

# COUNTY COUNCIL OF BEAUFORT COUNTY

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100 RIBAUT ROAD  
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BEAUFORT, SOUTH CAROLINA 29901-1228  
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D. PAUL SOMMERVILLE  
CHAIRMAN

STEWART H. RODMAN  
VICE CHAIRMAN

## COUNCIL MEMBERS

CYNTHIA M. BENSCH  
RICK CAPORALE  
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GARY KUBIC  
COUNTY ADMINISTRATOR

BRYAN J. HILL  
DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER  
COUNTY ATTORNEY

SUZANNE M. RAINEY  
CLERK TO COUNCIL

## AGENDA FINANCE COMMITTEE Monday, September 9, 2013 2:00 p.m.

Executive Conference Room  
Administration Building, Government Center  
100 Ribaut Road, Beaufort

Committee Members:  
Stu Rodman, Chairman  
Rick Caporale, Vice Chairman  
Brian Flewelling  
William McBride  
Jerry Stewart

Staff Support  
Alicia Holland, Chief Financial Officer

1. CALL TO ORDER – 2:00 P.M.
2. 2014 ACCOMMODATIONS TAX BOARD RECOMMENDATIONS ([backup](#))
3. AN ORDINANCE TO AMEND 2013/26, FY 2013-2014 BEAUFORT COUNTY SCHOOL DISTRICT BUDGET, PROVIDING FOR A REDUCTION IN MILLAGE FROM 100.55 TO 97.45 ([backup](#))
4. CONSENT AGENDA - CONTRACTS
  - A. \$481,278 - Twenty-one 2014 Dodge Chargers for Sheriff's Office ([backup](#))
  - B. \$388,000 - Contract renewal, Eastern Aviation Fuels for Beaufort County Airport/ARW ([backup](#))
  - C. \$203,712 - Microsoft License Renewal ([backup](#))
  - D. \$126,000 - Contract renewal, Verizon Wireless ([backup](#))
  - E. \$110,532 - Hilton Head Island Airport/HDX, Engineering Design Services for Runway Approach Obstructions, Work Authorization 12-04, Phase 2 ([backup](#))
  - F. \$96,923 - Hilton Head Island Airport/HDX, Preliminary Engineering Services for Runway Approach Obstructions, Work Authorization 12-04, Phase 1 ([backup](#))
  - G. \$60,000 – Codification of County Ordinances ([backup](#))
  - H. \$34,323 - Hilton Head Island Airport/HDX, Emergency Tree Removal for Runway Approach Obstructions, Work Authorization 13-04 ([backup](#))
  - I. \$31,857 – Traffic Signal Revision / Upgrade Projects ([backup](#))
5. DISCUSSION / CONTRACT APPROVAL LEVELS
6. RESERVE POLICY
7. REQUEST FOR ADDITIONAL FY 14 FUNDS DISCUSSION
  - A. Libraries
8. CONSIDERATION OF REAPPOINTMENTS AND APPOINTMENTS
  - A. Airports Board
9. ADJOURNMENT

Open Management Retreat Items  
Old Federal Courthouse  
Reserve Policy  
Vehicle Purchase Bonding

Open Policy Retreat Items  
Economic Development Funding  
Airport Funding



**2014 ATAX Tax Board Recommendations-ATax Distribution**

Organization	Event/Project	Amount Reqd	Amt. @ \$500K	Additional @ \$575K	Total @ \$575k	Last Year	Notes	%of Ask@%500K	%of ASK @ \$575k
1 Keep Bft County Beautiful	Clean Waterways Project	\$2,800	\$2,000		\$2,000	\$2,800	4 Clean-ups	71.40%	71.40%
2 Port Royal Sound Found.	Maritime Center project	\$75,000	\$20,000	\$10,000	\$30,000		Contributory	26.70%	40.00%
3 Penn Center	Marketing 31st Heritage days	\$30,000	\$20,000		\$20,000	\$16,000	General	66.70%	66.70%
4 HHI Symphony	TV ads-Jan-May 2013	\$10,000	\$6,000		\$6,000	\$4,000	TV spots	60.00%	60.00%
5 Historic Beaufort	Festival of Homes and Gardens	\$7,500	\$5,000		\$5,000	\$3,200	Advertising	66.70%	66.70%
6 Beaufort Soil & Water	Whale Branch Paddling Trail	\$1,950	\$1,500		\$1,500		Consultant fees	76.90%	76.90%
7 Sandbox	Summer fun series/tourist programs	\$10,762	\$5,000		\$5,000	\$4,700	Operations	46.50%	46.50%
8 Arts Council of BC	Story telling fest.	\$28,307	\$12,000	\$8,500	\$20,500	\$9,000	Advertising & Marketing	42.40%	72.40%
9 Art League of HHI	Craft Hhead	\$10,000	\$3,000		\$3,000	\$2,000	American Craft	30.00%	30.00%
10 Greater Bluffton C of C	Boiled Peanut Festival & Taste of Blft	\$23,750	\$5,000		\$5,000		Marketing	21.10%	21.10%
11 Coastal Discovery Museum	Cultural and Eco Tourism	\$28,500	\$20,000		\$20,000	\$20,000	Eco-marketing	70.20%	70.20%
12 Beaufort Art Assoc.	Print ads for Spring Art Show	\$3,800	\$1,750		\$1,750	\$1,400	Travel section for Our State	46.10%	46.10%
13 Arts Center of Coastal Carolina	Tourism marketing Unincorporated BC	\$20,000	\$13,000		\$13,000	\$9,000	Web,	65.00%	65.00%
14 BC Historical Society	Historic markers	\$10,000	\$4,000		\$4,000	\$5,000	2 markers	40.00%	40.00%
15 Friends of Hunting Is. Park	Digital media tours	\$29,750	\$25,000	\$4,750	\$29,750			84.00%	100.00%
16 Concourse d'Elegance	Car show	\$20,000	\$15,000		\$15,000	\$12,000	Clt, Jax and Atl	75.00%	75.00%
17 BC Black Chamber	Cultural tourism marketing	\$100,000	\$65,000	\$10,000	\$75,000	\$60,000	Preservation and Prevention	65.00%	75.00%
18 Friends of Spanish Moss Trail	Video marketing campaign	\$27,000	\$15,500		\$15,500		E-marketing and web site	57.40%	57.40%
19 Blft Historical Preservation	Heyward House	\$25,000	\$20,000		\$20,000	\$20,000	Ops.	80.00%	80.00%
20 Beaufort Chamber	Tourism marketing	\$130,000	\$81,100	\$19,150	\$100,250	\$95,000	Media advertising	62.40%	77.10%
21 L/C Golf Course Owners Assoc	Golf broadcast campaign	\$25,000	\$15,000		\$15,000	\$18,000	TV spots	60.00%	60.00%
22 Bft Film Society	International Film Festival	\$15,000	\$13,500		\$13,500	\$15,000	Radio and TV and magazines	90.00%	90.00%
23 Daufuskie Historical Found.	Kennedy Trail guide	\$3,000	\$1,500		\$1,500	\$2,000	Guides @ \$1,500 for 5000	50.00%	50.00%
24 Main St. Beaufort	Tourism ad campaign	\$46,350	\$25,000	\$5,000	\$30,000	\$20,000	Prevention, NC/SC, radio, Internet	53.90%	64.70%
25 SC Repertory Co.	New Marketing efforts 2013-14	\$6,000	\$-	\$2,600	\$2,600	\$2,500	Increased marketg.	0.00%	43.30%
26 Experience Green	Sustainability in Golf Symposium	\$12,000	\$6,000		\$6,000	\$2,500	Independent after 2014	50.00%	50.00%
27 HHI Choral Society	Digital and Marketing Phase II	\$6,150	\$2,650		\$2,650	\$2,000	YouTube expenses	43.10%	43.10%
28 Sea Island Rotary Club	Hunting Island Adventure Biathlon	\$3,500	\$-		\$-	\$20,000	Highly profitable	0.00%	0.00%
29 BC Government	HHI Air Day	\$10,000	\$-		\$-		No plan	0.00%	0.00%
30 BC Government	Lady's Is. Air Day	\$10,000	\$-		\$-		No plan	0.00%	0.00%
31 Carolina Cups	Loco Motion walk	\$9,500	\$3,000	\$2,000	\$5,000		TV spots	54.40%	52.60%
32 Mitchelville Preservation	Marketing	\$25,000	\$20,000		\$20,000	\$10,000	Contributory	80.00%	80.00%
33 Lowcountry Resort and Visitors Center	General marketing	\$56,400	\$25,000	\$5,000	\$30,000	\$25,500	Contributory	44.30%	53.20%
34 Blft. Seafood and Arts Festival	Festival	\$5,000	\$5,000		\$5,000	\$5,000	Out of area ads	100.00%	100.00%
35 Exchange Club of Bft/CAPA	Ghost tours	\$3,000	\$1,500		\$1,500	\$1,500	Ad for State newspaper	50.00%	50.00%
36 Center for Svc. Leadership	Culture of serv. Leadership in BC	\$35,000	\$10,000		\$10,000		Start-up	28.60%	28.60%
37 Riverview Charter School	6th Annual Bft. Run & Oyster Roast	\$7,500	\$-		\$-		Ends up a charitable contribution	0.00%	0.00%
38 Heritage Library Foundation	Zion Chapel Refurb.	\$7,250	\$-		\$-			0.00%	0.00%
39 HHI Chamber	Destination marketing/Visitor Center	\$40,000	\$32,000	\$8,000	\$40,000	\$33,500	Billboards	80.00%	100.00%
Totals:		\$919,769	\$500,000	\$75,000	\$575,000	\$421,600		49.69%	53.92%
Amount Total Allowed:		\$500,000							
Total Remaining		\$0							

**Beaufort County**  
**State Accomodations Tax**  
**June 30, 2013 - Preliminary and Unaudited**

Description	Amount
<b>Beginning Fund Balance</b>	595,073
<b>Revenues</b>	
State Accomodations Tax Fund Revenues	724,235
<b>Expenditures</b>	
<b>Subsidies to Others</b>	
Direct Subsidies	
Art League of Hilton Head	(2,000)
Arts Center of Coastal Carolina	(9,000)
Arts Council of Beaufort County	(20,000)
Beaufort Art Association	(1,400)
Beaufort County Black Chamber of Commerce	(60,000)
Beaufort County Historical Society	(5,000)
Beaufort Film Festival	(15,000)
Beaufort Regional Chamber of Commerce	(199,885)
Bluffton Historical Preservation Society	(20,000)
Bluffton Self Help	(1,000)
Coastal Discovery Museum	(20,000)
Community Foundation of the Lowcountry	(12,000)
Daufuskie Island Foundation	(2,000)
Exchange Club of Beaufort	(1,500)
Experience Green	(2,500)
Hilton Head Choral Society	(2,000)
Hilton Head Island Concours D'Elegance	(12,000)
Hilton Head Island-Bluffton Chamber of Commerce	(138,385)
Hilton Head Symphony Orchestra	(4,000)
Historic Beaufort Foundation	(3,200)
Historic Bluffton Arts and Seafood Festival	(5,000)
Independence Fund	(15,000)
Keep Beaufort County Beautiful	(2,800)
Lowcountry Golf Course Owners Association	(18,000)
Lowcountry Resort and Tourism	(25,500)
Main Street Beaufort USA	(20,000)
Main Street Youth Theater	(1,500)
Mitchelville Preservation Project	(10,000)
Penn Center	(16,000)
South Carolina Repertory Company	(2,500)
The Original Gullah Festival of S.C.	(17,500)
The Sandbox	(4,700)
The Society of Bluffton Artists	(1,000)
Yemassee Revitalization Corporation	(2,500)
	<u>(672,870)</u>
<b>Other Financial Uses</b>	
Transfers to Beaufort County General Fund	(59,962)
Total Revenues	724,235
Total Expenditures	<u>(732,832)</u>
Net Revenues (Expenditures)	(8,597)
<b>Ending Fund Balance</b>	586,476



## BEAUFORT COUNTY BOARD OF EDUCATION

**BILL EVANS**

Chairman, District 2  
Lady's Island, Beaufort

September 4, 2013

**MARY CORDRAY**

Vice Chairman, District 8  
Bluffton

DELIVERED VIA EMAIL

Chairman Paul Sommerville

**LAURA BUSH**

Secretary, District 9  
Bluffton, Daufuskie

Beaufort County Council

100 Ribaut Road

Beaufort, SC 29902

**EARL CAMPBELL**

District 1  
Burton, Dale, Lobeco, Seabrook

RE: Final Millage Setting – Beaufort County Council

**MICHAEL RIVERS, SR.**

District 3  
St. Helena Island

Dear Paul:

**JIM BECKERT**

District 4  
Beaufort, Port Royal

As has been done in years past, the School District anticipated having the final millage setting on August 26, 2013. Final reassessment numbers were provided to our staff on Thursday evening, August 22, 2013 for this purpose. This reassessment information indicated an increase in the mil value from what was originally provided to us on March 26, 2013. The ordinance approved in June 2013 established a mil rate at 100.55 appropriating \$121,297,587 in local tax revenue.

**GERI KINTON**

District 5  
Burton, Okatie

**PAUL ROTH**

District 6  
Bluffton

During the budget process, the School Board made it very clear that the only desire for the School District was to have a reassessment process with revenue neutrality. It has been never the intention of the School Board to experience a windfall of revenue during this reassessment process. After reviewing the updated reassessment information received from the County staff, it appears that we can achieve the same tax revenue appropriation with a lower mil rate due to an increase in our mil value. According to County staff, we understand that this would involve a reduction in our established mil rate from 100.55 to 97.44.

**EVVA ANDERSON**

District 7  
Bluffton

**VACANT**

District 10  
Hilton Head Island

**JOANN ORISCHAK**

District 11  
Hilton Head Island

**DR. JEFFREY MOSS**

Superintendent

We believe lowering our mil rate is the right thing to do on behalf of our tax payers. Therefore, on behalf of the School Board, I am hereby requesting that the Ordinance approved on June 24, 2013 be modified to reflect a millage rate to achieve the same appropriated revenue amount of \$121,297,587.

**ROBYN CUSHINGBERRY**

Executive Assistant to the Board

Chairman Paul Sommerville

September 4, 2013

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We would like to reserve the right to revisit this adjusted rate next year when the tax collection results will be available and we are hopeful that County Council would be open to making any necessary adjustments in the event the appropriated revenue stated in the ordinance was not achieved.

Thank you for your consideration in matter.

Sincerely,



William M. Evans

Beaufort County School District Chair

cc: Board of Education members  
Beaufort County Council members  
Jeffrey C. Moss, Ed.D., Superintendent  
Phyllis White, Chief Operational Services Officer  
Gary Kubic, County Administrator



COUNTY COUNCIL OF BEAUFORT COUNTY  
**PURCHASING DEPARTMENT**  
102 Industrial Village Road, Bldg 3—Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

**TO:** Councilman Stewart Rodman, Chairman, Finance Committee  
**FROM:** Dave Thomas, Purchasing Director *DT*  
**SUBJ:** Request to Purchase Twenty-one (21) 2014 Dodge Chargers for the Beaufort County Sheriff's Office from State Contract  
**DATE:** September 5, 2013

**BACKGROUND:** The Purchasing Department received a request from the Beaufort County Sheriff's Office to purchase twenty-one (21) new 2014 Dodge Chargers. These new vehicles are replacement vehicles for the various divisions in the Sheriff's Office.

**VENDOR INFORMATION:**

**Cost**

Butler Dodge, Chrysler, Jeep, Beaufort, SC \$481,278

**FUNDING:** Account # 10001202-54000, Vehicle Purchases

**FOR ACTION:** Finance Committee meeting September 9, 2013.

**RECOMMENDATION:** The Finance Committee approves the purchase of twenty-one (21) 2014 Dodge Chargers from Butler Dodge, Chrysler, Jeep and recommends to County Council approval of the contract for a total purchase price of \$481,278.

**CC:** Gary Kubic, County Administrator *GK*  
Bryan Hill, Deputy Administrator *BH*  
Alicia Holland, Interim Chief Financial Officer *AH*  
Michael Hatfield, Chief Deputy, Beaufort County Sheriff's Office *MH*  
Richard Dimont, Contract Specialist *RD*

*MH 9/5/13*

Att: State Contract Pricing Information



COUNTY COUNCIL OF BEAUFORT COUNTY  
**PURCHASING DEPARTMENT**  
102 Industrial Village Road, Bldg 3—Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

**TO:** Councilman Stewart Rodman, Chairman, Finance Committee  
**FROM:** Dave Thomas, Purchasing Director *MT*  
**SUBJ:** Contract Renewal with Eastern Aviation Fuels, Inc. for Lady's Island Airport  
**DATE:** September 5, 2013

**BACKGROUND:** The County operates the fixed base operation and sells approximately 44,000 gallons of aviation gasoline and 38,000 gallons of jet fuel per year. The fuel is stored in two 12,000 gallon storage tanks and dispensed from a 1,000 gallon avgas refueler and a 3,000 gallon jet refueler. The current fuel supplier, Eastern Aviation Fuels, Inc., has satisfactorily supplied Shell branded fuels to the airport for the past four years. The current contract will expire in February 2014. This renewal request would renew and extend the current contract through June 30, 2014. This will align the contract term with the county fiscal year. Eastern Aviation Fuels, Inc. will continue to support the county with training, advertising and maintenance support throughout this period.

**VENDOR INFORMATION:**

Eastern Aviation Fuels, Inc., New Bern, NC (Shell Aviation Fuels)

**Estimated Cost**

\$388,000

**FUNDING:** Account # 51000011-58000

**FOR ACTION:** Finance Committee meeting on September 9, 2013

**RECOMMENDATION:** The Finance Committee approves the purchase of Aviation Fuels from Eastern Aviation Fuels, Inc., and recommends to County Council the approval of the contract award to the aforementioned vendor for a total contract price of \$388,000.

**CC:** Gary Kubic, County Administrator *GK*  
Bryan Hill, Deputy Administrator *BH*  
Alicia Holland, Interim Chief Financial Officer *AH*  
Rob McFee, Director of Engineering & Infrastructure *RM*  
Joel Phillips, Lady's Island Airport Manager *JP*  
Richard Dimont, Contract Specialist *RD*

Alt: Original RFP Information



**COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT**

Building 2, 102 Industrial Village Road  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Phone: (843) 470-2735 Fax: (843) 470-2738

TO: Councilman Herbert Glaze, Chairman, Public Services Committee

VIA: Gary Kubic, County Administrator  
Robert McFee, Public Services Director  
Paul Andres, Director of Airports

FROM: Dave Thomas, CPPO, Purchasing Director

**SUBJ: RFP#1405/091226 Fuel Supply, Annual Contract for Beaufort County  
Airport (Lady's Island Airport) Lady's Island, SC**

DATE: January 23, 2009

**BACKGROUND:** A Request for Proposals (RFP) was advertised in November 2008 requesting proposals from qualified aviation fuel suppliers to provide aviation fuel (Jet-A and Avgas) and other related services to the Beaufort County Airport (KARW), located in Beaufort, South Carolina. The County operates the fixed base operation and sells approximately 65,000 gallons of 100LL avgas per year and 65,000 gallons of Jet-A. The fuel is stored in two 12,000-gallon tanks and is dispensed from a 750-gallon Avgas refueler or 2200 gallon Jet-A refueler. The current fuel supplier is Eastern Aviation Fuels, which has satisfactorily supplied Shell branded fuel to the airport. The new contract will allow a fuel supplier to give the County advertising support, equipment upgrades, and other incentives. A pre-bid meeting was held on November 24 at 10:00 am at the Lady's Island Airport Conference Room.

**Contacts:** 15

**Submitted Proposals:** 2

Eastern Aviation, New Bern, NC (Shell products)

ASCENT Aviation, Parish NY (Conoco/Phillips 66) non-responsive did not meet software requirements

The evaluation committee consisting of Paul Andres, Director of Airports, Joel Phillips, Airport Manager, and Dave Thomas, Purchasing Director met on January 6, 2009 to evaluate both firms using the criteria as published in the RFP. After the meeting the evaluation committee ranked the firms in the following order:

1. Eastern Aviation
2. ASCENT Aviation

In accordance with the Beaufort County Code, the Purchasing Director and Airport staff negotiated a contract with the top ranked firm, Eastern Aviation. The new contract will cover aviation fuel service for Beaufort County Airport for a three (3) year initial term Contract with two (2) one (1) year Contract renewal periods all subject to the approval of Beaufort County. Contract includes upgrades in equipment, software, training, signage, advertising, uniforms and fuel farm equipment.

**Estimated Fuel Purchase:** from 2008-65,000 gals of each type (cost: \$430,000.00)

**Fund Account:** 13570/58000 (\$550,000.00)

**Recommendation:** The Public Services Committee approve and recommend to County Council the award of the Fuel Service contract to Eastern Aviation the top ranked firm in the anticipated annual contract amount of \$430, 000 with a three (3) year initial term Contract with two (2) one (1) year Contract renewal periods all subject to the approval of Beaufort County.

Cc: David Starkey, Richard Hinline



COUNTY COUNCIL OF BEAUFORT COUNTY  
**PURCHASING DEPARTMENT**  
102 Industrial Village Road, Bldg 3—Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

**TO:** Councilman Stewart Rodman, Chairman, Finance Committee  
**FROM:** Dave Thomas, Purchasing Director *DT*  
**SUBJ:** Request Microsoft Licensing Contract Renewal with New Venue Technologies  
**DATE:** September 6, 2013

**BACKGROUND:** The Purchasing Department received a request from the MIS Department to renew the annual Microsoft Enterprise Agreement from New Venue Technologies. This contract will cover all Microsoft licensing for Beaufort County for the remainder of fiscal year 2014.

**VENDOR INFORMATION:**  
New Venue Technologies

**Estimated Cost**  
\$203,712

**FUNDING:** Account # 10001150-51110, MIS, Maintenance Contracts

Total cost for fiscal year 2013 was \$149,179. The anticipated cost for fiscal year 2014 is \$203,712.

**FOR ACTION:** Finance Committee meeting September 9, 2013.

**RECOMMENDATION:** The Purchasing Department recommends that the Finance Committee approves the contract renewal with New Venue Technologies and recommends to County Council approval of the contract for a total contract price of \$203,712. The contract is for a one year period effective September 6, 2013 to September 6, 2014.

**CC:** Gary Kubic, County Administrator *GK*  
Bryan Hill, Deputy Administrator *BH*  
Alicia Holland, Interim Chief Financial Officer *AH*  
Daniel Morgan, IT Director  
Richard Dimont, Contract Specialist *RD*



COUNTY COUNCIL OF BEAUFORT COUNTY  
**PURCHASING DEPARTMENT**  
102 Industrial Village Road, Bldg 3—Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

**TO:** Councilman Stewart Rodman, Chairman, Finance Committee  
**FROM:** Dave Thomas, Purchasing Director *DT*  
**SUBJ:** Contract Renewal for Wireless Communication Services for Beaufort County  
**DATE:** September 5, 2013

**BACKGROUND:** Beaufort County issued a request for one year continuance with wireless cell phone service and equipment with Verizon Wireless Incorporation. Verizon Wireless received the highest ranking by the review committee in 2011, due to offering the lowest price, record of excellent customer service, overall best cell phone coverage testing results, their emergency preparedness plan, and their implementation plan. The contract includes cellular service for 250 phones and accessories (excluding the Sheriff's Office). For more information, please see original agreement for a detailed review of the committee's findings.

**VENDOR INFORMATION:**  
Verizon Wireless, Laurel, MD

Estimated Cost  
\$126,000

**FUNDING:** Services are paid from each department's telephone account 51050.

**PRIOR YEAR COST:** The total cost for FY 2013 was \$125,141. The anticipated cost for FY 2014 is \$126,000. Additionally, there are two more optional annual renewals to this contract that are subject to County Council for approval. The total anticipated cost for five years is \$882,970.

**FOR ACTION:** Finance Committee meeting on September 9, 2013.

**RECOMMENDATION:** The Finance Committee approves and recommends to County Council to extend the contract with Verizon Wireless for a one-year period effective September 3, 2013 to September 3, 2014.

**CC:** Gary Kubic, County Administrator *GK*  
Bryan Hill, Deputy Administrator *BH*  
Alicia Holland, Interim Chief Financial Officer *AH*  
Dan Morgan, IT Director *DM*  
Richard Dinnont, Contract Specialist *RD*

Att: Original RFP Information, FY 2013 Renewal Memo



COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT

102 Industrial Village Road, Building 3  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Phone: (843) 255-2350 Fax: (843) 255-9437

TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator *OK*  
Bryan Hill, Deputy County Administrator  
David Starkey, Chief Financial Officer *DS*  
Dan Morgan, MIS Director *DM*

FROM: Dave Thomas, CPPO, Purchasing Director *DT*

DATE: September 13, 2012

SUBJ: Contract# 835557 Wireless Communication Services for Beaufort County

**BACKGROUND:** Beaufort County issued a request for a one year continuance with wireless cell phone service and equipment with Verizon Wireless Corporation. Verizon Wireless received the highest ranking by the review committee in 2010, due to offering the lowest price, record of excellent customer service, overall best cell phone coverage testing results, their emergency preparedness plan, and their implementation plan. The contract includes cellular service for 248 phones and accessories (excluding Sheriff Department). For more information, please see original agreement for a detailed review of the committee's findings.

**FUNDING:** Services are paid from each department's telephone account 51050.

**RECOMMENDATION:** The Finance Committee approves and recommend to County Council to extend the contract with Verizon Wireless for a one-year period effective August 21, 2012 to August 21, 2013.

Total cost for 2011 was \$125,555.97. The anticipated cost for 2012 is \$126,000. Additionally, there are three optional annual renewals to this contract that are subject to County Council for approval. The total anticipated cost for five years is \$882,970.

cc: Richard Dimont  
Mary Heyward



COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT

102 Industrial Village Road, Building 3  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Phone: (843) 255-2350 Fax: (843) 255-9437

TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator *GK*  
Bryan Hill, Deputy County Administrator *BH*  
David Starkey, Chief Financial Officer *DS*  
Dan Morgan, MIS Director *DM*  
Monica Spells, Compliance Officer *MS*

FROM: Dave Thomas, CPPO, Purchasing Director *DT*

DATE: July 11, 2011

SUBJ: RFP# 3725/110125 Wireless Communication Services for Beaufort County

**BACKGROUND:** Beaufort County issued a Request for Proposals (RFP) to solicit proposals from qualified firms to provide wireless cell phone service and equipment. Proposals from three firms, Verizon Wireless, T-Mobile, and Sprint, were received and evaluated by an evaluation selection committee. The evaluation selection committee consisted of Dan Morgan, MIS Director, Theresa Roberts, MIS Telephony Support, Mary Heyward, MIS Computer Tech, and Lieutenant Matt Averill, Beaufort County Sheriff's Office. Oversight of the process was provided by the Purchasing Director. All three vendors were interviewed and their recommended phones were tested for service reliability. In accordance with the RFP selection criteria, Verizon Wireless received the highest ranking by the committee, due to offering the lowest price, record of excellent customer service, overall best cell phone coverage testing results, their emergency preparedness plan, and their implementation plan. The contract includes cellular service for 382 phones and accessories. For more information, please see the attached presentation for a detailed review of the committee's findings.

**FINAL EVALUATION RANKING**

**Estimated Annual Cost**

1.	Verizon Wireless, Laurel, MD	\$176,594
2.	Sprint, Reston, VA	\$177,645
3.	T-Mobile, Charlotte, NC	\$183,294

**FUNDING:** Services are paid from each department's telephone account 51050.

**RECOMMENDATION:** The Finance Committee approve and recommend to County Council the contract award to Verizon Wireless, the top ranked firm, with the anticipated cost for the first year of \$176,594. Additionally, there are four optional annual renewals to this contract that are subject to County Council for approval. With the four annual renewals, the total anticipated cost for five years is \$882,970.

cc: Richard Himeline, Elizabeth Wooten

Attachment: Power Point Presentation



County Council of Beaufort County  
Hilton Head Island Airport – [www.hiltonheadairport.com](http://www.hiltonheadairport.com)  
Beaufort County Airport – [www.beaufortcoairport.com](http://www.beaufortcoairport.com)  
Post Office Box 23739 – 120 Beach City Road  
Hilton Head Island, South Carolina 29925-3739  
Phone: (843) 255-2955

TO: Councilman Stewart Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator *CK*  
Bryan Hill, Deputy County Administrator *BH*  
Alicia Holland, Interim Financial Officer *AH*

FROM: Rob McFee, Director of Engineering & Infrastructure Division *Rob McFee*

SUBJ: **Hilton Head Island Airport Engineering Design Services for Runway Approach Obstructions - Talbert, Bright & Ellington Work Authorization 12-04 Phase 2**

DATE: September 6, 2013

**BACKGROUND.** As part of the ongoing Hilton Head Island Airport tree removal project, Talbert, Bright, & Ellington (TBE) has provided Work Authorization #12-04 Phase 2 for engineering design services in relation to approach obstructions at both ends of the runway. Work Authorization #12-04 Phase 2 breakdown is \$87,789 lump sum; \$22,743 for reimbursable expenses/Special Additional Services; for not to exceed total of \$110,532. TBE is currently under contract to provide professional engineering services in support of the County airports.

**FUNDING.** Expenditure Codes #54020011-54293 and #54020011-54301 – FAA Grants #29 and #30 (95%). Additional State Grant Funding of 2.5%. The remaining 2.5% (\$2,763.28) will come from the Hilton Head Island Airport's Operating Budget.

**ACTION.** For presentation at September 9, 2013 Finance Committee.

**RECOMMENDATION.** That the Finance Committee approve and recommend to County Council approval of TBE Work Authorization 12-04 Phase 2 in the amount not to exceed \$110,532 to provide engineering design services as described for the runway approach obstructions.

JRMjr/mjh

Attachment: TBE Work Authorization 12-04 Phase 2

**HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
WORK AUTHORIZATION 12-04  
January 14, 2013  
PROJECT NO.: TBI NO. 2119-1204  
PHASE II**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

---

**Description of Work Authorized:** As part of the ongoing tree removal project at the Hilton Head Island Airport, it has been determined that the 20:1 approach surface to both ends of the runway contain obstructions that need to be identified and removed. The scope of services for each runway end is as follows.

**Runway 3 Description of Work Authorized:** The Engineer shall perform the following services for the Runway 03 Approach Obstruction Identification Survey project:

**Task 1: Preparation of Design Plans and Specifications**

- Plans
  - Cover Sheet
  - Phasing and Safety Plan
  - Site access Plans showing access to tree trimming/removal areas to avoid identified wetland and buffer areas
  - Tree tally sheets listing trees by category
  - Site development plans showing all utility lines, grading, and drainage activities, and building elevations in relationship to existing trees and marking trees to be trimmed or removed with a color-coded "X"
  - Sediment and Erosion Control Plan
  - Sediment and Erosion Control Details
  - Miscellaneous Details
  - Replacement or supplemental tree planting schedule, if required (to be provided post-construction)
- Specifications
  - Cover Sheet

- Front End Documents including Bid Proposal Forms
- Technical Specifications
- Design
  - Preliminary tree height/trimming amount model for coordination purposes
  - Sequence of construction
  - Sediment and erosion control design
  - Quantities and Construction Cost Estimates
  - FAA/Owner Coordination
  - Engineering Report

**Task 2: Town of Hilton Head Island Approval**

- Develop documentation necessary for submittal to the Town for Tree Approval per LMO Section 16-3-404:
  - Tree and wetlands survey
  - Written narrative
  - Plans as listed under Task 1 above
  - Technical Specifications listed under Task 1 above

**Runway 21 Description of Work Authorized:** The Engineer shall perform the following services for the Runway 21 Approach Obstruction Identification Survey project:

**Task 1: Preparation of Design Plans and Specifications**

- Plans
  - Cover Sheet
  - Phasing and Safety Plan
  - Site access Plans showing access to tree trimming/removal areas to avoid identified wetland and buffer areas
  - Tree tally sheets listing trees by category

- Site development plans showing all utility lines, grading, and drainage activities, and building elevations in relationship to existing trees and marking trees to be trimmed or removed with a color-coded "X"
- Sediment and Erosion Control Plan
- Sediment and Erosion Control Details
- Miscellaneous Details
- Replacement or supplemental tree planting schedule, if required (to be provided post-construction)
- Specifications
  - Cover Sheet
  - Front End Documents including Bid Proposal Forms
  - Technical Specifications
- Design
  - Preliminary tree height/trimming amount model for coordination purposes
  - Sequence of construction
  - Sediment and erosion control design
  - Quantities and Construction Cost Estimates
  - FAA/Owner Coordination
  - Engineering Report

**Task 2: Town of Hilton Head Island Approval**

- Develop documentation necessary for submittal to the Town for Tree Approval per LMO Section 16-3-404:
  - Tree and wetlands survey
  - Written narrative
  - Plans as listed under Task 1 above
  - Technical Specifications listed under Task 1 above

**The following services are beyond the scope of this Work Authorization and will be required after the tree trimming/removal amounts are finalized to complete the project:**

- **Developing a mitigation plan**
- **Obtaining Town of Hilton Head Island approval of mitigation plans**
- **Surveying of remaining trees**

**The above additional surveying and professional services will be necessary after removal and/or trimming has occurred. The purpose of the additional surveying will be to define the extent of mitigation resulting from the project. The mitigation cannot be fully determined until the tree trimming/removal has occurred.**

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the Master Contract. The basic services work shall be performed in accordance with the Master Contract as a lump sum of **\$87,789.00**. Special Additional Services shall be performed as listed below with a budget of **\$22,742.50**, which includes reimbursable expenses. The total value of this Work Authorization shall not exceed **\$110,531.50** without additional authorization

**Agreed as to Scope of Services, Time Schedule and Budget:**

**APPROVED:**

BEAUFORT COUNTY

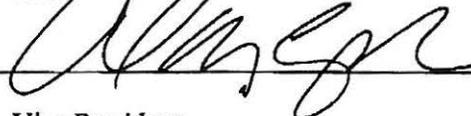
  
\_\_\_\_\_  
*County Administrator*  
Title

Date: 7/30/13

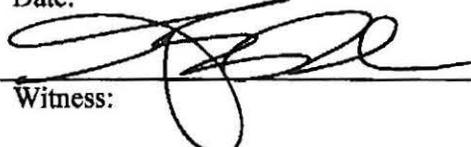
Witness: *Cheryl Harris*

**APPROVED:**

TALBERT, BRIGHT & ELLINGTON,  
INC.

  
\_\_\_\_\_  
Vice President  
Title:

Date: 7-25-2013

Witness: 

Talbert, Bright & Ellington, Inc.

Work Authorization 2119-1204

**SUMMARY OF FEES**  
**RUNWAY 3-21 APPROACH OBSTRUCTION REMOVAL-PHASE II**  
**HILTON HEAD ISLAND AIRPORT**  
**HILTON HEAD ISLAND, SOUTH CAROLINA**

CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1204

January 14, 2013

DESCRIPTION	ESTIMATED COST
<b>BASIC SERVICES</b>	
PROJECT FORMULATION/DEVELOPMENT PHASE (01)	\$ 9,507.00
DESIGN PHASE (04)	\$ 62,226.00
BIDDING PHASE (05)	\$ 16,056.00
BASIC SERVICES SUBTOTAL	\$ 87,789.00
<b>SPECIAL SERVICES</b>	
EXPENSES	\$ 3,940.00
<b>SUBCONSULTANTS</b>	
WETLAND APPROXIMATION SURVEY - NTR	\$ 5,692.50
TOWN APPROVAL COORDINATION - NTE	\$ 13,110.00
SPECIAL SERVICES SUBTOTAL	\$ 22,742.50
<b>TOTAL DESIGN/BIDDING PHASE</b>	<b>\$ 110,531.50</b>

**MANHOUR ESTIMATE**  
**RUNWAY 3-21 APPROACH OBSTRUCTION REMOVAL-PHASE II**  
HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA

AIP NO. X-XX-XXXX-XX  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1204

January 14, 2013

PROJECT FORMULATION/DEVELOPMENT PHASE (01)

DESCRIPTION	PRJN	PM	E6	E4	E1	T5	ADMIN5
	\$ 175	\$ 164	\$ 147	\$ 112	\$ 72	\$ 98	\$ 76
Preliminary project review w/ Owner	8	8	0	0	0	0	0
Develop project scope/contract	2	4	0	0	0	0	3
Preliminary Design	4	8	8	0	0	2	2
Preliminary cost estimates	1	2	2	0	0	0	1
Coordinate with subconsultants	1	4	1	0	0	1	1
<b>MANHOUR TOTAL</b>	<b>16</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>7</b>

**FEE ESTIMATE**  
**RUNWAY 3-21 APPROACH OBSTRUCTION REMOVAL-PHASE II**  
**HILTON HEAD ISLAND AIRPORT**

HILTON HEAD ISLAND, SOUTH CAROLINA  
 AIP NO. X-XX-XXXX-XX  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1204

January 14, 2013

PROJECT FORMULATION/DEVELOPMENT PHASE (01)

DIRECT LABOR EXPENSES

CLASSIFICATION		BILLING RATE	ESTIMATED MANHOURS	ESTIMATED COST
Principal	PRIN	\$ 175	16	\$ 2,800.00
Project Manager	PM	\$ 164	26	\$ 4,264.00
Engineer V	E6	\$ 147	11	\$ 1,617.00
Engineer III	E4	\$ 112	-	\$ -
Engineer I	E1	\$ 72	-	\$ -
Technician V	T5	\$ 98	3	\$ 294.00
Admin. Assistant IV	ADMIN5	\$ 76	7	\$ 532.00
SUBTOTAL			63	\$ 9,507.00

DIRECT EXPENSES

EXPENSE DESCRIPTION	UNIT	UNIT RATE	ESTIMATED UNITS	ESTIMATED COST
Telephone	LS	\$ 75.00	1	\$ 75.00
Postage	LS	\$ 150.00	1	\$ 150.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 300.00	1	\$ 300.00
Travel	LS	\$ 260.00	1	\$ 260.00
SUBTOTAL				\$ 785.00

LUMP SUM  
 TOTAL PHASE 01 \$ 10,292.00

**MANHOUR ESTIMATE**  
**RUNWAY 3-21 APPROACH OBSTRUCTION REMOVAL-PHASE II**  
HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA

AIP NO. X-XX-XXXX-XX  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1204

January 14, 2013

DESIGN PHASE (04)

DESCRIPTION	PRIN	PM	E6	E4	E1	TS	ADMINS
	\$ 175	\$ 164	\$ 147	\$ 112	\$ 72	\$ 98	\$ 76
<b>PLANS</b>							
Cover Sheet	0	0	0	0	0	2	0
Phasing & Safety Plan	0	2	0	0	0	4	0
Project Access Plan	0	2	4	0	0	6	0
Site Plan	6	18	36	0	0	18	0
Sediment and Erosion Control Plan	2	6	12	0	0	6	0
Sediment and Erosion Control Details	0	1	4	0	0	2	0
Miscellaneous Details	0	1	2	0	0	6	0
<b>DESIGN</b>							
Preliminary Tree Height and Trimming Model	0	4	12	0	0	0	0
Final Tree Height and Trimming Amounts	0	12	68	0	0	0	0
Sequence of construction	0	1	2	0	0	0	0
Erosion Control design/submital	0	5	36	0	0	2	1
Quantities and Construction Estimates	1	6	6	0	0	2	0
Specifications	2	6	4	0	0	0	10
FAA/Owner coordination	8	16	0	0	0	0	3
Final Engineering Report	1	2	0	2	0	0	2
Design Review Meeting	8	8	0	0	0	0	2
Quality assurance plan	4	8	0	0	0	0	2
Revisions	4	12	8	8	0	16	6
<b>MANHOUR TOTAL</b>	<b>36</b>	<b>110</b>	<b>194</b>	<b>10</b>	<b>0</b>	<b>64</b>	<b>26</b>

**FEE ESTIMATE**  
**RUNWAY 3-21 APPROACH OBSTRUCTION REMOVAL-PHASE II**  
HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA

AIP NO. X-XX-XXXX-XX  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1204

January 14, 2013

DESIGN PHASE (04)

**DIRECT LABOR EXPENSES**

CLASSIFICATION		BILLING RATE	ESTIMATED MANHOURS	ESTIMATED COST
Principal	PRIN	\$ 175	36	\$ 6,300.00
Project Manager	PM	\$ 164	110	\$ 18,040.00
Engineer V	E6	\$ 147	194	\$ 28,518.00
Engineer III	E4	\$ 112	10	\$ 1,120.00
Engineer I	E1	\$ 72	-	\$ -
Technician V	T5	\$ 98	64	\$ 6,272.00
Admin. Assistant-IV	ADMIN5	\$ 76	26	\$ 1,976.00
<b>SUBTOTAL</b>			<b>440</b>	<b>\$ 62,226.00</b>

**DIRECT EXPENSES**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	ESTIMATED UNITS	ESTIMATED COST
Telephone	LS	\$ 50.00	1	\$ 50.00
Postage	LS	\$ 25.00	1	\$ 25.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 500.00	1	\$ 500.00
Travel	LS	\$ 260.00	1	\$ 260.00
Subconsultant Expense Allowance	LS	\$ 1,150.00	1	\$ 1,150.00
<b>SUBTOTAL</b>				<b>\$ 1,985.00</b>

**SUBTOTAL PHASE 04** **\$ 64,211.00**

**SUBCONTRACTED SERVICES**  
**RUNWAY J-21 APPROACH OBSTRUCTION REMOVAL-PHASE II**  
**HILTON HEAD ISLAND AIRPORT**  
**HILTON HEAD ISLAND, SOUTH CAROLINA**

AIP NO. X-XX-XXXX-XX  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1204

January 14, 2013

DESIGN PHASE (04)

**SUBCONTRACTED SERVICES**

SCOPE OF SUBCONTRACTED SERVICES	SUBCONSULTANT ESTIMATED COST	ADMIN/OVERHEAD/ CALLBACK/COORD. EXPENSE	ESTIMATED COST
Wetland Approximation Survey - NTE	\$ 4,950.00	\$ 742.50	\$ 5,692.50
Town Approval Coordination - NTE	\$ 11,400.00	\$ 1,710.00	\$ 13,110.00
<b>SUBTOTAL</b>			<b>\$ 18,802.50</b>

**PROFESSIONAL FEE SUMMARY  
RUNWAY 3-21 APPROACH OBSTRUCTION REMOVAL-PHASE II  
HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA**

AIP NO. X-XX-XXXX-XX  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1204

January 14, 2013

DESIGN PHASE (04)

**SUMMARY OF FEES**

DESCRIPTION	ESTIMATED COST
DIRECT LABOR EXPENSES	\$ 62,226.00
DIRECT EXPENSES	\$ 1,985.00
SUBCONTRACTED SERVICES	\$ 18,802.50
TOTAL	\$ 83,013.50

**MANHOUR ESTIMATE  
 RUNWAY 3-21 APPROACH OBSTRUCTION REMOVAL-PHASE II  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD ISLAND, SOUTH CAROLINA**

AIP NO: X-XX-XXXX-XX  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1204

January 14, 2013

**BIDDING PHASE (05)**

DESCRIPTION	PRIN \$ 175	PM \$ 164	E6 \$ 147	E4 \$ 112	E1 \$ 72	T5 \$ 98	ADMIN5 \$ 76
Coordinate advertisement	0	1	0	0	0	0	4
Distribute bid documents	0	4	0	0	0	8	16
Prebid meeting/minutes	1	10	0	0	0	1	2
Bidder questions & answers	4	12	8	0	0	0	4
Prepare addenda	2	12	6	0	0	0	8
Bid opening, tabulation	0	10	0	2	0	0	4
Recommendation of Award	1	3	0	0	0	0	1
<b>MANHOUR TOTAL</b>	<b>8</b>	<b>52</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>9</b>	<b>39</b>

**FEE ESTIMATE**

**RUNWAY 3-21 APPROACH OBSTRUCTION REMOVAL-PHASE II**  
HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA

AIP NO. X-XX-XXXX-XX  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1204

January 14, 2013

**BIDDING PHASE (05)**

**DIRECT LABOR EXPENSES**

CLASSIFICATION		BILLING RATE	ESTIMATED MANHOURS	ESTIMATED COST
Principal	PRIN	\$ 175	8	\$ 1,400.00
Project Manager	PM	\$ 164	52	\$ 8,528.00
Engineer V	E6	\$ 147	14	\$ 2,058.00
Engineer III	E4	\$ 112	2	\$ 224.00
Engineer I	E1	\$ 72	-	\$ -
Technician V	T5	\$ 98	9	\$ 882.00
Admin. Assistant IV	ADMIN5	\$ 76	39	\$ 2,964.00
SUBTOTAL			124	\$ 16,056.00

**DIRECT EXPENSES**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	ESTIMATED UNITS	ESTIMATED COST
Telephone	LS	\$ 25.00	1	\$ 25.00
Postage	LS	\$ 75.00	1	\$ 75.00
Mileage	LS	\$ 150.00	1	\$ 150.00
Advertisement	LS	\$ -	0	\$ -
Copying	EA	\$ 0.10	1000	\$ 100.00
Reproduction	EA	\$ 1.50	200	\$ 300.00
Travel	EA	\$ 260.00	2	\$ 520.00
SUBTOTAL				\$ 1,170.00

TOTAL PHASE 05 \$ 17,226.00



County Council of Beaufort County  
Hilton Head Island Airport – [www.hiltonheadairport.com](http://www.hiltonheadairport.com)  
Beaufort County Airport – [www.beaufortcoairport.com](http://www.beaufortcoairport.com)  
Post Office Box 23739 – 120 Beach City Road  
Hilton Head Island, South Carolina 29925-3739

Phone: (843) 255-2955

TO: Councilman Stewart Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator *OK*  
Bryan Hill, Deputy County Administrator *JH*  
Alicia Holland, Interim Financial Officer *JH*

FROM: Rob McFee, Director of Engineering & Infrastructure Division *Rob McFee*

SUBJ: **Hilton Head Island Airport Preliminary Engineering Services for Runway Approach Obstructions - Talbert, Bright & Ellington Work Authorization 12-04 Phase 1**

DATE: September 6, 2013

**BACKGROUND.** As part of the ongoing Hilton Head Island Airport tree removal project, Talbert, Bright, & Ellington (TBE) has provided Work Authorization #12-04 Phase 1 for preliminary engineering services in relation to approach obstructions at both ends of the runway. Total for Work Authorization #12-04 Phase 1 is \$96,923. TBE is currently under contract to provide professional engineering services in support of the County airports.

**FUNDING.** Expenditure Codes #54020011-54293 and #54020011-54301 – FAA Grants #29 and #30 (95%). Additional State Grant Funding of 2.5%. The remaining 2.5% (\$2,423.08) will come from the Hilton Head Island Airport's Operating Budget.

**ACTION.** For presentation at September 9, 2013 Finance Committee.

**RECOMMENDATION.** That the Finance Committee approve and recommend to County Council approval of TBE Work Authorization 12-04 Phase 1 in the amount of \$96,923 to provide preliminary engineering services as described for the runway approach obstructions.

JRMjr/mjh

Attachment: TBE Work Authorization 12-04 Phase 1

**HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
WORK AUTHORIZATION 12-04  
January 14, 2013  
PROJECT NO.: TBI NO. 2119-1204  
PHASE I**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

---

**Description of Work Authorized:** As part of the ongoing tree removal project at the Hilton Head Island Airport, it has been determined that the 20:1 approach surface to both ends of the runway contain obstructions that need to be identified and removed. The scope of services for each runway end is as follows.

**Runway 3 Description of Work Authorized:** The Engineer shall perform the following services for the Runway 03 Approach Obstruction Identification Survey project:

**Task 1: Preliminary Engineering:**

- Coordination with FAA, coordination with Owner, and coordination with surveying subconsultant.

**Task 2: Determine and Tabulate Obstructions:**

- Determine and tabulate obstructions from a proposed aerial photogrammetry obstruction survey to the ultimate Runway 03 landing threshold depicted on the current Airport Layout Plan Update by Talbert, Bright & Ellington, Inc. (TBE) using a combined approach surface consisting of the following surfaces:
  - a) Surface "8" (30:1 GQS) from Table 3-2 of FAA AC 150/5300-13A
  - b) Surface "6" (20:1) from Table 3-2 of FAA AC 150/5300-13A
  - c) Also any remaining obstructions within Surface "6" (20:1) from Table 3-2 of FAA AC 150/5300-13A related to the existing landing threshold that fall outside of the horizontal limits of Surface "6" defined in item "b)" above.

**Aerial Photogrammetry Obstruction Survey – Runway 03 End:** Obstruction Survey (not to FAA AC 150/5300-18B standards). The survey will have 2-foot contour interval accuracy, with the following requirements for use in determining obstructions to the existing and future Runway 03 landing thresholds depicted on the current Airport Layout Plan Update by TBE using a combined approach surface as outlined in Task 2 above:

- Photo control survey, aerial photography, and Digital Orthophoto color imagery of this mapping site.

- Aerial photogrammetric mapping that shows only objects (with object identification and top elevations) penetrating threshold surfaces listed above for Runway 03 end. Groups of trees penetrating, or heavily wooded areas that penetrate shall be shown with representative tree top elevations.
- Aerial photogrammetric mapping that shows only objects (with object identification and top elevations) within ten (10) feet vertically of penetrating threshold surface for Runway 03 end. Groups of trees within ten (10) feet of penetrating, or heavily wooded areas within ten (10) feet of penetrating shall be shown with representative tree top elevations.

**Task 3: Tree Survey**

- Locate trees in areas identified as obstructions under Task 2 above
- Locate trees according to Town of Hilton Head Island standards
- Show tree size and type on South Carolina grid coordinates or to control provided
- Provide height of located trees using Vertex Laser Hypsometer IV or comparable
- Provide data in any standard point format required

**Runway 21 Description of Work Authorized:** The Engineer shall perform the following services for the Runway 21 Approach Obstruction Identification Survey project:

**Task 1: Preliminary Engineering:**

- Coordination with FAA, coordination with Owner, and coordination with surveying subconsultant.

**Task 2: Determine and Tabulate Obstructions:**

- Determine and tabulate obstructions from a proposed aerial photogrammetry obstruction survey to the ultimate Runway 21 landing threshold depicted on the current Airport Layout Plan Update by Talbert, Bright & Ellington, Inc. (TBE) using a combined approach surface consisting of the following surfaces:
  - a) Surface "8" (30:1 GQS) from Table 3-2 of FAA AC 150/5300-13A
  - b) Surface "6" (20:1) from Table 3-2 of FAA AC 150/5300-13A
  - c) 34: 1 FAR Part 77 Surface
  - d) Also any remaining obstructions within Surface "6" (20:1) from Table 3-2 of FAA AC 150/5300-13A related to the existing landing threshold that

fall outside of the horizontal limits of Surface "6" defined in item "b)" above.

**Aerial Photogrammetry Obstruction Survey – Runway 21 End:** Obstruction Survey (not to FAA AC 150/5300-18B standards). The survey will have 2-foot contour interval accuracy, with the following requirements for use in determining obstructions to the existing and future Runway 21 landing thresholds depicted on the current Airport Layout Plan Update by TBE using a combined approach surface as outlined in Task 2 above:

- Photo control survey, aerial photography, and Digital Orthophoto color imagery of this mapping site.
- Aerial photogrammetric mapping that shows only objects (with object identification and top elevations) penetrating threshold surfaces listed above for Runway 21 end. Groups of trees penetrating, or heavily wooded areas that penetrate shall be shown with representative tree top elevations.
- Aerial photogrammetric mapping that shows only objects (with object identification and top elevations) within ten (10) feet vertically of penetrating threshold surface for Runway 21 end. Groups of trees within ten (10) feet of penetrating, or heavily wooded areas within ten (10) feet of penetrating shall be shown with representative tree top elevations.

**Task 3: Tree Survey**

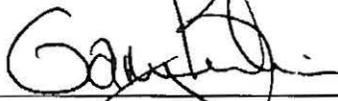
- Locate trees in areas identified as obstructions under Task 2 above
- Locate trees according to Town of Hilton Head Island standards
- Show tree size and type on South Carolina grid coordinates or to control provided
- Provide height of located trees using Vertex Laser Hypsometer IV or comparable
- Provide data in any standard point format required

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the Master Contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$96,923.00**.

**Agreed as to Scope of Services, Time Schedule and Budget:**

**APPROVED:**  
BEAUFORT COUNTY



County Administrator  
Title

7/30/13  
Date:

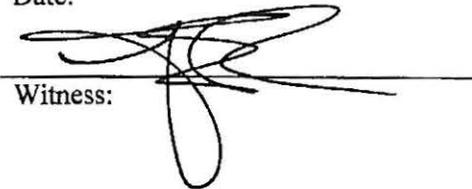
(Rory) Harris  
Witness:

**APPROVED:**  
TALBERT, BRIGHT & ELLINGTON,  
INC.



Vice President  
Title:

7-25-2013  
Date:

  
Witness:

Talbert, Bright & Ellington, Inc.

Work Authorization 2119-1204

**SUMMARY OF FEES**

**RUNWAY 3 END ULTIMATE THRESHOLD 20:1 AND 30:1 GQS OBSTRUCTION SURVEY**

HILTON HEAD AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
AIP PROJECT NO:  
SCAA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1005

February 11, 2013

DESCRIPTION	ESTIMATED COST
<b>BASIC SERVICES</b>	
PRELIMINARY ENGINEERING	\$ 1,983.00
DETERMINE AND TABULATE OBSTRUCTIONS	\$ 10,649.00
SUBTOTAL	\$ 12,632.00
EXPENSES	\$ 635.00
SUBCONSULTANTS	\$ 17,250.00
SUBTOTAL	\$ 17,885.00
TOTAL	\$ 30,517.00

**MANHOOR ESTIMATE**

**RUNWAY 3 END ULTIMATE THRESHOLD 20:1 AND 30:1 GQS OBSTRUCTION SURVEY**  
**HILTON HEAD AIRPORT**  
**HILTON HEAD ISLAND, SOUTH CAROLINA**  
**AIP PROJECT NO:**  
**SCAA PROJECT NO:**  
**CLIENT PROJECT NO:**  
**THI PROJECT NO: 2119-1003**  
**February 11, 2013**

**PRELIMINARY ENGINEERING**

DESCRIPTION	PRIN	PM	SP	E6	E4	E1	T3	ADS
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 72	\$ 98	\$ 76
<b>TASKS</b>								
Owner Coordination	2	1	2	0	0	0	0	1
FAA Coordination	0	1	1	0	0	0	0	1
Subconsultant Coordination	1	2	2	0	0	0	0	0
<b>MANHOOR TOTAL</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION		BILL RATE	EST. HRS	EST. COST
Principal	PRIN	\$ 175	3	\$ 525
Project Manager	PM	\$ 164	4	\$ 656
Senior Planner	SP	\$ 130	5	\$ 650
Engineer VI	E6	\$ 147	-	-
Engineer IV	E4	\$ 112	-	-
Engineer I	E1	\$ 72	-	-
Technician V	T3	\$ 98	-	-
Admin. Assistant V	ADS	\$ 76	2	\$ 152
		Total	14	
<b>SUBTOTAL</b>				<b>\$ 1,983.00</b>

**DIRECT EXPENSES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 75	1	\$ 75.00
Postage	LS	\$ 50	1	\$ 50.00
Miscellaneous expense (prints, faxes, copies)	LS	\$ 100	1	\$ 100.00
Travel	LS	\$ -	0	\$ -
<b>SUBTOTAL</b>				<b>\$ 225.00</b>

**SCOPE OF SUBCONTRACTED SERVICES:**

EXPENSE DESCRIPTION	UNIT RATE	EST. UNITS	COST
	\$ -	0	\$ -
<b>SUBTOTAL</b>			<b>\$ -</b>

**PRELIMINARY ENGINEERING COST: \$ 2,208.00**

**MANHOOR ESTIMATE**

**RUNWAY 3 END ULTIMATE THRESHOLD 20:1 AND 30:1 GQS OBSTRUCTION SURVEY**  
 HILTON HEAD AIRPORT  
 HILTON HEAD ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBI PROJECT NO: 2119-1005

February 11, 2013

**DETERMINE AND TABULATE OBSTRUCTIONS**

DESCRIPTION	PRIN \$175	PM \$164	SP \$130	E6 \$ 147	E4 \$112	E1 \$ 72	T5 \$ 98	AD5 \$ 76
<b>TASKS</b>								
Develop Contract	1	1	2	1	0	0	0	1
Coordinate with Subconsultant	1	2	1	0	0	0	0	0
RW 3 Approach Surfaces to Subconsultant	0	3	1	2	0	0	0	1
Review Pics from Subconsultant	0	1	1	0	0	0	0	1
Evaluate Ultimate 20:1 Approach/30:1 GQS Surfaces	1	4	1	32	0	0	0	1
Report and Obstruction Exhibits to Owner	1	2	2	8	0	0	0	2
<b>MANHOOR TOTAL</b>	<b>4</b>	<b>13</b>	<b>8</b>	<b>43</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION		BILL RATE	EST. MTRS	EST. COST
Principal	PRIN	\$ 175	4	\$ 700
Project Manager	PM	\$ 164	13	\$ 2,132
Senior Planner	SP	\$ 130	8	\$ 1,040
Engineer VI	E6	\$ 147	43	\$ 6,321
Engineer IV	E4	\$ 112	-	\$ -
Engineer I	E1	\$ 72	-	\$ -
Technician V	T5	\$ 98	-	\$ -
Admin. Assistant V	AD5	\$ 76	6	\$ 456
	Total		74	
<b>SUBTOTAL</b>				<b>\$ 10,649.00</b>

**DIRECT EXPENSES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 110	1	\$ 110.00
Postage	LS	\$ 100	1	\$ 100.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 200	1	\$ 200.00
Travel	LS	\$ -	0	\$ -
<b>SUBTOTAL</b>				<b>\$ 410.00</b>

Talbert, Bright & Ellington, Inc.

Work Authorization 2119-1204

**MANHOUR ESTIMATE**

**RUNWAY 3 END ULTIMATE THRESHOLD 20:1 AND 30:1 GQS OBSTRUCTION SURVEY**  
HILTON HEAD AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
AIP PROJECT NO:  
SCAA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1005

February 11, 2013

DETERMINE AND TABULATE OBSTRUCTIONS

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	EST.	
	RATE	UNITS	COST
RUNWAY 03 END OBSTRUCTION SURVEY- NTE*	\$3,450.00	1	\$ 3,450.00
INDIVIDUAL TREE IDENTIFICATIONS/TAB'S	\$13,800.00	1	\$ 13,800.00
<b><i>SUBTOTAL</i></b>			<b><i>\$ 17,250.00</i></b>
<b>* Using Existing 2011 Photography and Control</b>			
<b>DETERMINE AND TABULATE OBSTRUCTIONS COST:</b>			<b>\$ 28,309.00</b>

**SUMMARY OF FEES**

**RUNWAY 21 END ULTIMATE THRESHOLD 20:1 AND 30:1 GQS AND 34:1 PART 77  
SURFACE OBSTRUCTION SURVEY  
HILTON HEAD AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
AIP PROJECT NO:  
SCAA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1005**

February 11, 2013

DESCRIPTION	ESTIMATED COST
<b>BASIC SERVICES</b>	
PRELIMINARY ENGINEERING	\$ 1,983.00
DETERMINE AND TABULATE OBSTRUCTIONS	\$ 13,753.00
SUBTOTAL	\$ 15,736.00
<b>EXPENSES</b>	\$ 635.00
SUBCONSULTANTS	\$ 50,035.00
SUBTOTAL	\$ 50,670.00
TOTAL	\$ 66,406.00

**MANHOUR ESTIMATE**

RUNWAY 21 END ULTIMATE THRESHOLD 20:1 AND 30:1 GQS AND 34:1 PART 77 SURFACE  
 OBSTRUCTION SURVEY  
 HILTON HEAD AIRPORT  
 HILTON HEAD ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TRI PROJECT NO: 2119-1005  
 February 11, 2013

**PRELIMINARY ENGINEERING**

DESCRIPTION	PRIN	PM	SP	E6	E4	E1	T3	AD3
	\$175	\$164	\$130	\$147	\$112	\$72	\$98	\$76
TASKS								
Owner Coordination	2	1	2	0	0	0	0	1
FAA Coordination	0	1	1	0	0	0	0	1
Subcontractor Coordination	1	2	2	0	0	0	0	0
<b>MANHOUR TOTAL</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 175	3	\$ 525
Project Manager	PM	\$ 164	4	\$ 656
Senior Planner	SP	\$ 130	3	\$ 390
Engineer VI	E6	\$ 147	-	\$ -
Engineer IV	E4	\$ 112	-	\$ -
Engineer I	E1	\$ 72	-	\$ -
Technician V	T3	\$ 98	-	\$ -
Admin. Assistant V	AD3	\$ 76	2	\$ 152
		Total	14	
<b>SUBTOTAL</b>				<b>\$ 1,083.00</b>

**DIRECT EXPENSES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 75	1	\$ 75.00
Postage	LS	\$ 50	1	\$ 50.00
Miscellaneous expenses (prints, taxes, copies)	LS	\$ 100	1	\$ 100.00
Travel	LS	\$ -	0	\$ -
<b>SUBTOTAL</b>				<b>\$ 225.00</b>

**SCOPE OF SUBCONTRACTED SERVICES:**

EXPENSE DESCRIPTION	UNIT RATE	EST. UNITS	COST
	\$	0	\$ -
<b>SUBTOTAL</b>			<b>\$ -</b>

**PRELIMINARY ENGINEERING COST: \$ 2,208.00**

**MANHOOR ESTIMATE**

**RUNWAY 21 END ULTIMATE THRESHOLD 20:1 AND 30:1 GQS AND 34:1 PART 77 SURFACE  
OBSTRUCTION SURVEY  
HILTON HEAD AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
AIP PROJECT NO:  
SCAA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1005**

February 11, 2013

**DETERMINE AND TABULATE OBSTRUCTIONS**

DESCRIPTION	PRIN \$175	PM \$164	SP \$130	E6 \$ 147	E4 \$ 112	E1 \$ 72	T5 \$ 98	AD5 \$ 76
<b>TASKS</b>								
Develop Contract	1	1	2	1	0	0	0	1
Coordinate with Subconsultant	1	2	1	0	0	0	0	0
RW 21 Approach Surfaces Info. to Subconsultant	0	2	1	6	0	0	0	1
Review Pics from Subconsultant	0	1	1	0	0	0	0	1
Evaluate Existing 20:1 Approach/30:1 GQS Surfaces	1	6	1	40	0	0	0	1
Report and Obstruction Exhibits to Owner	1	2	2	16	0	0	0	2
<b>MANHOOR TOTAL</b>	<b>4</b>	<b>14</b>	<b>8</b>	<b>63</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 175	4	\$ 700
Project Manager	PM	\$ 164	14	\$ 2,296
Senior Planner	SP	\$ 130	8	\$ 1,040
Engineer VI	E6	\$ 147	63	\$ 9,261
Engineer IV	E4	\$ 112	-	\$ -
Engineer I	E1	\$ 72	-	\$ -
Technician V	T5	\$ 98	-	\$ -
Admin. Assistant V	AD5	\$ 76	6	\$ 456
	<b>Total</b>		<b>95</b>	
<b>SUBTOTAL</b>				<b>\$ 13,753.00</b>

**DIRECT EXPENSES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 110	1	\$ 110.00
Postage	LS	\$ 100	1	\$ 100.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 200	1	\$ 200.00
Travel	LS	\$ -	0	\$ -
<b>SUBTOTAL</b>				<b>\$ 410.00</b>

Talbert, Bright & Ellington, Inc.

Work Authorization 2119-1204

**MANHOUR ESTIMATE**

**RUNWAY 21 END ULTIMATE THRESHOLD 20:1 AND 30:1 GQS AND 34:1 PART 77 SURFACE  
OBSTRUCTION SURVEY  
HILTON HEAD AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
AIP PROJECT NO:  
SCAA PROJECT NO:  
CLIENT PROJECT NO:  
TBI PROJECT NO: 2119-1005**

February 11, 2013

DETERMINE AND TABULATE OBSTRUCTIONS

**SCOPE OF SUBCONTRACTED SERVICES:**

EXPENSE DESCRIPTION	UNIT RATE	EST. UNITS	COST
RUNWAY 21 END OBSTRUCTION SURVEY-NTE	\$11,510.00	1	\$ 11,510.00
INDIVIDUAL TREE IDENTIFICATIONS/TAB'S	\$38,525.00	1	\$ 38,525.00
<i>SUBTOTAL</i>			\$ 50,035.00
<b>DETERMINE AND TABULATE OBSTRUCTIONS COST:</b>			<b>\$ 64,198.00</b>



COUNTY COUNCIL OF BEAUFORT COUNTY  
**PURCHASING DEPARTMENT**  
102 Industrial Village Road, Bldg 3—Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

**TO:** Councilman Stewart Rodman, Chairman, Finance Committee  
**FROM:** Dave Thomas, Purchasing Director *DT*  
**SUBJ:** Request to Contract with Municipal Code Corporation, a Sole Source Vendor for Codification Services for County Council's Office  
**DATE:** September 6, 2013

**BACKGROUND:** The Clerk to Council contracts with Municipal Code Corporation to provide an array of services. The primary service is the codification of ordinances, *i.e.*, the process of consolidating general and permanent legislation, then organizing it into a Code of Ordinances. This service includes: bi-weekly electronic supplements, graphics, Code on the Internet, OrdBank (all ordinances), OrdLink (hyperlinks), CodeBank (previous versions of the Code), static linking, email (from the Web), Internal Cross Reference Linking, Collapsible Table of Contents, and new ordinances on the Web-NOW (New Ordinances on the Web) which allows Municode to post enacted, but not yet codified legislation, to our online code between supplements. Additional services include hosting of Council and Committee Minutes on the internet. The estimated cost for this fiscal year is \$40,000 for Council's adoption of the Community Development Code, posting services of minutes, and codification of ordinances estimated at \$20,000, for a total of \$60,000.

<b>VENDOR INFORMATION:</b> Municipal Code Corporation, Tallahassee, Florida	<b>Estimated Cost</b> \$60,000
--	-----------------------------------

**FUNDING:** Account 10001000-51310, County Council, Memberships

**PRIOR YEAR COST:** Previous fiscal years' expenditures for both of these services were \$21,550 in FY 2013 and \$11,185 in FY 2012.

**FOR ACTION:** Finance Committee meeting September 9, 2013.

**RECOMMENDATION:** The Purchasing Department recommends that the Finance Committee approves the purchase of Municipal Code Services from Municipal Code Corporation and recommends to County Council approval of the contract for a total contract price of \$60,000.

**CC:** Gary Kubic, County Administrator *GK*  
Bryan Hill, Deputy Administrator *BH*  
Alicia Holland, Interim Chief Financial Officer *AH*  
Sue Rainey, Clerk to Council *SR*  
Richard Dimont, Contract Specialist *RD*

Att: Non-Competitive Form



## Non-Competitive Purchases Form

This form shall be completed for any non-competitive purchase over \$2,500 that is not exempt.

(a) A County contract may be awarded without competition when the Purchasing Director determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service, or construction item. The Purchasing Director shall conduct negotiations, as appropriate, as to price, delivery, and terms. A record of sole source procurements shall be maintained as public record and shall list each contractor's name, the amount and type of each contract, a listing of the items procured under each contract, and the identification of each contract file.

(b) Sole source procurement of a used item from the open market may only be considered, provided that:

(1) The using agency recommends purchase; (2) condition of the item is verified by appropriate County official; and (3) price analysis justifies purchase when the following factors are considered: (a) new acquisition price; (b) current book value; and (c) maintenance costs.

Code 1982 SS 12-19 Sec. 2-518 Sole source procurement

The County Council may by resolution, exempt specific supplies or services from the purchasing procedures required in the Code. The following supplies and services shall be exempt from the purchasing procedures required in this division; however, the Purchasing Director for just cause may limit or withdraw any exemption provided for in this section. (1) Works of art for museum and public display (2) Published books, library books, maps, periodicals, technical pamphlets (3) Copyrighted educational films, filmstrips, slides and transparencies (4) Postage stamps and postal fees (5) Professional dues, membership fees and seminar registration fees (6) Medicine and drugs (7) Utilities including gas, electric, water and sewer (8) Advertisements in professional publications or newspapers (9) Fresh fruit, vegetables, meats, fish, milk, bread and eggs (10) Oil company credit cards (11) Articles for commercial sale by all governmental bodies

Code 1982 SS 12-14 Ord. No. 2000-1 S 1, 1-1-0-2000 Sec. 2-514 Exemption from procedures

Notwithstanding any other section of this division, the Purchasing Director may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to the functioning of county government; for the preservation or protection of property; or for the health, welfare or safety of any person, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the items procured under the contract, and the identification number of the contract file.

Code 1982 SS 12-20 Sec. 2-519 Emergency procurements

Requesting Department: County Council Requested Account Code: 10001000-51310

Description of Requested Services

Codification of ordinances and hosting of council and committee minutes

Please provide a listing of the items purchased, if additional pages are necessary please attach to this form:

N/A

Cost of Requested Services: \$60,000

Requested Vendor Name: Municipal Code Corporation

Requested Vendor Address: P.O. Box 2235, Tallahassee, FL 32316

Requested Vendor Phone Number: 800-262-2633 Requested Vendor Email Address: info@municode.com

Type of Service Requested (Please check one) Construction  Services  Supply/Good

Please attach any documentation provided by the vendor that provides backup for the claims in this document.



## Non-Competitive Purchases Form

Please select a reason below as to why this is a non-competitive purchase and provide a brief explanation.

- It is not possible to obtain competition. There is only one source available for the supply, service, or construction item.*
- The procurement is for a used item from the open market. The item may only be considered if, (1) the using agency recommends purchase, (2) condition of the item is verified by appropriate County official, (3) Price analysis justifies purchase when the following factors are considered: (a) new acquisition price; (b) current book value; and (c) maintenance costs.*
- The item is a single source purchase. Other sources may be available but purchases are directed to one source because of factors unique to Beaufort County. Please select an option below:*
- Standardization*
- Warranty*
- Other, if selected please specify below.*

- An emergency exists that threatens the functioning of County government.*
- An emergency exists that threatens the preservation or protection of County property.*
- An emergency exists that threatens the health, welfare or safety of any person within the County.*

**What steps have been taken to verify that these features are not available elsewhere?**

- Other brands/manufacturers were examined (please list names and contact information, and explain why they are not suitable for use by the County-attach additional pages as necessary):*

- Other vendors were contracted (please list names and contact information and explain why those contacted did not meet the needs of the County-attach additional pages as necessary):*

Requester Name: Sue Pawan Requester Signature: \_\_\_\_\_ Date: 9-6-2013

Department Head Name: Sue Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Non-Competitive Purchases Form

For Purchasing Completion only:

Date Received in Purchasing Department: 09/04/13

Reviewed by Purchasing Department for completeness

Date: 08/06/13

Reviewed by: [Signature]

Verified that this is the only source: Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchasing Director or His Designee Approval Signature: [Signature]

Associated Purchase Orders Number: \_\_\_\_\_

Associated Contract Number: \_\_\_\_\_



County Council of Beaufort County  
Hilton Head Island Airport – [www.hiltonheadairport.com](http://www.hiltonheadairport.com)  
Beaufort County Airport – [www.beaufortcoairport.com](http://www.beaufortcoairport.com)  
Post Office Box 23739 – 120 Beach City Road  
Hilton Head Island, South Carolina 29925-3739

Phone: (843) 255-2955

TO: Councilman Stewart Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator *GK*  
Bryan Hill, Deputy County Administrator *BH*  
Alicia Holland, Interim Financial Officer *AH*

FROM: Rob McFee, Director of Engineering & Infrastructure Division *JRM*

SUBJ: **Hilton Head Island Airport Emergency Tree Removal for Runway Approach Obstructions - Talbert, Bright & Ellington Work Authorization 13-04**

DATE: September 6, 2013

**BACKGROUND.** The Hilton Head Island Airport has received notification from the FAA that a Notice to Airman (NOTAM) was issued stating that three of the four runway approaches were not available at night due to tree obstructions. Attached is TBE Work Authorization #13-04 for engineering services related to the emergency tree removal to address the issued FAA NOTAM. Total for Work Authorization #13-04 is \$34,323. Talbert, Bright, & Ellington (TBE) is currently under contract to provide professional engineering services in support of the County airports.

**FUNDING.** Funding will come from the Hilton Head Island's Airport's Operating Budget Expenditure Code #54000011-51110.

**ACTION.** For presentation at September 9, 2013 Finance Committee.

**RECOMMENDATION.** That the Finance Committee approve the TBE Work Authorization 13-04 in the amount of \$34,323 to provide engineering services for the emergency tree removal in relation to the issued FAA NOTAM for runway approach obstructions.

JRMjr/mjh

Attachment: TBE Work Authorization 13-04

**HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SOUTH CAROLINA  
WORK AUTHORIZATION 13-04  
June 17, 2013  
PROJECT NO.: TBI NO. 2119-1304**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

---

**Description of Work Authorized:** On May 16, 2013, Hilton Head Island Airport (HXD) received notification from the FAA that a notice to airmen (NOTAM) was being issued stating that three of the four approach procedures to the airport were not available at night due to obstructions within the 20:1 approach surfaces on both runway ends. Based on the issuance of the NOTAM, TBE obtained the services of a surveyor to determine whether there were obstructions in the 20:1 approach surfaces and also to check the PAPI Obstacle Clearance Surface (OCS) for obstructions on both runway ends, and to identify the location of any trees penetrating the OCS.

This scope of services includes several conference calls and meetings with Beaufort County and Town of Hilton Head Island, as well as trips to HXD to verify the location of obstructions in the PAPI OCS and certification that the PAPI OCS is clear.

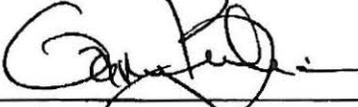
- Conference call with Beaufort County, May 17, 2013
- Survey Site Visit, May 22, 2013
- Meeting with Beaufort County, May 30, 2013
- Follow Up Survey Site Visit, June 4, 2013
- Meeting with Beaufort County and Town of Hilton Head Island, June 5, 2013
  
- Follow Up Survey Site Visit during removal of trees penetrating Runway 21 PAPI OCS by County tree removal contractor, Scheduled for June 25, 2013

**Estimated Time Schedule:** Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

**Cost of Services:** The method of payment shall be in accordance with Article 6 of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$34,323.00**.

**Agreed as to Scope of Services, Time Schedule and Budget:**

**APPROVED:**  
BEAUFORT COUNTY

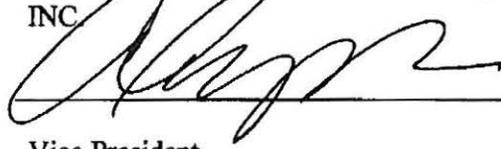
  
\_\_\_\_\_  
*County Administrator*

Title

Date: 7/30/13

Witness: Clayton Harris

**APPROVED:**  
TALBERT BRIGHT & ELLINGTON,  
INC.

  
\_\_\_\_\_  
Vice President

Title:

July 25, 2013  
VICE PRESIDENT

Date:

Witness: 

**MANHOUR ESTIMATE**

FAA OBSTRUCTION NOTAM  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD ISLAND, SOUTH CAROLINA  
 AIP PROJECT NO:  
 SCAC PROJECT NO:  
 CLIENT PROJECT NO:  
 TBE PROJECT NO: 2119-1304

June 19, 2013

DESCRIPTION	PRIN	PM	SP	E6	E4	E2	E1	T5	T3	AD5	AD4
	\$ 175	\$ 164	\$ 130	\$ 147	\$ 112	\$ 82	\$ 72	\$ 98	\$ 69	\$ 76	\$ 68
NOTAM Coordination	40	40	40	0	0	0	0	0	0	0	0
MANHOUR TOTAL	40	40	40	0	0	0	0	0	0	0	0

**DIRECT LABOR EXPENSES:**  
 CLASSIFICATION

	BILL RATE	EST. MHRS	EST. COST
Principal	PRIN \$ 175	40	\$ 7,000
Project Manager	PM \$ 164	40	\$ 6,560
Senior Planner	SP \$ 130	40	\$ 5,200
Engineer V	E6 \$ 147	-	\$ -
Engineer III	E4 \$ 112	-	\$ -
Engineer II	E2 \$ 82	-	\$ -
Engineer I	E1 \$ 72	-	\$ -
Technician V	T5 \$ 98	-	\$ -
Technician III	T3 \$ 69	-	\$ -
Admin. Assistant IV	AD5 \$ 76	-	\$ -
Admin. Assistant III	AD4 \$ 68	-	\$ -
	Total	120	\$ 18,760.00

**DIRECT EXPENSES:**  
 EXPENSE DESCRIPTION

	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 250.00	1	\$ 250
Postage	LS	\$ 100.00	1	\$ 100
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 10.00	1	\$ 10
Travel/Per Diem	LS	\$ 1,000.00	1	\$ 1,000
<b>SUBTOTAL</b>				<b>\$ 1,360.00</b>

**SCOPE OF SUBCONTRACTED SERVICES:**  
 EXPENSE DESCRIPTION

	UNIT	UNIT RATE	EST. UNITS	EST. COST
20:1 Tree Survey of FAA Trees/PAPI OCS Angle Survey	LS	\$ 6,325	1	\$ 6,325.00
PAPI OCS Survey Verification/Location of Penetrating Trees	LS	\$ 3,450	1	\$ 3,450.00
Location of Marked Trees/Property Line	LS	\$ 978	1	\$ 978.00
PAPI OCS Survey Verification After Tree Removal	LS	\$ 3,450	1	\$ 3,450.00
<b>SUBTOTAL</b>				<b>\$ 14,203.00</b>

TOTAL PRELIMINARY COST: \$ 34,323.00



COUNTY COUNCIL OF BEAUFORT COUNTY  
BEAUFORT COUNTY TRAFFIC & TRANSPORTATION  
ENGINEERING DEPARTMENT  
113 Industrial Village Road, 29906  
PO Drawer 1228, Beaufort, SC 29901-1228  
Phone: (843) 255-2940 Fax: (843) 255-9443

**TO:** Councilman Stewart H. Rodman, Chairman, Finance Committee

**VIA:** Gary Kubic, County Administrator  
Bryan Hill, Deputy County Manager  
Alicia Holland, Interim CFO  
Dave Thomas, Purchasing Director  
Robert McFee, Director of Engineering & Infrastructure

**FROM:** Colin Kinton, Traffic & Transportation Engineering

**SUBJ:** Traffic Signal Revision/Upgrade Projects

**DATE:** September 6, 2013

**BACKGROUND:** Traffic & Transportation Engineering along with the City of Beaufort maintains traffic signals throughout Beaufort County. There are a number of SCDOT traffic signal locations that need revisions made and/or additional equipment installed.

Utilizing a SCDOT On-Call Contractor and On-Call Signal Pricing, Traffic & Transportation Engineering would like to enter into a contract with Walker Brothers, Inc., SCDOT contract #A00257629G in the amount of \$31,856.97, to perform the work detailed on the attached list.

**FUNDING:** Account #10001242-51996, SCDOT Equipment/Loop Reimbursement. The account has a balance of \$46,687.

**RECOMMENDATION:** The Finance Committee approves and recommends to County Council a contract with Walker Brothers, Inc to perform traffic signal revisions/upgrades per the attached list in the amount of \$31,856.97.

CK/cg

Attachment: 1) Project List

J:\Agenda Items\Traffic Signal Maint work.doc

2013-2014 Projects		
Location	Project	Amount
<b>County</b>		
SC 170 @ Riverbend	Add adv signal / Remove flashing reds	1478.46
Bluffton Pkwy @ Simmonsville Rd	Add 5 section heads	2853.14
Parris Island Gtwy @ Midtown Dr	Back Plates / Street name signs / Ped pole	1814.22
US 278 @ Wal-Mart	Move & replace 5 section heads / Add 3 section heads / Add 2070 / Add comm / Install cabinet & controller / Build steps	7296.5
SC 170 @ Snake Rd	Add 5 section heads / Detection	5113.44
US 278 @ Moss Creek Dr	Add 5 section heads for side streets	2180.58
<b>City of Beaufort</b>		
Parris Island Gtwy @ Mink Point Blvd	Add 5 section head / Detection	2419.54
Ribaut Rd @ Lady's Island Dr	Replace backplate	121.72
Ribaut Rd @ Duke St	Add Ped heads	2044.56
Parris Island Gtwy @ Broad River Blvd	Add adv signal	3012.46
Mobilization		626.26
Traffic Control		2896.09
<b>Project Total</b>		<b>\$31,856.97</b>

City Total	\$8,702.55
County Total	\$23,154.42
Project Cost	<b>\$31,856.97</b>