

City of Diamondhead



5000 Diamondhead Circle, Diamondhead, MS 39525-3260

Phone: (228) 222.4626

FAX: (228) 222.4390

www.diamondhead.ms.gov

February 26, 2015

Mayor and City Council
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

RE: Payment No. 1 and 2 – Eley Guild Hardy Architects (Hazard Mitigation Project No. 12035)

For your consideration and approval is ratification of Payment No. 1 to Eley Guild Hardy Architects in the amount of \$24,414.86 approved on the Docket of Claims at the February 18, 2015 Council Meeting. This payment was inadvertently omitted under the action agenda.

Also for your consideration is approval of Payment No. 2 to Eley Guild Hardy Architects in the amount of \$8,939.24. This payment brings the total payment for architect services to \$32,996.40 or 80% and within the original fee estimate. The remaining balance of \$8,241.60 is for construction administration of project.

Thank you for your consideration and approval in the matter.

Sincerely,

A handwritten signature in blue ink that reads "Clovis Reed". The signature is fluid and cursive.

Clovis Reed
City Manager

CR:jk

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.1-1

Invoice Date 11/06/2014

Billing Period Through: 11/06/2014

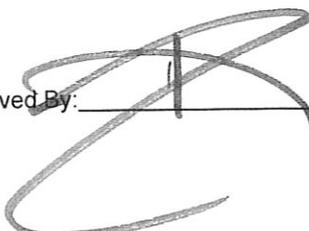
Construction Cost Basis: \$ 455,501.00
 Fee Basis: 8.00 %
 Billing Fee: \$ 36,440.08

Description	Architectural Fee	% of Total Fee	Percent Complete	Prior Billings	Fee Earned	Current Fee
Schematic Design	\$ 5,466.01	15.00	100.00	\$ 0.00	\$ 5,466.01	\$ 5,466.01
Design Development	\$ 7,288.02	20.00	100.00	\$ 0.00	\$ 7,288.02	\$ 7,288.02
Construction Documents	\$ 14,576.03	40.00	80.00	\$ 0.00	\$ 11,660.83	\$ 11,660.83
Bidding	\$ 1,822.00	5.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00
Construction Administration	\$ 7,288.02	20.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 36,440.08	100.00	67.00	\$ 0.00	\$ 24,414.86	\$ 24,414.86

Total Project Invoice Amount

\$ 24,414.86

Approved By: _____



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



City of Diamondhead



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February 26, 2015

Mayor and City Council
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

RE: Payment No. 1 – Professional Grant Management Services, LLC

At the February 18, 2015 Council Meeting, Payment No. 1 to Professional Grant Management Services, LLC in the amount of \$7,500 (\$5,750 CDBG Funds /\$1,750 Local Match) was approved on the Docket of Claims. The payment request was inadvertently omitted as an action item on the agenda.

In the future all payments associated with grant funded projects will be presented on the action agenda in addition to the Docket of Claims. I recommend for your consideration ratification of Payment No. 1 to Professional Grant Management Services, LLC.

Sincerely,

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

Clovis Reed
City Manager

CR:jk

Professional Grant Management Services, LLC

Invoice

P.O. Box 1465
 Biloxi, MS 39533

Phone # 6016387121 michele@pgms.ms
 Fax # 601-638-5292 pgms.ms

Date	Invoice #
1/22/2015	10003

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

		Project	
		113114132PF01	
Service Dates	Description of Services	Rate	Amount
	Application Preparation and Administration Services	5,000.00	5,000.00
	Preparation and Clearance of NEPA Environmental Review Record	2,500.00	2,500.00
Please remit to above address.		Total	\$7,500.00

City of Diamondhead



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February 26, 2015

Mayor and City Council
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

RE: Payment Request No. 1 and No. 2 Drainage Improvements – Gray Dirt & Gravel

For your consideration and approval is ratification of Payment No. 1 in the amount of \$57,340.00 to Gray Dirt & Gravel as approved on the January 5, 2014 Docket of Claims.

Also for approval is Payment No. 2 in the amount of \$45,872.00. The balance retained of \$11,468.00 will be presented for approval and paid upon final completion.

Thank you in advance for your approval.

Sincerely,

Clovis Reed
City Manager

CR:jk

SEYMOUR ENGINEERING

Civil Engineers and Professional Land Surveyors

February 23, 2015

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

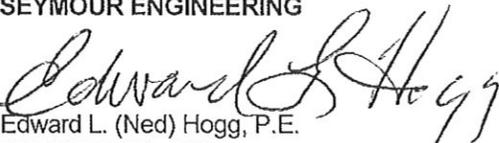
**RE: Drainage Improvements, Diamondhead City Hall
Pay Request No. 2**

Dear Mr. Reed,

Enclosed you will find Pay Request No.2 for the above referenced project. Pay request No. 2 is for substantial completion in the amount of \$45,872.00. There is an additional retainage amount of \$11,468.00 that will be due upon final completion. Final completion will be issued once the drainage stabilization items are removed from the site and grass is established in all disturbed areas.

Respectfully submitted,

SEYMOUR ENGINEERING



Edward L. (Ned) Hogg, P.E.
228-385-2350 x108
nhogg@seymoureng.com

ELH/NTD

Enclosure: 3 Original Copies of Pay Request No. 2

SE

925 Tommy Munro Drive, Suite G, Biloxi, Mississippi 39532
Phone: 228-385-2350 * Fax: 228-385-2353

Mailing Address
P.O. Box 7000
D'Iberville, MS 39540
Toll Free: 888-385-2350

4321 Gex Road, Unit B, Diamondhead, Mississippi 39525
Phone: 228-222-4716 * Fax: 228-385-2353

SEYMOUR ENGINEERING

Civil Engineers and Professional Land Surveyors

February 25, 2015

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

**RE: Drainage Improvements, Diamondhead City Hall
Pay Request No. 2**

Dear Mr. Reed:

Enclosed you will find Pay Request No. 2 for the above referenced project. Pay Request No. 2 is for substantial completion in the amount of \$45,872.00. There is an additional retainage amount of \$11,468.00 that will be due upon final completion. Final completion will be issued once the drainage stabilization items are removed from the site and grass is established in all disturbed areas.

Respectfully submitted,

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Edward L. (Ned) Hogg, P.E.
228-385-2350 x108
nhogg@seymoureng.com

ELH/NTD

Enclosure: 3 Original Copies of Pay Request No. 2



925 Tommy Munro Drive, Suite G, Biloxi, Mississippi 39532
Phone: 228-385-2350 * Fax: 228-385-2353

Mailing Address
P.O. Box 7000
D'Iberville, MS 39540
Toll Free: 888-385-2350

4321 Gex Road, Unit B, Diamondhead, Mississippi 39525
Phone: 228-222-4716 * Fax: 228-385-2353

APPLICATION AND CERTIFICATE FOR PAYMENT

Gray Dirt & Gravel, LLC

TO (OWNER): City of Diamondhead PROJECT NAME: Diamondhead City Hall APPLICATION NUMBER: 1 Distribution to:
 5000 Diamondhead Circle, Diamondhead MS 39525 Drainage Improvements PERIOD TO: 2/23/2015 () OWNER
 FROM (CONTRACTOR) Gray Dirt & Gravel, LLC ENGINEER'S PROJECT NO 03-070.02 () ENGINEER
 P.O.Box 665 CONTRACT DATE: () CONTRACTOR
 Biloxi, MS 39533 VIA (ENGINEER): Seymour Engineering ()
 CONTRACT FOR: Construction Contract#: 13-070.02 ()

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL	\$0	\$0
Approved this Month		
Number	Date Approved	
TOTALS	\$0	\$0
Net change by Change Orders	\$0	

Application is made for Payment, as shown below, in connection with the Contract.

Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM \$114,680.00
 2. Net Change by Change Orders \$0.00
 3. CONTRACT SUM TO DATE \$114,680.00
 4. TOTAL COMPLETED AND STORED TO DATE \$ 114,680.00
 (Column G on continuation sheet)

5. RETAINAGE:

a. 10 % of Completed Work \$ 11,468.00
 (Col. D+E on continuation sheet)
 b. 10 % of Stored Material \$ -
 (Col. F on continuation sheet)

Total retainage (Line 5a+5b or total in column I of continuation sheet.) \$11,468.00

6. TOTAL EARNED LESS RETAINAGE \$103,212.00
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$57,340.00
 (Line 6 from prior Certificate)

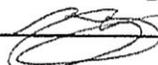
8. CURRENT PAYMENT DUE \$45,872.00

9. BALANCE TO FINISH, PLUS RETAINAGE \$11,468.00
 (Line 3 less Line 6)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for the previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Gray Dirt & Gravel, LLC
 P.O.Box 665
 Biloxi, MS 39533

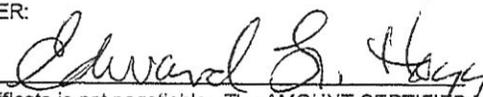
State of: MISSISSIPPI County of: Harrison
 Subscribed and sworn to before me this ___th day of February 2015
 Notary Public:
 My Commission expires:

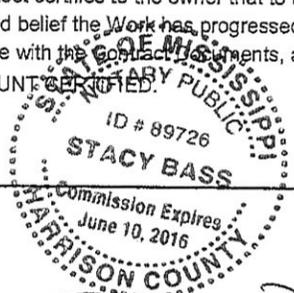
By:  Date: 2/23/2015

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 45,872.00
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)
 ENGINEER:

By:  Date: 2/25/15
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



Stacy Bass
 2-25-15

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractors signed Certification is attached
In tabulations below, amounts are stated to the nearest dollar.

PROJECT NAME

Drainage Improvements
Diamondhead City Hall
SE # 03-070.02 CODIA P.O. #2015-0052

APPLICATION NUMBER:

1

APPLICATION DATE:

12/22/14

PERIOD TO:

2/23/2015

ENGINEER'S PROJECT NO:

03-070.02

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK			C SCHEDULED VALUE (#UNITS*U-PRICE) INCLUDING CO #1	D TOTAL WORK IN UNITS			E TOTAL WORK VALUE		F MATERIALS PRESENTLY STORED (NOT IN E1 OR E2)	G TOTAL COMPLETED AND STORED TO DATE (E1+E2+F)	H BALANCE TO FINISH - VALUE	I RETAINAGE IF APPL. 10%			
					UNITS OF MEASURE	UNIT PRICE	D1 COMPLETED TO DATE (D2+D3)	D2 COMPLETED PREVIOUS APPL	D3 COMPLETED THIS PERIOD					E1 COMPLETED PREVIOUS APPL	E2 COMPLETED THIS PERIOD	% (G/C)
1	<u>Base Bid</u>															
1-A	RCP 20" OF 48" AND 12" OF 36" INSTALLED			\$ 35,908.00	20500	0	20500	\$ 20,500.00	\$ 15,408.00	\$ -	\$ 35,908.00	100.00%	\$ -	\$ 3,590.80		
1-B	CATCH BASIN AND HEADWALL			\$ 30,500.00	15554.11	0	15554.11	\$ 15,554.11	\$ 14,945.89	\$ -	\$ 30,500.00	100.00%	\$ -	\$ 3,050.00		
1-C	TESTING			\$ 3,500.00	1700	0	1700	\$ 1,700.00	\$ 1,800.00	\$ -	\$ 3,500.00	100.00%	\$ -	\$ 350.00		
1-D	810 LIMESTONE, RIP RAP, EROSION CONTROL AND GRASSING			\$ 6,470.00	2755	0	2755	\$ 2,755.00	\$ 3,715.00	\$ -	\$ 6,470.00	100.00%	\$ -	\$ 647.00		
1-E	GRATES AND FRAMES			\$ 3,100.00	0	0	0	\$ -	\$ 3,100.00	\$ -	\$ 3,100.00	100.00%	\$ -	\$ 310.00		
1-F	FILL DIRT 850 YARDS			\$ 21,000.00	11500	0	11500	\$ 11,500.00	\$ 9,500.00	\$ -	\$ 21,000.00	100.00%	\$ -	\$ 2,100.00		
1-G	CLEARING AND GRUBBING			\$ 600.00	300	0	300	\$ 300.00	\$ 300.00	\$ -	\$ 600.00	100.00%	\$ -	\$ 60.00		
1-H	ASPHALT REMOVAL AND REPAIR			\$ 3,200.00	1000	0	1000	\$ 1,000.00	\$ 2,200.00	\$ -	\$ 3,200.00	100.00%	\$ -	\$ 320.00		
1-I	BONDS, INSURANCE AND TAXES			\$ 10,402.00	10402	0	10402	\$ 10,402.00	\$ -	\$ -	\$ 10,402.00	100.00%	\$ -	\$ 1,040.20		
TOTALS				\$ 114,680.00	\$ 63,711.11	0		\$ 63,711.11	\$ 50,968.89	\$ -	\$ 114,680.00		\$ -	\$ 11,468.00		