



Agenda Item 2016-054

5000 Diamondhead Circle · Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228.222.4390

[www.diamondhead.ms.gov](http://www.diamondhead.ms.gov)

March 21, 2016

Mayor and Councilmembers  
5000 Diamondhead Circle  
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

RE: Hazard Mitigation Grant Program Project #4081-0015

Attached for your review, consideration and approval is Change Order 2 in the amount of \$46,535.20 to the contract with Vision Constructors, Inc. for the Hazard Mitigation Grant Program. This change to the contract includes mechanical tie-down straps and additional roofing during installation of tie-down straps. This would also add an additional 287 days to the original contract time.

Thank you for your consideration and approval in this matter.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Clovis Reed', written over a blue circular stamp.

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

March 21, 2016

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

Re: Hazard Mitigation Improvements to Diamondhead City Hall, Diamondhead, MS

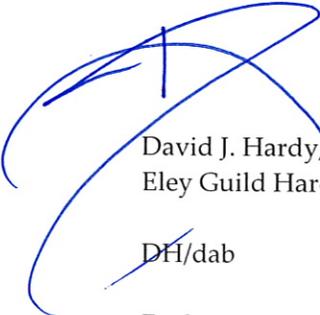
Dear Mr. Reed:

Enclosed please find Three (3) copies of AIA Document G701, Change Order No. Two (2) in the amount of \$46,535.20 increasing the Contract Sum from \$515,100.00 to \$561,635.20 for the above referenced project. Also, adding an additional Two Hundred Ninety-three (293) days to the Contract Time.

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

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

Sincerely,



David J. Hardy, AIA  
Eley Guild Hardy Architects PA

DH/dab

Enclosures

cc: Vision Constructors, Inc., John Rollins, President  
Kristin Ventura, City of Diamondhead  
Darla Jourdan, MEMA  
Urban Planning Consultants, Michele Moore

12-035e/5/3/5

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



# AIA® Document G701™ – 2001

## Change Order

<b>PROJECT</b> (Name and address): 12-035e Hazard Mitigation Improvements to Diamondhead City Hall Diamondhead, Mississippi	<b>CHANGE ORDER NUMBER:</b> 002 <b>DATE:</b> March 21, 2016	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): Vision Constructors, Inc. 608 34th Street Gulfport, MS 39501 P.O. Box 2686 Gulfport, MS 39505	<b>ARCHITECT'S PROJECT NUMBER:</b> 12-035e <b>CONTRACT DATE:</b> March 03, 2015 <b>CONTRACT FOR:</b> General Construction	

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

- |   |                                       |
|---|---------------------------------------|
| 1. Add for labor and materials to install hardie board over Type "E" windows, per request from Owner. | \$386.00                              |
| 2. Add for labor and materials for the mechanical system units and ductwork tie down straps.          | \$13,148.00, add <sup>8</sup> 14 days |
| 3. Add for labor and materials for re-roofing built uproof while installing tie-down straps.          | \$34,268.20, add 60 days              |
| 4. Add for contractors extension of Building Risk Insurance.  | \$400.00                              |
| 5. Add for additional contract days for delays in obtaining additional funding from FEMA.             | \$0.00, add 219 days                  |
| 6. Credit for used contingency allowances.  | (\$1,667.00)                          |

Total for Change Order No. Two (2)	\$46,535.20
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The original Contract Sum was	\$	389,900.00
The net change by previously authorized Change Orders	\$	125,200.00
The Contract Sum prior to this Change Order was	\$	515,100.00
The Contract Sum will be increased by this Change Order in the amount of	\$	46,535.20
The new Contract Sum including this Change Order will be	\$	561,635.20

The Contract Time will be increased by Two Hundred <sup>EIGHTY-SEVEN 287</sup> ~~Ninety-three (293)~~ days. <sup>MAY 29</sup> ~~June 2~~, 2016  
The date of Substantial Completion as of the date of this Change Order therefore is ~~June 2~~, 2016

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Eley Guild Hardy Architects PA  
ARCHITECT (Firm name)

1091 Tommy Munro Drive  
Biloxi, Mississippi 39532  
ADDRESS

BY (Signature)  
David J. Hardy, AIA  
(Typed name)

DATE 3/21/16

Vision Constructors, Inc.  
CONTRACTOR (Firm name)

608 34th Street, Gulfport, MS 39501  
P.O. Box 2686, Gulfport, MS 39505  
ADDRESS

BY (Signature)  
John M. Rollins, President  
(Typed name)

DATE 3/21/16

City of Diamondhead  
OWNER (Firm name)

5000 Diamondhead Circle  
Diamondhead, Mississippi 39525  
ADDRESS

BY (Signature)  
Clovis Reed, City Manager  
(Typed name)

DATE

# 12-035e

## Hazard Mitigation Improvements to Diamonhead City Hall

Item No.	WCPR	ASI / RFI	Action	Contractor Proposal No.	EXECUTED CCD#1	EXECUTED CO#1	Proposed CO#2	Status	Days requested	Weather Days requested	Days Granted	Remarks
1	1		Add for materials and labor to install Ridge Vents	PCO #1R	\$12,969.00			closed	0		0	
2	1		Add for gutters on building 100	PCO#1	\$2,749.00			rejected				
3	2		Add materials and labor to install 4 windows not included on original documents	PCO#2	\$5,364.00			closed				
4	3		Add for materials and labor to install Alternate No 1 and No 3	PCO#3		\$125,200.00		closed	10		10	
5			Add for material and labor to install Hardie board over Type "E" windows per request from Owner	PCO#5			\$386.00	open				
6	4		Add for the mechanical system units and ductwork tie down straps				\$13,148.00	open	14		14	
			Add for re-roofing built uproofing while installing tie- down straps				\$34,268.20	open	60		60	
			Delay in obtaining additional funding from FEMA						219		219	
			Add for contractors extension of Builders Risk Insurance				\$400.00					
Subtotal					\$18,333.00	\$125,200.00	\$48,202.20	0	303	0	303	
				Original Contingency Allowance	(\$20,000.00)	(\$20,000.00)						
				Total	(\$20,000.00)	(\$1,667.00)						





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**VISION CONSTRUCTORS INC**

608 34<sup>TH</sup> STREET  
GULFPORT, MS 39503

228.832.1182 (O)  
228.832.1781 (F)

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September 25, 2015

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

Re: 12-035e Diamondhead City Hall Hazard Mitigation WCPR #4

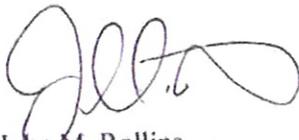
Dear Mr. Palermo:

Enclosed please find the cost proposal of ~~\$18,886.00~~ **\$13,148.00** for the work as identified in WCPR #4.

The scope of work includes all labor, materials, and equipment required to install hurricane tie-downs to the HVAC equipment located on the existing roof as identified on the WCPR drawings. ~~Pricing is based on performing work on premium time.~~

The project is already substantially complete; we are requesting additional 15-days from change order approval date to complete this scope of work for project final completion.

Please let me know if you have any questions.



John M. Rollins  
Vision Constructors, Inc.

CC: DH WCPR 4



## QUOTATION

DATE: August 14, 2015  
TO: Vision Constructors  
REFERENCE: Diamondhead City Hall  
SUBJECT: Install four (4) custom fabricated galvanized curbs. Install tie down strapping on roof top units

*Mandal's, Inc.*, is pleased to submit the following quotation for furnishing labor, materials and equipment required to complete the below listed items of work, **SUBJECT TO THE LISTED EXCLUSIONS AND/OR CONDITIONS:**

**FABRICATE AND INSTALL FOUR (4) CURBS FOR ROOF TOP UNITS AND STRAP DOWN EXISTING ROOF TOP UNITS PER DRAWING**

**BASE QUOTATION**..... \$6,233.00

~~SAME WORK TO BE COMPLETED ON OVERTIME WEEKEND~~

**OVERTIME QUOTATION**..... \$7,701.00

### EXCLUSIONS AND/OR CONDITIONS

We hereby exclude from or limit our quotation coverage and price(s) as listed below:

- Unless otherwise specified above, we **exclude** all mechanical equipment curbs, supports, roof drain assemblies, roof drain piping, plumbing vent flashings and miscellaneous equipment but **include** the flashing of those items furnished by others.
- We **exclude** additional tie in of roof drains below finished ground surface
- We **exclude** all through wall flashing and concealed flashing.
- We **exclude** all hat channels, sub framing, purlins and/or structural supports.
- **We exclude all roof decking-except as noted in base bid specs/plans**
- We **exclude** all wood blocking.
- It is to be noted that the quotation price(s) does not include any sales tax, as it is our understanding that your firm will have a Mississippi material purchase certificate (MPC) for this project, which will cover the above described work.
- We **exclude** a payment and performance bond. If the bonds are required, please add 1.6% to the quotation price.
- The quotation price(s) is valid for a period of fifteen (15) days from the date of this proposal. If not accepted during this period of time, it may be withdrawn at the discretion of *Mandal's, Inc.*

On behalf of *Mandal's, Inc.*, I sincerely appreciate the opportunity to submit this proposal. Please contact the undersigned or Maria Suarez if you have any questions.

Sincerely,

MANDAL'S, INC.

Tim H. Goad  
Sr. Project Manager

**Lindsay Mechanical, Inc.**

**P.O. Box 2835**

**Gulfport, MS. 39505**

**(228) 832-6708 Fax: (228) 832-5381**

**Email: LindsayMechanical@Yahoo.com**

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August 11, 2015

Vision Constructors, Inc.

Diamondhead City Hall

Includes:

Remove & replace 3 rooftop condensers

Our price for this is ..... \$ 8,000.00

**\$8,000 price includes overtime**

Thank You,

*Anson Lindsay, Jr.*

Vice President

**\$5,000 for straight time with no overtime.**







## CHANGE ORDER QUOTATION

**DATE:** October 5, 2015  
**TO:** Vision Constructors  
**ATTN:** John Rollins  
**REFERENCE:** Diamondhead City Hall Hazard Mitigation  
Diamondhead, MS  
**SUBJECT:** Tear off & install new modified bituminous roof system at mechanical area  
approximately 17 squares

**Mandal's, Inc.**, is pleased to submit the following quotation for furnishing labor, materials and equipment required to complete the below listed items of work, **SUBJECT TO THE LISTED EXCLUSIONS AND/OR CONDITIONS:**

- Remove all existing roofing and sheetmetal flashing down to the existing metal deck. The existing metal roof deck will be cleaned and inspected for any signs of deterioration. The price quoted does not include the repair or replacement of any damaged or deteriorated metal roof decking.
- The new tapered roof insulation will have a 1/8" per foot incline to provide a maximum roof insulation efficiency and to improve the long term roof membrane performance. The insulation system will have an overall thickness of 3-1/2" which will provide an R-value of 16.
- The surface of the roof insulation will then be covered with one (1) ply of Johns Manville Dynabase modified bitumen base felt mopped over the insulation with hot Type III asphalt at the uniform rate of 35 pounds per ply per 100 square foot. The modified base felt will be covered with one (1) ply of Johns Manville Dynaglas FR granular surfaced modified elastomeric roofing sheet also mopped in place with hot Type III asphalt at the minimum rate of 35 pounds per ply per 100 square foot.
- Plumbing pipes penetrating the roof will be reflashed with new lead flashing fabricated from 3# sheetlead.
- Electrical lines and miscellaneous items penetrating the roof will be enclosed in metal pitch pockets fabricated from 24 gauge galvanize metal and filled with a non-hardening elastomeric sealant.

EXPERIENCE

INTEGRITY

RELIABILITY

(228) 864-1474 / Fax (228) 864-1408 / [www.mandalsroofing.com](http://www.mandalsroofing.com) / PO Box 6188, Gulfport, MS 39506

- Continuous around the perimeter edge of the new roof, new metal fascia flashing/gravel stop flashing will be fabricated and installed from 24 gauge galvanized with standard Kynar 500 finish metal. The metal fascia flashing will be fabricated with a 4" wide metal flange, which will be secured in place with fasteners installed every 3" - 4" on center and then stripped and sealed to the new roofing system using two (2) plies of fiberglass ply felt mopped in place with hot Type III asphalt prior to the installation of the modified roofing sheet. The bottom edge of the fascia flashing will be anchored in place with a continuous anti-wind cleat to prevent unnecessary wind storm damage.
- Upon completion of the job, we will issue to the Owner a Johns Manville Corporation NDL Twenty (20) Year Guarantee guaranteeing the new roofing system against any defects in labor, materials and against leakage caused as a result of such defects. All workmanship involved in the installation of the new roofing system will be guaranteed by Mandal's, Inc., for a period of Five (5) Years.

**CHANGE ORDER QUOTATION:** ..... \$29,442.00

**EXCLUSIONS AND/OR CONDITIONS**

**We hereby exclude from or limit our quotation coverage and price(s) as listed below:**

- We **exclude** all mechanical equipment curbs, supports, roof drain assemblies, roof drain piping, plumbing vent flashings and miscellaneous equipment but **include** the flashing of those items furnished by others.
- We **exclude** all through wall flashing and concealed flashing.
- We **exclude** all hat channels, sub framing, purlins and/or structural supports.
- We **exclude** all roof decking and all wood blocking.
- We **exclude** a payment and performance bond. If the bonds are required, please add 1.6% to the quotation price.
- It is to be noted that the quotation price(s) does not include any sales tax, as it is our understanding that your firm will have a Mississippi material purchase certificate (MPC) for this project, which will cover the above described work.
- The quotation price(s) is valid for a period of fifteen (15) days from the date of this proposal. If not accepted during this period of time, it may be withdrawn at the discretion of **Mandal's Inc.**

On behalf of **Mandal's, Inc.**, I sincerely appreciate the opportunity to submit this proposal. Please contact the undersigned or Maria Suarez if you have any questions.

Sincerely,

**MANDAL'S, INC.**



Tim H. Goad  
Sr. Project Manager

EXPERIENCE

INTEGRITY

RELIABILITY

(228) 864-1474 / Fax (228) 864-1408 / [www.mandalsroofing.com](http://www.mandalsroofing.com) / PO Box 6188, Gulfport, MS 39506



608 34<sup>TH</sup> STREET  
GULFPORT, MS 39503

228.832.1182 (O)  
228.832.1781 (F)

March 21, 2016

Mr. Lee Palermo  
Eley Guild Hardy Architects  
1091 Tommy Munro Drive  
Biloxi, MS 39532

Re: 12-035e Diamondhead City Hall Hazard Mitigation Roofing Change Order

Dear Mr. Palermo:

We have received notification that a change order will be issued for the additional roofing and hurricane tie-down straps for the above referenced project. The project has been substantially complete for several months, and our Builders Risk Policy expired at project substantial completion. There will be an additional cost of \$400.00 for obtaining a new Builders Risk Policy for this change order work.

Our understanding is that the change order will be approved this week. If the change order is approved this week, we anticipate the change order scope of work being complete by June 3, 2016. This completion date is dependent upon weather.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "John M. Rollins", written over a light blue horizontal line.

John M. Rollins  
Vision Constructors, Inc.

CC: DH HM



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

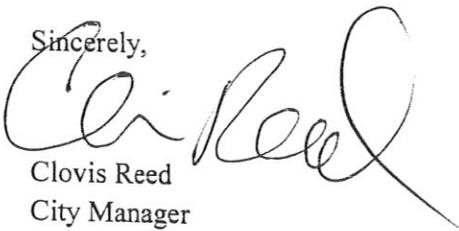
Dear Mayor and Councilmembers:

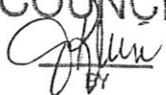
RE: Hazard Mitigation Grant Program Project #4081-0015

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
<b>TOTAL PROJECT</b>	<b>\$585,293</b>	<b>\$438,970</b>	<b>\$147,631</b>

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

Sincerely,  
  
Clovis Reed  
City Manager

APPROVED BY COUNCIL  
  
3/15/16  
DATE

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,



Jacky Bell, Chief

*Jur* Hazard Mitigation Assistance Branch  
Mitigation Division

Enclosure

3/7/2016  
2:23 PM

FEDERAL EMERGENCY MANAGEMENT AGENCY  
HAZARD MITIGATION GRANT PROGRAM

HMGP-OB-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  
Subgrantee FIPS Code: 045-19100

Project Title : Diamondhead City Hall Wind Retrofit

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 Diamomdhead 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 budge 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