

COUNTY COUNCIL OF BEAUFORT COUNTY
 ADMINISTRATION BUILDING
 BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX
 100 RIBAUT ROAD
 POST OFFICE DRAWER 1228
 BEAUFORT, SOUTH CAROLINA 29901-1228
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GERALD W. STEWART
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 COUNTY ADMINISTRATOR

JOSHUA A. GRUBER
 DEPUTY COUNTY ADMINISTRATOR

THOMAS J. KEAVENY, II
 COUNTY ATTORNEY

ASHLEY M. BENNETT
 CLERK TO COUNCIL

AGENDA
 FINANCE COMMITTEE
 Monday, November 7, 2016
 2:00 p.m.

Executive Conference Room, Administration Building
 Beaufort County Government Robert Smalls Complex
 100 Ribaut Road, Beaufort

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

Staff Support:
 Suzanne Gregory, Employee Services Director
 Alicia Holland, CPA, Assistant County Administrator, Finance
 Chanel Lewis, CGFO, Controller

1. CALL TO ORDER – 2:00 P.M.
2. CONSIDERATION OF CONTRACT AWARDS
 - A. Runway 21 Extension and Taxiway F Infield Drainage Improvements ([backup](#))
 - B. Talbert & Bright Master Services Agreement / Work Authorization / HXD / Property Acquisition ([backup](#))
3. STATE (2%) ACCOMMODATIONS TAX BOARD FISCAL YEAR 2017 GRANT RECOMMENDATIONS TO TOURISM-RELATED ORGANIZATIONS IN THE CUMULATIVE AMOUNT OF \$550,000 ([backup](#))
4. PRESENTATION / COMPENSATION AND CLASSIFICATION STUDY ([backup](#))
5. COMPREHENSIVE FINANCIAL PLAN: REVENUES AND EXPENDITURES
6. ADJOURNMENT

2016 Strategic Plan Committee Assignment
 Health Insurance Cost Containment / Affordable Care Act
 Retiree Healthcare Policy
 Comprehensive Impact Fee Review / Reassessment
 Comprehensive Financial Plan: Revenues and Expenditures
 Salary and Compensation Study and Implementation Funding
 Business License: Direction on Funding Source for Economic Development





COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT
106 Industrial Village Road
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman Jerry Stewart, Chairman, Finance Committee
FROM: Dave Thomas, CPPO, Purchasing Director
SUBJ: **Contract Award Recommendation for IFB# 071416HXD: Runway 21 Extension and Taxiway F Infield Drainage Improvements**
DATE: October 17, 2016

BACKGROUND: Beaufort County issued an Invitation to Bid (IFB) to contractors capable of providing the requisite services associated with the extension of Runway 21 and improvements to the drainage system that parallels Taxiway F. This project is being executed in accordance with the Hilton Head Island Airport Master Plan Phase I Implementation as directed by Beaufort County and Town of Hilton Head Councils in 2010.

Bids were received and reviewed by airport staff and consultants and it was determined that Quality Enterprises USA, Inc., was the lowest responsible/responsive bidder.

VENDOR INFORMATION:

Quality Enterprises USA, Inc. Chesapeake, VA (sole bidder)

COST:

\$10,364,389

CONSTRUCTION ADMIN, RESIDENT PROJECT REPRESENTATIVE:

Talbert, Bright, and Ellington, Charlotte, NC
(Construction Admin, Quality Control, Resident Project representative, 18-B As-Built Survey)

\$1,063,605

Total: \$11,427,924

FUNDING: 90% via FAA AIP Grant 39, 5% through SCAC Grant (pending), and 5% via Hilton Head Island Airport Capital Projects Fund.

FOR ACTION: Finance Committee meeting occurring November 7, 2016.

RECOMMENDATION: The Finance Committee approve and recommend to County Council the contract award to Quality Enterprises USA, Inc., to perform the required construction services for a total cost of \$10,364,389 and the construction administration fee of \$1,063,605 to Talbert, Bright, and Ellington.

cc: Gary Kubic, County Administrator
Joshua Gruber, Deputy County Administrator/Special Counsel
Alicia Holland, Asst. County Administrator, Finance
Colin Kinton, Director, Transportation Engineering
Jon Rembold, Airports Director

Att: Bid Tab

BID TABULATION
SCHEDULE A - RUNWAY 21 EXTENSION
HILTON HEAD ISLAND AIRPORT
TBE PROJECT NO. 2119-1006
AUGUST 18, 2016

BASE BID					QUALITY ENTERPRISES USA, INC. CHESAPEAKE, VA LICENSE NO.: 97783		Engineer's Estimate	
ITEM NO.	SPEC NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
1	GP105	MOBILIZATION	1	LS	\$693,000.00	\$693,000.00	\$800,000.00	\$800,000.00
2	02374	TEMPORARY CONSTRUCTION ENTRANCE	1	EA	\$2,100.00	\$2,100.00	\$3,000.00	\$3,000.00
3	02374	TEMPORARY SILT FENCE	3,055	LF	\$3.50	\$10,692.50	\$4.00	\$12,220.00
4	02374	TEMPORARY SEDIMENT BASIN WITH SKIMMER	2	EA	\$12,185.00	\$24,370.00	\$16,000.00	\$32,000.00
5	02374	TYPE 'A' INLET PROTECTION	4	EA	\$190.00	\$760.00	\$500.00	\$2,000.00
6	02374	TEMPORARY WOOD RISER INLET PROTECTION	2	EA	\$1,190.00	\$2,380.00	\$500.00	\$1,000.00
7	02374	TEMPORARY DIVERSION SWALE	570	LF	\$6.00	\$3,420.00	\$5.00	\$2,850.00
8	02374	RIP RAP, CLASS B	225	SY	\$90.00	\$20,250.00	\$95.00	\$21,375.00
9	02374	TEMPORARY TURBIDITY CURTAIN	1	EA	\$1,300.00	\$1,300.00	\$2,000.00	\$2,000.00
10	P-151	CLEARING AND GRUBBING	1.5	AC	\$9,500.00	\$14,250.00 *	\$4,000.00	\$6,000.00
11	REP	REMOVE EXISTING BITUMINOUS PAVEMENT, FULL DEPTH (AIRFIELD)	110	SY	\$10.00	\$1,100.00	\$25.00	\$2,750.00
12	REP	REMOVE EXISTING BITUMINOUS PAVEMENT, FULL DEPTH (NON-AIRFIELD)	2,275	SY	\$6.00	\$13,650.00	\$10.00	\$22,750.00
13	P-160	BITUMINOUS PAVEMENT MILLING (4-INCH DEPTH)	39	SY	\$60.00	\$2,340.00	\$50.00	\$1,950.00
14	RPS	REMOVE EXISTING BUILDING #1	1	LS	\$175,000.00	\$175,000.00	\$200,000.00	\$200,000.00
15	RPS	REMOVE EXISTING BUILDING #2	1	LS	\$17,800.00	\$17,800.00	\$2,500.00	\$2,500.00
16	RPS	REMOVE EXISTING TRIPLE PIPE HEADWALL	1	EA	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00
17	RPS	REMOVE EXISTING 18-INCH CORRUGATED PLASTIC PIPE	26	LF	\$25.00	\$650.00	\$15.00	\$390.00
18	RPS	REMOVE EXISTING 24-INCH CORRUGATED PLASTIC PIPE	42	LF	\$25.00	\$1,050.00	\$15.00	\$630.00
19	RPS	REMOVE EXISTING SANITARY SEWER LINE (GRAVITY)	464	LF	\$18.00	\$8,352.00	\$10.00	\$4,640.00
20	RPS	REMOVE EXISTING SANITARY SEWER MANHOLE	1	EA	\$800.00	\$800.00	\$1,000.00	\$1,000.00
21	RPS	REMOVE EXISTING SANITARY SEWER LINE (FORCE MAIN)	1,021	LF	\$11.75	\$11,996.75	\$10.00	\$10,210.00
22	RPS	REMOVE EXISTING SANITARY SEWER RELIEF VALVE VAULT	1	EA	\$800.00	\$800.00	\$2,000.00	\$2,000.00
23	P-152	UNCLASSIFIED EXCAVATION	65,000	CY	\$10.00	\$650,000.00	\$12.00	\$780,000.00
24	P-152	UNSUITABLE EXCAVATION	4,000	CY	\$15.50	\$62,000.00	\$20.00	\$80,000.00
25	P-304	6-INCH THICK CEMENT-TREATED BASE COURSE	25,550	SY	\$26.00	\$664,300.00	\$25.00	\$638,750.00
26	P-304	PORTLAND CEMENT	650	TON	\$190.00	\$123,500.00	\$180.00	\$117,000.00
27	P-401	BITUMINOUS CONCRETE SURFACE COURSE	6,250	TON	\$153.25	\$957,812.50	\$150.00	\$937,500.00
28	P-602	BITUMINOUS PRIME COAT	7,500	GAL	\$6.35	\$47,625.00	\$5.00	\$37,500.00
29	P-603	BITUMINOUS TACK COAT	2,500	GAL	\$2.85	\$7,125.00	\$3.00	\$7,500.00
30	P-620	REMOVE EXISTING PAVEMENT MARKING	42,000	SF	\$1.55	\$65,100.00	\$4.00	\$168,000.00
31	P-620	AIRFIELD PAVEMENT MARKING (REFLECTORIZED AVIATION WHITE)	10,800	SF	\$1.30	\$14,040.00	\$2.00	\$21,600.00
32	P-620	AIRFIELD PAVEMENT MARKING (REFLECTORIZED AVIATION YELLOW)	3,000	SF	\$1.40	\$4,200.00	\$2.00	\$6,000.00
33	P-620	AIRFIELD PAVEMENT MARKING (NON-REFLECTORIZED BLACK)	13,550	SF	\$1.00	\$13,550.00	\$1.00	\$13,550.00
34	P-620	AIRFIELD PAVEMENT MARKING (REFLECTORIZED RED)	1,425	SF	\$2.10	\$2,992.50	\$5.00	\$7,125.00
35	P-620	AIRFIELD PAVEMENT MARKING (NON-REFLECTORIZED GREEN)	6,000	SF	\$0.90	\$5,400.00	\$4.00	\$24,000.00
36	P-620	AIRFIELD PAVEMENT MARKING (NON-REFLECTORIZED AVIATION YELLOW APPLIED AT HALF RATE)	3,200	SF	\$0.80	\$2,560.00	\$1.50	\$4,800.00
37	D-701	24" REINFORCED CONCRETE PIPE, CLASS III	252	LF	\$103.00	\$25,956.00	\$110.00	\$27,720.00
38	D-701	30" REINFORCED CONCRETE PIPE, CLASS III	815	LF	\$140.00	\$114,100.00	\$180.00	\$146,700.00
39	D-701	48" REINFORCED CONCRETE PIPE, CLASS III	860	LF	\$285.00	\$245,100.00	\$280.00	\$240,800.00
40	D-701	54" REINFORCED CONCRETE PIPE, CLASS III	478	LF	\$355.00	\$169,690.00	\$350.00	\$167,300.00

BID TABULATION
SCHEDULE A - RUNWAY 21 EXTENSION
HILTON HEAD ISLAND AIRPORT
TBE PROJECT NO. 2119-1006
AUGUST 18, 2016

BASE BID					QUALITY ENTERPRISES USA, INC. CHESAPEAKE, VA LICENSE NO.: 97783		Engineer's Estimate	
ITEM NO.	SPEC NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
41	D-705	PAVEMENT EDGE STRIP DRAIN	4,250	LF	\$8.50	\$36,125.00	\$16.00	\$68,000.00
42	D-705	6-INCH PVC SUBGRADE UNDERDRAIN PIPE, SCHEDULE 80	2,375	LF	\$36.00	\$85,500.00	\$25.00	\$59,375.00
43	D-705	4-INCH PVC STRIP DRAIN COLLECTOR PIPE, SCHEDULE 80	1,335	LF	\$30.00	\$40,050.00	\$20.00	\$26,700.00
44	D-705	6-INCH PVC SUBGRADE UNDERDRAIN COLLECTOR PIPE, SCHEDULE 80	475	LF	\$36.00	\$17,100.00	\$25.00	\$11,875.00
45	D-705	4-INCH STRIP DRAIN CLEANOUT	11	EA	\$1,235.00	\$13,585.00	\$650.00	\$7,150.00
46	D-705	6-INCH SUBGRADE UNDERDRAIN CLEANOUT	4	EA	\$1,400.00	\$5,600.00	\$750.00	\$3,000.00
47	D-751	4' X 4' STORM DRAIN GRATE INLET	5	EA	\$4,100.00	\$20,500.00	\$3,800.00	\$19,000.00
48	D-751	5' X 5' STORM DRAIN JUNCTION BOX	1	EA	\$17,900.00	\$17,900.00	\$5,000.00	\$5,000.00
49	D-751	8' X 24' STORM DRAIN JUNCTION BOX	1	EA	\$46,000.00	\$46,000.00	\$40,000.00	\$40,000.00
50	D-751	LOWER EXISTING STORM DRAIN JUNCTION BOX	1	EA	\$2,100.00	\$2,100.00	\$2,500.00	\$2,500.00
51	D-752	CONCRETE PIPE COLLAR	3	EA	\$1,600.00	\$4,800.00	\$2,000.00	\$6,000.00
52	D-752	TRIPLE PIPE CONCRETE HEADWALL	1	EA	\$33,500.00	\$33,500.00	\$15,000.00	\$15,000.00
53	F-162	REMOVE EXISTING FENCE	1,365	LF	\$9.00	\$12,285.00	\$15.00	\$20,475.00
54	F-162	6-FOOT HIGH CHAIN LINK FENCE WITH 3 STRANDS BARBED WIRE	1,460	LF	\$34.00	\$49,640.00	\$26.00	\$37,960.00
55	L-105	REMOVE EXISTING GUIDANCE SIGN AND BASE	1	EA	\$710.00	\$710.00	\$1,500.00	\$1,500.00
56	L-105	REMOVE EXISTING GUIDANCE SIGN BASE	2	EA	\$595.00	\$1,190.00	\$500.00	\$1,000.00
57	L-105	REMOVE EXISTING TAXIWAY EDGE LIGHT	31	EA	\$150.00	\$4,650.00	\$75.00	\$2,325.00
58	L-105	REMOVE EXISTING RUNWAY EDGE LIGHT	20	EA	\$180.00	\$3,600.00	\$100.00	\$2,000.00
59	L-105	REMOVE EXISTING RUNWAY THRESHOLD LIGHT	16	EA	\$215.00	\$3,440.00	\$100.00	\$1,600.00
60	L-105	REMOVE EXISTING 4-UNIT PAPI, COMPLETE	1	LS	\$3,550.00	\$3,550.00	\$2,000.00	\$2,000.00
61	L-108	CABLE TRENCH	14,875	LF	\$2.00	\$29,750.00	\$2.00	\$29,750.00
62	L-108	L-824 1/C, #8, 5kV, TYPE "C" CABLE	17,280	LF	\$1.55	\$26,784.00	\$1.25	\$21,600.00
63	L-108	1/C, #6 BARE COPPER COUNTERPOISE, INCLUDING GROUND RODS AND GROUND CONNECTORS	14,875	LF	\$2.10	\$31,237.50	\$1.50	\$22,312.50
64	L-110	2-INCH, SCHEDULE 40 PVC CONDUIT IN GRASSED AREAS	14,615	LF	\$3.40	\$49,691.00	\$4.00	\$58,460.00
65	L-110	2-INCH, SCHEDULE 40 PVC CONDUIT ENCASED IN CONCRETE	260	LF	\$30.00	\$7,800.00	\$4.00	\$1,040.00
66	L-110	4-INCH, 4-WAY CONCRETE ENCASED UNDERGROUND DUCT	1,275	LF	\$65.00	\$82,875.00	\$75.00	\$95,625.00
67	L-125	L-861T BASE MOUNTED MEDIUM INTENSITY TAXIWAY EDGE LIGHT - LED LAMP	108	EA	\$900.00	\$97,200.00	\$800.00	\$86,400.00
68	L-125	L-862 BASE MOUNTED MEDIUM INTENSITY LED RUNWAY EDGE LIGHT - YELLOW/CLEAR LENS	20	EA	\$1,900.00	\$38,000.00	\$2,000.00	\$40,000.00
69	L-125	L-862 BASE MOUNTED MEDIUM INTENSITY LED RUNWAY EDGE LIGHT - YELLOW/RED LENS	2	EA	\$2,135.00	\$4,270.00	\$2,000.00	\$4,000.00
70	L-125	L-862E BASE MOUNTED MEDIUM INTENSITY LED RUNWAY THRESHOLD LIGHT - RED/OBSCURED LENS	8	EA	\$2,000.00	\$16,000.00	\$2,000.00	\$16,000.00
71	L-125	L-862E BASE MOUNTED MEDIUM INTENSITY LED RUNWAY THRESHOLD LIGHT - RED/RED LENS	8	EA	\$2,000.00	\$16,000.00	\$2,000.00	\$16,000.00
72	L-125	FED IN-PAVEMENT MEDIUM INTENSITY LED RUNWAY THRESHOLD LIGHT - OBSCURED/GREEN LENS, STYLE 3, LOW PROFILE	6	EA	\$2,000.00	\$12,000.00	\$2,000.00	\$12,000.00
73	L-125	FED IN-PAVEMENT MEDIUM INTENSITY LED RUNWAY THRESHOLD LIGHT - YELLOW/GREEN LENS, STYLE 3, LOW PROFILE	2	EA	\$3,000.00	\$6,000.00	\$2,000.00	\$4,000.00
74	L-125	ELECTRICAL MANHOLE	22	EA	\$8,500.00	\$187,000.00	\$8,000.00	\$176,000.00

BID TABULATION
SCHEDULE A - RUNWAY 21 EXTENSION
HILTON HEAD ISLAND AIRPORT
TBE PROJECT NO. 2119-1006
AUGUST 18, 2016

BASE BID					QUALITY ENTERPRISES USA, INC. CHESAPEAKE, VA LICENSE NO.: 97783		Engineer's Estimate	
ITEM NO.	SPEC NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
75	L-125	RELOCATE EXISTING AIRFIELD GUIDANCE SIGN WITH NEW CONCRETE PAD	2	EA	\$3,000.00	\$6,000.00	\$4,800.00	\$9,600.00
76	L-125	REPLACE EXISTING AIRFIELD GUIDANCE SIGN PANEL WITH NEW PANEL	2	EA	\$1,780.00	\$3,560.00	\$4,800.00	\$9,600.00
77	L-125	L-858, SIZE 1, STYLE 2, CLASS 2, AIRFIELD GUIDANCE SIGN (3 - 4 CHARACTERS)	10	EA	\$5,225.00	\$52,250.00	\$6,500.00	\$65,000.00
78	L-125	L-858, SIZE 1, STYLE 2, CLASS 2, AIRFIELD GUIDANCE SIGN (5 - 6 CHARACTERS)	3	EA	\$7,000.00	\$21,000.00	\$7,000.00	\$21,000.00
79	L-125	L-880 4-UNIT LED PAPI INSTALLATION, COMPLETE	1	LS	\$65,000.00	\$65,000.00	\$50,000.00	\$50,000.00
80	T-901	TEMPORARY SEEDING (MULCHED)	23	AC	\$1,480.00	\$34,040.00	\$2,000.00	\$46,000.00
81	T-901	PERMANENT SEEDING (MULCHED)	18	AC	\$2,000.00	\$36,000.00	\$3,000.00	\$54,000.00
82	M-103	CLOSED RUNWAY MARKER	2	EA	\$9,600.00	\$19,200.00	\$9,000.00	\$18,000.00
83	R-651	SECURITY FENCE SIGN	10	EA	\$650.00	\$6,500.00	\$325.00	\$3,250.00
84	PSD	RELOCATE EXISTING SANITARY SEWER MANHOLE	1	EA	\$2,200.00	\$2,200.00	\$7,500.00	\$7,500.00
85	PSD	10" PVC SANITARY SEWER FORCE MAIN	1,037	LF	\$42.00	\$43,554.00	\$60.00	\$62,220.00
86	PSD	10" 11.25-DEGREE RESTRAINED MJ BEND	3	EA	\$780.00	\$2,340.00	\$750.00	\$2,250.00
87	PSD	10" 30-DEGREE RESTRAINED MJ BEND	1	EA	\$1,100.00	\$1,100.00	\$750.00	\$750.00
88	PSD	10" 45-DEGREE RESTRAINED MJ BEND	2	EA	\$775.00	\$1,550.00	\$750.00	\$1,500.00
89	PSD	CONCRETE THRUST BLOCKING, ANY SIZE	6	EA	\$450.00	\$2,700.00	\$1,000.00	\$6,000.00
90	PSD	FORCE MAIN AIR RELEASE VALVE AND VAULT, COMPLETE	1	LS	\$7,935.00	\$7,935.00	\$8,000.00	\$8,000.00
91	PSD	SANITARY SEWER FORCE MAIN IN-LINE CONNECTION	1	EA	\$2,670.00	\$2,670.00	\$2,500.00	\$2,500.00

TOTAL SCHEDULE A BID AMOUNT

\$5,496,643.75 *

\$5,841,927.50

* DENOTES MATH ERROR

BID TABULATION
SCHEDULE B - TAXIWAY 'F' INFIELD DRAINAGE IMPROVEMENTS
HILTON HEAD ISLAND AIRPORT
TBE PROJECT NO. 2119-1006
AUGUST 18, 2016

BASE BID					QUALITY ENTERPRISES USA, INC. CHESAPEAKE, VA LICENSE NO.: 97783		Engineer's Estimate	
ITEM NO.	SPEC NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
1	GP105	MOBILIZATION	1	LS	\$428,000.00	\$428,000.00	\$500,000.00	\$500,000.00
2	02374	TEMPORARY CONSTRUCTION ENTRANCE	2	EA	\$2,100.00	\$4,200.00	\$3,000.00	\$6,000.00
3	02374	TEMPORARY SILT FENCE	6,000	LF	\$3.50	\$21,000.00	\$4.00	\$24,000.00
4	02374	TEMPORARY SEDIMENT TUBE CHECK DAMS	6	EA	\$105.00	\$630.00	\$250.00	\$1,500.00
5	02374	TEMPORARY SEDIMENT BASIN WITH SKIMMER	2	EA	\$12,185.00	\$24,370.00	\$16,000.00	\$32,000.00
6	02374	TYPE 'A' INLET PROTECTION	10	EA	\$190.00	\$1,900.00	\$500.00	\$5,000.00
7	02374	TEMPORARY WOOD RISER INLET PROTECTION	13	EA	\$1,190.00	\$15,470.00	\$500.00	\$6,500.00
8	RPS	REMOVE EXISTING GRATE INLET	2	EA	\$1,000.00	\$2,000.00	\$50.00	\$100.00
9	RPS	REMOVE EXISTING STORM DRAIN MANHOLE	2	EA	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00
10	RPS	REMOVE EXISTING 36-INCH CONCRETE PIPE	371	LF	\$25.00	\$9,275.00	\$30.00	\$11,130.00
11	RPS	REMOVE EXISTING 48-INCH CONCRETE PIPE	652	LF	\$35.00	\$22,820.00	\$18.00	\$11,736.00
12	RPS	REMOVE EXISTING 54-INCH CONCRETE PIPE	80	LF	\$55.00	\$4,400.00	\$25.00	\$2,000.00
13	P-152	UNCLASSIFIED EXCAVATION	27,000	CY	\$11.00	\$297,000.00	\$15.00	\$405,000.00
14	P-152	UNSUITABLE EXCAVATION	4,300	CY	\$15.50	\$66,650.00	\$15.00	\$64,500.00
15	P-209	CRUSHED AGGREGATE BASE COURSE	165	CY	\$115.00	\$18,975.00	\$150.00	\$24,750.00
16	P-401	BITUMINOUS CONCRETE SURFACE COURSE	1,470	TON	\$153.25	\$225,277.50	\$200.00	\$294,000.00
17	P-602	BITUMINOUS PRIME COAT	1,955	GAL	\$6.35	\$12,414.25	\$5.00	\$9,775.00
18	P-603	BITUMINOUS TACK COAT	590	GAL	\$2.85	\$1,681.50	\$3.00	\$1,770.00
19	P-620	AIRFIELD PAVEMENT MARKING (REFLECTORIZED AVIATION WHITE)	25	SF	\$5.35	\$133.75	\$3.00	\$75.00
20	P-620	AIRFIELD PAVEMENT MARKING (REFLECTORIZED AVIATION YELLOW)	235	SF	\$2.50	\$587.50	\$3.00	\$705.00
21	P-620	AIRFIELD PAVEMENT MARKING (NON-REFLECTORIZED BLACK)	650	SF	\$1.55	\$1,007.50	\$2.00	\$1,300.00
22	D-701	12" HDPE DOUBLE WALL CORRUGATED PIPE	330	LF	\$44.00	\$14,520.00	\$15.00	\$4,950.00
23	D-701	18" HDPE DOUBLE WALL CORRUGATED PIPE	876	LF	\$52.00	\$45,552.00	\$25.00	\$21,900.00
24	D-701	18" REINFORCED CONCRETE PIPE, CLASS III	56	LF	\$105.00	\$5,880.00	\$90.00	\$5,040.00
25	D-701	36" REINFORCED CONCRETE PIPE, CLASS III	2,575	LF	\$200.00	\$515,000.00	\$200.00	\$515,000.00
26	D-701	48" REINFORCED CONCRETE PIPE, CLASS III	2,360	LF	\$300.00	\$708,000.00	\$280.00	\$660,800.00
27	D-701	12" HDPE TEE FITTING	20	EA	\$285.00	\$5,700.00	\$225.00	\$4,500.00
28	D-701	12" HDPE 90-DEGREE BEND	20	EA	\$245.00	\$4,900.00	\$75.00	\$1,500.00
29	D-701	18" HDPE TEE FITTING	6	EA	\$1,000.00	\$6,000.00	\$50.00	\$300.00
30	D-701	18" HDPE 90-DEGREE BEND	6	EA	\$605.00	\$3,630.00	\$125.00	\$750.00
31	D-751	4' X 4' STORM DRAIN GRATE INLET	11	EA	\$4,400.00	\$48,400.00	\$3,800.00	\$41,800.00
32	D-751	4' X 4' STORM DRAIN JUNCTION BOX	2	EA	\$6,000.00	\$12,000.00	\$8,000.00	\$16,000.00
33	D-751	5' X 5' STORM DRAIN JUNCTION BOX	7	EA	\$6,740.00	\$47,180.00	\$9,000.00	\$63,000.00
34	D-751	6' X 6' STORM DRAIN JUNCTION BOX	8	EA	\$17,450.00	\$139,600.00	\$20,000.00	\$160,000.00
35	D-751	4' X 10' STORM DRAIN GRATE INLET	8	EA	\$18,700.00	\$149,600.00	\$20,000.00	\$160,000.00
36	D-751	4' X 10' STORM DRAIN EMERGENCY OVERFLOW BOX	1	EA	\$13,125.00	\$13,125.00	\$18,000.00	\$18,000.00
37	D-751	6' X 10' STORM DRAIN EMERGENCY OVERFLOW BOX	1	EA	\$15,900.00	\$15,900.00	\$22,000.00	\$22,000.00
38	D-751	5'-6" X 6' OUTLET CONTROL STRUCTURE	1	EA	\$19,500.00	\$19,500.00	\$14,000.00	\$14,000.00
39	D-751	6' X 10' OUTLET CONTROL STRUCTURE	1	EA	\$32,000.00	\$32,000.00	\$30,000.00	\$30,000.00
40	L-105	REMOVE EXISTING TAXIWAY EDGE LIGHT	1	EA	\$950.00	\$950.00	\$75.00	\$75.00
41	L-108	CABLE TRENCH	100	LF	\$12.00	\$1,200.00	\$2.00	\$200.00
42	L-108	L-824 1/C, #8, 5kV, TYPE "C" CABLE	135	LF	\$9.00	\$1,215.00	\$5.00	\$675.00
43	L-108	1/C, #6 BARE COPPER COUNTERPOISE, INCLUDING GROUND RODS AND GROUND CONNECTORS	90	LF	\$12.00	\$1,080.00	\$6.00	\$540.00
44	L-110	2-INCH, SCHEDULE 40 PVC CONDUIT IN GRASSED AREAS	90	LF	\$8.30	\$747.00	\$4.00	\$360.00

BID TABULATION
SCHEDULE B - TAXIWAY 'F' INFIELD DRAINAGE IMPROVEMENTS
HILTON HEAD ISLAND AIRPORT
TBE PROJECT NO. 2119-1006
AUGUST 18, 2016

BASE BID					QUALITY ENTERPRISES USA, INC. CHESAPEAKE, VA LICENSE NO.: 97783		Engineer's Estimate	
ITEM NO.	SPEC NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
45	L-110	4-INCH, 4-WAY CONCRETE ENCASED UNDERGROUND DUCT	44	LF	\$89.00	\$3,916.00	\$75.00	\$3,300.00
46	L-125	ELECTRICAL MANHOLE	2	EA	\$10,500.00	\$21,000.00	\$8,000.00	\$16,000.00
47	L-125	L-858, SIZE 1, STYLE 2, CLASS 2, AIRFIELD GUIDANCE SIGN (3 - 4 CHARACTERS)	1	EA	\$7,400.00	\$7,400.00	\$4,800.00	\$4,800.00
48	R-651	36-INCH WIDE, TYPE E STOP SIGN WITH CONTACT ATC SIGN	19	SF	\$42.00	\$798.00	\$100.00	\$1,900.00
49	SPEC.	UNDERGROUND ARCH DETENTION SYSTEM, INCLUDING ALL APPURTENANCES	150,000	CF	\$10.40	\$1,560,000.00	\$10.00	\$1,500,000.00
50	SPEC.	VIDEO INSPECTION - EXISTING 54" RCP	480	LF	\$62.00	\$29,760.00	\$80.00	\$38,400.00
51	CIPP	CIPP SLIP LINE EXISTING 54" RCP	480	LF	\$430.00	\$206,400.00	\$500.00	\$240,000.00
52	T-901	TEMPORARY SEEDING (MULCHED)	25	AC	\$1,480.00	\$37,000.00	\$2,000.00	\$50,000.00
53	T-901	PERMANENT SEEDING (MULCHED)	25	AC	\$2,000.00	\$50,000.00	\$3,000.00	\$75,000.00

TOTAL SCHEDULE B BID AMOUNT	\$4,867,745.00	\$5,074,631.00
TOTAL SCHEDULE A BID AMOUNT	\$5,496,643.75	\$5,841,927.50
TOTAL SCHEDULE A AND SCHEDULE B AMOUNTS	\$10,364,388.75	\$10,916,558.50
DBE SUBCONTRACTOR AMOUNT	\$639,437.00	
DBE PERCENTAGE OF TOTAL BID AMOUNT	6.17%	

I HEREBY CERTIFY THIS TABULATION OF BIDS TO BE CORRECT.

TALBER, BRIGHT & ELLINGTON, INC.

8/22/2016
DATE

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 16-02
October 6, 2016
PROJECT NO.: TBI NO. 2119-1602**

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

Description of Work Authorized: Construction administration services and inspection for the Extension of Runway 21 and Taxiways ‘A’ and ‘F’, Taxiway ‘F’ Infield Drainage Improvements, removal of trees along the west side of the Airport in various locations, re-alignment of the existing Hilton Head PSD sewer force main, and the demolition of the structures at 154 Beach City Road and 160 Beach City Road. Services in include:

- **Construction Administration** – this includes providing professional construction contract administration services during the construction contract. This includes conduct Preconstruction Conference and transmit meeting minutes, review of submittals/shop drawings, site visits during construction, conduct progress meetings and transmit meeting minutes, answer questions and review Contractor change requests during construction, process Contractor pay requests during construction, conduct final inspection and transmit punch list items, prepare record drawings and coordinate final improvements with FAA, final Engineer’s Report, project closeout documents.
- **Quality Assurance Testing** – this includes subconsultant providing materials testing services required by the FAA during construction for quality assurance and acceptance. This primarily includes testing of soils for moisture and compaction, compressive strength of concrete placed during construction, testing of crushed aggregate base course for moisture and compaction, and testing of asphalt pavements.
- **Resident Project Representative** – this includes providing resident project representative (construction observation) services required by the FAA during construction. This primarily includes providing a full-time resident construction observer while the Contractor is onsite working to observe the Contractor’s work activities and finished work. This project also has nighttime runway closures from 9pm-6am for all work within the runway safety area. A second-shift resident construction observer will be present when the Contractor is working during these scheduled nighttime runway closures to observe the Contractor’s work activities and finished work, and to verify that the runway can be re-opened to air traffic each morning after a scheduled runway closure. The resident construction

observer will also verify quantities of completed work by the Contractor that are eligible for inclusion on each Contractor pay request.

- **Phase I 18B Survey** – this includes one survey completed in accordance with FAA AC 150/5300-18B. This survey will be an as-built survey of the approach surfaces (20:1 and 30:1 combination to the proposed Runway 21 and Runway 3 landing thresholds) for new instrument approach procedure development by the FAA Flight procedures office. An AutoCAD file will be provided of the completed as-built survey and the required statement of work, imagery files, and data files will be uploaded upon completion to the FAA AGIS website in accordance with FAA AC 5300-18B.

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 **\$182,066.05**, which includes reimbursable expenses. Special Additional Services shall be performed as listed below with a budget of **\$881,538.00**. The total value of this Work Authorization shall not exceed **\$1,063,604.05** without additional authorization

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

APPROVED:
BEAUFORT COUNTY

APPROVED:
TALBERT, BRIGHT & ELLINGTON,
INC.

Title

Vice President
Title:

Date:

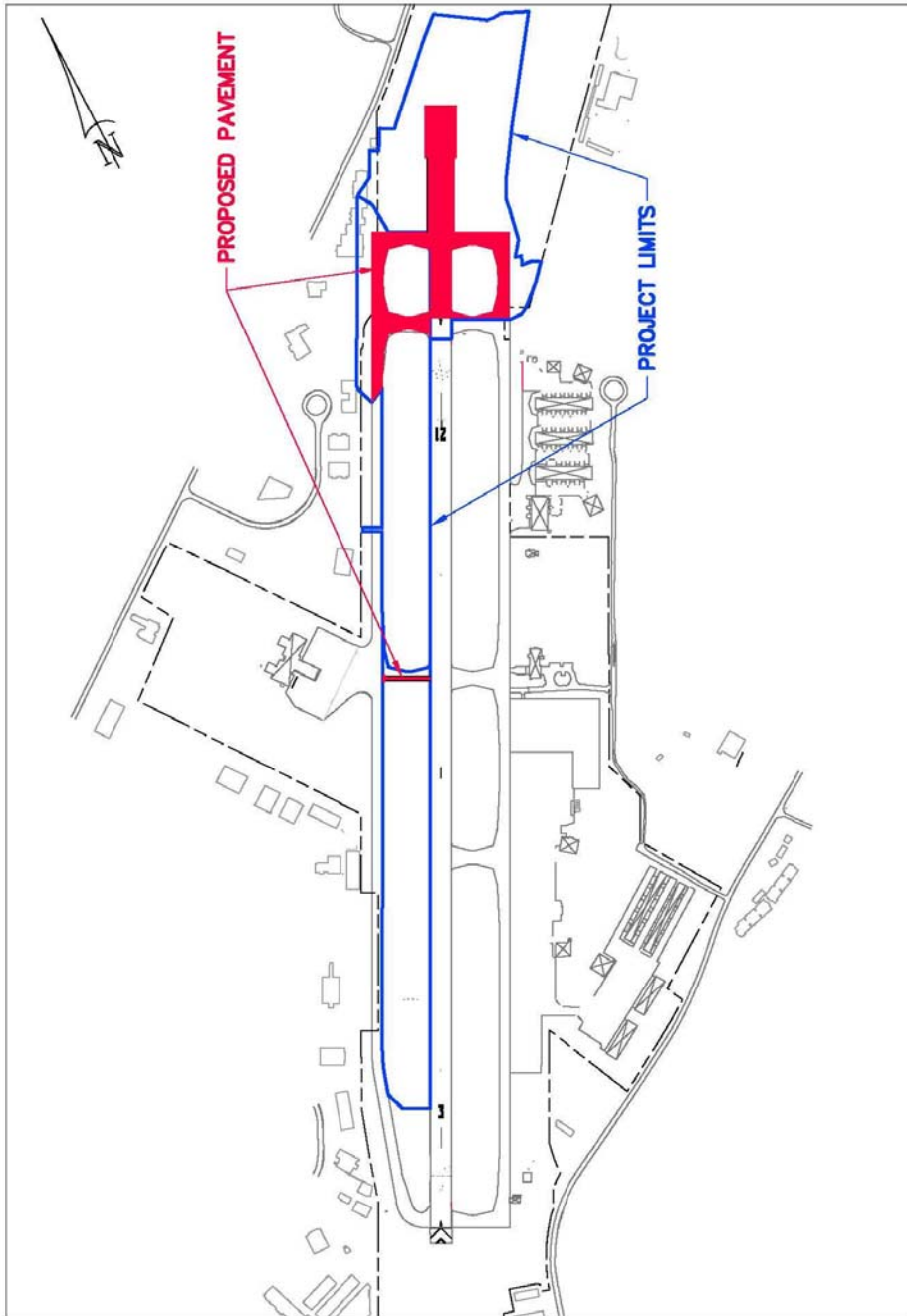
Date:

Witness:

Witness:

Talbert, Bright & Ellington, Inc.

Work Authorization 2119-1602



SUMMARY OF FEES
RUNWAY 21 EXTENSION SCHEDULES A AND B COMBINED
HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA

AIP GRANT 3-45-0030-039-2016
CLIENT PROJECT NO:
TBI PROJECT NO. 2119-1602

October 6, 2016

DESCRIPTION	ESTIMATED COST
BASIC SERVICES	
CONSTRUCTION ADMINISTRATION PHASE (06)	\$ 162,565.00
SPECIAL SERVICES	
EXPENSES	\$ 19,501.05
RESIDENT PROJECT REPRESENTATIVE - NTE	\$ 525,728.00
<u>SUBCONSULTANTS</u>	
QUALITY ASSURANCE TESTING - NTE	\$ 279,910.00
PHASE I 18B SURVEY - NTE	<u>\$ 75,900.00</u>
SPECIAL SERVICES SUBTOTAL	\$ 901,039.05
TOTAL CONSTRUCTION PHASE	\$ 1,063,604.05

MANHOUR ESTIMATE
 RUNWAY 21 EXTENSION SCHEDULES A AND B COMBINED
 HILTON HEAD ISLAND AIRPORT
 HILTON HEAD ISLAND, SOUTH CAROLINA

AIP GRANT 3-45-0030-039-2016
 CLIENT PROJECT NO:
 TBI PROJECT NO. 2119-1602

October 6, 2016

CONSTRUCTION ADMINISTRATION PHASE (06)

DESCRIPTION	PRIN	PM	E6	E4	E1	T5	AD5
	\$ 175	\$ 164	\$ 147	\$ 112	\$ 72	\$ 98	\$ 76
Develop project scope/contract	4	6	0	0	0	0	2
Prepare contract docs and RFC plans	0	5	16	0	0	12	16
Coordinate award of contract	2	6	0	0	0	0	2
Coordinate with subconsultants	4	24	8	0	0	4	16
Coord./conduct precon conf.	0	10	0	0	0	0	2
Precon minutes	0	4	0	0	0	0	2
Coordinate/review project schedule	4	4	0	0	0	0	0
Coordinate/review submittals	0	48	24	0	0	0	12
Construction visits/Progress Mtgs	24	264	24	0	0	0	16
Construction reports/Mtg Minutes	5	78	8	0	0	0	12
Review/coordinate field changes	12	34	24	0	0	12	16
Review QA Test Results/Invoices	2	44	0	0	0	0	7
Construction correspondence	16	66	16	0	0	0	16
Process requests for partial payment	0	52	0	0	0	0	12
Final inspection/punchlist	2	10	0	0	0	0	4
Final Engineer's Report	0	8	4	0	0	0	4
Develop record drawings	0	16	32	0	0	36	2
MANHOUR TOTAL	71	673	156	0	0	64	139

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST MHRS	EST COST
Principal	PRIN	\$ 175	71	\$ 12,425
Project Manager	PM	\$ 164	673	\$ 110,372
Engineer VI	E6	\$ 147	156	\$ 22,932
Engineer IV	E4	\$ 112	0	\$ -
Engineer I	E1	\$ 72	0	\$ -
Technician V	T5	\$ 98	64	\$ 6,272
Admin. Assistant V	AD5	\$ 76	139	\$ 10,564
		Total	1,103	
<i>SUBTOTAL</i>				\$ 162,563.00

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST UNITS	EST COST
Postage	LS	\$ 200	2	\$ 400.00
Copying	LS	\$ 500	2	\$ 1,000.00
Reproduction-Rel. for Const.	LS	\$ 1,000	2	\$ 2,000.00
Reproduction-As Built	LS	\$ 500	2	\$ 1,000.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 200	2	\$ 400.00
Hotel	LS	\$ 150	39	\$ 5,850.00
Mileage	MI	0.445	19,890	\$ 8,851.05
<i>SUBTOTAL</i>				\$ 19,501.05

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT RATE	EST UNITS	EST COST
Quality Assurance Testing - NTE	\$279,910.00	1	\$ 279,910.00
Phase I 1&B Survey - NTE	\$75,900.00	1	\$ 75,900.00
<i>SUBTOTAL</i>			\$ 355,810.00
TOTAL PHASE 6:			\$ 537,876.05

MANHOUR ESTIMATE
 RUNWAY 21 EXTENSION SCHEDULES A AND B COMBINED
 HILTON HEAD ISLAND AIRPORT
 HILTON HEAD ISLAND, SOUTH CAROLINA

AIP GRANT 3-45-0030-039-2016
 CLIENT PROJECT NO:
 TBI PROJECT NO. 2119-1602

October 6, 2016

RESIDENT PROJECT REPRESENTATIVE (PHASE 51)
 CONTRACT TIME CALENDAR DAYS: 255

DESCRIPTION	RPR \$ 80
Project review/Preconstruction Conference	10
Site mobilization	4
On site inspection	4,970
Final inspection	10
Follow up inspection	336
Site demobilization	<u>4</u>
MANHOUR TOTAL	5,334

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST MHRs	EST COST
RESIDENT ENGINEER	RPR	\$ 80	5,334	\$ 426,720
		Total	5,334	
<u>SUBTOTAL</u>				<u>\$ 426,720.00</u>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST UNITS	EST COST
Telephone	LS	\$ -	0	\$ -
Postage	LS	\$ -	0	\$ -
Miscellaneous expenses (prints, faxes, copies)	LS	\$ -	0	\$ -
Travel	LS	\$ -	0	\$ -
<u>SUBTOTAL</u>				<u>\$ -</u>

PER DIEM:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST UNITS	EST COST
DAILY PER DIEM	PD	\$ 208	476	\$ 99,008
		Total	476	
<u>SUBTOTAL</u>				<u>\$ 99,008.00</u>

TOTAL PHASE 51: **\$ 525,728.00**

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 16-03
September 27, 2016
PROJECT NO.: TBI NO. 2119-1603**

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

Description of Work Authorized: Total acquisition or partial taking of property on the Runway 03 end of the Hilton Head Island Airport (refer to Table 1) for construction of the Runway 03 extension, in accordance with the Master Contract. In addition, a partial taking will be conducted for the Taxiway F extension on the Runway 21 end.

**Table 1
Impacted Property Parcel Information
Hilton Head Island Airport**

Parcel Number	Property Owner	Acreage		Use
		Current	Proposed Taking	
R511 008 000 0105 0000 Billing Address: Location:	PS Southeast Two LLC 701 Western Avenue Glendale, California 91201 55 Matthews Drive	5.7	0.6	Neighborhood Shopping Center
R511 008 000 0191 0000 Billing Address: Location:	PS Southeast Two LLC 701 Western Avenue Glendale, California 91201 69 Mathews Drive	3.94	3.94	Miscellaneous Warehouse and Storage
R510 008 000 221A 0000 Billing Address: Location:	PS Southeast Two LLC 701 Western Avenue Glendale, California 91201 17 Dillon Road	2.34	0.42	Miscellaneous Warehouse and Storage
R510 004 000 0342 0000 Billing Address: Location:	Anthony J. and Barbara A. Korzen 25 Persimmon Place Hilton Head Island, SC 29926 Lot 7 Beach City Common Center	1.13	0.06	Commercial Service

Source: Talbert & Bright, Inc. (2010), "Hilton Head Island Airport Master Plan Update Final Report," prepared for Beaufort County and accepted by the FAA November 16, 2011.

The land acquisition shall include coordination with the client, appraisal, review appraisal, and property plat survey (the property survey will be a standard boundary survey and not an ALTA Land Title Survey). Condominium properties will be surveyed around entire building and not individual units. Individual parcel owners with deed, tax address and unit number information will be put on the face of plat. Most of this work will be completed by subconsultants under TBE's direction. TBE shall assist Beaufort

County but all offers to the property owner will be made by a representative from the County.

This scope of services does not include attendance at public meetings or relocation assistance. If these services are required, they will be performed as an amendment to this work authorization.

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 **\$63,758.00.00.**

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

APPROVED:
BEAUFORT COUNTY

APPROVED:
TALBERT, BRIGHT & ELLINGTON,
INC.

Title

Vice President
Title:

Date:

Date:

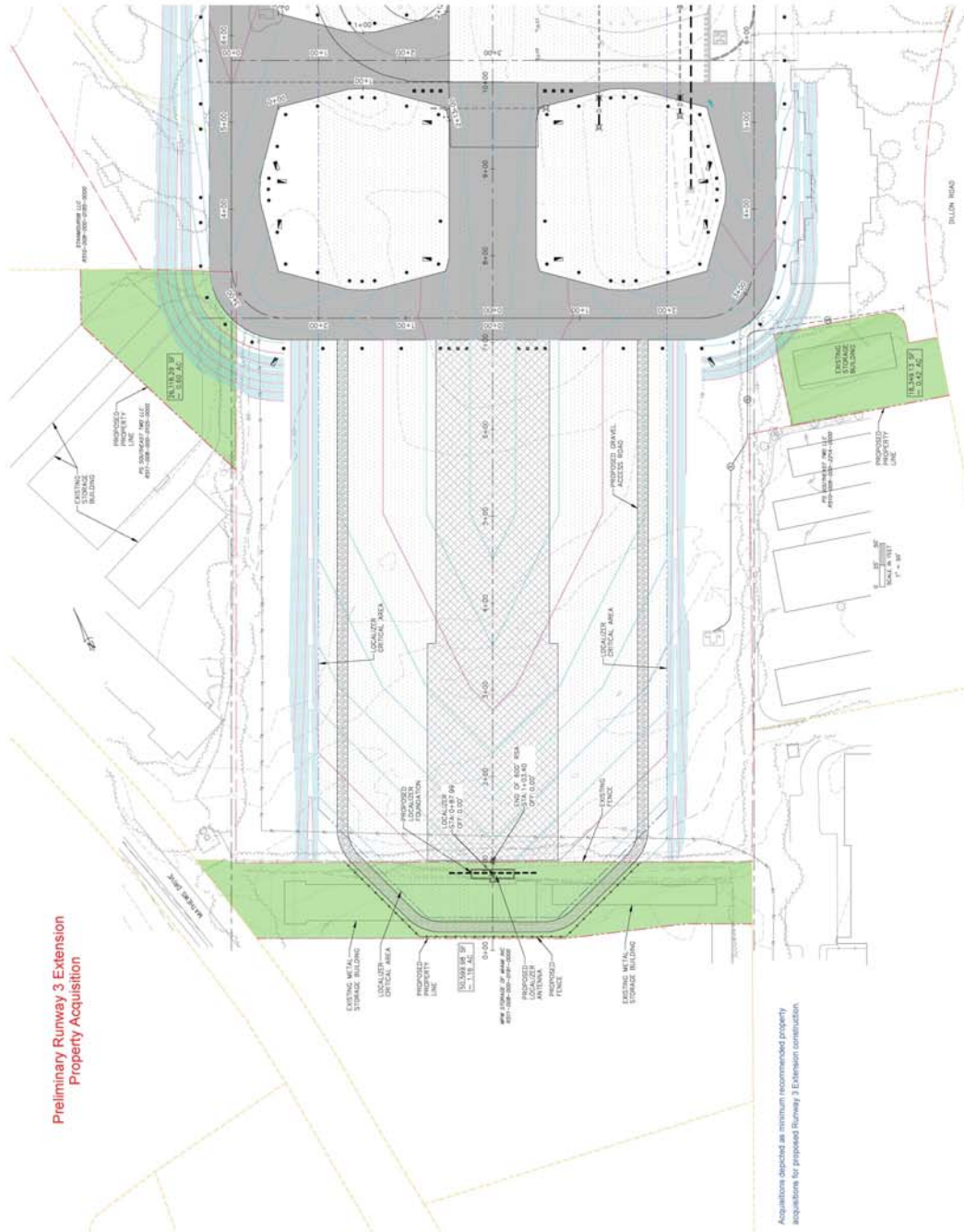
Witness:

Witness:

Talbert, Bright & Ellington, Inc.

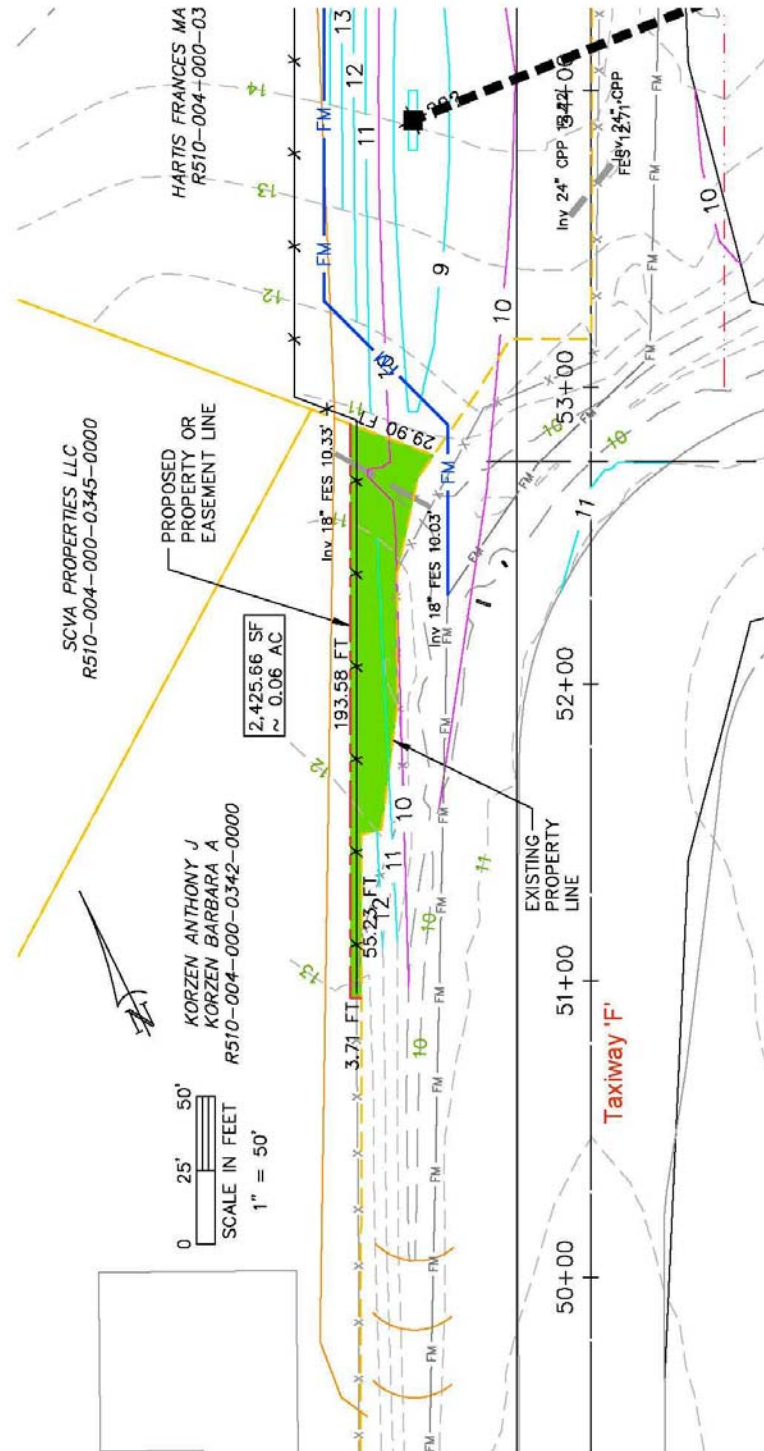
Work Authorization 2119-1603

**Preliminary Runway 3 Extension
Property Acquisition**



Acquisitions depicted as minimum recommended property acquisitions for proposed Runway 3 Extension construction.

Runway 21/Taxiway F Extension Property Acquisition



MANHOOR ESTIMATE

RUNWAY 03 EXTENSION AND TAXIWAY F LAND ACQUISITION

HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA

AIP PROJECT NO:
SCDOA PROJECT NO:
CLIENT PROJECT NO:
TBI PROJECT NO: 2119-1603

September 27, 2016

DESCRIPTION	PRIN \$184	PM \$172	SP \$134	E5 \$136	E3 \$103	E2 \$85	E1 \$75	T5 \$98	T3 \$74	AD4 \$68	AD3 \$55
<i>Project Formulation</i>											
Coordination of Land Acquisition Requirements	1	0	1	0	0	0	0	0	0	1	0
Develop Cost Estimates and Project Budget	1	0	1	0	0	0	0	0	0	1	0
Prepare Application for Funding	1	0	2	0	0	0	0	0	0	2	0
<i>Project Administration</i>											
Attend Project Start-Up Meeting	4	4	4	0	0	0	0	0	0	0	0
Select Appraiser, Surveyor	0	1	1	0	0	0	0	0	0	0	0
Coordinate with Surveyor	0	1	1	0	0	0	0	0	0	0	0
Develop Maps	0	0	8	0	0	0	8	0	0	8	0
Coordinate Appraisals	0	4	20	0	0	0	0	0	0	8	0
Coordinate Review Appraisals	0	8	20	0	0	0	0	0	0	8	0
Prepare Just Compensation Summary Sheet	0	4	16	0	0	0	0	0	0	8	0
Assist in Issuing Offer of Purchase	0	4	16	0	0	0	0	0	0	8	0
General Assistance	0	0	24	0	0	0	0	0	0	8	0
Complete Project Application	0	1	1	0	0	0	0	0	0	2	0
Project Budget/Schedule Updates	0	1	1	0	0	0	0	0	0	2	0
Assist in Project Close-Out	0	1	1	0	0	0	0	0	0	2	0
MANHOOR TOTAL	7	29	117	0	0	0	8	0	0	58	0

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRs	EST. COST
Principal	PRIN	\$ 184	7	\$ 1,288
Project Manager	PM	\$ 172	29	\$ 4,988
Senior Planner	SP	\$ 134	117	\$ 15,678
Engineer V	E5	\$ 136	-	\$ -
Engineer III	E3	\$ 103	-	\$ -
Engineer II	E2	\$ 85	-	\$ -
Engineer I	E1	\$ 75	8	\$ 600
Technician V	T5	\$ 98	-	\$ -
Technician III	T3	\$ 74	-	\$ -
Admin. Assistant IV	AD4	\$ 68	58	\$ 3,944
Admin. Assistant III	AD3	\$ 55	-	\$ -
				\$ -
			Total	219
SUBTOTAL				\$ 26,498.00

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 200.00	1	\$ 200
Postage	LS	\$ 300.00	1	\$ 300
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 300.00	1	\$ 300
Travel	LS	\$ 260.00	4	\$ 1,040
SUBTOTAL				\$ 1,840.00

MANHOOR ESTIMATE

RUNWAY 03 EXTENSION AND TAXIWAY F LAND ACQUISITION

HILTON HEAD ISLAND AIRPORT

HILTON HEAD ISLAND, SOUTH CAROLINA

AIP PROJECT NO:

SCDOA PROJECT NO:

CLIENT PROJECT NO:

TBI PROJECT NO: 2119-1603

September 27, 2016

<u>SUBCONTRACTED SERVICES:</u>	UNIT	UNIT	EST.	EST.
		RATE	UNITS	COST
Appraisal and Relocation Assistance	LS	\$ 11,845	1	\$ 11,845
Review Appraisal	LS	\$ 12,650	1	\$ 12,650
Survey Plat	LS	\$ 10,925	1	\$ 10,925
<i>SUBTOTAL</i>				\$ 35,420
TOTAL COST:				\$ 63,758.00

ACCOMMODATIONS TAX BOARD
Beaufort County Industrial Village
104 Industrial Village Road, Building #3
Tuesday, October 4, 2016

Organization	Event/Project	Amt. Requested	Rec. Last Yr.	Amt. Recom	% of Ask	Name	Notes
Arts Center of Coastal Carolina	Tourism Marketing of the Unincorporated Area of Southern Beaufort County	\$ 15,000	\$ 11,250	\$ 10,000	66.7%	Linda S. Bloom	
Beaufort Arts Council	Promotional Marketing Piece - 'A Lowcountry Journey Through the Arts'	\$ 2,073	\$ -	\$ 2,000	96.5%	Delene D. Miller	Rack cards
Beaufort Arts Council	ArtPop	\$ 8,250	\$ -	\$ -	0.0%	Delene D. Miller	Billboards-12
Beaufort County Black Chamber of Commerce	Cultural Tourism Marketing	\$ 125,000	\$ 75,000	\$ 81,000	64.8%	Liz Mitchell	Pathfinders; So. Living; Group
Beaufort County Historical Society	Historical Markers	\$ 4,000	\$ 5,000	\$ 1,500	37.5%	Mary Lou Brewton	
Beaufort Film Society	Beaufort International Film Festival	\$ 27,000	\$ 17,500	\$ 17,500	64.8%	Ron Tucker	
Beaufort History Museum	Renovation of the Main Gallery Exhibit	\$ 100,000	\$ 10,000	\$ 30,000	30.0%	Carol Lauvray	Panels
Beaufort Regional Chamber of Commerce	Tourism Marketing FY 2016-2017	\$ 120,000	\$ 75,000	\$ 100,000	83.3%	Robb Wells	All but print
Bluffton Historical Preservation Society	Heyward House Historic Center	\$ 20,000	\$ 20,000	\$ 18,500	92.5%	Katie Epps	
Burton Fire District	Emergency Response Resource/Vehicle for Spanish Moss Trail	\$ 28,000	\$ -	\$ -	0.0%	James Still	Not tourists
Coastal Discovery Museum	Cultural and Eco-Tourism Programs	\$ 28,500	\$ 20,000	\$ 20,000	70.2%	Natalie Hefter	Eco ads
Community Foundation of the Lowcountry	2017 Public Air Exhibition on HHI	\$ 20,000	\$ -	\$ 4,000	20.0%	Jean M. Heyduck	Ads
Daufuskie Island Community Preservation Zone Association (CPZA)	Accessories for Phase 2 Development of the Daufuskie Island County Park	\$ 30,079	\$ -	\$ -	0.0%	Don Newton	
Daufuskie Island Foundation	Daufuskie Day	\$ 15,000	\$ 6,000	\$ 5,500	36.7%	Deborah Edmondson	Print ads
Daufuskie Island Historical Foundation	Brochure Printing	\$ 5,000	\$ 1,500	\$ 2,500	50.0%	Nancy Ludtke	Brochures
Exchange Club and Child Abuse Prevention Association (CAPA)	CAPA and Exchange Club Ghost Tours	\$ 1,076	\$ 500	\$ 680	63.2%	Jessica Chapman	Banner & Columbia mag
Friends of Fort Fremont	Fort Fremont Historical Preserve - Visitor Educational Video	\$ 7,000	\$ 5,000	\$ 5,000	71.4%	Wendy Wilson	Post-production & rack cards
Friends of Hunting Island State Park	Replacement of ADA Compliant Equipment at Hunting Island SP	\$ 20,000	\$ -	\$ 11,365	56.8%	Mary Ann Radke	2 chairs; mats
Friends of the Spanish Moss Trail	Spanish Moss Trail	\$ 35,160	\$ -	\$ 3,150	9.0%	Sissy Perryman	App upgrade
Greater Bluffton Chamber of Commerce	Tourism Events	\$ 20,000	\$ -	\$ 10,800	54.0%	Shellie West	
Gullah Museum of Hilton Head Island	Programming Offerings	\$ 50,000	\$ 15,000	\$ 20,000	40.0%	Louise Cohen	
Heritage Library Foundation, Inc	Heritage Library Beaufort Branch	\$ 20,000	\$ 1,000	\$ 400	2.0%	Linda Piekut	Sign
HHI Bluffton Chamber of Commerce and Visitor & Convention Bureau	Southern Beaufort County Destination Marketing	\$ 25,000	\$ 20,000	\$ 21,000	84.0%	Brenda Ciapanna	Conde Nast
HHI Motoring Festival & Concours d'Elegance	HHI Coucours d'Elegance	\$ 30,000	\$ 25,000	\$ 25,000	83.3%	Lindsay Harrell	Advertising
Hilton Head Choral Society	Choral Festival Event and Audience Development Project	\$ 8,000	\$ 3,000	\$ 3,000	37.5%	James C. Deas	Social media
Hilton Head Hospitality Association	Hilton Head Wine and Food Festival	\$ 10,000	\$ 2,000	\$ 5,000	50.0%	Jeff Gerber	Social media
Hilton Head Seafood Festival	Coastal Culinary and Heritage Dinner	\$ 12,000	\$ -	\$ 5,000	41.7%	Kelly Smith	
Hilton Head Symphony Orchestra	Television & Facebook Advertising	\$ 12,000	\$ 5,000	\$ 6,000	50.0%	Sarah Bergin	Cable ads
Historic Beaufort Foundation	Fall Festival of Houses & Gardens	\$ 15,942	\$ 3,500	\$ 5,255	33.0%	Isabella S. Reeves	Printing
Historic Bluffton Arts & Seafood Festival, Inc	Historic Arts & Seafood Festival	\$ 10,000	\$ 10,000	\$ 10,000	100.0%	MaryAnn O'Neill	Southern Living
Lean Ensemble Theater	LET Productions	\$ 6,000	\$ -	\$ 1,350	22.5%	Stephen Hasley	Social media; org dues
Lowcountry Golf Course Owners Association	Golf Tourism Broadcast Campaign	\$ 20,000	\$ 10,000	\$ 10,000	50.0%	Robbie Wooten	
Main Street Beaufort	Tourism Marketing FY 2016-2017	\$ 35,000	\$ 20,000	\$ 15,000	42.9%	LaNelle Fabian	Visitrs guide; Facebook;
Main Street Youth Theatre, Inc.	Main Street Youth Theatre 2017 Season	\$ 15,000	\$ -	\$ -	0.0%	Phyllis Neville	
Mitchelville Preservation Project	Mitchelville Preservation Project	\$ 75,000	\$ 25,000	\$ 23,500	31.3%	Courtney Young	
Native Island Business and Community Affairs Association (NIBCAA)	HHI Gullah Celebration	\$ 75,000	\$ 20,000	\$ 23,000	30.7%	Courtney Young	Print & social media
Port Royal Sound Foundation	Port Royal Sound Foundation Maritime Center	\$ 69,590	\$ 3,750	\$ 10,000	14.4%	Jody Hayward	Print and digital ads
SC Lowcountry & Resort Island Tourism Commission	Promotion of Beaufort County & the Lowcountry	\$ 40,000	\$ 32,000	\$ 32,000	80.0%	Peach Morrison	
The First Tee of the Lowcountry	Disc Golf Tournament	\$ 25,000	\$ -	\$ 9,500	38.0%	John Preston	Facility
The Sandbox Children's Museum	Big Summer Blowout	\$ 2,000	\$ 2,000	\$ 1,500	75.0%	Caroline Rinehart	Marketing

Note: Event-\$5,000; Project-\$3,000

TOTAL: \$ 1,186,670 \$ 444,000 \$ 550,000 46.8%

Total Allotment: \$550,000 Amount Remaining: \$ -



Arthur J. Gallagher & Co.
BUSINESS WITHOUT BARRIERS™

Beaufort County

Classification & Compensation Study

Preliminary Report

RONNIE CHARLES | OCTOBER 2016



Table of Contents

- Project Summary
- Classification and Compensation Strategy
- Classification Study
- Job Evaluation Study
- Compensation Study
- Recommendations

Project Summary

- Beaufort County contracted with Arthur J. Gallagher Human Resources & Compensation Consulting to conduct a classification and compensation study covering all County classifications.
- The objectives of the study were to:
 - Develop an updated classification structure and position descriptions
 - Evaluate all classifications to ensure internal equity
 - Assign jobs to the correct pay grade based on duties and responsibilities
 - Collect market salary and organizational data
 - Develop a salary structure that is internally equitable and externally competitive

Project Summary

- The project consisted of five phases:
 - Classification and compensation strategy
 - Classification study
 - Job evaluation study
 - Compensation study
 - Final report

Classification and Compensation Strategy

- Presented project to employees and management
- Reviewed current systems to understand issues and needs
- Developed the approach and strategy for the project, which included:
 - Moderately broad classification structure
 - Use of the Decision Band™ Method (DBM) job evaluation methodology
 - Use of market salary and organizational data from comparable local and regional organizations representing the public and private sector

Classification Study

- Reviewed all position description questionnaires (PDQs) completed by County employees
- Interviewed County leadership and selected employees to:
 - Understand classification concerns
 - Ensure our understanding of the functional area, levels of responsibilities, and job duties
- Developed a classification structure covering all County positions that included:
 - Classification Series
 - Classification Titles
 - Levels within each Classification Series
 - DBM Grade
 - Nature of Work
 - Minimum Qualifications
- 149 classifications were created for all County positions, reduced from 266 unique job titles

Classification Study

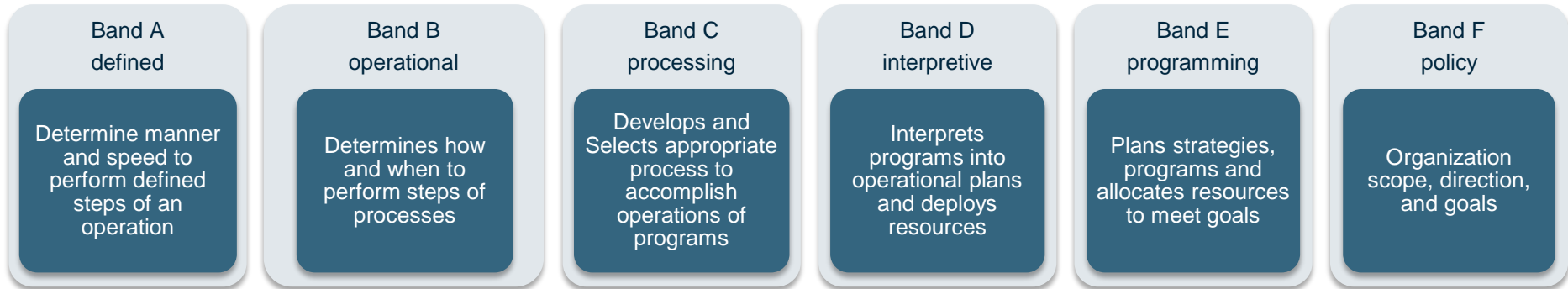
- The PDQs were continually referenced as the basis for the analysis.
- The classification structure and allocation of employees have been reviewed with County leadership for feedback.

Job Evaluation Study

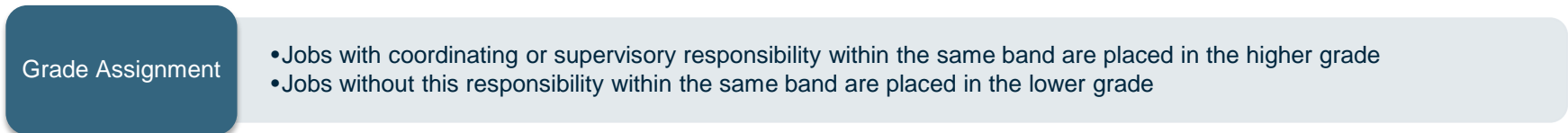
- Apply a job evaluation methodology to all jobs for:
 - Internal equity
 - Assignment to pay grades
 - Allocation of employees to correct job titles and pay grade
- Purpose of Job Evaluation
 - Establishes a job value hierarchy
 - Helps to grade a new or changed job
- Evaluate all proposed job classifications utilizing the Decision Band™ Method under the primary criteria:
 - Decision making
 - Supervision
 - Complexity and difficulty of job responsibilities

Job Evaluation Study

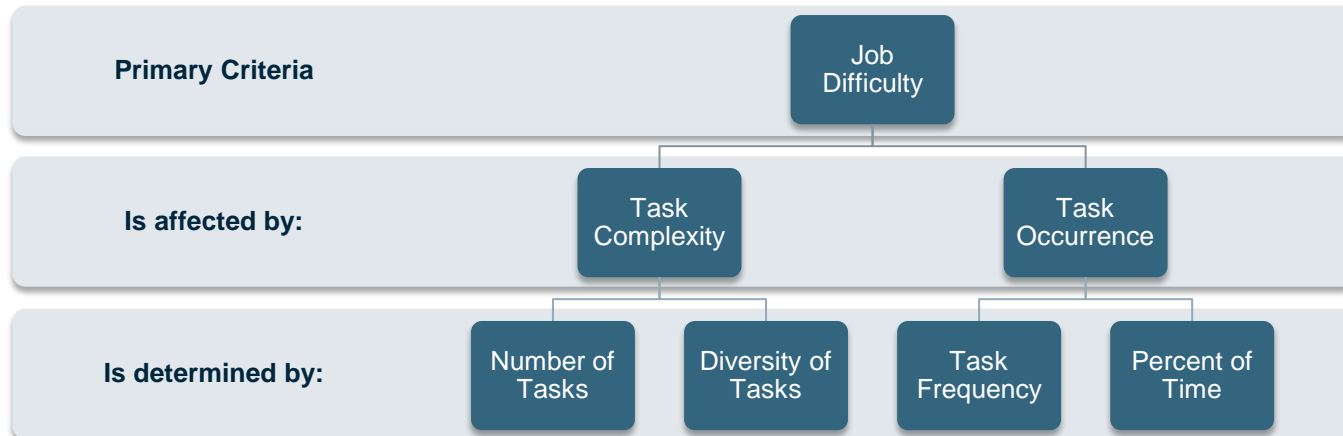
Step 1: Determine appropriate band



Step 2: Determine appropriate grade



Step 3: Determine appropriate subgrade



Compensation Study – Survey Process

- Select benchmarks – Identified 46 classifications among the proposed 149 classifications (meets the 30% of job titles with market data requirement for a valid salary structure).
- Developed a customized data collection instrument
- The Data Collection Form was distributed to comparable organizations in the South Carolina and northeast Georgia area.
- Follow-up calls and emails were made to encourage survey participation.

Compensation Study – Market Data

- In addition to the custom survey, we collected market data from published survey sources and local governments for the 45 positions:
 - Towers Watson Surveys
 - Mercer Surveys
 - Economic Research Institute
 - MRA Salary Surveys
- The positions from the survey sources that we matched to the benchmarks reflected at least 70% of the duties as outlined in the classification summaries
- We referenced market data from the closest geographic area and comparable government or public sector data cuts
- Salary data were adjusted for the Beaufort, SC labor market using data from the Economic Research Institute Geographic Assessor, and aged to January 1, 2017.

Compensation Study – Survey Process

NO.	BENCHMARK TITLE	NO.	BENCHMARK TITLE
1.	Administrative Clerk	27.	Librarian
2.	Administrative Assistant	28.	Finance Clerk
3.	Administrative Supervisor	29.	GIS Analyst
4.	Finance Assistant	30.	Assessing Technician
5.	Administrative Specialist	31.	Custodian
6.	IT Technician	32.	Senior Recreation Supervisor
7.	Risk Manager	33.	Training Specialist
8.	Risk Management Safety Coordinator	34.	Emergency Medical Technician
9.	Maintenance Worker	35.	Solid Waste Attendant
10.	Animal Services Technician	36.	Solid Waste Foreman
11.	Employee Services Director	37.	Maintenance Technician
12.	Employee Services Specialist	38.	Maintenance Supervisor
13.	Deputy County Administrator	39.	Human Services Manager
14.	Recreation Supervisor	40.	Correctional Officer
15.	Finance Supervisor	41.	Equipment Operator (CDL)
16.	Recreation Aide	42.	Codes Enforcement Officer
17.	Assessing Specialist	43A.	Maintenance Specialist
18.	Purchasing Director	43B.	Maintenance Specialist - Electrician (Journeyman)
19.	Library Director	43C.	Maintenance Specialist - Plumber (Journeyman)
20.	IT Analyst	43D.	Maintenance Specialist - HVAC (Journeyman)
21.	Human Services Analyst	43E.	Maintenance Specialist - Carpenter (Journeyman)
22.	Engineer	43F.	Maintenance Specialist - Locksmith
23.	Court Services Assistant	43G.	Maintenance Specialist - Painter
24.	Correctional Corporal	44.	Chief Finance Officer
25.	Paramedic	45.	Division Director - Engineering and Infrastructure
26.	Library Manager	46.	Division Director - Public Safety

Compensation Study – Survey Process

- The survey was distributed to these 25 organizations:

No.	Comparator Organizations	No.	Comparator Organizations
1.	Berkeley County, SC*	14.	Hilton Head Island, SC*
2.	Charleston County, SC*	15.	Mount Pleasant, SC
3.	Dorchester County, SC*	16.	Summerville, SC
4.	Georgetown County, SC*	17.	Savannah, GA
5.	Horry County, SC	18.	Pooler, GA
6.	Greenville County, SC*	19.	Pooler-Burroughs, GA
7.	Spartanburg County, SC	20.	Bluffton, SC*
8.	Sumpter County, SC	21.	Beaufort County Schools
9.	York County, SC*	22.	Technical College of the Low Country*
10.	Chatham County, GA*	23.	State of South Carolina*
11.	Effingham County, GA	24.	University of South Carolina
12.	North Charleston, SC*	25.	Beaufort Memorial Hospital
13.	Columbia, SC*		

- We received completed surveys from 13 organizations in bold, which meets our 50% participation goal.

Compensation Study – Survey Process

- We asked the participants to match those jobs that reflected at least 70% of the duties as outlined in the benchmark summaries.
- We compiled, reviewed and entered the data collected from participants.
- We followed-up directly with the participants to clarify and validate missing or questionable information reported.

Compensation Study – Market Data

- We follow the U.S. Department of Justice and Federal Trade Commission guidelines that state five job matches should exist per job in order to conduct statistical analyses or for drawing conclusions.
- Data collected for all but 9 positions matched this criteria
- The positions which lacked sufficient data from the custom survey included:
 - Recreation Supervisor
 - Recreation Aide
 - Library Director
 - Human Services Analyst
 - Library Manager
 - Librarian
 - Assessing Technician
 - Training Specialist
 - Human Services Manager
- In addition, we did not find sufficient data for the maintenance specialties of Plumber, Carpenter, Locksmith, and Painter.

Compensation Study – Market Data

- Through the additional data in the published survey sources, we found sufficient market data for all benchmark positions and maintenance specialties.

Compensation Study – Market Data

- For each benchmark comparison, the percentage difference has been calculated between the County actual/average pay and the market in terms of the County's salary:
 - Positive (+) figure indicates that the County pays above the market
 - Negative (-) figure indicates that the County pays below the market
- The following guidelines are used when determining the competitive nature of current actual compensation:
 - +/- 5% (Highly Competitive)
 - +/- 10% (Competitive)
 - +/- 11-15% (Possible misalignment with the market)
 - > 15% (Significant misalignment with the market)

Compensation Study – Market Data

- Overall comparison between the County and the market:

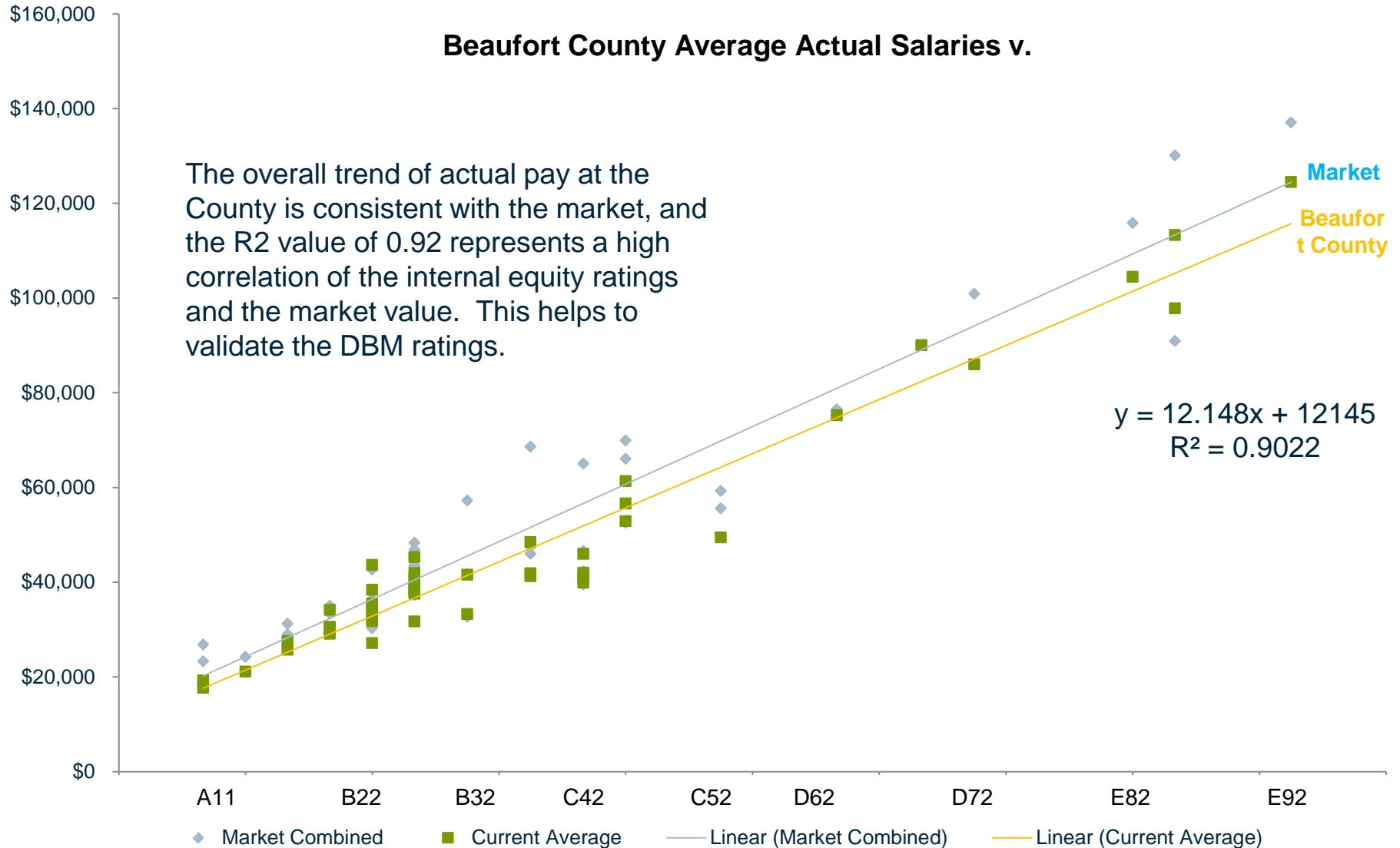
Compared to the Market	Custom Survey 50 th Percentile	Published Surveys 50 th Percentile	Combined 50 th Percentile
	-9.0%	-8.2%	-9.1%

- The County's actual salary is considered Competitive with the target market of the 50th percentile.
- Based on the consistency of the results, we recommend the County utilize the combined market 50th percentile as the basis for the new salary structure. This will ensure competitiveness with the public and private sector labor markets.

Compensation Study – Salary Structure

- We combined the market data with the DBM evaluations to develop a salary structure through regression analysis.
- The following graph shows the scatter of the salary rates for the benchmark jobs including the two data sets:
 - County's actual salary
 - Market 50th Salary Rate
- The trend line (line of best fit) of each data set provides a visual recognition of the overall difference between the County's actual pay and the market salary rate, which confirms the high competitiveness of the County's overall actual pay to the market 50th percentile salary rate.

Compensation Study – Salary Structure



Compensation Study – Salary Structure

- By utilizing a combination of the market data and the job evaluation results, we are proposing a salary structure that is competitive with the market and internally equitable.
- We examined two possible salary structures:
 - Midpoints based on the market 50th percentile trend line
 - Midpoints based on the market structure midpoint trend line
- Based on the average market salary range spread of 55%, which is also consistent across most benchmark jobs, we have used a flat range spread of 55% for all salary ranges.

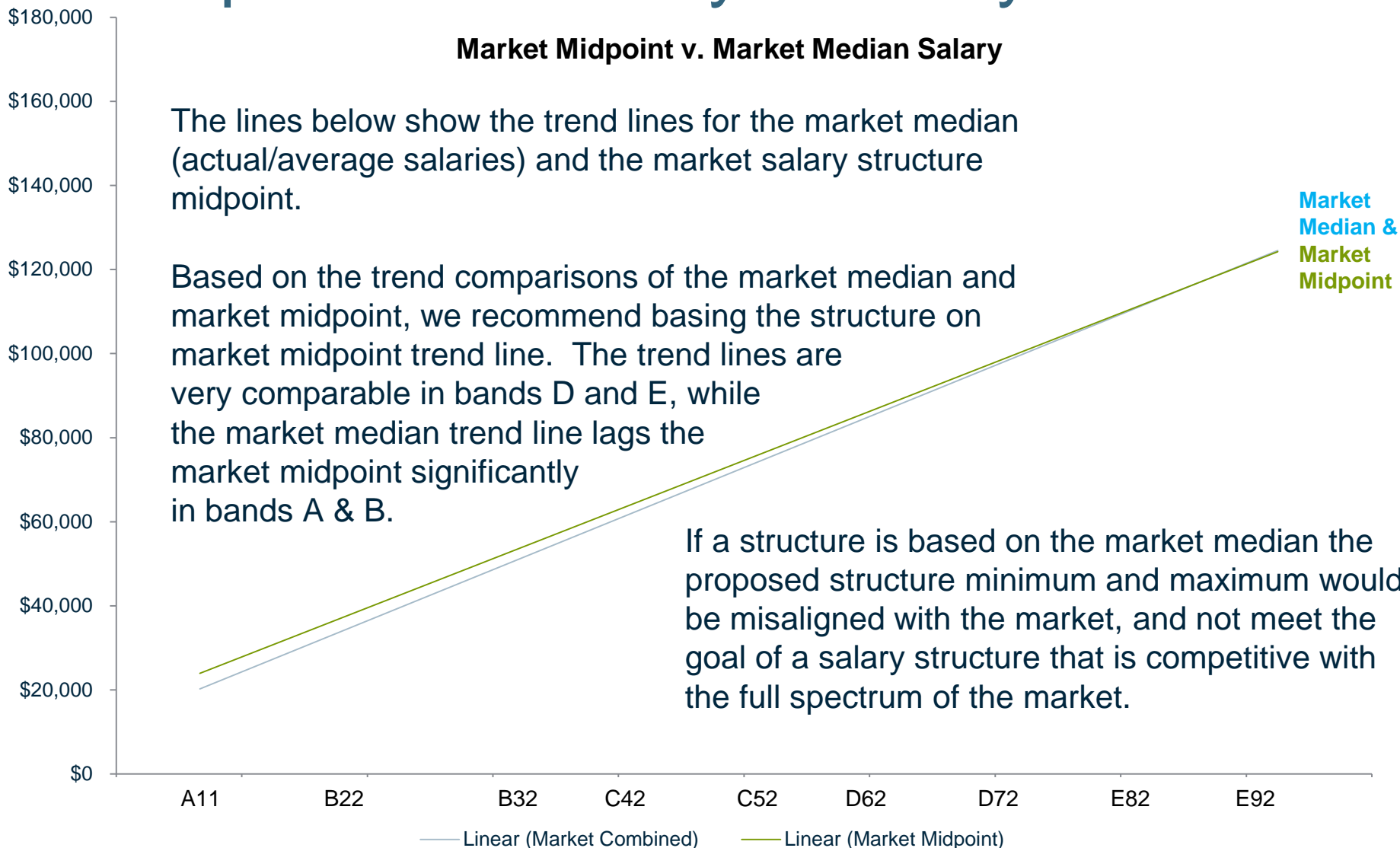
Compensation Study – Salary Structure

Market Midpoint v. Market Median Salary

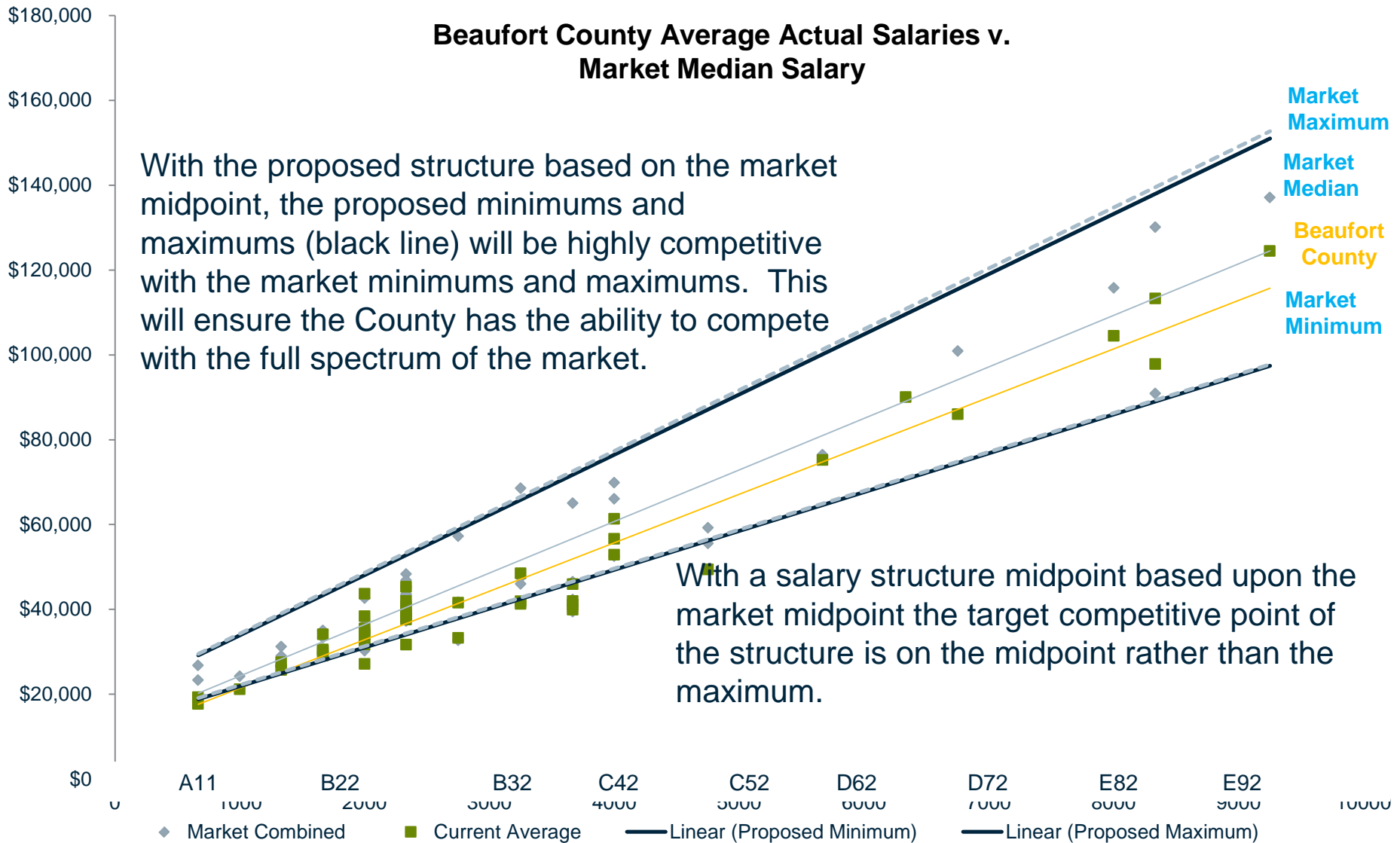
The lines below show the trend lines for the market median (actual/average salaries) and the market salary structure midpoint.

Based on the trend comparisons of the market median and market midpoint, we recommend basing the structure on market midpoint trend line. The trend lines are very comparable in bands D and E, while the market median trend line lags the market midpoint significantly in bands A & B.

If a structure is based on the market median the proposed structure minimum and maximum would be misaligned with the market, and not meet the goal of a salary structure that is competitive with the full spectrum of the market.



Compensation Study – Salary Structure



Compensation Study – Salary Structure

Proposed Salary Structure: Based on Market Midpoint				
DBM Rating	Minimum	Midpoint	Maximum	Range Spread
A11	\$18,809	\$23,982	\$29,154	55%
A12	\$21,860	\$27,871	\$33,882	55%
A13	\$24,910	\$31,760	\$38,611	55%
B21	\$27,970	\$35,662	\$43,353	55%
B22	\$31,020	\$39,551	\$48,082	55%
B23	\$34,071	\$43,440	\$52,810	55%
B24/B31	\$37,891	\$48,311	\$58,731	55%
B25/B32	\$42,471	\$54,151	\$65,831	55%
C41	\$46,291	\$59,022	\$71,752	55%
C42	\$49,342	\$62,911	\$76,480	55%
C43	\$52,393	\$66,800	\$81,208	55%
C44/C51	\$56,213	\$71,671	\$87,129	55%
C45/C52	\$60,793	\$77,511	\$94,229	55%
D61	\$64,613	\$82,382	\$100,150	55%
D62	\$67,664	\$86,271	\$104,878	55%
D63	\$70,714	\$90,160	\$109,607	55%
D71	\$74,534	\$95,031	\$115,528	55%
D72	\$79,115	\$100,871	\$122,627	55%
E81	\$82,935	\$105,742	\$128,549	55%
E82	\$85,985	\$109,631	\$133,277	55%
E83	\$89,036	\$113,520	\$138,005	55%
E91	\$92,856	\$118,391	\$143,926	55%
E92	\$97,436	\$124,231	\$151,026	55%

Compensation Study – Implementation

- We examined the cost of three implementation methods for the proposed salary structure, and determined that the method below meets the needs of the County. Therefore, we recommend the following:
 - Years of Service – using the estimated years of service in the current job title provided by Employee Services we move all employees to the appropriate implementation step of the salary structure

Compensation Study – Implementation

- The overall cost to place all employees on the step in the proposed salary range based upon years of service in their current job title:

	Salary Below Proposed Step	Salary Over Proposed Step
Total No. of Employees:	663	260
Total Cost (Annual):	\$2,870,031	Over Maximum
% of Overall Salary Cost:	8.8%	5

- Placement is based on one year in current job per step up to the midpoint of the salary range.
 - The minimum to midpoint range was selected by taking into account the County budget, sound compensation principles, and consideration of the future growth of salaries. This approach allows the County flexibility and room to grow.
- Based on the funds available, County would implement 70% of proposed increase to step amount for all other staff in study, for a total cost of just over \$2 million.

Recommendation

- Adopt the proposed classification structure that allows flexibility and transparent potential career paths.
- Utilize the Decision Band™ Method to evaluate positions to ensure internal equity.
- Implement the proposed salary structure to ensure competitive salary ranges for the recruitment and retention of employees per the determined implementation method.
 - Based on funds and goals of the County, we recommended the “Years of Service Method”. This will achieve a competitive salary structure, bringing employees to the minimum, and moving long-term employees through the salary range.
 - Due to the 70% implementation amount, there is approximately \$800,000 of salary increases remaining to achieve full implementation.

Recommended Administration

- Pay administration guidelines should be implemented for placing and moving employees through the structure, we recommend the following:
 - The hiring range should be from the range minimum for minimally acceptable qualified individuals to the first quartile (25th percentile) for well qualified individuals.
 - Appointment above the first quartile or midpoint should require the approval of Management.
 - Salary advancement through the structure should be based on competent performance in the job class.
 - The salary structure should be adjusted by a structure movement trend factor every year to remain competitive with the market.
 - In addition to adjusting the salary structure each year to keep pace with the market, the County should conduct a comprehensive market compensation study similar to the salary study part of the project at least every three years.
 - The County should annually review its internal alignment and classification of jobs to ensure proper leveling between the supervisors and managers.

ADD-ONS

The document(s) herein were provided to Council for information and/or discussion after release of the official agenda and backup items.

Topic: Budget Graphs
Date Submitted: November 7, 2016
Submitted By: Gerald Stewart
Venue: Finance Committee

FY2015-2016 Budget

Historical Budget Information:
Perspective of current budget vs. budget at mill cap

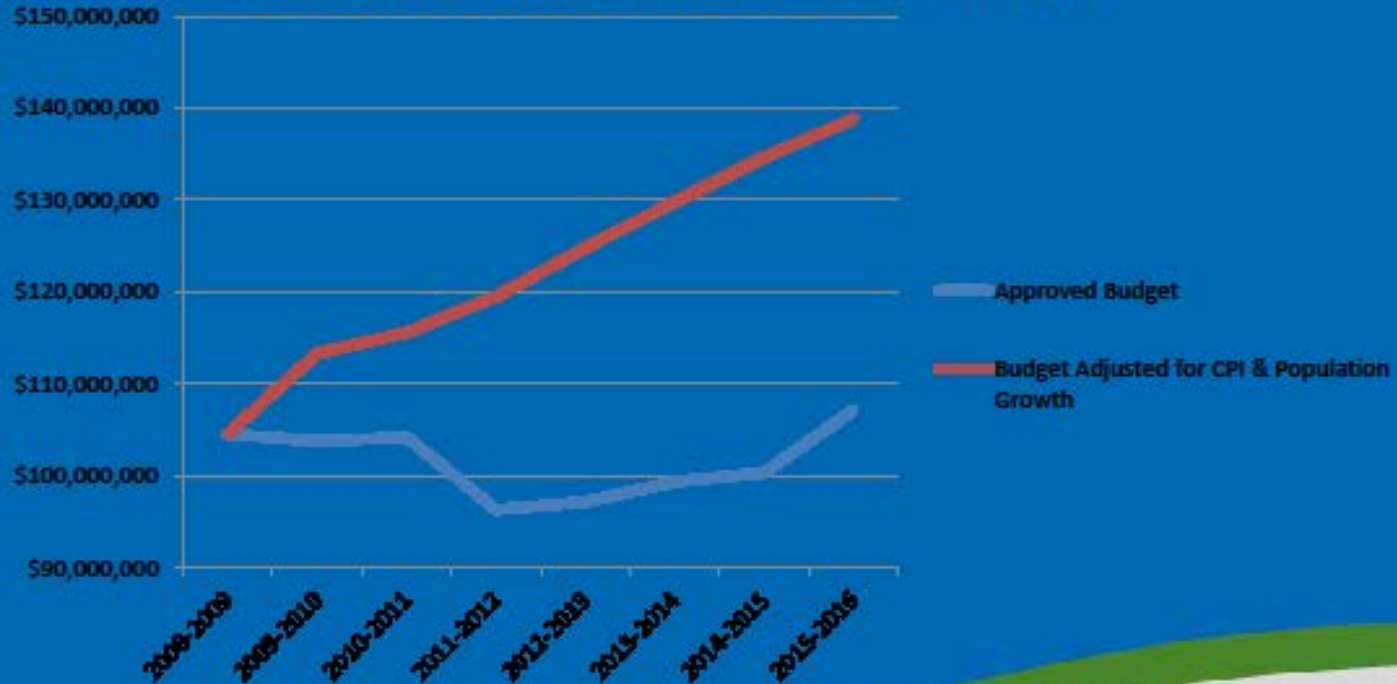


Chart Title

Series1 Series2 Series3 Series4

