



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, appearing to read "Sarah McLellan". The signature is fluid and cursive, with the first name "Sarah" and last name "McLellan" clearly distinguishable.

Sarah McLellan, P.E.  
*Project Engineer*

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

**Contractor's Application for Payment**

<b>Owner:</b>	<u>City of Diamondhead</u>	<b>Owner's Project No.:</b>	<u>                    </u>
<b>Engineer:</b>	<u>Covington Civil &amp; Environmental LLC</u>	<b>Engineer's Project No.:</b>	<u>16175</u>
<b>Contractor:</b>	<u>Bottom 2 Top Construction, LLC</u>	<b>Contractor's Project No.:</b>	<u>                    </u>
<b>Project:</b>	<u>Mokey Way Work Directive #2</u>		
<b>Contract:</b>	<u>2025 Annual Unit Price Repair Contract</u>		

<b>Application No.:</b>	<u>1</u>	<b>Application Date:</b>	<u>1/23/2026</u>
<b>Application Period:</b>	<u>From</u>	<b>to</b>	<u>                    </u>

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. <u>          </u> X \$ <u>32,033.50</u> Work Completed	\$	-
b. <u>          </u> X \$ <u>-</u> 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.

<b>Contractor:</b>	<u>Bottom 2 Top Construction, LLC</u>	
<b>Signature:</b>	<u>Joseph R. Raffeo Jr.</u>	<b>Date:</b> <u>1/29/2026</u>

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u>Sarah McLellan</u>	<b>By:</b> <u>                    </u>
<b>Title:</b> <u>Project Engineer</u>	<b>Title:</b> <u>                    </u>
<b>Date:</b> <u>1/30/2026</u>	<b>Date:</b> <u>                    </u>

**Approved by Funding Agency**

<b>By:</b> <u>                    </u>	<b>By:</b> <u>                    </u>
<b>Title:</b> <u>                    </u>	<b>Title:</b> <u>                    </u>
<b>Date:</b> <u>                    </u>	<b>Date:</b> <u>                    </u>

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

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		Application Date: 01/23/26											
A	B	C	D	E	F	G	H	I	J	K	L	M	N		
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Work Completed	Current Pay App	Work Completed to Date	Value of Work Completed - Current Pay App (E X G) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X I) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (J + K) (\$)	% of Value of Rem. (L / F) (%)	Balance to Finish (F - L) (\$)
						Work - Current Pay App	Current Pay App (E X G) (\$)	Completed in the Work	(E X I) (\$)	Stored (not in G) (\$)	(J + K) (\$)	(L / F) (%)	(F - L) (\$)		
Original Contract															
1505-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						
2050-A	Removal of Pavement (All Types and Thicknesses)	38	SY	\$ 10.35	393.30	38.00	393.30	38.00	393.30					5,175.00	100%
2050-B	Saw Cut (All Types and Thicknesses)	60	LF	\$ 10.35	621.00	60.00	621.00	60.00	621.00					393.30	100%
2050-Q	Remove and Reinstall Signs (All Types)	2	EA	\$ 207.00	414.00	2.00	414.00	2.00	414.00					621.00	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					414.00	100%
2221-A	Select Bedding Material (PM)	5	CY	\$ 17.78	88.90	5.00	88.90	5.00	88.90					496.80	100%
2221-B	Select Foundation Material (PM)	5	CY	\$ 117.01	585.05	5.00	585.05	5.00	585.05					88.90	100%
2226-E	Excess Excavation (LWM)	5	CY	\$ 14.22	71.10	5.00	71.10	5.00	71.10					585.05	100%
2234-A	6" Crushed Limestone Sub-base for Cuts in the Street R-O-W (FM)	38	SY	\$ 33.31	1,265.78	38.00	1,265.78	38.00	1,265.78					71.10	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					1,265.78	100%
2295-B	Sewer Wasties (12-Inch dia.)	40	LF	\$ 10.39	415.60	40.00	415.60	40.00	415.60					2,666.50	100%
2512-A	Hot Bituminous Pavement (MDOT ST, 9.5 mm min)(1.5" Thick)	38	SY	\$ 29.69	1,125.94	38.00	1,125.94	38.00	1,125.94					415.60	100%
2512-B	Hot Bituminous Pavement (MDOT ST, 12.5 mm min)(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					1,125.94	100%
2721-G	Reinforcing Steel	350	LB	\$ 4.60	1,610.00	350.00	1,610.00	350.00	1,610.00					4,444.02	100%
2722-A1	24" RCP (Class III) (6'-6") 24" RCP (Class III) (6'-6") 24" RCP (Class III) (6'-6")	40	LF	\$ 85.17	3,406.80	40.00	3,406.80	40.00	3,406.80					1,610.00	100%
2931-B	Plant Establishment (Seeding)	0.04	AC	\$ 2,962.69	118.51	0.04	118.51	0.04	118.51					3,406.80	100%
2931-C	Solid Soil (Contigpede)	20	SY	\$ 9.18	183.60	20.00	183.60	20.00	183.60					118.51	100%
2935-B	Traffic Control - Type III Barricade	2	EA/Day	\$ 12.42	24.84	2.00	24.84	2.00	24.84					183.60	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, C900, DR18 PVC	20	LF	\$ 52.11	1,042.20	20.00	1,042.20	20.00	1,042.20					24.84	100%
WD2-1	8" PVC 45 Elbow	4	EA	\$ 360.10	1,440.40	4.00	1,440.40	4.00	1,440.40					1,042.20	100%
WD2-2	8" C153 DI LP Sleeve	1	EA	\$ 261.23	261.23	1.00	261.23	1.00	261.23					1,440.40	100%
WD2-3	8" Megalug PVC Restraint	10	EA	\$ 91.74	917.40	10.00	917.40	10.00	917.40					261.23	100%
WD2-4	8" SBR MJ Gasket	10	EA	\$ 15.34	153.40	10.00	153.40	10.00	153.40					917.40	100%
WD2-5	3/4 X 4 SS T-Head Nut & Bolt	60	EA	\$ 33.00	1,980.00	60.00	1,980.00	60.00	1,980.00					153.40	100%
WD2-6	Water Adjustment Testin	1	EA	\$ 1,977.75	1,977.75	1.00	1,977.75	1.00	1,977.75					1,980.00	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

