



**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL ENGINEERING SERVICES**

**BAY ST. LOUIS
DEPOT WAY AND BLAIZE AVENUE
STREET PAVING AND PARKING PROJECT**

HANCOCK COUNTY, MS

July 23, 2024

Chiniche Engineering and Surveying

407 Highway 90

Bay St. Louis, MS 39520

Office: (228) 467-6755



TABLE OF CONTENTS

Ability to Accomplish Work	03
Capabilities and Experience	28
Knowledge of Local Codes and Ordinances	40
Past Performance	42

ABILITY TO ACCOMPLISH WORK



Our firm was founded in 1971 by James J. Chiniche (JJC) and has been a family owned and operated business from day one.

In January 2015, Jason Chiniche joined the company as a Project Engineer and became Owner in April 2016. Jason has grown the company from a staff of 4 to a current staff of 23.

During this period of growth, we have been able to increase both the quality and quantity of engineering and surveying services being offered to private and public clients. We maintain a hands-on approach to provide insight and specific knowledge of all phases of projects and offer a personal touch and responsiveness that is second to none.

Our Professional History dates to 1971 when James J. Chiniche opened a Civil Engineering and Land Surveying company in Bay St. Louis. The goal then is the same as now, to provide the residents of the Gulf Coast with a viable option for Engineering and Surveying services. We have strived to keep our costs and overhead low to help public and private clients achieve their project goals without overspending on soft costs.

Our Project Managers and Engineers are intimately involved with every phase of the project and can answer technical questions when requested. This approach ensures the client that all angles and concerns as well as project goals are met. Also, our knowledge of the technical details of the project allows for continued discussion during board meetings and progress meetings to ensure the client that the project is continually moving forward.

Initially, James J. Chiniche served as Public Works Director for the City of Bay St. Louis from 1971 until 1973. In 1973, JJC became a partner with the firm of Weston & Wheat to form Weston, Wheat and Chiniche (WWC). WWC was also located in Bay St. Louis and provided the same level of quality Civil Engineering and Land Surveying Services JJC had strived to offer. During the partnership with WWC, we could expand upon our enormous database of surveying data which was compiled over several decades. Many of these records acquired during the WWC partnership are still utilized today and date back to the early 1900's.

James J. Chiniche was also selected as City Engineer for Gulfport, MS and served from 1973 until 1976. In 1976, James J. Chiniche accepted a position of Base Engineer at Keesler Air Force Base in Biloxi, MS. He also maintained JJC Engineering and Surveying in Bay St. Louis as part time employment until he retired from Keesler Air Force in 2007. From 2007 until 2016, JJC has

maintained a focus of providing Civil Engineering and Land Surveying services to the Mississippi Gulf Coast.

Jason Chiniche, P.E., has served as Project Manager and became Principal Engineer in 2016. He has over 22 years' experience in engineering, surveying, and construction. His knowledge, expertise and passion for engineering and surveying are second to none and strives to serve all clients with the utmost dedication to ensure all project goals are met. He exemplifies integrity and strives to serve and give back to his home county. Jason is a former Board Member for CASA of Hancock County, Past-President of the Hancock County Chamber of Commerce, Chairman of the Hancock County Republican Committee, and was appointed to the MS Republican Executive Committee.

In 2021, James J. Chiniche, P.A., Inc. began doing business as Chiniche Engineering and Surveying (CES). For the Bay St. Louis's project, Jason Chiniche, P.E., will serve as the main point of contact. He has been a licensed Engineer in the State of Mississippi since 2009 and has over 22 years' experience with the design, bid, and construction administration of civil infrastructure projects in the coastal region. We maintain an Errors and Omissions Insurance Policy of \$2,000,000 worth of coverage.

Chiniche Engineering and Surveying Project Team

- ✦ Jason Chiniche, P.E., M.B.A., C.F.M.
 - Project Engineer/Principal Engineer
 - MS # 19732
 - Lead Designer
 - Construction Management
 - 22 years' experience with Engineering, Design and Construction
- ✦ Christina Shurley, P.E.
 - Senior Project Manager
 - MS # 20985
 - 20 years' experience with Engineering, Design and Construction
 - MDOT LPA Certified
- ✦ Nancy Hoelzel
 - Project Manager
 - Environmental Engineer
 - 20 years' experience with Federal and State Agencies
 - MDOT LPA Certified
- ✦ Johana Navarro-Torres
 - Project Engineer
 - Civil Engineer
 - 10 years' experience with Civil and Environmental Engineering
- ✦ Carrie Jordan
 - Engineer Technician
- ✦ Dawn Ellerman
 - Drafting Manager
- ✦ Alex Bertagnolli
 - Drafting Technician
 - Degree in Drafting Technology
- ✦ Toni Lizana
 - Drafting Technician
- ✦ Michael McGinnis P.L.S.
 - Professional Land Surveyor
 - 32 years' experience with Surveying

- ✦ Buddy Clarke P.L.S.
 - Professional Land Surveyor
 - 42 years' experience with Surveying
- ✦ Mike Russell
 - Survey Technician
 - Over 40 years/experience with Land Surveying
- ✦ George Goetz
 - Survey Crew Chief
- ✦ Destin Lucky
 - Instrument Person
- ✦ Cody Gray
 - Survey Crew Chief
- ✦ Chad McCubbin
 - Instrument Person
- ✦ Charles Hollingsworth
 - Construction Inspector
- ✦ Tyler Kirby
 - Construction Inspector
- ✦ Harry Ladner
 - Construction Inspector
- ✦ Posh McCubbin
 - Office Manager
 - Engineering Administrative Assistant
- ✦ Jessica Boughton
 - Director of Social Media
 - Business Administrator
- ✦ Anaya Dean
 - Administrative Assistant
- ✦ Madison Santinelli
 - Civil Engineering Intern
- ✦ Abbie Sawyer
 - Civil Engineering Intern



JASON CHINICHE

PRINCIPAL OWNER/ ENGINEER

PROFILE

With over 22 years of experience in Engineering consulting and construction industries, Jason has the ability, knowledge, and experience to design, bid and manage a variety of projects. He has made it his goal to continue the legacy of providing his clients with the same dedication and professionalism previously established by providing a personal touch on each project and pursuing quality on all projects.

CONTACT

PHONE:
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WEBSITE:
www.chiniche.com

EMAIL:
jason@chiniche.com

EDUCATION

University of Southern Mississippi – May 2007
MS Business Administration

Mississippi State University – December 2001
BS Civil Engineering
Certified Flood Plain Manager (CFM)

WORK EXPERIENCE

Chiniche Engineering and Surveying – Principal Owner/Engineer

January 2015 - Present

Provides design and construction management services for Civil, Structural, Mechanical, electrical and Plumbing Design Projects. Performs Hydrographic and Topographic surveying services for Public and Private Clients. Provides high resolution imaging and land surveying control points for Public and Private Clients.

Brown, Mitchell & Alexander, Inc – Project Engineer

June 2007 – December 2014

Performed and designed construction management services for several wastewater projects and marine improvement projects. Coordinated daily schedules with field survey crews, construction inspectors and auto-cad operators.

Roy Anderson – Project Engineer

January 2006 – May 2007

Performed construction management for Island View Casino Resort in Gulfport, MS. Coordinated submittals and daily scheduled with sub-contractors.

AREA OF FOCUS

Water and Wastewater Systems

Marina Facilities

Construction Management Hydrographic and

Topographic Surveying

High Resolution Aerial Imagery





CHRISTINA SHURLEY

SENIOR PROJECT MANAGER

PROFILE

Christina is a licensed Professional Engineer with 20 years of experience with the last 10 years on the Mississippi Gulf Coast. She is a valuable member of our workforce with having an extensive knowledge in stormwater management, drainage design/improvements, and the design, bid, and construction phases of projects. Christina has not been at CES for long but she has proven to be a strong, organized, and driven to work quick and effectively on projects in all types of environments.

CONTACT

PHONE:
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WEBSITE:
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christina@chiniche.com

EDUCATION

Tufts University – May 2003
BS Civil Engineering

WORK EXPERIENCE

Chiniche Engineering and Surveying – Senior Project Manager
June 2022 – Present

Digital Engineering – Senior Project Engineer
May 2012 – May 2022

Design Engineering, Inc – Engineer
January 2009 – April 2012

St. Bernard Project – Construction Manager
May 2007 – October 2008

GEI Consultants, Inc. – Civil Engineer II
September 2003 – October 2006

AREA OF FOCUS

Project Management

WaterCAD

ArcGIS

MDOT LPA Certified

MDOT Stormwater Management Certified





NANCY HOELZEL

PROJECT MANAGER

PROFILE

Nancy first started her Engineering career in the early 90s studying and practicing water recovery and water systems at Boeing Defense and Space Group. Her responsibilities at Chiniche Engineering and Surveying include planning and overseeing projects to ensure that they are completed in a timely fashion and within budget. She is a very valuable member of our workforce and has the capability to balance out her projects in such an organized and transcendent way.

CONTACT

PHONE:
(228) 467-6755

WEBSITE:
www.chiniche.com

EMAIL:
nancyh@chiniche.com

EDUCATION

Mississippi State University – May 1990
BS Environmental Engineering

University Southern Mississippi – May 1984
BS Biology

WORK EXPERIENCE

Chiniche Engineering and Surveying – Project Manager
June 2018 - Present

Our Lady Academy – Secondary Mathematics Teacher
August 2006 – July 2016

MS Space Service – Environmental Specialist
February 2001 – March 2005

**State of Tennessee Division of Water Pollution Control –
Environmental Engineer III**
March 1994 – July 1995

AREA OF FOCUS

Managing Projects

Permit Coordination Management

Project Planning and Development

Project Scheduling Budgeting



JOHANA NAVARRO – TORRES

PROJECT ENGINEER

PROFILE

Johana is a Project Engineer with 10 years of experience in construction management, hydraulic and hydrologic science research, and water and sewer project management. She has proven to be result driven, organized, and works efficiently on projects in all types of environments, making her a strong asset to our team.

CONTACT

PHONE:
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WEBSITE:
www.chiniche.com

EMAIL:
johana@chiniche.com

EDUCATION

Jackson State University – December 2022
MS Civil Engineering

National University of Columbia – March 2016
Hydraulic and Environmental Engineering

University of Ibague – May 2013
BS Civil Engineering

WORK EXPERIENCE

Chiniche Engineering and Surveying – Project Engineer
July 2023– Present

Pickering Firm – Civil Intern
September 2022 – July 2023

Jackson State University – Graduate Research Assistant
January 2009 – April 2012

William Cardona Olmos – Project Engineering Consultant
January 2015 – December 2019

Mississippi State University – Project Engineer
January 2019 – July 2019

University of Ibague – Project Engineer
February 2017 – January 2019

Applus Norcontrol – Laboratory Engineer
July 2013 – September 2016

AREA OF FOCUS

Project Management Hydraulic and Hydrologic Research

Civil 3D Software

Geotechnical Engineering





CARRIE JORDAN

ENGINEER TECHNICIAN

PROFILE

Enthusiastic Engineer Technician eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of the task at hand and motivated to learn, grow, and excel in civil engineering. Carrie is hardworking and driven to work quickly and effectively on projects in all types of environments.

CONTACT

PHONE:
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EMAIL:
carrie@chiniche.com

EDUCATION

Miami University – December 2013
Business Marketing Interpersonal Communication

Madison High School – May 2009
High School Diploma

WORK EXPERIENCE

Chiniche Engineering and Surveying – Engineer Technician
December 2022 – Present

S&B Engineers and Constructors – Safety Training Coordinator
January 2019 – March 2020

Primoris Services Corporation – Safety Training Administrator
February 2018 – March 2019

AREA OF FOCUS

Permit Coordination

Project Management

Project Estimation





DAWN ELLERMAN

DRAFTING MANAGER

PROFILE

Talented Civil Designer with solid computer-aided design skills and familiarity with multiple industries. Generated accurate representations of infrastructure projects and components to meet client expectations. High-level technical skills and attention to detail enable impressive results. Dawn is well organized and successful at managing multiple priorities with a positive attitude with a willingness to take on added responsibilities to meet team goals.

CONTACT

PHONE:
(228) 467-6755

WEBSITE:
www.chiniche.com

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dawn@chiniche.com

EDUCATION

Seguin High School – May 1983
High School Diploma

WORK EXPERIENCE

Chiniche Engineering and Surveying – Drafting Manager
December 2021 – Present

Brown, Mitchell & Alexander – Drafter
January 2010 – November 2022

Machado/Patano – Drafter
January 2004 – December 2009

AREA OF FOCUS

AutoCAD/Civil 3D Infrastructure Projects



HENRY BERTAGNOLLI

DRAFTING TECHNICIAN

PROFILE

Henry “Alex” Bertagnolli III is an adaptable Drafting Technician with outstanding skills in architectural, construction, and mechanical drafting and design. Technical savvy with creative approach producing visual depiction of products to be manufactured. Maintained and promoted professional competence through commitment to creativity and excellence. He brings strengths in problem-solving, decision making and is known for tackling issues quickly and finding the most effective remediation.

CONTACT

PHONE:
(228) 467-6755

WEBSITE:
www.chiniche.com

EMAIL:
alex@chiniche.com

EDUCATION

Gulf Coast Community College – May 1999
Associates of Applied Science

Pascagoula High School – May 1989
High School Diploma

WORK EXPERIENCE

Chiniche Engineering and Surveying – Drafting Technician
August 2018 – Present

**University of South Alabama Engineering Design
and Construction Department – Architectural Drafting
Technologist**
July 2002 – July 2018

Slaughter/Allred/McNabb – Senior Draftsman/CAD Operator
March 1996 – July 2002

AREA OF FOCUS

AutoCAD





TONI LIZANA

DRAFTING TECHNICIAN

PROFILE

Talented Drafter with solid computer-aided design skills and familiarity with multiple industries. Able to generate accurate representations of projects and components to meet client expectations. High-level technical skills and attention to detail enable impressive results.

CONTACT

PHONE:
(228) 467-6755

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www.chiniche.com

EMAIL:
toni@chiniche.com

EDUCATION

Mississippi Gulf Coast Community College – December 1989
Associates of Applied Science, Drafting and Design

D'Iberville High School - May 1979
High School Diploma

WORK EXPERIENCE

Chiniche Engineering and Surveying – Drafting Technician
December 2022 – Present

Simpkins & Costelli, Inc. – Civil Drafter/Designer
July 2007 – February 2022

Brown and Mitchell – Drafter/Designer
March 2002 – September 2006

AREA OF FOCUS

AutoCAD



MICHAEL MCGINNIS

PROFESSIONAL LAND SURVEYOR

PROFILE

Michael is a Professional Land Surveyor with 30 years of experience. He began working in the industry in 1990 and obtained his survey license in 2001. Mike's responsibilities include conducting surveys on various properties, examining previous records and evidence to ensure data accuracy, supervise and provide guidance to field staff, build maps, and collaborate with Engineers and Architects based on project needs.

CONTACT

PHONE:
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EMAIL:
mike@chiniche.com

EDUCATION

Jones County Junior College – December 1990
Associate Degree – Drafting and Design

Stringer High School – May 1987
High School Diploma

WORK EXPERIENCE

Chiniche Engineering and Surveying – Professional Land Surveyor
November 2019 – Present

Mott MacDonald – Survey Supervisor
January 2014 – January 2018

McFarland & McGinnis – Partner
January 2003 – October 2007

AREA OF FOCUS

Managing Crews

Plotting Deeds

Boundary Survey Coordination

Survey Plats Reviewing Projects



JAMES CLARKE

**PROFESSIONAL
LAND SURVEYOR**

PROFILE

James "Buddy" Clarke is a Professional Land Surveyor with 42 years' experience. He began working in the industry in 1978 and obtained his survey license in 2007. Buddy's responsibilities include conducting surveys on various properties, examining previous records and evidence to ensure data accuracy, supervise and provide guidance to field staff, build maps, and collaborate with Engineers and Architects based on project needs.

CONTACT

PHONE:
(228) 467-6755

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EDUCATION

Mississippi State University – May 1978
BS Land Surveying

WORK EXPERIENCE

Chiniche Engineering and Surveying – Professional Land Surveyor
September 2020 – Present

J.R. Clark and Associates – Professional Land Surveyor
January 1978 - May 2020

AREA OF FOCUS

Plotting Deeds

Boundaries Survey Plats

Reviewing Projects



GEORGE GOETZ

SURVEY CREW CHIEF

PROFILE

Knowledgeable Survey Crew Chief with extensive talent calculating and adjusting mathematical computations. As a safety-conscious Survey Crew Chief, he offers exceptional communication, instrument and vehicle operation and data assessments. Natural leader with experience working in harsh conditions and overseeing highly effective teams.

CONTACT

PHONE:
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george@chiniche.com

EDUCATION

Pearl River Community College – May 2008
Welding

Youth Challenge Academy – May 2003
High School Diploma

WORK EXPERIENCE

Chiniche Engineering and Surveying – Survey Crew Chief
September 2018 - Present

United States Army – Infantry
August 2003 – June 2017

AREA OF FOCUS

Topographic and Land Surveying

GPS Equipment

Field Data Collection

Hydrographic Surveying





DESTIN LUCKY

INSTRUMENT PERSON

PROFILE

Instrument Person experienced in current techniques for gathering and presenting land measurements. Contributed to optimal land utilization by identifying legal boundaries and preparing maps and diagrams to present data on land characteristics. Skilled in topographic, boundary, utility locate, and volumetric survey types using land-based GPS units and aerial drone technology.

CONTACT

PHONE:
(228) 467-6755

WEBSITE:
www.chiniche.com

EMAIL:
destin@chiniche.com

EDUCATION

Ashford University – May 2018
Associate in Project Management

Mississippi Gulf Coast Community College – May 2009
Associate in Business Management

WORK EXPERIENCE

Chiniche Engineering and Surveying – Instrument Person
May 2021 - Present

155th Brigade Support Training Battalion – UAV Sergeant
April 2013 – April 2021

155th Brigade Support Training Battalion – Assistant Operations NCO
December 2011 – April 2013

1-155th Infantry Battalion – Training NCO
January 2008 – December 2011

1-155th Infantry Battalion – Highway Operations NCO
May 2009 – December 2011

AREA OF FOCUS

Data Collection

Topographic Surveying

GPS





CODY GRAY

SURVEY CREW CHIEF

PROFILE

Survey Rodman/Instrument Technician experienced in current techniques for gathering and presenting land measurements. Contributed to optimal land utilization by identifying legal boundaries and preparing maps and diagrams to present data on land characteristics. Skilled in topographic, boundary, utility locate, and volumetric survey types using land-based GPS units and aerial drone technology.

CONTACT

PHONE:
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EMAIL:
cody@chiniche.com

EDUCATION

University of Southern Mississippi – May 2022
MS Business Administration

Mississippi State University – January 2017
BS Chemical Engineering

WORK EXPERIENCE

Chiniche Engineering and Surveying – Survey Crew Chief
October 2021 – Present

Ergon Refining, Inc. – Process Engineering Co-op
May 2015 – January 2017

Machado/Patano – Rodman
May 2014 – August 2014

AREA OF FOCUS

Topographic and Boundary Surveys

GPS Equipment

Data Collection

Total Station Equipment





CHAD MCCUBBIN

INSTRUMENT PERSON

PROFILE

Instrument Person experienced in current techniques for gathering and presenting land measurements. Contributes to optimal land utilization by identifying legal boundaries and preparing maps and diagrams to present data on land characteristics. Skilled in utility locate, topographic, boundary, and volumetric survey types using land-based GPS units and aerial drone technology.

CONTACT

PHONE:
(228) 467-6755

WEBSITE:
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EMAIL:
chad@chiniche.com

EDUCATION

Stanislaus College Prep – May 2005
High School Diploma

WORK EXPERIENCE

Chiniche Engineering and Surveying – Instrument Person
April 2022 – Present

Hollywood Casino – Valet Lead
September 2021 – April 2022

Andaz Hotel by Hyatt – Recreation Assistant
September 2017 – April 2021

AREA OF FOCUS

GPS Knowledge

Data Collection

Total Station





CHARLES HOLLINGSWORTH

CONSTRUCTION INSPECTOR

PROFILE

Enthusiastic Construction Inspector familiar with codes, permitting requirements and corrective action procedures. Possesses over 40 years of experience as Construction Inspector and capacity to train and mentor junior staff on procedures and codes applications. Exceptionally detailed in building analysis, remaining aware of construction imperfections and concerns.

CONTACT

PHONE:
(228) 467-6755

WEBSITE:
www.chiniche.com

EDUCATION/TRAINING

Construction Storm Water NPDES Compliance OSHA 30 hour/10
hour Construction Safety OSHA Trenching and Excavation
Construction Safety OSHA Confined Space Standard
U.S. Army Corps of Engineers C.Q.M. Training Course

EXPERIENCE

Chiniche Engineering and Surveying – Construction Inspector
March 2021 – Present

Silverlake Construction Company – Fuels Operation
September 2018 – February 2021

Williams Brown – General Superintendent
September 2017 – September 2018

Walton Construction, LLC – Senior Superintendent
May 2007 – April 2010

**Roy Anderson Construction Company – Senior
Superintendent**
June 2005 – May 2007

AREA OF FOCUS

Quality Control

Guidelines Safety Focused

Permitting Knowledge

Daily Reporting and Documentation



TYLER KIRBY

CONSTRUCTION INSPECTOR

PROFILE

Efficiently supervises and enhances work of field teams performing construction work according to challenging schedules. Adept at public and private construction projects with effective collaboration skills to manage multiple projects at once. Dedicated to safety, excellent customer service and maintaining relationships with clients. Proven leadership skills and commitment to effective time management.

CONTACT

PHONE:
(228) 467-6755

WEBSITE:
www.chiniche.com

EMAIL:
tyler@chiniche.com

EDUCATION

Mississippi State University – May 2020

Pass Christian High School – May 2015
High School Diploma

WORK EXPERIENCE

Chiniche Engineering and Surveying – Construction Inspector
September 2020 – Present

Brown & Root – Maintenance Mechanic and Equipment Operator
May 2017 – September 2020

Mississippi State University – Farm Hand
August 2016 – May 2017

AREA OF FOCUS

Quality Control Guidelines

Safety Focused

Daily Reporting and Documentation

Construction Oversight



HARRY LADNER

CONSTRUCTION INSPECTOR

PROFILE

Effectively oversees and improves the performance of field teams engaged in construction work with demanding timelines. Skilled in overseeing both public and private construction ventures, with strong collaborative abilities to handle numerous projects concurrently. Committed to safety, providing outstanding customer service, and nurturing client relationships. Demonstrated leadership qualities and a dedication to efficient time management.

CONTACT

PHONE:
(228) 467-6755

WEBSITE:
www.chiniche.com

EMAIL:
harry@chiniche.com

EDUCATION

Pass Christian High School – May 1986

WORK EXPERIENCE

Chiniche Engineering and Surveying – Construction Inspector
January 2024 - Present

Rotolo Consultants Inc – Regional Manager
February 2014 – January 2024

Beard Equipment – Heavy Equipment Parts & Service Manager
May 2010 – January 2014

Struthers Industries – Construction Laborer
August 1990 – May 2010

AREA OF FOCUS

Detail Oriented

Safety Focused

Daily Reporting and Documentation

Construction Oversight





POSHA MCCUBBIN

OFFICE MANAGER

PROFILE

Organized Office Manager with noted experience in administrative management. Prioritize projects and multitask effectively to achieve project goals. Methodical and detail-oriented team player with expertise in team leadership. Offering these skills and an extremely strong work ethic. Consistently goes above and beyond to support office, surveying and engineering needs.

CONTACT

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posha@chiniche.com

EDUCATION

Hancock High School – May 2003
High School Diploma

WORK EXPERIENCE

Chiniche Engineering and Surveying – Office Manager
July 2021 – Present

Timber Creek Elementary – Attendance Clerk
January 2019 – June 2021

Canopy Children's Solutions - Receptionist
June 2018 – November 2018

AREA OF FOCUS

Office Management

Organizational Skills

Excellent Multi-tasking



JESSICA BOUGHTON

**BUSINESS ADMINISTRATOR
DIRECTOR OF SOCIAL MEDIA**

PROFILE

Jessica is a skilled business administrator and highly knowledgeable at implementing social media strategies that align with business objectives, increasing engagement and expanding reach across platforms. She has a vast knowledge of the grant writing process and funding reimbursements with multiple state and federal agencies. She is working to enhance brand presence and drive overall company success.

CONTACT

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EMAIL:
jessica@chiniche.com

EDUCATION

University of Southern Mississippi – May 2016
Bachelor's degree – Business Administration

WORK EXPERIENCE

**Chiniche Engineering and Surveying – Business Administrator /
Director of Social Media**
July 2023 – Present

SMH Foundation – Executive Assistant
March 2021 – July 2023

Exit 16 Boutique – Store Manager
October 2011 – March 2021

AREA OF FOCUS

Exceptional Customer Service

Business Development

Grant Writing

Creative Writing Skills

Event Planning and Coordination





ANAYA DEAN

ADMINISTRATIVE ASSISTANT

PROFILE

Dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks. Motivated work ethic to perform effectively in independent or team environments.

CONTACT

PHONE:
(228) 467-6755

WEBSITE:
www.chiniche.com

EMAIL:
anaya@chiniche.com

EDUCATION

University of Southern Mississippi – May 2022
Bachelor of Arts

Pearl River Community College – May 2020
Associate of Arts

WORK EXPERIENCE

Chiniche Engineering and Surveying – Administrative Assistant
July 2023 – Present

Hancock Whitney Bank - Teller
February 2023 – July 2023

Wave Nutrition – Manager
May 2019 – March 2023

South Hancock Elementary –Teacher Assistant
August 2021 – February 2023

AREA OF FOCUS

Customer Relations

Administrative Support

Spreadsheet Management

Meeting Scheduling



CAPABILITIES AND EXPERIENCE



CES' capabilities to perform are best defined by our corporate history and foundation in providing affordable and high-quality professional services. Having served the Gulf Coast for over 50 years, we have developed a database of knowledge on all phases associated with Engineering and Surveying. We have experience with the following types of design and construction projects:

- ❖ Storm Water Drainage
- ❖ Sanitary Sewer
- ❖ Sanitary Sewer Rehabilitation
- ❖ Water Well/Tank Design and Maintenance
- ❖ Water Distribution Systems
- ❖ Marine Facilities
- ❖ Building Construction
- ❖ Recreational Complexes
- ❖ Wastewater Treatment Systems
- ❖ Land Surveying
- ❖ Topographic Surveying
- ❖ Marine/Hydrographic Surveying
- ❖ High Resolution Aerial Mapping

Our surveying services, which include Land, Topographic, Hydrographic and High-Resolution Mapping, provide our clients with more flexibility and data acquisition as opposed to traditional surveying methods. CES has 2 licensed surveyors on staff, and all have experience with performing surveying associated with civil infrastructure projects and associated easement acquisition. Most projects begin with a detailed right-of-way (ROW) survey to establish the boundaries for the project.

Our software programs consist of AutoCad Civil 3D and Construction Suites on all our CAD stations and aerial mapping software consists of Pix 4D for lightning quick processing of aerial images. We have substantially upgraded our equipment to consist of the following:

- ✦ 4 – Topcon Hyper v GPS Rover Systems
- ✦ FC 6000 Data Collectors with Magnet Software
- ✦ 2 - Topcon Prism – Less Total Stations
- ✦ eBee Unmanned Aerial System for High Resolution Mapping and Topographic
- ✦ Adorama Quad Copter Aerial System for High Resolution Mapping and Topographic Surveying
- ✦ Hydro TM Hydrographic Surveying Transducer
- ✦ 2 – Marine Surveying Vessels
- ✦ Kawasaki Side by Side ATV
- ✦ ARGO 8x8 Swamp Buggy
- ✦ Company vehicles to provide safe, reliable access for personnel.

By utilizing in-house equipment, personnel, and staff, we control the schedule for all phases of design and are not dependent on sub-consultants or equipment vendors to provide services that are needed to efficiently design the project. With our in-house survey department, we are able to commit three (3) survey crews to the Bay St. Louis project and do not have to coordinate survey schedules with other companies. We can also coordinate topographic surveying with the use of our drones to survey existing conditions such as ditch lines, road way center lines and edge of pavement.

Our vast survey history and knowledge of Hancock County has allowed us to obtain survey plats and records to identify ROW and property boundaries. This information will allow us to provide the surveying fieldwork quicker than other firms.

Specifically related to the project requirements for the Bay St. Louis Street Paving and Parking Project, Jason has overseen design, permitting, bidding, construction, and post-construction phase services for various infrastructure projects over the course of his 22 year Engineering career. He currently serves as the District Engineer for Kiln Utility and Fire District, Hancock County Water and Sewer District, and West Harrison Water and Sewer District. Jason is licensed in the State of Mississippi, with registration # MS 19732 and Unique Entity ID # T3PGCYS35CD1.

Chiniche Engineering and Surveying has performed Engineering and construction Phase Services for numerous Federally, Local and State funded projects funded through the following Agencies:

- ❖ Gulf Coast Restoration Fund (GCRF)
- ❖ Gulf Region Planning Commission (GRPC) Transportation Alternatives (TAP)
- ❖ Coastal Impact and Assistance Program (CIAP)
- ❖ Mississippi Department of Marine Resources (MSMDR) Tidelands Projects
- ❖ Federal Emergency Management Agency (FEMA)
- ❖ MS Emergency Management Agency (MEMA)
- ❖ Gulf of Mexico Energy Security Act (GO MESA)
- ❖ Economic Development Authority (EDA)
- ❖ American Recovery Plan Act (ARPA)

These projects will be highlighted in the following sections. All of the above agencies require extensive and detail reporting throughout the life of the project to ensure all Federal requirements are met. Our staff is extremely well versed in these requirements and have developed long standing relationships with individuals with these agencies to expedite review and approval process.

The following personnel and staff resources indicates the vast knowledge and abundance of experience Chiniche Engineering and Surveying has available for the City of Bay St. Louis Depot Way and Blaize Avenue Street Paving and Parking Project. Specifically, Jason Chiniche has overseen the design and construction of various paving projects and repairs in his 22 years of being a Project Engineer.

We will provide project profiles which will highlight and demonstrate our experience with paving and parking improvements and our knowledge of designing, bidding, and construction phase services.

We have developed close working relationships with local and state officials regarding procedures on protocols for reporting and reimbursement requirements. Our staff has a firm understanding of the deadlines and schedules State officials have for these documents. This allows us to work seamlessly with clients to prepare the required reimbursement documents so funds can be transferred quickly back to the owner.

The following references are current clients that can attest to our technical abilities and performance on infrastructure projects:

- ❖ Mike Favre – Mayor of the City of Bay St. Louis
(228)466-8951
- ❖ Jay Trapani – Mayor of the City of Waveland
(228)467-4134
- ❖ Mike Barr – Executive Director, Hancock County Water and Sewer District
(228)222-0020
- ❖ Patricia Cuevas – Chairman, Kiln Utility and Fire District
(228)255-2595
- ❖ David Pitalo – Executive Director, Hancock County Utility Authority
(228)216-5266
- ❖ Jeff Cuevas – Executive Director, West Harrison Water and Sewer District
(228)380-1804

The list below offers recent and similar projects funded Federally or with State and Local monies that we have overseen design and/or construction administration phases, infrastructure projects.

- ✦ City of Bay St. Louis – Public Safety Complex
 - Design, Bid and Construction Phase Services
 - Funding by GCRF
 - Construction of a new facility
 - Construction Cost - \$4,500,000
- ✦ City of Bay St. Louis – Citywide Paving Asphalt and Drainage
 - Design, Bid and Construction Phase Services
 - Drainage and Paving Roads through Wards 1-6
 - Approximate Construction Cost - \$5,000,000
- ✦ City of Bay St. Louis – Ida Road Repairs
 - Design, Bid and Construction Phase Services
 - Funding by FEMA
 - Road Repairs from Hurricane Ida Damage
 - Approximate Construction Cost - \$3,500,000
- ✦ City of Diamondhead – East Aloha Improvements
 - Design, Bid and Construction Phase Services
 - LPA Funding by MDOT
 - Paving Multi-Use Paths, Crosswalks, Parking
 - Approximate Construction Cost - \$420,000
- ✦ City of Diamondhead – East Aloha Widening
 - Design, Bid and Construction Phase Services
 - Funding by MDOT
 - Widening, Paving, and Striping a Bike Lane
 - Approximate Construction Cost - \$185,000
- ✦ City of Waveland – Street Repairs
 - Design, Bid and Construction Phase Services
 - Repairing and Repaving with Asphalt
 - Approximate Construction Cost - \$200,000

The above list of projects certifies that we have the experience and knowledge of Federal and State requirements for managing paving and parking infrastructure projects. Our understanding of the project timelines and personnel assigned to these projects provides for smooth and efficient project delivery.

Our personnel resources available for Bay St. Louis Depot Way and Blaize Avenue Street Paving and Parking Project include our team members below:

- ✦ Jason Chiniche, P.E., M.B.A., C.F.M.
 - Project Engineer/Principal Engineer
 - MS # 19732

- Lead Designer
- Construction Management
- 22 years' experience with Engineering, Design and Construction
- ✦ Nancy Hoelzel
 - Project Manager
 - Environmental Engineer
 - 20 years' experience with Federal and State Agencies
 - MDOT LPA Certified
- ✦ Carrie Jordan
 - Engineer Technician
- ✦ Dawn Ellerman
 - Drafting Manager
- ✦ Alex Bertagnolli
 - Drafting Technician
 - Degree in Drafting Technology
- ✦ Michael McGinnis P.L.S.
 - Professional Land Surveyor
 - 32 years' experience with Surveying
- ✦ Mike Russell
 - Survey Technician
 - Over 40 years/experience with Land Surveying
- ✦ George Goetz
 - Survey Crew Chief
- ✦ Destin Lucky
 - Instrument Person
- ✦ Cody Gray
 - Survey Crew Chief
- ✦ Chad McCubbin
 - Instrument Person
- ✦ Harry Ladner
 - Construction Inspector
- ✦ Jessica Boughton
 - Director of Social Media
 - Business Administrator

Design, permitting, bidding, construction, and post-construction phase services for the projects will be coordinated, overseen, and produced in our office in Bay St. Louis. With the main phases being coordinated in Bay St. Louis, there is no possible loss of time with coordination issues between other offices and personnel. We are able to stay on strict time schedules to meet the needs of our clients and projects.



BAY ST. LOUIS PAVING ASPHALT PROJECT



Chiniche Engineering and Surveying oversaw the design phase, bids, and construction phases of the Bay St. Louis Citywide Paving and Drainage projects. The scope of this project consisted of roads from each Ward being paved, striped, widened throughout the City. The drainage system had repairs made throughout the system.

BAY ST. LOUIS PUBLIC SAFETY COMPLEX



Chiniche Engineering and Surveying oversaw the design phase, bids, and construction phases of the Bay St. Louis Public Safety Complex. The scope of this project will consist of a new city court facilities and police department facilities. The new location will be more centrally located to and adjacent to the existing fire department which was planned to serve as Emergency Operations Center for the City. This new facility will allow a severe decrease in prisoner transport since the city court will be co-located near the police department facility and will provide a centrally located public safety complex for the Citizens of Bay St. Louis. This project is funded by MDA and local monies with an estimated construction cost of \$4,500,000.

City of Diamondhead – East Aloha Improvements



Chiniche Engineering and Surveying oversaw the design phase, bids, and construction phases of the City of Diamondhead East Aloha Drive Road Improvements project. The scope of this project consisted of a new paving, crosswalks, multi-use paths, parking, storm drainage, traffic control, and landscaping. The design phase included coordination with multiple adjacent landowners for property transfers to allow adequate right of ways. This project was funded by MDOT with LPA money with construction cost of \$420,000.

City of Diamondhead – East Aloha Widening Project



Chiniche Engineering and Surveying oversaw the design phase, bids, and construction phases of the City of Diamondhead East Aloha Drive Widening project. The scope of this project consisted of a new paving, stripping, multi-use paths, and traffic control. This project was funded by MDOT with construction costs of \$185,000.

KNOWLEDGE OF LOCAL BUILDING CODES AND ORDINANCES



CES is familiar with the City of Bay St. Louis's planning and zoning ordinances and building codes from previous construction projects. Those projects are listed below:

- ❖ Bay St. Louis Police Department
- ❖ Hurricane Zeta Building Repairs
- ❖ Hurricane Zeta Fence Repairs
- ❖ Harbor Construction and Repairs
- ❖ Carrol Avenue Sidewalk Project
- ❖ Old Spanish Trail Sidewalk Project
- ❖ Hurricane Ida Street Repairs
- ❖ Bayou Lacroix Boat Launch Project
- ❖ Bay St. Louis Paving and Drainage Project

PAST PERFORMANCE



Our staff's background and resumes have been previously presented and highlighted. This section, we will discuss our team members that we anticipate being assigned to the Bay St. Louis Projects.

Jason is also intimately involved in the construction phase of all projects by making multiple site visits weekly to monitor construction procedures and quality. He works hand in hand with the resident project representatives daily to discuss construction related items. This provides for a quick turnaround on construction questions in addition to project coordination with all parties.

He also has utilized project quality control and value Engineering services throughout his career. We have reviewed projects for other clients to ensure the designs meet the needs and requirements of the entity. Another major cost saving/value Engineering concept he has instituted on larger projects is to work with the owners to purchase most of the material (pumps, pipe, fire hydrants, etc.) separately and have the contractor provide labor and equipment necessary to install the material. This has saved our clients approximately 20% on construction costs.

We have maintained a full-service surveying department to support our Engineering Projects since our founding. We have multiple crews at our immediate disposal, so we can control schedules for field work and not rely on sub-contracted labor or sub-consultants for scheduling field work. Furthermore, our construction inspectors are trained and equipped with survey equipment which allows them to obtain field data to check contractors' construction to verify if the work is in accordance with the contract documents. This ability of our inspectors allows us to prepare and accurately document as-builts for construction projects.

Through the diligent work of our dedicated staff, we have streamlined internal communication and coordination to allow an easy flow of information. Our personnel are cross trained to provide the most efficient operation of all software programs and equipment to provide a "plug and play" concept for all projects. We are sufficiently staffed to perform the required professional services in a timely manner.

CES continually researches cost effective construction methods to reduce costs and potential for change orders. One particular measure we have instituted is for larger projects. The owner purchases much of the material, such as pumps, pipes, etc. This allows the material to be purchased at a low unit price, without contractors mark up and tax being added.

Other cost control measures we have instituted are multiple internal project reviews with our Project Managers. These procedures allow us to perform in-house review of projects to eliminate or reduce oversights which in turn keeps project costs down. We also perform “plan in hand” for constructability reviews. This allows our construction inspector the ability to review the plans and specifications prior to projects being released for bids.

We have instituted project scheduling meetings for internal scheduling and resource allocations. These meetings normally take place on Mondays and allow our staff the ability to plan resources (drafting, inspection, surveying, etc.) for the week.

Depending on the project needs, we will provide engineering design, bid, construction, and post-construction phase services with Jason Chiniche, P.E. being the Principal Engineer and Nancy Hoelzel being the Project Manager.

The administrative support staff will consist of Carrie Jordan providing daily support for design and bid phase services as well as reporting coordination and scheduling during construction phases.

Our drafting team for the Bay St. Louis Projects will consist of Dawn Ellerman as our Drafting Manager. She has decades of drafting experience with utility infrastructure projects and marine development projects. Also available for use for drafting on these projects is Alex Bertagnolli, as needed.