



March 2, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

Sealed proposals were received for professional services relating the preparation, submission and management of a grant application to the Mississippi Development Authority for the 2016 Public Facilities Grant through the Community Development Block Grant for drainage improvements at Holiday Village and Kapalama. The proposals were reviewed and scored by a procurement selection committee and its recommendation for the following professional services are attached and are as follows:

Engineering – Seymour Engineering

Grant Administration – Professional Grant Management, LLC

Legal - reject sole submission – failed to properly mark submission

It is my recommendation the Council accept and award these professional services as recommended by the procurement selection committee. Thank you in advance for your approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Clovis Reed", written over a light blue horizontal line.

Clovis Reed
City Manager

CR:jk

**DIAMONDHEAD, MISSISSIPPI
RECOMMENDATION OF
PROCUREMENT SELECTION
COMMITTEE**

RE: Engineering Services (Type of Services)

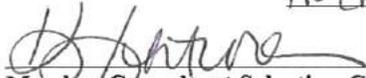
Pursuant to HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments"; said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the City, the Committee, requested proposals for Engineering services.

The following proposals were received in the City Clerk's Office no later than 10:00 A. M. on Tuesday, February 23, 2016. The Selection Committee met on Tuesday, March 1, 2016 to review the proposals received from the following firms and/or individuals:

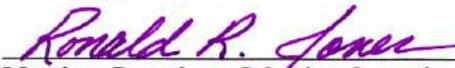
1. MS Engineering & Development, LLC
2. Seymour Engineering
3. James J. Chiniche Engineering
4. Brown, Mitchell & Alexander, Inc.
5. Pickering Engineering
6. Pinnacle Engineering, LLC
7. ATC – not accepted; improper label on envelope
8. Advanced Environmental Consultants – declined submitting a proposal

Each Committee member assigned points to each proposal based on the content of the proposal. The firm receiving the highest number of points is deemed by this Committee to be the most advantageous to the City. We, therefore, recommend award of a contract to Seymour Engineering. The firms that were evaluated are listed in order of the points assigned.

<u>Firm</u>	<u>Total Points</u>
<u>Seymour Engineering</u>	<u>270</u>
<u>Pickering Engineering</u>	<u>248</u>
<u>Pinnacle Engineering, LLC</u>	<u>227</u>
<u>James J. chiniche Engineering</u>	<u>223</u>
<u>Brown, Mitchell & Alexander, Inc.</u>	<u>212</u>
<u>MS Engineering & Development, LLC</u>	<u>195</u>


Member Consultant Selection Committee


Member Consultant Selection Committee


Member Consultant Selection Committee

Member Consultant Selection Committee

**MINUTES
PROCUREMENT SELECTION COMMITTEE**

Tuesday, March 01, 2016
Date

RE: Engineering Services

Members Present: Ronald Jones
Richard Sullivan
Kristin Ventura

The Committee reviewed 6 proposals submitted for the services referenced above using the following selection criteria for evaluation:

<u>Criteria</u>	<u>Maximum Points</u>
Qualifications	40
Experience	40
Capacity for Performance (Work Force)	<u>20</u>
Total Points	100

The Committee members assigned points to each firm or individual based on a careful review of the content of the proposal. The firm receiving the highest number of points from each Committee member received one (1) vote from each member.

<u>Committee Member</u>	<u>Firm</u>	<u>Total Points</u>	<u>Vote</u>	<u>Total Votes</u>
<u>Ronald Jones</u>	<u>Seymour Engineering</u>	<u>100</u>	<u>1</u>	<u>1</u>
<u>Richard Sullivan</u>	<u>Seymour Engineering</u>	<u>80</u>	<u>1</u>	<u>1</u>
<u>Kristin Ventura</u>	<u>Seymour Engineering</u>	<u>90</u>	<u>1</u>	<u>1</u>
_____	_____	_____	_____	_____

Based upon a tabulation of points, the proposal submitted by Seymour Engineering received the highest number of votes.

Pursuant to the HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments", said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the City, the Committee, therefore, recommends the selection of the firm of Seymour Engineering to perform Engineering Services.



Member Consultant Selection Committee



Member Consultant Selection Committee



Member Consultant Selection Committee

Member Consultant Selection Committee

Member Consultant Selection Committee



Agenda Item 2016-048

5000 Diamondhead Circle · Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228.222.4390

www.diamondhead.ms.gov

March 8, 2015

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

Re: CDBG #1131-14-432-PF-01 (ADA Improvements)

Attached for your review and consideration is the Closeout Agreement and relative documentation for the above referenced project. It is my recommendation to proceed with acceptance and approval.

Thank you in advance for your consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Clovis Reed". The signature is written in a cursive style with a large, prominent "C" and "R".

Clovis Reed
City Manager

attachment

**State of Mississippi
Mississippi Development Authority
Grants Programs**

Recipient: City of Diamondhead
 Contract#: 1131-14-432-PF-01
 Grant #: 1131-14-432-PF-01
 National Objective: Low and moderate income
 Program: Community Development Block Grant Program (CDBG) 14.228

Certificate of Completion

Final Statement of Cost

Program Activity Categories	CDBG, HOME or ESG Funds Only			To Be Completed by Recipient Other Funds Only			All Funds Total Approved Expenditures (MDA Funds + Other Funds)
	MDA Budgeted Funds Only	MDA Actual Grant Expenditures Paid	Remaining MDA Grant Funds	Total Other Funds Budgeted	Actual Total Other Funds Expenditures Paid	Remaining Other Funds	
Administration							
IDIS Activity Number							
Administration	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 13,989.00	\$ 13,989.00	\$ -	\$ 19,989.00
Application Preparation	\$ 5,000.00	\$ 5,000.00	\$ -			\$ -	\$ 5,000.00
Activity Total	\$ 11,000.00	\$ 11,000.00	\$ -	\$ 13,989.00	\$ 13,989.00	\$ -	\$ 24,989.00
Public Facilities							
IDIS Activity Number							
Public Facilities - Sewer	\$ 152,587.00	\$ 152,587.00	\$ -	\$ 154,912.19	\$ 154,910.19	\$ 2.00	\$ 307,497.19
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
Activity Total (Line 21 - 31)	\$ 152,587.00	\$ 152,587.00	\$ -	\$ 154,912.19	\$ 154,910.19	\$ 2.00	\$ 307,497.19
Select Activity Type							
IDIS Activity Number							
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
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			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
Activity Total (Line 35 - 45)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Activities Grand Totals (Lines 18+32+46)	\$ 163,587.00	\$ 163,587.00	\$ -	\$ 168,901.19	\$ 168,899.19	\$ 2.00	\$ 332,486.19

Computation of Grant Balance	
Grant Agreement Amount	\$ 163,587.00
Amount for Unsettled Third Party Claims	\$ -
Grant Amount Received	\$ 163,587.00
Grant Amount De-obligated or released	\$ -
Amount of Refunds (this amount shall be repaid to the State by check and must include the following)	\$ -
(a) Unexpended Funds Amount	\$ -
(b) Outstanding Claimant's Amount (as applicable)	\$ -
(c) Total Amount Refunded	\$ -

Check # _____



Grant Recipient Funding Sources

Recipient: City of Diamondhead

Contract #: 1131-14-432-PF-01

Program : Community Development Block Grant Program (CDBG) 14.228

Administration			
1. MDA Funds (CDBG, HOME,ESG)			\$ 11,000.00
2. Section 108 Loan Guarantee			
3. Other Consolidated Plan Funds	HOME		
	ESG		
	HOPWA		\$ -
4. Appalachian Regional Commission			
5. Other Federal Funds			
6. State/Locals Funds			\$ 13,989.00
7. Private Funds			
8. Other			
Total			\$ 24,989.00
Public Facilities			
1. MDA Funds (CDBG, HOME,ESG)			\$ 152,587.00
2. Section 108 Loan Guarantee			
3. Other Consolidated Plan Funds	HOME		
	ESG		
	HOPWA		\$ -
4. Appalachian Regional Commission			
5. Other Federal Funds			
6. State/Locals Funds			\$ 154,910.19
7. Private Funds			
8. Other			
Total			\$ 307,497.19
Select Activity Type			
1. MDA Funds (CDBG, HOME,ESG)			
2. Section 108 Loan Guarantee			
3. Other Consolidated Plan Funds	HOME		
	ESG		
	HOPWA		\$ -
4. Appalachian Regional Commission			
5. Other Federal Funds			
6. State/Locals Funds			
7. Private Funds			
8. Other			
Total			\$ -
Grand Totals by Funding Sources			
1. MDA Funds (CDBG, HOME,ESG)			\$ 163,587.00
2. Section 108 Loan Guarantee			\$ -
3. Other Consolidated Plan Funds	HOME	\$ -	
	ESG	\$ -	
	HOPWA	\$ -	\$ -
4. Appalachian Regional Commission			\$ -
5. Other Federal Funds			\$ -
6. State/Locals Funds			\$ 168,899.19
7. Private Funds			\$ -
8. Other			\$ -
Grand Total			\$ 332,486.19



Agreement Relative to Closeout of Community Services Division Grant Programs

RECIPIENT: City of Diamondhead

CONTRACT #: 1131-14-432-PF-01

This Agreement is between City of Diamondhead ("Recipient") and the Mississippi Development Authority, Community Services Division ("Division").

Closeouts/Audits

The parties to this Agreement desire to closeout Recipient's CSD Grant (i.e. CDBG, HOME, ESG), contract number 1131-14-432-PF-01 (the "Grant").

Because of regulatory and legislative changes, the Division no longer requires a final audit of an individual grant at closeout. Rather than waiting for Recipient's next periodic audit, the parties desire to closeout the Grant subject to subsequent audit(s).

THEREFORE, in consideration of the mutual promises contained herein, the parties to this Agreement agree as follows:

1. The Division waives the requirement in 24 CFR Subsection 570.512 of the submission of any required audits and/or subsequent audit of the Grant prior to closeout.
2. Recipient will submit to the Division its required audits or subsequent audit which it shall comply with federal and state requirements and which shall cover all periods in which any grant costs have been incurred.
3. Recipient shall remit to the Division the amount of any ineligible costs that are disallowed by any required audits and/or subsequent audit(s) which disallowances are identified by the Federal and/or State Agency(ies).
4. The Agreement contained herein are in addition to any other agreements between the parties relative to the closeout of the grant. Recipient agrees to abide by all governing laws and regulations.

Certificate of Completion

I hereby certify that all activities undertaken by the Recipient with funds provided under the grant agreement, hereof, have, to the best of any knowledge, been carried out in accordance with the grant agreement; that proper provision has been made by the Recipient for the payment of all unpaid costs and unsettled third-party claims identified, hereof; that the United States of America or the State of Mississippi is under no obligation to make any further payment to the Recipient under the grant agreement, hereof; and that every statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date.

Recipient Performance Certification Report

I hereby certify that all planned and actual beneficiaries, the ethic beneficiaries information, census information and the performance measures are correct as stated on the Recipient Performance Certification Report are to the best of my knowledge, true and correct as of this date.

CERTIFICATE OF RECIPIENT'S COMPLIANCE

Release

Pursuant to the terms of said contract and in consideration of the sum of \$ 163,587.00 (Total Amount Paid & Payable by MDA, CSD), upon payment of the said sum does remise, release, and discharge MDA, CSD, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said contract, except the following:



Agreement Relative to Closeout of Community Services Division Grant Programs

RECIPIENT: City of Diamondhead CONTRACT #: 1131-14-432-PF-01

- a. Specified claims in stated amounts or in estimated amounts where the amounts are not susceptible of exact statement by the Contractor, as follows:

None

(If none, so state)

- b. Claims, together with reasonable expenses incidental thereto, based upon the liabilities of the Contractor to third parties arising out of the performance of the said contract, which are not known to the Contractor on the date of execution of this release and of which the Contractor gives notice in writing to the MDA, CSD within the period specified in the said contract.
- c. Claims, after closeout, for costs which result from the liability to pay Unemployment Insurance costs under a reimbursement system or to settle Worker's Compensation claims.

Assignment of Refunds, Rebates and Credits

Pursuant to the terms of said contract and in consideration of the reimbursement of costs and payment of fees as provided in the said contract and any assignment thereunder, the Contractor hereby does the following:

- a. Assign, transfer, set over and release to MDA, CSD all right, title and interest to all refunds, rebates, credits or other amounts (including any interest thereon) arising or which may hereafter accrue thereunder.
- b. Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts (including interest thereon due or which may become due, and to forward promptly to MDA, CSD) for any proceeds so collected. The reasonable costs of any such action to effect collection shall constitute allowable costs when approved by the MDA, CSD as stated in the said contract and may be applied to reduce any amount otherwise payable to MDA, CSD under the terms hereof.
- c. Agree to cooperate fully with MDA, CSD as to any claim or suit in connection with such refunds, rebates, credits or other amounts due (including any interest thereon); to execute any protest, pleading, application, power of attorney or other papers in connection therewith; and to permit MDA, CSD or the Federal Grant of Agency to represent it at any hearing, trial or other proceeding arising out of such claim or suit.

Inventory Certification (Select One)

- a. _____ The Contractor hereby certifies that all items of materials and equipment purchased, furnished, or transferred for or to said Contractor were done so in accordance with the terms and conditions of said contract.
- b. X _____ The Contractor hereby certifies that no equipment was furnished or acquired under the terms and conditions of said contract

General Statement of Compliance

I certify that all the Federal, State and Local requirements of the said contract have been complied with.



Agreement Relative to Closeout of Community Services Division Grant Programs

RECIPIENT: City of Diamondhead CONTRACT #: 1131-14-432-PF-01

Outstanding Claimants List

I hereby certify that the information as stated in the Outstanding Claimants List page is to the best of my knowledge, true and correct.

Inventory and Program Income

I hereby certify that the information as stated in the Inventory and Program Income page is to the best of my knowledge, true and correct.

Final Request for Cash Consolidated Support Sheet

I hereby certify that the information as stated on the enclosed in the Final Request for Cash Consolidated Support Sheet is to the best of my knowledge, true and correct.

This Agreement is executed by the Parties on the date indicated by their respective signatures.

IN WITNESS THEREOF, THIS Agreement and Certification of Contract Compliance has been executed this day of _____.

City of Diamondhead

WITNESSED BY:

BY SIGNATORY OFFICIAL

1. _____

TITLE

2. _____

DATE

**MISSISSIPPI DEVELOPMENT AUTHORITY
COMMUNITY SERVICES DIVISION**

BY SIGNATORY OFFICIAL

TITLE

DATE



**Mississippi Development Authority
Community Services Division
Outstanding Claimant's List**

Recipient: City of Diamondhead Contract Number: 1131-14-432-PF-01

Claimant's Name, Address, S.S.# (Where Applicable)	Check #	Amount	Date	Pay Period Hours and Rate	Other Contact Name and Address
1 Not Applicable					
2					
3					
4					
5					
		\$0.00			

Inventory and Program Income

Real Estate: List the property which has been purchased with MDA grant funds and considered to be surplus property, the type of property, (i.e., lots, land, buildings), price paid for each property, the proposed use of the property, and the date the property is expected to be used.

Number or amount	Type of property	Purchase price	Proposed use of property	Date to be used
1 Not Applicable				
2				
3				

Equipment: List the equipment which has been purchased with MDA grant funds (i.e., fire truck, bulldozer, file cabinet, calculator, etc.), the price paid for each piece of equipment, and the use of the equipment.

Number or amount	Type of property	Purchase price	Use of Equipment
1 Not Applicable			
2			
3			

Program Income: List the amount of program income which has been collected to date, the type of activity generating program income (i.e., public facility, economic development, housing, etc.), the estimated amount of additional program income payments expected, and the proposed use of the program income.

Amount collected to date	Activity	Additional Payment	Proposed use of program income
Not Applicable			





Agenda Item 2016-049
5000 Diamondhead Circle • Diamondhead, MS 39525-3260
Phone: 228.222.4626 Fax: 228-222-4390
www.diamondhead.ms.gov

March 8, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

Attached for your review and consideration for payment is Invoice #10037 in the amount of \$2,500.00 from Professional Grant Management Services relating to City Hall ADA improvements. This payment constitutes 100% completion for management services on this project.

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 black ink, appearing to read "Clovis Reed", written in a cursive style.

Clovis Reed
City Manager

CR:jk

attachment

Professional Grant Management *services llc*

MEMO

DATE: March 7, 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 #10 and FINAL

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

1. PGMS
Invoice number #10037 in the amount of \$2500.00
For Administration expense for Closeout of Project.

CDBG: \$2,500.00

Also enclosed is the "Request for Cash and Summary Support Sheet No. 10" in the amount of **\$2,500.00** for 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. 10" 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

Professional Grant Management *services llc*

STATEMENT
FOR SERVICES RENDERED

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

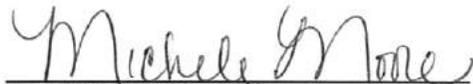
March 1, 2016

INVOICE NO. # 10037

Services Rendered Pertaining to the FINAL CLOSEOUT of Project 1131-14-432-PF-01.

	<u>CDBG</u>	<u>CITY</u>
Contract Amount	\$11,000.00	\$ 13,989.00
Previously Invoiced	\$ 8,500.00	\$ 13,989.00
Current Amount Due	\$ 2,500.00	\$ 0.00
Balance left	\$ 0.00	\$ 0.00
 <i>Percent Complete</i>		<i>100%</i>

CURRENT AMOUNT DUE \$2,500.00 CDBG FUNDS


MICHELE MOORE

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



Agenda Item 2016-050
5000 Diamondhead Circle • Diamondhead, MS 39525-3260
Phone: 228.222.4626 Fax: 228-222-4390
www.diamondhead.ms.gov

March 9, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

The City's current agreement for depository services will at the end of the month. Advertisement for proposals has occurred and responses will be received no later than Monday, March 21st. I am requesting permission to review the proposals and execute the necessary documents with the chosen financial institution to begin services April 1st. The matter will be presented at the April 5th meeting for ratification.

Thank you in advance for your approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Clovis Reed". The signature is fluid and cursive, with a large initial "C" and "R".

Clovis Reed
City Manager

CR:jk



Agenda Item 2016-051

5000 Diamondhead Circle · Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228.222.4390

www.diamondhead.ms.gov

March 10, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

Re: ADA Improvement – CDBG Project No.: 1131-14-432-PF-01

Presented for your approval is the Certificate of Substantial Completion for the City Hall ADA Improvements. If you find these documents to be in order, please proceed with acceptance.

Thank you in advance for your approval in this matter.

Sincerely,

A handwritten signature in black ink that reads 'Clovis Reed'.

Clovis Reed
City Manager

CR:jk

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

January 18, 2016

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 Three (3) copies of AIA Document G704, Certificate of Substantial Completion, for the above referenced project.

Please execute all Three (3) copies, retaining One (1) for your records and return the other Two (2) copies to this office for distribution.

As always, if you have any questions please do not hesitate to call.

Sincerely,



Denese Bloom
Contract Administrator
Eley Guild Hardy Architects PA

/dab

Enclosures

12-035d/5/3/1

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



AIA Document G704™ – 2000

Certificate of Substantial Completion

PROJECT:
(Name and address)
12-035d, ADA Improvements to
Diamondhead City Hall
Diamondhead, Mississippi

PROJECT NUMBER: 12-035d/
CONTRACT FOR: General Construction
CONTRACT DATE: June 29, 2015

OWNER:
ARCHITECT:
CONTRACTOR:

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

TO CONTRACTOR:
(Name and address)
Vision Constructors, Inc.
608 34th Street
Gulfport, MS 39501

FIELD:
OTHER:

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

See attached punch list

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty

See specifications and original warranties for modified warranty periods, if any.

Date of Commencement

January 15, 2016

Eley Guild Hardy Architects PA

ARCHITECT

BY

January 15, 2016

DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$87,000.00

The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

Vision Constructors, Inc.

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 12:00 pm (time) on January 15, 2016 (date).

City of Diamondhead

OWNER

BY

DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

Owner shall assume responsibility for security, maintenance, damage to work and insurance on date of substantial completion with the exception of Contractor's work associated with punch lists until satisfactorily complete.

ELEY GUILD HARDY

ARCHITECTS

PRELIMINARY INTERIOR PUNCH LIST REVIEW

Project No. 12-035d Diamondhead City Hall ADA

A preliminary Final Inspection was performed by Lee Palermo Friday January 15, 2016. The following items were noted. A Mechanical and Electrical punch list will be sent as soon as they have been completed. The contractor will need to correct these items within 7-10 days and submit all close out documents per specifications, upon which, after review by the Architect and Owner, a substantial completion will be granted

General Items:

1. General cleaning needed.
2. Provide all O & M Manuals along with all warranties per specification manual.
3. Provide training session on all electrical and mechanical equipment.
4. Clean all surfaces of construction dust and debris.
5. Touch up paint all imperfections in H.M. Doors and Frames
6. Remove stickers/product information from millwork and glass where applicable.
7. Caulk between buildings and sidewalks at expansion joints.
8. Provide carpet infill at elevator on 2nd floor.
9. Secure all elevator control panels – screws appear loose.
10. Rework the rubber base at the copy area.
11. Clean VCT and provide required 3 coats of wax per specifications.
12. Patch drywall and repaint above new door in existing conference room.
13. Provide carpet to tile threshold at new door in existing conference room.
14. Provide wood trim under the pass thru window to conceal the holes.
15. Replace exterior glass cracked in Council Chambers.

Project No. 12-035d Diamondhead City Hall ADA

Date of Observation: 01/15/16 Time: 2:00 PM

Room Name and Number: City Hall Building: Restroom 405

Ceiling:

1. N/A.

Floor:

1. Clean floor and grout properly.

Walls:

North:

1. N/A.

South:

1. Clean wall tile.

East:

2. Seal up holes from door closure removed and install door silencers.

West:

1. Clean wall tile.

Other:

Date of Observation: 01/15/16 Time: 2:00 PM

Room Name and Number: City Hall Building: Restroom 404

Ceiling:

1. N/A.

Floor:

1. Clean floor and grout properly.

Walls:

North:

1. Clean wall tiles.

South:

1. Seal up holes from door closure removed and install door silencers.

East:

1. N/A.

West:

1. Clean wall tile.

Other:



Agenda Item 2016-052

5000 Diamondhead Circle · Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228.222.4390

www.diamondhead.ms.gov

March 10, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

RE: Hazard Mitigation Grant Program Project #4081-0015

Notification from FEMA has been received approving a total increase of \$16,349.00 (\$12,262 Federal Share; \$4,087- Local Match) roof hardening and the cost overrun on the tie down straps. The additional A&E cost associated with the increase in the amount of \$1,308.00 was denied. Below is a breakdown of the total project:

	Total Cost	Federal Share 75%	Non-Fed
Original Funds	\$568,944	\$426,708	\$142,236
Additional Funds	\$ 16,349	\$ 12,262	\$ 4,087
A& E (Denied)			\$ 1,308
TOTAL PROJECT	\$585,293	\$438,970	\$147,631

Thank you for your favorable consideration of the additional funding, local match and A&E expenses.

Sincerely,

Clovis Reed
City Manager

CR:jk

U.S. Department of Homeland Security
FEMA Region IV
3003 Chamblee Tucker Road
Atlanta, GA 30341



FEMA

March 04, 2016

Mr. Lee W. Smithson, Executive Director
Mississippi Emergency Management Agency
Post Office Box 5644
Pearl, Mississippi 39208

Attention: Ms. Jana Henderson

Reference: Hazard Mitigation Grant Program (HMGP) Project # 4081-0015,
Diamondhead, City of: City Hall Wind Retrofit Scope of Work Change
Overrun Approval

Dear Mr. Smithson:

This is in response to the Mississippi memorandum dated February 16, 2016 requesting an increase of \$16,349 in total cost and \$12,262 in federal share due to higher costs for tie down straps and the new roof section located under the HVAC units, that were not included in the original estimate for the City of Diamondhead City Hall Wind Retrofit project.

Since, in accordance with 44 CFR 13.30(c), the request includes acceptable justification for the modification and the project remains feasible, cost effective and in compliance with all other eligibility criteria, your request is hereby approved. This modification brings the overall total project cost to \$585,293 with a Federal Share of \$438,970. See table below for resulting funding amount.

	Total Cost	Fed Share(75%)	Non Fed
Original Funds	\$568,944	\$426,708	\$142,236
Add'l funds	\$16,349	\$12,262	\$4,087
New Total	\$585,293	\$438,970	\$146,323

The National Environmental Policy Act (NEPA) stipulates that additions or amendments to a HMGP subgrantee SOW may have to be reviewed by all State and Federal agencies participating in the NEPA process.

The State (grantee) must obtain prior approval from FEMA before implementing changes to the approved project SOW. Per the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments:

- For construction projects, the grantee must "obtain prior written approval for any budget revision which would result in a need for additional funds" (44 CFR 13.30(c)).
- A change in the scope of work must be approved by FEMA in advance regardless of the budget implications.
- The grantee must notify FEMA as soon as significant developments become known, such as delays or adverse conditions that might raise costs or delay completion or favorable conditions allowing lower cost or earlier completion.

The Obligation Report is included for your records. The obligated funds are available for withdrawal from **Smartlink** on sub-account number **4081DRMSP00000005**. Attached is the Obligation report for this project action.

If you have any questions, please contact Catherine Strickland of my staff at (770) 220-5328.

Sincerely,



for Jacky Bell, Chief
Hazard Mitigation Assistance Branch
Mitigation Division

Enclosure

3/7/2016
2:23 PM

FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM

HMGP-08-01

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Grantee
4081	15-R	2	17	3	29	MS	Statewide

Subgrantee: Diamondhead

Project Title : Diamondhead City Hall Wind Retrofit

Subgrantee FIPS Code: 045-19100

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation	Project Amount	Grantee Admin Est	Subgrantee Admin Est	Total Obligation	IFMIS Date	IFMIS Status	FY
\$438,970	\$438,970	\$0	\$0	\$12,262	\$0	\$0	\$12,262	03/08/2016	Accept	2016

Comments

Date: 03/07/2016 User Id: CSTRICK5

Comment: 4081-0015 Diamondhead City Hall Wind Retrofit Overrun_03-07-2016

Date: 03/07/2016 User Id: DBURKETT

Comment: 4081-0015-R-DR-MS-HMGP Diamondhead Aplcn: 17 Amendment 2 Action 3 Diamondhead City Hall Wind Retrofit Increase in budget Federal share \$12,262 reported on the March Spend Plan approved, HMO.

Authorization

Preparer Name: CATHERINE STRICKLAND

Preparation Date: 03/07/2016

HMO Authorization Name: DEBORAH BURKETT

HMO Authorization Date: 03/07/2016