



January 30, 2026

Mr. Jon McCraw
City Manager
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

**Re: Pay Application #1
2025 Unit Price Contract – Moke Way Work Directive #2
Bottom 2 Top Construction, LLC**

Dear Mr. McCraw:

Enclosed, please find Pay Application #1 to be considered for approval by the City Council at the next meeting. This pay application is dated 01/23/2026 and is for the entirety of the work completed.

I have reviewed this pay application and find that it is an accurate request according to the amount of work that has been completed since the Work Directive began. With that said, I recommend that the Council approve payment to Bottom 2 Top Construction, LLC, in the amount of \$32,033.50. Please do not hesitate to contact me should you have any questions.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

A handwritten signature in black ink that reads "Sarah McLellan". The signature is fluid and cursive, with "Sarah" on the top line and "McLellan" on the bottom line.

Sarah McLellan, P.E.
Project Engineer

Enclosures: Bottom 2 Top Construction, LLC Pay Application #1, Signed

Contractor's Application for Payment

| | | | |
|-------------|--|---------------------------|-------|
| Owner: | City of Diamondhead | Owner's Project No.: | |
| Engineer: | Covington Civil & Environmental LLC | Engineer's Project No.: | 16175 |
| Contractor: | Bottom 2 Top Construction, LLC | Contractor's Project No.: | |
| Project: | Moke Way Work Directive #2 | | |
| Contract: | 2025 Annual Unit Price Repair Contract | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------------------|-------------------|-----------|----------------------------|--------------|--------------------------------|------|---|--------------|--|--------------|--------------|--|-------------------------|----------------|------|-----------------|------------------|------|--|------|--|--------------|---|------|--------------------------------|--------------|---|------|
| Application No.: | 1 | Application Date: | 1/23/2026 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Application Period: | From _____ | to _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td>1. Original Contract Price</td> <td>\$ 32,033.50</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td>\$ -</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td>\$ 32,033.50</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td> <td>\$ 32,033.50</td> </tr> <tr> <td>5. Retainage</td> <td></td> </tr> <tr> <td>a. _____ X \$ 32,033.50</td> <td>Work Completed</td> <td>\$ -</td> </tr> <tr> <td>b. _____ X \$ -</td> <td>Stored Materials</td> <td>\$ -</td> </tr> <tr> <td>c. Total Retainage (Line 5.a + Line 5.b)</td> <td>\$ -</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c)</td> <td>\$ 32,033.50</td> </tr> <tr> <td>7. Less previous payments (Line 6 from prior application)</td> <td>\$ -</td> </tr> <tr> <td>8. Amount due this application</td> <td>\$ 32,033.50</td> </tr> <tr> <td>9. Balance to finish, including retainage (Line 3 - Line 4)</td> <td>\$ -</td> </tr> </table> | | | | 1. Original Contract Price | \$ 32,033.50 | 2. Net change by Change Orders | \$ - | 3. Current Contract Price (Line 1 + Line 2) | \$ 32,033.50 | 4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total) | \$ 32,033.50 | 5. Retainage | | a. _____ X \$ 32,033.50 | Work Completed | \$ - | b. _____ X \$ - | Stored Materials | \$ - | c. Total Retainage (Line 5.a + Line 5.b) | \$ - | 6. Amount eligible to date (Line 4 - Line 5.c) | \$ 32,033.50 | 7. Less previous payments (Line 6 from prior application) | \$ - | 8. Amount due this application | \$ 32,033.50 | 9. Balance to finish, including retainage (Line 3 - Line 4) | \$ - |
| 1. Original Contract Price | \$ 32,033.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Net change by Change Orders | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Current Contract Price (Line 1 + Line 2) | \$ 32,033.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total) | \$ 32,033.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. Retainage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. _____ X \$ 32,033.50 | Work Completed | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. _____ X \$ - | Stored Materials | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c. Total Retainage (Line 5.a + Line 5.b) | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. Amount eligible to date (Line 4 - Line 5.c) | \$ 32,033.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. Less previous payments (Line 6 from prior application) | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. Amount due this application | \$ 32,033.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. Balance to finish, including retainage (Line 3 - Line 4) | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Bottom 2 Top Construction, LLC

Signature: Joseph R Raffeo Jr.

Date: 1/29/2026

Recommended by Engineer

By: Sarah McLellan

Title: Project Engineer

Date: 1/30/2026

Approved by Owner

By: _____

Title: _____

Date: _____

Approved by Funding Agency

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Progress Estimate - Unit Price Work

| | |
|-------------|--|
| Owner: | City of Diamondhead |
| Engineer: | Covington Civil & Environmental LLC |
| Contractor: | Bottom 2 Top Construction, LLC |
| Project: | Mokey Way Work Directive #2 |
| Contract: | 2025 Annual Unit Price Repair Contract |

Contractor's Application for Payment

| | |
|---------------------------|-------|
| Owner's Project No.: | |
| Engineer's Project No.: | 16175 |
| Contractor's Project No.: | |

| Application No.: | 1 | Application Period: | From 01/00/00 to 01/00/00 | Work Completed - Current Pay App | | | | | | | | Application Date: 01/23/26 | | |
|--------------------------|--|---------------------|---------------------------|----------------------------------|------------------------|---|--|---|--|--|------|---|----------------|--------------------|
| | | | | Contract Information | | | | Work Completed - Current Pay App | | Work Completed to Date | | Work Completed and Materials Stored to Date | % of Work Done | Value of Work Done |
| Bid Item No. | Description | Item Quantity | Units | Unit Price (\$) | Value of Bid Item (\$) | Estimated Quantity Incorporated in the Work - Current Pay App (E X E) | Value of Work Completed - Current Pay App (E X G) (\$) | Estimated Quantity Incorporated in the Work (E X I) | Value of Work Completed to Date (E X I) (\$) | Materials Currently Stored (not in G) (\$) | (\$) | (\$) | (\$) | (\$) |
| 2050-B | Mobilization (Work Order \$10,000 - \$50,000) | 1 | Each | \$ 5,175.00 | \$ 5,175.00 | 1.00 | \$ 5,175.00 | 1.00 | \$ 5,175.00 | | | \$ 5,175.00 | 100% | - |
| 2050-A | Removal of Pavement (All Types and Thicknesses) | 38 | SY | \$ 10.35 | \$ 393.30 | 38.00 | \$ 393.30 | 38.00 | \$ 393.30 | | | \$ 393.30 | 100% | - |
| 2050-B | Saw Cut (All Types and Thicknesses) | 60 | LF | \$ 10.35 | \$ 621.00 | 60.00 | \$ 621.00 | 60.00 | \$ 621.00 | | | \$ 621.00 | 100% | - |
| 2050-Q | Remove and Reinstall Signs (All Types) | 2 | EA | \$ 207.00 | \$ 414.00 | 2.00 | \$ 414.00 | 2.00 | \$ 414.00 | | | \$ 414.00 | 100% | - |
| 2050-M | Removal of Corrugated Metal Pipe (CMP) All Sizes | 40 | LF | \$ 12.42 | \$ 496.80 | 40.00 | \$ 496.80 | 40.00 | \$ 496.80 | | | \$ 496.80 | 100% | - |
| 2221-B | Select Bedding Material (PM) | 5 | CY | \$ 17.78 | \$ 88.90 | 5.00 | \$ 88.90 | 5.00 | \$ 88.90 | | | \$ 88.90 | 100% | - |
| 2221-B | Select Foundation Material (PM) | 5 | CY | \$ 117.01 | \$ 585.05 | 5.00 | \$ 585.05 | 5.00 | \$ 585.05 | | | \$ 585.05 | 100% | - |
| 2226-E | Excess Excavation (LVN) | 5 | CY | \$ 14.22 | \$ 71.10 | 5.00 | \$ 71.10 | 5.00 | \$ 71.10 | | | \$ 71.10 | 100% | - |
| 2234-A | 6" Crushed Limestone Sub-base for Cuts in the Street P-O-W (FM) | 38 | SY | \$ 33.31 | \$ 1,265.78 | 38.00 | \$ 1,265.78 | 38.00 | \$ 1,265.78 | | | \$ 1,265.78 | 100% | - |
| 2234-C | Maintenance Limestone Granular Base Course for Cuts in Roadways/Driveways (FM) | 25 | CY | \$ 106.66 | \$ 2,666.50 | 25.00 | \$ 2,666.50 | 25.00 | \$ 2,666.50 | | | \$ 2,666.50 | 100% | - |
| 2295-B | Straw Wattle (12-inch dia.) | 40 | LF | \$ 10.39 | \$ 415.60 | 40.00 | \$ 415.60 | 40.00 | \$ 415.60 | | | \$ 415.60 | 100% | - |
| 2512-A | Hot Bituminous Pavement (MDOT ST, 9.5 mm mil)(1.5" Thick) | 38 | SY | \$ 29.63 | \$ 1,125.94 | 38.00 | \$ 1,125.94 | 38.00 | \$ 1,125.94 | | | \$ 1,125.94 | 100% | - |
| 2512-B | Hot Bituminous Pavement (MDOT ST, 12.5 mm mil)(1.5" Thick) | 38 | SY | \$ 29.63 | \$ 1,125.94 | 38.00 | \$ 1,125.94 | 38.00 | \$ 1,125.94 | | | \$ 1,125.94 | 100% | - |
| 2721-D | Structural Concrete for Poured-In-Place Structures | 3 | CY | \$ 1,481.34 | \$ 4,444.02 | 3.00 | \$ 4,444.02 | 3.00 | \$ 4,444.02 | | | \$ 4,444.02 | 100% | - |
| 2721-G | Reinforcing Steel | 350 | LB | \$ 4.60 | \$ 1,610.00 | 350.00 | \$ 1,610.00 | 350.00 | \$ 1,610.00 | | | \$ 1,610.00 | 100% | - |
| 2722-A1 | 24" RCP (Class II) (0'-6") - 24" RCP (Class III) (0'-6") RCP (Class III) (0'-6") | 40 | LF | \$ 85.17 | \$ 3,406.80 | 40.00 | \$ 3,406.80 | 40.00 | \$ 3,406.80 | | | \$ 3,406.80 | 100% | - |
| 2931-B | Plant Establishment (Seeding) | 0.04 | AC | \$ 2,962.69 | \$ 118.51 | 0.04 | \$ 118.51 | 0.04 | \$ 118.51 | | | \$ 118.51 | 100% | - |
| 2931-C | Solid Sod (Centipede) | 20 | SY | \$ 9.18 | \$ 183.60 | 20.00 | \$ 183.60 | 20.00 | \$ 183.60 | | | \$ 183.60 | 100% | - |
| 2935-B | Traffic Control - Type III Barricade | 2 | EA/Day | \$ 12.42 | \$ 24.84 | 2.00 | \$ 24.84 | 2.00 | \$ 24.84 | | | \$ 24.84 | 100% | - |
| 2935-C | Traffic Control Signs | 2 | EA/Day | \$ 12.42 | \$ 24.84 | 2.00 | \$ 24.84 | 2.00 | \$ 24.84 | | | \$ 24.84 | 100% | - |
| 15020-A3 | 8" Water Main, C100, DR18 PVC | 20 | LF | \$ 52.11 | \$ 1,042.20 | 20.00 | \$ 1,042.20 | 20.00 | \$ 1,042.20 | | | \$ 1,042.20 | 100% | - |
| WD2-1 | 8" PVC 45 Elbow | 4 | EA | \$ 360.10 | \$ 1,440.40 | 4.00 | \$ 1,440.40 | 4.00 | \$ 1,440.40 | | | \$ 1,440.40 | 100% | - |
| WD2-2 | 8" C153 DR 18 Sleeve | 1 | EA | \$ 261.23 | \$ 261.23 | 1.00 | \$ 261.23 | 1.00 | \$ 261.23 | | | \$ 261.23 | 100% | - |
| WD2-3 | 8" Metalite PVC Restrictor | 10 | EA | \$ 91.74 | \$ 917.40 | 10.00 | \$ 917.40 | 10.00 | \$ 917.40 | | | \$ 917.40 | 100% | - |
| WD2-4 | 8" SMC MD Gasket | 10 | EA | \$ 15.34 | \$ 153.40 | 10.00 | \$ 153.40 | 10.00 | \$ 153.40 | | | \$ 153.40 | 100% | - |
| WD2-5 | 3/4 x 4 SS T-Nut & Bolt | 50 | EA | \$ 33.06 | \$ 1,653.00 | 50.00 | \$ 1,653.00 | 50.00 | \$ 1,653.00 | | | \$ 1,653.00 | 100% | - |
| WD2-6 | Water Adjustment Testin | 1 | EA | \$ 1,977.75 | \$ 1,977.75 | 1.00 | \$ 1,977.75 | 1.00 | \$ 1,977.75 | | | \$ 1,977.75 | 100% | - |
| Original Contract Totals | | | | | \$ 32,033.50 | | \$ 32,033.50 | | \$ 32,033.50 | | | \$ 32,033.50 | 100% | - |

STATE OF MISSISSIPPI
COUNTY OF Harrison

INTERIM WAIVER AND RELEASE UPON PAYMENT

THE UNDERSIGNED mechanic and/or materialman has been employed by City of Diamondhead to furnish labor and services or materials for the construction improvements known as Moke Way, which is located in the Hancock County, First Judicial District, Mississippi, and is owned by City of Diamondhead, a Mississippi limited liability company, and more particularly described as follows:

SEE EXHIBIT ATTACHED

Upon the receipt of the sum of \$ 32,033.50 the mechanic and/or materialman waives and releases any and all liens or claims of liens it has upon the foregoing described property of any rights against any labor and/or material bond through the date of January 29 th, 2026 and excepting those rights and liens that the mechanic and/or materialman might have in any retained amounts, on account of labor or materials, or both, furnished by the undersigned to or on account of said contractor for said building or premises.

Sworn to and subscribed before me, this the 29 th day of January 2026.

Bottom 2 Top Construction, LLC Contractor

By: Joseph R Raffeo Jr.

Its: Owner

NOTICE: WHEN YOU EXECUTE THIS DOCUMENT, YOU SHALL BE CONCLUSIVELY DEEMED TO HAVE BEEN PAID IN FULL THE AMOUNT STATED ABOVE, EVEN IF YOU HAVE NOT ACTUALLY RECEIVED THE PAYMENT, SIXTY (60) DAYS AFTER THE DATED STATED ABOVE UNLESS YOU FILE EITHER AN AFFIDAVIT OF NONPAYMENT OR A CLAIM OF LIEN BEFORE THE EXPIRATION OF THE SIXTY-DAY PERIOD. THE FAILURE TO INCLUDE THIS NOTICE LANGUAGE ON THE FACE OF THE FORM SHALL RENDER THE FORM UNENFORCEABLE AND INVALID AS A WAIVER AND RELEASE UNDER SECTION 85-7-419, MISSISSIPPI CODE OF 1972.

STATE OF Mississippi

COUNTY OF Harrison

Personally appeared before me, the undersigned authority in and for the said county and state, on this 29 th day of January 2026, within my jurisdiction, the within named Joseph Raffeo, Jr who acknowledged to me that he is Owner of Bottom 2 Top Construction LLC, a corporation/limited liability company/sole proprietorship, and that for and on of said corporation, he executed the above and foregoing instrument, after first having been duly authorized by said corporation so to do.

NOTARY PUBLIC

Michele Gillihan

My Commission Expires:

June 11, 2029

