

**RESOLUTION NUMBER 1013**

**A RESOLUTION APPROVING THE ENTRY OF A  
PURCHASE CONTRACT IN EXCESS OF \$100,000  
(PROFESSIONAL SERVICES FOR US 15 SOUTH PUMP STATION)**

**WHEREAS**, the City Council (the “Council”) of the City of Sumter, South Carolina (the “City”), has enacted an Ordinance entitled “An Ordinance Establishing Procurement Procedures for the City of Sumter, South Carolina” (the “Purchasing Ordinance”);

**WHEREAS**, pursuant to the Purchasing Ordinance, the Council must approve by resolution any purchase contract subject to the Purchasing Ordinance that exceeds \$100,000.00; and

**WHEREAS**, the Council has been presented with a request to approve a purchase contract (the “Contract”) in excess of \$100,000.00;

**NOW, THEREFORE**, be it resolved as follows:

**Section 1.** The Council hereby approves the Contract for the supplies, services, equipment, or construction identified below:

**SUBJECT:** Professional Services for US 15 South Pump Station  
(Design and Construction Administration)

**CONTRACTOR/VENDOR** Bolton & Menk, Inc.  
Myrtle Beach, South Carolina

**PRICE:** \$181,008.00  
(Funding Source: Economic Development Administration Grant)

**METHOD:** Exempted Items - Professional Services  
(Purchasing Ordinance, Section II.J.2.l.11.);  
Supporting materials are attached.

**Section 2.** The City Manager is hereby authorized to negotiate, execute, and deliver the Contract on behalf of the City in such form and with such additions, deletions, or modifications as he deems necessary or prudent.

ADOPTED THIS 18<sup>TH</sup> DAY OF NOVEMBER 2025, BY SUMTER CITY COUNCIL.

**CITY OF SUMTER, SOUTH CAROLINA**

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David P. Merchant, Mayor

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James B. Blassingame, Mayor Pro Tempore

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Calvin K. Hastie, Sr., Councilman

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Colin C. Davis, Councilman

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Gifford M. Shaw, Councilman

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Anthony Gibson, Councilman

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Rebecca Lynn Kennedy, Councilwoman

**ATTEST:**

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Linda D. Hammett, City Clerk



City of Sumter  
21 N. Main Street  
P.O. Box 1449  
Sumter, SC 29150

## MEMORANDUM

TO: Deron McCormick, City Manager

FROM: Cathryn Poplin, Capital Improvement Manager

DATE: November 7, 2025

SUBJECT: Professional Services for US 15 South Pump Station

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The City of Sumter received a grant from the Economic Development Administration to construct a new pump station along US-15 near the Pocalla Swamp and Pack Road. This pump station is needed to replace an existing station that has reached its life span and by upgrading it allows for new capacity in that area.

We are recommending contracting with Bolton & Menk for the design and construction administration of this pump station. Bolton & Menk has extensive experience with pump station design, and they have the capacity to design this project within the timeline given to The City of Sumter by the EDA. It is critical to contract with a firm that can meet these deadlines and has experience with EDA grants.

We are requesting to contract with Bolton & Menk for \$181,008 for the design and construction administration for the pump station. This fee will be a part of the City's required matching funds for the grant.

CC: Michael Geddings, Director of Public Services  
Bill Rozier, City Engineer



Real People. Real Solutions.

1298 Professional Drive  
Myrtle Beach, SC 29577

Ph: (843) 692-3200  
F: (843) 692-3210  
Bolton-Menk.com

October 22, 2025

*Revised October 28, 2025*

Transmitted via Email  
cpoplin@sumtersc.gov

Cathryn Poplin  
Capital Improvement Manager  
*City of Sumter*  
303 E. Liberty Street (PO Box 1449)  
Sumter, South Carolina 29150

**Re:           Proposal for Professional Services  
                 US 15 South Pump Station Replacement  
                 Sumter, SC**

Dear Ms. Poplin:

Thank you for providing the opportunity for Bolton & Menk, Inc. to submit a fee proposal for the design of the US 15 South Pump Station Replacement Project located on the street end at 3<sup>rd</sup> Avenue North in the City of Myrtle Beach. We will provide the following Scope of Services in the design of the proposed pump station.

## SCOPE OF SERVICES

- 1) Study and Report** - Bolton & Menk will develop a Preliminary Engineering Report (PER) with an alternative analysis and cost estimates for each alternative pursuant to the grant requirements. We will meet with City staff to make sure all project elements are included and evaluated.
- 2) Survey, Geotechnical and Wetland Delineation** - Bolton & Menk will send survey field crew to provide a topographic survey of the subject area including the existing station site and access point from US 15 South. We will also deploy our natural resources specialist to delineate the wetlands and initiate jurisdictional determination letters. Bolton & Menk will engage the services of our geotechnical subconsultant to conduct soil sampling of the new station site for structure verification and constructability. This will also include the information gathering of the manholes to be repaired as part of this project.
- 3) Preliminary Design** - Bolton & Menk will take the findings from the PER, topographical survey, wetland delineation and all other documentation gathered, and develop preliminary engineering plans (30%), cost estimate, and contract documents for the new station. We will initiate relevant permitting conversations at this time to prepare agencies for eventual submittal.
- 4) Final Design** - Bolton & Menk will provide 60%, 90% and 100% plans, cost estimates, and prepare contract documents for the proposed duplex submersible pump station to replace the existing below ground T-8 Gorman Rupp pump station. This period will be inclusive of City and agency review periods to get the project to the bidding phase. We have also included subconsultant fees for our electrical subconsultant to complete the design of the pump station.

- 5) **Regulatory Permitting** - Bolton & Menk will prepare documents for construction permitting and submit to the appropriate regulatory agencies which include SCDES and SCDES Bureau of Water. *(Includes \$750.00 for SCDES Permit Fees).*
- 6) **Bid Documents** - Upon receipt of approvals from the various regulatory agencies, we will prepare bid documents using the City's standard bid and specification package and will incorporate them into the contract documents for the project. We will assist the City with bidding the project by providing contract documentation interpretation, attending the bid opening, and by making recommendations concerning contract award.
- 7) **Construction Observation and Administration** - Bolton & Menk will assist the City with administration of the Contract Documents in the form of review of City's contractor's pay request, and by providing Contract Document interpretation for the project. Our representatives will visit the project site at intervals appropriate to the stage of construction to observe the progress and quality of the work completed by the Contractor. Such visits and observations are not intended to be an exhaustive check or a detailed inspection of the Contractor's work, but rather to allow us to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract Documents.

Based on this general observation, we will keep the City informed about the progress of the work and shall endeavor to guard the City against deficiencies in the work. No provision of this paragraph is to be interpreted as construction management of the project. **For this proposal, Construction Observation services are based on a 180-calendar day construction contract period.** Any additional site visits required by regulatory agencies due to contractor performance or extensions to the construction contract time will be billed hourly, as an Additional Service. If the City desires more extensive project observation or full-time project representation, the city will request that such services be provided by us as Additional Services.

Bolton & Menk will provide NPDES Stormwater Construction Compliance Inspections in compliance with the Stormwater Pollution Prevention Plan (SWPPP) for this project using our SCDES Certified Inspectors in accordance with mandatory SCDES requirements. We will perform weekly inspections and complete written reports for drainage, sediment and erosion control compliance in accordance with the approved project plans, specifications, and SCDES checklist. We are required to inspect the project site until all land disturbing activities have ceased, and permanent vegetative cover or other approved measures have been installed by the project contractor. Severe penalties can be imposed by SCDES for non-compliance with the above.

Bolton & Menk will prepare record drawings for the improvements to the proposed pump station site based on NAD83 State Plane Coordinates and the City of Sumter's standards for record drawings. Also, we will make the necessary certifications as required by the state agencies.

- 8) **Grant Administration** - Bolton & Menk will assist the City of Sumter and the Santee Lynches COG with grant administration, progress updates and closeout based on the grant requirements.

## FEE

Bolton & Menk believes that this scope of work as described above will be adequate to complete the US 15 South Pump Station Replacement Project. We propose to provide these services for the lump sum fee of **One Hundred Eighty-One Thousand and Eight 00/100 Dollars (\$181,008.00)** invoiced monthly on a percent complete basis. A breakdown of the proposed fee, along with a rate schedule for authorized additional services is provided.

1.	Study and Report	\$ 13,248.00
2.	Survey, Wetland Delineation and Geotechnical	\$ 33,222.00
3.	Preliminary Design	\$ 27,328.00
4.	Final Design	\$ 36,488.00
5.	Regulatory Permitting	\$ 13,250.00
6.	Bid Documents	\$ 9,082.00
7.	Construction Observation & Administration	\$ 37,680.00
8.	Grant Administration	\$ 9,960.00
9.	Reimbursements	<u>\$ 750.00</u>

**TOTAL FEES: \$181,008.00**

If the services under this Proposal are delayed or continue for a period of more than one year from the date of this Proposal, those fees which are based on hourly rates shall be increased based on published hourly rates that are in effect at that time; any change in such fees shall apply only to the unfinished services as of the effective date of such change. Additionally, Bolton & Menk shall have the right to increase contract fees if the project is delayed due to circumstances beyond our control. Said increases shall be commensurate with the hourly rate increase.

## ADDITIONAL SERVICES

Services beyond those listed in the Scope of Services above, will be provided when requested in writing by the Client, on an hourly basis in keeping with the attached Rate Schedule. For those Services, which can be quantified, Bolton & Menk will provide a formal proposal when requested.

## EXCLUSIONS

The following are additional services which are not included as part of this proposal, (this is not necessarily an all-inclusive list):

- Public Meetings
- Production of marketing drawings
- Signage design, site lighting
- Construction layout/staking
- Full-time project representation
- Color Rendering / Marketing Plans
- Property surveys for additional properties

## REIMBURSABLES EXPENSES

Reimbursable expenses include payment of regulatory application fees, courier service, and the cost of reproduction of plans and other paper media including contract documents, specifications, etc. Bolton & Menk will invoice for these services at cost plus 15%.

## FORM OF AGREEMENT

We trust that our proposal will meet with your approval. If so, please sign below, and return a copy to our office. This will serve as our Notice to Proceed, unless otherwise noted. A *Public Standard Agreement* will be forwarded to you for execution as required by our liability insurance carrier.

Again, thank you for the opportunity to be of service. Should you have any questions or need any additional information, please do not hesitate to call.

Sincerely,  
**BOLTON & MENK, INC.**



Tom Danielson, PE  
Project Manager | Sr. Associate

Attachment: 2025 Schedule of Fees

Cc: Eric Sanford, PE  
Proposal File

## ACCEPTANCE

The undersigned represents that it is the Client or has been authorized to accept this Proposal on behalf of Client. Client agrees to the Terms and Conditions as stated above and as attached to this Proposal. Unless otherwise replaced or modified by a separately executed, written Agreement, this Proposal shall constitute the full and complete agreement between the Client and Bolton & Menk, Inc.

Accepted by:

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**Print Name/Title**

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**Signature and Date**

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# 2025 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2025. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long travel distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	2025 Hourly Billing
Senior Project Manager	\$188-273
Project Manager	\$135-240
Senior Project Engineer	\$160-215
Project Engineer	\$145-215
Design Engineer	\$125-196
Graduate Engineer	\$125-185
Architect	\$186-267
Senior Planner	\$170-228
Planner	\$125-168
Senior Landscape Architect	\$160-268
Landscape Architect	\$148-176
Landscape Designer	\$98-196
Licensed Project Surveyor	\$180-225
Graduate Surveyor	\$122-190
Survey Technician <sup>1</sup>	\$90-196
Survey Crew	\$225
One-Man Survey Crew	\$175
Senior Technician	\$125-212
Technician	\$75-182
Specialist*	\$100-230
Practice Expert**	\$145-363
Principal**	\$175-316
Senior Principal**	\$218-333
Administrative/Corporate Specialists	\$68-175
GPS/Robotic Survey Equipment <sup>1</sup>	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

<sup>1</sup> No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.

\*Specialized role not classified above otherwise.

\*\*Highly specialized and industry expertise unique to the market or area of discipline.