

City of Diamondhead



5000 Diamondhead Circle, Diamondhead, MS 39525-3260
Phone: (228) 222.4626
FAX: (228) 222.4390
www.diamondhead.ms.gov

February 11, 2015

Mayor and City Council
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: Agenda Items 2015-004-Bids for Hazard Mitigation Grant Program 4081-15

Dear Mayor and Councilmembers:

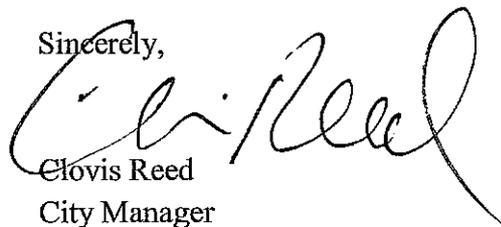
Subject to final grant approval from MEMA, it is my recommendation to include Alternate No. 1 in the amount of \$19,200 in addition to the base bid and Alternate No. 3 that were accepted January 20, 2015 for Mitigation Grant Program 4081-15 for upgrades and renovations to City Hall. The total revised contract with Vision Constructors, Inc. shall be \$515,100 and includes an anticipated change order amount to add hurricane strap tie downs to the roof top mechanical equipment.

Professional services provided by Eley Guild Hardy are fee based at 8% of the project. The revised grant award and scope of work for the Hazard Mitigation Project will increase the architect fees accordingly.

Provided we receive MEMA approval for the revised project, the total grant award would increase from \$491,941 to \$568,944 with a federal share \$426,708 and local share of \$142,236.

Thank you for your consideration and approval in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Clovis Reed", is written over the typed name and title.

Clovis Reed
City Manager

CR:jk

A R C H I T E C T S

PRINCIPALS

DAVID M. ELEY, FAIA
W. Taylor Gault, III, AIA, CCS
David J. Hardy, AIA
Stephen A. Scjajich, AIA
Joseph E. Crain, AIA
Mark E. Lishen, AIA, LEED AP
J. Heath Perry, AIA, CSI, CDT

ASSOCIATES

Joseph R. Stevens, Jr., AIA, LEED AP
Eric J. Combarabo, AIA

February 12, 2015

Mr. Clovis Reed, City Manager
City of Diamondhead
5300 Diamondhead Circle
Diamondhead, MS 39525

Re: 12-035e.1 Hazard Mitigation Renovations and Upgrades to
Diamondhead City Hall - Work Authorization No. 5

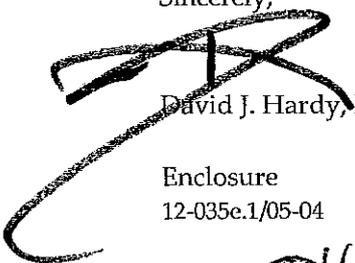
Dear Mr. Reed:

Based on the updated benefit cost analysis as prepared by our office and reviewed by MEMA, we hereby revise our recommendation for award. Pending final approval of the increased grant value we recommend award of the contract to the low bidder, Vision Constructors, Inc. of Gulfport, to include the Base Bid in the amount of \$389,900.00, Bid Alternate No. One (1) in the amount of \$19,200.00 and Bid Alternate No. Three (3) in the amount of \$106,000.00 for the total amount of \$515,100.00.

Also, please find enclosed our Invoice Number Two (2) for Architectural Services complete through 100% of the Bidding Phase plus reimbursable expenses in the amount of \$8,939.24 on the above referenced project. This invoice is in accordance with Work Authorization Number 5 and the revised recommendation for award above.

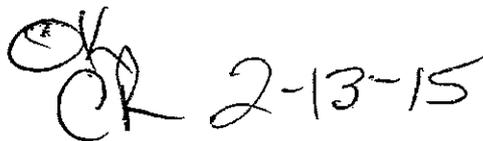
As always, if you should have any questions regarding this invoice, please do not hesitate to contact me.

Sincerely,



David J. Hardy, Principal

Enclosure
12-035e.1/05-04



BILOXI OFFICE

1691 Tommy Mingo Drive
Biloxi, MS 39522
601.594.1333 p

JACKSON OFFICE

329 East Capitol Street
Jackson, MS 39201
601.354.1572 p

BID TABULATION

Project: Hazard Mitigation Improvements to Diamondhead City Hall
MEMA Hazard Mitigation Grant Project No. 4081-0015

Architect: Eloy Guild Hardy Architects PA
1831 Tommy Munro Dr.
Biloxi, Mississippi

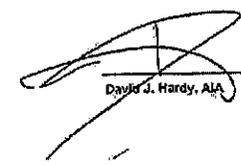
Owner: City of Diamondhead

Date: Thursday, January 15, 2015
2:00 PM

Project No.: 12-035e

| BIDDER | COR NUMBER | Bid Bond - 5% | BASE BID LUMP SUM PRICE | ADD ALTERNATE 1: COVERED AREAS | ADD ALTERNATE 2: ENTRY VESTIBULE | ADD ALTERNATE 3: REPLACE ENTRY DOORS | ADD ALTERNATE 4: CULTURED MARBLE WINDOW SILLS | ADD ALTERNATE 5: ELECTRIFIED HARDWARE | RECEIPT CFADDN. 1 | Non-Collision/ Disturbment | NOTES |
|--------------------------------|------------|------------------|-------------------------|-----------------------------------|-------------------------------------|---|---|--|----------------------|-------------------------------|-------|
| Vision Constructors, Inc. | 16853-MC | 5% | \$389,600.00 | \$19,200.00 | \$5,000.00 | \$106,000.00 | \$6,800.00 | 22,000.00 | X | X | |
| J. O. Collins Contractor, Inc. | 01249-MC | 5% | \$401,700.00 | \$22,400.00 | \$7,750.00 | \$118,300.00 | \$5,600.00 | 27,200.00 | X | X | |
| Millennium Construction, LLC | 17342-MC | 5% | \$428,000.00 | \$21,700.00 | \$5,700.00 | \$118,000.00 | \$15,600.00 | 25,000.00 | X | X | |
| Twin L. Construction, Inc. | 08365-MC | 5% | \$535,720.00 | \$22,620.00 | \$5,360.00 | \$160,720.00 | \$7,150.00 | 29,770.00 | X | X | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

CERTIFIED TO BE A TRUE AND ACCURATE TABULATION OF ALL
BIDS RECEIVED, TO THE BEST OF MY KNOWLEDGE AND BELIEF.


David J. Hardy, AIA

Eley Guild Hardy Architects PA
 1091 Tommy Munro Drive
 Biloxi, MS 39532
 228-594-2323

INVOICE

City of Diamondhead
 5300 Diamondhead Circle
 Diamondhead, MS 39525

Project: Hazard Mitigation Renovations and Upgrades
 to Diamondhead City Hall (WA #5)

Invoice number: 12-035e.1-2
 Invoice Date: 02/11/2015

Billing Period Through: 02/11/2015

Construction Cost Basis: \$ 515,100.00
 Fee Basis: 8.00 %
 Billing Fee: \$ 41,208.00

| Description | Architectural Fee | % of Total Fee | Percent Complete | Prior Billings | Fee Earned | Current Fee |
|------------------------------------|-------------------|----------------|------------------|----------------|--------------|-------------|
| Schematic Design | \$ 6,181.20 | 15.00 | 100.00 | \$ 5,466.01 | \$ 6,181.20 | \$ 715.19 |
| Design Development | \$ 8,241.60 | 20.00 | 100.00 | \$ 7,288.02 | \$ 8,241.60 | \$ 953.58 |
| Construction Documents | \$ 16,483.20 | 40.00 | 100.00 | \$ 11,660.83 | \$ 16,483.20 | \$ 4,822.37 |
| Bidding | \$ 2,060.40 | 5.00 | 100.00 | \$ 0.00 | \$ 2,060.40 | \$ 2,060.40 |
| Construction Administration | \$ 8,241.60 | 20.00 | 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| | \$ 41,208.00 | 100.00 | 80.00 | \$ 24,414.86 | \$ 32,966.40 | \$ 8,551.54 |

Reimbursables
 Reimbursables

| | Rate | Billed Amount |
|----------------|------|---------------|
| Advertisement | | \$ 387.70 |
| Phase subtotal | | \$ 387.70 |
| total | | \$ 387.70 |

****Total Project Invoice Amount**** \$ 8,939.24

Approved By: _____

City of Diamondhead

Invoice number: 12-035e.1-2



The Sea Coast Echo

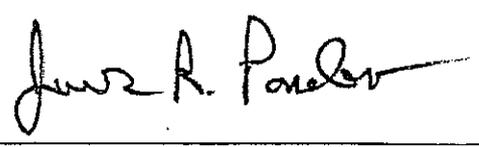
POST OFFICE BOX 2009
BAY SAINT LOUIS, MS 39521-2009

PROOF OF PUBLICATION

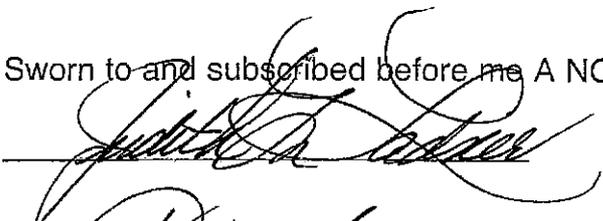
STATE OF MISSISSIPPI
HANCOCK COUNTY

PERSONALLY appeared before me the undersigned authority in and for said County and State, JAMES R. PONDER, publisher of THE SEA COAST ECHO, a newspaper printed and published in the City of Bay Saint Louis, said County, who being duly sworn, deposes and says the publication of this notice hereunto annexed has been made in the said publication 2 weeks to-wit:

On the 10 day of December 2014
On the 17 day of December 2014
On the _____ day of _____ 2014
On the _____ day of _____ 2014



Publisher

Sworn to and subscribed before me A NOTARY PUBLIC

this December 17 2014

Notary Public State of Mississippi At Large
My Commission Expires: November 01, 2017

00 11 13 - ADVERTISEMENT FOR BIDS

Sealed bids for the construction of HAZARD MITIGATION IMPROVEMENTS TO DIAMONDHEAD CITY HALL, located in Diamondhead, Mississippi in conjunction with the MEMA Hazard Mitigation Grant Project No. 4081-0015, will be received by the City of Diamondhead at the City Hall Council Chambers, located at 5000 Diamondhead Circle, Diamondhead, Mississippi until 2:00 P.M., Thursday, January 15th, 2015, and then publicly opened and read aloud. Single stipulated sum bids will be received for all work required by the Contract Documents in accordance with the Instructions to Bidders. A Pre-Bid Conference shall be held at 10:00 am on Tuesday, the 6th of January 2015, at the Diamondhead City Hall Council Chambers, located at 5000 Diamondhead Circle. Single stipulated lump sum bids will be received for all work required by the Contract Documents in accordance with the Instructions to Bidders. The City intends to award a Contract to the lowest and best Bidder with in allocated funds, based on the sum of the base bid plus accepted alternates, if any. Instructions to Bidders, Form of Bid, Form of Contract, Form of Contract Bond, Drawings, Specifications and other Contract Documents may be examined at the following locations:
1. Office of the Architect, Eley Guild Hardy Architects, P.A.,
1091 Tommy Mulro Drive, Biloxi, MS 39532
2. ABC Plan Room Jackson, Mississippi
3. AGC Plan Room Jackson, Mississippi
4. Reed Construction Data,
Norcross, Georgia
5. McGraw-Hill Construction News Network
6. Builder's Exchange, Memphis, TN
Copies may be obtained in Adobe PDF® format for a non-refundable fee of \$50.00 per disk. Fee will be waived for ABC/AGC members. Hard copies of Drawings and Project Manual are available upon request for a non-refundable fee of \$350.00.
All proposals must be on file with the City prior to the opening time as stated above. All proposals must be sealed and clearly marked on the outside of the envelope as indicated "Hazard Mitigation Improvements to Diamondhead City Hall" on (bidder to insert date and time here). Envelopes not so marked are submitted at the risk of the Bidder and the City assumes no responsibility for the premature opening of same by any County employee.
If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the bid opening shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed the provisions of this paragraph. Bids shall be received by the agency until the new date

and time of the bid opening as set forth herein. The agency shall not be held responsible for the receipt of any bids for which delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the agency prior to the new date and time of the bid opening.
The Owner expressly reserves the right to accept or reject any or all bids or any part of any or all bids based on a lowest and best bid determination. If the Bid documents request separate bids on phases or items of a project, the Owner reserves the right to accept or reject any or all bids or any part of any or all bids based on a lowest and best bid determination on each phase of item for which a separate bid is requested.
Each bidder must deposit with his bid, security in the amount, form and subject to the conditions provided in the Instructions to Bidders. Performance and Payment Bonds will be required from the successful bidder. Bidders shall comply with laws of the State of Mississippi requiring Certificate of Responsibility. Resident contractors shall, in accordance with laws of the State of Mississippi, be granted preference over non-residents in the award of this contract in the same manner and to the same extent as provided by the laws of the state of domicile of the non-resident. A non-resident contractor shall attach to his proposal a copy of his resident state's current law pertaining to such state's treatment of non-resident contractors.
The successful bidder must adhere to the Owner's policy concerning non-discrimination without regard to race, creed, color, age, sex, national origin or handicap. No bidder may withdraw his bid within sixty (60) days after the actual date of the opening thereof.
This project is funded in part by Hazard Mitigation Grant funds provided by the Mississippi Emergency Management Agency from the Federal Emergency Management Agency. All local, state, and federal special conditions including Title 44 CFR will apply.
Order by the City Council of Diamondhead this the 10th day of December, 2014.
Kristin Ventura City Clerk
City of Diamondhead
12/10/12/17/14

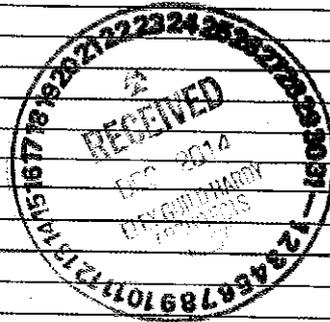
4 BILL DATE
12/17/14

5 BILL FROM BILL TO
12/17/14 12/17/14

6 TERMS OF PAYMENT PAGE
DUE UPON RECEIPT 1
SALES REPRESENTATIVE
L13
7 BILLED ACCOUNT NO. 8 ADVERTISER NO.
L002947 L002947
9 ADVERTISER 14 PRODUCT/SERVICE
ELEY GUILD HARDY

2 B I L L E D T O
ELEY GUILD HARDY
ARCHITECTS
1091 TOMMY MUNRO DRIVE
BILOXI MS 39532

| 10 | DATE | 11 | REFERENCE NO. | 12/13 | DESCRIPTION | 18 | RATE | 19 | AMOUNT | 20 | AMOUNT DUE |
|-----------|------|-----|---------------|--------|--------------------------|---------|----------|----------|--------|----|------------|
| PB | SECT | LOC | PG NO | % PAGE | 15 SAU/DIMENSION | STARTED | 16 TIMES | 17 UNITS | | | |
| | | | T550536111 | | HAZARD MIT/00 11 13 ADVE | | | 0.12 | 191.62 | | 194.62 |
| SH | | 254 | | 0.1% | 1.0X 201.00L12/10/14 | | 2 | 201.0L | | | |
| | | | 12/17/14 | | PROOF(S) | | | | 3.00 | | |
| TOTAL DUE | | | | | | | | | | | 194.62 |



DEC 18 2014

26 BILLED ACCOUNT NO. L002947
27 BILLED ACCOUNT ELEY GUILD HARDY

PAY BY CHECK OR CREDIT CARD
VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS
(circle one)

DOCUMENT 00179505
BILL DATE 12/17/14

AMOUNT DUE

CARD NUMBER _____
EXPIRATION DATE _____ (mmyy)

AMOUNT PAID

Make checks payable to THE SUN HERALD

PRINT CARD HOLDER NAME _____
SIGNATURE _____

DUE UPON RECEIPT

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Instructions to Bidders, Form of Bid, Form of Contract, Form of Contract Bond, Drawings, Specifications and other Contract Documents may be examined at the following locations:

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- 3. AGC Plan Room, Jackson, Mississippi.
- 4. Reed Construction Data, Norcross, Georgia.
- 5. McGraw-Hill Construction News Network
- 6. Builder's Exchange, Memphis, TN

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Envelopes not so marked are submitted at the risk of the Bidder and the City assumes no responsibility for the premature opening of same by any County employee. If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events").

Which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the bid opening shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed the provisions of this paragraph. Bids shall be received by the agency until the new date and time of the bid opening as set forth herein. The agency shall not be held responsible for the receipt of any bids for which delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the agency prior to the new date and time of the bid opening.

The Owner expressly reserves the right to accept or reject any or all bids or any part of any or all bids based on a lowest and best bid determination. If the bid documents request separate bids on phases or items of a project, the Owner reserves the right to accept or reject any or all bids or any part of any or all bids based on a lowest and best bid determination on each phase or item for which a separate bid is requested. Each bidder must deposit with his bid, security in the amount, form and subject to the conditions provided in the Instructions to Bidders, Performance and Payment Bonds will be required from the successful bidder. Bidders shall comply with laws of the State of Mississippi requiring Certificate of Responsibility.

Resident contractors shall, in accordance with laws of the State of Mississippi, be granted preference over non-residents in the award of this contract in the same manner and to the same extent as provided by the laws of the state of domicile of the non-resident. A non-resident contractor shall attach to his proposal a copy of his resident state's current law pertaining to such state's treatment of non-resident contractors. The successful bidder must adhere to the Owner's policy concerning non-discrimination without regard to race, creed, color, age, sex, national origin or handicap. No bidder may withdraw his bid within sixty (60) days after the actual date of the opening thereof.

This project is funded in part by Hazard Mitigation Grant funds provided by the Mississippi Emergency Management Agency from the Federal Emergency Management Agency. All local, state, and federal special conditions including Title 44 CFR will apply.

Order by the City Council of Diamondhead this the 10th day of December, 2014.

Kristin Ventura
City Clerk
City of Diamondhead

Publish: Wednesday, December 10, 2014

Wednesday, December 17, 2014

Proof of Publication

STATE OF MISSISSIPPI

COUNTY OF HARRISON

Before me, the undersigned Notary of Harrison County, Mississippi personally appeared Crista Brackett who, being by me first duly sworn, did depose and say that she is a clerk of The Sun Herald, a newspaper published in the city of Gulfport, in Harrison County, Mississippi, and the publication of the notice, a copy of which is hereto attached, has been made in said paper 2 times in the following numbers and on the following dates of such paper, viz:

Vol. 131 No., 108 dated 10 day of Dec, 2014

Vol. 131 No., 75 dated 17 day of Dec, 2014

Vol. _____ No., _____ dated _____ day of _____, 20____

Vol. _____ No., _____ dated _____ day of _____, 20____

Vol. _____ No., _____ dated _____ day of _____, 20____

Vol. _____ No., _____ dated _____ day of _____, 20____

Vol. _____ No., _____ dated _____ day of _____, 20____

Affiant further states on oath that said newspaper has been established and published continuously in said county for a period of more than twelve months next prior to the first publication of said notice.

Crista Brackett

DEC 18 2014

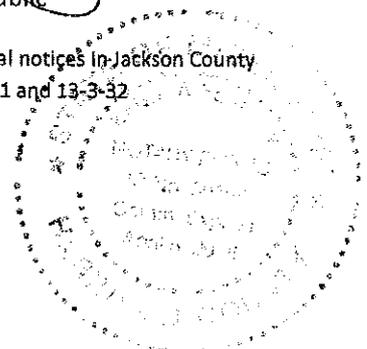
Clerk

Sworn to and subscribed before me this 17 day of Dec, A.D., 2014

Hard Berg

Notary Public

*The Sun Herald has been deemed eligible for publishing legal notices in Jackson County to meet the requirements of Miss. Code 1972 Section 13-3-31 and 13-3-32



City of Diamondhead, MS
Request for Council Action

TO: Honorable Mayor and Members of Council
FROM: City Manager

Ordinance Resolution Agreement/Contract Info Only Work Session Only

AGENDA LOCATION: Consent Agenda Regular Agenda

FORMAL AGENDA DATE REQUESTED: February 18, 2015

ORDINANCE/RESOLUTION CAPTIONS or ISSUE:

The DH Garden Club is considering sponsoring a hummingbird educational event in September 2015. I intend to make a motion to waive the \$50 special permit fee for this program.

SUMMARY BACKGROUND:
Additional information about this proposal is attached.

IMPACT IF DENIED: DH Garden Club may not sponsor the event and the community is not able to attend this educational program.

IMPACT IF APPROVED: Community members will be able to attend a local event about hummingbirds.

FINANCIAL IMPACT: The City would incur no expenses that I'm aware of at this time.

REQUIRED SIGNATURES

| | |
|-----------------------|----------------|
| REQUESTED BY: | Ernie Knobloch |
| City Manager: | |
| City Attorney: | |

COUNCIL ACTION:

Approved Denied Tabled/Deferred Info Only **Completed:**

City of Diamondhead



5000 Diamondhead Circle, Diamondhead, MS 39525-3260

Phone: (228) 222.4626

FAX: (228) 222.4390

www.diamondhead.ms.gov

February 11, 2015

Mayor and City Council
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: Audit Proposal Quotes

Dear Mayor and Councilmembers:

In response to the City's RFQ for auditing services, one proposal was received. The proposal received was from Piltz, Williams and LaRosa in the amount of \$48,000.00. I am recommending rejecting the proposal received.

Thank you for your consideration and approval in this matter.

Sincerely,

A handwritten signature in black ink that reads "Clovis Reed". The signature is written in a cursive, flowing style.

Clovis Reed
City Manager

CR:jk

RFP # 2014-1044

DUE: 1/8/2015

Proposal
RECEIPTS
City of Diamondhead, MS
FOR:
Auditing Services Professional

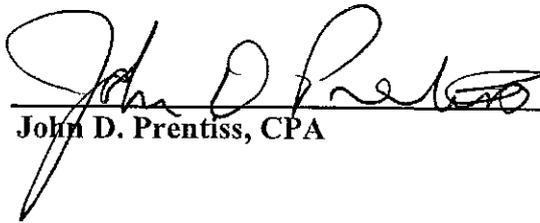
| FROM | Time/Date Rec'd | Amount |
|----------------------------|-----------------|--------|
| 1. Pittz, Williams, LaRosa | 9:41 AM 1/8/15 | 48,000 |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

Verified By: Conne Scott Date: 1/8/15

Witnessed By: [Signature] Date: 1/8/15

City of Diamondhead, Mississippi
Proposal To Provide Auditing Services
Summary of Price Proposal
For The Proposed Contract Period To End September 30, 2014

Piltz, Williams, LaRosa & Co.



John D. Prentiss, CPA

| Proposal Year to End | Proposal Fee Amount |
|----------------------------------|------------------------|
| September 30, 2014 | <u>\$ 48,000</u> |
| | |
| Proposal Price if Renewed | |
| September 30, 2015 | <u>\$ 43,000</u> |
| September 30, 2016 | <u>\$ 45,000</u> |
| September 30, 2017 | <u>\$ 47,000</u> |
| September 30, 2018 | <u>\$ 49,000</u> |

City of Diamondhead



5000 Diamondhead Circle, Diamondhead, MS 39525-3260

Phone: (228) 222.4626

FAX: (228) 222.4390

www.diamondhead.ms.gov

February 11, 2015

Mayor and City Council
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: Auditing Services

Dear Mayor and Councilmembers:

Attached is a proposal received from Alexander, Van Loom, Sloan, Levens, Favre, PLLC to provide auditing services for the City for FY14 in the amount of \$44,300. The proposal also provides for a 3-year contract as follows:

| Audit | FY14 | FY15 | FY16 |
|--------------------------------|-----------------|-----------------|-----------------|
| Audit | \$32,500 | \$33,150 | \$34,145 |
| Single Audit | | | |
| *1 st Major Program | 4,500 | 4,590 | 4,720 |
| TOTAL AUDIT SERVICES | \$37,000 | \$37,740 | \$38,864 |

Each additional major program \$4,000 each, as applicable

Estimated fee for internal control services \$4,000-\$6,000 (document accounting procedures and identify controls and weaknesses)

I am recommending for your approval entering into the 3-year contract with Alexander, Van Loom, Sloan, Levens, Favre, PLLC to provide auditing and internal control services for the City.

Thank you in advance for your consideration and approval.

Sincerely,

Clovis Reed
City Manager

CR:jk



ALEXANDER | VAN LOON | SLOAN | LEVENS | FAVRE, PLLC
Certified Public Accountants & Business Consultants

AVL WEALTHCARE, LLC
Wealth Management

February 4, 2015

Mr. Clovis Reed
City Manager
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mr. Reed:

The partners and staff of Alexander, Van Loon, Sloan, Levens & Favre, PLLC, wish to thank you for the opportunity to present our proposal for providing professional audit and internal control services for the City of Diamondhead (the City) for the year ended September 30, 2014.

We believe that our firm is uniquely qualified to serve as the City's auditors and can offer outstanding value through the following:

- The size of our firm (an audit team of over nine professionals).
- Our extensive experience with governmental entities.
- The technical expertise of our staff.
- Our significant investment in technology to achieve a digital office which allows us to perform our audits in an electronic environment and thereby saving the City time and money.
- A pro-active, risk-based audit approach customized to the City's control structures and risk profiles.
- Competitive and transparent fees for service and "no surprises" billings.
- Proven track record providing our clients with value-added and on time delivery services.
- Open lines of communication where issues and concerns can be shared freely.
- A business based on the Coast that employs over 45 people (23 of whom are CPAs)
- A commitment to treat the City as a priority client and to serve you in the manner that you should expect.

Firm Profile

AVL is South Mississippi's largest full-service public accounting and consulting firm. In 1967, Wynn Alexander opened his accounting practice in Wiggins, Mississippi, and, with a commitment to delivering the highest quality service to his clients; the firm has grown to more than 45 personnel, including four partners, with offices in Gulfport, Wiggins, and Diamondhead.

9490 Three Rivers Road | Gulfport, MS 39503 | (228) 863-0411 | Fax (228) 863-1165 | E-Mail: info@avlcpa.com | www.avlcpa.com
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Members: American Institute of CPA's, Mississippi Society of CPA's, The AICPA Alliance for CPA Firms-
Partnering for CPA Practice Success, National Association of Certified Valuation Analysts

As a proactive firm of accountants and consultants providing services to individuals, business, government, and nonprofit organizations, we are committed to providing the close, personal attention that our clients have come to expect. We take pride in giving our clients the assurance that the personal assistance comes from years of advanced training, technical experience, and financial acumen. Our continual investment of time and resources in professional continuing education, state-of-the-art computer technology and extensive business relationships is indicative of our standard of excellence.

Although the firm has a number of clients outside the South Mississippi area, the majority of our clients are primarily concentrated in the counties of Harrison, Stone, Hancock, Jackson and Pearl River. This concentration allows us to provide quality and timely service to our clients, as well as to be actively involved in the communities where we live and work.

Our firm's current partners are as follows:

| | <u>Years of Experience</u> | <u>Years with AVL</u> |
|---------------------------------|--------------------------------|---------------------------|
| Cindy Sloan, CPA | 31 years | 31 years |
| Jerry L. Levens, CPA, CFE, CGMA | 36 years | 24 years |
| Jerry W. Favre, Jr., CPA, CITP | 25 years | 25 years |
| Jimmy M. Stokes, CPA, CVA | 30 years | 19 years |

Our audit and assurance services department staff of over nine professionals includes seven CPAs who have been with our firm from eight to eighteen years. Therefore, we can assure staff continuity on our engagements.

We know that our growth and success is a testimony to our team approach of providing value-added services to our clients. We continue to put this philosophy into practice with each engagement.

Fee Proposal

The following presents our proposals on the audit(s) of the City's financial statements and/or internal control services.

We have presented our fee proposal for audit services under two options: 1) single year contract for the year ended September 30, 2014 and 2) three-year contract for the years ending September 30, 2014, 2015, and 2016 as follows:

| | <u>Single Year Contract</u> | <u>Three-Year Contract</u> | | |
|--|---------------------------------|----------------------------|------------------|------------------|
| | | <u>2014</u> | <u>2015</u> | <u>2016</u> |
| Basic Audit of Financial Statements | \$ 39,800 | \$ 32,500 | \$ 33,150 | \$ 34,145 |
| Single Audit - First Major Program (if applicable)* | 4,500 | 4,500 | 4,590 | 4,720 |
| Total Audit Services | <u>\$ 44,300</u> | <u>\$ 37,000</u> | <u>\$ 37,740</u> | <u>\$ 38,864</u> |

* Each additional major program will be billed at \$4,000 each, as applicable

The fee estimate for internal control services is as follows:

| | |
|--|----------------------------|
| Document accounting procedures and identify controls and weaknesses | <u>\$ 4,000 - \$ 6,000</u> |
|--|----------------------------|

The fee estimate for audit services is predicated on the expectation that you will prepare all confirmations and provide needed account reconciliations, detailed account activity schedules, documents, and other information that we request before we begin the audit. The estimate is also based on the assumption that there will be no issues of noncompliance with laws and regulations identified by our audit procedures or other unexpected circumstances that would significantly increase the scope of our work.

In the event that new professional literature is issued over the contract period (i.e., three years) that affects the accounting requirements and/or audit procedures relative to the City's audit, we will bill separately for those procedures based on actual time spent at 90% of our standard hourly rates then in effect.

Additional accounting services may be provided and will be billed on a per hour basis at our standard hourly rates then in effect. Our current rates are as follows:

| <u>Staff Level</u> | <u>Standard Hourly Rate</u> |
|--------------------|---------------------------------|
| Partner | \$200 |
| Manager | \$120 - \$160 |
| Senior | \$ 80 - \$115 |
| Staff | \$ 75 - \$100 |
| Clerical | \$ 30 - \$ 54 |

Upon acceptance of any of the options in this proposal, we will provide an engagement letter for execution and will contact management to schedule the audit and/or internal control services, as applicable.

We would be happy to meet with you or the City Council, to answer any questions you may have, or to provide you with any additional information required.

We look forward to serving the City as your independent auditors!

Sincerely,

Alexander, Van Loon, Sloan, Levens & Favre, PLLC
Certified Public Accountants


Jerry L. Levens, CPA, CFE, CGMA
Partner in Charge of
Audit and Assurance Services

Reference Sheet
Alexander/Van Loon CPA

Clouis
✓

Company: City of Long Beach
Becky Shruff

- Professionalism: Extremely Professional. Would recommend to others.

Rank 1-5 on professionalism (5 being the best) 5

- Timeliness: Very Thorough, met timeline deadlines. This included FEMA project audit.
- Staff knowledgeable of Public Finance Very Knowledgeable
- Staff Knowledgeable of Entity Operations Very Knowledgeable
- Overall Satisfaction of Work Performance Very Satisfied with their Work

Rank 1-5 overall satisfaction (5 being the best) 5

Reference Sheet
Alexander/Van Loon CPA

Company: City of Poplarville
Jody Stuart

- Professionalism Very Professional
Rank 1-5 on Professionalism (5 being the best) 5

- Timeliness All timelines met. Very Good Service.

- Staff knowledgeable of Public Finance Very Knowledgeable

- Staff Knowledgeable of Entity Operations Very Knowledgeable

- Overall Satisfaction of Work Performance Very Satisfied. Highly Recommended
Rank 1-5 Overall satisfaction (5 being the best) 5

Notes: Very small city office and the CPA firm took the time to explain things on a level they could understand. They have been using this firm for a long time and are planning to continue to use their services as needed.

Reference Sheet
Alexander/Van Loon CPA

Company: MS Port Authority
Mary Bourdin

- Professionalism Very Professional. Top Notch Staff
Rank 1-5 on Professionalism (5 being the best) 5

- Timeliness All timelines were met according to the state deadline

- Staff knowledgeable of Public Finance Very Knowledgeable

- Staff Knowledgeable of Entity Operations Very Knowledgeable

- Overall Satisfaction of Work Performance Very Satisfied. Did a fantastic Job.
Rank 1-5 on overall satisfaction (5 being the best) 5

Notes: Considers them the best CPA firm around. They have been using them for a
Long time.

Reference Sheet
Alexander/Van Loon CPA

Company: Port and Harbor Commission
Janet Sacks

- Professionalism: Very Professional

Rank 1-5 on professionalism (5 being the best) 5
- Timeliness: Audit was completed on time
- Staff knowledgeable of Public Finance Very Knowledgeable
- Staff Knowledgeable of Entity Operations Very Knowledgeable
- Overall Satisfaction of Work Performance Satisfied. They have a professional "agreement To disagee relationship." But would recommend to others.

Rank 1-5 overall satisfaction (5 being the best) 4