



# STEPHENS

MECHANICAL ENGINEERING LLC.

December 24, 2024

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

Attn: Mayor Mike Farve  
Ronnie Vanney  
Mike Reso

RE: Add Cooling Tower  
Central Fire Station #1  
Substantial Completion

Dear Sirs:

We conducted a Substantial Completion walk through on December 11, 2024 at 9:00 a.m. The walk-through included training at the end of the walk-through for the fire department personnel on proper thermostat operation, their level of observation and maintenance required and then ended at the pump systems on 2<sup>nd</sup> floor with discussion of pump rotations. Only two pumps required to operate the system so the third is redundant and should not be operated but rotated in use for even wear and tear. Raymond Moore, Powers Controls, said he would put in a program to rotate pumps automatically versus sending personnel to do so. The pumps operation are fully automated. The entire control system is now off Trane and on Siemens. Raymond Moore will advise on various methods to help Ronnie Vanney to access the system using an ordinary telephone from off site. System performance has been established with the final TAB report. There remains 3 room units awaiting parts for final repair and having the entire building HVAC complete. The indoor units are not part of the contract but the purpose of the project is a complete functioning system and is therefore mentioned. Patrick Romero, DNP Inc, showed Ronnie and myself the pipe connections in the front yard for temporary connections and the new valves installed for positive shutoff.

DNP has rendered the Operation and Maintenance Manuals to Ronnie Vanney. All work less the noted items below is complete and the system is working correctly.

#### Final Punch List

1. Touch up yellow paint on gas pipe pipe from regulator work.
2. Place power cord for the blow down on the chemical treatment system in conduit.
3. Add straps on the aluminum insulation covers to hold together. The shells not strapped are separating.
4. Add additional clamps on chemical treatment piping along wall – pipes not well supported.

Attendees:

Ronny Vanney	City of Bay St. Louis
Patrick Romero	DNP, Inc
Dustin Daams	Mechanical Services
Lawrence Stephens	Stephens Mechanical Engineering
Raymond Moore	Powers Controls

Per this walk through with the minor punch list the warranty start date is established as **December 11, 2024.**

We will reconvene after the new year to review punch list items and allow a final inspection of the system for any City officials that would be interested to walk the site. We will establish that date for the second week of January 2025.

Please contact this office if questions arise or edits to the letter are required. Thank you for your allowing me to participate in this project.

Sincerely,

Lawrence Stephens, P.E., LEED AP (BD+C), CxA  
President