

RESOLUTION STATING THE INTENT OF THE CITY OF DIAMONDHEAD TO REQUEST ACTIVATION OF FUNDING FOR THE SAFE ROUTES TO SCHOOL (SRTS) GRANT; AUTHORIZE THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE MS DEPARTMENT OF TRANSPORTATION (MDOT) FOR MATCHING FUNDS OF TWENTY PERCENT 20% OF \$60,000.00 AND TO COMPLY WITH ALL FEDERAL AND STATE GUIDELINES IN CONSTRUCTION OF THE SAFE ROUTES TO SCHOOL GRANT

WHEREAS, the City of Diamondhead applied for and received an award for a Safe Routes to School Grant in the amount of \$300,000 through the Mississippi Department of Transportation (MDOT) Transportation Alternative Project (TAP) Award Program; and

WHEREAS, the City Council of Diamondhead approves and authorizes the City Manager to prepare a Letter of Request to MDOT to Activate the Funding for this Grant; and

WHEREAS, the City of Diamondhead commits to a local match of Twenty Percent (20%) of approximately \$60,000.00 making up a total project cost of \$360,000.00 for said project; and

WHEREAS, the City agrees to approving and executing the Memorandum of Understanding with the MS Department of Transportation stating that the City will adhere to the State and Federal guidelines and will commit to the Twenty percent (20%) match of \$60,000; and

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL, that:

SECTION ONE: The Mayor and City Council of the City of Diamondhead approve and authorize the City Manager to prepare a Letter of Request to Activate the Safe Routes to School Grant; and

SECTION TWO: The Mayor and City Council of the City of Diamondhead

commit to a local match of Twenty percent (20%) of approximately \$60,000.00 to be used in addition to the requested funding of \$300,000 for a total project cost of \$360,000; and

SECTION THREE: The Mayor and City Council of the City of Diamondhead approve and authorize the City Manager to execute the Memorandum of Understanding with the MS Department of Transportation (MDOT) for the Safe Routes to School Grant under the Transportation Alternatives Project (TAP) Award Program.

Resolved this the 7th day of June, 2016.

I hereby certify that above and foregoing resolution was introduced by Councilmember _____, seconded by Councilmember _____ and the question being put to a roll call vote, the result was as follows:

	Aye	Nay	Absent
Councilmember Knobloch	___	___	___
Councilmember Woolbright	___	___	___
Councilmember Lopez	___	___	___
Councilmember Rech	___	___	___
Councilmember Sislow	___	___	___
Mayor Schafer	___	___	___

ATTEST:

APPROVED:

CITY CLERK

MAYOR

(SEAL)



5000 Diamondhead Circle • Diamondhead, MS 39525-3260
Phone: 228.222.4626 Fax: 228.222.4390
www.diamondhead.ms.gov

June 8, 2016

David Taylor
Planning Director
Gulf Regional Planning Commission
1635 Popp's Ferry Road
Biloxi, MS 39535

Dear Mr. Taylor:

The City of Diamondhead requests to activate funding for the Safe Routes to School Grant for the purpose of constructing a sidewalk along Golf Club Drive from Ahui Street to the Country Club, installing bike racks and covered bus stops at five other areas throughout the City and bicycle signage and pavement markings along Diamondhead Drive. If the request is approved, a more detailed scope of work will be prepared in coordination with GRPC and MDOT. If this request is approved, the City plans to use the MDOT Guidelines under the Small Purchase to procure the engineering services because it will be under the \$150,000 MDOT CAP and use it towards the Special Match Credit.

The estimated total cost for this work is approximately \$360,000.00. The city agrees to provide a 20% match of \$60,000.00 with MDOT paying 80% of approximately \$300,000.00. A copy of our board minutes are enclosed for your file.

If you have any questions, please call me.

Sincerely,

Clovis Reed
City Manager

Melinda L. McGrath
Executive Director

P. O. Box 1850
Jackson, MS 39215-1850
Telephone (601) 359-7001
FAX (601) 359-7110
GoMDOT.com



Mark C. McConnell
Deputy Executive Director/Chief Engineer
Lisa M. Hancock
Deputy Executive Director/Administration
Willie Huff
Director, Office of Enforcement
Charles R. Carr
Director, Office of Intermodal Planning

May 17, 2016

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

MAY 20 2016
RECEIVED

Subject: 2016 Transportation Alternatives Project Award

Dear Mr. Reed,

Congratulations on your new Transportation Alternative (TA) Award! We are looking forward to working with you in the development and construction of your project. It is our desire to move your project through the design phase and into construction as quickly and efficiently as possible. The first step is to properly procure a design consultant that can help put your project on an early path for success. If you are not seeking Special Match Credit (SMC) for Preliminary Engineering (PE) costs, then please refer to your city attorney regarding any local and/or state procurement procedures. However, if you will be seeking SMC, then you will be required to follow the LPA Consultant Operating Procedures and all applicable federal procurement procedures as outlined in the Project Development Manual. Therefore, all PE contracts must be procured and executed with a design consultant in a timely manner in accordance with the applicable selection method and its associated deadline as indicated below.

13. Small Purchase - (Date of award letter + 5 months)
14. MDOT Master Contract List - (Date of award letter + 6 months)
15. Legal Advertisement and Selection - (Date of award letter + 8 months)

Please pay special attention to the time frame associated with each selection method. It is important to note that the award of TA money for your project application is ultimately contingent upon executing your PE contract within the above time frame. These time frames should offer ample time to procure the services of a consultant. In addition, these time frames may be greatly reduced with proper oversight and management by your office. Please be aware there will be no extensions for missed deadlines and the money awarded for your project will be placed back in the Commissioner's balance.

David Seyfarth, P.E. is the LPA Coordinator for your area and will be in touch with you as a follow up to this letter. If you have any questions concerning procurement of your professional or any other questions, please don't hesitate to contact him at 16499 B Highway 49, Saucier, MS 39574, (228) 832-0682.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey C. Altman", written over a large, loopy flourish.

Jeffrey C. Altman, P.E.
State Engineer, Local Projects

CC: Mr. Tom King, Southern District Transportation Commissioner
Mr. James Williams, Assistant Chief Engineer, Operations
Mr. David Seyfarth, District 6 LPA Coordinator

RECEIVED

MAY 20 2016

A handwritten signature in black ink, appearing to read "J. Klein", written over a large, loopy flourish.

State of Mississippi
TRANSPORTATION COMMISSION

May 6, 2016

COMMISSIONER TOM KING
SOUTHERN DISTRICT

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

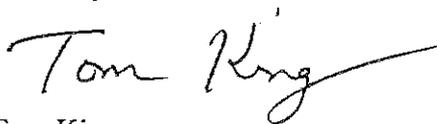
Dear Mr. Reed,

We are pleased to inform you that the Mississippi Transportation Commission at their meeting on April 26, 2016 approved your request for up to \$300,000.00 in Federal Transportation Alternative Program funds. These funds, along with a required 20% local match, make up the total cost of the project. The project scope, termini, and potential special match opportunities can only be defined and approved ultimately during development of the project. This award letter only approves funding, conceptually, of your request. The award is also contingent upon meeting a deadline for procurement of your professional for the development of the project. This will be discussed with you in detail in the following days in a letter from Jeffrey Altman the State Engineer for local projects.

Please note that this award letter is not authorization to proceed to contract. The project must be activated, designed and constructed according to the *Project Development Manual for Local Public Agencies* which can be located on the MDOT website at <http://sp.mdot.ms.gov/LPA/Manuals/PDM%20Manual.pdf>.

We look forward to working with you on this project and believe it will be beneficial to your community. As a next step, please contact your Local Public Agency (LPA) Coordinator, David Seyfarth, P.E., 16499 B Highway 49, Saucier, MS 39574, (228) 832-0682.

Sincerely,



Tom King
Southern District
Mississippi Transportation Commission

CC: Mr. James Williams, Assistant Chief Engineer, Operations
Mr. Jeff Altman, State LPA Engineer
Mr. David Seyfarth, P.E., District 6 LPA Coordinator