

Date: September 09, 2025

City of Bay St. Louis
688 Highway 90
Bay St. Louis, MS 39520

Attn: Mr. Mike Reso | Chief Administrative Officer

Subject: Proposal for Technical Review of IFB Documents – Bay St. Louis Municipal Harbor, Hurricane Zeta General Repairs (FEMA #4576 DR-MS PW 497)

Dear Mr. Reso,

Moffatt & Nichol (M&N) is pleased to present this proposal to the City of Bay St. Louis for professional consulting services to perform a technical expert review of the “Bay St. Louis Municipal Harbor – Hurricane Zeta General Repairs, FEMA #4576 DR-MS PW 497” plans and specifications prepared by Chiniche Engineers, dated October 12, 2023.

M&N is a nationally recognized leader in the field of marine and coastal structural engineering. With over 75 years of experience delivering successful harbor, port, and waterfront projects across the Gulf Coast and nationwide, M&N has developed a reputation for technical excellence, constructability insight, and resilience-focused design. Our team specializes in the evaluation and design of harbor facilities, bulkheads, piers, breakwaters, and other critical shoreline protection and navigation infrastructure.

Scope of Work

M&N’s role will be limited to reviewing the “Bay St. Louis Municipal Harbor – Hurricane Zeta General Repairs, FEMA #4576 DR-MS PW 497” IFB documents and providing a structured list of technical comments for consideration by the City and the Engineer of Record (EOR). The EOR remains responsible for evaluating each comment and determining whether to incorporate revisions or provide supporting justification.

The review will focus on identifying potential technical issues, coordination gaps, and constructability concerns in the contract documents.

Scope of Service

Plan and Specification Review

- Review civil, structural, and marine design drawings for technical clarity, internal consistency, and overall constructability.
- Verify that details shown align with common engineering practices and standards.
- Identify conflicts, missing information, or areas needing clarification.

Specification Review

- Evaluate specifications for technical adequacy and consistency with the drawings.
- Verify reference to applicable codes and standards.

- Highlight missing sections or language that could result in misinterpretation during bidding or construction.

Comment Tracking and Deliverables

- Provide comments in a spreadsheet format, organized by:
 - Drawing/Specification reference number
 - Comment description
 - Category (clarification, technical deficiency, coordination issue, constructability, etc.)
- Submit the compiled comment log to the City for distribution to Engineers.

Coordination and Clarification Support

- Participate in one virtual meeting with the City to review key findings.
- Provide clarification on comment intent, if requested, to assist the City and Chiniche Engineers.

Deliverables

- One (1) spreadsheet comment log summarizing all review comments, organized by reference and category.
- One (1) virtual meeting with the City to discuss findings.
- Responses to clarification questions from the City or EOR regarding comment intent (as needed).

Assumptions

- M&N's review is limited to the plans and specifications provided by the City, dated October 12, 2023.
- M&N will not be revising, re-designing, or issuing corrected drawings/specifications.
- Review will be conducted from a technical, constructability, and clarity perspective only; no independent structural calculations, geotechnical analyses, or permitting evaluations will be performed unless specifically requested under a separate scope.
- The City and/or Chiniche Engineers remain the Engineer of Record for this project.
- Deliverables will be provided in spreadsheet format; no redline markups to drawings will be issued unless explicitly requested.

Limitations

- M&N does not assume responsibility for errors, omissions, or conflicts in the contract documents prepared by Chiniche Engineers.
- This review does not replace or supersede the responsibilities of the Engineer of Record.
- M&N's comments are intended as recommendations only; incorporation into the contract documents is at the sole discretion of the City and Chiniche Engineers.
- This proposal includes one round of review only. Should the EOR revise the plans and specifications and issue a new set of documents, any subsequent review by M&N will be considered additional services subject to a contract amendment.
- No warranty is expressed or implied regarding the adequacy of the final design, permitting compliance, or construction performance.

Estimated Fee & Schedule

M&N will perform the services described herein on a Time & Materials basis, not to exceed \$16,800. This Task Order is issued pursuant to the Master Services Agreement between the City of Bay St. Louis and Moffatt & Nichol, dated 09/08/2025.

City of Bay St Louis

M&N anticipates completing the review and delivering the comment log within Four (4) weeks of receiving the complete IFB package from the City. This schedule includes time for internal QA/QC and preparation of deliverables.

Any services beyond those described will be considered additional and compensated on a time and materials basis in accordance with the hourly rate schedule in Appendix B of the MSA.

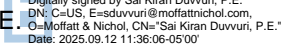
Conclusion

Moffatt & Nichol appreciates the opportunity to support the City of Bay St. Louis on this important project. We look forward to working with you to provide a clear and constructive review of the IFB documents. Please feel free to contact me anytime with questions or next steps. If you have any questions or concerns, please feel free to contact me anytime.

Sincerely,



L Chris Williams, PE
Vice President
MOFFATT & NICHOL

Sai Kiran Duvvuri, P.E. 
Digitally signed by Sai Kiran Duvvuri, P.E.
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Senior Marine Structural Engineer