

August 9th, 2024

Michael J. Reso
Chief Administrative Officer/City Clerk
City of Bay St Louis
688 Highway 90
Bay St Louis, MS

RE: Bay St. Louis Municipal Harbor – Pier 1 and Loading Deck Bulkhead Repair Design

Dear Mr. Reso:

Thank you for the opportunity to provide this fee proposal to support the City of Bay St. Louis with the Bay St. Louis (BSL) Marina Bulkhead repairs project. We have included our understanding of the project, our proposed scope of services, and an estimate of fees. We look forward to working with you on this project.

Project Background

Moffatt & Nichol (M&N) issued a memorandum dated September 29, 2023, detailing the inspection findings, probable causes, and suggested repair methods, along with associated costs. The repair methods proposed in the memorandum aimed to address the loss of fill behind the bulkhead along its entire length. M&N has prepared this proposal to design Bay St. Louis (BSL) Marina Bulkhead repairs in response to inspection report and directive provided by the City Council subsequent to the M&N presentation given on March 5th, 2024, during the City's Monthly Council Meeting. A comprehensive repair solution will be provided that involves repairing the entire length of the bulkhead.

As was confirmed during the meeting, M&N will provide engineering, design and issue for bid (IFB) documents of the repair of the ENTIRE bulkhead. The extent of final issue for bid package will be dependent on the level of available for construction funds dependent. It is our experience that successful bid packages have flexibility built into them, incorporating such innovative bidding concepts such as additive or subtractive bid alternates. The exact nature of the base bid and alternate combination will be developed in consultation with the city.

The Design approach below assumes full repairs as detailed under Global complete repairs in the attached Memo.

TASK 1 – Engineering and Design for the Bulkhead Repairs

Based on the site investigations conducted and coordination with the City of Bay St. Louis (BSL), M&N design will include repairs to prevent fill loss behind the concrete sheet pile bulkhead along the entire length of Pier 1 and the perimeter of the loading deck. Design milestones will be met as described below. Reviews by the BSL will follow submission of each deliverable. Design documents will be submitted in an iterative fashion with each submittal incorporating the feedback from the previous submittal.

- Design submittals will include construction plan drawings, specifications, and a design report documenting major design calculations and assumptions. A Class 2 AACE opinion of probable cost will also be prepared.
 - Design packages will be submitted at the following milestones:
 - Preliminary (30%)
 - Progress (60%)
 - Construction (100%)
 - Preliminary (30%) design submittal will include assembling and evaluating all existing data, previous studies and design, and all pertinent available information required for design (Assumed this information will be provided by the City or available through other measures afforded to M&N by the City: i.e. other engineering consultants existing files, work completed in the past). Once evaluated, M&N will develop a preliminary draft of design criteria, prepare site plans.
 - Progress (60%) submittal will include preparation of final design criteria, design and preparation of 60% plans, preparation of outline specifications in accordance with the latest edition of the Mississippi Standard Specifications for Roads and Bridges and City of BSL Standards, Preparation of updated opinion of probable cost estimates based on the preliminary plans, Preparation of all special specifications, specialty item descriptions, and details for the project, Submission of preliminary plans to BSL for review and comments. Any design change requests following this phase will result in a scope and fee change, necessitating an amendment to the engineering fee.
 - Construction (100%) will include Incorporation of City of BSL comments into the final plans, Preparation of final specifications and bidding documents for review by City of BSL. The final plans are to include detailed final drawings for specialty items, layouts, utility locations, if applicable, or any other special details. Preparation and submittal of updated opinion of probable costs based on the final plans and Submittal of engineer stamped, signed final plans.
 - The City of BSL will provide preferred general contracting front end documents and general conditions for the specifications.
 - The Construction (100%) design submittal will include the required engineering plans and specifications to perform the construction.
 - Construction (100%) design plans and specification will be signed and sealed by a licensed professional engineer from the State of Mississippi.
 - Design submittals will be provided in PDF format for full-size sets (22x34) for plans, along with hard copies of 11x17 plans and 8.5 x 11 copies of contract documents and specifications, as requested by the City.
 - M&N will provide the City through the construction bid process, including.
 - Attend the pre-bid conference. The need for a mandatory pre-bid conference will be discussed with the City during the 100% design phase.
 - Respond to contractor requests for additional information (RFIs) and issue bid addendum as needed.
- Evaluate construction bids for completeness, responsiveness and recommend award (if appropriate).
- Construction administration, supervision and inspection support services during active construction are not included in the current scope of service. It is recommended to add these under a separate amendment, with NTP issued at the time of award to the selected contractor.

The budgeted cost to perform Task 1 is \$186,000.

Deliverables: Design Submittals (Preliminary, Progress, and Construction)

Note: Task 1 deliverable does not contain interim recommendations for temporary repairs until the recommended global repair solution is implemented.

Note: City of BSL needs to confirm if this project will be bid as per the Mississippi Public Bid Law.



PROPOSED SCHEDULE:

Description	Schedule
Task 1 - Preliminary (30%)	45 days
Task 1 – Progress (60%)	3 Months
Task 1 – Construction (100%)	6 Months

FEE:

Task	Title	Billing Format	Fees
1	Engineering and Design for the Bulkhead Repairs	Lump Sum	\$ 186,000
	TOTAL FEE		\$ 186,000

Compensation and Schedule

M&N will invoice monthly on a percent-complete basis. Reimbursable expenses for the site visit are included in the lump sum fee above.

M&N has estimated the effort required to complete the scope as described above. We have estimated \$186,000. Our fees will accrue on a Lump Sum basis not to exceed the total allocated. Sai Kiran Duvvuri, PE will be the project manager representing the Moffatt & Nichol. Construction support services are not included in the current scope of service.

Our approach to this proposal is based on our understanding of the city's needs and the goals of this project as outlined in our report. If further refinement is required, please don't hesitate to reach out.

Thanks for your time and consideration.

Sincerely,



Jonathan Hird, P.E.
Vice President
MOFFATT & NICHOL