



Agenda Item: 2016-005

5000 Diamondhead Circle · Diamondhead, MS 39525-3260
Phone: 228.222.4626 Fax: 228-222-4390
www.diamondhead.ms.gov

January 13, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: CDBG Project #1131-14-432-PF-01 ADA Improvements
Pay Request #3 Vision Constructors, Inc.

Dear Mayor and Councilmembers:

Attached for your review and consideration is Application and Certificate for Payment No. 3 in the amount of \$87,004.80 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".

Clovis Reed
City Manager

CR:jk

attachment

ELEY GUILD HARDY ARCHITECTS

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

November 23, 2015

ASSOCIATES

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

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. Three (3) submitted by Vision Constructors, Inc., in the amount of \$87,004.80, 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-6 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 *for*

DJH/dab

Enclosures

cc: Vision Constructors, Inc., John Rollins, via email
Kristin Ventura, City of Diamondhead, via email
Professional Grant Management Services, 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

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF One



TO OWNER:

City of Diamondhead
Diamondhead, MS

PROJECT: 12-035d

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

APPLICATION NO:

3

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: 11/13/2015

PROJECT NOS: 12-035d

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.

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)	\$	203,261.00
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	10,163.05
b. 5 % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	10,163.05
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	193,097.95
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	106,093.15
8. CURRENT PAYMENT DUE	\$	87,004.80
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	87,402.05

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: Vision Constructors, Inc.

By:

State of: Mississippi
Subscribed and sworn to before me this day of November 11, 2015
Notary Public: Nancy Beaudin
My Commission expires: November 11, 2016



11/19/15

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 \$ 87,004.80

(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:

Date:

11/23/15

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.

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	6000			6,000	100%	0	300
2	Supervision	10,000	2750	4,200		6,950	70%	3,050	348
3	Builders Risk Insurance	750	750			750	100%	0	38
4	Bond	3,100	3100			3,100	100%	0	155
5	MGRY	8,180	3150	2,700		5,850	72%	2,330	293
6	Misc. General Conditions	4,500	1225	2,000		3,225	72%	1,275	161
DIVISION 2 SITEWORK									
7	Interior Demolition	9,000	9000			9,000	100%	0	450
8	Asphalt/Concrete Demolition	4,000	4000			4,000	100%	0	200
9	Pavement Markings and Signage	2,500		2,500		2,500	100%	0	125
DIVISION 3 CONCRETE									
10	Concrete Paving/Sidewalks	18,250	18250			18,250	100%	0	913
DIVISION 6 ROUGH CARPENTRY									
11	Rough Carpentry	1,000	500	500		1,000	100%	0	50
DIVISION 8 DOORS & WINDOWS									
12	Door/Hardware Material	6,000	1250	1,250		2,500	42%	3,500	125
13	Door Labor	1,000				0	0%	1,000	0
14	Interior Storefront Assembly	16,000		0		0	0%	16,000	0
15	Access Doors and Panels	1,000		1,000		1,000	100%	0	50
DIVISION 9 FINISHES									
16	Metal Framing	8,000	6500	1,500		8,000	100%	0	400
17	Drywall	4,079	3850	229		4,079	100%	0	204
18	ACT Ceilings	2,000	500	1,000		1,500	75%	500	75
19	Flooring	16,000		14,500		14,500	91%	1,500	725
20	Painting	7,000		6,000		6,000	86%	1,000	300
DIVISION 10 SPECIALTIES									
21	Signage	400				0	0%	400	0
22	Toilet Bath Accessoris	4,300		3,800		3,800	88%	500	190
23	Install Specialties	1,000		880		880	88%	120	44
DIVISION 14 ELEVATOR									
24	ELEVATOR ENGINEERING	19,802	19802			19,802	100%	0	990
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	2500			2,500	100%	0	125
28	HVAC EQUIPMENT	3,500	3500			3,500	100%	0	175
29	HVAC DUCTWORK	2,964	1250	1,250		2,500	84%	464	125
30	HVAC TRIM OUT	1,500		500		500	33%	1,000	25

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 BALANCE TO FINISH (C-(F+G))	I RETAINAGE 5%	
			PREVIOUS APPLICATION	THIS PERIOD					
31	PLUMBING DEMO	3,500	2500	1,000		3,500	100%	0	175
32	PLUMBING ROUGH IN	6,500	4500	2,000		6,500	100%	0	325
33	PLUMBING FIXTURES/TRIM OUT	7,175		7,175		7,175	100%	0	359
	DIVISION 16 ELECTRICAL					0		0	0
34	ELECTRICAL DEMO	2,500	2500			2,500	100%	0	125
35	ELECTRICAL FIXTURES/GEAR	6,000		4,500		4,500	75%	1,500	225
36	ELECTRICAL RACEWAYS	4,850	3500	500		4,000	82%	850	200
37	ELECTRICAL WIRE	4,850	3500	500		4,000	82%	850	200
38	ELECTRICAL FIRE ALARM	3,800				0	0%	3,800	0
	PROJECT ALTERNATE 1					0		0	0
39	Demolition	1,500	1500			1,500	100%	0	75
40	Millwork	3,500		3,000		3,000	86%	500	150
41	Metal Studs/Drywall	4,000	2000	1,500		3,500	88%	500	175
42	Painting	1,000		800		800	80%	200	40
43	Storefront	15,000		11,000		11,000	73%	4,000	550
	PROJECT ALTERNATE 2					0		0	0
44	Demolition	1,000	1000			1,000	100%	0	50
45	Millwork	6,300		6,300		6,300	100%	0	315
46	Metal Studs/Drywall	3,050	2800			2,800	92%	250	140
47	Painting	850		500		500	59%	350	25
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		2,500		2,500	100%	0	125
51	HM Frames/Wood Doors	2,850		2,850		2,850	100%	0	143
52	Metal Stud Framing	1,800		1,800		1,800	100%	0	90
53	Painting	1,850		1,850		1,850	100%	0	93
	SUB TOTALS	280,500	111,677	91,584	0	203,261	72%	77,239	10,163



AIA[®]

Document G706A[™] – 1994

Contractor's Affidavit of Release of Liens

PROJECT: (Name and address)

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

ARCHITECT'S PROJECT NUMBER: 12-035d

CONTRACT FOR: General Construction

OWNER

ARCHITECT

CONTRACTOR

TO OWNER: (Name and address)

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

CONTRACT DATED: June 29, 2015

SURETY

OTHER

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.
AFP #3
- 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.

CONTRACTOR: (Name and address)

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

BY:

[Signature]
(Signature of authorized representative)

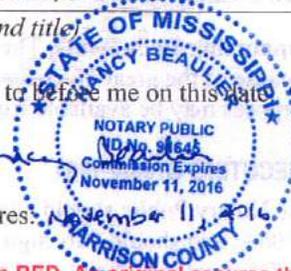
John M. Rollins, President

(Printed name and title)

Subscribed and sworn to before me on this date

Notary Public: *[Signature]*

My Commission Expires: November 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 G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)*
Diamondhead City Hall ADA
CDBG# 1131-14-432-PF-01
Diamondhead, Mississippi

ARCHITECT'S PROJECT NUMBER: 12-035d

OWNER

CONTRACT FOR: General Construction

ARCHITECT

CONTRACTOR

TO OWNER: *(Name and address)*
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

CONTRACT DATED: June 29, 2015

SURETY

OTHER

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 #3

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 11/19/15

Notary Public: Nancy Beaulier

My Commission Expires: November 11, 2016



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



608 34TH STREET
GULFPORT, MS 39501

228.832.1182 (O)
228.832.1781 (F)

November 13, 2015

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

Re: 12-035d Diamondhead ADA AFP #3 Rain Days

Dear Mr. Palermo:

Please let this document serve as notification that we are not requesting rain days for the month of October for the project.

Sincerely,

A handwritten signature in blue ink, appearing to read "John M. Rollins", is written over the word "Sincerely,".

John M. Rollins
Vision Constructors, Inc.

CC: DH ADA AFP #3

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.
 Month/Year of Report: 10/2015
 Grant Administrator: PGMS
 General Contractor: VISION CONSTRUCTORS, INC.
 GC Contact Name/Phone: JOHN ROLLINS/228-832-1182
 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					NO HIRES NEEDED

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>CARPET ONE</u>	N	15,622	7/7/15	UNKNOWN		LOW BIDDER
<u>J.L. STANDARD COATINGS</u>	N	8,023	7/7/15	UNKNOWN		LOW BIDDER
<u>LINDSAY MECHANICAL</u>	Y	27,920	7/7/15	..		
<u>POWER PLUS ELECTRICAL</u>	Y	22,000	7/7/15	..		
<u>KCS CONSTRUCTION</u>	Y	4,765	11/20/15			

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 ON THE PROJECT. WILL ADVERTISE & SEEK SEC. 3 EMPLOYEES IF HIRING IS NEEDED

Date: 11/19/15



 Signature of Company Representative

*Must provide an answer or report will be rejected.



Agenda Item 2016-007

5000 Diamondhead Circle · Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228-222-4390

www.diamondhead.ms.gov

January 12, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: Depository Services

Dear Mayor and Councilmembers:

Approval is hereby requested for permission to advertise for RFP's for depository services for the City. With your approval, proposals can be received and reviewed in a timely manner to meet with the April 1, 2016 expiration of the current service period.

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 written in a cursive style with a large, looped "C" and "R".

Clovis Reed
City Manager

CR:jk



Agenda Item 2016-008

5000 Diamondhead Circle · Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228-222-4390

www.diamondhead.ms.gov

January 14, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: CDBG Project #1131-14-432-PF-01 ADA Improvements
Invoice #10027 Grant Administration Services

Dear Mayor and Councilmembers:

Attached for your review and consideration for payment is Invoice #10032 in the amount of \$1,249.08 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 payment 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 with a large, looping initial "C".

Clovis Reed
City Manager

CR:jk

attachment

Professional Grant Management *services llc*

STATEMENT
FOR SERVICES RENDERED

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

January 1, 2016

INVOICE NO. # 10032

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

	<u>CDBG</u>	<u>CITY</u>
Contract Amount	\$11,000.00	\$ 13,989.00
Previously Invoiced	\$ 8,500.00	\$ 6,494.48
Current Amount Due	\$ 0.00	\$ 1,249.08
Balance left	\$ 2,500.00	\$ 6,245.44

Percent Complete **88%**

CURRENT AMOUNT DUE \$1,249.08


MICHELE MOORE

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

Professional Grant Management *services llc*

MEMO

DATE: January 19, 2016

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 #8

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

1. PGMS
Invoice number #10032 in the amount of \$1,249.08
For Administration expense
City Match: \$1,249.08
2. Vision Constructors
Invoice number 3 in the amount of \$87,004.80
For Const. expense
CDBG: \$43,502.40
City Match: \$43,502.40

Also enclosed is the "Request for Cash and Summary Support Sheet No. 8" in the amount of **\$43,502.40** for payment of the above invoice.

Please have the above invoices 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. 8" 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



Agenda Item 2015-010

5000 Diamondhead Circle · Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228-222-4390

www.diamondhead.ms.gov

January 15, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: MDOT – Safe Routes to School Grant Application

Dear Mayor and Councilmembers:

For your consideration and approval, I do recommend making application to the Mississippi Department of Transportation for a Safe Routes to School Grant. The amount of the grant would be approximately \$300,000 with local match of 20% or an amount not to exceed \$60,000. Grant proceeds would be utilized for sidewalks, bicycle paths and racks, bus stop canopies and other amenities.

Thank you for your consideration and approval in this matter.

Sincerely,

Clovis Reed
City Manager

CR;jk