
From: Staton, Jennifer A
Sent: Monday, February 19, 2018 10:37 AM
To: 'Meyerhofer, Kelly'
Cc: Foster, James H
Subject: Re: FOIA #6: Change orders
Attachments: RRA Change Orders.pdf; MRHS Change Orders.pdf

Kelly:

Please see the attached change orders that you requested. Please note that the May River High School (MRHS) change orders include use of the MRHS CATE prototype design for the Battery Creek High School (BCHS) CATE building. There was a cost savings to adapt the design of the MRHS CATE building for the construction of the BCHS CATE building and amend the existing contract for MRHS. The costs for the BCHS CATE building were not coded to the construction of MRHS.

Jennifer Staton, MS, CSP
Risk Manager
Beaufort County School District
843-322-2355 (w) | 843-812-6405 (m)

From: Meyerhofer, Kelly [<mailto:kmeyerhofer@islandpacket.com>]
Sent: Monday, February 5, 2018 11:21 AM
To: Staton, Jennifer A <Jennifer.Staton@beaufort.k12.sc.us>; Foster, James H <James.Foster@beaufort.k12.sc.us>
Subject: FOIA #6: Change orders

February 5, 2018

Jennifer Staton

Beaufort County School District

2900 Mink Point Boulevard

Beaufort, South Carolina 29902

Ms. Staton:

Pursuant to South Carolina's Freedom of Information Act, I am making a public records request for copies of all 'change orders' associated with Hite Associates for the May River High School and River Ridge Academy projects.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes, so I ask you to waive any and all fees. In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request be filled electronically, by e-mail attachment if available or jump drive if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 20 business days, as the statute requires.

--

Kelly Meyerhofer
Education and Projects Reporter
The Island Packet | The Beaufort Gazette
843-706-8136
kmeyerhofer@islandpacket.com
@kellymeyerhofer

Amendment No. 001 to Agreement Between Owner and Contractor

This is an Amendment that modifies, deletes from, or supplements the Agreement between **Beaufort County School District** ("Owner") and **Hite Associates, P.C.** (Architect), AIA Document B101-2007 Standard Form of Agreement Between Owner and Architect (the "Agreement") for the **Beaufort County School District**. The Agreement is dated **November 20, 2013**.

Where any article, paragraph, or subparagraph in the Agreement is supplemented by one of the following paragraphs, the provisions of such article, paragraph, or subparagraph shall remain in effect and the supplemental provisions shall be considered as added thereto. When any article, paragraph, or subparagraph in the Agreement is amended, voided, or superseded by any of the following paragraphs, the provisions of such article, paragraph, or subparagraph not so amended, voided, or superseded shall remain in effect.

Additional Services

The Owner hereby authorizes the Contractor to proceed with the following additional services relating to the **New 9-12 Grade School & Master Plan**.

1. Add a fixed fee for use of the high school CATE building prototype design at Battery Creek High School.

Total Add: \$ 190,000.00

Other than those indicated above, there are no other amendments or modifications to the Agreement, written or oral, as of the date of this **Amendment No. 001**.

OWNER: Beaufort County School District

BY: 

ITS: 

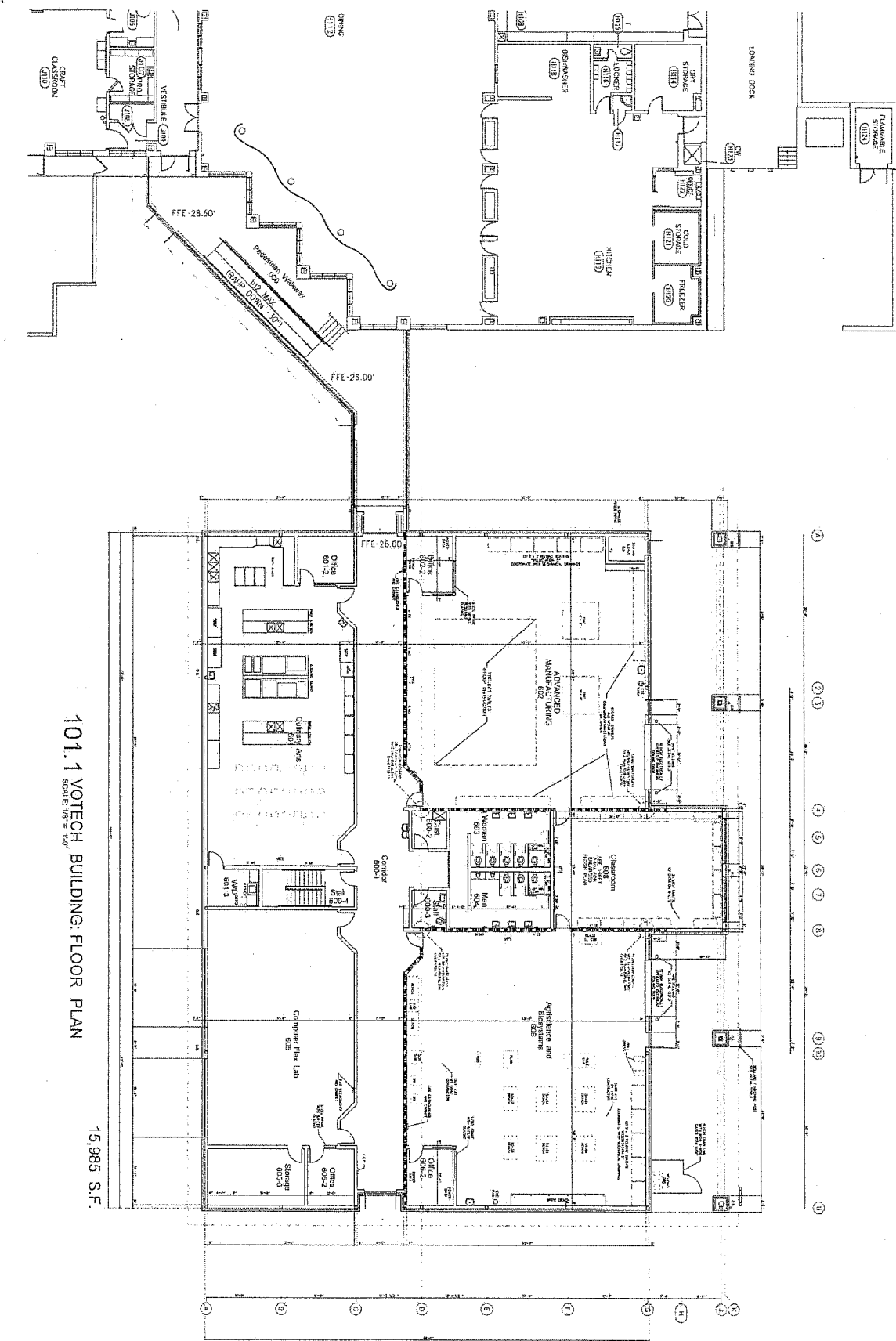
DATE: 9-8-14

ARCHITECT: Hite Associates, P.C.

BY: 

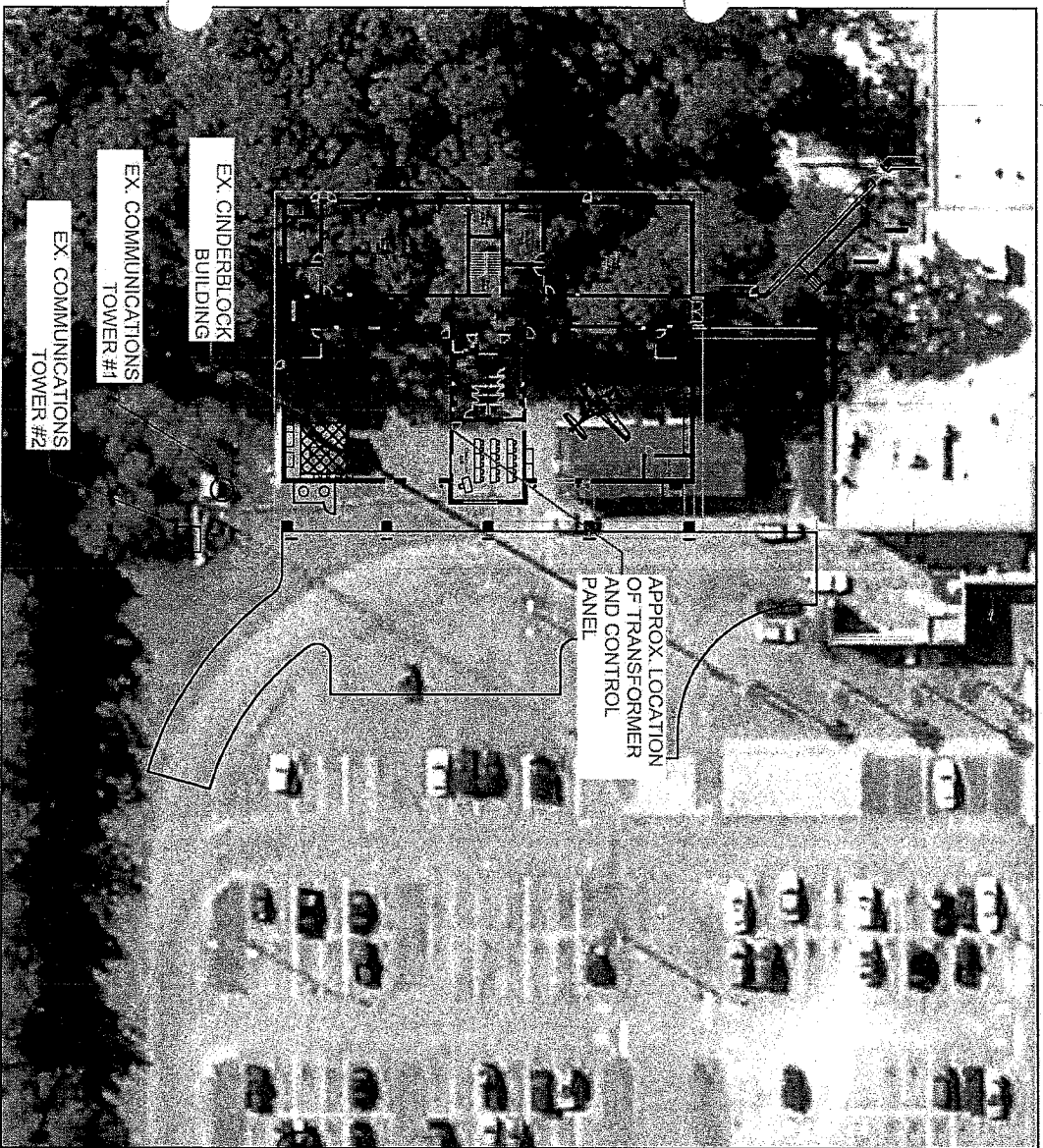
ITS: 

DATE: 7/29/2014

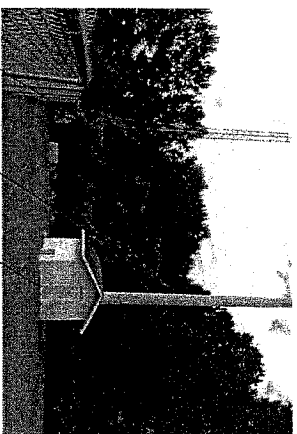


101.1 VOTECH BUILDING: FLOOR PLAN
SCALE: 1/8" = 1'-0"

15,985 S.F.

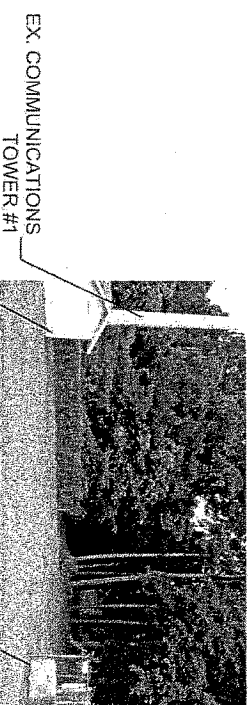


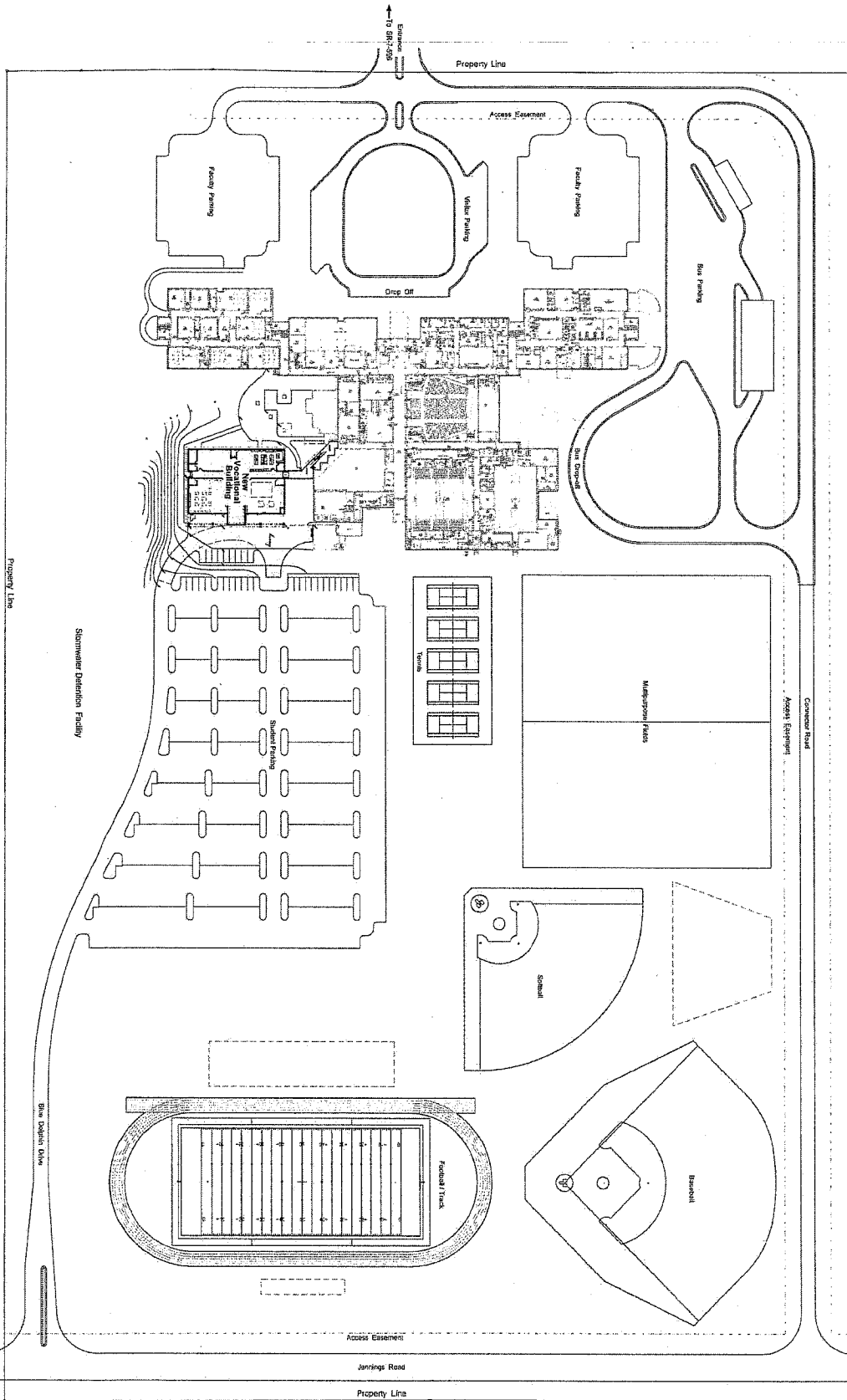
BATTERY CREEK HIGH SCHOOL VOCATIONAL BUILDING
EXHIBIT #1



EX. COMMUNICATIONS TOWER #1

EX. CINDERBLOCK BUILDING





Property Line

Common Road
Access (Easement)

Multipurpose Plaza

Student Parking

Stormwater Detention Facility

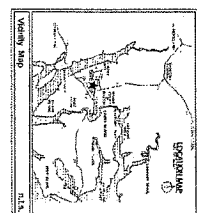
Faculty Parking

Value Parking

Property Line

Blue Dolphin Drive

Jarrige Road
Property Line



Sheet	Number
001	001

001.1 SITE PLAN
SCALE 1" = 60'-0"



001
C
0000

New Vocational Building for
Battery Creek High School
Beaufort County Schools
1 Blue Dolphin Drive / Beaufort / South Carolina



Hite associates
ARCHITECTURE / ENGINEERING / TECHNOLOGY
2600 Meridian Drive / Greenville SC 27834 / tel (252) 757-0333

Lacy, Scott

From: Oetting, Robert S
Sent: Wednesday, June 18, 2014 7:32 AM
To: Lacy, Scott
Cc: James Hite (jgh@hiteassoc.com); White, Phyllis; Cook, Joe
Subject: FW: BCHS - CATE addition
Attachments: BCHS Site Plan Layout.pdf; BCHS Site Plan.pdf; BCHS Votech Addition.pdf

Scott,

Please move forward with writing this amendment for Jimmy Hite on the BCHS CATE building project.

Robert S. Oetting, PE

*Facilities Planning and Construction Officer
Beaufort County School District
843-322-0783
robert.oetting@beaufort.k12.sc.us*

From: James Hite [<mailto:jgh@hiteassoc.com>]
Sent: Tuesday, June 10, 2014 4:57 PM
To: Oetting, Robert S; Lacy, Scott
Cc: White, Phyllis; James Hite
Subject: BCHS - CATE addition

Robert, Scott,

Please review the attached. Steve Andrews, our civil consultant, has provided the "LAYOUT" attachment based on our plan, and indicates the two communications towers and service building in proximity. It appears that we can look at (1) moving the service building, or (2) shortening the connector and attempting to miss the service building.

Also, please review / distribute the floor plan layout that we have revised in accordance with our recent meeting.

We have received our consulting proposals and we propose a fixed fee for this project, as an amendment, of \$190,000.

Thanks,
Jimmy

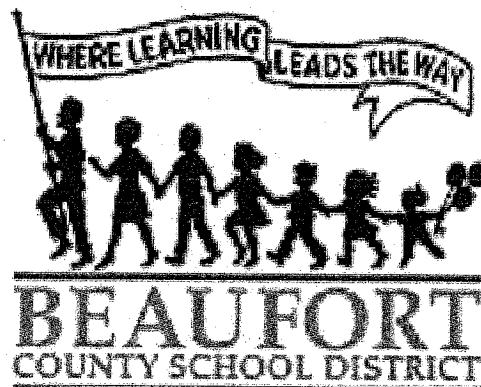
James G. (Jimmy) Hite, AIA, LEED ® AP

Hite associates, p.c.

ARCHITECTURE / ENGINEERING / TECHNOLOGY

2600 Meridian Drive / Greenville / NC 27834 / 252.757.0333

BEAUFORT COUNTY SCHOOL DISTRICT
 FACILITIES PLANNING & CONSTRUCTION
 2900 MINK POINT BLVD.
 PO DRAWER 309
 BEAUFORT, SC 29901-0309
 843-322-0715
 843-322-0779 FAX



TRANSMITTAL

Date: 9/10/14

To:	Jimmy Hite	From: Mary Gillies
Company:	Hite Associates, P.C.	Re: Amendment # 001
	2600 Meridian Drive	Project: RRA & Master Plan-15-921
	Greenville, NC 27834	
		Via: USPS
		Distribution:

<u>Copies</u>	<u>Description</u>	<u>Date</u>	<u>Action Required</u>
1	executed copy of Amendment #001 BCSD-15-924	7/29/14	for your files

Amendment No. 002 to Agreement Between Owner and Contractor

This is an Amendment that modifies, deletes from, or supplements the Agreement between **Beaufort County School District** ("Owner") and **Hite Associates, P.C.** (Architect), AIA Document B101-2007 Standard Form of Agreement Between Owner and Architect (the "Agreement") for the **Beaufort County School District**. The Agreement is dated **November 20, 2013**.

Where any article, paragraph, or subparagraph in the Agreement is supplemented by one of the following paragraphs, the provisions of such article, paragraph, or subparagraph shall remain in effect and the supplemental provisions shall be considered as added thereto. When any article, paragraph, or subparagraph in the Agreement is amended, voided, or superseded by any of the following paragraphs, the provisions of such article, paragraph, or subparagraph not so amended, voided, or superseded shall remain in effect.

Additional Services

The Owner hereby authorizes the Contractor to proceed with the following additional services relating to the **New 9-12 Grade School & Master Plan**.

1. Add additional services performed by Andrews & Burgess Inc. for the high school CATE building prototype design at Battery Creek High School.

Total Add: \$ 7,921.00

RECEIVED

SEP - 8 2014

Facilities Planning & Construction
Beaufort County School District

Other than those indicated above, there are no other amendments or modifications to the Agreement, written or oral, as of the date of this **Amendment No. 002**.

OWNER: Beaufort County School District

ARCHITECT: Hite Associates, P.C.

BY: 

BY: 

ITS: 

ITS: 

DATE: 9-25-14

DATE: 9.3.2014

June 3, 2014
Rev. August 26, 2015

Mr. James Hite
Hite associates
2600 Meridian Drive
Greenville, NC 27834

ADDITIONAL WORK \$ 7921

Re: P14047 – Battery Creek High School Vocational Building-Additional Services

Dear Mr. Hite,

Andrews & Burgess, Inc. ("AB" or the "Consultant") is pleased to submit this proposal (the "Agreement") to you (the "Client") to provide surveying, civil engineering, permitting, and construction administration services for the above referenced project. In addition, we have included a fee schedule for site development related services typically provided by subconsultants. These fees can be incorporated into the AB contract or paid directly by the client.

The following scope of work addresses the tasks/disciplines typically associated with the Beaufort County development permit process.

Survey

1. Surveying
 - a. Provide the asbuilt, tree, and topographic survey of the 1.5 acre site.
 - b. Provide route surveys for the drainage outfalls.
 - c. Locate existing utilities and drainage infrastructure on and adjacent to the site.
 - d. Tie to South Carolina State Plane Coordinates (NAD 83) & Mean Sea Level (NGVD 29).
 - e. The surveying fee is \$1,575.00

Engineering and Permitting

2. Conceptual Site Design
 - a. Coordinate with the architect to prepare the conceptual site plan to conform to the Beaufort County ZDO
 - b. Perform site capacity analysis - verify site plan conforms to local buffers, setbacks, open-space and density standards. Submit to the Beaufort County Planning Department for sign-off by the natural resource department.
 - c. Prepare and submit archaeological review application to Beaufort County Historic Preservationist.
 - d. Coordinate with geotechnical consultant to provide soils analysis.
 - e. Coordinate with subsurface utility mapping consultant to identify all the underground utilities within the project limits.
 - f. Coordinate with environmental consultant to secure the USACE wetlands verification letter.
 - g. Verify dry utilities are available at the property – phone, cable and electric. Submit to various agencies/organizations for intent to service letters.

- h. Verify adequate sewer capacity and water for fire protection exists at the site. Request hydrant flow tests from Beaufort Jasper Water & Sewer Authority.
- i. Submit flow test results, accessibility, and required fire flow information to fire marshal for preliminary review.
- j. Prepare conceptual site, drainage, and paving plans and details.
- k. Prepare site demolition and utility relocation plans. Coordinate the relocation of conduit feeding the large communication towers immediately adjacent to the site and appearing to run below the proposed building footprint.
- l. Submit to Beaufort County Conceptual DRT for review and comments.
- m. Communicate results to Client and confirm/revise remaining scope of work as necessary.
- n. The conceptual design fee is \$5,163.00.

3. Design Development

- a. Prepare preliminary drainage and grading plans.
- b. Prepare stakeout plan with buffers, setback lines, building exposure and emergency vehicle access. Prepare fire flow calculations. Submit to fire marshal for review.
- c. ~~Submit to BJWSA for review of plans. This proposal assumes the water and sewer will be brought from the adjacent buildings and no new taps will be required to serve the building.~~ Submit to BJWSA for conceptual water approval on waterline demolition, realignment, sprinkler and service connection. Prepare grease trap calculations and submit for conceptual sewer approval for the grease trap and service connections and extension to the manhole located near the high school's entrance.
- d. Prepare storm water calculations and drainage design; submit Storm Water Management Plan (SWPPP) to OCRM for Notice of Intent (NOI) of storm water/land disturbance permit.
- e. Incorporate state regulatory comments into the site designs. Adjust the paving, grading, and storm water designs to conform to the final layout.
- f. The design development fee is \$7,833.00. \$10,333.00 \$2500

4. Construction Documents

- a. Prepare BMP drainage and effective impervious calculations, construction drawings for grading, storm sewer and storm water quality improvements and submit to Beaufort County Engineering Department for approval on the stormwater design. The stormwater design for the project will meet the Beaufort County requirements for volume reduction.
- b. Prepare final fire flow calculations and construction drawings for site fire protection system and submit to fire marshal. Coordinate with fire sprinkler engineer for the building fire protection needs. **The fire sprinkler engineer will be responsible for the design of the fire line from the building to the watermain, as well as for all state fire marshal submittals and approvals.**
- c. Finalize water and sewer plans and calculations and resubmit to BJWSA for final approval.
- d. Submit to dry utilities for coordination of underground conduit and site lighting. Incorporate conduit locations into the site utility plan.
- e. Submit to Beaufort County DRT for final review and development permit.
- f. The construction document fee is 7,484.00. \$9,234.00 \$1750

5. Bidding and Negotiating
 - a. Prepare bid documents and specifications for review & approval by Client and other advisors as appropriate.
 - b. Attend pre-bid meeting.
 - c. During the bid process, issue addenda to any aspect related to the civil-site development work.
 - d. Consult with Client to review, evaluate, and qualify bids and assist with the selection of the contractor as needed.
 - e. The bidding fee is \$1,947.00
6. Construction Observation and Final Certification
 - a. Prepare the Stormwater Pollution Prevention Plan (SWPPP)
 - b. Complete and file the Notice of Intent (NOI) to proceed with construction.
 - c. Review and process shop drawings and submittals necessary for infrastructure improvements.
 - d. Conduct pre construction meeting for site infrastructure improvements with all applicable parties.
 - e. Attend pre construction meeting for utility installations and/or relocations.
 - f. Inspect silt fence and tree protection measures, provide certification request to Beaufort County and A&B will issue the written Notice to Proceed with land disturbing activities.
 - g. Conduct periodic field observations to ensure compliance with plans and specifications at intervals appropriate to the various stages of construction. The construction period is defined as commencing from Notice to Proceed and concluding upon filing the Notice of Termination.
 - h. Commence closeout process:
 - i. Inspect landscaping and file warranty bond.
 - ii. File Notice of Termination (NOT) and supplemental inspection certification letter.
 - iii. Coordinate final paving and drainage certification inspections.
 - iv. File request with Beaufort County for Certificate of Compliance
 - i. Storm Water Pollution Prevention Plan (SWPPP) Inspections and Reporting
 - j. Conduct site pre construction meeting to review SWPPP and secure all subcontractor signatures.
 - k. Inspect site for compliance and file reports on a weekly basis as required by law.
 - l. File written monthly reports with OCRM in accordance with the requirements of the NPDES Phase II (CGP).
 - m. Site inspection requirement commences with initial permitted land disturbance activity and terminates upon the engineer filing the Notice of Termination with OCRM.
 - n. Additional inspections and testing related to the required water and sewer extensions.
 - o. Prepare water and sewer asbuilt survey as required by BJWSA.
 - p. The construction administration and SWMP inspection fee is ~~\$3,696.00~~ - \$7,367.00

3671

General

7. Filing and Permit Fees
 - a. The Client shall pay all filing and permit fees. The following are the anticipated fees:
 - i. OCRM Land Disturbance \$300.00
 - ii. Beaufort County DRT Filing Fee \$885.00

- b. The Client shall pay all capacity and impact fees. No capacity or impact fees are anticipated.
 - c. The anticipated filing and permitting fee budget is **\$1,185.00**
8. Printing and Reproduction
- a. All sets of plans for permitting, bidding, construction, etc., will be paid for by the Client at a rate of \$3.00 per 24" x 36" drawing.
 - b. All special reproduction expenses, shipping expenses, etc., will be paid for by the Client at a rate of cost x 1.15.
 - c. The printing and reproduction budget is **~~\$300.00~~, \$500.00**
9. Additional Services
- a. Additional services are those services not defined within this proposal.
 - b. The Client is responsible for payment for all services rendered, including agreed upon services not specifically defined within this proposal.
 - c. Additional services will be billed at the Consultant's standard billing rates, unless otherwise agreed upon in writing by the Client and Consultant.
 - d. Any services requiring outside consultants that are paid by Andrews & Burgess, Inc., will be billed to the Client at a rate of cost x 1.15.
10. Standard Billing Rates
- | | |
|----------------------------|--------------|
| Principal | \$143.00/hr |
| Project Manager | \$ 110.00/hr |
| Engineer | \$ 93.00/hr |
| Technician 1 | \$ 81.00/hr |
| Clerical | \$ 45.00/hr |
| Field Inspector | \$ 84.00/hr |
| Professional Land Surveyor | \$104.00/hr |
| Party Chief | \$ 81.00/hr |
11. Cost Summary
- | | |
|--|---|
| Surveying | \$1,575.00 |
| <u>Civil Engineering</u> | |
| Conceptual Design | \$5,163.00 |
| Design Development | \$7,833.00 \$10,333.00 |
| Construction Documents | \$7,484.00 \$9,234.00 |
| Bidding & Negotiating | \$1,947.00 |
| <u>Construction Observation</u> | \$3,696.00 \$7,367.00 |
| Civil Engineering Subtotal | \$26,123.00 \$34,044.00 |
| Filing Fees & Reproductions | \$1,485.00 \$1,685.00 |

See Subconsultants on Page 7 for additional civil-site related fees which can be included in this scope of work or paid directly by the Client.

Mr. James Hite
June 3, 2014
P14047 – Battery Creek High School Vocational Building
Page 5 of 7

12. Terms

- a. Invoices will be mailed to the address provided by the Client for services performed and expenses incurred. Payment of each invoice is due within 30 days of transmittal. Interest will be added to accounts not paid within 30 days at a monthly rate of 1.5%.
- b. The Client must notify the Consultant in writing of any invoice the Client wishes to dispute or to request additional billing information. The Client shall have 25 days from the transmittal date of the invoice to make such notification. After 25 days the Client accepts the invoice as accurate and complete.
- c. If the Client fails to make any payment due the Consultant, under this or any other agreement within 45 days of the Consultant's transmittal of its invoice, the Consultant may suspend services until all amounts due are paid in full. Any and all repercussions stemming from the suspended services shall be the sole responsibility of the Client.
- d. A collection agency or legal counsel may be retained to assist in the collection of unpaid invoices. Any charges incurred by the Consultant by these agencies or entities will be added to the outstanding balance owed the Consultant.
- e. If either party is required to move to enforce this agreement, the parties agree that the moving party shall be entitled to fees and expenses.
- f. The Client agrees that the payment to the Consultant is not subject to any contingency or condition including, but not limited to, the sale or acquisition of real property, financing, regulatory approval or permitting, the work of other professionals, or economic conditions.

Thank you for giving us the opportunity to provide you civil-site design & permitting services. Please return an executed copy of this agreement to our office if it meets your approval, which will serve as our authorization to proceed with this project.

Sincerely,



Steve Andrews, PE

Mr. James Hite
June 3, 2014
P14047 – Battery Creek High School Vocational Building
Page 6 of 7

I accept this proposal as a contract and agree to the terms.

Steve Andrews

Date

James Hite

Official Consultant Contact Information:

Address: 2712 Bull St. Suite A
Beaufort, SC 29902

Telephone Number: (843) 379-2222

Fax Number: (843) 379-2223

Names of Authorized
Representatives: Steve Andrews, President
Gary B. Burgess, Vice-President

Official Client Contact Information:

Address: _____

Telephone Number: _____

Fax Number: _____

Names of Authorized
Representatives: _____

Mr. James Hite
June 3, 2014
P14047 – Battery Creek High School Vocational Building
Page 7 of 7

Subconsultants

The Client may pay individual consultants directly or the fees can be included in A&B's scope of work. Andrews & Burgess will provide coordination with individual consultants as expressed in the preceding Agreement.

Geotechnical Engineer by Whitaker Laboratory – \$4,170.00

- Provide a geotechnical report to include the following items:
 1. Establish seasonal high groundwater table
 2. Infiltration rates
 3. Pavement recommendations
 4. Foundation design recommendations

USACE Wetlands Verification by Newkirk Environmental-\$1,000.00

- Confirm no wetlands are located within the project's boundaries.
- Submit to the USACE for a "no wetlands" verification letter.

Landscape Design by JK Tiller – \$2,000.00

- Provide landscaping and planting plan that meets the Beaufort County and School District's requirements

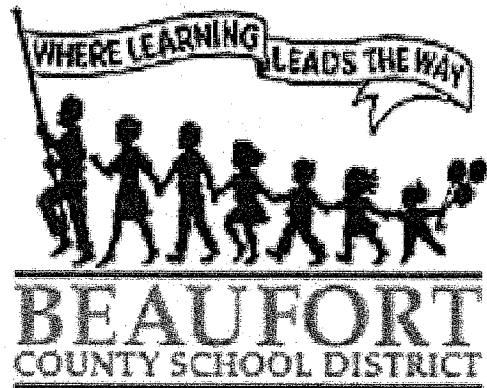
Subsurface Utility Locates by GEL – \$1,200.00

- Determine horizontal location of all detectable utilities within the project limits

Site Lighting Design – By SCE&G at no cost

- Coordinate with electric company to prepare the site lighting plan including conduit size and locations.
- The site lighting plan will include the electric company's standard light poles and fixtures, which conform to the county site lighting requirements.
- The electric company will furnish the lighting design if the owner participates in their site lighting program.

BEAUFORT COUNTY SCHOOL DISTRICT
FACILITIES PLANNING & CONSTRUCTION
2900 MINK POINT BLVD.
PO DRAWER 309
BEAUFORT, SC 29901-0309
843-322-0715
843-322-0779 FAX



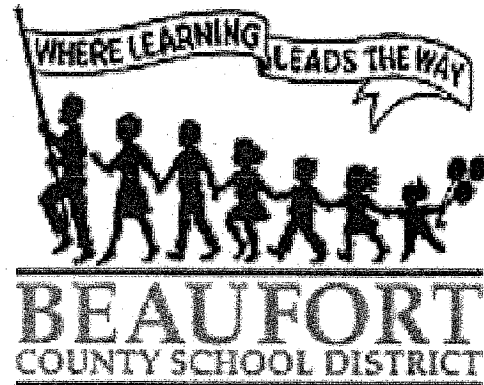
TRANSMITTAL

Date: 9/30/14

To:	Jimmy Hite	From: Mary Gillies
Company:	Hite Associates	Re: Amend. #2 for 2 different proj.
	2600 Meridian Drive	Project: BCSD-15-927 &
	Greenville, NC 27834	RRA-15-929
		Via: USPS
		Distribution:

<u>Copies</u>	<u>Description</u>	<u>Date</u>	<u>Action Required</u>
1	executed copy Amendment #2 for the CATE Bldg, BCHS, BCSD-15-927	9/3/14	for your files
1	executed copy Amendment #2, RRA-15-929	9/10/14	for your files

BEAUFORT COUNTY SCHOOL DISTRICT
FACILITIES PLANNING & CONSTRUCTION
2900 MINK POINT BLVD.
PO DRAWER 309
BEAUFORT, SC 29901-0309
843-322-0715
843-322-0779 FAX



TRANSMITTAL

Date: 9/30/14

To:	Jimmy Hite	From:	Mary Gillies
Company:	Hite Associates	Re:	Amend. #2 & #3
	2600 Meridian Drive	Project:	BCSD-15-927 &
	Greenville, NC 27834		RRA-15-929
		Via:	USPS
		Distribution:	

<u>Copies</u>	<u>Description</u>	<u>Date</u>	<u>Action Required</u>
1	executed copy Amendment #2 for the CATE Bldg, BCHS, BCSD-15-927	9/3/14	for your files
1	executed copy Amendment #3 RRA-15-929	9/10/14	for your files

**Amendment No. 003 to Agreement
Between Owner and Contractor**

This is an Amendment that modifies, deletes from, or supplements the Agreement between **Beaufort County School District** ("Owner") and **Hite Associates, P.C.**(Architect), AIA Document B101-2007 Standard Form of Agreement Between Owner and Architect (the "Agreement") for the **Beaufort County School District**. The Agreement is dated **November 20, 2013**.

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Additional Services

The Owner hereby authorizes the Contractor to proceed with the following additional services relating to the **May River High School**

1. Add allowance of \$ 150,000 to contract for architect's reimbursable expenses.

Other than those indicated above, there are no other amendments or modifications to the Agreement, written or oral, as of the date of this **Amendment No. 003**.

OWNER: Beaufort County School District

BY: 

ITS: *Superior School District*

DATE: *1-21-15*

ARCHITECT: Hite Associates, P.C.

BY: 

ITS: *President*

DATE: *1-20-2015*

Amendment No. 004 to Agreement Between Owner and Contractor

This is an Amendment that modifies, deletes from, or supplements the Agreement between **Beaufort County School District** ("Owner") and **Hite Associates, P.C.**(Architect), AIA Document B101-2007, Standard Form of Agreement Between Owner and Architect (the "Agreement") for the **Beaufort County School District**. The Agreement is dated **November 20, 2013**.

Where any article, paragraph, or subparagraph in the Agreement is supplemented by one of the following paragraphs, the provisions of such article, paragraph, or subparagraph shall remain in effect and the supplemental provisions shall be considered as added thereto. When any article, paragraph, or subparagraph in the Agreement is amended, voided, or superseded by any of the following paragraphs, the provisions of such article, paragraph, or subparagraph not so amended, voided, or superseded shall remain in effect.

Additional Services

The Owner hereby authorizes the Contractor to proceed with the following additional services relating to the **May River High School**

1. Add additional design fees, including additional surveying and geotechnical investigation and report at **Battery Creek Cate Building**.
2. Total additional fees is **\$ 67,395.00**

RECEIVED

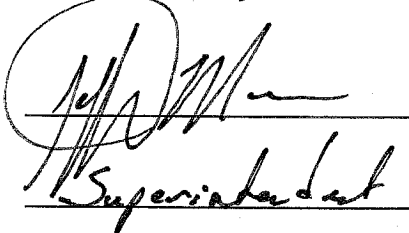
FEB 25 2015

Facilities Planning & Construction
Beaufort County School District

Other than those indicated above, there are no other amendments or modifications to the Agreement, written or oral, as of the date of this **Amendment No. 004**.

OWNER: Beaufort County School District

ARCHITECT: Hite Associates, P.C.

BY: 

BY: 

ITS: 

ITS: 

DATE: 3-2-15

DATE: 2/18/2015

James Hite

From: James Hite
Sent: Wednesday, February 18, 2015 7:35 PM
To: 'Oetting, Robert S'
Cc: Cook, Joseph R; White, Phyllis
Subject: RE: BCHS CATE building

I have not; but I will call Howard Coogler in the morning and let you know what I find out.

-----Original Message-----

From: Oetting, Robert S [mailto:Robert.Oetting@beaufort.k12.sc.us]
Sent: Wednesday, February 18, 2015 3:41 PM
To: James Hite
Cc: Cook, Joseph R; White, Phyllis
Subject: BCHS CATE building

Jimmy,

We reviewed the revision for the BCHS CATE building. We have had discussion with HGR on schedule. We need to make a "go"/"no-go" decision on moving forward with this project by the 3rd of March. Have you had any conversations with OSF on approval timeline. We would like to get this project moving.

Robert S. Oetting, PE
Utilities Planning and Construction Officer Beaufort County School District P.O. Drawer 309 Beaufort, SC 29901<x-apple-data-detectors://4/1>
843-322-0783<tel:843-322-0783>
robert.oetting@beaufort.k12.sc.us<mailto:robert.oetting@beaufort.k12.sc.us>

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BEAUFORT COUNTY SCHOOL DISTRICT
FACILITIES PLANNING & CONSTRUCTION
2900 MINK POINT BLVD.
PO DRAWER 309
BEAUFORT, SC 29901-0309
843-322-0715
843-322-0779 FAX



TRANSMITTAL

Date: 3/3/15

To:	Mr. Jimmy Hite	From: Mary Gillies
Company:	HITE ASSOCIATES	Re: Amendment #004
	2600 Meridian Drive	Project: MRHS-15-957
	Greenville, NC 27834	
		Via: USPS
		Distribution:

<u>Copies</u>	<u>Description</u>	<u>Date</u>	<u>Action Required</u>
1	executed copy Amendment #004 MRHS-15-957	2/18/15	for your files

Amendment No. 001 to Agreement Between Owner and Contractor

This is an Amendment that modifies, deletes from, or supplements the Agreement between **Beaufort County School District** ("Owner") and **Hite Associates, P.C.** (Architect), AIA Document B101-2007 Standard Form of Agreement Between Owner and Architect (the "Agreement") for the **Beaufort County School District**. The Agreement is dated **November 20, 2013**.

Where any article, paragraph, or subparagraph in the Agreement is supplemented by one of the following paragraphs, the provisions of such article, paragraph, or subparagraph shall remain in effect and the supplemental provisions shall be considered as added thereto. When any article, paragraph, or subparagraph in the Agreement is amended, voided, or superseded by any of the following paragraphs, the provisions of such article, paragraph, or subparagraph not so amended, voided, or superseded shall remain in effect.

Additional Services

The Owner hereby authorizes the Contractor to proceed with the following additional services relating to the **New Davis Road Pre k-8 School**

1. Add increase of Annexation of Davis Road Site over \$6,000 Allowance in contract.
2. Total increase of this amendment \$ 3,975.00 as per attached invoice from J.K.Tiller Associates, Inc. dated 1/2/14 (copy attached).

Total Add: \$ 3,975.00

Other than those indicated above, there are no other amendments or modifications to the Agreement, written or oral, as of the date of this **Amendment No. 001**.

OWNER: Beaufort County School District

ARCHITECT: Hite Associates, P.C.

BY: 

BY: 

ITS: Superintendent

ITS: President

DATE: 4-29-14

DATE: April 21, 2014

pay app
#2 533, 311.22 5/6/14
#2 184, 142.38 9/16/14

Amendment No. 002 to Agreement Between Owner and Contractor

This is an Amendment that modifies, deletes from, or supplements the Agreement between **Beaufort County School District** ("Owner") and **Hite Associates, P.C.** (Architect), AIA Document B101-2007 Standard Form of Agreement Between Owner and Architect (the "Agreement") for the **Beaufort County School District**. The Agreement is dated **November 20, 2013**.

Where any article, paragraph, or subparagraph in the Agreement is supplemented by one of the following paragraphs, the provisions of such article, paragraph, or subparagraph shall remain in effect and the supplemental provisions shall be considered as added thereto. When any article, paragraph, or subparagraph in the Agreement is amended, voided, or superseded by any of the following paragraphs, the provisions of such article, paragraph, or subparagraph not so amended, voided, or superseded shall remain in effect.

Additional Services

The Owner hereby authorizes the Contractor to proceed with the following additional services relating to the **New Davis Road Pre K-8 School**

1. Add additional services (Revise Site Grading) by Ward Edwards per their proposal dated August 5, 2014 (copy attached).
Add: \$ 45,000.00
2. Add additional services (Additional Town of Bluffton Submittals) by Ward Edwards per their proposal dated July 1, 2014 (copy attached).
Add: \$ 11,245.00
3. Add additional services (Revisions to Sewer Plan) by Ward Edwards per their proposal dated April 15, 2014 (copy attached).
Add: \$ 6,450.00
4. Add additional services (Beaufort County DRT Approval and Coordination During Preliminary Design Phase) by Ward Edwards per their proposal dated March 7, 2014 (copy attached).
Add: \$ 20,155.00

RECEIVED
SEP 17 2014

Other than those indicated above, there are no other amendments or modifications to the Agreement, written or oral, as of the date of this **Amendment No. 002**.

OWNER: Beaufort County School District

ARCHITECT: Hite Associates, P.C.

BY: 

BY: 

ITS: Superintendent

ITS: President

DATE: 9-25-14

DATE: Sept 10, 2014



August 5, 2014

Mr. James Hite
Hite Associates
2600 Meridian Drive
Greenville, NC 27834

Project: **NEW DAVIS ROAD PK-8 SCHOOL, BCSD, Beaufort, SC**
Ward Edwards Project # 130251

A need for the following additional services has been identified:

Additional Services

1. **Revise Site Grading:** Revise the site grading plan such that all proposed site elevations are approximately 8 inches higher than shown on the current plan set. The effort involves:
 - a. Revise spot elevations
 - b. Revise proposed contours
 - c. Revise silt fence
 - d. Revise profiles of Road A and non-shifted (see Item #2) segments of Road B
 - e. Revise storm drain and sewer manhole frame elevations
 - f. Revise sewer profiles
 - g. Revise tree removal
 - h. Revise pump station section view (wetwell elev.)
 - i. Review impact of additional fill to adjacent properties. Add drainage structures or alter roadside swales as needed to prevent runoff impoundment.
 - j. Administrative effort associated with additional plan release, distribution, and coordination.
2. **Shift Road B:** Revise a +/-1800-ft segment of Road B to shift it south and create approximately 15 ft of parallel separation from Davis Road. The revision includes:
 - a. Revise centerline staking information
 - b. Revise signage and pavement markings
 - c. Revise road profile
 - d. Revise storm drains and labeling
 - e. Revise water main and labeling
 - f. Revise softball field location, grading, and water service locations
 - g. Revise sidewalk and pathway configurations
 - h. Revise portion of force main profile
 - i. Adjust pump station location, orientation, & grading per BJWSA comments 07/29/14

- j. Revise geometry of intersections with bus loop & Road A
 - k. Revise north end of Lagoon 1 to accommodate road shift
 - l. Revise lagoon perimeter fencing
 - m. Revise labels for storm drains and utilities
 - n. Check for vertical conflicts between relocated pipelines
 - o. Administrative effort associated with additional plan release, distribution, and coordination.
 - p. Coordinate BJWSA approval of revisions.
3. Gravity Sewer Revision: Move approximately 1,300 LF of 8" gravity sanitary sewer main 21 ft south of Road B to accommodate contractor sequencing issue related to overall project schedule.
4. Permitting: It is not yet known the level of effort required to obtain approvals for the revision from Town of Bluffton, BJWSA, OCRM, and or SCDHEC. Further, it is not known how much coordination will be required with Palmetto Electric, SCE&G, Hargray Communications, and JK Tiller to update their respective dry utility and landscape plans. For that reason, it is proposed that permitting and utility/landscape coordination work will be performed on an hourly basis.

Note: Ward Edwards cannot guarantee all areas will be uniformly raised by 8 inches without impacting wetland buffers, specimen trees, or requiring easements for off-site grading. Unless instructed to the contrary, Ward Edwards will limit the amount of added fill to avoid such issues. This will result in some areas receiving less than 8 inches of added fill and, thus, not necessarily accommodating all of the contractor's suggested earthwork adjustment. Conversely, a global 8-inch adjustment can be accommodated if BCSD is willing to obtain the easements and wetland buffer plat revisions that may result. It is our understanding the pad has already been prepped under the 8-inch premise so Ward Edwards will not further increase fill in an attempt to make up for areas that cannot be uniformly raised by 8 inches per contractor's suggestion.

Fee for Items #1-#3 (Design):


Hourly Not to Exceed \$45,000

Fee for Item #4: (Permitting):

Hourly Consulting

Sincerely,

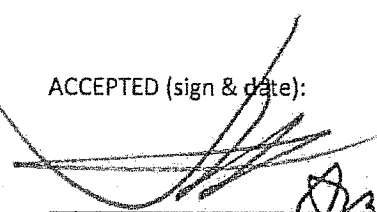
Ward Edwards Engineering



Heath E. Duncan, PE

Vice President and Project Manager

ACCEPTED (sign & date):


Hite Associates

August 7, 2014

Miscellaneous Additional Services					
TASK	PM	PE	DESIGNER	ENGR TECH	PROJ. ASS'T
RE-GRADING					
Revise Spot Elevations		8	30	6	
Revised Proposed Contours		8	30	4	
Revise Silt Fence		1		4	
Revise Road Profiles		2	4	16	
Revise Storm Drain & Sewer Manhole Elevations		4		16	
Revise Sanitary Gravity Sewer Profiles		2		8	
Revise Sanitary Force Main Profile		2		4	
Revise Tree Removal		2		4	
Revise Staking Plan		2		6	
Revise Pump Station Section View				1	
Review Impact of Fill to Adjacent Properties. Add drainage structures or alter roadside swales as needed to prevent runoff impoundment.		4	12	10	
Administrative Tasks Related to Plan Release & Coordination	4	2		2	10
SHIFT ROAD B					
Meetings/Correspondence	6				
Revise Site Geometry (road, ballfield, pump, walks, paths, intersections)	2	6		16	
Prepare Concept Alignment/Section for R. Oetting	2				
Move Water & Force Main		2		4	
Update Water/FM Labels, Staking Information		1		4	
Revise biorention areas affected by road shift		2		2	
Coordinate pump station location with BJWSA	4	2			
Revise centerline profile location & staking		1		2	
Send revisions to JK Tiller, Hargray, Palmetto for updates to Indscp, dry utl	2				
Revise pump station site grading		2		2	
QA/QC	2	4		4	
SEWER REVISIONS					
Coordinate Additional Topo Survey w/T. Hatchell	2				
Coordinate Easement Plats w/T. Hatchell	4				
Coordinate w/BCSD, New Leaf, NHC on Design	6				
Drafting Associated w/Addition of Panel to Set				4	
Design New Off-Site Gravity Sewer Main		8		12	
Revise On-Site Gravity Sewer Main		8		16	
Add Profiles for Off-Site Gravity Sewer Main		2		4	
Revise Clearing, Staking, Erosion Control Plans		2		16	
Conflict Checks with Existing/Proposed Utl & Storm		2		8	
Remove Pump Station Plan View & Details		1		8	
Restore Grinder Station to Concession Area		3		6	
Update Grinder Pump Calcs for Longer FM Length		2	4		
BJWSA Permit Amendment	4				4
DHEC Permit Amendment	4				4
Town Permit Amendment	8				4
Total Hours	50	85	80	189	22
Hourly Rate	\$ 135	\$ 125	\$ 100	\$ 90	\$ 80
Total Fee	\$ 6,750	\$ 10,625	\$ 8,000	\$ 17,010	\$ 1,760
					TOTAL
					\$ 44,145



July 1, 2014

Mr. James Hite
Hite Associates
2600 Meridian Drive
Greenville, NC 27834

Project: **NEW DAVIS ROAD PK-8 SCHOOL, BCSD, Beaufort, SC**
Ward Edwards Project # 130251

A need for the following additional services has been identified:

Additional Services

1. Additional Town of Bluffton submittals and ongoing staff commentary and responses pertaining to easements, 911 addressing, and Hubbard Lane
2. Coordination of site lighting plan with BGA and Palmetto Electric to address Town comments (lighting plan preparation in Hite scope)
3. Coordination with Robert Oetting and Sarah Robertson regarding property acquisition from Tom Zinn. Includes a meeting w/Zinn, coordination of boundary survey with Surveying Consultants, Coordinate with S. Robertson, and follow-up documents to Tom Zinn per his request.
4. Continued coordination regarding Niesar easement (addition of fence)
5. Continued coordination of Davis Road easement acquisition with Eric Klatt of Beaufort County. Calls to Eric and coordination with Karen Jarrett.
6. Ongoing coordination of Alternate Sewer Route (incl. teleconference with S. Robertson/Oetting/White, prepare exhibits for meeting, printing for Oetting meeting with New Leaf rep., other coordination)
7. Summarize quantity changes between 03/31 and 06/20 to accommodate early sitework bidding and subsequent change order administered by Thompson Turner.
8. Unanticipated and frequent direct interaction with General Contractor regarding bidding, permitting & contractual matters (VE item feasibility, timing of possible sewer revision, change order with site subcontractor, permit status)

Total: **\$11,245.00**

It should be noted this change order request does not include the following items that have been discussed but not yet requested:

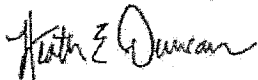
- Site re-grading effort to raise elevations by 0.67' at recommendation of contractor.
- Design of alternate sewer route to include coordination of surveyor, removal of BJWSA pump station, parcel, force main, profiles, revise gravity inverts in front of school, revisions to profiles, addition of off-site gravity sewer & add to profile, clearing/staking/permitting amendments, coordination with NHC/New Leaf, addition of grinder & force main back to concession stand, extend force main to bus parking lot to new surge SSMH, obtain BJWSA and SCDHEC permit amendments

A separate change order for those items will be prepared upon request.

Ward Edwards requests an additional \$11,245 to be added to the original compensation amount of \$140,750 (Reference: December 17, 2013 Consultant Contract with Hite Associates). Including the additional \$20,000 authorized by the February 27, 2014 amendment and \$6,450 authorized on April 15, 2014, this results in a revised contract amount of $[\$140,750 (12/17/13) + \$20,000 (02/27/14) + \$6,450 (04/15/14) + \$11,245.00 (07/01/14)] = \$178,445$.

Sincerely,

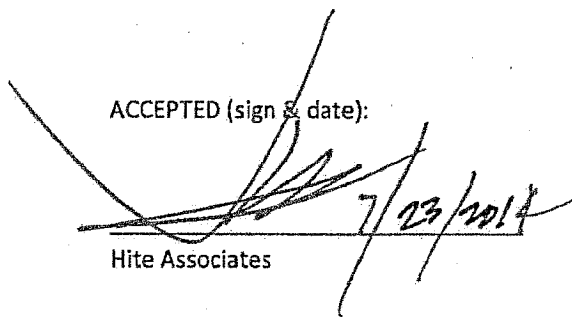
Ward Edwards Engineering



Heath E. Duncan, PE

Vice President and Project Manager

ACCEPTED (sign & date):



Hite Associates

Enclosures: Breakdown of Tasks

1-Jul-74

Miscellaneous Additional Services						
TASK	PM	PE	DESIGNER	ENGR TECH	PROJ. ASS'T	
1. Additional Town Permitting/Coordination Time	8	8		4	4	
2. Coordination of Site Lighting Plan	2			2		
3. Zinn Property Acquisition	8			2		
4. Niesar Easement Coordination	2			2		
5. Davis Road Acquisition Coordination	8	2				
6. Coordination related to Off-Site Sewer Route	12	4				
7. Summary of quantity changes per GC request	2	1		4		
8. Additional GC Coordination	12	4				
Total Hours	54	19	0	14	4	
Hourly Rate	\$ 135	\$ 125	\$ 100	\$ 90	\$ 80	
Total Fee	\$ 7,290	\$ 2,375	\$ -	\$ 1,260	\$ 320	
						TOTAL
						\$ 11,245



April 15, 2014

Mr. James Hite
Hite Associates
2600 Meridian Drive
Greenville, NC 27834

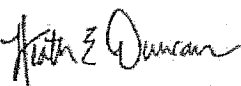
Project: NEW DAVIS ROAD PK-8 SCHOOL, BCSD, Beaufort, SC
Ward Edwards Project # 130251

A need for the following additional services has been identified:

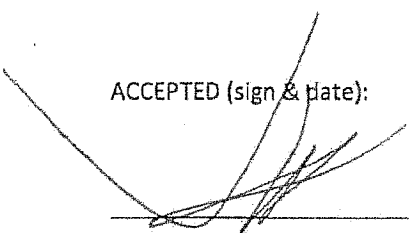
Revisions to Sewer Plan to Accommodate BJWSA Requests

BJWSA has requested elimination of the previously-designed grinder station and small diameter force main favored by Beaufort County School District (BCSD) at the athletics concession stand. BJWSA and BCSD directed Ward Edwards on 04/04/14 to replace the grinder system with a gravity sewer extension at adequate depth to accommodate the adjacent future fire station. A detailed breakdown of tasks and associated effort is attached to this letter. It is our understanding BCSD may receive capacity fee reductions commensurate with costs related to design and construction of the revised system.

Ward Edwards requests an additional \$6,450.00 to be added to the original compensation amount of \$140,750 (Reference: December 17, 2013 Consultant Contract with Hite Associates). Including the additional \$20,000 authorized by the February 27, 2014 amendment, this results in a revised contract amount of $[\$140,750 (12/17/13) + \$20,000 (02/27/14) + \$6,450 (04/15/14)] = \$167,200$.

Sincerely,
Ward Edwards Engineering

Heath E. Duncan, PE
Vice President and Project Manager

ACCEPTED (sign & date):



Hite Associates

Enclosures: Breakdown of Tasks

WARD EDWARDS ENGINEERING
ATTACHMENT TO APRIL 15, 2014 REQUEST TO HITE ASSOCIATES FOR CONTRACT AMENDMENT

15-Apr-14

REVISIONS TO SEWER PLAN TO ACCOMMODATE BIWSA REQUESTS						
TASK	PM	PE	DESIGNER	ENGR TECH	PROJ. ASST	
Delete Grinder Station, Force Main, Grinder Sta. & All Labeling Staking				4		
Layout of Proposed Gravity SS Extension to Fire Dept Parcel		2		4		
Prepare Profile of Gravity SS Extension & Check Conflicts w/Storm & WL		2		4		
Update all Related Drawing Sheets to Reflect added SS (Stk. Clr, Etc.)		4		12		
Update Pump Station Wetwell & Float Settings to Allow for 3 ft Add'l Depth		2				
Update Pump Station Calculations to Incorporate 3 ft Add'l T.D.H. System Curve		2	4			
Prepare Cost Estimate of Grinder System vs. Gravity System for Cost-Share		4	4	2		
Meetings/Correspondence related to BIWSA Cost-Share	6	4				
Total Hours	6	20	8	26		0
Hourly Rate	\$ 135	\$ 125	\$ 100	\$ 90	\$ 80	
Total Fee	\$ 810	\$ 2,500	\$ 800	\$ 2,340	\$ -	
						TOTAL
						\$ 6,450

Date: March 7, 2014

To: James Hite, AIA
Hite Associates

Cc: Robert Oetting, PE (BCSD)

From: Heath Duncan, PE
Project Manager

Subject : **Proposed Contract Amendment dated February 27, 2014**
New Davis Road PK-8 School
Project: 130251

Mr. Hite,

Pursuant to our submittal of the February 27, 2014 amendment request, on Mr. Robert Oetting requested documentation of the additional time spent beyond the contract. He later clarified by email that he needs an itemized list of out-of-scope tasks and additional hours to better understand the basis for the quoted fee.


I have attached such a list for your review, but wish to point out several points of clarification:

- Some of the tasks have not yet occurred, so labor hours are estimated.
- The amendment does not include provisions for the following additional work that may be required in the future:
 - Revise sanitary sewer system drawings and calculations if easements to NHC become feasible. The current design is based upon a pump station and force main to Hampton Parkway per Mr. Oetting's direction on February 28th.
 - Revise water distribution system drawings and calculations if easements to NHC become feasible or a Bluffton Parkway water main is added. The current design is based upon a single point of connection to Hampton Parkway per Mr. Oetting's direction on February 28th.

Please let me know if you have any questions regarding the attachment.

We appreciate the opportunity to be of service to Hite Associates and the Beaufort County School District.

Thank you,



Heath Duncan, PE

I. BEAUFORT COUNTY DRT APPROVAL OF SITE WORK OUTSIDE TOWN LIMITS						
TASK	PM	PE	DESIGNER	ENGR TECH	PROJ. ASS'T	
Coordinate & Attend Informational Meeting (Feb 19)	4					
Prepare & Submit DRT Application Package	2	10	4	2		10
Pick-up & Post Site Sign Before Meeting						2
Attend Final DRT Meeting	2					
One iteration of revisions and response to DRT Comment	2	4	4	8		2
Total Hours	10	14	8	10		14
Hourly Rate	\$ 135	\$ 125	\$ 100	\$ 90	\$ 80	Total Task I.
Total Fee	\$ 1,350	\$ 1,750	\$ 800	\$ 900	\$ 1,120	\$ 5,920

II. UNANTICIPATED MEETINGS & COORDINATION DURING PRELIMINARY DESIGN PHASE						
TASK	PM	PE	DESIGNER	ENGR TECH	PROJ. ASS'T	
Model Off-Site Niesar Pond to Confirm County Volume Control Met		4	6			
Dwgs & Coord with BCSC/BTFD re. Shared Pond Concept	5	4	8			
Prepare Off-Site Davis Road Alignment Options & Related Meetings	8	4		4		
Coord./Mtgs w/Beau.Co. regarding Davis R/W Acquisition	5	1				
Corod. R/W Exhibit Prep with Surveyor for Davis Acquis.	4			2		
Evaluate Multiple Off-Site Water/Sewer Alternatives & Related Mtgs	8	8	10	4		
Revise Pond (Dwgs/Calcs) from Fire Dist Property Back to BCSD Prop.	1	2	4	4		
Revision to part. Compl gravity sewer to NHC-design		2		6		
Mtgs/Coord. related to Bndy Overlap, Off-Site Util. Esmts	9	4		2		2
Research/Contact Property Owners (NHC, New Leaf) re. Potent. Esmt	2					
Total Hours	42	29	28	22		2
Hourly Rate	\$ 135	\$ 125	\$ 100	\$ 90	\$ 80	Total Task II.
Total Fee	\$ 5,670	\$ 3,625	\$ 2,800	\$ 1,980	\$ 160	\$ 14,235

Total Task I. \$ 5,920

Total Task II. \$ 14,235

Amendment Total (Sum of I. + II.) \$ 20,155

Amendment No. 003 to Agreement Between Owner and Contractor

This is an Amendment that modifies, deletes from, or supplements the Agreement between **Beaufort County School District** ("Owner") and **Hite Associates, P.C.** (Architect), AIA Document B101-2007 Standard Form of Agreement Between Owner and Architect (the "Agreement") for the **Beaufort County School District**. The Agreement is dated **November 20, 2013**.

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Additional Services

The Owner hereby authorizes the Contractor to proceed with the following additional services relating to the **New Davis Road Pre K-8 School**

1. Add allowance of \$ 150,000 to contract for architect's reimbursable expenses.

Other than those indicated above, there are no other amendments or modifications to the Agreement, written or oral, as of the date of this **Amendment No. 003**.

OWNER: Beaufort County School District

ARCHITECT: Hite Associates, P.C.

BY: 

BY: 

ITS: 

ITS: 

DATE: 10-31-14

DATE: 10/20/2014

RECEIVED

OCT 24 2014

Facilities Planning & Construction
Beaufort County School District

James Hite

From: Lacy, Scott [Scott.Lacy@beaufort.k12.sc.us]
Sent: Monday, October 20, 2014 9:30 AM
To: James Hite
Cc: Anthony Permice (adderper@yahoo.com); Oetting, Robert S
Subject: Amendment 3 Allowance for Reimbursables
Attachments: Sharpcopier@beaufort.k12.sc.us_20141020_092348.pdf

Jimmy,

Here is amendment 3 for an allowance on the reimbursables at RRA. Please return 3 signed copies and we will have executed and return 1 executed copy to you.

Thanks.

Scott Lacy - Project Manager
Facilities Planning & Construction
Beaufort County School District
(843)441-4993

-----Original Message-----

From: Sharpcopier@beaufort.k12.sc.us [mailto:Sharpcopier@beaufort.k12.sc.us] On Behalf Of Sharpcopier@

Sent: Monday, October 20, 2014 9:25 AM

To: Lacy, Scott

Subject: Scanned image from MX-5140N

Reply to: Lacy, Scott <scott.lacy@beaufort.k12.sc.us> Device Name: Not Set Device Model: MX-5140N

Location: Not Set

File Format: PDF (Medium)
Resolution: 300dpi x 300dpi

Attached file is scanned image in PDF format.

Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.

Adobe(R)Reader(R) can be downloaded from the following URL:

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<http://www.adobe.com/>

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BEAUFORT
COUNTY SCHOOL DISTRICT

Date: 11/3/14

<u>Copies</u>	<u>Description</u>	<u>Date</u>	<u>Action Required</u>
1	executed Amendment # 003, RRA-15-936	10/20/14	for your files