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[www.diamondhead.ms.gov](http://www.diamondhead.ms.gov)

February 4, 2026

Spencer Robinson.  
Planning Division Project Manager  
Mississippi Department of Transportation  
P.O. Box 1850  
Jackson, Mississippi 39215

REFERENCE: CONSULTANT SELECTION  
**Wayfinding Grant**  
**STP-0045-00(033)LPA 108875-711000**

Dear Mr. Robinson,

With this letter the City of Diamondhead (LPA) is requesting to use the Small Purchase Procedures as outlined in the Local Public Agency Consultant Operating Procedures for Professional Services, Section 2.2.1 Small Purchase Procedures.

***"Small Purchase Procedures – Procuring professional services for contracts and total costs below the Federal simplified acquisition threshold for those services applicable to architectural, engineering and design related services (A&E Services). This process bypasses a competitive advertisement; however, the LPA shall consider three (3) qualified firms."***

The LPA has considered (3) three qualified firms *Chiniche Engineering & Surveying, Covington Civil & Environmental and Neel-Schaffer, Inc.* By our internal selection process, we have selected **Covington Civil & Environmental** to assist us with this Project as our Professional Engineering Consultant on all study and design of the Project.. The total costs for all professional services associated with all phases of the Project utilizing federal funds for the Consultant selected are estimated to be less than the Federal Simplified Acquisition Threshold.

Thank you for your time and consideration. Please call me at 228-222-4626 if you have any questions, concerns or comments.

Sincerely,

Jon McCraw  
City Manager

cc: Chuck Starita, District 6 LPA Engineer