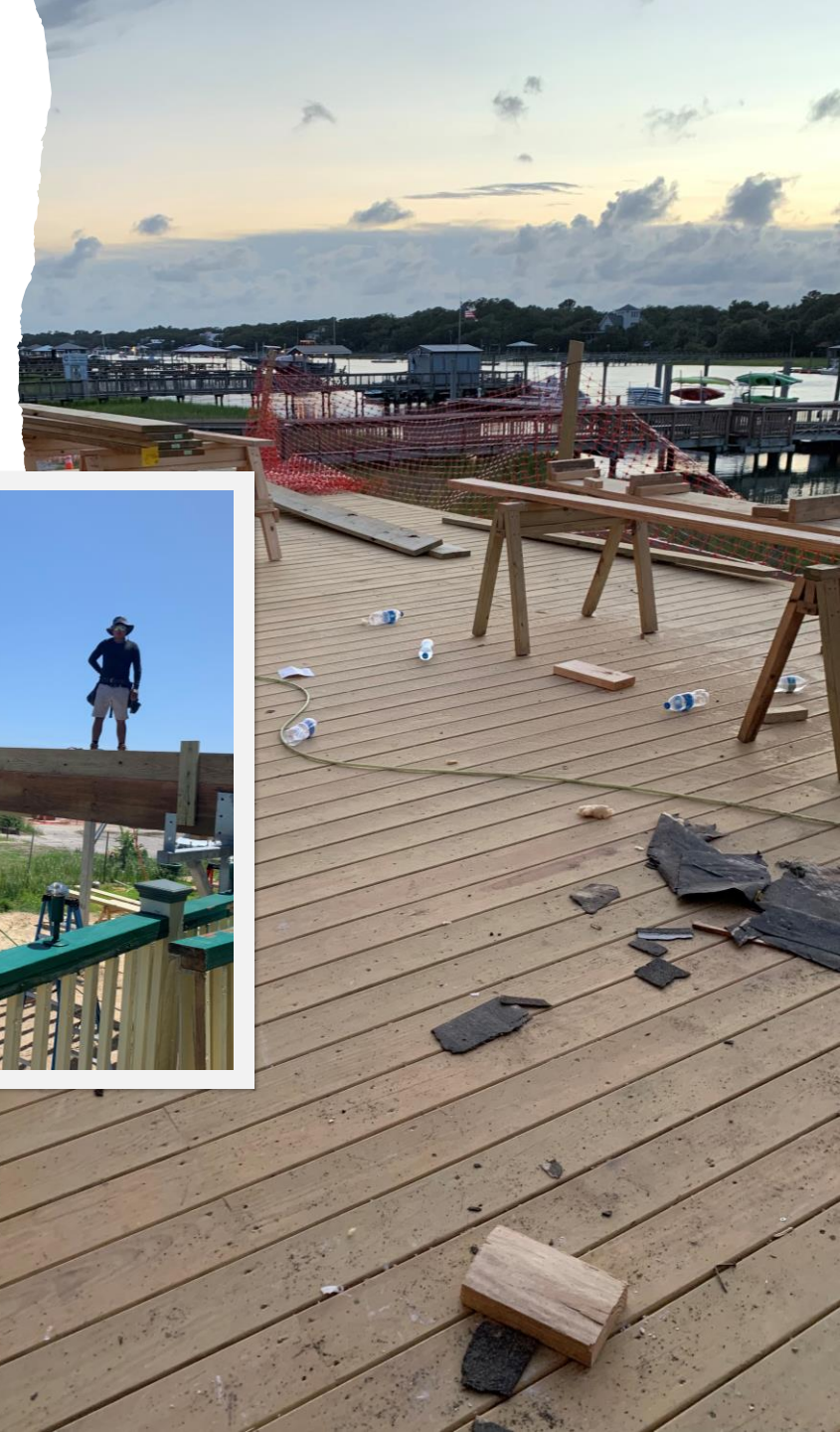
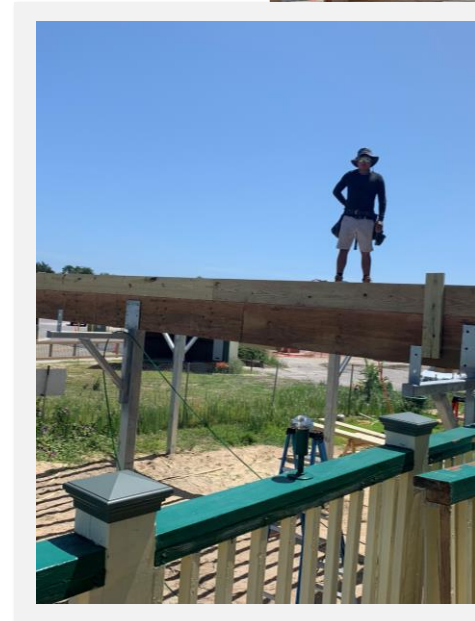
- Wrapping up interior wall and floor framing
- All structurally unsound joists on the first floor and under the building repaired
- Working on strapping the 2-story deck and new bar and new cable rail system
- Plumbing rough-in nearly complete throughout the building and electrical rough-in complete on the 1st floor
- New fire sprinkler plans due week of 8/13
- HVAC units ordered and ductwork installation scheduled for end of August
- New metal roofing at the dining room area complete. Membrane roof at the lower mechanical area scheduled for replacement end of August.
- Construction completion date estimated early 2022.

- **Restaurant Dock Improvements**

- City is in process of securing an additional proposal for the replacement of damaged/missing dock bumpers and boat fenders to the restaurant portion of the “T” dock. On-site meeting with contractor conducted.

- **Parking Lot Improvements**

- Staff is working with the contractor to finalize schedule (Target window August 20th – September 20th)



IOP MARINA DOCK REHABILITATION

Dock Area C – (Restaurant and Face Docks)

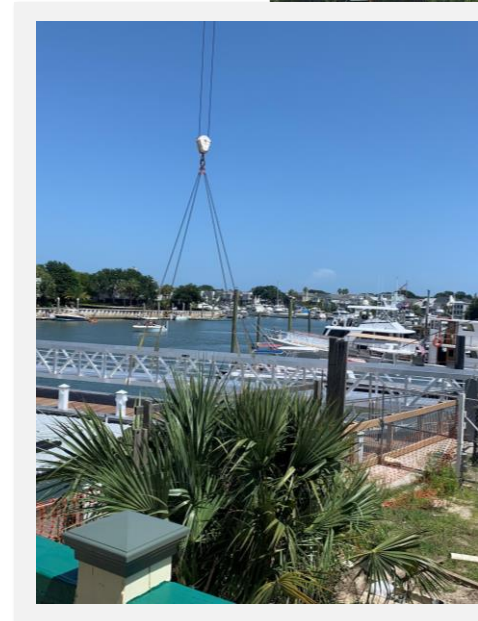
- Punch list inspection scheduled for week of 8/16 prior to turnover
- Portable water system not yet fully connected or tested (subcontractor man-power issues)
- Fire suppression almost complete. Final bracing of standpipes and pressure testing pending.
- On-site meeting with Fire Department pending prior to turnover

Dock Area B – (Charter Docks)

- Salmons will demo the existing “Charter” dock when both Restaurant and Face docks are fully functional for use and turned over to MJV
- All major materials necessary to construct the docks are on site at shipyard, except gangways

Dock Area A – (Fuel Dock)

- ATM received revised submittal of fuel dock from Structurmarine
- Fuel hut construction contractor reviewed final design plans for the fuel hut and provided updated price above the approved amount. Meeting is being scheduled for week of 8/16 to discuss updated pricing and identify items to modify



PHASE 3 DRAINAGE 30TH, 36TH & 41ST AVENUE OUTFALLS

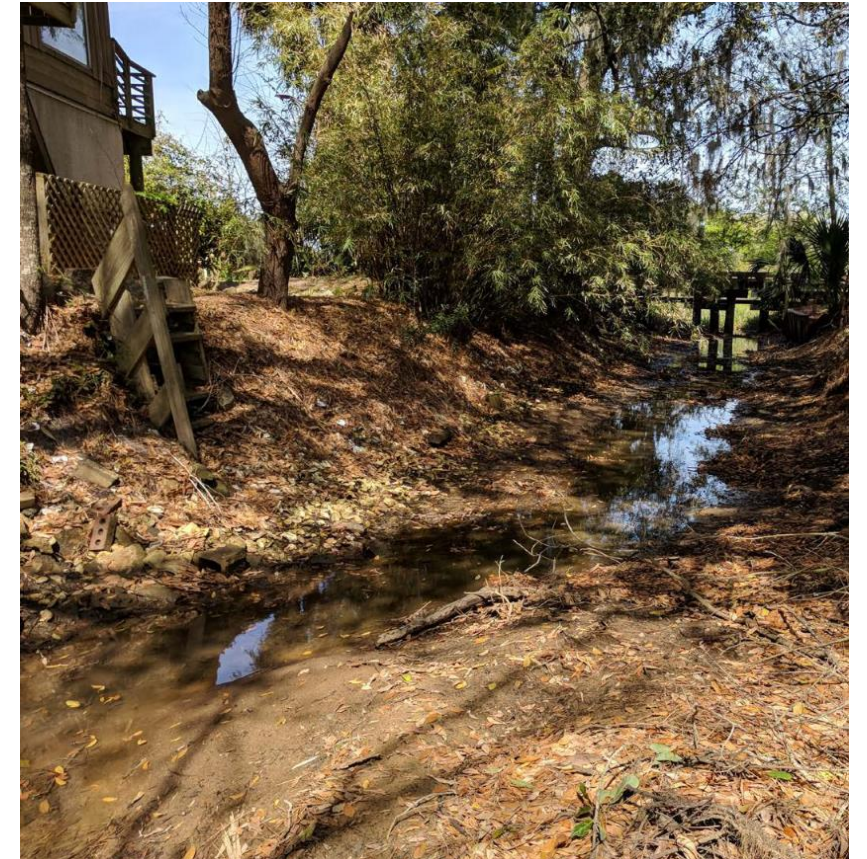
Permitting

Easement agreement with Wild Dunes executed, getting recorded.

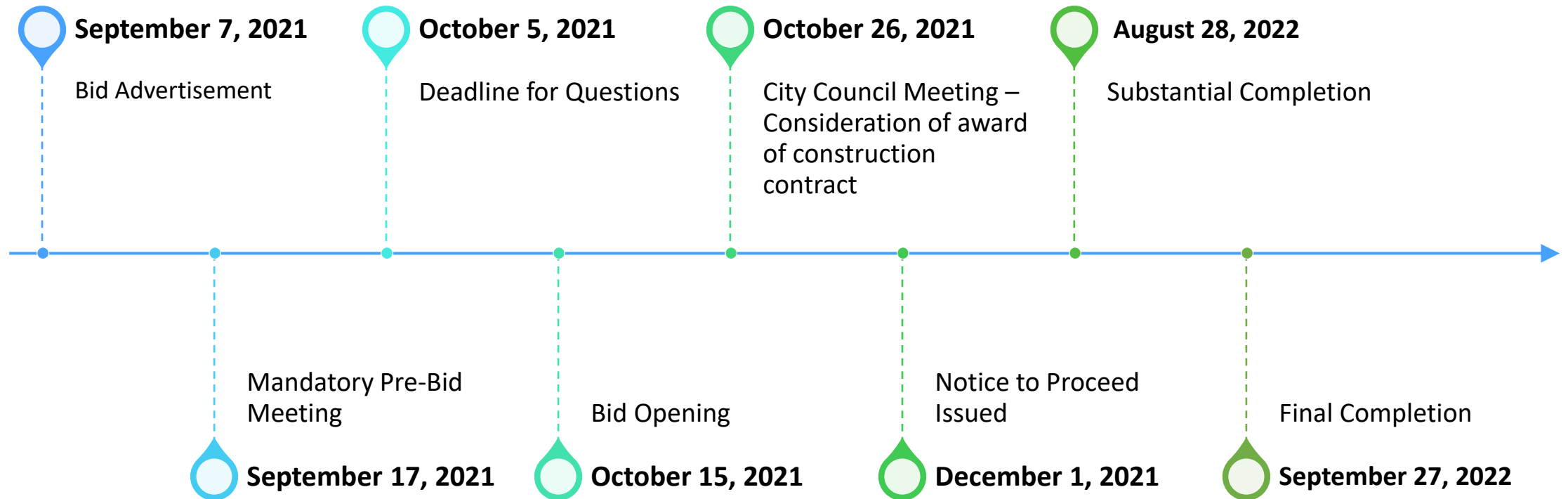
14 permits submitted - 2 permits fully approved (Forest Trail and 30th Ave Infrastructure Critical Area Permits), 4 permits conditionally approved, and 8 are being processed.

Mitigation

- Mitigation (in the form of oyster reefs) was proposed as part of the City's Critical Area permit application package for 41st Avenue, however, the total amount of mitigation required is still undetermined. The amount to be mitigated for will be finalized once the Army Corp/SCHDEC agree on the amount of "vegetated impacts". City will only have to mitigate for the vegetated portions of the impacted channel, not the entire 41st Avenue channel. The purchase of credits from a mitigation bank is another option, if the cost of mitigation project exceeds the credits.
- **OCRM indicated that, if approved, the City will need to mitigate the 30th Avenue outfall project, due to the proposed piping of the channel. Estimated at ~\$25K**



Phase 3 Drainage Outfall (Forest Trail & 30th Avenue) Bidding & Construction Timeline



PHASE 3 DRAINAGE INTERNAL PROJECTS

All portions of these projects are completed. Milling and paving in progress. Final inspection and walkthrough scheduled when paving is complete.

- Sparrow Drive
- Forest Trail
- Cross Lane
- 32nd Avenue
- 41st Avenue
- 2 out of 3 projects – Complete
- 41st Avenue & Forest Trail - Work delayed until after Labor Day due to road closure

34th Avenue & Hartnett Boulevard Project

- Drain lines in place, milling completed, paving in progress.



OVERHEAD TO UNDERGROUND ELECTRIC CONVERSION

City has received the Dominion Energy agreement and design/engineering estimates for the proposed projects:

- 21st Avenue at the intersection with Palm Boulevard (\$10,000)
- End of 41st Avenue from Waterway Boulevard to the IOP Marina (\$15,000)
 - Engineering scope includes assessment of relocation of transformer by the boat ramp and new lighting layout for the site

Design & engineering completion estimated 3-4 months from agreement execution.

The total cost of the projects and construction timelines will be determined when the design & engineering work is complete.



Isle of Palms Fire Department Memorandum

To : Administrator Fragoso
From : Chief Graham
Date : 11/6/2020
Re : Replacement of 2003 Engine 1002 vs refurbishing

As you are aware, the FY20 budget includes \$300,000 for the refurbishment of Engine 2 Pumper Truck which was purchased in 2003. The quoted amount used to build the budget has expired and the new quote exceeds the budget by over \$35,000.

While researching options available to the City, I learned of several demo apparatus that will be available in 2021. Demo trucks are generally less expensive than custom build trucks since they are basic trucks that have not been customized for any department. However, if a department selects a demo truck early in the production process, it would have the opportunity to customize some components at a reduced cost. Another benefit to purchasing a demo truck is the reduced timeframe to completing and delivering the truck. The City has had a successful experience purchasing demo trucks in the past.

It is not possible to predict or plan for when demo trucks become available or their cost. However, when they do become available, departments from all over the country seize the opportunity to purchase them due to significant cost savings.

During this process, we also received an updated appraisal value of this truck at \$12,000. Due its condition and low appraised value, I do not recommend that the City invests over \$300,000 refurbishing it and believe the City should seriously consider purchasing a demo unit that fits our needs. A demo truck will come with a full warranty, compared to a refurbished truck that would only have a 1-year warranty.

The 2004 75' Ladder Truck that has been recently replaced, has an appraised value of \$51,000. If the City approves the purchase of a new demo pumper truck instead of refurbishing the existing one, the City could trade in the 2004 75' Ladder Truck as a down payment.

Safe Industries has 6 demo units that are available on a first-come, first-serve basis. Our Fire Department's Apparatus Committee identified a 2021 Typhoon (New) pumper with a low-hosebed as the demo unit that could best meets our needs. It has a 1,500gpm Waterous CSU pump, Cummins L9; 450HP. 1,030 gallon water tank. It has full-height and split-depth compartment on both sides. Beside the tank ladder storage, hard suction storage above the ladders, 4-person seating and back-up camera.

The price for this demo truck \$536,500. This price includes a \$10,000 contingency fund and travel costs for the final inspection. After evaluation, this demo truck would need additional modifications of approximately \$55,000 to meet our needs. The price is expected to increase 6% by the end of the year and an additional 4% by April 2021.

The total cost of the demo truck, including the modifications and the \$51,000 of the trade in, comes to approximately \$525,000.

If the City agreed to purchase this demo truck instead of refurbishing the existing truck by the end of this year, we would have the ability and time to make all modifications, save some money and reduce turnaround time. This particular demo truck is slated for production and the City would need to issue a letter of intent to purchase to hold it.

I recommend that the City purchase the proposed demo truck as it provides the best and longer value to the City of Isle of Palms.

◆ **Motor Vehicle and Specialized Attached Equipment**

Since the sales tax and use tax are “transaction taxes,” each sale must be reviewed to determine the application of the tax and the maximum tax provisions. For example:

One Transaction: If a truck and a garbage compactor are sold in one transaction as a single unit at the time of the sale (i.e., delivery), the tax due is the lesser of 5% of the gross proceeds of sale or \$300.¹² Local sales and use taxes are not applicable to this maximum tax transaction.

Multiple Transactions: If the truck and garbage compactor are sold in two separate transactions (i.e., two separate sales transactions or a sales transaction in which the compactor is not connected to the truck at the time of the delivery), then the tax due on the truck is the lesser of 5% of the gross proceeds of sale or \$300 (local sales and use taxes are not applicable to this maximum tax transaction) and the tax due on the garbage compactor is 6% of the gross proceeds of sale, plus any applicable local sales and use taxes., since the garbage compactor in this transaction is not a part of a motor vehicle.¹³

◆ **Truck and Firefighting Equipment**

Fire trucks are motor vehicles that qualify for the \$300 maximum tax. In addition, a specific provision of the law allows equipment provided, supplied, or installed on a firefighting vehicle to be included with the vehicle for purposes of calculating the maximum tax due.¹⁴ This does not include individual firefighter’s protective clothing.¹⁵

The following outlines the proper sales or use tax to be imposed upon sales of trucks and firefighting equipment:

1. The sale of a fire truck alone is subject to tax in the amount of 5% of the truck’s sales price or \$300, whichever is less.
2. Sales of firefighting equipment such as ladders, hoses, fire extinguishers, oxygen tanks, and axes (except for protective clothing) are part of the sale of the truck (i.e. the same transaction) if the equipment is installed, provided, or supplied with the vehicle and included in the purchase price at the time of the sale of the vehicle.

¹² South Carolina Technical Advice Memorandum #87-13.

¹³ See also *Anonymous Company v. South Carolina Department of Revenue*, 03-ALJ-17-0435-CC (2004).

¹⁴ South Carolina Code Section 12-36-2120(E). See also South Carolina Revenue Ruling #08-10 and the “General Information” section of this chapter for a definition of the term “motor vehicle.”

¹⁵ See South Carolina Revenue Ruling #08-10.

City of Isle of Palms

FY22 Budgeted Purchase of Fire Engine from Safe Industries

	Safe Industries Amount	FY22 Budget Amount	Difference
Fire Engine price	\$ 525,000		
Add 12/3/20 Safe Industries CO#1 for customization	46,809		
Add 7/13/21 Safe Industries CO#2 for steps, exhaust and switch	1,539		
Less trade-in of old 75' Ladder Truck	(51,500)		
Subtotal Truck	521,848	525,000	3,152
 Add 1/12/21 Quote EST851, for 24 MSA SCBA sets & extra cylinders	286,594	290,000	3,406
Add 1/12/21 Quote EST838 for 2 Tempest Blowers (ventilation fans)	9,200	10,500	1,300
Add 1/12/21 Quote EST836 for rescue extrication stabilizing equip	1,400	-	(1,400)
Add 1/21/21 Quote EST1069 for 1 light tower	16,050	16,500	450
Add 7/6/21 Spartan estimate for extrication tool	13,899	15,000	1,101
Add 7/6/21 Quote EST4447 for 1 Elkhart-Vulcan manual handwheel	2,000	-	(2,000)
Add 7/8/21 Quote EST4508 for (67) 50' fire hoses	14,980	15,000	20
Add 7/9/21 Quote EST4509, for mounting brackets and installation	11,763	-	(11,763)
Add 7/15/21 Quote EST4659 for fairing fabrication (protective shield for light tower) & light tower install	4,438	-	(4,438)
Add 7/15/21 Quote EST4659 for Voyager rear camera system and install	2,535		(2,535)
Add 7/15/21 Quote EST4659 for tank level indicators	999	-	(999)
Less Contingency for equipment & changes	(10,000)		10,000
Subtotal Equipment	353,858	347,000	(6,858)
 Grand Total	\$ 875,706	\$ 872,000	\$ (3,706)

City of Isle of Palms, South Carolina
Official Sealed Bid Opening
RFB 2021-06 Self-Contained Breathing Apparatus for Isle of Palms Fire Department
Council Chambers, City Hall
1207 Palm Boulevard, Isle of Palms

Present: Desiree Fragoso, City Administrator

City Administrator announced the sealed bid opening of the Request for Bids 2021-06 Self-Contained Breathing Apparatus for Isle of Palms Fire Department. The RFB was advertised in accordance with the City's Procurement Code.

Bids:

1. Safe Industries - \$312,306.55
2. Newton's Fire & Safety Equipment, Inc. - \$370,114.39

Administrator Fragoso stated that the bids will be evaluated for accuracy and compliance with the specifications defined in the RFB. A recommendation for award will be made to City Council Ways and Means Committee on Tuesday, August 17, 2021.



Safe Industries

Safe Industries
5031 Highway 153
Easley SC 29642
United States
(864) 845-7175

Quote

Date

1/12/2021

Quote #

EST851

Page 1 of 2

Bill To

Roger Eagle
Isle of Palms FD
40 J C Long Blvd
Isle of Palms SC 29451
United States

Ship To

Roger Eagle
Isle of Palms FD
40 J C Long Blvd
Isle of Palms SC 29451
United States

Expires		Sales Rep		Terms		Shipping Method	
8/31/2021		Andy McCall				Sales Rep Delivery	
Quantity	Units	Item	Description	Comments	Price	Extended	
24		A-G1FS442 MD2C0LAR	MSA - G1 SCBA SYSTEM PRESSURE - 4500 PSIG CYLINDER CONNECTION - CGA Quick Connect Remote Con HARNESS - Standard w/ Chest Strap CRADLE TYPE - Metal Band LUMBAR TYPE - Adj. Swivel Solid Buckle REGULATOR TYPE - Solid Cover Left Shd. REGULATOR HOSE TYPE - Continuous EMERGENCY BREATHING SUPPORT - None SPEAKER MODULE - Left Chest PASS - PASS Right Shoulder BATTERY TYPE - Rechargeable		4,400.00	105,600.00	
24		10205767	MSA - G1 ExtendAire II System Conversion Kit, UEBSS, 2018 ed.		600.00	14,400.00	
24	Ea	10203941	MSA - Lunar retractable tether		70.00	1,680.00	
26	Ea	10214747	MSA - Lunar battery and single point charger		2,200.00	57,200.00	
6	Ea	10214756	MSA - Lunar Battery		175.00	1,050.00	
62		10175708	MSA - G1 SCBA Cylinders for Quick-Connect, 4500 psig, 45-minute LP2		900.00	55,800.00	
1		10161815	MSA - Small G1 Facepiece with 5PT C-HARN, C-NS and Small Nose Cup		270.00	270.00	
62		10161816	MSA - Medium G1 Facepiece with 5PT C-HARN, C-NS and Medium Nose Cup		270.00	16,740.00	
1		10161817	MSA - Large G1 Facepiece with 5PT C-HARN, C-NS and Large Nose Cup		270.00	270.00	
12	Ea	10148741-S P	MSA - G1 Rechargeable Battery (Charger Not Included)		250.00	3,000.00	
2	Ea	10158385	MSA - G1 Smart Charger, 6 Bank Battery Charger		500.00	1,000.00	



Safe Industries

Safe Industries
5031 Highway 153
Easley SC 29642
United States
(864) 845-7175

Quote

Date	Quote #
1/12/2021	EST851

Page 2 of 2

Quantity	Units	Item	Description	Comments	Price	Extended
2	Ea	10148740-S	MSA - G1 Battery Pack, Alkaline		250.00	500.00
		P				
14	Ea	10156467-S	MSA - G1 Quick-Fill Pouch ONLY, Right		280.00	3,920.00
		P				
10	Ea	10156468	MSA - G1 Pouch & 3' Hose Kit		900.00	9,000.00
5	Ea	10162403	MSA - G1 Quick-Connect Fill Station Adapter (1/4 NPT F, 5000 psig)		350.00	1,750.00
1	Ea	10158407	MSA - G1 RFID Reader/Writer Kit		450.00	450.00
40	Ea	10083875	MSA - Accountability ID Tag, M7		35.00	1,400.00
2		10206313	MSA - G1 RIT System, 4500, FCPC, Regulator, 6-Ft Quick-Fill & ExtendAire II Systems (UEBSS, 2018 ed.), remote gauge, URC, Quick-Connect		3,800.00	7,600.00
2		10156426-S	MSA - Cylinder Assy, G1, RC, 4500 psig, 60min.Pkgd		1,200.00	2,400.00
		P				
2		RBL303	True North - L-3 Lite-Speed RIT Bag Red		270.00	540.00
30		LXFB30-FY	LightningX - SCBA Mask Bag w/ Fleece Lining, 3M Silver Scotchlite Reflective Trim w/ Leather Binding, Maltese Cross & Snap Hook - FLUORESCENT YELLOW		17.00	510.00
30		LXFB30-R	LightningX - SCBA Mask Bag w/ Fleece Lining, Triple Trim Reflective w/ Leather Binding, Maltese Cross & Snap Hook - RED		17.00	510.00
12	Ea	10144231-S	MSA - G1 APR Filter Adapter Assembly, Facepiece		0.00	0.00
		P				
10	Ea	815369	MSA - Advantage Low-Profile P100 Filters 2/PKG		10.50	105.00
2		Equipment	MSA CARE Class - G1 SCBA		0.00	0.00
1	Ea	Apparatus	Apple iPad Pro 11" Space Gray 256GB		899.00	899.00
		Sales				
		Equipment				
					Subtotal	286,594.00
					Shipping Cost (Sales Rep Delivery)	0.00
					Tax Total	25,712.55
					Total	\$312,306.55

Please note quoted prices are subject to change after expiration date. Quoted prices expire 30 days from issue date.



City of Isle of Palms, South Carolina
Official Sealed Bid Opening
RFP 2021-02 Municipal Lease for Fire Engine 1002 Pumper Truck
Council Chambers, City Hall
1207 Palm Boulevard, Isle of Palms

Present: Desiree Fragoso, City Administrator

City Administrator announced the sealed bid opening of the Request for Proposals 2021-02 Municipal Lease for Fire Engine 1002 Pumper Truck. The RFP was advertised in accordance with the City's Procurement Code.

Proposals:

Bank	Truck Amount	Interest Rate	Alternate Amount for Add on Equipment	Interest Rate
1. BB&T	\$525,000	1.60%	\$876,000	1.6%
2. Signature Public Funding Corp.	\$525,000	1.645%	\$876,000	1.645%
3. State Bank	\$525,000	2.590%	\$876,000	2.590%
4. Bank Funding LLC	\$525,000	1.67%	\$876,000	1.67%

Administrator Fragoso stated that the proposals will be evaluated for accuracy and compliance with the specifications defined in the RFP. A recommendation for award will made to City Council Ways and Means Committee on Tuesday, August 17, 2021.

**Branch Banking & Trust Company**

Governmental Finance

5130 Parkway Plaza Boulevard
Charlotte, North Carolina 28217
Phone (704) 954-1700
Fax (704) 954-1799

August 11, 2021

Ms. Desiree Fragoso
City of Isle of Palms, SC
PO Drawer 508
Isle of Palms, SC 29451

Dear Ms. Fragoso:

Truist Bank ("Lender") is pleased to offer this proposal for the financing requested by the City of Isle of Palms, SC ("Borrower").

PROJECT:	E-ONE Typhoon Pumper Engine Truck
AMOUNT:	\$876,000.00
TERM:	9 years
INTEREST RATE:	1.60%
TAX STATUS:	Tax Exempt – Bank Qualified
PAYMENTS:	<u>Interest:</u> Annual; in advance <u>Principal:</u> Annual; in advance
INTEREST RATE CALCULATION:	30/360
SECURITY:	Vehicles and Equipment
PREPAYMENT TERMS:	Prepayable in whole at any time without penalty
RATE EXPIRATION:	September 23, 2021
DOCUMENTATION/ LEGAL REVIEW FEE:	N/A
FUNDING:	Proceeds will be deposited into an account held at Lender pending disbursement unless equipment is delivered prior to closing.

DOCUMENTATION: Lender proposes to use its standard form financing contracts and related documents for this installment financing. We shall provide a sample of those documents to you should Lender be the successful proposer.

The financing documents shall include provisions that will outline appropriate changes to be implemented in the event that this transaction is determined to be taxable or non-bank qualified in accordance with the Internal Revenue Service Code. All documentation must be deemed appropriate by Lender before closing.

REPORTING

REQUIREMENTS: Lender will require financial statements to be delivered within 270 days after the conclusion of each fiscal year-end throughout the term of the financing.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to Lender. If your board adopts this resolution, then Lender shall not require any further board action prior to closing the transaction.

Lender shall have the right to cancel this offer by notifying the Borrower of its election to do so (whether this offer has previously been accepted by the Borrower) if at any time prior to the closing there is a material adverse change in the Borrower's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Borrower or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to Lender.

Costs of counsel for the Borrower and any other costs will be the responsibility of the Borrower.

The stated interest rate assumes that the Borrower expects to borrow no more than \$10,000,000 in the current calendar year and that the financing will qualify as qualified tax-exempt financing under the Internal Revenue Code. Lender reserves the right to terminate this bid or to negotiate a mutually acceptable interest rate if the financing is not qualified tax-exempt financing.

We appreciate the opportunity to offer this financing proposal. Please call me at (803) 413-4991 with your questions and comments. We look forward to hearing from you.

Sincerely,

Truist Bank



Andrew G. Smith
Senior Vice President

Resolution Approving Financing Terms

WHEREAS: The City of Isle of Palms, SC ("Borrower") has previously determined to undertake a project for the financing of an E-ONE Typhoon Pumper Engine Truck (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank ("Lender") in accordance with the proposal dated August 11, 2021. The amount financed shall not exceed \$876,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.60%, and the financing term shall not exceed nine (9) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 2021

By: _____

By: _____

Title: _____

Title: _____

SEAL

Isle of Palms , SC - E ONE Typhoon Pumper Engine Truck

Compounding Period: Annual

Nominal Annual Rate: 1.600%

Cash Flow Data - Loans and Payments

	Event	Date	Amount	Number	Period	End Date
1	Loan	08/11/2021	522,000.00	1		
2	Payment	08/11/2021	56,006.82	10	Annual	08/11/2030

TValue Amortization Schedule - Normal, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	08/11/2021				522,000.00
1	08/11/2021	56,006.82	0.00	56,006.82	465,993.18
2022 Totals		56,006.82	0.00	56,006.82	
2	08/11/2022	56,006.82	7,455.89	48,550.93	417,442.25
2023 Totals		56,006.82	7,455.89	48,550.93	
3	08/11/2023	56,006.82	6,679.08	49,327.74	368,114.51
2024 Totals		56,006.82	6,679.08	49,327.74	
4	08/11/2024	56,006.82	5,889.83	50,116.99	317,997.52
2025 Totals		56,006.82	5,889.83	50,116.99	
5	08/11/2025	56,006.82	5,087.96	50,918.86	267,078.66
2026 Totals		56,006.82	5,087.96	50,918.86	
6	08/11/2026	56,006.82	4,273.26	51,733.56	215,345.10
2027 Totals		56,006.82	4,273.26	51,733.56	
7	08/11/2027	56,006.82	3,445.52	52,561.30	162,783.80
2028 Totals		56,006.82	3,445.52	52,561.30	
8	08/11/2028	56,006.82	2,604.54	53,402.28	109,381.52
2029 Totals		56,006.82	2,604.54	53,402.28	
9	08/11/2029	56,006.82	1,750.10	54,256.72	55,124.80
2030 Totals		56,006.82	1,750.10	54,256.72	
10	08/11/2030	56,006.82	882.02	55,124.80	0.00
2031 Totals		56,006.82	882.02	55,124.80	
Grand Totals		560,068.20	38,068.20	522,000.00	

Isle of Palms , SC - E ONE Typhoon Pumper Engine Truck

Compounding Period: Annual

Nominal Annual Rate: 1.600%

Cash Flow Data - Loans and Payments

	Event	Date	Amount	Number	Period	End Date
1	Loan	08/11/2021	876,000.00	1		
2	Payment	08/11/2021	93,988.45	10	Annual	08/11/2030

TValue Amortization Schedule - Normal, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	08/11/2021				876,000.00
1	08/11/2021	93,988.45	0.00	93,988.45	782,011.55
2022 Totals		93,988.45	0.00	93,988.45	
2	08/11/2022	93,988.45	12,512.18	81,476.27	700,535.28
2023 Totals		93,988.45	12,512.18	81,476.27	
3	08/11/2023	93,988.45	11,208.56	82,779.89	617,755.39
2024 Totals		93,988.45	11,208.56	82,779.89	
4	08/11/2024	93,988.45	9,884.09	84,104.36	533,651.03
2025 Totals		93,988.45	9,884.09	84,104.36	
5	08/11/2025	93,988.45	8,538.42	85,450.03	448,201.00
2026 Totals		93,988.45	8,538.42	85,450.03	
6	08/11/2026	93,988.45	7,171.22	86,817.23	361,383.77
2027 Totals		93,988.45	7,171.22	86,817.23	
7	08/11/2027	93,988.45	5,782.14	88,206.31	273,177.46
2028 Totals		93,988.45	5,782.14	88,206.31	
8	08/11/2028	93,988.45	4,370.84	89,617.61	183,559.85
2029 Totals		93,988.45	4,370.84	89,617.61	
9	08/11/2029	93,988.45	2,936.96	91,051.49	92,508.36
2030 Totals		93,988.45	2,936.96	91,051.49	
10	08/11/2030	93,988.45	1,480.09	92,508.36	0.00
2031 Totals		93,988.45	1,480.09	92,508.36	
Grand Totals		939,884.50	63,884.50	876,000.00	

City of Isle of Palms, South Carolina
Request for Proposals 2021-05
Phase 4 Drainage- Island-Wide Drainage Master Plan

In compliance with the City's Procurement Ordinance, the City of Isle of Palms, South Carolina is seeking proposals and probable costs for a comprehensive drainage master plan to steer policy and funding decisions for the foreseeable future. The plan will include developing: a series of conceptual designs to serve the last 600 acres that have not been recently studied, a schedule and budget to complete construction for these last 600 acres; a schedule, budget and process for maintaining the existing and proposed drainage infrastructure (1200 acres); a review of existing development standards and recommendations to ensure future development does not overwhelm the drainage system. The request will be bid and awarded pursuant to the City's procurement ordinance. The City reserves the right to reject all proposals and to waive irregularities.

Proposals should be submitted to the following:

Douglas Kerr, Director of Building and Planning City of Isle of Palms
1207 Palm Boulevard, Post Office Box 508
Isle of Palms, South Carolina 29451

Mandatory Meeting for Proposers: The City will hold a mandatory meeting for all firms submitting proposals at **2:00 p.m. Eastern Time, on Wednesday, April 28th, 2021 in City Hall Conference Chambers, 1207 Palm Boulevard, Isle of Palms, SC 29451.**

Deadline for Questions: The deadline for questions is **5:00 p.m. Eastern Time, April 30th, 2021**. Proposers should send questions regarding this Request for Proposals to Douglas Kerr, Director of Building and Planning, in writing or email to dkerr@iop.net. Questions received before this deadline will be answered via addendum posted on the City's website at <http://www.iop.net/requests-for-bids-proposals>. Questions received after this deadline will not be answered. If an addendum is issued, Proposers must acknowledge receipt of the addendum with their proposal.

Deadline for Submissions: The deadline for submission is **2:00 p.m. Eastern Time, May 15th, 2021**. Submissions must be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope, where they will be opened and acknowledged. Sealed envelopes must be clearly marked "**Phase 4 Drainage- Island-Wide Drainage Master Plan**" and include one (1) hard copy and one (1) electronic copy saved to a USB flash drive. The City accepts no responsibility for electronic submissions, and it will be the responsibility of the Proposers to verify receipt by the City.

Proposals may be delivered by hand or by mail, but no proposal shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any Proposer of any means of delivery of bids.

All proposals submitted shall include a current e-mail address. Once selection is complete, Notice of Award shall be posted on the City's website. Notice of Award and notices of non-award, shall be sent to all Proposers via e-mail.

Proprietary and/or Confidential Information: Your proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal. All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified will be subject to disclosure by the City.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Proposer or any member of the Proposer's organization as a result of, or arising out of, submitting a proposal, negotiating changes to such proposal, or due to the City's acceptance or non-acceptance of the proposal or the rejection of any and all proposals. Proposers are responsible for submission of accurate, adequate and clear descriptions of the information requested. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any Proposer even if all the requirements in the RFP have been met.

Proposers must have or be able to procure an Isle of Palms Business License.

Background

The drainage system within the City of Isle of Palms (City) evolved over time and was primarily installed in the 1960's by the Beach Company or the South Carolina Department of Transportation (SCDOT) as roads and neighborhoods were developed on the island. The system is compromised by a mix of open ditches and closed pipe systems and the system is owned and maintained by a mix of the City, Charleston County (County), and the SCDOT. Each entity has their own protocol for maintenance and the maintenance efforts are not always coordinated. Some portions of the island still have no drainage infrastructure.

Additionally, the most problematic portions of the island's drainage system have been upgraded in the past ten years, but a large section of about 600 acres of the island between 30th Avenue and Breach Inlet has not been upgraded and is underperforming. During heavy rain events and extreme high tides, certain roads on the island are impassable, non-elevated houses are inundated, septic systems are compromised, and standing water is left in an unsanitary condition. Almost all the island's drainage systems are tidally influenced and during high tides, much of the drainage system is full and has little to no capacity to handle any rainwater.

The City currently has an annual maintenance agreement with a contractor to cut vegetation twice annually on all City ditches and remove silt by jetting all City maintained ditches every three years. This practice includes some, but not all, of the SCDOT systems. This schedule is attached as an exhibit to this request.

Charleston County handles all aspects of the NPDES program for the City and has provided the City with an inventory of the existing stormwater infrastructure, which is attached as an exhibit to this request.

Objectives

There are two primary objectives of this master plan. The first is to provide conceptual construction plans for the remaining 600 acres that have not been address by recent projects. This plan is not intended to provide construction level documentation, but rather a concept, opinion of cost and strategy to complete the work. The second objective is to provide a maintenance plan for the entire system the City controls, which is about 1200 acres. This plan will be used by the City to plan the funding and sequencing of projects that will ultimately lead to all parts of the City having adequate drainage infrastructure and the system being adequately maintained.

The chosen firm will be expected to identify problematic areas through any necessary measures, including but not limited to meeting with staff, analyzing existing conditions, modeling and any other method deemed useful.

The chosen firm will be expected to analyze the current development standards and determine if the current standards are potentially contributing to stormwater problems and make recommendations of new standards, if warranted.

The work included in the master plan should be conceived to achieve the following goals:

- Be designed to ensure that any stormwater that sheds from a developable property onto public property on the island is managed either by leading the water into a collection or conveyance system as to not be a nuisance.
- Be designed to anticipate a reasonable expectation of sea level rise.
- Be designed to anticipate a reasonable expectation of increase in impervious surfacing on the island.
- Be designed to anticipate a high level of soil saturation before storms.
- The design should be to a level that would have kept flood waters associated with Hurricane Joaquin from damaging houses.

Scope of Work

1. For the 600 acres of new work, the chosen firm will be expected to collect data and field information (including limited survey data) on the existing system. The City has a stormwater inventory that was created by Charleston County that is attached to this RFP as an exhibit.
2. For the 600 acres of new work, the chosen firm will be expected to identify the areas where no infrastructure or minimal infrastructure is causing standing water or other drainage problems on a regular basis.
3. For the 600 acres of new work, the chosen firm will be expected to collect and analyze whatever information or data is necessary to fully understand the quantity of stormwater each basin will handle. This will include collection and analyzing topographical data (including some limited surveying), prior construction work, prior maintenance work, anticipating future infrastructure improvements or any other information necessary to identify problem areas and the necessary improvements within these drainage basins.

4. For the 600 acres of new work, the chosen firm will need to produce limited survey data on the depths, size and location of all ditches, underground infrastructure and drainage structures within the drainage basins.
5. Once the background data has been gathered and analyzed for the 600 acres of new work, the chosen firm will be expected to provide the City with several conceptual project alternatives, including cost, of different flood recurrence intervals including 10-year, 100-year storm and 500-year storm and different levels of stormwater velocity within the system. The expectation is that the chosen design would be to a level that would have kept flood waters associated with Hurricane Joaquin from damaging houses within the associated drainage basins.
6. For the 600 acres of new work, the chosen firm must provide a list of key performance indicators and the expected performance of the chosen design. The firm must provide two examples of performance and an estimate of associated cost with each level to help the City choose the right level of performance to fund.
7. For the 600 acres of new work, the chosen firm will be expected to identify all of the necessary permits through all applicable agencies including OCRM, US Army Corps of Engineers, Charleston County, SCDOT, and the City.
8. For the 600 acres of new work, the chosen firm will be expected to provide budget estimates of the chosen design to assist the City in assembling adequate funding to complete the improvement.
9. For the 600 acres of new work, the chosen firm will be expected to advise the City on whether the work could be prioritized to identify immediate smaller projects that could provide stormwater relief in the near term, while the City works to assemble the funding for costlier long-term improvements.
10. For the entire 1200 acres the City manages, the chosen firm will be expected to review all recent projects including Phase I, which was a new system in the neighbors bound by 57th and 53rd Avenues; Phase II, which was a new system in the neighborhood bound by 52nd and 44th Avenues; Forest Trail drainage basin capacity study and internal projects which are currently under construction, Phase III, which is being designed now and anticipated to begin construction in the fall of 2021 and will improve the outfalls at 30th Avenue, Forest Trails and 41st Avenue; and the concept of elevating the Waterway Boulevard multiuse path.
11. For the entire 1200 acres the City manages, the chosen firm will be expected to review the isolated areas that continue to have flooding problems and develop a priority list of projects to be undertaken in the future.
12. For the entire 1200 acres the City manages, the chosen firm will be expected to review the City's current maintenance practices and schedules and present alternate methods that could provide improvements to the drainage system function, the efficiency of maintenance and expenses.
13. For the entire 1200 acres the City manages, the chosen firm will be expected to identify an optimum maintenance schedule that the City can reasonably afford and will keep the system functioning at an acceptable level.

14. For the entire 1200 acres the City manages, the chosen firm will be expected to analyze the development regulations to determine whether the future development should be modified to not strain the stormwater system.

Qualifications

The firm and their team will demonstrate a minimum of five years of experience in the following disciplines:

- Land surveying
- Regulatory Permitting
- Civil engineering and designing
- Construction cost estimating
- Hydrology

The firms must provide at least three examples of projects of similar scale and complexity along with contact information associated with each project.

Depending on the performance of the chosen firm on this project, the City may elect to extend the contract to include future tasks associated with the associated drainage systems.

Proposal Format:

The proposal format requirements were developed to aid Proposers in their proposal development. These directions apply to all proposals submitted. The purpose of the proposal is to demonstrate the technical capabilities, professional proposals, past project experiences, and knowledge within this industry. Proposer's proposal must address all the points outlined herein as required, in the following order:

A. Transmittal Letter: A transmittal letter must be submitted with a Proposer's proposal which shall include:

1. The RFP subject, RFP number, and Scope(s) of Work in which Proposer is submitting.
2. Name of the firm responding, including mailing address, e-mail address, telephone number, and name of contact person.
3. The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm to a contract.
4. Prepare an executive summary stating the Proposer's understanding of the project, familiarity of the outfall sites, design approach and opinion why the Proposer's firm should be chosen. Include any general information the Proposer wishes the City to consider about the proposal.

B. Firm's Work History and References:

Provide a brief description of any relevant large-scale drainage system redesign projects, or similar drainage projects of comparable size and complexity for which the Proposer provided services within the past five (5) years. Limit information to no more than five (5) projects. All such descriptions should include:

1. Project location
2. Redesign of existing system and/or design of new system
3. Description of original project budget versus actual cost.
4. Name and contact information for a reference with knowledge of the Proposer's work on the specified project.

C. Project Team:

1. The proposal should clearly outline the background and experience of the Project Team. The Project Team will include any of the Proposer's staff who will be assigned to the project. If possible, include a one-page summary CV of each member. Understand that once the City issues a contract, no change in personnel assigned to the project will be permitted without prior written approval from the designated City representative.
2. Provide the following information for each proposed team member where applicable:
 - i. Name
 - ii. Job title for this project
 - iii. Professional Discipline
 - iv. South Carolina license number
 - v. Specific duties assigned on this project
 - vi. Recent experience with related drainage projects

D. Sub-Consultants/Contractors:

Provide the Firm(s) and if possible, the names and proposals of all subconsultants that will be part of the Proposer's Team and identify the specific work the sub-consultant will perform. Once the City issues a contract, no change in sub-consultants assigned to the project will be permitted without prior written approval from the City.

E. Price Quote for Each Scope of Work:

Prior to entering into an agreement, but after the proposals are evaluated, the chosen firm will be requested to provide a price for each itemized project in the Scope of Work section of this request.

Proposal Evaluation Criteria:

The City will evaluate proposals based on the factors outlined within this RFP and the City's procurement ordinance, which shall be applied to all eligible, responsive proposals in selecting the successful firm. The City reserves the right to disqualify any proposal from a Proposer it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the proposals of the Proposer as it deems appropriate.

Award of any contract may be made without discussion with Proposers after proposals are received. The City reserves the right to cease contract negotiations if it is determined that the Proposer cannot perform the services specified in their response.

Recommendation of award for contract will be made based not only on price, which is an important factor, but also on quality of proposal, qualifications, experience, technical expertise, references and ability to execute the work. After careful evaluation, and a series of interviews, the Planning Commission will make a recommendation to City Council for award of a contract.

SHEET INDEX

SHEET NO.	DESCRIPTION	SHEET TOTALS
1	TITLE SHEET	1
2	MAP INDEX SHEET	1
3 - 16	PLAN SHEETS	14
TOTAL 16		

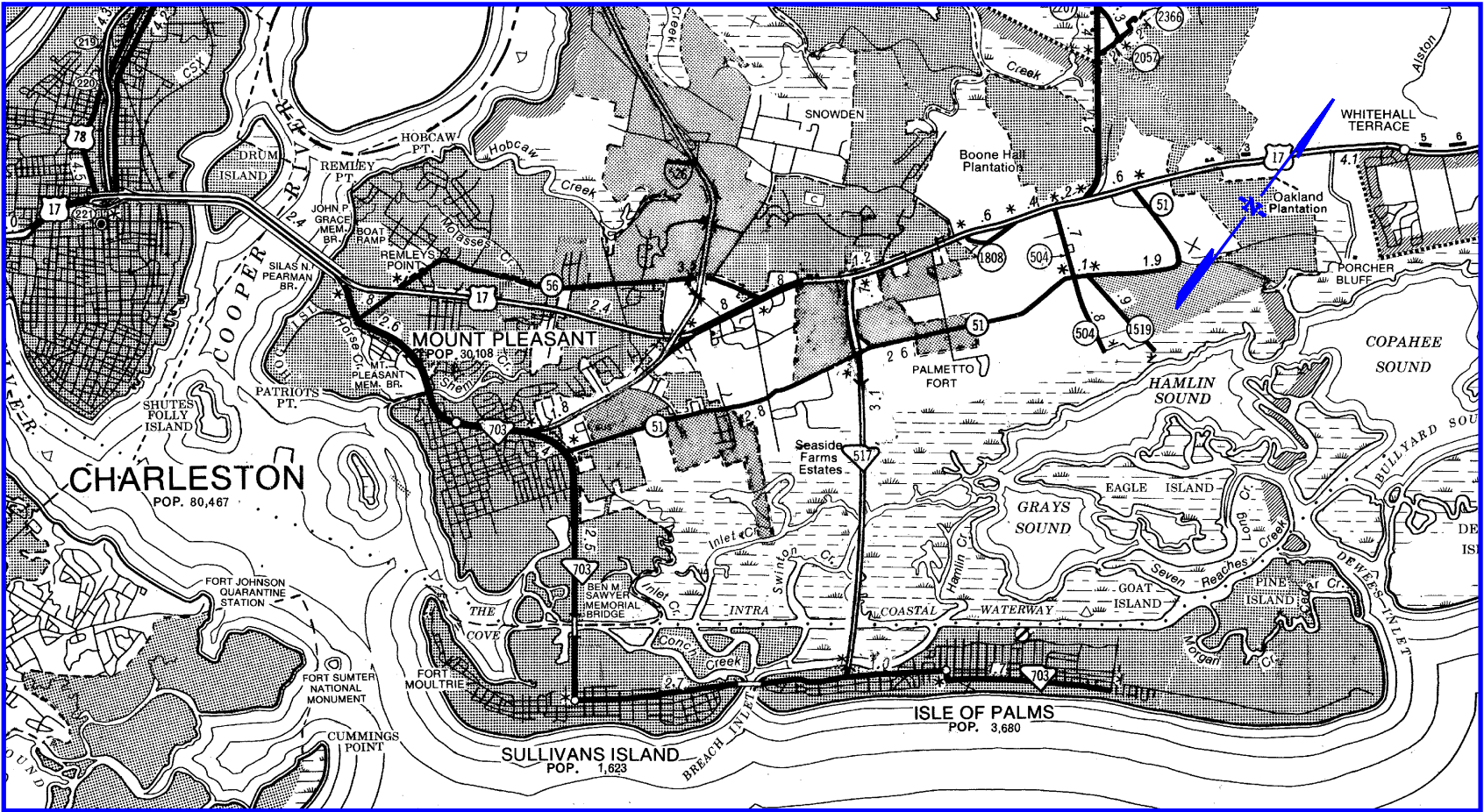
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3	SC	CHARLESTON				1

CHARLESTON COUNTY DEPARTMENT OF PUBLIC WORKS



CHARLESTON
COUNTY
SOUTH CAROLINA

DRAINAGE INVENTORY PLAN
CITY OF ISLE OF PALMS
CHARLESTON COUNTY



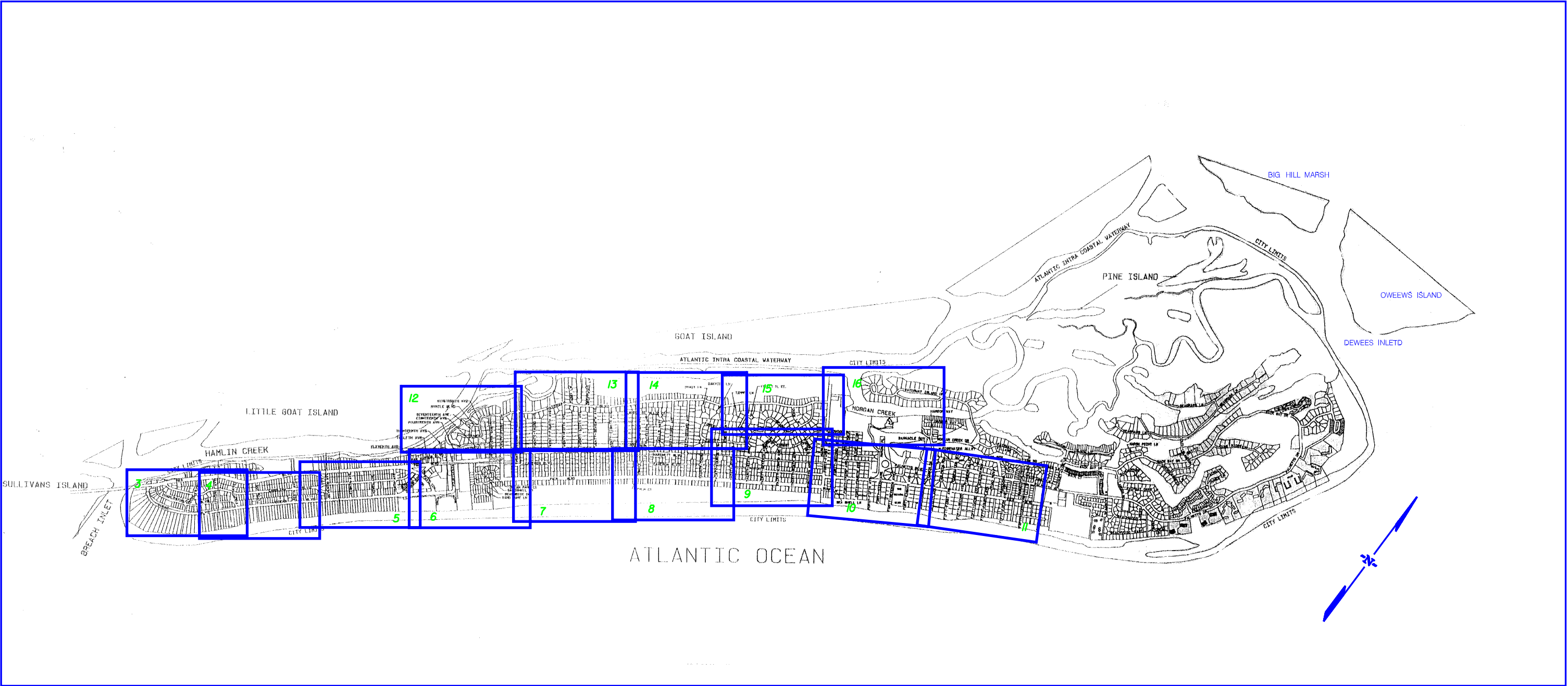
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6				COUNTY OF CHARLESTON DEPARTMENT OF PUBLIC WORKS
5				
4				TITLE SHEET DRAINAGE INVENTORY PLANS
3				
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REV. NO.	BY	DATE	DESCRIPTION OF REVISION	

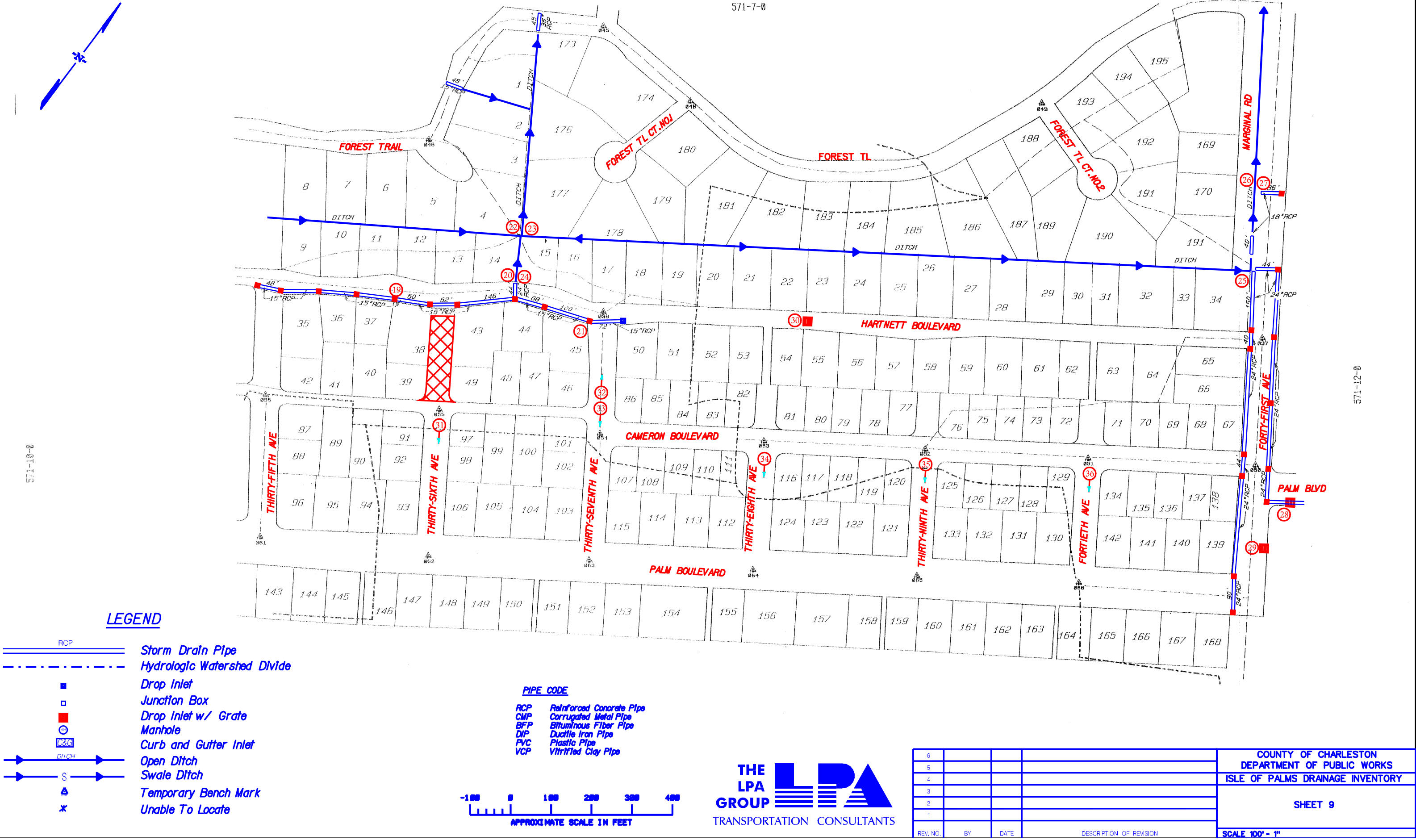
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3	SC	CHARLESTON				2

MAP INDEX



6				COUNTY OF CHARLESTON DEPARTMENT OF PUBLIC WORKS PLAN INDEX SHEET DRAINAGE INVENTORY PLANS SCALE 100' = 1"
5				
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2				
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REV. NO.	BY	DATE	DESCRIPTION OF REVISION	

FED. RD. DIV. NO.	STATE	COUNTY	FILE NO.	PROJECT NO.	ROUTE NO.	SHEET NO.
3	SC	CHARLESTON				9



FED. RD. DIST. NO.	STATE	COUNTY	FILE NO.	PROJECT NO.	ROUTE NO.	SHEET NO.
3	SC	CHARLESTON				10

LEGEND

- RCP

Storm Drain Pipe
- Hydrologic Watershed Divide

Drop Inlet

Junction Box

Drop Inlet w/ Grate

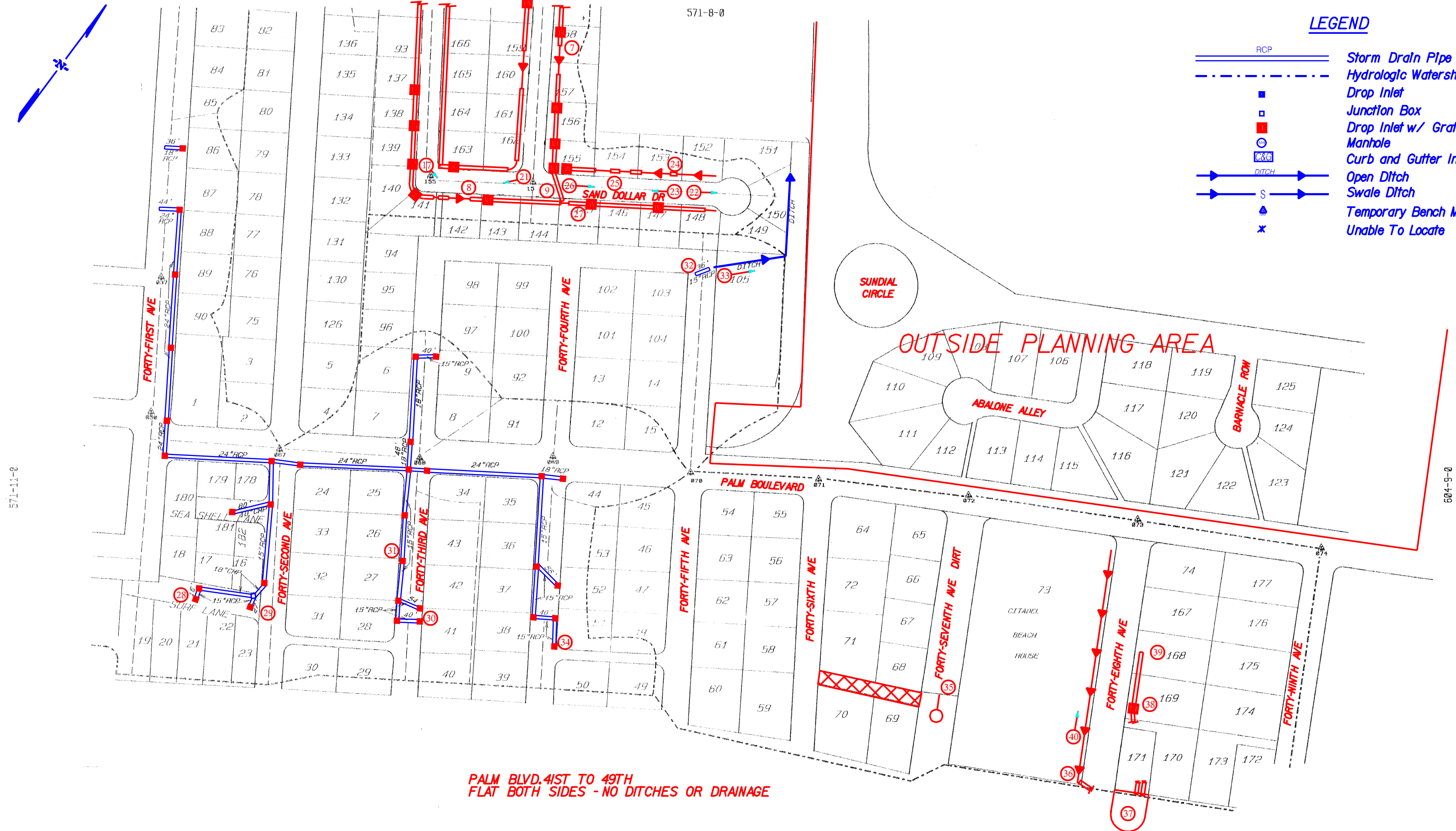
Manhole

Curb and Gutter Inlet
- DITCH

Open Ditch

Swale Ditch
- Temporary Bench Mark

Unable To Locate



PALM BLVD. 41ST TO 49TH
FLAT BOTH SIDES - NO DITCHES OR DRAINAGE

PIPE CODE

- RCP
- Reinforced Concrete Pipe
- CMP
- Corrugated Metal Pipe
- BFP
- Bituminous Fiber Pipe
- DIP
- Ductile Iron Pipe
- PVC
- Plastic Pipe
- VCP
- Vitrified Clay Pipe



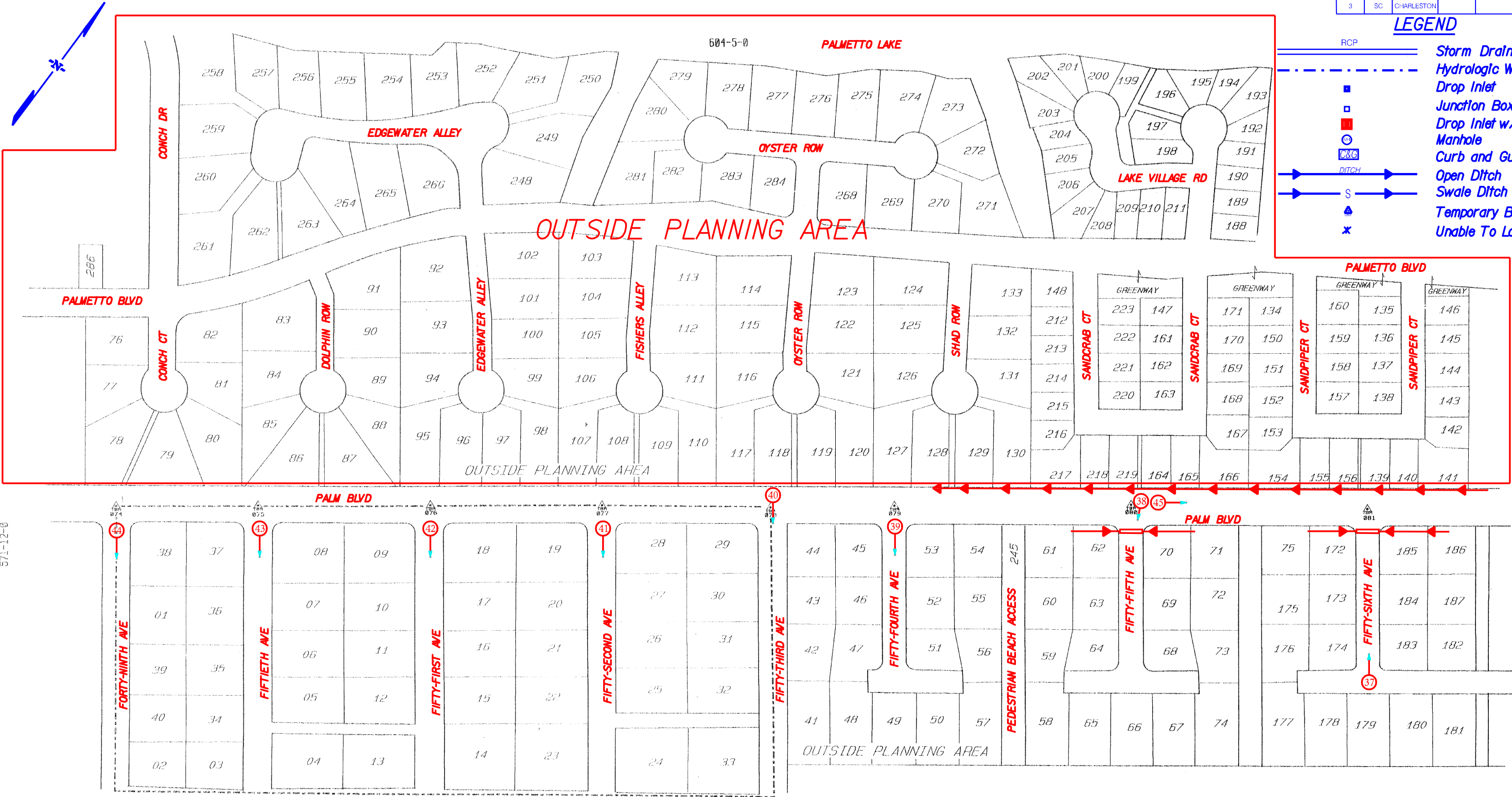
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REV. NO.	BY	DATE	DESCRIPTION OF REVISION

COUNTY OF CHARLESTON
DEPARTMENT OF PUBLIC WORKS
ISLE OF PALMS DRAINAGE INVENTORY
SHEET 10
SCALE 100' = 1"

FED. RD. DIST. NO.	STATE	COUNTY	FILE NO.	PROJECT NO.	ROUTE NO.	SHEET NO.
3	SC	CHARLESTON				11

LEGEND

	RCP	Storm Drain Pipe
		Hydrologic Watershed Divide
		Drop Inlet
		Junction Box
		Drop Inlet w/ Grate
		Manhole
		Curb and Gutter Inlet
		Open Ditch
		Swale Ditch
		Temporary Bench Mark
		Unable To Locate



PIPE CODE

RCP	Reinforced Concrete Pipe
CMP	Corrugated Metal Pipe
BFP	Bituminous Fiber Pipe
DIP	Ductile Iron Pipe
PVC	Plastic Pipe
VCP	Vitrified Clay Pipe

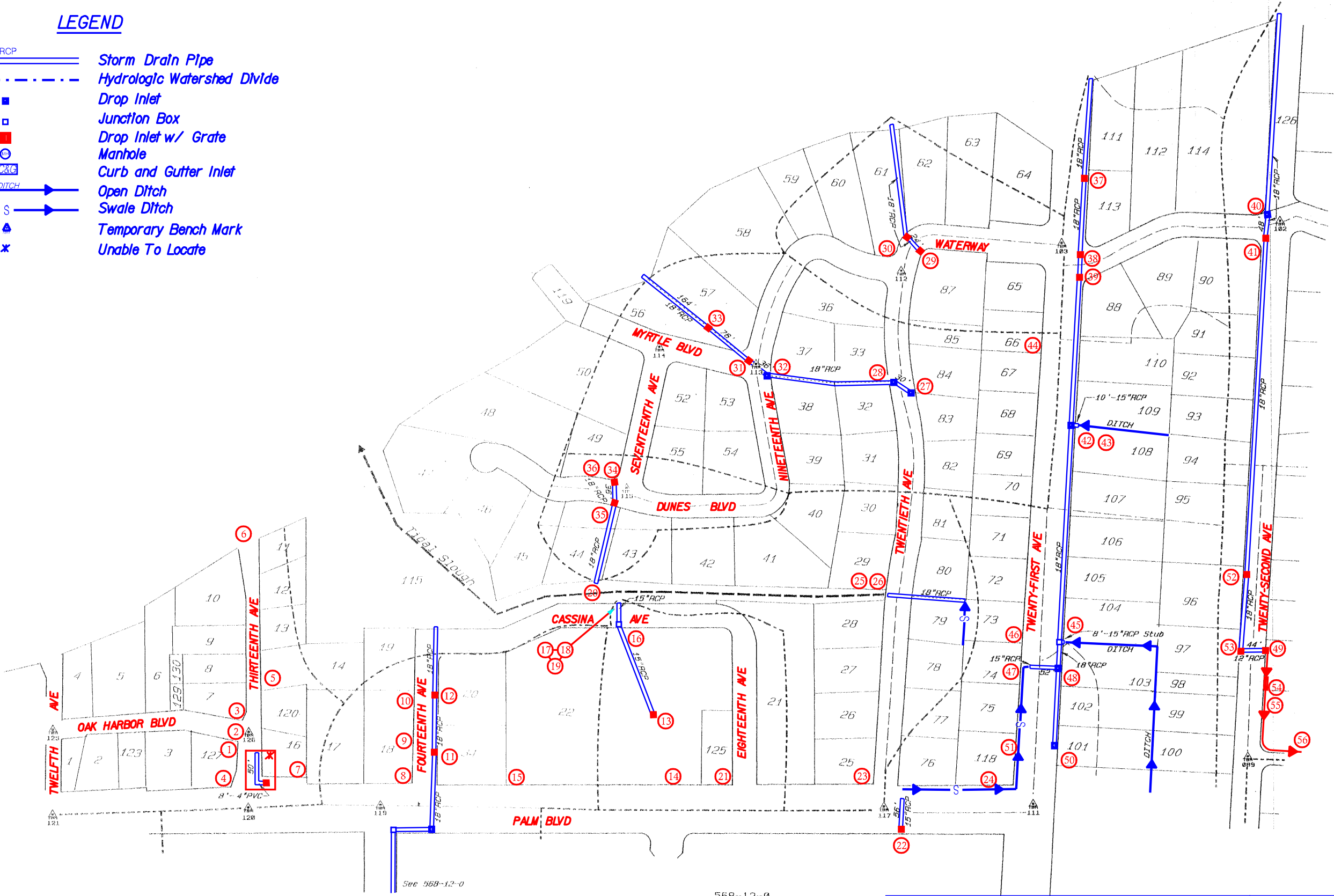


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REV. NO.	BY	DATE	DESCRIPTION OF REVISION

COUNTY OF CHARLESTON DEPARTMENT OF PUBLIC WORKS ISLE OF PALMS DRAINAGE INVENTORY
SHEET 11
SCALE 100' = 1"

LEGEND

	Storm Drain Pipe
	Hydrologic Watershed Divide
	Drop Inlet
	Junction Box
	Drop Inlet w/ Grate
	Manhole
	Curb and Gutter Inlet
	Open Ditch
	Swale Ditch
	Temporary Bench Mark
	Unable To Locate



PIPE CODE

RCP	Reinforced Concrete Pipe
CMP	Corrugated Metal Pipe
BFP	Bituminous Fiber Pipe
DIP	Ductile Iron Pipe
PVC	Plastic Pipe
VCP	Vitrified Clay Pipe



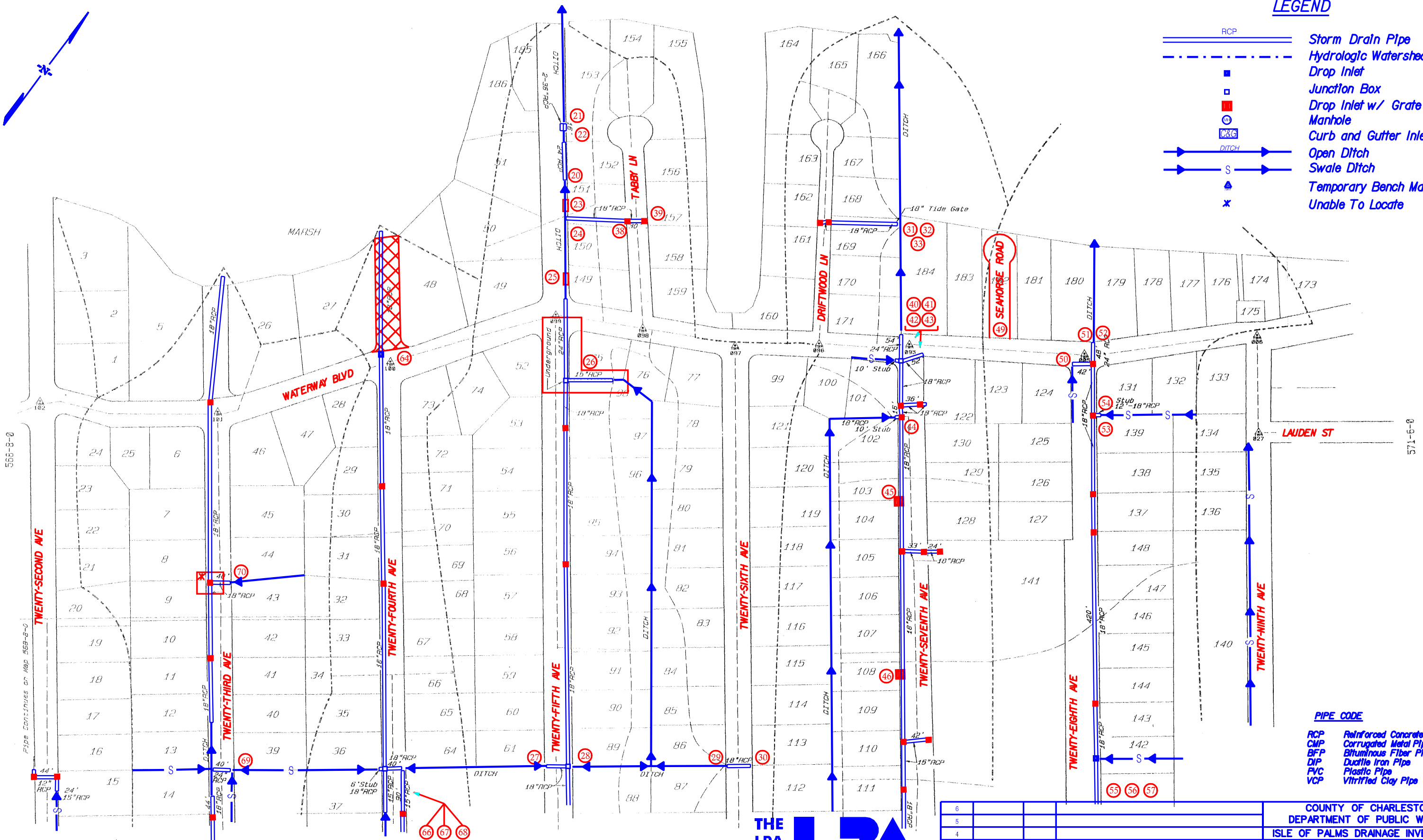
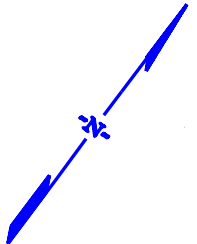
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REV. NO.	BY	DATE	DESCRIPTION OF REVISION

COUNTY OF CHARLESTON	
DEPARTMENT OF PUBLIC WORKS	
ISLE OF PALMS DRAINAGE INVENTORY	
SHEET 12	
SCALE 100' = 1"	

FED. RD. DIST. NO.	STATE	COUNTY	FILE NO.	PROJECT NO.	ROUTE NO.	SHEET NO.
3	SC	CHARLESTON				13

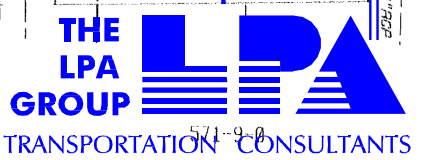
LEGEND

- RCP Storm Drain Pipe
- Hydrologic Watershed Divide
- Drop Inlet
- Junction Box
- Drop Inlet w/ Grate
- Manhole
- Curb and Gutter Inlet
- Open Ditch
- Swale Ditch
- Temporary Bench Mark
- Unable To Locate



558-8-0
Pipe Continues on Map 558-8-0
TWENTY-SECOND AVE

571-6-0
LAUDEN ST
TWENTY-NINTH AVE



PIPE CODE

- RCP Reinforced Concrete Pipe
- CMP Corrugated Metal Pipe
- BFP Bituminous Fiber Pipe
- DIP Ductile Iron Pipe
- PVC Plastic Pipe
- VCP Vitrified Clay Pipe

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REV. NO.	BY	DATE	DESCRIPTION OF REVISION

COUNTY OF CHARLESTON
DEPARTMENT OF PUBLIC WORKS
ISLE OF PALMS DRAINAGE INVENTORY

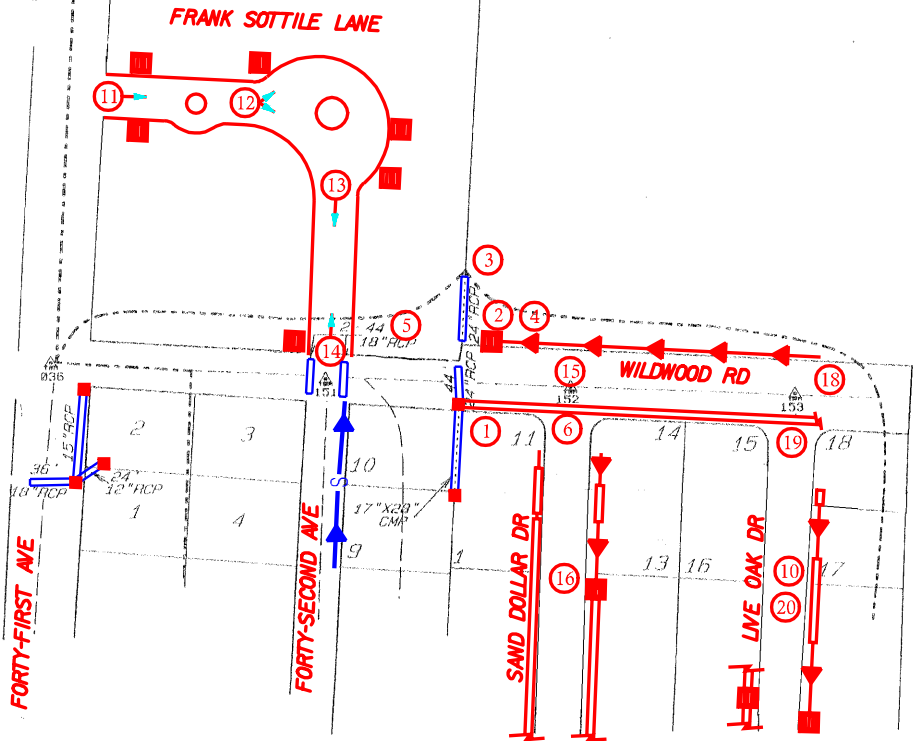
SHEET 13
SCALE 100' = 1"

FED. RD. DIV. NO.	STATE	COUNTY	FILE NO.	PROJECT NO.	ROUTE NO.	SHEET NO.
3	SC	CHARLESTON				16

LEGEND

- RCP Storm Drain Pipe
- Hydrologic Watershed Divide
- Drop Inlet
- Junction Box
- Drop Inlet w/ Grate
- Manhole
- Curb and Gutter Inlet
- Open Ditch
- Swale Ditch
- Temporary Bench Mark
- Unable To Locate

AREA NOT COVERED BY SURVEY



PIPE CODE

- RCP Reinforced Concrete Pipe
- CMP Corrugated Metal Pipe
- BFP Bituminous Fiber Pipe
- DIP Ductile Iron Pipe
- PVC Plastic Pipe
- VCP Vitrified Clay Pipe



6					COUNTY OF CHARLESTON
5					DEPARTMENT OF PUBLIC WORKS
4					ISLE OF PALMS DRAINAGE INVENTORY
3					
2					SHEET 16
1					
REV. NO.	BY	DATE	DESCRIPTION OF REVISION	SCALE 100' = 1"	

STATE OF SOUTH CAROLINA)
)
COUNTY OF CHARLESTON)

AGREEMENT FOR PHASE 4 DRAINAGE
ISLAND-WIDE DRAINAGE MASTER PLAN

THIS AGREEMENT is made and entered into this ____ day of _____, _____, by and between the City of Isle of Palms, S.C. (“City”) and _____. (“Engineer”). WHEREAS, City desires to engage the services of Engineer to provide certain professional surveying, engineering and design services for the Island-Wide Drainage Master Plan (the “Project”); and

WHEREAS, Engineer agrees to perform the services pursuant to the terms and conditions hereinafter set forth.

THEREFORE, in consideration of the mutual covenants and promises set forth herein, City and Engineer agree as follows:

1. Scope of Services.

A. Engineer agrees to provide all labor, equipment, tools, materials, supplies, and incidentals which are required to perform all services for the Project, [including _____], pursuant to the proposal submitted by Engineer to City dated _____ (the "Proposal"), copies of which are attached hereto as "Exhibit I" and made a part of this Agreement by reference thereto. In the event of a conflict between any provision contained in the Proposal and any provision contained in this Agreement, the terms of this Agreement shall control.

B. In providing services under this Agreement, the Consultant shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. Upon notice to the Consultant and by mutual agreement between the parties, the Consultant will, without additional compensation, correct those services not meeting such a standard. Engineer agrees to comply with all applicable federal, state and local laws, rules and regulations regarding all services performed by Engineer pursuant to this Agreement.

2. Contract Price. For all services to be performed by Engineer on the Project, City agrees to pay to Engineer the sum of _____Dollars, payable as set forth in Exhibit I.

2(a). Retainer. Consultant will be paid the final six (6%) percent of the contracted amount listed in section 2 upon the presentation and acceptance of recommendations to City Council.

3. Time of Performance. Engineer understands the time sensitivity of the Project and agrees to complete the services on the Project in a timely manner in accordance with the Project schedule set forth in Exhibit I. Provided, however, that if performance by the Engineer is delayed for reasons or causes beyond the control of Engineer (including but not limited to, acts of God, weather conditions, site conditions, labor or material shortages, delays caused by City, and casualty losses) the Project completion date shall be extended accordingly. However, Engineer agrees that the work shall be satisfactorily completed no later than five (5) months from the commencement of the work.

4. Change Orders. The City has the right to require alterations or changes

(“Change Orders”) to the Project and in such case Engineer agrees to make such alterations or changes; provided, however, that the details and additional cost or credit of such Change Order must be agreed to by the City and Engineer in writing prior to the commencement of the Change Order.

5. Permits, Fees and Licenses. Engineer agrees to apply for, obtain and pay for all governmental permits, fees and licenses necessary for the Engineer’s performance and completion of the services under the Project (including, but not limited to, a City business license). This does not include Permit fees required for permitting.

6. Indemnification and Insurance.

A. Engineer agrees to hold harmless and indemnify City and its officers, agents and employees from and against any loss or damage, including all reasonable attorney’s fees and expenses, incurred as a result of any and all claims, demands, causes of action, suits, judgments, fines or penalties (including but not limited to all fees and expenses incurred as a result of death or injury to persons or for loss of or damage to property) caused by Engineer’s performance of the services under this Agreement. In the event of any such claims made or suits filed, City agrees to give Engineer written notice thereof, and Engineer shall have the right to defend or settle the same to the extent of its interests hereunder.

B. Engineer shall procure, and maintain in effect during the term of this Agreement, insurance coverage in amounts and on terms not less than set forth below:

1) General Liability: Comprehensive general liability insurance Coverage on the services under the Project in an amount not less than \$1,000,000.00 per person, \$2,000,000.00 per claim, and \$250,000.00 per claim for property damage;

2) Automobile Liability: Automobile liability insurance for bodily

injury, including death, and property damage in the amount of \$1,000,000.00 each occurrence;

3) Professional Liability: Professional liability insurance for damages incurred by reason of any negligent act, error or omission committed or alleged to have been committed by Engineer in the amount of \$1,000,000.00 per claim and in the aggregate; and

4) Workers' Compensation: Engineer agrees to maintain workers' compensation coverage on its employees as required by the State of South Carolina workers' compensation laws.

All insurance coverage required hereunder shall be with companies approved in advance by City, who shall be named as an additional insured on all such policies. Proof of such insurance shall be provided to City prior to commencement of any work by Engineer. Each policy shall contain a requirement that, in the event of change or cancellation, 30 days' prior written notice must be given to City.

C. Engineer agrees that any subcontracts for this Project shall be approved in advance in writing by City; shall provide that City is an intended third-party beneficiary of the subcontract; shall require that all subcontractor work be performed in accordance with the requirements of this Agreement, including all indemnification and insurance requirements set forth in this Section 6; and shall provide that City is named as an additional insured on all such insurance policies. Proof of subcontractor's insurance shall be provided to City prior to commencement of any work by subcontractor.

7. Breach. In the event that either party breaches any provision of this Agreement, and the same continues for a period of seven (7) days after receipt of written notice thereof, then the non-breaching party may exercise any and all remedies at law or in equity regarding the

breach of this Agreement. Without prejudice to any other rights or remedies available for the said breach, the non-breaching party may terminate this Agreement and cease further performance under this Agreement.

8. Site Investigation. Engineer acknowledges that Engineer has inspected the service areas and has determined the nature of the work and the difficulties and facilities attending performance of the work, and all other matters which Engineer contemplates may in any way affect the work under this Agreement.

9. Notices. All notices, consents, and approvals required by any provision of this Agreement shall be in writing and shall be deemed to be properly given and received when personally delivered to the representatives of each party or when deposited in the United States mail, registered or certified, with return receipt requested, postage prepaid, and addressed to:

City of Isle of Palms:

Representative: Desirée Fragoso, City Administrator Address:

PO Box 508, Isle of Palms, SC 29451

(Engineer):

Representative:

Address:

Mediation. Any claim, dispute, or controversy arising under or in connection with this Agreement shall be subject to mediation as a condition precedent to litigation. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the proposed mediator. Mediation shall be conducted in Charleston County,

South Carolina. The mediator shall be a member of the South Carolina Bar and shall be selected by mutual consent and agreement of the parties. If a party fails to object to the mediator proposed by the party requesting mediation within 30 days of the initial request for mediation, the mediator shall be deemed selected as proposed. If the parties fail to agree upon a mutually acceptable mediator within 60 days of the initial request for mediation, the mediator shall be selected from the official roster of active certified mediators in Charleston County, as provided by the South Carolina Supreme Court's Commission on Alternative Dispute Resolution and Board of Arbitrator and Mediator Certification, by choosing in alphabetical order the first available circuit court mediator from the roster. The parties shall equally divide the mediator's fee and any filing fees. Agreements reached in mediation shall be enforceable as settlement agreements in any court of competent jurisdiction. Nothing contained herein shall preclude either party from seeking enforcement of the terms of mediation pursuant to this Paragraph through a court of competent jurisdiction, and the prevailing party shall also be entitled to reimbursement by the losing party for all reasonable fees and costs, including attorney's fees, incurred in the proceedings seeking enforcement.

10. Entire Agreement; Amendments. This Agreement constitutes the entire agreement between the parties and supersedes and nullifies all prior or contemporaneous agreements or representations by either party which are not expressly stated in this agreement. Neither party is relying upon any representation not expressly contained herein. This Agreement may be amended only by a written agreement signed by each party.

11. Effect of Waiver or Consent. A waiver or consent, express or implied, to or of any breach or default by a party in the performance of its obligations under this Agreement is not a consent or waiver to or of any other breach or default in the performance by that party of

the same or any other obligations of that party with respect to this Agreement. Failure on the part of a party to complain of any act of the other party or to declare a party in default with respect to this Agreement, irrespective of how long that failure continues, does not constitute a waiver by that party of its rights with respect to that default until the applicable statute-of-limitation period has run.

12. Governing Law; Severability. This Agreement is governed by and shall be construed and interpreted in accordance with the laws of the State of South Carolina, excluding any conflict-of-laws rule or principle that might refer the governance or the construction of this Agreement to the law of another jurisdiction. If any provision of this Agreement is held invalid or unenforceable to any extent by a court of competent jurisdiction, the remainder of this Agreement is not affected thereby and that provision shall be enforced to the greatest extent permitted by law.

13. Binding Agreement. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

14. Subcontracting and Assignment. Engineer agrees not to enter into any subcontracts, leases, agreements, or assignments pertaining to this Agreement or any interest or right herein, either voluntarily or by operation of law, without prior written approval of City.

15. Section Headings. The headings of Sections or paragraphs used in this Agreement have been inserted for convenience only and are not to be used in determining the contents contained herein.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, by and through the undersigned officers, as of the date stated above.

WITNESS:

The City of Isle of Palms, S.C.

By: _____

Title: _____

(as to City)

_____(Engineer)

By: _____

Title: _____

(as to Engineer)

EXHIBIT I

(Attach Engineer's Proposal, dated_____)



STATEMENT OF QUALIFICATIONS

City of Isle of Palms, South Carolina
Request for Proposals 2021-05

Phase 4 Drainage- Island-Wide Drainage Master Plan

May 17, 2021

DAVIS & FLOYD

SINCE 1954



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PREFACE

TABLE OF CONTENTS

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SECTION 04 • SUB-CONSULTANTS/CONTRACTORS 21



Isle of Palm's phased stormwater improvement areas

Section One

Transmittal Letter





TRANSMITTAL LETTER

RE: City of Isle of Palms, South Carolina - Request for Proposals 2021-05 Phase 4 Drainage- Island-Wide Drainage Master Plan

Scope of Work: D|F is responding to all of the scope of work items detailed in the RFP.

Firm Responding: Davis & Floyd, Inc.

Mailing Address: 3229 W. Montague Avenue, North Charleston, SC 29418

Email: mhorton@davisfloyd.com

Phone Number: (843) 554-8602

Name of Contact Person: Michael Horton, PE, CFM, LEED AP - Chief Engineering Officer

Person Authorized to Make Representation on Behalf of the Proposer: Michael Horton, PE, CFM, LEED AP

D|F acknowledges the receipt of 'Request for Proposals 2021-05 RESPONSES.'



Click here or scan this QR code to see the work we have already done for this project.

Dear Mr. Kerr and Selection Committee:

Isle of Palms is truly a unique place and provides thousands of residents and visitors a place to enjoy and relax. We understand that recent storm events and flood conditions have disrupted the peaceful setting. We offer our engineering services and community mindset to help put drainage concerns to rest.

D|F has assembled a fully integrated team located in the Lowcountry to help identify and recommend drainage improvement projects to serve the drainage needs of Isle of Palms.

Project Understanding, Familiarity, & Design Approach

Coastal flooding from both rainfall and sea-level rise are a continual nuisance to Isle of Palms' residents and visitors. The proposed phase 4 project will be the final phase and ultimate roadmap for addressing these issues, in addition to several phases that have been completed and/or are currently underway. Through the proposed project, Isle of Palms would like to study 29th Avenue to Breach inlet (~ 600 acres) to develop a comprehensive drainage master plan, as well as review and make drainage improvement recommendations for the entire island (~1200 acres). Although many watersheds within the project footprint have inadequate or limited drainage infrastructure, the goal of recommendations would be to prevent structure flooding for an event like Hurricane Joaquin (2015). Based on the objectives of the proposed project, our team has outlined our approach in the following major tasks and sub tasks.

Task 1 – Phase 4 Master Plan

The first major task will be to develop a comprehensive master plan and road map for drainage improvements between 29th Avenue and Breach Inlet. Major sub tasks include data gathering, field inventory, and survey; a full watershed assessment and evaluation of existing system performance; and project alternatives and conceptual design to alleviate any structure flooding which would have occurred during Hurricane Joaquin (2015).

Data Gathering, Field Inventory, and Survey

The data gathering phase will initiate the project and will include collection of all data required to provide Isle of Palms with a comprehensive and holistic view of existing flood conditions. Our team will use GIS-based collection methods, both in the office and field, to collect data in an efficient and organized manner. Major data sets to be collected and considered throughout the project include but may not be limited to:

D | F

- Drainage inventory and visual assessment of existing drainage system
- Compilation of prior construction and maintenance work orders
- Future development projects
- Utility infrastructure
- Hydrologic and topographic data

Watershed Assessment and Evaluation of System Performance

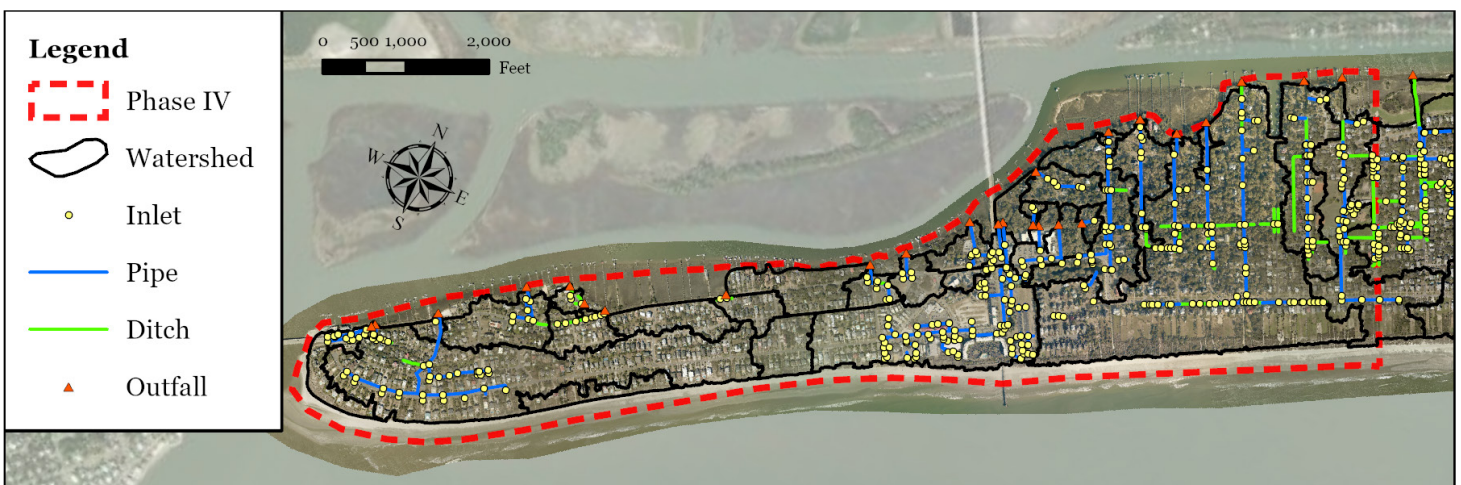
A comprehensive watershed and drainage system assessment will be completed to quantify existing flood conditions from both rainfall and king tide events. Our team plans to use combined 1D/2D hydrologic and hydraulic models to more accurately quantify extents of flooding including both depth and duration of flooding, as well as system capacity. Overall, the assessment will include the following major steps:

- Develop drainage basins and appropriate hydrologic parameters (e.g., runoff volume).
- Identify drainage basins with no defined infrastructure or drainage outlet.
- Quantify existing flood conditions and drainage system performance. Based on our experience, we have found success in using three great indicators of drainage system performance: capacity of the existing drainage system; duration of flooding; and depth of flooding.

Project Alternatives and Conceptual Design

Conceptual projects to mitigate existing flood conditions will be developed and evaluated with input from Isle of Palms. Our team will work with Isle of Palms to identify and select appropriate success criteria for which alternatives will be developed. Dual-purpose projects that incorporate community benefits (e.g., pedestrian improvements and pocket parks) will be considered as well as construction cost and long-term maintenance when identifying alternatives. During the project alternative and conceptual design process our team will:

- Develop key performance criteria/metrics for success.
- Identify short-term solutions that could be implemented immediately to alleviate existing flood conditions (e.g., increased ditch maintenance or outfall flap gates).
- Provide long-term conceptual design alternatives to address flooding from the 10-year, 100-year, and 500-year design storm events. Moreover, show that such alternatives could prevent flooding of homes for an event like Hurricane Joaquin.
- Provide recommendations on priority of selected alternatives.
- Develop budgetary cost estimates for each selected alternative.
- Review regulatory permitting requirements and challenges applicable to each selected alternative.
- Explore, evaluate, and recommend funding strategies (e.g., FEMA grants, CARES Act, EPA 319 grants) to meet the year 2031 deadline for drainage improvements.



Watershed assessment of Isle of Palms



Extents of estimated flooding for Hurricane Joaquin on Isle of Palms (simulated from 2D rain-on-grid model).

Task 2 – Island-Wide Stormwater Management Review

The next major task after completion of the phase 4 drainage master plan will be to aid Isle of Palms in a holistic review of previously recommended drainage improvement projects, maintenance plan, and development regulations.

Capital Improvement Projects

Our team will provide reviews and recommendations on previously identified drainage improvement projects. Value engineering of such projects will be completed to identify potential shortcomings and cost savings (if any). Reviews may include but will not be limited to the following components:

- Environmental and regulatory permitting considerations
- Initial construction cost and long-term maintenance/operating cost
- Overall flood reduction with respect to capital investment
- Sequencing of identified/selected construction projects
- Community impacts and enhancement opportunities

Maintenance

Isle of Palms has made strides in proactive drainage system maintenance and has been working with Eadie's Construction to complete maintenance services. Our proposed maintenance services may include but will not be limited to:

- Review maintenance procedures and scheduling
- Enhance, if necessary, maintenance procedures and scheduling
- Evaluate maintenance work order request methods

Development Regulations

Increasing development pressure on Isle of Palms may affect performance of existing drainage systems. Our team will review existing development regulations with regards to drainage and identify any needed changes to protect residents and visitors from potential increased flood conditions due to development. Our planning and engineering team lives and works in the region and understands the delicate balance between growth and preservation to provide a great quality of life.

Challenges

Isle of Palms is a barrier island home to approximately 4,000 residents and serves as a heavily visited travel and tourism destination. With limited routes to the island and tourism as a key driver of economic success, flooding is bad for business. As a result, we have identified major challenges to addressing drainage improvements and enhancing long-term resiliency for island residents and visitors:



- Drainage outfalls within tidal waterways/salt marsh create environmental and regulatory permitting challenges.
- Dense buildings/homes and constrained open/green space may limit where improvements can be installed to SCDOT rights-of-way.
- Sea-level rise and king tides will limit future outfall capacities.
- Underground utilities can increase capital costs of drainage infrastructure projects.
- Limited transportation routes and heavy beach traffic
- Drainage easement acquisition

Why Davis & Floyd?

Any engineering team can offer out of the box drainage solutions, but our team prides itself on innovation and most importantly community. We strive to make a difference where we work and live and we understand the unique challenges a barrier island like Isle of Palms faces every storm event. Rather than letting computer models and equations steer the solution, we offer practical thinking complemented by the needs and direction of Isle of Palms. Our team does not have a history of engineering work on Isle of Palms; however, our limited experience on the island gives our team a truly independent perspective to offer a comprehensive drainage improvement roadmap for years to come.

As you will see in this proposal, our team understands the need for prioritizing your infrastructure and delivering solutions that provide levels of service that your citizens and patrons both expect and deserve. We look forward to helping you in achieving this goal.

Sincerely,

Davis & Floyd, Inc.

Michael Horton, PE, CFM, LEED AP
Chief Engineering Officer

Section Two

Firm Work History & References



FUNDING EXPERTISE

We will partner with you to develop strategies and grant applications to help fund your improvements. We commonly work with projects funded from a wide range of agencies and methods, often multiple sources managed sequentially or concurrently across more than one project phase, each having its own terms, conditions, and restrictions. Whether local, state, or federal in origin, we work with clients to see that every available dollar is applied. The table below highlights some of D|F's experience with funding sources. The marked items denote the what funding sources we secured for each project listed.

PROJECT	FUNDING AGENCY / METHOD											
	CDBG	EDA	EPA	FEMA	RIA	SCDOT	SCTIB	SRF	Stormwater Utility	TIF	USDA Rural Development	USDOT/FHWA
Charleston County 9th Street Extension Drainage Study									•			
City of Charleston Market Street Drainage Improvements									•	•		
City of Charleston US 17 Spring/Fishburne Drainage Improvements			•			•	•		•			•
City of Georgetown City Hall Drainage	•			•		•			•			•
City of North Charleston Filbin Creek Wetland Restoration			•						•			
City of North Charleston Northwoods Pointe Drainage Improvements				•					•			
City of North Charleston Riverfront Park Storm Damage				•					•			
Town of Cheraw Regional Stormwater Improvements	•			•								
Town of Cheraw Wilson Branch Neighborhood Drainage Improvements	•											

FIRM QUALIFICATIONS

Davis & Floyd (D|F) provides professional engineering and design services in transportation, infrastructure, water resources, industrial, land planning, landscape architecture, structural, and construction administration and inspection across the Southeast. Having provided engineering and planning solutions for 67 years, our leaders approach each project with the understanding that a lasting connection is the goal. Our mission is to challenge our team to deliver sustainable solutions for our clients and community.

Stormwater Engineering

D|F's water resources expertise and services include 1D/2D modeling, asset management, bridge and roadway hydraulics, GIS, grant application and assistance, resiliency planning, site planning, stormwater capital improvements and master planning, FEMA floodplain studies, flood control and flood risk assessment, green infrastructure and low-impact development, program management, drainage design, and permitting. We have been providing water resource services to cities, counties, and state agencies throughout South Carolina for decades.

We will approach each project for the City of Isle of Palms with the goal of delivering comprehensive, sustainable, and cost-

effective solutions. We have the tools and expertise to help you address your city's water resources management and drainage needs throughout the duration of this contract.

Site/Civil Engineering

D|F's site civil engineering department has a documented history of providing on-call engineering services for federal, state, and local government agencies like yours. This experience has allowed us to become familiar with the needs and challenges of local municipalities as they struggle with aging infrastructure and limited funding. Our strategy is to effectively manage, communicate, and implement the requirements of the project plan as well as support you in accomplishing your project objectives.

Experience with Government Agencies

One factor we have deemed critical to the success of any contract is a strong professional relationship with federal, local, and state government. D|F has developed sound and long-lasting working relationships with the state agencies that oversee construction of state projects such as the Office of the State Engineer, SCDOT, and SCDHEC. We have also established a good reputation with local agencies across the state, earning a level of trust, which helps expedite the local approval process.

Permitting Experience

Our established relationships with both local and state agencies are unmatched and will serve the City of Isle of Palms well as projects are being reviewed and permitted by these agencies. D|F is well versed in the rules and regulations required for both encroachment permits and land disturbance permits. Our knowledge of the regulations helps expedite the review process. Our permitting experience includes interaction with the following agencies:

- Charleston County
- FEMA
- SC Department of Commerce
- SCDHEC
- SCDNR
- SCDOT
- SC Office of State Engineer
- SC Office of State Fire Marshal
- State Historic Preservation Office
- USACE
- US EPA
- US Fish & Wildlife Service

Weapons Station Drainage Study & Master Plan

Charleston, South Carolina

Project Overview

D|F was hired to assess the existing stormwater infrastructure, develop a stormwater master plan for the 17,000-acre weapons station portion of Joint Base Charleston, and make recommendations for stormwater infrastructure improvements. These recommendations are currently being used by the public services department to form the basis of a stormwater capital improvement program. Challenges on the site included a large project footprint (17,000 acres); mix of urban and rural areas, including wetlands/environmentally sensitive areas; drainage system inventory "gaps" requiring supplemental data collection for modeling purposes; demanding project timeline; and restricted access to areas on the base.

Solutions

- Developed and implemented a concurrent data collection and modeling/analysis project schedule across seven sub-analysis areas
- Utilized a GIS web-based data collection application to facilitate efficient inventory data collection, inventory database management, and post-processing activities
- Developed an automated GIS-based tool to extract open channel cross-section parameters based on LiDAR elevation data improvements
- Utilized GIS integrated stormwater analysis software to leverage GIS resources across platforms
- Coordinated effective communication with client to secure access for project personnel and ensure field data collection activities were on schedule
- Modeled and analyzed approximately 44 miles of drainage piping and 82 miles of open channel
- Recommended and prioritized 325 individual projects for drainage system improvement

RELEVANT SERVICES

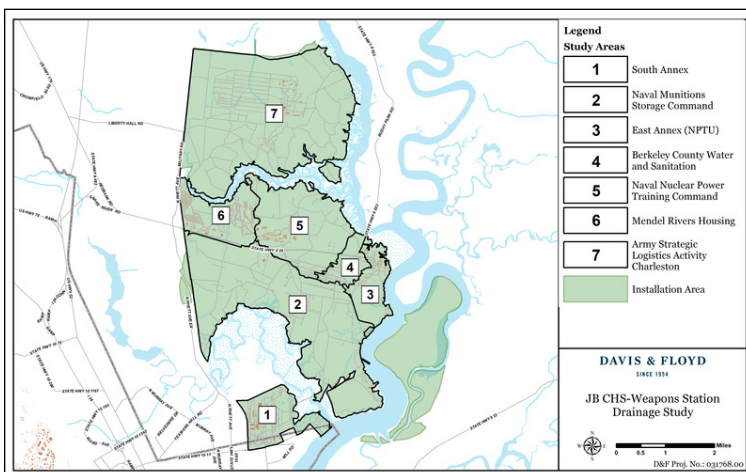
Field Inventory, Inspection, and GIS Mapping
Hydrologic/Hydraulic Modeling
Capital Improvement Planning
Maintenance Assessments
Civil/Stormwater Design
Cost Estimating

REFERENCE

Joint Base Charleston - Weapons Station
Lanette Cook, PE | Project Manager
(843) 794-7379
amada.cook.2@us.af.mil

PROJECT BUDGET

Original Project Budget: \$562,552
Actual Project Cost: \$562,552



Cheraw Stormwater Master Plan

Cheraw, South Carolina

Project Overview

Recent hurricane events and aging infrastructure have caused historic flooding throughout the Town of Cheraw. Using FEMA funding administered through the South Carolina Emergency Management Division (SCEMD), the town will be developing a comprehensive stormwater master plan. Master planning will be aimed at improving long-term community resiliency against future flood hazards while also providing a comprehensive road map for management of stormwater utilities and implementation of construction improvement projects.

Solutions

Data Gathering/Field Investigations:

- Developed and implementing innovative cloud-based geospatial survey/inventory programs to enhance survey efficiency and productivity
- Created and maintaining innovative cloud-based geospatial flood reporting application for receiving and cataloging public input
- Designed and maintaining dynamic web mapping applications to promote client/public engagement and provide real-time project updates

Flood Hazard Assessments:

- Completed watershed assessments to generate watershed boundaries, flow paths, and hydrologic parameters for stormwater modeling
- Developed combined 1D/2D stormwater models of all facilities including pipe and channel networks
- Quantified potential flood impacts using both depth and duration results from hydraulic modeling

Recommendations for Improvements:

- Developing "shopping list" of projects to be implemented based on order of construction and priority level
- Cost estimating for improvement projects including engineering, permitting, and construction cost
- Prioritizing projects based on historical storm simulations, flood vulnerabilities to roads/structures, and both short-term/long-term

RELEVANT SERVICES

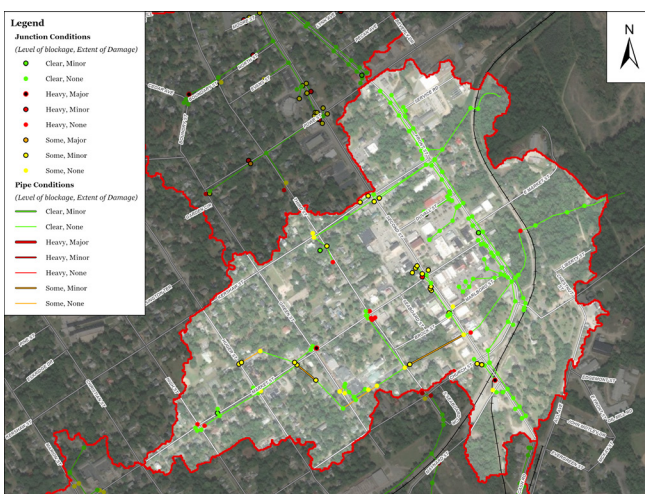
Survey, Field Inventory, Inspection, and GIS Mapping
Maintenance Assessments
1D/2D Hydrologic/Hydraulic Modeling
Cost Benefit Analysis
Capital Improvement Planning
Civil/Stormwater Design
Cost Estimating
Grant Applications and Funding

REFERENCE

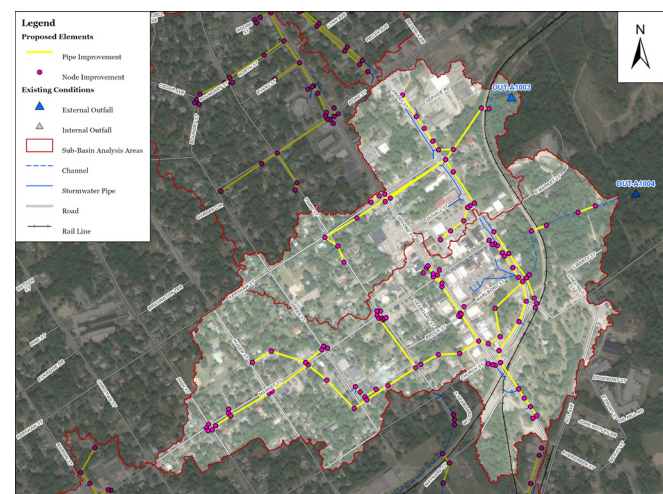
Town of Cheraw
Michael D. Smith | Town Administrator
(843) 537-8400
msmith@cheraw.com

PROJECT BUDGET

Original Project Budget: \$263,450
Actual Project Cost: \$263,450



Stormwater Inventory



Proposed Improvements

Arc/Billow Street Drainage Improvements

Edisto Beach, South Carolina

Project Overview

As part of an on-call engineering contract, Edisto Beach contracted with D|F to address site specific drainage and flooding problems along Arc and Billow Streets. Limited drainage infrastructure, flat topography, and rising sea levels are all contributors to intense flooding within the project footprint. Existing conditions analyses and watershed sensor deployments have been completed and drainage improvement design and evaluations are currently underway.

Solutions

- Installed and maintaining flood stage and rain monitoring equipment to validate hydraulic and hydrologic model results
- Completed field survey and stormwater inventory assessments using cloud-based geospatial platforms
- Developed combined 1D/2D hydraulic model to more accurately predict water surface elevations and spatial extents of flooding
- Developed flood geospatial mapping tools to communicate modeling results with town staff
- Developed cloud-based mapping applications to allow town staff with the ability to interactively view project progress
- Developed flood reduction metrics to serve as success criteria for selected drainage improvements.
- Developed construction documents to include plan sheets, specifications, and cost estimates

RELEVANT SERVICES

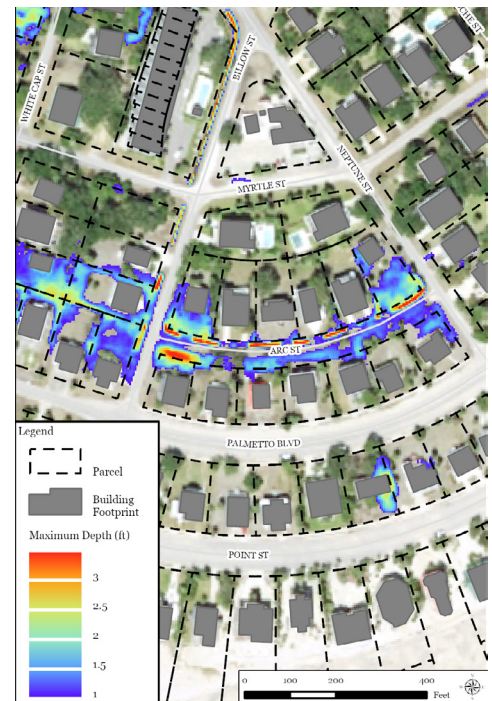
Survey, Field Inventory, Inspection, and GIS Mapping
Maintenance Assessments
1D/2D Hydrologic/Hydraulic Modeling
Cost Benefit Analysis
Capital Improvement Planning
Civil/Stormwater Design
Cost Estimating
Funding Exploration
Regulatory Permitting

REFERENCE

Town of Edisto Beach
Iris Hill | Town Administrator
(843) 869-2505
ihil@townofedistobeach.com

PROJECT BUDGET

Original Project Budget: \$35,000
Actual Project Cost: \$35,000



9th Street Extension Tidal Inundation Analysis

Folly Beach, South Carolina

Project Overview

The 9th Street Extension experienced frequent inundation during periods of high tide. This impacted the overall state of repair and cut off ingress and egress for several properties during higher tides influenced by lunar cycles such as spring tides and storm conditions. Charleston CTC selected DJF to determine the minimum roadway elevation needed to significantly reduce the frequency of inundation.

Solutions

- Performed a statistical analysis of area tides in order to determine the impacts on inundation from increasing the road elevation
- Addressed concerns about what changes might occur to both wet and dry weather tidal conditions in properties upstream of cross culverts under 9th Street Extension
- Built a detailed hydrodynamic model to analyze pre- and post-project conditions
- Concluded that a 1' increase in road profile elevation would reduce instances of tidal inundation by over 90%
- Determined that existing cross culverts could be retained without rendering adverse impacts to dry and wet weather conditions upstream or downstream of the project

RELEVANT SERVICES

Survey
Hydrologic/Hydraulic Modeling
Civil/Stormwater Engineering
Cost Estimating
Regulatory Permitting

REFERENCE

Charleston County Transportation Committee (CTC)
Eric Adams, PE | Program Manager
(843) 202-6140
ejadams@charlestoncounty.org

PROJECT BUDGET

Original Project Budget: \$205,000
Actual Project Cost: \$205,000



Accabee Drainage Improvements Phases 1 & 2

North Charleston, South Carolina

Project Overview

The Accabee Community experienced poor drainage conditions, causing several streets and properties to flood during moderate storm events. We provided drainage improvements to the community in two phases.

Phase 1

Phase 1 involved designing a new drainage system that would handle flows from the entire upstream basin, reduce nuisance flooding in the nearby adjacent areas, and fit within a limited area acquired for drainage easements. Challenges included closing traffic along Garfield and Fillmore Streets for culvert placement, designing the system to work with the existing gravity sanitary sewer system, obtaining the USACE Nationwide permit for work within freshwater wetlands, and acquiring properties due to the lack of existing drainage easements.

Phase 2

Phase 2 included improving the existing undersized drainage channel and culverts where Phase 1 ended near Fillmore Street, continuing up Easton Street with new stormwater piping, and stopping at the beginning of Baker Avenue. All existing utilities in conflict with the new storm drainage were relocated.

Solutions

Phase 1

We conducted a drainage study and made recommendations to improve the existing system throughout the community by increasing undersized culverts and drainage channels as funds became available. The first phase of improvements included installing a 4'x6' box culvert under Garfield and Fillmore Streets. We improved the existing channel between these two streets to adequately handle the flows. The existing downstream outfall channel was cleaned and improved to allow positive drainage.

We designed a system with box culverts that would allow utility conflict crossings, provide minimum cover to match the existing road elevations, fit within newly acquired property, and improve surface collection from adjacent properties.

We prepared and obtained the North Charleston Public Works MS4 stormwater approval, North Charleston Sewer District encroachment permits, and SCDOT encroachment permit. We coordinated relocation of existing power poles with SCE&G and water services with Charleston Water System.

Phase 2

Work involved installation of 118 LF of 54" reinforced concrete pipe, 264 LF of 48" reinforced concrete pipe, and 28 LF of 36" reinforced concrete pipe; excavation of an existing drainage channel; water main relocations; installation of sanitary sewer conflict boxes; utility coordination; and pavement overlays.

RELEVANT SERVICES

Survey, Field Inventory, Inspection, and GIS Mapping
Maintenance Assessments
Hydrologic/Hydraulic Modeling
Capital Improvement Planning
Civil/Stormwater Design
Cost Estimating
Regulatory Permitting

REFERENCE

City of North Charleston
Michael Dalrymple, PE | Assistant Director of Public Works
(843) 460-1544
mdalrymple@northcharleston.org

PROJECT BUDGET

Original Project Budget: \$622,420
Actual Project Cost: \$622,420



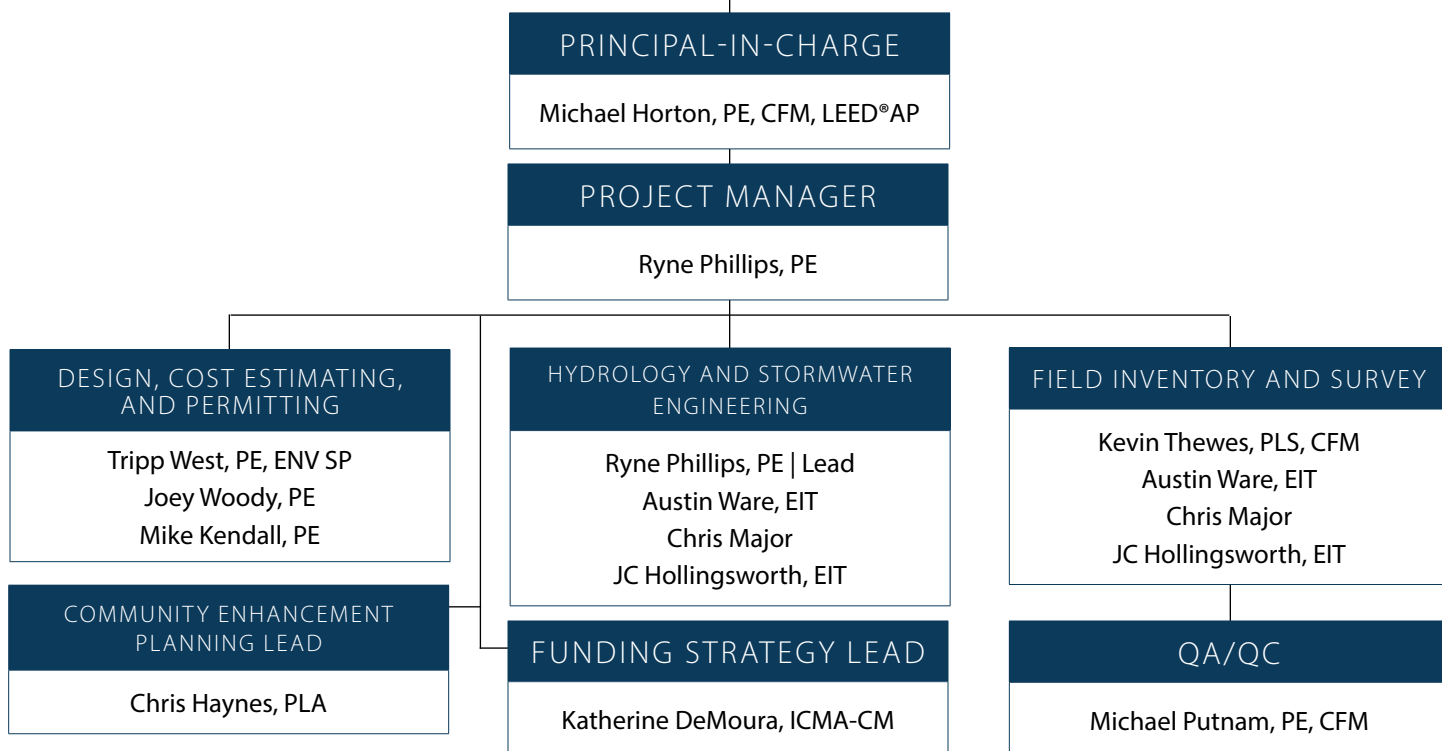
Section Three

Project Team





TEAM ROLES & ASSIGNMENTS



Qualifications & Years of Experience

TEAM MEMBER	YEARS OF EXPERIENCE	DISCIPLINES				
		LAND SURVEY	PERMITTING	CIVIL ENGINEERING / DESIGN	COST ESTIMATING	HYDROLOGY
Michael Horton, PE, CFM, LEED®AP	27		✓	✓	✓	✓
Ryne Phillips, PE	8		✓	✓	✓	✓
Tripp West, PE, ENV SP	8		✓	✓	✓	
Austin Ware, EIT	2			✓		✓
Chris Major	2			✓		✓
Joey Woody, PE	23		✓	✓		✓
Mike Kendall, PE	14		✓	✓		✓
Chris Haynes, PLA	16	✓	✓		✓	
Kevin Thewes, PLS, CFM	25	✓				
Michael Putnam, PE, CFM	15			✓		✓



INDUSTRY EXPERIENCE:

27 years

DAVIS & FLOYD:

1994 - Present

EDUCATION:

MEng, Hydraulics and Hydrology,
Clemson University, 1994

BS, Civil Engineering, Clemson
University, 1993

REGISTRATIONS:

Registered Professional Engineer
SC 19075

CERTIFICATIONS:

Certified Floodplain Manager

LEED® Accredited Professional

MEMBERSHIPS:

- American Council of Engineering Companies of South Carolina
- American Society of Civil Engineers South Carolina Section
- SC Assc. of Stormwater Managers
- South Carolina Association of Hazard Mitigation
- Association of State Floodplain Managers
- Southeast Stormwater Association
- Clemson University Glenn Department of Civil Engineering Advisory Board
- Charleston Regional Development Alliance

Michael Horton, PE, CFM, LEED® AP

Job Title Project: Principal-in-Charge and Technical Advisor

Professional Discipline: Hydrology and Civil/Stormwater Engineering

Michael will serve as the principal-in-charge for the phase 4 master planning efforts. Through this role, Michael will support Isle of Palms and our team through contracting and budgeting, as well as providing technical oversight on delivery of work. Michael brings almost three decades of capital improvement planning and implementation in the Lowcountry and will be instrumental in providing programmatic recommendations to alleviate flooding for Isle of Palms and its residents.

Relevant Experience

US 17 Spring/Fishburne Drainage Improvements – Charleston, SC

Principal-in-charge for design and permitting services on this over \$150M project to alleviate frequent and damaging flooding conditions along Septima Clark Parkway and neighboring city streets within a 500-acre drainage basin located in the historic Charleston peninsula. Responsibilities included leading the study, design, and phasing and sequencing of surface collection systems, vertical drop shafts, vortex structures, and large stormwater pump station. Facilitated the city's effort to obtain project funding from various federal, state, and local programs.

Calhoun West Drainage Improvements & Sea Level Rise Mitigation – Charleston, SC

Principal-in-charge for hydrological and hydraulic assessment of the over 810-acre Calhoun West study area on the Charleston Peninsula. Provided quality management reviews and technical oversight throughout the duration of the project. Additional responsibilities included contract management with numerous specialty subconsultants.

City of Cheraw Stormwater Master Plan - Cheraw, SC

Principal-in-charge for field data collection, existing conditions hydrologic/hydraulic assessment, and recommendation for improvements for the Town of Cheraw's first-ever stormwater master plan. Provided quality management reviews and technical oversight throughout duration of the project.

Joint Base Charleston Weapons Station Drainage Study & Master Plan – Goose Creek, SC

Principal-in-charge for drainage study that provided drainage analysis and recommended improvements for the Weapons Station portion of Joint Base Charleston. Scoped and contracted the project under stringent schedule and budget constraints. Provided quality management reviews and technical oversight throughout the project.



INDUSTRY EXPERIENCE:
8 years

DAVIS & FLOYD:
2016 - Present

EDUCATION:
PhD Candidate, Civil &
Environmental Engineering
(Stochastic Hydrology), University of
South Carolina

MS, Civil Engineering (Water
Resources Concentration), Clemson
University, 2013

BS, Agricultural Mechanization &
Business, Clemson University, 2012

REGISTRATIONS:
Professional Engineer
SC 35434

MEMBERSHIPS:

- Southeast Stormwater Association (SESWA), Member
- American Geophysical Union, Member
- Institute of Mathematical Statistics, Member
- International Association of Hydrological Sciences, Member

Ryne Phillips, PE

Job Title Project: Project Manager and Senior Engineer - Hydrology/
Stormwater Engineering Lead

Professional Discipline: Hydrology and Civil/Stormwater Engineering

Ryne will serve as the project manager and point of contact for Isle of Palms. Ryne will oversee project budgets, schedules, and all tasks associated with the project. In addition to project management, Ryne will serve as the lead engineer for hydrology and stormwater engineering assessments. Ryne's industry and academic experience with hydrology/hydraulics and GIS will enable our team to develop cost-effective assessment and inventory solutions which allow the team to spend less time on finding and understanding the problem and more time developing solutions.

Relevant Experience

City of Cheraw Stormwater Master Plan - Cheraw, SC

Project manager/engineer responsible for development of citywide stormwater master plan for the Town of Cheraw. Existing flood studies and infrastructure data were cataloged to develop asset inventory databases and then used as a starting point for field data collection. Field data collection efforts utilized ESRI ArcCollector to complete conditions assessments and collect relevant geometric/hydraulic data. Combined 1D/2D stormwater modeling was completed to evaluate potential flood risk and recommend improvements. The final product of this effort will be a prioritized list of improvement projects with associated costs to aid town staff in pursuing future funding sources.

Johns Island Flood Risk Assessment - Charleston, SC

Project manager/engineer leading the development of islandwide (~87-square miles) flood planning for City of Charleston to quantify and characterize watershed-level flood risk. Developed hydrologic watersheds and a 2D hydraulic surface model to determine flood risk based on inundation limits for common design storms. Advanced GIS programming was implemented to develop automated flood risk mapping tools to efficiently and effectively post-process hydraulic modeling results. Watershed characterization and flood risk levels were coupled with ArcGIS Online (AGOL) to provide the city with a dynamic planning-level tool to evaluate proposed developments and future capital improvement projects.

Joint Base Charleston Weapons Station Drainage Study & Master Plan - Goose Creek, SC

Project engineer responsible for analyzing and evaluating existing stormwater infrastructure for the 17,000-acre Weapons Station, while also proposing site and regional scale drainage improvements. Size, strict project schedule, and budget constraints warranted advanced use of GIS and hydraulic/hydrologic analyses. Developed and implemented innovative mobile data collection methods and advanced geospatial hydraulic/hydrologic tools, which aided in the successful integration of newly collected data sets with prior stormwater infrastructure inventories.



INDUSTRY EXPERIENCE:
8 years

DAVIS & FLOYD:
2014 - Present

EDUCATION:
MS, Civil Engineering, Sustainable
and Resilient Infrastructure,
Clemson University, 2013
BS, Civil Engineering,
Clemson University, 2010
BS, Applied Physics,
Coastal Carolina University, 2010

REGISTRATIONS:
Professional Engineer
SC 33143

CERTIFICATION(S)/

MEMBERSHIP(S):
Environmental Sustainability
Professional 2016/ENV SP/16045
American Society of Civil Engineers
American Public Works Association

Tripp West, PE, ENV SP

Job Title Project: Senior Engineer - Design, Cost Estimating, and Permitting Lead

Professional Discipline: Civil Engineering

Tripp will serve as the lead for civil engineering, cost estimating, and permitting tasks associated with the project. Tripp has extensive design and permitting experience throughout the Lowcountry which helps bridge the gap between planning and design/implementation.

Relevant Experience

Pepper Hall - Beaufort County, SC

Project manager and engineer of record responsible for master planning, design, permitting, hydrologic and hydraulic modeling, and preparation of construction drawings for a 100-acre master planned community within the BJWSA service area.

Cherokee Farms, Phase II - Beaufort County, SC

Civil engineer responsible for due diligence, coordination with BJWSA, and estimation of probable construction cost for streets, drainage, and utility infrastructure required for future development of Cherokee Farms, a 100-acre master planned, mixed-use community.

Magnolia PUD, Phase II - Charleston, SC

Project manager and engineer of record responsible for design, preparation of construction drawings, permitting, and hydrologic and hydraulic modeling for Phase 2 of the Magnolia PUD. Major contributions include preparation of the Stormwater Pollution Prevention Plans, design of intersection improvements along King Street Extension (US 78), and design of a 1 MGD sanitary sewer pump station.

HWTP Spray Field Drainage Improvements - Hanahan, SC

Civil engineer responsible for design, permitting, and preparation of bid documents for a maintenance project at the Charleston Water System's Hanahan Water Treatment Plant to stabilize a 36" water main located within an access road dike exposed during a significant rainstorm event in October 2015.



INDUSTRY EXPERIENCE:
15 years

DAVIS & FLOYD:
2006 - Present

EDUCATION:
MS, Civil Engineering, Applied Fluid Mechanics, Clemson University, 2006
BS, Civil Engineering, Clemson University, 2004

REGISTRATIONS:
Professional Engineer
SC 27809

CERTIFICATIONS:
Certified Floodplain Manager (CFM)/
US-11-05739

MEMBERSHIPS:

- American Society of Civil Engineers, SC Section
- Association of State Floodplain Managers
- Southeast Stormwater Association (SESWA) Member

Michael Putnam, PE, CFM

Job Title Project: Technical Adviser and Senior Engineer - Quality Assurance/Quality Control

Professional Discipline: Hydrology and Civil/Stormwater Engineering

Mike will serve as a technical adviser and the lead for quality assurance/quality control for the project. Although Mike has recently relocated to our Greenwood office, he spent 14 years of his career in Charleston practicing stormwater engineering and floodplain management. His extensive stormwater engineering experience in the Charleston region will provide our team with an invaluable resource when it comes to drainage assessments and cost-effective, constructible, solutions.

Relevant Experience

Joint Base Charleston Weapons Station Drainage Study & Master Plan – Goose Creek, SC

Project manager and senior engineer for drainage study providing analysis of existing drainage features and recommended improvements for the Weapons Station portion of Joint Base Charleston. Led a team that analyzed, inventoried, and assessed the existing drainage system; developed conceptual improvements; estimated improvement costs; and delivered a master plan for the 17,000-acre Weapons Station. Led coordination efforts to provide access for field crews to secured areas on installation property. Coordinated client interactions and frequent progress updates in order to maintain communication and understand client requirements, identify mission-critical facilities, and prioritize improvements.

Filbin Creek Drainage – North Charleston, SC

Project manager and senior engineer for drainage study to assess and analyze drainage performance within the 4,600-acre Filbin Creek watershed. Study goals included

identification of the primary factors causing flooding and conceptual improvements that could be implemented to increase drainage performance and reduce flooding experienced along the project reach. Project-related tasks include field and desktop data collection, hydrologic and hydraulic modeling, development and testing of conceptual alternatives, reporting, and public outreach.

City of Anderson Stormwater Management – Anderson, SC

Project manager and senior engineer for both the study and design of drainage improvements for the City of Anderson. Studies include development of alternatives for channel stabilization and development of conceptual improvements to deliver improved drainage performance along flood prone watercourses. Design tasks include the realignment and abandonment of an 30'-deep existing drainage arch with the use of lightweight concrete.

US 17 Spring/Fishburne Drainage Improvements – Charleston, SC

Civil engineer for improvements that will drain approximately 20% of peninsular Charleston. Responsibilities include design and layout of surface collection systems, vertical drop shafts, vortex structures, and large stormwater pump station between the Ashley River bridges. Used GIS-based stormwater modeling software to analyze the deep tunnel conveyance and large stormwater pump station for varying storm events and hydraulic conditions. Responsible for hydraulic design of multiple pumping systems including three, 120,000 gpm axial flow stormwater pumps and supporting equipment. Engaged in construction engineering support during project construction phases.



INDUSTRY EXPERIENCE:
25 years

DAVIS & FLOYD:
1999 - Present

EDUCATION:
BS, Cartography,
University of Akron, 1996

REGISTRATIONS:
Professional Land Surveyor
Tier A SC 21627

CERTIFICATION(S)/

MEMBERSHIP(S):
Certified Flood Plain Manager 26255
SC Society of Professional
Land Surveyors
Association of State
Floodplain Managers

Kevin Thewes, PLS, CFM

Job Title Project: Professional Land Surveyor - Survey Lead

Professional Discipline: Surveying

Kevin will serve as the survey and field inventory collection lead on this project.

Relevant Experience

Charleston County Transportation Committee (CTC) Road-Related Projects - Charleston County, SC

Professional land surveyor for road-related projects. The program includes I-526/International Boulevard Intersection Improvements; US 17/SC 174 Right Turn Lane; South Rhett Avenue Extension; South Rhett Avenue/Helm Avenue Intersection Traffic Study; Wingo Way Drainage Improvements; Grimboll Road Sidewalk Phase II; and Seawater Drive Roadway and Drainage Improvements.

Charleston County Airport Area Infrastructure Improvements - North Charleston, SC

Professional land surveyor for infrastructure improvements to alleviate congestion around Charleston International Airport and Boeing.

Boeing South Carolina Land Development - North Charleston, SC

Professional land surveyor for project that involved surveying, master planning, building demolition, utility design for the new facility, stormwater design, off-site utility relocation and coordination, parking lot design, rezoning, and traffic/site logistics planning. Site included 468 acres adjacent to I-526 on both sides of International Boulevard.

US 17 Spring/Fishburne Drainage Improvements - Charleston, SC

Professional land surveyor for improvements that will drain approximately 30% of Peninsular Charleston. Includes series of shafts, tunnels, and large stormwater pump station between the Ashley River bridges.

SC 642 (Dorchester Road) Improvements - Summerville, SC

Professional land surveyor for widening two lanes to five lanes for 5.2 miles of urban and rural sections.

SC 165 (Bacons Bridge Road) Improvements - Summerville, SC

Professional land surveyor for project that involved widening two lanes to five lanes for 5 miles of urban and rural sections. The project contained three bridge replacements.



INDUSTRY EXPERIENCE:
23 years

DAVIS & FLOYD:
2014 - Present

EDUCATION:
MS, Engineering Management,
University of North Carolina at
Charlotte, 2002

BS, Civil Engineering, University of
North Carolina at Charlotte, 1999

REGISTRATIONS:
Professional Engineer:
SC 23689

Joey Woody, PE

Job Title Project: Senior Engineer - Design, Cost Estimating, and Permitting

Professional Discipline: Hydrology and Civil/Stormwater Engineering

Joey will serve as a senior engineer focusing on development of drainage solutions, cost estimates, and review of permitting challenges. Joey's extensive design and permitting experience in the Lowcountry, especially within the SCDOT rights-of-way, will enable our team to develop conceptual alternatives that meet both the goals of Isle of Palms but also regulatory requirements.

Relevant Experience

Port Access Road Drainage – North Charleston, SC

Woodland Shores Sidewalk and Drainage Improvements – Charleston County, SC

I-526 Lowcountry Corridor West Drainage Improvements – North Charleston, SC

Canal Bank Erosion Control – Beaufort, SC



INDUSTRY EXPERIENCE:
14 years

DAVIS & FLOYD:
2018 - Present ; 2008 - 2016

EDUCATION:
BS, Civil Engineering, High Honors,
Georgia Institute of Technology,
2007

REGISTRATIONS:
Professional Engineer:
SC 30349

Michael Kendell, PE

Job Title Project: Engineer - Design, Cost Estimating, and Permitting
Professional Discipline: Hydrology and Civil/Stormwater Engineering

Mike will be supporting the phase 4 project for Isle of Palms by developing alternative stormwater solutions, cost estimates, and review of permitting challenges associated with the selected drainage solutions. Mike has completed civil/stormwater engineering design and permitting projects in the Lowcountry for both public and private clients and brings a practical viewpoint in terms of long-term maintenance and initial capital costs.

Relevant Experience

Charleston County Transportation Committee (CTC)-Related Projects
– Charleston County, SC

Glenn McConnell Parkway – West Ashley, SC

Palmetto Commerce Interchange – North Charleston, SC

Future/Northside Drive – North Charleston, SC



INDUSTRY EXPERIENCE:
16 years

DAVIS & FLOYD:
2016 - Present

EDUCATION:
MLA, Clemson University, 2009
BS, Plant Sciences & Landscape
Systems, University of Tennessee,
2005

REGISTRATIONS:
Professional Landscape Architect
SC 1274

CERTIFICATIONS:
CLARB Certified Landscape Architect
ISA Certified Arborist
LEED Green Associate

Chris Haynes, PLA

Job Title Project: Senior Landscape Architect - Planning Lead

Professional Discipline: Landscape Architecture and Land Planning

Chris will be leading our team in identifying community enhancement project opportunities to include in proposed drainage alternatives. These add-on opportunities are critical in newly released grant funding selection criteria and can offer a competitive advantage.

Relevant Experience

Folly Beach Pedestrian Paths - Folly Beach, SC

Market Street Streetscape - Charleston, SC

Brantley Park - James Island, SC

Battleground Trust Park Design and Planning - Various Sites, SC



INDUSTRY EXPERIENCE:
14 years

DAVIS & FLOYD:
2017 - Present

EDUCATION:
MPA, Public Administration, Clemson
University, 2009
BA, Political Science, Clemson
University, 2007

LICENSES:
International City County Managers
Association, Credentialed Manager

Katherine Hendricks, ICMA-CM

Job Title Project: Funding Strategy Lead

Professional Discipline: Director of Business Development

Katherine has over 14 years of experience in city management in South Carolina serving in both large and small communities. Prior to joining D|F, her responsibilities in government included oversight of internal and external communications, capital project management, brand management, and public engagement.

Relevant Experience

Director of Business Development & Government Market Sector
Leader

Katherine began her career in city management and learned first hand the value of external funding to get projects completed. Katherine will lead our team in identifying, evaluating, and recommending both internal/external funding strategies to complete proposed drainage projects.

Town of Mount Pleasant Assistant Town Administrator

August 2014 - August 2017

City of Pickens - Pickens, SC City Administrator

March 2009 - July 2014



INDUSTRY EXPERIENCE:
2 years

DAVIS & FLOYD:
2019 - Present

EDUCATION:
BS, Civil Engineering, Clemson
University, 2019

REGISTRATIONS:
Engineer in Training

CERTIFICATIONS:
CADD Certification

Chris Major, EIT

Job Title Project: Staff Engineer/Analyst - Hydrology, Stormwater Engineering, and GIS

Professional Discipline: Hydrology and Civil/Stormwater Engineering

Chris will be serving as a staff engineer and GIS analyst. Specifically, Chris will be supporting field inventory/assessments, GIS mapping, and hydrologic/hydraulic modeling.

Relevant Experience

Town of Cheraw Stormwater Master Plan – [Cheraw, SC](#)

Joint Base Charleston Weapons Station Drainage Study & Master Plan
– [Charleston, SC](#)

City of Anderson Stormwater Management – [Anderson, SC](#)



INDUSTRY EXPERIENCE:
2 years

DAVIS & FLOYD:
2020 - Present

EDUCATION:
BS, Civil Engineering, Clemson
University, 2020

REGISTRATIONS:
Engineer in Training

Austin Ware, EIT

Job Title Project: Staff Engineer/Analyst - Hydrology, Stormwater Engineering, and GIS

Professional Discipline: Hydrology and Civil/Stormwater Engineering

Austin will support the team through a staff engineering and GIS analyst role. Austin will be responsible for geospatial data solutions and hydrologic/hydraulic modeling.

Relevant Experience

Town of Cheraw Stormwater Master Plan – [Cheraw, SC](#)

Lighthouse Pointe Drainage Study - [James Island, SC](#)



INDUSTRY EXPERIENCE:
2 years

DAVIS & FLOYD:
2020 - Present

EDUCATION:
MS, Civil Engineering, 2021
BS, Physics, Furman University, 2018
BS, Civil Engineering, Clemson
University, 2019

REGISTRATIONS:
Engineer in Training

JC Hollingsworth, EIT

Job Title Project: Staff Engineer/Analyst - Hydrology, Stormwater Engineering, and GIS

Professional Discipline: Hydrology and Civil/Stormwater Engineering

JC will support the team through a staff engineering and GIS analyst role. He will be responsible for geospatial data solutions and hydrologic/hydraulic modeling.

Relevant Experience

Stratton Drive Drainage Study - [Florence County, SC](#)

Port Access Road Drainage - [North Charleston, SC](#)

US 17 Spring/Fishburne Drainage Improvements - [Charleston, SC](#)

Section Four

Sub-consultants/Contractors





SUBCONSULTANTS/CONTRACTORS

D|F will perform all work in house for this project.

D|F



Exhibit - Estimated Cost Summary Report

Project Name: Phase 4 Drainage - Island-Wide Drainage Master Plan

D&F Project #: 000110.00/0007

Date: 7/27/2021

Task	Description	Cost
1.1 - A	Data Gathering, Field Inventory, and Survey	\$ 20,300.00
1.2 - B	Watershed Assessment and Evaluation of System Performance	\$ 44,200.00
1.3 - C	Project Alternatives and Conceptual Design	\$ 82,000.00
2.1 - D	Capital Improvement Projects	\$ 57,000.00
2.2 - E	Maintenance	\$ 21,600.00
2.3 - F	Development Regulations	\$ 14,200.00
O.1 - G	Rainfall and Water Level Monitoring	\$ 8,700.00
Estimated Cost		\$ 248,000.00

Task A		Task Description	Principal	Project Manager	Licensed Surveyor	Staff Engineer	Survey Field Technician	Intern Technician					
A.	Data Gathering, Field Inventory, and Survey												
	A.1	Kick-Off Meeting and Project Setup	1	4									
	A.2	GIS Data (e.g., soils, land use, zoning, dem, etc.)		1		4							
	A.3	Field Inventory/Survey Preparation		1	1	4							
	A.4	Field Inventory/Survey		4	12	8	130						
	A.5	Field Inventory/Survey Review and Post-Processing		2	12	4	12						
	A.6	Review Meeting		2		2							
	A.7	Reporting	1	2		9							
	A.8												
	A.9												
	A.10												
	A.11												
	A.12												
	A.13												
		Labor Hours by Personnel:	2 hrs	16 hrs	25 hrs	31 hrs	142 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
		Estimated Labor Hours:	216 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
		Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 126.00	\$ 105.00	\$ 63.00	\$ 63.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Task A Extended Cost by Personnel Category:	\$ 462.00	\$ 2,688.00	\$ 3,150.00	\$ 3,255.00	\$ 8,946.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Task A Estimated Labor Cost:	\$ 18,501.00										
		Task A Estimated Expenses Cost:	\$ 1,800										
		Estimated Cost Task A =	\$ 20,301.00										

Task B	Task Description	Principal	Project Manager	Senior Engineer	Engineer	Staff Engineer						
B.	Watershed Assessment and Evaluation of System Performance											
B.1	Kick-Off Meeting and Project Setup	1	4			1						
B.2	Watershed Hydrology		2			28						
B.3	Model Setup and Boundary Conditions		2	10		60						
B.4	Model Troubleshooting		2	4		20						
B.5	Model QA/QC and Revisions		1	10		20						
B.6	Model Results Post-Processing		4			40						
B.7	Reporting	2	8	12		80						
B.8	Field Review		6			6						
B.9	Review Meeting	2	4			4						
B.10	Revisions Based on Review Meeting and Field Review		1	2		24						
B.11												
B.12												
	Labor Hours by Personnel:	5 hrs	34 hrs	38 hrs	0 hrs	283 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	360 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 137.00	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task B Extended Cost by Personnel Category:	\$ 1,155.00	\$ 5,712.00	\$ 6,384.00	\$ -	\$ 29,715.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task B Estimated Labor Cost:	\$ 42,966.00										
	Task B Estimated Expenses Cost:	\$ 1,250										
	Estimated Cost Task B =	\$ 44,216.00										

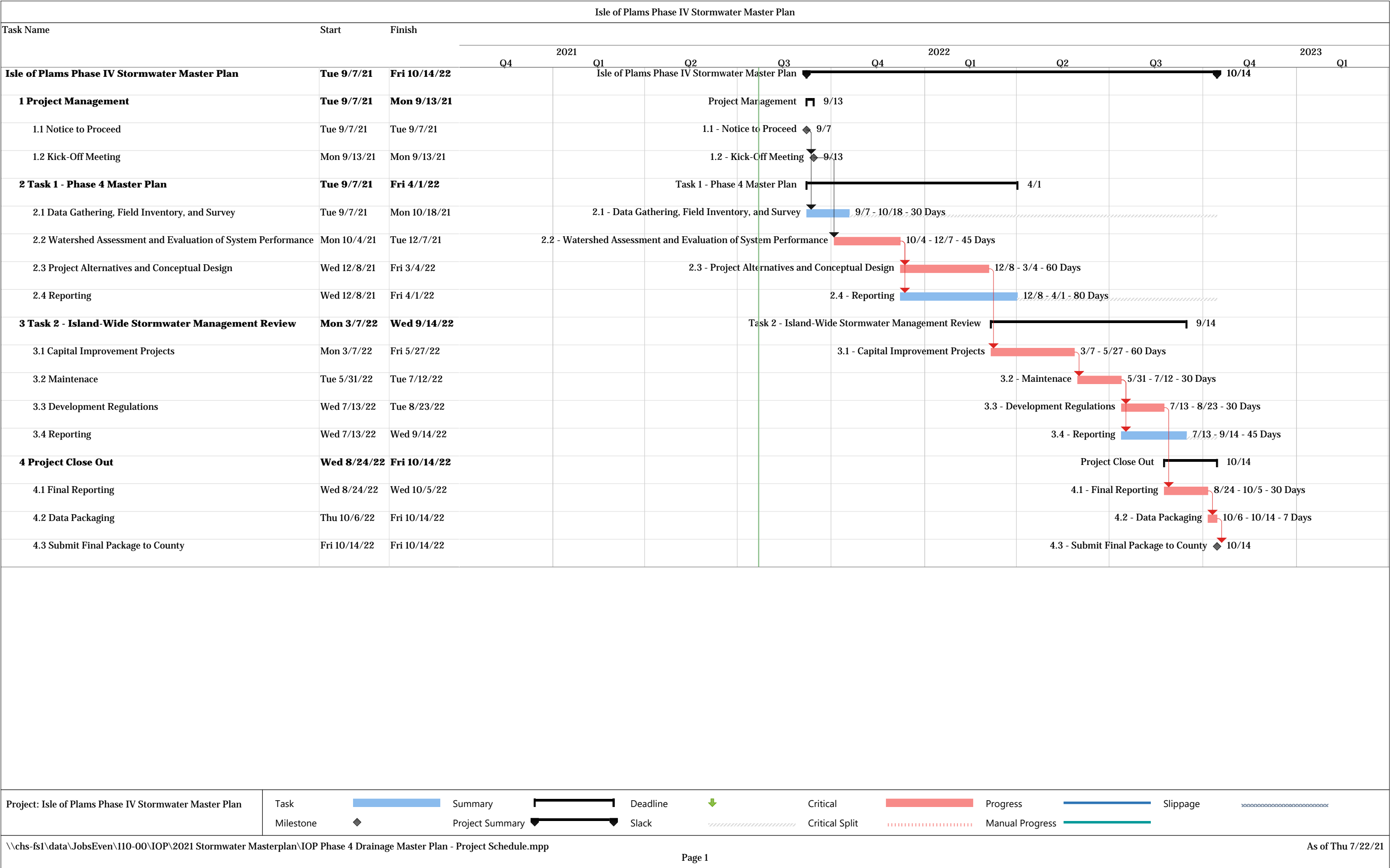
Task C	Description	Principal	Project Manager	Senior Engineer	Engineer	Staff Engineer	Senior Architect	Architect				
C.	Project Alternatives and Conceptual Design											
C.1	Kick-Off Meeting and Project Setup	1	4			1						
C.2	Existing Conditions Review		2	2	2	2						
C.3	Alternative Investigation/Modeling		4	6	12	108						
C.4	Review Meetings		14			5	14	4				
C.5	Alternative Investigation/Modeling Revisions		2	4	4	36						
C.6	Conceptual Design of Alternatives and Planning	1		10	20	60	20	50				
C.7	Cost Estimating		1	10		20		30				
C.8	Reporting		9	10	10	36	10	40				
C.9	QA/QC	4	9	18			18					
C.10												
C.11												
C.12												
	Labor Hours by Personnel:	6 hrs	45 hrs	60 hrs	48 hrs	268 hrs	62 hrs	124 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	613 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 137.00	\$ 105.00	\$ 158.00	\$ 137.00	\$ -	\$ -	\$ -	\$ -
	Task C Extended Cost by Personnel Category:	\$ 1,386.00	\$ 7,560.00	\$ 10,080.00	\$ 6,576.00	\$ 28,140.00	\$ 9,796.00	\$ 16,988.00	\$ -	\$ -	\$ -	\$ -
	Task C Estimated Labor Cost:	\$ 80,526.00										
	Task C Total Expenses Cost:	\$ 1,483										
	Estimated Cost Task C =	\$ 82,008.50										

Task D	Description	Principal	Project Manager	Senior Engineer	Engineer	Staff Engineer	Senior Architect	Landscape Architect	Program Director			
D.	Capital Improvement Projects											
D.1	Kick-Off Meeting and Project Setup	1	4				1					
D.2	Phase I Project Reviews		2	24	8							
D.3	Phase II Project Reviews		2	24	8							
D.4	Phase III Project Reviews		2	24	8							
D.5	Waterway Blvd Project Review		2				6	24				
D.6	Phase IV Project Reviews		2	20	8							
D.7	Funding Evaluation	1	2			30			40			
D.8	Island-Wide Capital Plan/Reporting/Recommendations		2	40		40			20			
D.9	QA/QC	4	2	10								
D.10	Review Meetings	2	6				4		4			
D.11												
D.12												
	Labor Hours by Personnel:	8 hrs	26 hrs	142 hrs	32 hrs	70 hrs	11 hrs	24 hrs	64 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	377 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 137.00	\$ 105.00	\$ 158.00	\$ 137.00	\$ 147.00	\$ -	\$ -	\$ -
	Task D Extended Cost by Personnel Category:	\$ 1,848.00	\$ 4,368.00	\$ 23,856.00	\$ 4,384.00	\$ 7,350.00	\$ 1,738.00	\$ 3,288.00	\$ 9,408.00	\$ -	\$ -	\$ -
	Task D Estimated Labor Cost:	\$ 56,240.00										
	Task D Estimated Expenses Cost:	\$ 754										
	Estimated Cost Task D =	\$ 56,994.00										

Task E	Description	Principal	Project Manager	Senior Engineer	Staff Engineer	Program Director						
E.	Maintenance											
E.1	Kick-Off Meeting and Project Setup	1	2		1							
E.2	Review Maintenance Procedures and Scheduling		1	20	6							
E.3	Review Maintenance Work-Order Request Methods		1	20		2						
E.4	Recommendations/Reporting	2	4	40	8	4						
E.5	QA/QC	2	2	8								
E.6	Review Meetings		4			2						
E.7												
E.8												
E.9												
E.10												
E.11												
E.12												
	Labor Hours by Personnel:	5 hrs	14 hrs	88 hrs	15 hrs	8 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	130 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 105.00	\$ 147.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task E Extended Cost by Personnel Category:	\$ 1,155.00	\$ 2,352.00	\$ 14,784.00	\$ 1,575.00	\$ 1,176.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task E Estimated Labor Cost:	\$ 21,042.00										
	Task E Estimated Expenses Cost:	\$ 550										
	Estimated Cost Task E =	\$ 21,592.00										

Task F	Description	Principal	Project Manager	Senior Engineer	Senior Architect							
F.	Development Regulations											
F.1	Kick-Off Meeting and Project Setup		2									
F.2	Review Regulations		1	8	20							
F.3	Recommendations/Reporting	1	2	22								
F.4	Review Meeting		4		4							
F.5												
F.6												
F.7												
F.8												
F.9												
F.10												
F.11												
F.12												
	Labor Hours by Personnel:	1 hrs	9 hrs	30 hrs	46 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	86 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 158.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task F Extended Cost by Personnel Category:	\$ 231.00	\$ 1,512.00	\$ 5,040.00	\$ 7,268.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task F Estimated Labor Cost:	\$ 14,051.00										
	Task F Estimated Expenses Cost:	\$ 150										
	Estimated Cost Task F =	\$ 14,201.00										

Task G	Description	Principal	Project Manager	Staff Engineer								
G.	Rainfall and Water Level Monitoring											
G.1	Kick-Off Meeting and Project Setup	1	1									
G.2	Deployment/Pickup		1	18								
G.3	Monitoring		2	32								
G.4	Reporting	1	2	8								
G.5												
G.6												
G.7												
G.8												
G.9												
G.10												
G.11												
G.12												
	Labor Hours by Personnel:	2 hrs	6 hrs	58 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	66 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task G Extended Cost by Personnel Category:	\$ 462.00	\$ 1,008.00	\$ 6,090.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task G Estimated Labor Cost:	\$ 7,560.00										
	Task G Estimated Expenses Cost:	\$ 1,140										
	Estimated Cost Task G =	\$ 8,700.00										



City of Isle of Palms Marina
Comparison of Quotes for Marina Dock Insurance

						Deductibles								
Insurance Company	Agent	Carrier	Term	What is Insured	Insured Value	All Other Perils	Flood, EQ & Named Windstorm	Main Exclusions	Rate	Annual Premium	6% Tax	Total Annual Cost	Notes	
CURRENT COVERAGE: Hull and Company	CT Lowndes	Lloyds of London	1 year	Docks and Piers	364,679	5,000	54,600	Terrorism, cyber, damage from construction	9%	33,071	1,984	35,055		
SCMIRF - All Other Perils coverage ONLY			1 year	Docks and Piers	4,800,000	5,000	N/A	EXCLUDES Wind, Hail, Earthquake & Flood	0.5%	23,000	incl	23,000	Only covers damage from theft, fire, collision, etc. No wind, hail, flood or earthquake	
Hull and Company	CT Lowndes	Lloyds of London	1 year	Docks and Piers (Phase 1 only)	2,160,000	20,000 500,000 1,000,000	200,000 500,000 1,000,000	Terrorism, cyber, damage from construction	6.75%	146,050 106,265 79,765	8,763 6,376 4,788	154,813 112,641 84,553	CT Lowndes has been unable to get quotes from Lloyds for the full \$4M dock replacement value.	
AmWINS	MASC/Willis		1 year	Docks and Piers	2,500,000	100,000	250,000		6.00%	150,000	9,000	159,000	MASC assisted with getting these quotes for comparative purposes, but since the underlying insurer (AmWINS) had already given a quote to CT Lowndes, MASC advised the City to work with the local agent.	
AmWINS	MASC/Willis		1 year	Docks and Piers	2,400,000	100,000	250,000		8.75%	210,000	12,600	222,600		
Westport Insurance	Maritime Program Group	Westport Insurance	1 year	Docks and Piers	2,543,000	10,000	5% or minimum of \$100,000		3.28%	83,406	incl	83,406	Agent advises he can get Markel to provide quote for remaining phases but we must first authorize him since CT Lowndes has already reached out to Markel.	
			1 year	Marine General Liability	2,000,000 aggregate, 1,000,000 each occ				0.06%	1,154	incl	1,154		
			1 year	Marine Operators Legal Liability, Boat Storage & Moorage	1,000,000, exposure= \$180,776	1,000			0.10%	1,000	incl	1,000	Staff has authorized Maritime to move forward with Markel for phases 2 and 3 of the dock replacement. Maritime will also seek additional quotes using deductibles of \$500k and \$1M.	
			1 year	Protection and Indemnity	1,000,000				0.05%	500	incl	500		
			1 year	Medical Payments	limit = 5,000									
								Subtotal Maritime		included 86,060	-	86,060		
SOMPO/Endurance/ AmWINS 1st Layer	CT Lowndes		1 year	Physical Loss or Damage caused by Earthquake, Flood, Windstorm & Hail ASSUMES AOP coverage through SMIRF at at cost of approx \$23,000	1,000,000	NOT INCLUDED	5% or \$100,000 minimum for Flood & Wind, \$25,000 minimum for EQ	TRIA	11%	107,590		107,590	This is a layered approach for Phase 1 only, but both carriers agreed to add Phases 2&3 when completed. For \$4,000,000 in value, total premium would be \$260,357. Increasing the deductible to \$400,000 would decrease annual premium to \$238,940, but All Other Perils coverage would still be needed. Estimated total cost with a \$400,000 deductible is \$261,940	
Markel/Endurance/ AmWINS 2nd Layer					1,160,000		\$400,000 deductible for all claims saves \$21,417	TRIA	4%	43,566		43,566		
Total					2,160,000					151,156		151,156		