



September 9, 2015

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: Live Oak Drive, Phase 1
Payment No.1 \$21,265.00

Dear Mayor and Council Members:

Attached for your review and approval is Pay Request No.1 in the amount of \$21,265.00 to MOWA Development, LLC for work performed for Phase 1, Live Oak Drive.

Provided you find these documents to be in acceptable order, your approval in the matter is appreciated.

Sincerely,

Clovis Reed
City Manager

CR:jk

attachment

SEYMOUR

ENGINEERING

CIVIL ENGINEERS AND PROFESSIONAL LAND SURVEYORS



925 Tommy Munro Dr., Ste. G
Biloxi, Mississippi 39532
Phone: 228-385-2350
Fax: 228-385-2353
Toll Free 888-385-2350

September 4, 2015

Mr. Clovis Reed
City Manager
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 38525



**Re: Live Oak Drive Improvements Phase 1
Pay Request No. 1**



Dear Mr Reed:

Enclosed you will find Final Pay Request No. 1 for the above referenced project. The work has been performed and is acceptable. We recommend to the City of Diamondhead, that MOWA Development, LLC be paid the requested amount of \$21,265.00.

Respectfully submitted,

SEYMOUR ENGINEERING

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

ELH/mah

Attachment

APPLICATION AND CERTIFICATE FOR PAYMENT

TO: City of Diamondhead 5000 Diamondhead Circle Diamondhead, MS 39525	PROJECT: Live Oak Drive Improvements Phase 1	APPLICATION FOR PAYMENT: 1 DATE OF APPLICATION: 8/28/15 Period From: 8/10/15
FROM: MOWA Development, LLC P.O. Box 1492 Gautier, MS 39553	VIA (Engineer): Seymour Engineering 925 Tommy Munro Dr Biloxi, MS 39532	Period To: 8/28/15 ENGINEER'S PROJECT NO: 13-070.05 CONTRACT DATE: 6/16/2015
CONTRACT FOR: LIVE OAK DRIVE IMPROVEMENTS		

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Change Orders approved in Previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL	0.00	
Approved this Month		
Number	Date Approved	
TOTALS		
	\$0.00	\$0.00
Net change by Change Orders		
	\$0.00	\$0.00

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 which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Steve Jordan

By: Steve Jordan, President Date: 9/2/2015

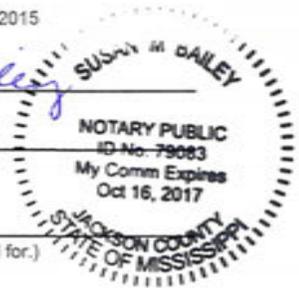
ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer 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.

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

1. ORIGINAL CONTRACT SUM.....	\$207,574
2. Net change by Change Order.....	\$0
3. CONTRACT SUM TO DATE (Line 1+2)	\$207,574
4. TOTAL COMPLETED & STORED TO DATE.....	\$23,627
(Column G on Continuation Sheets)	
5. RETAINAGE:	
a. 10% of Completed Work	\$2,363
(Column D+E on Continuations Sheets)	
b. 10% of Stored Material	\$0
(Column F on Continuation Sheets)	
Total Retainage (Line 5a + 5b or Total in Column I of Continuation Sheets).....	\$2,363
6. TOTAL EARNED LESS RETAINAGE.....	\$21,265
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....	\$0
8. CURRENT PAYMENT DUE.....	\$21,265
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$186,309
(Line 3 less Line 6)	

State of Mississippi
Subscribed and sworn to before me this 02 day of September, 2015
Notary Public: Susan M. Bailey
Susan Bailey My Commission expires: 10/16/2017



AMOUNT CERTIFIED

\$ 21,265⁰⁰
(Attach explanation if amount certified differs from the amount applied for.)

ENGINEER: Edward G. Hogg
By:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Insurance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.

Live Oak Drive I

Phase 1

In tabulations below, amounts are stated to the nearest penny.

Use column I on contracts where variable retainage for line items may apply

ENGINEERS PROJECT NO: 13-070.05

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F Materials Presently Stored (not in D or E)	G TOTAL COMPLETED & STORED TO DATE (D+E+F)	H % G/C	I BALANCE TO FINISH (C-G)	J Retainage 10% till 50% complete
			Previous Applications (D+E)	This Period					
1	BONDING, INSURANCE, TAXES	\$9,502.32	\$0	\$9,502		\$9,502	100%	\$ 0	\$ 950
2	CONSTRUCTION ALLOWANCE (see #36)	\$10,000.00	\$0	\$0		\$0	0%	\$ 10,000	\$ 0
3	QUALITY CONTROL/SAFETY & SUPERVISION	\$18,000.00	\$0	\$2,700		\$2,700	15%	\$ 15,300	\$ 270
4	GENERAL CONDITIONS	\$17,097.43	\$0	\$0		\$0	0%	\$ 17,097	\$ 0
5	SOUTH SIDE								
6	S MOBILIZATION AND TRAFFIC CONTROL SETUP	\$5,250.00	\$0	\$2,625		\$2,625	50%	\$ 2,625	\$ 263
7	S. PAVEMENT REMOVAL	\$9,512.87	\$0	\$4,800		\$4,800	50%	\$ 4,713	\$ 480
8	S EXCAVATION & SUB GRADE PREP	\$7,982.50	\$0	\$4,000		\$4,000	50%	\$ 3,983	\$ 400
9	S. DUCTILE IRON CASING(CX SEE NO 34)	\$3,800.00	\$0	\$3,800		\$3,800	100%	\$ 0	\$ 380
10	S. SELECT BACKFILL INSTALL	\$2,818.75	\$0	\$0		\$0	0%	\$ 2,819	\$ 0
11	S. MATERIAL BACKFILL	\$2,200.00	\$0	\$0		\$0	0%	\$ 2,200	\$ 0
12	S. FABRIC & LIMESTONE BASE COURSE INSTALL	\$10,485.00	\$0	\$0		\$0	0%	\$ 10,485	\$ 0
13	S. MATERIAL - FABRIC & LIMESTONE	\$8,935.50	\$0	\$0		\$0	0%	\$ 8,936	\$ 0
14	S. ASPHALT BASE COURSE INSTALL	\$7,200.00	\$0	\$0		\$0	0%	\$ 7,200	\$ 0
15	S. MATERIAL - ASPHALT	\$4,680.00	\$0	\$0		\$0	0%	\$ 4,680	\$ 0
16	NORTH SIDE								
17	N. RELOCATION OF TRAFFIC CONTROL	\$2,250.00	\$0	\$0		\$0	0%	\$ 2,250	\$ 0
18	N. CURB ISLAND REMOVAL	\$2,500.00	\$0	\$0		\$0	0%	\$ 2,500	\$ 0
19	N. PAVEMENT REMOVAL	\$7,012.88	\$0	\$0		\$0	0%	\$ 7,013	\$ 0
20	N EXCAVATION AND SUB GRADE PREP	\$7,982.50	\$0	\$0		\$0	0%	\$ 7,983	\$ 0
21	N. DUCTILE IRON CASING(CX SEE NO 34)	\$3,800.00	\$0	\$3,800		\$3,800	100%	\$ 0	\$ 380
22	N. SELECT BACKFILL INSTALL	\$2,818.75	\$0	\$0		\$0	0%	\$ 2,819	\$ 0
23	N. MATERIAL BACKFILL	\$2,200.00	\$0	\$0		\$0	0%	\$ 2,200	\$ 0
24	N. FABRIC & LIMESTONE BASE COURSE INSTALL	\$10,485.00	\$0	\$0		\$0	0%	\$ 10,485	\$ 0
25	N. MATERIAL - FABRIC & LIMESTONE	\$8,935.50	\$0	\$0		\$0	0%	\$ 8,936	\$ 0
26	N. ASPHALT BASE COURSE INSTALL	\$7,200.00	\$0	\$0		\$0	0%	\$ 7,200	\$ 0
27	N MATERIAL - ASPHALT	\$4,680.00	\$0	\$0		\$0	0%	\$ 4,680	\$ 0
28	PROJECT WIDE								
29	ASPHALT SURFACE COURSE INSTAL	\$9,000.00	\$0	\$0		\$0	0%	\$ 9,000	\$ 0
30	MATERIAL - S C ASPHALT	\$11,520.00	\$0	\$0		\$0	0%	\$ 11,520	\$ 0

APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Live Oak Drive I

Phase 1

In tabulations below, amounts are stated to the nearest penny.

Use column I on contracts where variable retainage for line items may apply

ENGINEERS PROJECT NO: 13-070.05

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F Materials Presently Stored (not in D or E)	G		H BALANCE TO FINISH (C-G)	I Retainage 10% till 50% complete
			Previous Applications (D+E)	This Period		TOTAL COMPLETED & STORED TO DATE (D+E+F)	% G/C		
31	GRASSING, CLEANUP, ASPHALT CURE PERIOD	\$4,225	\$0	\$0		\$0	0%	\$ 4,225	\$ 0
32	STRIPING	\$5,500	\$0	\$0		\$0	0%	\$ 5,500	\$ 0
33	WORK CHANGE DIRECTIVES								
34	No 1 - DELETE D I PIPE ITEMS 9 & 21	-\$7,600	\$0	-\$7,600		-\$7,600	100%	\$ 0	\$ (760)
35	No 1 -ADD HEADER CURB AT HOTEL	\$5,234	\$0	\$0		\$0	0%	\$ 5,234	\$ 0
36	No 1 - INCREASE IN CONTRUC ALLOWANCE ITEM NO 2 (=#-34 - 35)	\$2,366	\$0	\$0		\$0	0%	\$ 2,366	\$ 0
37						\$0	0%		
	TOTALS	\$207,574	\$0	\$23,627	\$0	\$23,627	11.38%	\$183,947	\$2,363

CONTRACT						INVOICE NO.			
PROJECT NUMBER 13070.05			LIVE OAK DRIVE IMPROVEMENTS PHASE I			PAY APPLICATION 01		DATED 8/27/2015	
CONTRACTOR			CONTRACTOR'S ADDRESS						
MOWA DEVELOPMENT, LLC			2700 OLD SPANISH TRAIL, GAUTIER, MS 39553						
ESTIMATE FOR MONTH ENDING			CURRENT CONTRACT COMPLETION DATE						
AUGUST			8/27/2015						
FROM SCHEDULE OF PRICES			TOTAL QUANTITIES			TOTAL AMOUNT THIS MONTH	TOTAL AMOUNT DUE TO DATE	Remarks	
Item/clin	description	Schedule Quantity/ \$ value	Previously Reported	For Month	To Date				
0001	BONDING, INSURANCE, & TAXES	\$9,502.32	\$0.00	AUGUST	8/27/15	\$9,502.32	\$9,502.32	100%	
0002	CONSTRUCTION ALLOWANCE	\$12,365.81	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0003	QUALITY CONTROL/SAFETY& SUPERVISION	\$18,000.00	\$0.00	AUGUST	8/27/15	\$2,700.00	\$2,700.00	15%	
0004	GENERAL CONDITIONS	\$17,097.43	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0005	SOUTH SIDE								
0006	S. MOBILIZATION AND TRAFFIC CONTROL SETUP	\$5,250.00	\$0.00	AUGUST	8/27/15	\$2,625.00	\$2,625.00	50%	
0007	S. PAVEMENT REMOVAL	\$9,512.87	\$0.00	AUGUST	8/27/15	\$4,800.00	\$4,800.00	50%	
0008	S. EXCAVATION & SUB GRADE PREP	\$7,982.50	\$0.00	AUGUST	8/27/15	\$4,000.00	\$4,000.00	50%	
0009	DELETED WCD NO. 1 S. DUCTILE IRON CASING/ \$3,800								
0010	S. SELECT BACKFILL INSTALL	\$2,818.75	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0011	S. MATERIAL-BACKFILL	\$2,200.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0012	S. FABRIC & LIMESTONE BASE COURSE	\$10,485.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0013	S. MATERIAL- FABRIC & LIMESTONE	\$8,935.50	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0014	S. ASPHALT BASE COURSE	\$7,200.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0015	S. MATERIAL- ASPHALT	\$4,680.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0016	NORTH SIDE								
0017	N. RELOCATION OF TRAFFIC CONTROL	\$2,250.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0018	N. CURB ISLAND REMOVAL	\$2,500.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0019	N. PAVEMENT REMOVAL	\$7,012.88	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0020	N. EXCAVATION AND SUB GRADE PREP	\$7,982.50	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0021	DELETED WCD NO. 1 N. DUCTILE IRON CASING \$3,800								
0022	N. SELECT BACKFILL INSTALL	\$2,818.75	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0023	N. MATERIAL- BACKFILL	\$2,200.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0024	N. FABRIC & LIMESTONE BASE COURSE	\$10,485.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0025	N. MATERIAL- FABRIC & LIMESTONE	\$8,935.50	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0026	N. ASPHALT BASE COURSE	\$7,200.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0027	N. MATERIAL-ASPHALT	\$4,680.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	

FROM SCHEDULE OF PRICES			TOTAL QUANTITIES				TOTAL AMOUNT THIS MONTH	TOTAL AMOUNT DUE TO-DATE	Percent
Item No	Description	Contract Quantity & value	Previous Invoices	This Month	To Date				
0028	PROJECT WIDE								
0029	ASPHALT SURFACE COURSE	\$9,000.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0030	MATERIAL- ASPHALT	\$11,520.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0031	GRASSING, CLEANUP, ASPHALT CURE PERIOD	\$4,225.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0032	STRIPING	\$5,500.00	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0033	WORK CHANGE DIRECTIVES								
0034	DELETE DUCTILE PIPE ITEM 0009 & 0021; INCREASE CONTINGENCY FUND \$2,365.81 AND ADD TO SOW ; REPLACE HEADER CURB AT HOTEL	\$5,234.19	\$0.00	AUGUST	8/27/15	\$0.00	\$0.00	0%	
0035									
		contract total value	previous invoices value	value of this invoice	CLIENT REQ RETAINAGE	APPROVED invoice	approved contractor work completed total	contract balance after invoice	
		\$207,574.00	\$0.00	\$23,627.32	\$0.00	\$23,627.32	\$23,627.32	\$183,946.68	
CORRECTLY AND CHECKED for Completed Work in the amount of		<u>\$26,427.32</u> 58		RECOMMENDED for not done work increase in the amount of		<u>23,627.32</u>			
total contract		percent complete		11%		RECOMMENDED for Invoice Approval in the amount of		<u>23,627.32</u>	
<i>Susan Bailey</i> 8/28/15		CONTRACTOR REPRESENTATIVE Signature and date:		<i>David Fin</i> 8/28/2015		PROJECT Rep representative Signature and date:			



CITY OF DIAMONDHEAD, MISSISSIPPI

www.diamondhead.ms.gov

5000 Diamondhead Circle
Diamondhead, MS 39525-3260

Phone: 228.222.4626
Fax: 228.222.4390

September 10, 2015

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: CDBG Project #1131-14-432-PF-01 ADA Improvements
EGH Architect Payment

Dear Mayor and Councilmembers:

Attached for your review and approval is invoice 12-035d-4 in the amount \$425.16 from Eley Guild Hardy Architects for professional services relating to City Hall ADA Improvements.

Thank you in advance for your consideration and approval in this matter.

Sincerely,

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

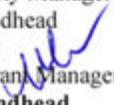
Clovis Reed
City Manager

CR:jk

attachment

Professional Grant Management *services llc*

MEMO

DATE: September 15, 2015
TO: Clovis Reed, City Manager
City of Diamondhead
FROM: Michele Moore 
Professional Grant Management Services, LLC
RE: City of Diamondhead
Public Facility Grant
CDBG Project 1131-14-432-PF-01
Request for Cash and Summary Support Sheet #5

Enclosed please find the following invoice for the above referenced project:

1. Professional Grant Management Services
Invoice number 10013 in the amount of \$2,498.16
Admin. Expense

CDBG:	\$1,249.08
City Match:	\$1,249.08
2. EGH Architects
Invoice number 12-035d-4 in the amount of \$425.16
For A/E expense

CDBG:	\$425.16
--------------	-----------------
3. Vision Constructors
Invoice number 1 in the amount of \$20,567.50

CDBG:	20,567.50
--------------	------------------

Also enclosed is the "Request for Cash and Summary Support Sheet No. 5" in the amount of \$22,240.75 payment of the above invoice.

Please have the above invoice and Request for Cash and the supporting documentation placed on your next agenda for approval. After its approval, the appropriate official should sign the "Request for Cash and Cash Summary Support Sheet No. 5" and return it along with the supporting documentation for processing to our office at the following address:

Michele Moore
Professional Grant Management Services
P.O. Box 1465
Biloxi, MS 39533

If you have any questions, please do not hesitate to call me at (228) 826-1909.

REMINDER

From the date of deposit into your account you have only three (3) working days to distribute funds to avoid penalties from MDA.

enclosures

**P.O. Box 1465 • Biloxi • MS • 39533 • 228/826-1909 •
michele@pgms.ms • www.pgms.ms**

2015-124

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

Invoice

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

Invoice number 12-035d-4
Invoice Date 08/21/2015

Project Diamondhead ADA Improvements to City Hall - CDBG Project
#1131-14-432-PF-01

Billed Period Through: 08/21/2015

Construction Cost Basis: \$280,500.00
Fee Basis: 9.18 %
Billing Fee: \$25,749.90

Description	Architectural Fee	% of Total Fee	Percent Complete	Prior Billings	Fee Earned	Current Fee
Schematic Design	\$3,862.49	15.00 %	100.00%	\$3,862.49	\$3,862.49	\$0.00
Design Development	\$5,149.98	20.00 %	100.00%	\$5,149.98	\$5,149.98	\$0.00
Construction Documents	\$10,299.97	40.00 %	100.00%	\$10,299.97	\$10,299.97	\$0.00
Bidding	\$1,287.49	5.00 %	100.00%	\$1,287.49	\$1,287.49	\$0.00
Construction Administration	\$5,149.97	20.00 %	8.00%	\$0.00	\$412.00	\$412.00
Total	\$25,749.90	100.00 %	81.60%	\$20,599.93	\$21,011.93	\$412.00

Reimbursables

Reimbursables

Printing & Reproduction

Rate Billed Amount
\$13.16

****Total Project Invoice Amount** 425.16**

Approved By: _____

AUG 27 2015





September 10, 2015

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: CDBG Project #1131-14-432-PF-01 ADA Improvements
Pay Request Vision Constructors, Inc.

Dear Mayor and Councilmembers:

Attached for your review and consideration is Application and Certificate for Payment No. 1 in the amount of \$20,567.50 to Vision Constructors, Inc. for City Hall ADA improvements.

If you find these documents to be in order, please accept my recommendation for approval. Thank you in advance for your consideration in this matter.

Sincerely,

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

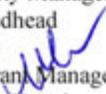
Clovis Reed
City Manager

CR:jk

attachment

Professional Grant Management *services llc*

MEMO

DATE: September 15, 2015
TO: Clovis Reed, City Manager
City of Diamondhead
FROM: Michele Moore 
Professional Grant Management Services, LLC
RE: City of Diamondhead
Public Facility Grant
CDBG Project 1131-14-432-PF-01
Request for Cash and Summary Support Sheet #5

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Michele Moore
Professional Grant Management Services
P.O. Box 1465
Biloxi, MS 39533

If you have any questions, please do not hesitate to call me at (228) 826-1909.

REMINDER

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enclosures

**P.O. Box 1465 • Biloxi • MS • 39533 • 228/826-1909 •
michele@pgms.ms • www.pgms.ms**

**Mississippi Development Authority
Community Services Division
Request for Cash**

Program:

Section A: General Information		Section B: Project Information		
Recipient	City of Diamondhead	Grant No.	Contract No.	Project No.
Mailing Address	5000 Diamondhead Circle	CDBG 2014	1131-14-432-PF-01	1131-14-432-PF-01
Street Address	5000 Diamondhead Circle	Services Rendered		Request No.
City, State Zip	Diamondhead, MS 39525	From	To	5
Telephone No.	228-222-4626	August 1, 2015	Thru August 31, 2015	MDA Staff Initials

Section C: Request Per Activity

	Activity Description	Budget Amount	Total Prior Request to Date	This Request	Remaining Balance	Activity Numbers
1	Administration	\$ 11,000.00	\$ 6,374.54	\$ 1,249.08	\$ 3,376.38	
2	Public Building - ADA Const.	\$ 152,587.00	\$ 7,720.00	\$ 20,992.66	\$ 123,874.34	
3					\$ -	
4					\$ -	
5					\$ -	
6					\$ -	
7					\$ -	
8					\$ -	
	Total:	\$ 163,587.00	\$ 14,094.54	\$ 22,241.74	\$ 127,250.72	

Required Accomplishment Narrative: (Please provide a brief update on this project.)

The architect has completed design development and construction documents on this project. The project started advertising for bid on May 6th and will open bids on June 10, 2015. Due to the stringent Section 3 requirements and the small amount of money associated with the job, the City had to extend the bid opening date by two weeks from May 18th to June 10th to try and get more interest in potential bidders. Once the job is awarded, the job should only take a few months to complete. This job is anticipated to run smoothly and finish quickly.

I Herby Certify That (a) the services covered by this request have not been received from the Federal Government/State Government or expended for such services under any other contract agreement or grant; (b) the amount requested will be expended for allowable costs / expenditures under the terms of the contract agreement or grant; (c) the amount requested herein does not exceed the total funds obligated by contract; and (d) the funds are requested for only immediate disbursements.

I Herby Certify That the goods sold and/or services rendered have been delivered and/or performed in good order within the time listed above and are in compliance with all statutory requirements and regulations. I certify that this request does not include any advances or funds for future obligations.

Is this your final request for cash on this contract? YES X NO

Signature of Authorized Official _____
Date Signed Michele Moore
Prepared By 9/15/2015
Date Prepared

Clovis Reed, City Manager
Typed Name and Title of Authorized Official 228-826-1909
Preparer's Telephone No.

To be completed by MDA Authorized Official

APPROVED BY: _____ DATE: _____
Signature, Authorized MDA Representative

IDIS Voucher Number	Vendor Number	Fund Number	Cost Center	Activity Code	Org	County Code	Expense



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

Invoice

City of Diamondhead
 5000 Diamondhead Circle
 Diamondhead, MS 39525

Invoice number 12-035d-4
 Invoice Date 08/21/2015

Project Diamondhead ADA Improvements to City Hall - CDBG Project
 #1131-14-432-PF-01

Billed Period Through: 08/21/2015

Construction Cost Basis: \$280,500.00
 Fee Basis: 9.18 %
 Billing Fee: \$25,749.90

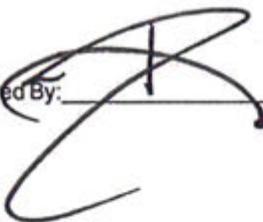
Description	Architectural Fee	% of Total Fee	Percent Complete	Prior Billings	Fee Earned	Current Fee
Schematic Design	\$3,862.49	15.00 %	100.00%	\$3,862.49	\$3,862.49	\$0.00
Design Development	\$5,149.98	20.00 %	100.00%	\$5,149.98	\$5,149.98	\$0.00
Construction Documents	\$10,299.97	40.00 %	100.00%	\$10,299.97	\$10,299.97	\$0.00
Bidding	\$1,287.49	5.00 %	100.00%	\$1,287.49	\$1,287.49	\$0.00
Construction Administration	\$5,149.97	20.00 %	8.00%	\$0.00	\$412.00	\$412.00
Total	\$25,749.90	100.00 %	81.60%	\$20,599.93	\$21,011.93	\$412.00

Reimbursables

Reimbursables

	Rate	Billed Amount
Printing & Reproduction		\$13.16

****Total Project Invoice Amount**** 425.16

Approved By: 



THIS REPORT IS DUE BY THE 5th OF EACH MONTH FROM CONTRACT AWARD DATE THROUGH FINAL PAYROLL. NO EXCEPTIONS

Section 3 Monthly Status Report – Hiring / Subcontracting Activity

(For General Contractor – Submit both general contractor and subcontractor reports to the Grant Administrator monthly; For Subcontractors – Submit to General Contractor monthly)

Instructions

1. The general contractor and all subcontractors (if applicable) must provide fully completed monthly status reports on their hiring and subcontracting progress. Incomplete forms will be rejected.
2. List all positions filled and subcontracts executed in connection with the Section 3 project during the reporting period.
3. Submit all applicable related Section 3 Resident and Section 3 Business Certification forms (with supporting documentation) with the report.
4. Reports must be submitted to the Grant Administrator by the general contractor no later than 5 days after the end of each month.

Project Name: Diamondhead ADA Improvements to City Hall, Diamondhead, MS, CDBG Project No.: 1131-14-432-PF-01

Month/Year of Report: August_2015
 Grant Administrator: Professional Grant Management Services
 General Contractor: Eley Guild Hardy Architects PA
 GC Contact Name/Phone: Denese Bloom/228-594-2323
 Subcontractor Name(s):

HUD Hiring Categories

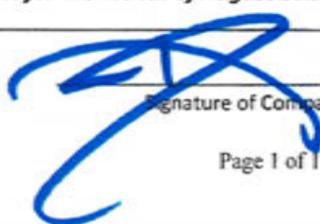
- | | |
|---------------------------|------------------------------|
| 1) Professionals | 6) Craft Workers (skilled) |
| 2) Technicians | 7) Operatives (semi-skilled) |
| 3) Office and Clerical | 8) Laborers (unskilled) |
| 4) Officials and Managers | 9) Service Workers |
| 5) Sales | |

HIRING List job titles for all new hires AND names of persons hired for the project during this reporting period (e.g., Craft worker – John Smith)	Sec 3 Resident Hired? (Y/N)	Hiring Category	# of Sec 3 Residents Interviewed	Referral Sources Utilized	If Sec 3 Resident not hired, provide a reason*
None	N	N/A	0	N/A	No new hires were made this month because EGH was fully staffed to meet the project's needs
None	N	N/A	0	N/A	N/A
None	N	N/A	0	N/A	N/A

SUBCONTRACTING Name of subcontractors contracted in connection with the project this reporting period	Section 3 Business Selected? (Y/N)	Dollar Value of Contract	Contract Date	# of Sec 3 businesses that bid on contract	Referral Sources Utilized	If Sec 3 Business not selected, provide a reason*
None	N	0	N/A	0	N/A	Because EGH performed all of the work on this project under its contract no subcontractors were needed during this reporting period.

Describe efforts to provide Section 3 Residents and Businesses with first consideration for employment and contracting opportunities, and all outreach activities performed. If no activity, explain*: No new hires were required under our contract for the month of August 2015

Date: 8/31/15

Signature of Company Representative: 

*Must provide an answer or report will be rejected.

PRINCIPALS

James H. Eley, FAIA
W. Taylor Guild, III, AIA, CCS
David J. Hardy, AIA
Stephen A. Stojcich, AIA
Joseph B. Crain, AIA
Mark E. Lishen, AIA, LEED AP
J. Heath Perry, AIA, CSI, CDT

ASSOCIATES

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

August 25, 2015

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

Re: ADA Improvements to Diamondhead City Hall, Diamondhead, Mississippi
CDBG Project No.: 1131-14-432-PF-01

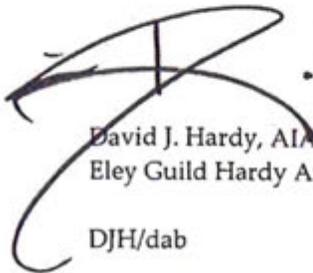
Dear Mr. Reed:

Enclosed please find Two (2) copies of the Application and Certificate for Payment No. One (1) submitted by Vision Constructors, Inc., in the amount of \$20,567.50, for the above referenced project. We find this application to be in order and our certification is on the cover. Contractor is not request any rain/delay days for this period.

Also, enclosed please find our Invoice No. 12-035d-4 for the Construction Administration Phase, for the above referenced project.

If you have any questions regarding this project, please do not hesitate to contact me.

Sincerely,



David J. Hardy, AIA
Eley Guild Hardy Architects PA

DJH/dab

Enclosures

cc: Vision Constructors, Inc., John Rollins, via email
Kristin Ventura, City of Diamondhead, via email
Urban Planning Consultants, Michele Moore, via email

12-035d/5/5

BILOXI OFFICE

1091 Tommy Munro Drive
Biloxi, MS 39532
228.594.2323 P

JACKSON OFFICE

329 East Capitol Street
Jackson, MS 39201
601.354.2572 P

www.eleyguildhardy.com

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF One

PAGES

TO OWNER:

City of Diamondhead
Diamondhead, MS

PROJECT: 12-0354

Diamondhead City Hall ADA
CDBG # 1131-14-432-PF-01

APPLICATION NO:

1

Distribution to:

OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR:

Vision Constructors, Inc.
608 34th Street
Gulfport, MS 39501
CONTRACT FOR:

VIA ARCHITECT: Eley Guild Hardy Architects

1091 Tommy Munro Drive
Biloxi, MS 39532

PERIOD TO: 8/20/2015
PROJECT NOS: 12-0354

CONTRACT DATE: 29-Jun-2015



CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

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 which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	280,500.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	280,500.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	21,650.00
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	1,082.50
b. 5 % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	1,082.50
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	20,567.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	-
8. CURRENT PAYMENT DUE	\$	20,567.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	259,932.50

CONTRACTOR: Vision Constructors, Inc.

By:

[Signature]



8/20/15

State of Mississippi
Subscribed and sworn to before me this
Notary Public: *Nancy Beaulieu*
My Commission expires: *November 11, 2016*

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect'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 \$ 20,567.50

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:

[Signature]

Date:

8/25/15

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named hereat. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	\$0.00

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED TO DATE (D + E)	H % (G/C)	I BALANCE TO FINISH (C-(F+G))	J RETAINAGE 5%
			PREVIOUS APPLICATION	THIS PERIOD					
DIVISION 1 GENERAL CONDITIONS									
1	Mobilization	6,000		6,000		6,000	100%	0	300
2	Supervision	10,000		750		750	8%	9,250	38
3	Builder Risk Insurance	750		750		750	100%	0	38
4	Bond	3,100		3,100		3,100	100%	0	155
5	MGRT	8,180		650		650	8%	7,530	33
6	Misc. General Conditions	4,500		350		350	8%	4,150	18
DIVISION 2 SITEWORK									
7	Interior Demolition	9,300		3,350		3,350	36%	5,950	178
8	Asphalt/Concrete Demolition	4,000				0	0%	4,000	0
9	Pavement Markings and Signage	2,500				0	0%	2,500	0
DIVISION 3 CONCRETE									
10	Concrete Paving/Sidewalks	18,250				0	0%	18,250	0
DIVISION 4 ROUGH CARPENTRY									
11	Rough Carpentry	1,000				0	0%	1,000	0
DIVISION 5 DOORS & WINDOWS									
12	Door/Hardware Material	6,000				0	0%	6,000	0
13	Door Labor	1,000				0	0%	1,000	0
14	Interior Storefront Assembly	16,000				0	0%	16,000	0
15	Access Doors and Panels	1,000				0	0%	1,000	0
DIVISION 9 FINISHES									
16	Metal Framing	8,000		6,500		6,500	81%	1,500	125
17	Drywall	4,079				0	0%	4,079	0
18	ACT Ceilings	2,000				0	0%	2,000	0
19	Flooring	16,000				0	0%	16,000	0
20	Painting	7,000				0	0%	7,000	0
DIVISION 10 SPECIALTIES									
21	Signage	400				0	0%	400	0
22	Toilet Bath Accessories	4,300				0	0%	4,300	0
23	Install Specialties	1,000				0	0%	1,000	0
DIVISION 14 ELEVATOR									
24	ELEVATOR ENGINEERING	19,802				0	0%	19,802	0
25	ELEVATOR MATERIAL	24,000				0	0%	24,000	0
26	ELEVATOR LABOR	6,000				0	0%	6,000	0
DIVISION 15 MECHANICAL									
27	HVAC DEMO	2,500				0	0%	2,500	0
28	HVAC EQUIPMENT	3,500				0	0%	3,500	0
29	HVAC DUCTWORK	2,964				0	0%	2,964	0
30	HVAC TRIM OUT	1,500				0	0%	1,500	0

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED TO DATE (D + E)	H % (G/C)	I BALANCE TO FINISH (C-(D+E))	J RETAINAGE 5%
			PREVIOUS APPLICATION	THIS PERIOD					
31	PLUMBING DEMO	3,500				0	0%	3,500	0
32	PLUMBING ROUGH IN	6,500				0	0%	6,500	0
33	PLUMBING FIXTURES/TRIM OUT	7,175				0	0%	7,175	0
DIVISION 14 ELECTRICAL						0		0	0
34	ELECTRICAL DEMO	2,500				0	0%	2,500	0
35	ELECTRICAL FIXTURES/GEAR	6,000				0	0%	6,000	0
36	ELECTRICAL RACEWAYS	4,850				0	0%	4,850	0
37	ELECTRICAL WIRE	4,850				0	0%	4,850	0
38	ELECTRICAL FIRE ALARM	3,800				0	0%	3,800	0
PROJECT ALTERNATE 1						0		0	0
39	Demolition	1,500				0	0%	1,500	0
40	M&Mwork	3,500				0	0%	3,500	0
41	Metal Stud/Drywall	4,000				0	0%	4,000	0
42	Painting	1,000				0	0%	1,000	0
43	Stairlift	11,000				0	0%	11,000	0
PROJECT ALTERNATE 2						0		0	0
44	Demolition	1,000				0	0%	1,000	0
45	M&Mwork	6,300				0	0%	6,300	0
46	Metal Stud/Drywall	3,000				0	0%	3,000	0
47	Painting	850				0	0%	850	0
48	HVAC Ductwork	300				0	0%	300	0
49	Flooring	1,500				0	0%	1,500	0
PROJECT ALTERNATE 3						0		0	0
50	Demolition	2,500				0	0%	2,500	0
51	RM Frames/Wood Doors	2,850				0	0%	2,850	0
52	Metal Stud Framing	1,800				0	0%	1,800	0
53	Painting	1,850				0	0%	1,850	0
SUB TOTALS		281,500	0	21,600	0	21,600	8%	259,900	12,995



AIA® Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: <i>(Name and address)</i> Diamondhead City Hall ADA CDBG# 1131-14-432-PF-01 Diamondhead, Mississippi	ARCHITECT'S PROJECT NUMBER: 12-035d	OWNER <input type="checkbox"/>
	CONTRACT FOR: General Construction	ARCHITECT <input type="checkbox"/>
		CONTRACTOR <input type="checkbox"/>
TO OWNER: <i>(Name and address)</i> City of Diamondhead 5000 Diamondhead Circle Diamondhead, MS 39525	CONTRACT DATED: June 29, 2015	SURETY <input type="checkbox"/>
		OTHER <input type="checkbox"/>

STATE OF: Mississippi
 COUNTY OF: Harrison

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707™, Consent of Surety to Final Payment, may be used for this purpose.

Indicate attachment: Yes No

N/A - AFP #1
 The following supporting documents should be attached hereto if required by the Owner:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof
3. Contractor's Affidavit of Release of Liens (AIA Document G706A™)

CONTRACTOR: *(Name and address)*

Vision Constructors, Inc.
 608 34th Street
 Gulfport, MS 39501

BY:

(Signature of authorized representative)

John M. Rollins, President
(Printed name and title)

Subscribed and sworn to before me on this date: 20, 2015

Notary Public: Nancy Beaulier

My Commission Expires: Nov 11, 2016



CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.



AIA[®] Document G706A[™] – 1994

Contractor's Affidavit of Release of Liens

PROJECT: <i>(Name and address)</i>	ARCHITECT'S PROJECT NUMBER:	12-035d	OWNER <input type="checkbox"/>
Diamondhead City Hall ADA CDBG# 1131-14-432-PF-01 Diamondhead, Mississippi	CONTRACT FOR:	General Construction	ARCHITECT <input type="checkbox"/>
			CONTRACTOR <input type="checkbox"/>
TO OWNER: <i>(Name and address)</i>	CONTRACT DATED:	June 29, 2015	SURETY <input type="checkbox"/>
City of Diamondhead 5000 Diamondhead Circle Diamondhead, MS 39525			OTHER <input type="checkbox"/>

STATE OF: Mississippi
COUNTY OF: Harrison

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

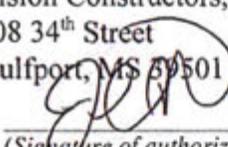
EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

- Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- Separate ^{AFP #1} Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR: *(Name and address)*

Vision Constructors, Inc.
608 34th Street
Gulfport, MS 39501

BY: 
(Signature of authorized representative)

John M. Rollins, President
(Printed name and title)

Subscribed and sworn to before me on this 29th day of July, 2015

Notary Public: 
Commission Expires November 11, 2016

My Commission Expires: *Notem* 11-2016



CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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608 34TH STREET
GULFPORT, MS 39501

228.832.1182 (O)
228.832.1781 (F)

August 20, 2015

Eley Guild Hardy Architects PA
Lee Palermo
1091 Tommy Munro Drive
Biloxi, Mississippi 39532

Re: 12-035d Diamondhead City Hall ADA AFP #1

Dear Mr. Palermo:

Please let this document serve as notification that we are not requesting rain days from the NTP date through August 20, 2015, on the Diamondhead City Hall ADA Project.

Sincerely,

A handwritten signature in black ink, appearing to read "John M. Rollins", is written over a faint, illegible printed name.

John M. Rollins
Vision Constructors, Inc.

CC: DH ADA AFP #1

Section 3 Monthly Status Repo Hiring / Subcontracting Activity

(For General Contractor – Submit both general contractor and subcontractor reports to the Grant Administrator monthly; For Subcontractors – Submit to General Contractor monthly)

Instructions

1. The general contractor and all subcontractors (if applicable) must provide fully completed monthly status reports on their hiring and subcontracting progress. Incomplete forms will be rejected.
2. List all positions filled and subcontracts executed in connection with the Section 3 project during the reporting period.
3. Submit all applicable related Section 3 Resident and Section 3 Business Certification forms (with supporting documentation) with the report.
4. Reports must be submitted to the Grant Administrator by the general contractor no later than 5 days after the end of each month.

Project Name: GRANT NO/PROJECT NO. 1131-14-452-PF-01

Month/Year of Report: AUGUST 2015

Grant Administrator: PGMS LLC

General Contractor: VISION CONSTRUCTION

GC Contact Name/Phone: JOHN DOLLING / 7289321187

Subcontractor Name(s): _____

HUD Hiring Categories

- | | |
|---------------------------|------------------------------|
| 1) Professionals | 6) Craft Workers (skilled) |
| 2) Technicians | 7) Operatives (semi-skilled) |
| 3) Office and Clerical | 8) Laborers (unskilled) |
| 4) Officials and Managers | 9) Service Workers |
| 5) Sales | |

HIRING List job titles for all new hires AND names of persons hired for the project during this reporting period (e.g., Craft worker – John Smith)	Sec 3 Resident Hired? (Y/N)	Hiring Category	# of Sec 3 Residents Interviewed	Referral Sources Utilized	If Sec 3 Resident not hired, provide a reason*
No NEW HIRES	N/A	-	-	-	-

SUBCONTRACTING Name of subcontractors contracted in connection with the project this reporting period	Section 3 Business Selected? (Y/N)	Dollar Value of Contract	Contract Date	# of Sec 3 businesses that bid on contract	Referral Sources Utilized	If Sec 3 Business not selected, provide a reason*
POWER PLUS ELECTRICAL	Y	22,000	7/9/15	UNKNOWN	BID IN WHITE / PLAN ROOM	MIA
LINDSAY MECHANICAL		23,920	7/7/15	UNKNOWN	" "	LOW BIDDER
BIM DRYWALL	N	17,049	7/7/15	0	" "	LOW BIDDER

Describe efforts to provide Section 3 Residents and Businesses with first consideration for employment and contracting opportunities, and all outreach activities performed. If no activity, explain*:

NO NEW HIRES NEEDED THIS MONTH

Date: 8/31/15


 Signature of Company Representative

*Must provide an answer or report will be rejected.

Section 3 Monthly Status Report Hiring / Subcontracting Activity

(For General Contractor – Submit both general contractor and subcontractor reports to the Grant Administrator monthly; For Subcontractors – Submit to General Contractor monthly)

Instructions

1. The general contractor and all subcontractors (if applicable) must provide fully completed monthly status reports on their hiring and subcontracting progress. Incomplete forms will be rejected.
2. List all positions filled and subcontracts executed in connection with the Section 3 project during the reporting period.
3. Submit all applicable related Section 3 Resident and Section 3 Business Certification forms (with supporting documentation) with the report.
4. Reports must be submitted to the Grant Administrator by the general contractor no later than 5 days after the end of each month.

Project Name: GRANT NO/PROJECT NO. DHADA 1131-14-432-PF-01

Month/Year of Report: August / 2015

Grant Administrator: PGMS

General Contractor: Vision Contractors

GC Contact Name/Phone: Johanna Adams 1228332103

Subcontractor Name(s): POWER PLUS ELECTRICAL

HUD Hiring Categories

- | | |
|---------------------------|------------------------------|
| 1) Professionals | 6) Craft Workers (skilled) |
| 2) Technicians | 7) Operatives (semi-skilled) |
| 3) Office and Clerical | 8) Laborers (unskilled) |
| 4) Officials and Managers | 9) Service Workers |
| 5) Sales | |

HIRING List job titles for all new hires AND names of persons hired for the project during this reporting period (e.g., Craft worker – John Smith)	Sec 3 Resident Hired? (Y/N)	Hiring Category	# of Sec 3 Residents Interviewed	Referral Sources Utilized	If Sec 3 Resident not hired, provide a reason*
<u>NO NEW HIRES</u>	<u>N/A</u>				

SUBCONTRACTING Name of subcontractors contracted in connection with the project this reporting period	Section 3 Business Selected? (Y/N)	Dollar Value of Contract	Contract Date	# of Sec 3 businesses that bid on contract	Referral Sources Utilized	If Sec 3 Business not selected, provide a reason*
<u>N/A</u>						

Describe efforts to provide Section 3 Residents and Businesses with first consideration for employment and contracting opportunities, and all outreach activities performed. If no activity, explain*:

NO NEW HIRES NEEDED

8/2/15
Date


Signature of Company Representative

*Must provide an answer or report will be rejected.

Section 3 Monthly Status Report Hiring / Subcontracting Activity

(For General Contractor - Submit both general contractor and subcontractor reports to the Grant Administrator monthly; For Subcontractors - Submit to General Contractor monthly)

Instructions

1. The general contractor and all subcontractors (if applicable) must provide fully completed monthly status reports on their hiring and subcontracting progress. Incomplete forms will be rejected.
2. List all positions filled and subcontracts executed in connection with the Section 3 project during the reporting period.
3. Submit all applicable related Section 3 Resident and Section 3 Business Certification forms (with supporting documentation) with the report.
4. Reports must be submitted to the Grant Administrator by the general contractor no later than 5 days after the end of each month.

Project Name: Diamondhead 1131-14-432-PF-01
 Month/Year of Report: July 2015
 Grant Administrator: Professional Grant Management Services LLC (PGMS)
 General Contractor: PGMS
 GC Contact Name/Phone: 228-826-1909
 Subcontractor Name(s): _____

- | | |
|---------------------------|------------------------------|
| 1) Professionals | 6) Craft Workers (skilled) |
| 2) Technicians | 7) Operatives (semi-skilled) |
| 3) Office and Clerical | 8) Laborers (unskilled) |
| 4) Officials and Managers | 9) Service Workers |
| 5) Sales | |

HUD Hiring Categories

HIRING List job titles for all new hires AND names of persons hired for the project during this reporting period (e.g., Craft worker-John Smith)	Sec 3 Resident Hired? (Y/N)	Hiring Category	# of Sec 3 Residents Interviewed	Referral Sources Utilized	If Sec 3 Resident not hired, provide a reason*

SUBCONTRACTING Name of subcontractors contracted in connection with the project this reporting period	Section Business Selected? (Y/N)	³ Dollar Value of Contract	Contract Date	# of Sec 3 businesses that bid on contract	Referral Sources Utilized	If Sec 3 Business not selected, provide a reason*
N/A						

Describe efforts to provide Section 3 Residents and Businesses with first consideration for employment and contracting opportunities, and all outreach activities performed. If no activity, explain*: *We had sufficient enough staff to complete the scope of work for this project so we did not need to hire new employees.*

Date: August 1, 2015


 Signature of Company Representative

*Must provide an answer or report will be rejected.

Section 3 Monthly Status Report Hiring / Subcontracting Activity

(For General Contractor - Submit both general contractor and subcontractor reports to the Grant Administrator monthly; For Subcontractors - Submit to General Contractor monthly)

Instructions

1. The general contractor and all subcontractors (if applicable) must provide fully completed monthly status reports on their hiring and subcontracting progress. Incomplete forms will be rejected.
2. List all positions filled and subcontracts executed in connection with the Section 3 project during the reporting period.
3. Submit all applicable related Section 3 Resident and Section 3 Business Certification forms (with supporting documentation) with the report.
4. Reports must be submitted to the Grant Administrator by the general contractor no later than 5 days after the end of each month.

Project Name: Diamondhead 1131-14-432-PF-01
 Month/Year of Report: August 2015
 Grant Administrator: Professional Grant Management Services LLC (PGMS)
 General Contractor: PGMS
 GC Contact Name/Phone: 228-826-1909
 Subcontractor Name(s): _____

- | | |
|---------------------------|------------------------------|
| 1) Professionals | 6) Craft Workers (skilled) |
| 2) Technicians | 7) Operatives (semi-skilled) |
| 3) Office and Clerical | 8) Laborers (unskilled) |
| 4) Officials and Managers | 9) Service Workers |
| 5) Sales | |

HUD Hiring Categories

HIRING List job titles for all new hires AND names of persons hired for the project during this reporting period (e.g., Craft worker-John Smith)	Sec 3 Resident Hired? (Y/N)	Hiring Category	# of Sec 3 Residents Interviewed	Referral Sources Utilized	If Sec 3 Resident not hired, provide a reason*

SUBCONTRACTING Name of subcontractors contracted in connection with the project this reporting period	Section Business Selected? (Y/N)	³ Dollar Value of Contract	Contract Date	# of Sec 3 businesses that bid on contract	Referral Sources Utilized	If Sec 3 Business not selected, provide a reason*
N/A						

Describe efforts to provide Section 3 Residents and Businesses with first consideration for employment and contracting opportunities, and all outreach activities performed. If no activity, explain*: *We had sufficient enough staff to complete the scope of work for this project so we did not need to hire new employees.*

Date: September 1, 2015

Signature of Company
Representative

*Must provide an answer or report will be rejected.



September 10, 2015

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

Mr. Don Hopes, Election Commissioner, is in the process of obtaining a contract with ES&S for the upcoming special election to fill the Ward 2 Council vacancy. ES&S will provide the data base services and be available to work with us to ensure the election process runs smoothly.

It my recommendation to enter into contract with ES&S for their professional services and further to authorize the City Manager to execute said contract upon review by legal counsel.

Thank you for your consideration and approval in this matter.

Sincerely,

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

Clovis Reed
City Manager

CR:jk

**AGREEMENT FOR SERVICES BETWEEN CITY OF DIAMONDHEAD, MISSISSIPPI AND
S.P.C.A. OF DIAMONDHEAD, INC.**

AGREEMENT

THIS AGREEMENT made and entered into this ____ day of _____ 2015, by and between the City of Diamondhead, Mississippi (hereinafter referred to as "City"), and the Diamondhead Society for the Prevention of Cruelty to Animals (hereinafter referred to as "SPCA"), who agree and contract as follows:

WITNESSETH THAT:

WHEREAS, the City desires to engage the SPCA to render certain services pursuant to Miss. Code Ann. Sec. 21-19-9 for a monthly retainer fee of \$800.00 Dollars (\$) to provide the services outlined in the Scope of Services in Exhibit "A";

WHEREAS, the SPCA will provide monthly reporting with monthly invoice to document work that was performed during the month; and

WHEREAS, the City of Diamondhead and the Consultant acknowledge that this contract is effective for a one year period from the date of execution with one (1) one year automatic renewal, if both parties are in agreement.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. Engagement of SPCA. The City hereby agrees to engage the SPCA, and the SPCA hereby agrees to perform services set forth in the Scope of Services.

It is expressly agreed and understood by both parties that SPCA, including its officers, directors, employees and/or volunteers, shall at all times be acting as an independent contractor and not as an employee of the City.

2. Scope of Services. The SPCA agrees to satisfactorily render and provide services hereinafter set forth in Exhibit "A", Scope of Services.

3. Period of Performance. The services provided under this Agreement by the Consultant shall continue for one (1) year from the date signed and will renew automatically for one (1) one year term or as long as is mutually agreeable to the parties hereto. The terms of the Agreement, specifically the "Scope of Services" and "Compensation" to the SPCA can, however, be reviewed annually and modified as is mutually agreeable to the two parties.

4. Termination for Convenience. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof. Such written notice shall be furnished at least thirty (30) days before the effective date of termination. In that event, all finished or unfinished

documents and materials shall become the property of the City. In the event of termination for convenience by SPCA, all payments, after the date of termination, shall be forfeited to the City, and any obligation by the City to the SPCA shall be terminated. In the event of termination for convenience by City, all payments should be made to the SPCA for all work completed to date of termination and all finished work product will become property of the City.

5. Compensation Due to SPCA. The City agrees to pay and the SPCA agrees to perform the services for a monthly sum of \$ _____ not to exceed \$ _____ in a calendar year for a retainer fee. The SPCA shall invoice the City for monthly retainer fee. The City or SPCA may, from time to time, request changes in terms of this Agreement. Such changes, including any increase or decrease in the amount of compensation due the SPCA, shall be mutually agreed upon by the parties hereto and shall be incorporated in written amendments to this Contract.

6. Successors and Assigns: The City and SPCA each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators, and assigns, or such party, in respect to all covenants of this Agreement. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the City and the SPCA.

7. Miscellaneous Provisions. This Agreement shall be construed in accordance with the laws of the State of Mississippi. In case one or more of the provisions in the Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, non-enforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Any amendments to this Agreement shall not be effective unless consented to, in writing, by both parties. The SPCA will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Contract without the prior written consent of the City.

8. Notice. All notices, demands or other communications required or permitted by the terms of this Contract, will be given in writing and delivered to the Parties of this Contract as follows:

- a. The City of Diamondhead
Attn: City Manager, Clovis Reed
5000 Diamondhead Circle
Diamondhead, MS 39525
- b. SPCA of Diamondhead, Inc.
Attn: Karen Flores, President
P.O. Box 6481
Diamondhead, MS 39525

IN WITNESS WHEREOF, the City of Diamondhead and the SPCA of Diamondhead, Inc. have executed this Agreement this the ____ day of _____ 2015.

SPCA of Diamondhead, Inc.

By: _____
Karen Flores, President

ATTEST:

The City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

By: _____
Clovis Reed, City Manager

ATTEST:

City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

The SPCA shall, perform, and carry out in a satisfactory and proper manner such work as the City determines is necessary to accomplish the activities identified by the City for the SPCA to undertake. Specific job tasks that the SPCA shall assist the City in performing include, but are not necessarily limited to, the following:

FOR MONTHLY RETAINER FEE

- A. Meet with City Management to establish procedures and provide updates.
- B. Provide services that would normally be provided by the city arising under Miss. Code Ann. Sec. 21-19-9 including, but not limited to:
 - 1. Prevent the running at large of dogs and cats;
 - 2. Cause such as may be running at large to be impounded and reunited with owners or sold to discharge costs and penalties provided for the violation of City regulations and the expense of impounding and keeping and selling the same;
 - 3. Provide for the use of private homes, within or without the City for the keeping of animals; and,
 - 4. To appoint and confirm keepers of animals and establish and advocate rules governing the keeping of animals.
- C. To co-ordinate with local law enforcement and animal control to facilitate all of the above services and attend meetings with Local, State and Federal Agencies, as necessary.
- D. To provide education and awareness in the City regarding the prevention of animal cruelty.



September 15, 2015

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

RE: Kapalama Drive and Ahekolo Circle Drainage Improvements

Sealed bids were opened and reviewed for drainage improvements on Kapalama Drive and Ahekolo Circle. The bid received Advanced Construction and Development (ACAD) LLC., despite a calculation error from \$63,275.77 to \$65,603.77, is the low bid received for the project.

Attached are the engineer's recommendation and tabulation. If you find these documents to be in order, please accept my recommendation to accept and award the low bid of Advanced Construction and Development (ACAD) LLC in the amount \$65,603.77 for the Kapalama Drive and Ahekolo Circle Project. Thank you in advance for your consideration in this matter.

Sincerely,

A handwritten signature in blue ink that reads 'Clovis Reed'. The signature is written in a cursive style.

Clovis Reed
City Manager

CR:jk

attachments

SEYMOUR ENGINEERING

Civil Engineers and Professional Land Surveyors



925 Tommy Munro Drive, Suite G
Biloxi, Mississippi 39532
Phone: 228-385-2350
Fax: 228-385-2353
Toll Free: 888-385-2350

September 15, 2015

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

**Re: Diamondhead Drainage Improvement Project
Kapalama Drive and Ahekolo Circle
City of Diamondhead**

Dear Mr. Reed:

I have reviewed the bids and bidder's qualifications submitted for the above referenced project. I am recommending the award of the project to the low bidder, Advanced Construction and Development (ACAD), LLC, to perform the work as described in the bid documents. Please note there was a discrepancy in their original base bid amount of \$63,275.77 submitted by the contractor. The contractor has been made aware of their discrepancy and maintains that their unit price cannot be reduced. Therefore the low qualified base bid amount is now \$65,603.77.

If you have any questions please do not hesitate to contact me.

Respectfully submitted,

SEYMOUR ENGINEERING

A handwritten signature in blue ink that reads "Roland J. (Joey) Diaz, P.E.".

Roland J. (Joey) Diaz, P.E.
925 Tommy Munro Dr., Ste. G
Biloxi, MS 39532
Office: 228.385.2350
Fax: 228.385.2353
jdiaz@seymourengr.com

attachment: Certified Bid Tabulation

Bid Date: September 11, 2015
 2:00 p.m.
 Bid Place: Diamondhead
 City Hall

**DRAINAGE IMPROVEMENTS
 KAPALAMA DRIVE AND AHEKOLO CIRCLE
 CERTIFIED
 BID TABULATION SHEET**

9-11-15

CONTRACTOR	ADD NO. 1	CERT. OF RESP.	BID BOND	BASE BID
ACAD, LLC 619 HILLSIDE DRIVE BILOXI, MS 39532	V	20916-MC	5% US SPECIALTY INS. CO.	\$ 63,275.77 Corrected Bid: \$ 65,603.77
GRAY DIRT & GRAVEL LLC P.O. BOX 665 BILOXI, MS 39533	V	20564-MC	5% WESTERN SURETY CO.	\$ 74,575.00 Corrected Bid: \$ 74,531.00
PRECISION CONSTRUCTION LLC 15 CHANTICLEER DR, HATTIESBURG, MS 39402	V	16310-SC	5% WESTFIELD INS. CO.	\$ 80,805.00 Corrected Bid: \$ 81,705.00
JE TALLEY CONSTRUCTION 1711 PROSPECT AVE PASCAGOULA, MS 39567	V	20882-MC	5% SURETEC INS. CO.	\$ 84,305.33
A & C INDUSTRIAL, INC. P.O. BOX 507 LONG BEACH, MS 39560	V	15112-MC	5% AMERICAN CONTRACTORS INDEMNITY CO.	\$ 91,293.65
MORREALE CONSTRUCTION 723 FAITH ST. WAVELAND, MS 39576	V	16121-MC	5% TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA	\$ 94,526.80
TWIN L CONSTRUCTION INC. 8292 FIRETOWER ROAD PASS CHRISTIAN, MS 39571	V	08365-MC	5% DEVELOPERS SURETY AND INDEMNITY CO.	\$ 95,269.25

CERTIFIED BY: 
 ROLAND J. (JOEY) DIAZ, P.E.
 SEYMOUR ENGINEERING



September 10, 2015

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: CDBG Project #1131-14-432-PF-01 ADA Improvements
Invoice #10013 Grant Administration Services

Dear Mayor and Councilmembers:

Attached for your review and consideration is Invoice #10013 in the amount of \$2,498.16 from Professional Grant Management Services relating to City Hall ADA improvements.

If you find these documents to be in order, please accept my recommendation for approval. Thank you in advance for your consideration in this matter.

Sincerely,

A handwritten signature in blue ink that reads 'Clovis Reed'. The signature is written in a cursive style.

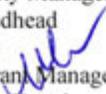
Clovis Reed
City Manager

CR:jk

attachment

Professional Grant Management *services llc*

MEMO

DATE: September 15, 2015
TO: Clovis Reed, City Manager
City of Diamondhead
FROM: Michele Moore 
Professional Grant Management Services, LLC
RE: City of Diamondhead
Public Facility Grant
CDBG Project 1131-14-432-PF-01
Request for Cash and Summary Support Sheet #5

Enclosed please find the following invoice for the above referenced project:

1. Professional Grant Management Services
Invoice number 10013 in the amount of \$2,498.16
Admin. Expense

CDBG:	\$1,249.08
City Match:	\$1,249.08
2. EGH Architects
Invoice number 12-035d-4 in the amount of \$425.16
For A/E expense

CDBG:	\$425.16
--------------	-----------------
3. Vision Constructors
Invoice number 1 in the amount of \$20,567.50

CDBG:	20,567.50
--------------	------------------

Also enclosed is the "Request for Cash and Summary Support Sheet No. 5" in the amount of \$22,240.75 payment of the above invoice.

Please have the above invoice and Request for Cash and the supporting documentation placed on your next agenda for approval. After its approval, the appropriate official should sign the "Request for Cash and Cash Summary Support Sheet No. 5" and return it along with the supporting documentation for processing to our office at the following address:

Michele Moore
Professional Grant Management Services
P.O. Box 1465
Biloxi, MS 39533

If you have any questions, please do not hesitate to call me at (228) 826-1909.

REMINDER

From the date of deposit into your account you have only three (3) working days to distribute funds to avoid penalties from MDA.

enclosures

**P.O. Box 1465 • Biloxi • MS • 39533 • 228/826-1909 •
michele@pgms.ms • www.pgms.ms**

Professional Grant Management *services llc*

STATEMENT
FOR SERVICES RENDERED

CITY OF DIAMONDHEAD
PROJECT NO. 1131-14-432-PF-01
CITY HALL ADA IMPROVEMENTS PROJECT

SEPTEMBER 1, 2015

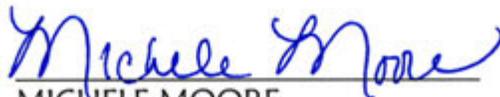
INVOICE NO. # 10013

Services Rendered Pertaining to the Application Preparation, Administration, and Implementation of Project 1131-14-432-PF-01 for the months July and August, 2015.

City MATCH: \$1,249.08
CDBG Amount: \$1,249.08

TOTAL DUE

\$2,498.16


MICHELE MOORE

**P.O. Box 1465 • Biloxi • MS• 39533 • 228/826-1909 •
michele@pgms.ms • www.pgms.ms**