

# AGENDA

## ITEM # 20



# Jasper County Finance Department

358 Third Avenue, Post Office Box 1149  
Ridgeland, South Carolina 29936  
Phone (843) 717-3692 Fax (843) 717-3626

Kimberly Burgess, CPA  
Director of Administrative Services  
[kburgessr@jaspercountysc.gov](mailto:kburgessr@jaspercountysc.gov)

## Jasper County Council BRIC Grant Stormwater Management Masterplan Provider Recommendation

<b>Meeting Date:</b>	March 17, 2025
<b>Subject:</b>	Council acceptance of staff recommendation for the Stormwater Management Masterplan provider for the BRIC-EMA-2022-BR-012-0007 grant.
<b>Recommendation:</b>	Council acceptance of the staff recommendation for the Stormwater Management Masterplan provider for the BRIC-EMA-2022-BR-012-0007 grant.

**Description:** In April 2024, Jasper County was awarded a Building Resilient Infrastructure and Communities (BRIC) grant in the amount of \$1,250,000 to prepare a Stormwater Management Masterplan for the county. This study will be the basis for implementing a living stormwater masterplan, adopt ordinances to ensure compliance and enforcement, identify mechanical and operational infrastructure, create a comprehensive list of potential construction projects, and offer mitigation strategies. The County published a request for qualifications (RFQ #2025-01) on January 21, 2025, with a due date of February 26, 2025. The County's Procurement Officer received seven (7) submissions. An evaluation committee consisting of the Director of Engineering Services (designee for the County Administrator), the Director of Emergency Services, and the Director of Administrative Services reviewed the submissions based on the criteria outlined in RFQ #2025-01 and have ranked the submissions.

**Recommendation:** Staff recommend that the Jasper County Council accept the submission of W. K. Dickson to provide the services required to prepare a Stormwater Management Masterplan for Jasper County in accordance with the BRIC-FEMA-2022-BR-012-0007 grant and to authorize the County Administrator to execute contract and/or purchase documents as are customary and usual to effectuate the services of W. K. Dickson.

**Attachments:**

- Evaluation Summary Form
- Evaluation Forms
- Affidavit of Publication
- RFP #2025-01 with addendums

**REVIEW PANEL SELECTION SUMMARY**

(To summarize the results of the Review Committee's Selection for RFP or RFQ)

**Owner:** Jasper County  
**Project Number:** BRIC-EMA-2022-BR-012-0007  
**Project Name:** Stormwater Management Masterplan

EXAMPLES OF EVALUATION CRITERIA	RANKING RANGE	RANKING OF FIRMS (From the Evaluation Form)						
		A	B	C	D	E	F	G
a) Qualifications of Firm/Personnel	30%	76	83	87	85	83	88	84
b) Related Experience	30%	60	74	84	75	79	86	68
c) Project Approach	20%	47	52	55	48	53	56	53
d) Project Schedule	20%	52	52	56	52	56	60	52
e)								
f)								
g)								
h)								
i)								
<b>TOTAL</b>		235	261	282	260	271	290	257
<b>RANKING OF FIRMS (1,2,3,...)</b>		7	4	2	5	3	1	6
<b>NOTES:</b>		<b>FIRM NAMES:</b>						
		A - Alliance Consulting Engineers						
		B - Bolton & Menk						
		C - McCormick Taylor						
		D - Thomas & Hutton						
		E - Weston & Sampson						
		F - WK Dickson						
		G - Woolpert						

Kimberly Burgess Review Panel Chair (Print Or Type Name) 3/12/2025 (Date)

Kimberly Burgess (Signature)

**PROFESSIONAL SERVICES EVALUATION**  
 (To be used by each committee member to evaluate an RFP/RFQ)

**Owner:** Jasper County  
**Project Number:** BRIC-EMA-2022-BR-012-0007  
**Project Name:** Stormwater Management Masterplan

EXAMPLES OF EVALUATION CRITERIA (For additional criteria add sheets)	RANKING RANGE	FIRMS						
		A	B	C	D	E	F	G
a) Qualifications of Firm/Personnel	30%	30	30	30	30	30	30	30
b) Related Experience	30%	12	24	30	24	30	30	18
c) Project Approach	20%	12	16	16	12	16	16	16
d) Project Schedule	20%	12	12	16	12	16	20	12
e)								
f)								
g)								
h)								
i)								
<b>TOTAL</b>		66	82	92	78	92	96	76
<b>RANKING OF FIRMS (1,2,3,...)</b> (Transfer to Summary Form)		7	4	2	5	3	1	6
		<b>FIRM NAMES:</b>						
		A – Alliance Consulting Engineers						
		B – Bolton & Menk						
		C – McCormick Taylor						
		D – Thomas & Hutton						
		E – Weston & Sampson						
		F – WK Dickson						
		G – Woolpert						

Kimberly Burgess, Dir., Administrative Services Div.

3/11/2025

(Print Or Type Name)

(Date)



(Signature)

**PROFESSIONAL SERVICES EVALUATION**  
(To be used by each committee member to evaluate an RFP/RFQ)

**Owner:** Jasper County  
**Project Number:** BRIC-EMA-2022-BR-012-0007  
**Project Name:** Stormwater Management Masterplan

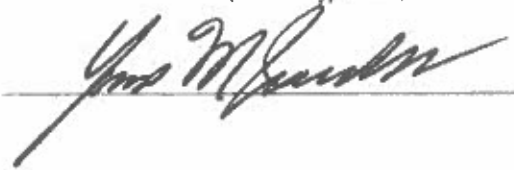
EXAMPLES OF EVALUATION CRITERIA (For additional criteria add sheets)	RANKING RANGE	FIRMS						
		A	B	C	D	E	F	G
a) Qualifications of Firm/Personnel	30%	21	23	27	25	23	28	24
b) Related Experience	30%	21	23	27	25	25	28	25
c) Project Approach	20%	15	16	19	18	17	20	17
d) Project Schedule	20%	20	20	20	20	20	20	20
e)								
f)								
g)								
h)								
i)								
<b>TOTAL</b>		77	82	93	88	85	96	86
<b>RANKING OF FIRMS (1,2,3,...)</b> (Transfer to Summary Form)		7	6	2	3	5	1	4
<b>NOTES:</b>		<b>FIRM NAMES:</b>						
		A – Alliance Consulting Engineers						
		B – Bolton & Menk						
		C – McCormick Taylor						
		D – Thomas & Hutton						
		E – Weston & Sampson						
		F – WK Dickson						
		G – Woolpert						

James M Iwanicki, Director of Engineering Services

3/5/25

(Print Or Type Name)

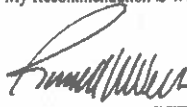
(Date)



(Signature)

10/11  
**PROFESSIONAL SERVICES EVALUATION**  
 (To be used by each committee member to evaluate an RFP/RFQ)

Owner: Jasper County  
 Project Number: BRIC-EMA-2022-BR-012-0007  
 Project Name: Stormwater Management Masterplan

EXAMPLES OF EVALUATION CRITERIA (For additional criteria add sheets)	RANKING RANGE	FIRMS						
		A	B	C	D	E	F	G
a) Qualifications of Firm/Personnel	30%	25	30	30	30	30	30	30
b) Related Experience	30%	27	27	27	26	24	28	25
c) Project Approach	20%	20	20	20	18	20	20	20
d) Project Schedule	20%	20	20	20	20	20	20	20
e)								
f)								
g)								
h)								
i)								
<b>TOTAL</b>		<b>92</b>	97	97	94	94	98	95
<b>RANKING OF FIRMS (1,2,3,...)</b> (Transfer to Summary Form)								
<b>NOTES:</b>		<b>FIRM NAMES:</b>						
My Recommendation is WK Dickson   Russell Wells 3/10/2025		A - Alliance Consulting Engineers						
		B - Bolton & Menk						
		C - McCormick Taylor						
		D - Thomas & Hutton						
		E - Weston & Sampson						
		F - WK Dickson:						
		G - Woolpert						

**From:** [South Carolina Business Opportunities](#)  
**To:** [Kimberly Burgess](#)  
**Subject:** SCBO Advertisement Submission  
**Date:** Tuesday, January 21, 2025 5:09:10 PM

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Your SCBO advertisement (**AD# 54607**) has been submitted and will be reviewed by a member of our staff prior to publication. Please retain a copy of this email to serve as a receipt of your ad submission.

**Please note that ads submitted after 12:00 pm may not be reviewed/published until the next business day.**

The information you submitted for the advertisement is included below:

**Category:** Consultant/Professional

**Advertisement Date:** Tue, 01/21/2025 - 00:00

**Ad Title:** Comprehensive Stormwater Management Master Plan

**Description:**

Jasper County is seeking to identify an engineering or consulting firm regarding scoping, study and development of a comprehensive Stormwater Management Masterplan.

**Solicitation #:** RFQ #2025-01

**Submit Offer By:** Wed, 02/19/2025 - 15:00

**Direct Inquiries To:** Kimberly Varn

**Buyer Phone Number:** (843) 473-3964

**Buyer Email:** [kvarn@lowcountrycog.org](mailto:kvarn@lowcountrycog.org)

**Pre-Bid Information:**

Property field\_prebid

**Full Details / Download Form (URL):** [www.jaspercountysc.gov](http://www.jaspercountysc.gov) or [www.vendorregistry.com](http://www.vendorregistry.com)

**Ad Creation Date:** Tue, 01/21/2025 - 17:09

# **Stormwater Management Master Plan**

## **REQUEST FOR QUALIFICATIONS**

**RFQ #2025 – 01**



**Advertised: January 15, 2025**

**Revised: February 4, 2025**

**RFQ Due: February 19, 2025**



**JASPER COUNTY**  
**REQUEST FOR QUALIFICATIONS #2025 – 01**  
**January 15, 2025**

**RFQ MUST BE PHYSICALLY RECEIVED, AS INDICATED BELOW, BY 3:00PM ON Wednesday, February 19, 2025.**

Issue Request for Qualifications (RFQ)	January 15, 2025
Deadline for Inquiries	January 29, 2025
Response to Inquiries	February 4, 2025
Pre-Submittal Conference	February 6, 2025
Deadline for Submitting Proposal	February 19, 2025

**I. PURPOSE**

Jasper County is issuing this Request for Qualifications (RFQ) to identify a qualified engineering or consulting firm regarding scoping, study and development of comprehensive Stormwater Management Masterplan as described in Project Description (Section II), Scope of Work and Deliverables (Section IV), Specifications (Section V), and Project Schedule (Section VI). These services will be provided under contract with Jasper County, with funding provided in whole or in part by the Federal Emergency Management Agency (FEMA) under the Building Resilient Infrastructure and Communities (BRIC) 2022 grant program, administered through the South Carolina Emergency Management Division (SCEMD). All federal FEMA requirements will apply to the contract. All contractors and subcontractors are required to be registered in the federal System for Award Management (SAM) and may not be debarred from doing business with the federal government. This project is in reference to FEMA Grant #BRIC-EMA-2022-BR-012-0007, Jasper County - Stormwater Drainage Study.

**II. PROJECT DESCRIPTION**

The FEMA funding will be used to scope, study, and develop a comprehensive stormwater management masterplan. The goals of this project are to build a foundation for:

1. Developing a comprehensive understanding of water traversing all of our watersheds within the county holistically.
2. Determining the health of our current stormwater management plan and rehabilitation of this plan.
3. Creating/adopting ordinance(s) prudent and necessary for stormwater management and enforcement of the comprehensive “living” stormwater management plan.
4. Identifying a plan to develop stormwater maintenance division.

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5. Identifying and prioritizing of mitigation strategies/projects to improve stormwater management and reduction of potential cross contamination of stormwater as a result of current and future growth and development; acute or chronic occurrence of flooding within the geopolitical boundaries of Jasper County, South Carolina.
6. Utilize green space/nature driven management practices for stormwater.
7. Identify and prioritize stormwater management projects with estimated cost.

**III. BACKGROUND**

Since 2015, South Carolina has been impacted by numerous presidentially declared disasters: Hurricane Joaquin in 2015, Hurricane Matthew in 2016, Hurricane Florence in 2018 and Tropical Cyclone Debby in 2024 to name but a few. Each disaster brought another Presidentially Declared Disaster Declaration and additional federal disaster recovery awards. The bulk of the damage from these storms was not the wind and storm surge, but the eventual flooding from the rain and runoff water from rivers, streams, and tributaries over an extended period of time.

The storms caused debilitating damage throughout South Carolina. Those without the means to repair their homes were either forced to live in unsafe structures, relocate with relatives, or flee the disaster area. This strained the fabric of impacted communities – some of which had experienced damage from multiple storms. The damage continued to be felt by the local economy as businesses lost customers and local government tax revenues diminished. One storm can cause all this destabilizing damage, repetitive storms have left many communities on the brink of collapse. Actions to mitigate future damages need to be made before the next storm strikes. Stability can be given to these people through mitigating future flood damage. The counties identified Most Impacted and Distressed (MID) include Berkeley, Calhoun, Charleston, Chesterfield, Clarendon, Darlington, Dillon, Dorchester, Florence, Georgetown, Horry, Lee, Jasper, Orangeburg, Sumter, and Williamsburg.

South Carolina is the fastest growing state in the nation; experiencing a growth rate that is assessed at 1.7% annually and 1.66% for CY 2023 (US Census data). Jasper County, specifically, is experiencing a growth exceeding that of our state. This has been a steady and consistent growth for the past six years. Since, 2010 our County has grown aggregately by 24%. This growth rate is impacting and rapidly changing the landscape of our County with less green space and more people. The need for review of our current watersheds, the impacts resulting from explosive growth; evaluation of our current stormwater infrastructure; and implementation of a comprehensive Stormwater Management Master Plan is paramount for the safety and security of our residents, visitors, commerce, and industry, as equitably as our environment.

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**IV. SCOPE OF WORK AND DELIVERABLES**

Jasper County, South Carolina seeks a Comprehensive Stormwater Management Master Plan for Jasper County, South Carolina. The County intends to use the Federal Emergency Management Agency’s Building Resilient Infrastructure and Communities (BRIC) grant to fund a county-wide Comprehensive Stormwater Management Master Plan to identify flooding issues throughout the county, conduct an assessment of the existing watersheds, stormwater system, develop, assess, and prioritize projects, and establish an implementation strategy for projects to mitigate against future flooding throughout Jasper County. BRIC funding is limited and those competing for this project must have a thorough and demonstrated understanding of the constraints and limitations associated with BRIC funding as well as with the inherent academic Social Vulnerability Index (SoVI) considerations associated with Low and Moderate Income (LMI) communities. The purpose of this project is to develop a plan that identifies follow-on projects that reduce potential flood impacts throughout Jasper County. This Master Plan will identify and prioritize a list of projects that focus on nature-based solutions regarding stormwater as well as some inclusion of traditional infrastructure project(s). Each project must meet the following criteria:

1. Meet the following definition of a Mitigation Activity: Activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future flood events.
2. Align with BRIC guiding principles:
  - a. Incorporation of Nature Based solutions.
  - b. Natural Hazard risk reduction to mitigate risk of public infrastructure.
3. Benefit Cost Analysis (BCA) of greater than one (1).
4. All downstream effects of projects must be evaluated regardless of geographic location.

The Master Plan deliverables must have the highest level of credibility based upon data-driven, expert analysis. Therefore, the County seeks an experienced firm that is familiar with these types of projects and can work within the intent of the BRIC program. The selected firm will provide a comprehensive data analysis in a Master Plan that will qualify and enable further grant allocations to execute the recommended follow-on projects.

Within 350 days of contract award, the selected firm will provide Jasper County Emergency Services and the County’s Development Services Director an assessment of the existing watersheds and stormwater infrastructure within the County. Using this data, coupled with current and/or near-future planned development(s) along with the projected growth of Jasper County, the selected firm will provide a Stormwater Management Master Plan that meets or exceeds the specifications outlined.

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The selected firm will deliver:

1. A formal presentation and briefing of the Stormwater Management Master Plan,
2. The data collected throughout the project execution, and
3. Recommendations regarding known flooding issues and identify projects to mitigate known or potential issues associated to the explosive growth within Jasper County.

The Master Plan will be posted on the Jasper County, South Carolina website, where it must stand public scrutiny and be easily defensible.

**V. SPECIFICATIONS**

1. Provide a weekly email update and a monthly in-person progress review to Jasper County Emergency Services (JCES) and other Departments as necessary for the duration of the contract.
2. Conduct a workshop with Jasper County Government officials to identify known areas of flooding or stormwater concerns. JCES, State and Local partner personnel may also attend the workshop.
3. Conduct public meetings to allow Jasper County citizens to identify areas of concern, known flooding or stormwater concerns. JCES personnel, State and Local partner personnel may attend the public meeting.
4. Conduct extensive research of all reports, studies, plans, land use, and other resources necessary to understand the existing conditions in the designated area. Provide a report and formal briefing of all historical flood related data gathered to JCES and other departments as deemed prudent and necessary.
  - 4.1. This requirement must be completed within 100 days of the contract's award. Only after this action is accepted can the firm submit an invoice for the first 20% of the overall contract.
  - 4.2. Should the firm fail to provide the quality or quantity of research and analysis required, or fail to execute within the established time standards, the firm will make acceptable revisions and then will be issued a letter of concern.
  - 4.3. Any subsequent failures to meet time or quality standards may result in the termination of the contract at the discretion of JCES.
5. Conduct a field inventory that will include surveying and documenting size, materials, conditions, and locations of existing drainage systems.
6. Analysis:

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- 6.1. Develop current hydrologic and hydraulic models, including but not limited to:
    - 6.1.1. Rainfall – runoff; and
    - 6.1.2. Overland and pipe network flow.
  - 6.2. Develop future conditions hydrologic and hydraulic models, which account for:
    - 6.2.1. Future land cover.
    - 6.2.2. Future hydraulic setting.
    - 6.2.3. Changes in rainfall patterns.
    - 6.2.4. Problem area identification
    - 6.2.5. Development of design criteria targets.
  - 6.3. Provide a report and formal briefing to JCES. This requirement must be completed within 200 days of contract award. Only after this action is accepted can the firm invoice for the second 20% of the overall contract for a running total of 40%.
7. Alternative Analysis and Findings:
- 7.1. Create an alternative analysis to remedy the problem areas.
  - 7.2. Create Summary Report of findings, including but not limited to:
    - 7.2.1. GIS Mapping.
    - 7.2.2. Summary of the existing drainage system.
    - 7.2.3. List of priority projects
    - 7.2.4. Documentation of methods
    - 7.2.5. Technical data and related information.
  - 7.3. Develop a Sensitivity Analysis to study the impact of higher flood frequency events.
  - 7.4. Provide a preliminary report and formal briefing to the JCES. This requirement must be completed within 220 days of project award. Only after this action is accepted can the firm submit an invoice for an additional 10% of the overall contract for a running total of 50%.
8. Project Recommendations:
- 8.1. Develop and assess new projects that have not been previously identified or proposed. These requirements must be completed within 250 days of contract award. Only after this action is accepted can the firm submit an invoice for an additional 10% of the overall contract for

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- a running total of 60%.
- 8.2. Prepare cost estimates for recommended improvements.
  - 8.3. Conduct a Benefit-Cost Analysis on each of the prioritized projects and provide that dataset to the JCES. The Benefit-Cost Ratio of recommended projects should be 1.0 or greater.
  - 8.4. Create a ranking system to prioritize projects.
  - 8.5. Develop “what if” scenarios.
  - 8.6. Attendance at meetings if needed, to explain concepts and Qualifications. Firm must be available for call meetings and in- person meetings within 24-48 hours.
9. Conduct a comprehensive assessment of the impact of the determined projects on the Low-to-Moderate Income community. Provide a report and a formal briefing to JCES. This requirement must be completed within 275 days of contract award. Only after this action is accepted can the firm submit an invoice for an additional 10% of the overall contract for a running total of 70%.
10. Conduct the final deliverable and all-encompassing briefing within 310 days of contract award. Only after this action is accepted can the firm submit an invoice for an additional 10% of the overall contract for a running total of 80% .
- 10.1. The final written report and in-person briefing must include: A review of the historical problems associated with systematic flooding associated disasters throughout Jasper County to include the impact of sustained rainfall draining through surrounding water basins.
  - 10.2. A review of the planning parameters associated with this specific assessment and its direct tie to BRIC funding for mitigation.
  - 10.3. A thorough literature study of previously published infrastructure and drainage management problems in the affected areas throughout Jasper County to include all previous studies which directly impact the problem at hand.
  - 10.4. Coordination with all applicable agencies and organizations who are stakeholders in the plan area. At a minimum, this will include the US Army Corps of Engineers, any and all watershed management agencies or civilian equivalent, the State Department of Transportation, Department of Natural Resources, Department of Environmental Services, Department of Parks Recreation and Tourism, South Carolina Department of Agriculture, the US Department of Agriculture, and county and local jurisdictions affected.
  - 10.5. A comprehensive listing of all projects considered within the parameters of the strategy as well as a thorough review and definition of each screening criteria used to arrive at the recommended projects.
  - 10.6. A prioritized list of recommended construction projects resulting from

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the analysis, each in terms of the highest probability of success against future disasters and their specified budget estimations.

- 10.7. A Benefit-Cost Analysis of each project which reflects the benefit achieved by conducting the project and its direct impact upon Low- to-Moderate Income communities.
- 10.8. A review and assessment of the environmental concerns associated with each project and an estimated timeline for the associated environmental clearance.
- 10.9. Based upon the final prioritized list of projects, a list of homes, including addresses, inside the plan area that would be impacted by any recommended infrastructure construction projects and if they are recommended for potential buyout.
- 10.10. A qualitative and quantitative impact statement upon a Low-to-Moderate Income population that each construction project will resolve concerning future disasters.
- 10.11. A holistic risk assessment of each distinct proposed construction project.
- 10.12. Estimate the project delivery cost including all aspects of federal, state, and local permitting as well as all environmental considerations and concerns for each prioritized project.
- 10.13. An analysis of each prioritized project and the benefit it provides for Low-to-Moderate Income citizens throughout Jasper County concerning future flood events.
- 10.14. A general topographic schematic of the proposed projects.
- 10.15. Geopolitical issues associated with the projects. Unless otherwise directed, all briefings will be conducted at the Jasper County Emergency Operations Center located at 1509 Grays Hwy. Ridgeland, SC 29936.

**VI. PROJECT SCHEDULE**

The estimated project schedule is as follows:

Award RFQ #2025-01	Estimated to begin March 25, 2025
Conduct workshops, public meetings, research to provide a report and formal briefing	100 days 20% payment
Conduct field inventory and analysis to provide formal report and formal briefing	200 days 20% payment
Conduct alternative analysis and findings to provide formal report and formal briefing	220 days 10% payment
Make project recommendations to provide formal report and formal briefing	250 days 10% payment

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Conduct comprehensive assessment of LMI community to provide formal report and formal briefing	275 days 10% payment
Conduct the final deliverable and all-encompassing briefing	310 days 10% payment
Stormwater Management Master Plan; Presentation of findings to Jasper County Council; Grant close-out	350 days 20% payment (Final)

Timely completion of the project is a key requirement, as delays could result in the loss of grant funding.

**VII. INSTRUCTIONS TO PROPOSERS**

**1. Pre-Submittal Conference**

The County will conduct a Non-Mandatory Pre-Submittal conference as part of this process to provide additional project information and expound upon potential questions. This conference will be held on Thursday, February 6, 2025 at 10:00 AM in Jasper County Council Chambers, 358 Third Avenue, Ridgeland, SC. Although attendance is not mandatory, all interested firms are strongly encouraged to attend. Any questions regarding this project must be submitted in writing via email no later than Wednesday, January 29, 2025 by 3:00 PM. Questions should be emailed to [emergencymanagement@jaspercountysc.gov](mailto:emergencymanagement@jaspercountysc.gov). All submitted questions will be addressed at the pre-submittal conference.

**2. Proposal Opening Location**

The Proposals will be publicly opened at the Jasper County, Clementa Pinckney Government Building, County Council Chambers, Third Floor, 358 Third Avenue, Ridgeland, SC 29936. **Proposals will be opened on the due date, Wednesday, February 19, 2025 at 3:00 pm.** All Proposers or their representatives are invited to attend the proposal opening.

**3. Submittals**

Jasper County is hereby issuing this Request for Qualifications (RFQ) to firms that have the capability and interest in undertaking and performing the scope of work described in this RFQ. The RFQ is being publicly advertised in accordance with the FEMA procurement guidelines. Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing an original and six (6) copies plus two (2) digital copies. All submissions will be logged in and date and time stamped. Printed submittals must be clearly labeled on the outside of the envelope with the



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following wording: **“~~BRIC-2022-0007 Plans and Studies Services Submittal for FEMA Building Resilient Infrastructure and Communities Grant (BRIC) RFP #2025 - 01 - STORMWATER MANAGEMENT MASTERPLAN~~”**.

All late submittals will be rejected. Jasper County, South Carolina is not responsible for late submissions caused by delays in mail delivery or a delay in any other method of delivery. Print size shall be 12 pt. font minimum, on 8½ by 11 paper, double-sided and must include all of the information required in this RFQ. Provide a cover page that includes: Company Name, Address, Point of Contact (Email Address and Phone Number; **“~~BRIC-2022-00007 Plans and Studies Services Submittal for FEMA Building Resilient Infrastructure and Communities Grant (BRIC) RFP #2025 - 01 - STORMWATER MANAGEMENT MASTERPLAN~~”**; UEI Number, DUNS Number, and Date of Submission.

**4. Proposed Procurement Timeline**

Release date for RFQ	January 15, 2025
Final Date to Receive Written Questions	January 29, 2025
Addenda to Answer Questions	February 4, 2025
Pre-Submittal Conference	February 6, 2025
RFQ Closing Date	February 19, 2025
Completion of Selection Committee Review and Recommendation	March 6, 2025
Jasper County Council	March 17, 2025
Execution of Contract	March 25, 2025

**5. Sealed and Marked**

If sent by mail, or hand-delivered, original signed Proposals shall be submitted in a sealed package, clearly marked on the outside of the package with **RFP #2025 - 01 - STORMWATER MANAGEMENT MASTERPLAN** and addressed to:

Kimberly Burgess, Procurement Officer  
Director, Administrative Services Jasper County  
358 Third Avenue, Suite 304  
P.O. Box 1149  
Ridgeland, SC 29936

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It is the proposer's sole responsibility to deliver proposal to the Jasper County Administrative Services Division Procurement Office for receipt on or before the due date and time indicated. If a Proposal is delivered by U.S. Mail, the Proposer shall be responsible for its timely delivery to the Procurement Office. Proposals delayed by mail shall not be considered and shall be rejected. Proposals may be mailed to the Procurement Office and accepted if the signed Proposal forms and required submittals are mailed and received prior to the due date and time. Proposals submitted via email will not be accepted. All submissions will be logged in and date and time stamped. **Any Qualifications received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the respondent.**

**6. Legal Name and Signature**

Proposals shall clearly indicate the legal name, address, and telephone number of the Proposer. Proposals shall be manually signed above the printed name and title of signer on the Affidavit of Compliance page. The signer shall have the authority to submit Proposals on behalf of the Proposer. Failure to properly sign the Proposals form shall invalidate the Proposals and it shall not be considered for award.

**7. Clarification and Addenda**

Each Proposer shall examine REQUEST FOR QUALIFICATIONS documents. The Administrative Services Division, Procurement Officer shall not be responsible for interpretations or clarifications of Equipment Specifications.

All inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the **project specifications** shall be made in writing or through email to:

Russell Wells, Emergency Services Director  
Jasper County  
1509 Grays Highway  
Ridgeland, SC 29936  
rwells@jaspercountysc.gov

Kimberly Varn, C&ED Deputy Director  
Lowcountry Council of Governments  
PO Box 98  
Yemassee, SC 29936  
kvarn@lowcountrycog.org

Any inquiries or suggestions, concerning clarification of the REQUEST FOR QUALIFICATIONS (**excluding project specifications**) shall be made through

**JASPER COUNTY  
REQUEST FOR QUALIFICATIONS #2025 – 01**

**January 15, 2025**

the Procurement Officer in writing or through email to:

Kimberly Burgess, Procurement Officer  
Director, Administrative Services Jasper County  
358 Third Avenue, Suite 304  
P.O. Box 1149  
Ridgeland, SC 29936  
kburgess@jaspercountysc.gov

**8. Responsive and Responsible Proposals**

To be responsive, a proposal shall conform in all material respects to the requirements set forth in the REQUEST FOR QUALIFICATIONS. To be responsible, the proposal shall perform fully the requirements, experience, reliability, capacity, and equipment that will ensure good faith performance.

**9. Reserved Rights**

Jasper County reserves the right to make such investigations it deems necessary to make the determination of the proposer's responsiveness and responsibility.

**10. Applicable Law**

All applicable laws and regulations of the State of South Carolina and Jasper County will apply to any resulting agreement, contract, or purchase.

**11. Right to Protest**

Appeals and remedies are provided for in the Jasper County procurement regulations.

**12. Contract Forms**

Any agreement, contract, or purchase order resulting from the acceptance of a Proposal shall be on forms either supplied by or approved by the Jasper County Procurement Officer.

**13. Forms, Alternates, Variances**

Proposals must be submitted on the attached REQUEST FOR QUALIFICATIONS forms, although additional information may be attached. Proposers must indicate any variance from the requested equipment specifications and/or terms and conditions, on the RFP Affidavit of Compliance. Otherwise, proposers must fully comply with the requested equipment specifications, terms and conditions. Alternate Proposals may or may not be considered at the sole discretion of Jasper County.

**JASPER COUNTY  
REQUEST FOR QUALIFICATIONS #2025 – 01**

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**14. Proposal Prices**

Provide both unit price and extended total. Price must be stated in units of quantity specified in the equipment specifications. In case of discrepancy in computing the amount of the Proposal, the unit price of the Proposal shall govern. All prices shall be Freight On Board (F.O.B.) Destination. Each item must be proposed separately, and no attempt is to be made to tie any item(s) in with any other item or items.

**15. Descriptive Information**

All equipment, materials, and articles incorporated in the product/work covered by this REQUEST FOR QUALIFICATIONS are to be new and of suitable grade for the purpose intended. Brand or trade names referenced in specifications are for comparison purposes only. Proposers may not submit Proposals on items manufactured by other than the manufacturer specified except when an “or equal” is stated.

**16. Deviations to Specifications and Requirements**

Any deviation from the specifications as written and accepted by the County may be grounds for rejection of the material/equipment when delivered.

**17. Quality**

If any equipment delivered does not meet applicable specifications, or if the equipment will not produce the performance that the Consultant represents to the County, the Consultant shall retrieve the equipment from Jasper County at no expense. Also, the Consultant shall refund to the County any money which has been paid for same. The Consultant shall be responsible for attorney fees in the event the Consultant defaults and court action is required.

The County reserves the right to reject any or all materials/equipment if, in its judgement, the item reflects unsatisfactory workmanship, manufacturing, or shipping damages.

**18. Regulations**

It shall be the responsibility of the Consultant to ensure compliance with Federal, State of South Carolina, and County laws, rules, regulations, or other requirements, as may apply.

**19. Termination of Award**

Failure of the Consultant to satisfy the requirements of Jasper County shall be reason for termination of the award. Any Proposal may be rejected in whole or in part for good cause when in the best interest of the County.

**JASPER COUNTY  
REQUEST FOR QUALIFICATIONS #2025 – 01**

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**20. Royalties and Patents**

The successful Consultant shall pay all royalties and license fees for equipment or process in conjunction with the equipment being furnished. Consultant shall defend all suits or claims for infringement of any patent right and shall hold the County harmless from loss on account or cost and attorney’s fees incurred.

**21. Inspection and Acceptance**

No item(s) received by the County pursuant to this contract shall be deemed accepted until the County has had reasonable opportunity to inspect the item(s). Any item(s) discovered defective, or which do not conform to any warranty of the seller upon inspection may be returned at the seller’s expense for full credit or replacement.

If later, defects are discovered which were not ascertainable upon the initial inspection, the item(s) may also be returned at the Seller’s expense for full credit or replacement. The County’s return of defective items shall not exclude any other legal, equitable or contractual remedies the County may have.

**VIII. GENERAL TERMS AND CONDITIONS**

**1. Exceptions to Specification**

Proposers taking exception to any part or section of the specifications shall indicate such exceptions on the Affidavit of Compliance Form and continuation page(s), if necessary. Failure to indicate exceptions shall be interpreted as the Proposer’s intent to fully comply with the specifications as written.

**2. Evaluation of Proposals**

Any Purchase Order or Purchase Sales Agreement resulting from this REQUEST FOR QUALIFICATIONS shall be awarded to the PROPOSER providing the best proposal as determined by Jasper County, South Carolina.

**AWARD WILL NOT BE MADE ON THE BASIS OF PRICE ALONE.**

The County Administrator, Director of Emergency Services, and Director of Administrative Services (evaluation committee) will evaluate the submittals received by the aforementioned deadline.

Each Proposal will be evaluated based on, but not limited to the following criteria:

<b>Qualifications of Firm/Personnel</b>	<b>(30%)</b>
<b>Related Experience on Similar Projects</b>	<b>(25%)</b>
<b>Project Approach</b>	<b>(25%)</b>

**JASPER COUNTY  
REQUEST FOR QUALIFICATIONS #2025 – 01**

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<b>Ability to Meet Project Schedule</b>	<b>(10%)</b>
<b>Project Cost</b>	<b>(10%)</b>

**3. Award**

Each factor of the evaluation will be considered relative to obtaining the most (cost) effective plan consistent with the needs of the County.

**4. Product Liability Insurance**

The successful proposal will supply proof of product liability insurance and workers compensation.

**5. References**

Prospective Consultant must submit three (3) client references for relevant projects within the last 5 years that indicate the past performances and abilities of the proposed team. Include a key contact person for each project with their current daytime phone number and email address.

**JASPER COUNTY  
REQUEST FOR QUALIFICATIONS #2025 - 01  
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**PROPOSAL SUBMISSIONS**

Each Proposal will be evaluated based on, but not limited to the following criteria:

<b>Qualifications of Firm/Personnel</b>	<b>(30%)</b>
<b>Related Experience on Similar Projects</b>	<b>(25%)</b>
<b>Project Approach</b>	<b>(25%)</b>
<b>Ability to Meet Project Schedule</b>	<b>(10%)</b>
<b>Project Cost</b>	<b>(10%)</b>

For Project Cost, see Section V. Specifications for complete details.

Project not to exceed \$ \_\_\_\_\_

Submitted By \_\_\_\_\_  
(Print Name and Title) (Authorized Signature)

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**RETURN THIS PAGE**

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REQUEST FOR QUALIFICATIONS #2025 - 01  
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**AFFIDAVIT OF COMPLIANCE**

To be submitted with vendor’s Proposal

\_\_\_\_\_ We Do Not take exception to the RFQ Documents/Requirements.

\_\_\_\_\_ We take exception to the RFQ Documents/Requirements as follows:

Specific exceptions are as follows:

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I have carefully examined the REQUEST FOR QUALIFICATIONS and agree to abide by all submitted pricing, delivery, terms and conditions of this Proposal unless otherwise stipulated herein.

Company Name \_\_\_\_\_

By \_\_\_\_\_

(Authorized Signature)

\_\_\_\_\_

(Print Name and Title)

Company Address \_\_\_\_\_

\_\_\_\_\_

**RETURN THIS PAGE**



**JASPER COUNTY  
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**AFFIDAVIT OF COMPLIANCE** (continued)

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

Federal Tax ID No. \_\_\_\_\_

DBE Vendor (Yes/No)            Minority Owned: \_\_\_\_\_

Women Owned: \_\_\_\_\_

Veteran Owned: \_\_\_\_\_

Date \_\_\_\_\_

**ADDENDA**

Proposer acknowledges receipt of the following addendum:

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

**RETURN THIS PAGE**

**JASPER COUNTY  
REQUEST FOR QUALIFICATIONS #2025 - 01  
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**STATEMENT OF “NO PROPOSAL”**

**Return this page only if your company provides the products/services being requested and DECLINES to do so.**

We, the undersigned, have declined to respond to the above REQUEST FOR QUALIFICATIONS for **Stormwater Management Masterplan** for the following reasons:

- \_\_\_\_\_ Specifications too “Narrow”, geared to one brand or manufacturer (Please explain below).
- \_\_\_\_\_ Insufficient Time to Respond to REQUEST FOR QUALIFICATIONS
- \_\_\_\_\_ Unable to Meet Specifications
- \_\_\_\_\_ Specifications Unclear (Please explain below)
- \_\_\_\_\_ Other (Please explain below)

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Signature and Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

**RFQ #2025-01, Addendum #1, February 4, 2025**  
**Clarification for Questions Submitted by January 29, 2025**  
**BRIC-EMA-2022-BR-012-0007**

**QUESTION:** We have found the Evaluation Criteria on page 14, however we have not located any definition of any of these sections. Will the county be providing detailed submission information for each one of the sections listed? Are there any specifics we need to follow for each one of these sections?

**ANSWER:** No other details will be given, but scoring will be based on the identified categories.

**QUESTION:** There is a mention of “Proposal Prices” listed on page 12. However the way it is written it appears to apply to construction or bidding pricing and not pricing for this project. Will the County be providing additional information in regard to the pricing information they are looking to receive back with the proposals?

**ANSWER:** Pricing should be based according to Section V. Specifications on page 5. See PROPOSAL SUBMISSIONS (page16) which **MUST BE RETURNED** with your RFQ Package.

1. Conduct workshops, public meeting, research.
2. Conduct field inventory and analysis.
3. Conduct alternative analysis and findings.
4. Make project recommendations.
5. Conduct a comprehensive assessment of the LMI community.
6. Conduct the final deliverables and all-encompassing briefing.
7. Stormwater Management Masterplan; presentation of findings to Jasper County Council, grant closeout.

**QUESTION:** There is a mention of an Insurance Certificate and References on page 15. Is this something that is to be provided after award or with the proposal? If it is with the proposal where would the County like to see each of these items within the submission?

**ANSWER:** The insurance certification does not need to be presented with the proposal. Once the firm is selected, it can be submitted to Jasper County prior to award.

**QUESTION:** *On Pages 9/10, item # 3 states:*

Printed submittals must be clearly labeled on the outside of the envelope with the following wording: “BRIC-2022-0007 Plans and Studies Services Submittal for FEMA Building Resilient Infrastructure and Communities Grant (BRIC)”.

*And then again, later in the paragraph:* Provide a cover page that includes: Company Name, Address, Point of Contact (Email Address and Phone Number; “BRIC-2022-00007 Plans and Studies Services Submittal for FEMA Building Resilient Infrastructure and Communities Grant (BRIC)”); UEI Number, DUNS Number, and Date of Submission.

*However, on page 10, item #5 states:* If sent by mail, or hand-delivered, original signed Proposals shall be submitted in a sealed package, clearly marked on the outside of the package with RFP #2025 – 01 - STORMWATER MANAGEMENT MASTERPLAN and addressed to:

*Please clarify if all covers and envelopes should be marked RFP #2025 – 01 - STORMWATER MANAGEMENT MASTERPLAN.*

**ANSWER:** To clarify, all covers and envelopes should be marked RFP #2025 – 01 - STORMWATER MANAGEMENT MASTERPLAN.

**QUESTION:** *On Page 12, item #13 (there are two sections numbered 13, this question refers to the latter)- Proposal Prices:*

*Please clarify if Jasper County will be providing a pricing form/fee schedule or would you like firms to provide a single project price?*

**ANSWER:** Items in Section VII are being renumbered. See PROPOSAL SUBMISSIONS (page16) which **MUST BE RETURNED** with your RFQ Package.

**QUESTION:** *On Page 12, item #13 (there are two sections numbered 13, this question refers to the former) states:* Proposals must be submitted on the attached REQUEST FOR QUALIFICATIONS forms, although additional information may be attached.

The only forms attached are the Affidavit of Compliance and the Statement of "No Proposal". Please clarify if the proposal must be submitted on specific forms or if firms may submit a custom SOQ package.

**ANSWER:** Items in Section VII are being renumbered. See PROPOSAL SUBMISSIONS (page16) which **MUST BE RETURNED** with your RFQ Package.

**QUESTION:** Page 15, item # 4 states: The successful proposal will supply proof of product liability insurance and worker's compensation.

*Please clarify if you'd like product liability insurance and worker's compensation proof included in the submittal or if this is only required after the project has been awarded.*

**ANSWER:** The insurance certification does not need to be presented with the proposal. Once the firm is selected, it can be submitted to Jasper County prior to award.

**QUESTION:** *May we request the grant details listed on the RFQ? **BRIC-2022-0007 Plans and Studies Services Submittal for FEMA Building Resilient Infrastructure and Communities Grant (BRIC)***

**ANSWER:** See attached, Application FEMA-BRIC-2022-0007.

**QUESTION:** *Page 9 item #1 states: ...a virtual Non-Mandatory Pre-Submittal conference as part of this process to provide additional project information and expound upon potential questions. This conference will be held on Thursday, February 6, 2025, at 10:00 AM in Jasper County Council Chambers...*

*Please confirm if there will be a virtual conference and can you please provide a link to the virtual conference?*

**ANSWER:** There will not be a virtual conference, only the in-person conference on Thursday, February 6 in Jasper County Council Chambers.

**QUESTION:** *In reference to Page 15, item #5: ...must submit three (3) client references for relevant projects within the last 5 years...*

*Please clarify if we may submit references within our SOQ, or, if you require direct reference letters to the County, or, if there are specific reference forms that must be completed.*

**ANSWER:** References can be submitted within the SOQ, no specific form needed.

**QUESTION:** *In reference to Pages 9/10, item #3: Please clarify if there is a page limit to the qualifications package and if any contents are excluded from the page limit.*

**ANSWER:** Please limit the qualification package to 15 pages, excluding the Proposal Submissions and Affidavit of Compliance.

**QUESTION:** *Are there any further details on the SOQ submittal requirements in regard to sections required, or formatting required (e.g. Tab 1: Cover Letter, Tab 2: Firm Personnel – Resumes).*

**ANSWER:** Please address all five of the categories shown in Section VIII. 2. (page 15). No special formatting is required.

**QUESTION:** Can we get a copy of the County's BRIC grant Application?

**ANSWER:** See attached, Application FEMA-BRIC-2022-0007.

**QUESTION:** Can you share the project budget? Management cost to LCOG, grant amount, local match, etc.?

**ANSWER:** See attached, Application FEMA-BRIC-2022-0007.

**QUESTION:** Does the County have any existing mapping of the system?

**ANSWER:** The County does not have an official mapping of the entire system. You may find some helpful information in the Comprehensive Master Plan.

<https://www.jaspercountysc.gov/services/planning-and-building/comprehensive-master-plan/>

**QUESTION:** Do you have a summary of length of pipe, ditch, stream, etc. to be studied?

**ANSWER:** All of Jasper County should be included in this study.

**QUESTION:** Is there a minimum watershed size to be considered for the infrastructure components to be studied?

**ANSWER:** All of Jasper County should be included in this study.

**QUESTION:** Will the study area include the Municipal areas of Hardeeville and Ridgeland too?

**ANSWER:** Yes, all localities in Jasper County and rural unincorporated areas should be included in this study.

**QUESTION:** Do you know which storm return intervals you want studied?

**ANSWER:** We would like to see 2-year; 50-year; 100-year; 500-year; and 1000-year intervals.

**QUESTION:** Is there a Page Limit for the Proposal?

**ANSWER:** Please limit the qualification package to 15 pages, excluding the Proposal Submissions and Affidavit of Compliance.

**QUESTION:** Do we list our own UEI and DUNS Number on the Cover, or the County's?

**ANSWER:** Please show the UEI and DUNS number for your company.

**QUESTION:** Will the Price Proposal be submitted separately and evaluated only after the firms are short listed based on qualifications?

**ANSWER:** Scoring will be based on all five categories as shown in Section VIII. 2. (page 14-15), which does include cost.

**QUESTION:** Will the non-mandatory proposal conference be held in person, virtually, or both? If a virtual option is available, could you please provide the access link?

**ANSWER:** There will not be a virtual conference, only the in-person conference on Thursday, February 6 at 10am in Jasper County Council Chambers.

**QUESTION:** Is there a DBE goal or requirement for this solicitation? If so, could you please clarify the specific goal or percentage?

**ANSWER:** DBE firms are encouraged to apply, but not required for award.

**QUESTION:** Is there a page limit for the proposal submission?

**ANSWER:** Please limit the qualification package to 15 pages, excluding the Proposal Submissions and Affidavit of Compliance.

**QUESTION:** Will you be emailing the addenda to those firms who demonstrate interest? Or should I go to your website to retrieve the addenda?

**ANSWER:** The addenda will be emailed to those who have sent questions and posted on the Jasper County and LCOG websites under the Solicitations.

<https://www.jaspercountysc.gov/services/bids-and-solicitations/>

<https://www.lowcountrycog.org/solicitations/index.php>

**QUESTION:** Can we send directly to the **358 Third Avenue address**? UPS will not deliver to the PO Box.

Kimberly Burgess, Procurement Officer  
Director, Administrative Services Jasper County  
358 Third Avenue, Suite 304  
P.O. Box 1149  
Ridgeland, SC 29936

**ANSWER:** FedEx and UPS can be sent to 358 Third Avenue, Suite 304. USPS packages can be sent to PO Box 1149. As a reminder, the bid opening is scheduled for 3:00 pm and no late arrivals will be accepted.

**QUESTION:** Also, on page 9 there are 2 different envelope titles highlighted below:

Can you clarify – do you want both incorporated?

**ANSWER:** Please use **RFP #2025 – 01 - STORMWATER MANAGEMENT MASTERPLAN** on all correspondence.

**QUESTION:** Submittals must be clearly labeled on the outside of the envelope with the **JASPER COUNTY REQUEST FOR QUALIFICATIONS #2025 – 01 January 15, 2025 “BRIC-2022-0007 Plans and Studies Services Submittal for FEMA Building Resilient Infrastructure and Communities Grant (BRIC)”**.



**ANSWER:** Please use **RFP #2025 – 01 - STORMWATER MANAGEMENT MASTERPLAN** on all correspondence.

**QUESTION: Sealed and Marked**

If sent by mail, or hand-delivered, original signed Proposals shall be submitted in a sealed package, clearly marked on the outside of the package with **RFP #2025 – 01 - STORMWATER MANAGEMENT MASTERPLAN** and addressed to:

**ANSWER:** Please use **RFP #2025 – 01 - STORMWATER MANAGEMENT MASTERPLAN** on all correspondence.

## Subapplicant information

Name of federal agency **FEMA**  
Type of submission **Application**

## ADJUTANT GENERAL SOUTH CAROLINA

2779 FISH HATCHERY RD  
WEST COLUMBIA, SC 29172 United States

State	DUNS #	EIN #
SC	038009507	570906962

Subapplicant type **Local Government**  
Is the subapplicant subject to review by Executive Order 12372 Process? **No - Not selected**  
Is the subapplicant delinquent on any federal debt? **No**

## Contact information

### Subrecipient Authorized Representative (SAR)

---

<b>Russell Wells</b>  <a href="mailto:rwells@jaspercountysc.gov">rwells@jaspercountysc.gov</a>	<b>Primary phone</b> 8432631316 Mobile	<b>Mailing address</b>
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### Point(s) of contact

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<b>Russell Wells</b>	<b>Primary phone</b> 8432631316	<b>Additional phones</b>	<b>Mailing address</b> P.O. Box 1509
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Director of Emergency Services  <a href="mailto:rwells@jaspercountysc.gov">rwells@jaspercountysc.gov</a>	Mobile  <b>Fax</b>	8437267607 Work	Ridgeland SC 29936
<b>Kimberly Burgess</b> Director Finance  <a href="mailto:kburgess@jaspercountysc.gov">kburgess@jaspercountysc.gov</a>	<b>Primary phone</b> 8437173693 Mobile  <b>Fax</b>	<b>Additional phones</b> 8437267607 Work	<b>Mailing address</b> 358 First Ave Ridgeland SC 29936

## Community

Please provide the following information. If the Congressional district number for your community does not display correctly, please contact your State NFIP coordinator.

### Add Communities

Please find the community(ies) that will benefit from this mitigation activity by clicking on the Find communities button. If needed, modify the Congressional District number for each community by entering the updated number under the U.S. Congressional District column for that community. When finished, click the Continue button. NOTE: You should also notify your State NFIP coordinator so that the updated U.S. Congressional District number can be updated in the Community Information System (CIS) database.

Community name	County code	CID number	CRS community	CRS rating	U.S. Congressional District
HARDEEVILLE, CITY OF	013,053	450113	N		1,2,3
JASPER COUNTY*	053	450112	N		1,5
RIDGELAND, TOWN OF	053	450114	N		1,2

Please provide any additional comments below (optional).

**Jasper County, South Carolina, is a 654 square mile rural coastal community. We are nestled within the Intercoastal Waterway, Okatee River,**

Tulifiny River, Savannah River Basin, Port Royal Sound; fringes of the ACE river Basin, as well as the rural neighbor to metropolitan area of Savannah, Georgia and vacation destination in Hilton Head Island, South Carolina. Since the 2020 census our county population has grown by 5.3%. Current trends continue to rise as external residents move into our area. Jasper County is currently working to develop the South Carolina side of the Savannah River into a port, capable of supporting the Panamax shipping vessels. Additionally, numerous property developers are seeking to acquire large tracts of land for residential, commercial and industrial growth. Jasper County's recent rise in development interest has sparked a need to address drainage and Storm Water Management and the impacts explosive growth and development brings. It is imperative that we convene a drainage study of our current watersheds, and the impacts stormwater infrastructure will impose holistically. Identify the impacts that development could impose on our environment, foster a renewed and living stormwater master plan, adopt ordinances that ensure compliance and enforcement of the comprehensive stormwater masterplan; identify the need to establish an operational division within the County's public works section for maintenance of the infrastructure; develop a comprehensive projects list for management and mitigation strategies as a result of stormwater. Jasper County's current demographics according to Census.gov quick facts include; 18.4 percent of our population has been identified within the poverty rate. 22.7 percent of our population is 65 years of age and older; thereby, identifying these citizens as being on a fixed income. Our current avenues of investment exceed our financial capacity to execute protecting not only our environment, but our citizens and visitors as we are being inundated with the pressures to develop.

## Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
<a href="#">U.S. Census Bureau QuickFacts Jasper County South Carolina Nov 2022.pdf</a>	11/14/2022	rwells@jaspercountysc.gov	Community Attachments	No description given.	

## Mitigation plan

Please provide your plan information below.

Is the entity that will benefit from the proposed activity covered by the current FEMA approved multi-hazard mitigation plan in compliance with 44 CFR Part 201? **Yes**

### Please provide plan detail

Plan name	Plan type	Plan approval date
Lowcountry Council of Governments Hazard Mitigation Plan	Local Multijurisdictional Multi-Hazard Mitigation Plan	06/11/2021

### Proposed activity description

Please provide any additional comments below (optional).

**Please attached plans below.**

## Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
<a href="#">FEMA All Approval Letters.pdf</a>	11/08/2022	rwells@jaspercountysc.gov	Mitigation Plan Attachments	Approval letters of Hazard	

Filename	Date uploaded	Uploaded by	Label	Description	Action
				Mitigation plan	
<a href="#">2020 Lowcountry Natural Hazard Mitigation Plan (Approved by FEMA).pdf</a>	11/14/2022	rwells@jaspercountysc.gov	Mitigation Plan Attachments	County Adopted and FEMA approved Hazard Mitigation Plan	
<a href="#">Jasper County StormwaterManual10311.pdf</a>	11/14/2022	rwells@jaspercountysc.gov	Mitigation Plan Attachments	Current Stormwater Manual	

## Scope of work

The project Scope of Work (SOW) identifies the eligible activity, describes what will be accomplished and explains how the mitigation activity will be implemented. The mitigation activity must be described in sufficient detail to verify the cost estimate. All activities for which funding is requested must be identified in the SOW prior to the close of the application period. FEMA has different requirements for project, planning and management cost SOWs.

Subapplication title (include type of activity and location)

**Jasper County Stormwater Drainage Study**

### Activities

Primary activity type

**Evaluate facilities to identify mitigation actions**

Secondary activity type (Optional)

**Develop or conduct engineering, environmental, feasibility and/or benefit cost analyses**

Tertiary activity type (Optional)

**Conduct meetings, outreach and coordination with subapplicants and community residents**

Geographic areas description

**The geopolitical boundaries of Jasper County, South Carolina holistically....**

## Community lifelines

Primary community lifeline

**Safety and security**

Primary sub-community lifeline

**Community safety**

Secondary community lifeline (optional)

**Transportation**

Secondary sub-community lifeline

**Highway/roadway/motor vehicle**

Tertiary community lifeline (optional)

**Safety and security**

Tertiary sub-community lifeline

**Government service**

## Hazard sources

Primary hazard source

**Flooding**

Secondary hazard source (optional)

**Severe storm**

Tertiary hazard source (optional)

**Infrastructure failure**

How will the mitigation activity be implemented?

**Jasper County will create a request for qualifications and proposals to contract an engineering firm to convene a study of current watershed drainage throughout the county. Based on the movement of water through the county's watersheds, we will identify, prioritize and implementation of resolute mitigation strategies. Additionally, upon completion of the study, review of the current stormwater management plan. The review will identify deficiencies within the current plan. Rehabilitate the plan to current standards as well foster development into a "living" document in improving the stormwater management plan and adoption of ordinances prudent and necessary for protecting the environment and life safety of the citizens and visitors of the county, and appropriate management of growth and development of residential, commercial or industrial projects. The finds of the study shall further identify the conceptual design and cost**

**benefits of proposed mitigation projects. Jasper County will be pursuing additional funding opportunities to implement design and construction of the identified projects.**

What is the scope of work of the proposal? Will it result in a complete project application for future funding opportunities?

**Yes. Our intent is to utilize this scoping project as the foundation for: 1) A comprehensive understanding of water traversing all of our watersheds within the county holistically. 2) Determining the health of our current stormwater management plan and rehabilitation of this plan. 3) creation/adoption of ordinance that is prudent and necessary for stormwater management and enforcement of the comprehensive stormwater management plan. 4) identification and prioritization of mitigation strategies/projects to improve stormwater management and reduction of potential cross contamination of stormwater as a result of current and future growth and development; acute or chronic occurrence of flooding within the geopolitical boundaries of Jasper County, South Carolina**

Who will manage and complete the mitigation activity?

**This will be determined once Jasper County has followed procurement policy and hired the most qualified engineering firm to execute the aforementioned work.**

What are you doing to consider other risks in the project area?

**Other risks should be identified during the study. mitigation strategies will not be considered if it complicates or creates challenges in another area. remediation actions precipitating new challenges upstream or downstream is not mitigating an issue. Moreover, cognizant assessment of community, heritage, socioeconomic, historic preservation issues shall be considered for the enhancement of environmental conservation and quality of life holistically.**

Is there an estimate for when the mitigation activity will take place?

**Project scoping to commence upon award of these funds. Addition mitigation projects will be implemented once other fundings opportunities have been secured.**

What alternatives will be considered?

**Alternatives that are most appealing is engineering controls that improve green space; use of natural vegetation, create/improve natural environments promoting indigenous wildlife and vegetation; and promotion of public access for**



the enjoyment of natural space (creation of parks and recreation areas cloaking stormwater management areas).

Do activities being considered align with hazard mitigation plan?

Yes, we will be seeking to strengthen the hazard mitigation plan through the enhancement of a stormwater plan.

Additional comments (optional)

This opportunity will propel Jasper County to the forefront of conservation strategies to ensure environmental protection, prepare and provide management strategies amid monumental growth, and mitigate challenges from acute incidence of potential flooding issues associated from improperly implemented, managed and executed stormwater management. Jasper County is seeking to fund a study to evaluate the current state of water movement through all the county's watersheds, swamps, creeks, rivers, tidal waters, ponds, lakes, and tributaries. Moreover, utilize the findings of the study to rehabilitate an existing storm water management plan. We must implement, a robust stormwater management plan that possesses prudent and necessary ordinances for our governing body to adopt. Demonstrate a need to empower the governing body to create a stormwater management division to monitor development and maintain stormwater management infrastructure we desperately need.

## Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
<a href="#">Jasper County Qpublic Hyperkink for Firm Map and wetlands.docx</a>	11/18/2022	rwells@jaspercountysc.gov	Scope of Work Attachments	No description given.	
<a href="#">Southern Jasper County Drainage Study Report 2019.pdf</a>	11/18/2022	rwells@jaspercountysc.gov	Scope of Work Attachments	No description given.	
<a href="#">South Hardeeville Drainage Study and</a>	11/18/2022	rwells@jaspercountysc.gov	Scope of Work Attachments	No description given.	

Filename	Date uploaded	Uploaded by	Label	Description	Action
<a href="#">Appendix Maps WKD work.pdf</a>					

## Schedule

Specify the work schedule for the mitigation activities.

### Add tasks to the schedule

Please include all tasks necessary to implement this mitigation activity; include descriptions and estimated time frames.

<p><b>Task Name</b> Develop request for qualifications and proposal</p>	<p><b>Start Month</b> 1</p>	<p><b>Task Duration (in Months)</b> 3 months</p>
<p><b>Task Description</b> Develop request for qualified environmental and hydrologic engineering firm to complete studies and engage contract award</p>		
<p><b>Task Name</b> Field Assessment and Modeling</p>	<p><b>Start Month</b> 4</p>	<p><b>Task Duration (in Months)</b> 18 months</p>
<p><b>Task Description</b> Engineering firm to conduct field-based assessment of drainage systems to include all watersheds, conduct modeling and identification of mitigation priorities.</p>		
<p><b>Task Name</b> Public Outreach</p>	<p><b>Start Month</b> 22</p>	<p><b>Task Duration (in Months)</b> 3 months</p>
<p><b>Task Description</b> Conduct public meetings with community partners</p>		
<p><b>Task Name</b> Capital Planning</p>	<p><b>Start Month</b> 26</p>	<p><b>Task Duration (in Months)</b></p>

6 months

**Task Description**

Stormwater planning developed and mitigation projects sequenced

**Task Name**

Closeout

**Start Month**

33

**Task Duration**

**(in Months)**

3 months

**Task Description**

After completion of stormwater studies and project development; Jasper County will coordinate with South Carolina Emergency Management Hazard Mitigation Division for closeout.

Estimate the total duration of your proposed activities **36** (in months).

**Proposed project start and end dates**

Start Date

**2023-07-01**

End Date

**2026-06-30**

## Budget

Budget cost estimate and management cost (optional) should directly link to your scope of work and work schedule. You must add at least one item(s) greater than \$0 for your cost estimate. Once you have added item(s) for your cost estimate, you may then add the item(s) for management cost (optional). As necessary, please adjust your federal/non-federal cost shares and add the non-federal funding source(s) you are planning to use this project. Once you have completed this section, please click the Continue button at the bottom of this page to navigate to the next section.

### Add budget cost types and item(s)

Click the Add cost type button below to add cost type cost estimate and then click the Add item(s) button to add the item(s) for the cost estimate. After adding items to your cost estimate, you may then select Add cost type button again to add management costs (optional) and applicable items.

**Grand total: \$1,250,000.00**

**Budget type: Non construction**

▶ **Cost type: Cost estimate** **\$1,250,000.00**

Program income (optional)

## Cost share

Cost share or matching means the portion of project costs not paid by federal funds.

### Proposed federal vs. non-federal funding shares

Hazard mitigation assistance (HMA) funds may be used to pay up to 75% federal share of the eligible activity costs. Building Resilient Infrastructure and Communities (BRIC) and small impoverished communities may be eligible for up to 90% federal share. Flood Mitigation Assistance (FMA) and severe repetitive loss (SRL) properties may be eligible for up to 100% federal share. Repetitive loss (RL) properties may be eligible for up to 90% federal share.

<a href="#">Is this an Economically Disadvantaged Rural Community?</a> ⓘ This determines your federal/non-federal share ratio. No		%	\$ Dollar amount
		Percentage	
	<b>Proposed federal share</b>	<b>75.00</b>	<b>937500.00</b>
	<b>Proposed non-federal share</b>	<b>25.00</b>	<b>312500.00</b>
			<b>Based on total budget cost:</b> <b>\$1,250,000.00</b>

### Non-federal funding sources here

That portion of the total costs of the program provided by the non-federal entity in the form of in-kind donations or cash match received from third parties or contributed by the agency. In-kind contributions must be provided and cash expended during the project period along with federal funds to satisfy the matching requirements.

Funding source	Funding amount	% Non-federal share by source
▶ <b>Funding source: Jasper County general fund</b>	<b>100.00%</b>	<b>\$312,500.00</b>

Please provide any additional comments below (optional).

Please see below

## Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
<a href="#">Budget non construction grant draft.pdf</a>	11/18/2022	rwells@jaspercountysc.gov	Budget Attachments	Spreadsheet reflecting what we will be budgeting funds for the completion of the project holisitically.	

## Cost-effectiveness

How was cost-effectiveness determined for this project?

Not applicable

Please explain why this project is not applicable.

**This is a scoping project to identify mitigation project(s)**

Please provide any additional comments below (optional).

**Jasper County experienced substantial difficulty in obtaining any willingness to share cost estimates for budgetary purposes from engineering firms. We reached out to Horry County, South Carolina regarding a study that had recently completed. The Deputy Director of Horry County is on the South Carolina Association of Stormwater Managers and provided some cost estimate numbers for studies per square mile. Thomas and Hutton Engineering has completed another study for us within the county for assistance on a project in an area of our county. This previous work was utilized to assist Jasper County with estimating the potential cost to conduct the study. The Thomas and Hutton document was utilized as a reference document only in our effort to calculate what the potential cost could be to convene a study; and is an example and reference document only. We realize**

that the age of the document exceeds a reasonable time frame; but again is only intended to provide our efforts to estimate the project costs and not a random unsubstantiated cost figure. Based on the tasking, SOW and costs associated we included for supporting documentation for our effort to progress this project. Please see below for this information.

## Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
<a href="#">Horry County Project ID of potential costs for similar.pdf</a>	11/18/2022	rwells@jaspercountysc.gov	Cost Effectiveness Attachments	Horry County similar project scoping and costs estimates for budgeting.	
<a href="#">Previous study TH SOW and Cost 2018.pdf</a>	11/18/2022	rwells@jaspercountysc.gov	Cost Effectiveness Attachments	This previous study indicates a cost of approximately \$459/sq mi in 2018. we anticipate higher costs for enhancing what has been previously scoped.	
<a href="#">Horry County Narrative for a CDBG grant for floodfight.pdf</a>	11/18/2022	rwells@jaspercountysc.gov	Cost Effectiveness Attachments	This was sample of their effort to convene a study and work through a process to mitigate a flooding challenge within their	

Filename	Date uploaded	Uploaded by	Label	Description	Action
				jurisdiction. We utilized this information as a sample to assist us in the seeking of funds to accomplish a scoping work project.	

## Evaluation

Is the applicant participating in the [Community Rating System \(CRS\)](#)? **No**

Is the applicant a [Cooperating Technical Partner \(CTP\)](#)? **No**

Was this application generated from a previous FEMA HMA Advance Assistance or Project Scoping award or any other federal grant award, or the subapplicant is a past recipient of Building Resilient Infrastructure and Communities (BRIC) non-financial Direct Technical Assistance? **No**

Has the applicant adopted building codes consistent with the [international codes](#)? **Yes**

Year of building code **2018**

Please provide the building code. **International Codes**

Have the applicant's building codes been assessed on the [Building Code Effectiveness Grading Schedule \(BCEGS\)](#)? **Yes**

Select rating. **4**

Describe involvement of partners to enhance the mitigation activity outcome. **This is a holistic approach of study and mitigation strategies of all incorporated and unincorporated together.**

Additional comments (optional) **Please see attached documents below**

## Attachments

Filename	Date uploaded	Uploaded by	Label	Description	Action
<a href="#">nonconstruction assurance draft.pdf</a>	11/18/2022	rwells@jaspercountysc.gov	Evaluation Attachments	Non-Construction Assurance Signed - sf 424 b	
<a href="#">LTTR_Cost Management_11.18.22.pdf</a>	11/18/2022	rwells@jaspercountysc.gov	Evaluation Attachments	Signed denial of subrecipient management costs	
<a href="#">_Summary sheet for assurances and certifications draft.pdf</a>	11/18/2022	rwells@jaspercountysc.gov	Evaluation Attachments	Signed	
<a href="#">BRIC COST LETTER_11.18.22.pdf</a>	11/18/2022	rwells@jaspercountysc.gov	Evaluation Attachments	County commitment of cost share	

## Comments & attachments

▶ Community	1 comment, 1 attachments
▶ Mitigation plan	1 comment, 3 attachments
▶ Scope of work	1 comment, 3 attachments
▶ Budget	1 comment, 1 attachments
▶ Cost-effectiveness	1 comment, 3 attachments
▶ Evaluation	1 comment, 4 attachments



# Assurances and certifications

OMB number: 4040-0007, Expiration date: 02/28/2025 [View burden statement](#)

## SF-424B: Assurances - Non-Construction Programs

OMB Number: 4040-0007

Expiration Date: 02/28/2025

Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in

- the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
  8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
  9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
  10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
  11. Will comply with environmental standards which may be prescribed pursuant to the following:
    - (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
    - (b) notification of violating facilities pursuant to EO 11738;
    - (c) protection of wetlands pursuant to EO 11990;
    - (d) evaluation of flood hazards in floodplains in accordance with EO 11988;
    - (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
    - (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.);
    - (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and,
    - (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
  12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
  13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
  14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
  15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
  16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

## **Certifications regarding lobbying**

OMB Number: 4040-0013

Expiration Date: 02/28/2025

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its

instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

AGENDA  
ITEM # 21

March 7, 2025

Jasper County Council  
358 Third Avenue  
Ridgeland, SC 29936

Chairman Kemp and Councilman,

I would like to bring some staffing matters to your attention.

When I took office, I had eight approved, budgeted positions (including myself). I am requesting the addition of 4 positions be formally approved by council. They are a must to efficiently operate this office. I have had to bring in these four additional people to properly run the courts. I am requesting that you formally approve these four positions along with another part-time court clerk position. Thank you for your time and support as we work to improve operations in the Clerk of Court's Office. I have worked with Administration and Human Resources to finalize the updated job descriptions and department roster, which is provided here for you.

Thank you for your consideration and time.

**Sincerely,**

**R. Keith Horton**  
**Jasper County Clerk of Court**



Home Department		Status	Plan Coverage Level	Regular Pay Rate			SS & ER MEDICAL							ANNUAL EXPENSE
Code	Position			85_POLR%__	Amount	86_SCRT%__	ANNUAL SALARY	RETIREMENT COSTS	MEDICARE COSTS	ER MEDICAL COST	ER DENTAL	ER LIFE	ER LTD	
000063	Administrative Asst/Bailiff	FT	Employee	0.00	\$18.25	9.00	\$37,960.00	\$3,416.40	\$2,903.94	\$6,325.20	\$161.76	\$4.56	\$38.64	
000063	Court Clerk II	FT	Refused	0.00	\$19.00	9.00	\$39,520.00	\$3,556.80	\$3,023.28	\$0.00	\$161.76	\$0.00	\$0.00	
000063	Admin Director/Finance Specialist-OPEN	FT	Employee + Spouse	0.00	\$24.80	9.00	\$51,584.00	\$4,642.56	\$3,946.18	\$13,306.08	\$161.76	\$4.56	\$38.64	
000063	Court Clerk II	FT	Employee	0.00	\$18.25	9.00	\$37,960.00	\$3,416.40	\$2,903.94	\$6,325.20	\$161.76	\$4.56	\$38.64	
000063	Clerk of Court	FT	Employee + Spouse	9.75	\$2,854.92	0.00	\$74,227.92	\$7,237.22	\$5,678.44	\$13,306.08	\$161.76	\$4.56	\$38.64	
000063	Court Clerk I	FT	Not Enrolled Yet	0.00	\$18.50	9.00	\$38,480.00	\$3,463.20	\$2,943.72		\$161.76	\$4.56	\$38.64	
000063	Deputy Clerk of Court	FT	Employee	0.00	\$21.25	9.00	\$44,200.00	\$3,978.00	\$3,381.30	\$6,325.20	\$161.76	\$4.56	\$38.64	
000063	Court Clerk II	FT	Employee	0.00	\$21.25	9.00	\$44,200.00	\$3,978.00	\$3,381.30	\$6,325.20	\$161.76	\$4.56	\$38.64	
000063	Deputy Clerk of Court	FT	Employee + Family	0.00	\$26.80	9.00	\$55,744.00	\$5,016.96	\$4,264.42	\$1,449.32	\$161.76	\$4.56	\$38.64	
000063	Court Coordinator	FT	Refused	0.00	\$19.50	9.00	\$40,560.00	\$3,650.40	\$3,102.84	\$0.00	\$161.76	\$0.00	\$0.00	
000063	Court Clerk II	FT	Employee	0.00	\$19.50	9.00	\$40,560.00	\$3,650.40	\$3,102.84	\$6,325.20	\$161.76	\$4.56	\$38.64	
000063	Court Clerk II- OPEN	FT	Employee	0.00	\$19.50	9.00	\$40,560.00	\$3,650.40	\$3,102.84	\$6,325.20	\$161.76	\$4.56	\$38.64	
000063	Court Clerk II- OPEN	PT	Employee	0.00	\$19.50	9.00	\$20,280.00	\$1,825.20	\$1,551.42	\$6,325.20	\$161.76	\$4.56	\$38.64	
							<b>\$545,555.92</b>	<b>\$49,656.74</b>	<b>\$41,735.03</b>	<b>\$72,337.88</b>	<b>\$2,102.88</b>	<b>\$41.04</b>	<b>\$347.76</b>	<b>\$711,777.25</b>





**Home  
Department**

<b>Code</b>	<b>Position</b>	<b>Status</b>	<b>Plan Coverage Level</b>	<b>85_POLR%__</b>
000063	Administrative Asst/Bailiff	FT	Employee	0.00
000063	Court Clerk II	FT	Refused	0.00
000063	Admin Director/Finance Specialist-OPEN	FT	Employee + Spouse	0.00
000063	Court Clerk II	FT	Employee	0.00
000063	Clerk of Court	FT	Employee + Spouse	9.75
000063	Court Clerk I	FT	Not Enrolled Yet	0.00
000063	Deputy Clerk of Court	FT	Employee	0.00
000063	Court Clerk II	FT	Employee	0.00
000063	Deputy Clerk of Court	FT	Employee + Family	0.00
000063	Court Coordinator	FT	Refused	0.00
000063	Court Clerk II	FT	Employee	0.00
000063	Court Clerk II- OPEN	FT	Employee	0.00
000063	Court Clerk II- OPEN	PT	Employee	0.00

Regular Pay Rate		ANNUAL	RETIREMENT	SS & MEDICARE	ER MEDICAL				ANNUAL
Amount	86_SCRT%__	SALARY	COSTS	COSTS	COST	ER DENTAL	ER LIFE	ER LTD	EXPENSE
\$18.25	9.00	\$37,960.00	\$3,416.40	\$2,903.94	\$6,325.20	\$161.76	\$4.56	\$38.64	
\$19.00	9.00	\$39,520.00	\$3,556.80	\$3,023.28	\$0.00	\$161.76	\$0.00	\$0.00	
\$24.80	9.00	\$51,584.00	\$4,642.56	\$3,946.18	\$13,306.08	\$161.76	\$4.56	\$38.64	
\$18.25	9.00	\$37,960.00	\$3,416.40	\$2,903.94	\$6,325.20	\$161.76	\$4.56	\$38.64	
\$2,854.92	0.00	\$74,227.92	\$7,237.22	\$5,678.44	\$13,306.08	\$161.76	\$4.56	\$38.64	
\$18.50	9.00	\$38,480.00	\$3,463.20	\$2,943.72		\$161.76	\$4.56	\$38.64	
\$21.25	9.00	\$44,200.00	\$3,978.00	\$3,381.30	\$6,325.20	\$161.76	\$4.56	\$38.64	
\$21.25	9.00	\$44,200.00	\$3,978.00	\$3,381.30	\$6,325.20	\$161.76	\$4.56	\$38.64	
\$26.80	9.00	\$55,744.00	\$5,016.96	\$4,264.42	\$1,449.32	\$161.76	\$4.56	\$38.64	
\$19.50	9.00	\$40,560.00	\$3,650.40	\$3,102.84	\$0.00	\$161.76	\$0.00	\$0.00	
\$19.50	9.00	\$40,560.00	\$3,650.40	\$3,102.84	\$6,325.20	\$161.76	\$4.56	\$38.64	
\$19.50	9.00	\$40,560.00	\$3,650.40	\$3,102.84	\$6,325.20	\$161.76	\$4.56	\$38.64	
\$19.50	9.00	\$20,280.00	\$1,825.20	\$1,551.42	\$6,325.20	\$161.76	\$4.56	\$38.64	
		<b>\$545,555.92</b>	<b>\$49,656.74</b>	<b>\$41,735.03</b>	<b>\$72,337.88</b>	<b>\$2,102.88</b>	<b>\$41.04</b>	<b>\$347.76</b>	<b>\$711,777.25</b>





## JASPER COUNTY HUMAN RESOURCES

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*Jasper County Clementa C. Pinckney Government Building  
358 Third Avenue – Courthouse Square – Post Office Box 150  
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

**TITLE: Administrative Director/Finance Specialist**

**DEPARTMENT: Clerk of Court, Jasper County**

**REPORTS TO: Clerk of Court**

**FLSA Status: Non-Exempt**

**Supervisors Others: Yes**

**POSITION SUMMARY:** This position is responsible for the administrative, operational and financial support for Jasper County Clerk of Court.

### **MAJOR DUTIES:**

- Negotiating contracts and agreement with vendors
- Hiring and training staff
- Delegating tasks to administrative staff and monitoring daily operation
- Acting as a liaison between the employees and upper management when it comes to financial and administrative issues
- Developing and promoting policies that ensure positive interaction between administrative staff and other personnel
- Making changes to increase efficiency in the workplace
- Generating annual workflow finances
- Organizing the workplace so that the workflow is streamlined
- Answers the telephone and provides information regarding court operations.
- Performs other related duties as assigned.

### **KNOWLEDGE REQUIRED:**

- Knowledge of court policies and procedures.
- Knowledge of laws and regulations affecting Clerk of Court operations.
- Knowledge of modern office practices, procedures, and equipment.
- Skill in performing basic mathematical calculations.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.

- Skill in troubleshooting and correcting computer problems.
- Skill in scheduling and calendar maintenance.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

**WORK ENVIRONMENT:**

This work is typically performed indoors.

**PHYSICAL DEMANDS:**

The work is typically performed while sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Must have knowledge of how the court system works and have experience with the CMS computer system.
- Must be eligible to be a South Carolina Notary.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

Employee\_\_\_\_\_

Date\_\_\_\_\_



## JASPER COUNTY HUMAN RESOURCES

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*Jasper County Clementa C. Pinckney Government Building  
358 Third Avenue – Courthouse Square – Post Office Box 150  
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

**TITLE: Administrative Assistant**

**DEPARTMENT: Clerk of Court, Jasper County**

**REPORTS TO: Clerk of Court**

**FLSA Status: Non-Exempt**

**Supervisors Others: No**

**POSITION SUMMARY:** This position is responsible for providing clerical support to the court and maintaining records in the strictest confidentiality of personal information. This position works in conjunction with other Administrative staff and supports the Clerk of Court with customer service, record keeping, data entry, and more.

### **MAJOR DUTIES:**

- Prepares the court schedule; sets hearing dates; mails court notices and cut-off dates.
- Assists with jury selection process; prints summonses; contacts jurors; maintains juror files.
- Updates court files and records case dispositions.
- Troubleshoots computer problems for the department.
- Prepares and types routine correspondence and forms.
- Assists the public with locating and obtaining information and filing paperwork.
- Enters data to the court's database.
- Establishes and maintains court files; pulls case files for court proceedings.
- Maintains daily log of all court documents processed.
- Assists judges and attorneys as requested.
- Receives, date stamps, and processes warrants; maintains warrant log.
- Assists bondsmen with bonds and releases; maintains copies of all releases and surety certifications.
- Collects court fines and fees.
- Answers the telephone and provides information regarding court operations.
- Processes incoming mail.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED:**

- Knowledge of court policies and procedures.
- Knowledge of laws and regulations affecting Clerk of Court operations.
- Knowledge of modern office practices, procedures, and equipment.
- Skill in performing basic mathematical calculations.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in troubleshooting and correcting computer problems.
- Skill in scheduling and calendar maintenance.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

**PHYSICAL DEMANDS:**

The work is typically performed while sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects.

**WORK ENVIRONMENT:**

This work is typically performed in a professional office environment.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

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Employee \_\_\_\_\_

Date \_\_\_\_\_



## JASPER COUNTY HUMAN RESOURCES

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Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

**TITLE:** Court Clerk II

**DEPARTMENT:** Clerk of Court, Jasper County

**REPORTS TO:** Clerk of Court

**FLSA Status:** Non-Exempt

**Supervisors Others:** No

**POSITION SUMMARY:** This position is responsible for providing clerical support to the court and maintaining records.

### **MAJOR DUTIES:**

- Prepares the court schedule; sets hearing dates; mails court notices and cut-off dates.
- Assists with jury selection process; prints summonses; contacts jurors; maintains juror files.
- Updates court files and records case dispositions.
- Troubleshoots computer problems for the department.
- Prepares and types routine correspondence and forms.
- Prints checks for Family Court.
- Assists the public with locating and obtaining information and filing paperwork.
- Enters data to the court's database.
- Establishes and maintains court files; pulls case files for court proceedings.
- Maintains daily log of all court documents processed.
- Assists judges and attorneys as requested.
- Prepares and sends notices of delinquent child support payments.
- Receives, date stamps, and processes warrants; maintains warrant log.
- Assists bondsmen with bonds and releases; maintains copies of all releases and surety certifications.
- Collects court fines and fees.
- Answers the telephone and provides information regarding court operations.
- Processes incoming mail.
- Posts child support payments and garnishments.
- Performs other related duties as assigned.



**KNOWLEDGE REQUIRED:**

- Knowledge of court policies and procedures.
- Knowledge of laws and regulations affecting Clerk of Court operations.
- Knowledge of modern office practices, procedures, and equipment.
- Skill in performing basic mathematical calculations.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in troubleshooting and correcting computer problems.
- Skill in scheduling and calendar maintenance.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

**WORK ENVIRONMENT:**

The work is typically performed in an office setting.

**PHYSICAL DEMANDS:**

The work is typically performed while sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

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Employee \_\_\_\_\_

Date \_\_\_\_\_

# Jasper County



## Human Resources Department

### JOB DESCRIPTION

**TITLE:** Clerk of Court

**DEPARTMENT:** Clerk of Court, Jasper County

**REPORTS TO:** Clerk of Court

**FLSA Status:** Exempt

**Supervisors Others:** Yes

**POSITION SUMMARY:** This position is responsible for overseeing operations of the Clerk of Court's office and carrying out all duties as required by law.

#### MAJOR DUTIES:

- Manages and supervises court staff and office; assists staff with difficult or complex issues; counsels and advises staff.
- Administers criminal and civil courts: reviews dockets and prepares warrants; schedules hearings and motions; communicates with Solicitor regarding status of cases; reviews case files and submits data to South Carolina Court Administration, Chief Judge, and South Carolina Judicial Department as required; calls cases and facilitates court function; calls jury roll and maintains juror attendance records for payment purposes.
- Supervises family court; reviews case files and monthly reports; communicates with Deputy Clerk regarding caseload and case data.
- Oversees accounting activities of the courts: prepares financial reports; verifies balances and reconciles accounts; disburses funds collected from each court; prepares monthly reports for various state agencies as required.
- Performs other related duties as assigned.

#### KNOWLEDGE REQUIRED:

- Knowledge of court policies and procedures.
- Knowledge of laws and regulations affecting Clerk of Court operations.
- Knowledge of basic accounting and bookkeeping principles and practices.
- Knowledge of modern office management practices, procedures and equipment.
- Skill in performing basic mathematical calculations.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in report preparation and records maintenance.
- Skill in supervising the work of others.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS:**

The Clerk is elected and works independently to carry out the duties of office as determined by the South Carolina Legislature. The Chief Justice and the South Carolina Court Administration may spot-check completed work for compliance with laws and procedures and the nature and propriety of the final results.

**GUIDELINES:**

Guidelines include relevant state and federal laws and regulations, court protocols and rules, and department policies and procedures. These guidelines require judgement, selection, and interpretation in application.

**COMPLEXITY:**

The work consists of related administrative and supervisory duties. Time constraints contribute to the complexity of the work.

**SCOPE AND EFFECT:**

The purpose of this position is to oversee operations of the Clerk of Court's office and facilitate court activities. Successful performance helps ensure the accuracy of court records and efficient court operations.

**PERSONAL CONTACTS:**

Contacts are typically with co-workers, judges, attorneys, court personnel, law enforcement personnel, state agency representatives, victims, defendants, and the general public.

**PURPOSE OF CONTACTS:**

Contacts are typically to give or exchange information, resolve problems and provide services.

**PHYSICAL DEMANDS:**

The work is typically performed while sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:**

The work is typically performed in an office or courtroom.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

This position has direct supervision over the Deputy Clerk and Court Clerk.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Carolina for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain certification as a Notary Public.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

Employee\_\_\_\_\_

Date\_\_\_\_\_



## JASPER COUNTY HUMAN RESOURCES

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*Jasper County Clementa C. Pinckney Government Building  
358 Third Avenue – Courthouse Square – Post Office Box 150  
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

**TITLE:** Court Clerk

**DEPARTMENT:** Clerk of Court, Jasper County

**REPORTS TO:** Clerk of Court

**FLSA Status:** Non-Exempt

**Supervisors Others:** No

**POSITION SUMMARY:** This position is responsible for providing clerical support to the court and maintaining records.

### **MAJOR DUTIES:**

- Prepares the court schedule; sets hearing dates; mails court notices and cut-off dates.
- Assists with jury selection process; prints summonses; contacts jurors; maintains juror files.
- Updates court files and records case dispositions.
- Troubleshoots computer problems for the department.
- Prepares and types routine correspondence and forms.
- Prints checks for Family Court.
- Assists the public with locating and obtaining information and filing paperwork.
- Enters data to the court's database.
- Establishes and maintains court files; pulls case files for court proceedings.
- Maintains daily log of all court documents processed.
- Assists judges and attorneys as requested.
- Prepares and sends notices of delinquent child support payments.
- Receives, date stamps, and processes warrants; maintains warrant log.
- Assists bondsmen with bonds and releases; maintains copies of all releases and surety certifications.
- Collects court fines and fees.
- Answers the telephone and provides information regarding court operations.
- Processes incoming mail.
- Posts child support payments and garnishments.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED:**

- Knowledge of court policies and procedures.
- Knowledge of laws and regulations affecting Clerk of Court operations.
- Knowledge of modern office practices, procedures, and equipment.
- Skill in performing basic mathematical calculations.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in troubleshooting and correcting computer problems.
- Skill in scheduling and calendar maintenance.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

**WORK ENVIRONMENT:**

The work is typically performed in an office setting.

**PHYSICAL DEMANDS:**

The work is typically performed while sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

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Date \_\_\_\_\_



## JASPER COUNTY HUMAN RESOURCES

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358 Third Avenue – Courthouse Square – Post Office Box 150  
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

**TITLE: Court Coordinator**

**DEPARTMENT: Clerk of Court, Jasper County**

**REPORTS TO: Clerk of Court**

**FLSA Status: Non-Exempt**

**Supervisors Others: No**

**POSITION SUMMARY:** This position is responsible for maintaining the General Sessions Court Trial and Guilty Plea Rosters. Requires numerous daily emails and phone calls to the Solicitor's Office, Attorney General, Attorneys, Public Defenders, Pro Se defendants and the Chief Judge.

### **MAJOR DUTIES:**

- All General Sessions cases must be placed on a roster. Pending cases that have been previously filed prior to the Administrative Order, as of February 20, 2020, 3,890 cases must be placed on a roster in addition to daily warrants/tickets that are received.
- Prepare a draft trial docket at least 45 days prior to a scheduled term of court. Distribute to Solicitor's office and attorneys for review. Will be notified of all conflicts and will handle them in the proper manner. Thirty days prior to a scheduled term of court Coordinator will public the Trial Roster to the web site.
- Create a separate roster for guilty pleas. Shall schedule guilty please at the direction of the Chief Administrative Judge.
- In addition, maintain a roster for Pretrial Intervention Program, Drug Court, Conditional Discharge, FTA, Pending Not Indicted, Bench Warrants and awaiting on drug analysis report.
- Prepare transport orders if defendant is in the Department of Corrections. Notify county jail which defendants need to be brought to court.
- Work courtroom during Initial Appearance and 2<sup>nd</sup> Appearance. Will issue bench warrants for defendants that fail to appear for appearances that have not been previously excused.
- Must be cross trained for the GS Court Coordinator for Motions position.
- Answers the telephone and provides information regarding court operations.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED:**

- Knowledge of court policies and procedures.
- Knowledge of laws and regulations affecting Clerk of Court operations.
- Knowledge of modern office practices, procedures, and equipment.
- Skill in performing basic mathematical calculations.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in troubleshooting and correcting computer problems.
- Skill in scheduling and calendar maintenance.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

**WORK ENVIRONMENT:**

This work is typically performed indoors.

**PHYSICAL DEMANDS:**

The work is typically performed while sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Must have knowledge of how the court system works and have experience with the CMS computer system.
- Must be eligible to be a South Carolina Notary.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

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**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

Employee \_\_\_\_\_

Date \_\_\_\_\_





## JASPER COUNTY HUMAN RESOURCES

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358 Third Avenue – Courthouse Square – Post Office Box 150  
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

**TITLE:** Deputy Clerk of Court  
**DEPARTMENT:** Clerk of Court, Jasper County  
**REPORTS TO:** Clerk of Court  
**FLSA Status:** Non-Exempt

**POSITION SUMMARY:** This position is responsible for assisting the public and providing administrative support to the Clerk of Court.

### **MAJOR DUTIES:**

- Provides administrative support to the Clerk of Court by supervising office operations and support staff; reviews subordinates' work for accuracy and completeness.
- Assists the public with location and obtaining information.
- Assists judges and attorneys as requested.
- Signs warrants and releases.
- Assists domestic abuse victims with completing paperwork; sets hearings.
- Monitors disposition of family court cases.
- Prepares monthly reports for the State Department of Social Services.
- Prepares daily reports for the Criminal Court and Common Pleas Court.
- Performs the duties of Court Clerk as necessary.
- Attends court hearings in the Clerk of Court's absence.
- Performs other related duties as assigned.

### **KNOWLEDGE REQUIRED:**

- Knowledge of court policies and procedures.
- Knowledge of laws and regulations affecting Clerk of Court operations.
- Knowledge of modern office practices, procedures, and equipment.
- Skill in performing basic mathematical calculations.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in report preparation and records maintenance.
- Skill in supervising the work of others.
- Skill in public and interpersonal relations.

- Skill in oral and written communication.

**PHYSICAL DEMANDS:**

The work is typically performed while sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects and climbs ladders.

**WORK ENVIRONMENT:**

The work is typically performed in an office or courtroom.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

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Employee \_\_\_\_\_

Date \_\_\_\_\_



## JASPER COUNTY HUMAN RESOURCES

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Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

**TITLE:** Court Bailiff

**DEPARTMENT:** Clerk of Court, Jasper County

**REPORTS TO:** Clerk of Court

**FLSA Status:** Non-Exempt

**Supervisors Others:** No

**POSITION SUMMARY:** This position is responsible for maintaining security and order in our courtrooms. They are to ensure the safety of all court personnel, enforcing court rules, and assisting the judge in the smooth flow of courtroom procedures.

### **MAJOR DUTIES:**

- Ensure the courtroom is clean, orderly and set up before court sessions.
- Escort judges, jury members, witnesses, and defendants in and out of the courtroom.
- Secure courtrooms and inspect them for potential threats.
- Enforce court rules and procedures, maintain order and decorum in the courtroom.
- Handle and secure evidence and court documents.
- Announce the judge's arrival and departure, and the start and end of sessions.
- Provide instructions to jury members and escort them during deliberations and sequestrations.
- Carry out the enforcement of court orders, such as eviction notices of seizure of property.
- Assist in emergency situations, including first aid provision or evacuation procedures.
- Performs other related duties as assigned.

### **KNOWLEDGE REQUIRED:**

- Knowledge of safety and security procedures, techniques, equipment and policies.
- Knowledge of local law enforcement and emergency services agencies.
- Knowledge of county and court operations, policies and procedures.
- Skill in the preparation of clear and accurate reports.
- Skill in maintaining the safety and security of courthouse staff, visitors, facilities, and equipment.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

### **PHYSICAL DEMANDS:**

The work is typically performed while standing, walking, bending, crouching or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:**

The work is typically performed indoors.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have valid drivers license.

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Employee \_\_\_\_\_

Date \_\_\_\_\_