

April 21, 2023

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

**VIA EMAIL:** JMcCraw@diamondhead.ms.gov

**RE:** Diamondhead Dr. East near Aukai Place – WA9  
Diamondhead, MS 39525

Jon:

Per your request and our recent conversations, we are pleased to provide you with a proposal for professional engineering services on the above referenced project. We have prepared a scope of work and fee proposal for your review. Please see below:

**I. SCOPE OF WORK**

**Task 1 –Civil Design Phase Services**

M|P will provide a drainage design of the drainage area around Diamondhead Dr. East and Aukai Place. The design will be based on the preliminary engineering concepts previously provided by M|P (attached)

Civil Design Scope shall include:

- Storm Drainage Design
- Grading and drainage along the route
- Plan and Profiles sheets of proposed design
- Erosion control Plan
- Overall Utility Plan
- Obtain necessary Stormwater Permits
- Construction Details
- Technical Specifications
- Provide necessary documentation for ARPA Reimbursement

**Task 2 - Provide Bid & Construction Phase Services (CPS)**

1. M|P will attend the Pre-Bid Meeting.
2. M|P will attend Bid Opening and prepare certified bid tabulation.
3. M|P will attend the Pre-Construction Conference.
4. M|P will conduct monthly (or as needed) progress meetings with the contractor and owner.
5. M|P will attend any additional project specific meetings requested by the owner.

6. M|P will review construction submittals.
7. Field and respond to construction "Request for Information" (RFI's) from the Contractor.
8. M|P will review monthly pay estimates, verify work complete, and approve pay applications.
9. Perform periodic inspections of construction activities to assure engineered documents are being adhered to by the Contractor. One site inspection will be performed per week at a minimum of 1-2 hours per visit during the duration of the Construction. Inspection logs will be prepared, including photographs, and will be provided to the Client. M | P will utilize our construction software platform, Procore, for this project. A 60 day construction time frame is anticipated
10. Perform one (1) substantial completion inspection and provide a punch list for work items to the Contractor.
11. Perform one (1) final inspection at the completion of the punch list items by the Contractor.

## II. DESIGN FEE PROPOSAL

Task 1 Civil Design Phase	\$6,000
Task 2 Bid & Construction Phase	\$3,000

**Total Fee                      \$ 9,000**

## III. ASSUMPTIONS

- Professional will provide Adobe PDF files to the Client.
- Survey will be provided in ACAD format prior to proceeding

## IV. EXCLUSIONS (available at additional cost or at M|P Standard Hourly and Reimbursement Schedule)

- Printing of documents (other than that stated in the assumptions)
- Shipping cost
- DMR or USCOE 404 Wetland Permitting
- Mechanical Engineering
- Landscape Architecture Design
- Irrigation Design
- Structural Engineering Design
- Permitting Fees

We appreciate the opportunity to provide our services and look forward to working with you on this project. Should you have any questions or comments, please do not hesitate to contact me.

Respectfully submitted,  
**Machado | Patano, PLLC**  
**M|P Design Group, PLLC**



Gerrod Kilpatrick, P.E.  
*Principal*

The Terms and Conditions of this agreement are accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed or typed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**EXHIBIT "C"**

**WORK ASSIGNMENT**

**WORK ASSIGNMENT NO 9**  
(Diamondhead Dr. East near Aukai Place)

PROJECT NUMBER: - \_\_\_\_\_

This Work Assignment is executed in accordance with the Master Services Agreement entered into by the City of Diamondhead, Mississippi and Machado Patano, PLLC on October 29<sup>th</sup>, 2021.

WHEREAS, each of said parties represents that it continues to have authority to execute this Work Assignment and that all certifications previously made in said Agreement remain in effect;

NOW THEREFORE, the parties hereto do further contract and agree to add the following items of work to the above Agreement under the additional terms and conditions as are hereinafter stated:

**SPECIFIC SCOPE OF WORK FOR THIS WORK ASSIGNMENT OR PHASE**

The Scope of Work is as follows: The scope of work will be in accordance with Machado Patano proposal dated 4.21.23 WA9 – Diamondhead Dr. East near Aukai Place

**WORK ASSIGNMENT TERM** No new Work Assignments shall be executed after October 28, 2024.

This WORK ASSIGNMENT shall be effective upon the latest date of execution hereof and continue until October 28, 2024 at 11:59 P.M. CDT. However, the Engineer may not begin work prior to receiving a Notice to Proceed.

**DBEGOAL**

*The DBE goal established for this Work Assignment shall be N/A %*

**KEYPERSONNEL**

Principal in Charge  
Sr. Professional Engineer  
Professional Engineer  
Professional Engineer

Gerrod Kilpatrick, P.E.  
Nick Moody, P.E.  
Ben Sellers, P.E.  
Jason Polite, P.E.

**PROGRESS SCHEDULE**

M | P will complete this scope of work within 14 working days from the Notice to Proceed

MAXIMUM ALLOWABLE COST

Contract Maximums:

[Use for Labor Hour/Unit Cost Work Assignments]

Under no circumstances shall the amount payable by the City for this assignment exceed \$ 9,000 (Total of all Charges) without the prior written consent of both parties. See attached labor estimate. The Labor Rates have been identified in Table 1: Rate Schedule for Labor Hours.

Table 1: Rate Schedule for Labor Hours

NAMES	LABOR CLASSIFICATION	RATE
Gerrod Kilpatrick, P.E.	Principal Engineer	\$162
Brad Jones, AIA	Principal Architect	\$145
Fernanda Silva, AIA	Principal Architect	\$145
Nick Moody, P.E.	Sr. Professional Engineer (Civil)	\$145
Tyler Able	Project Engineer (Mechanical)	\$95
Jason Polite, EI	Project Engineer (Civil)	\$95
Kenneth Beverin	Project Engineer (Electrical)	\$95
Vanessa Hemingway, AIA	Project Architect	\$95

Both parties hereto represent that they have authority to enter into Work Assignment No. 9, as "Exhibit C" of the Agreement executed by and between the City and Engineer to which is now made a part of said Agreement.

SO EXECUTED AND AGREED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

City of Diamondhead

By; \_\_\_\_\_

WITNESS this my signature in execution hereof, this the 21<sup>th</sup> day of April, 2023.

By:



Gerrod Kilpatrick, P.E.,



ATTEST: \_\_\_\_\_





Opinion of Probable Cost - Diamondhead Drive at Aukai Place (3.05)  
August 11, 2022

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
Mobilization	1	LS	\$25,000.00	\$25,000.00
Demolition/Clearing and Grubbing	1	LS	\$30,000.00	\$30,000.00
SWPPP Measures Installation & Maintenance	1	LS	\$7,500.00	\$7,500.00
Traffic Control Measures	1	LS	\$10,000.00	\$10,000.00
Muck Excavation	220	CY	\$13.00	\$2,860.00
Select Fill	20	CY	\$18.00	\$360.00
Asphalt Road Repair	40	SY	\$36.00	\$1,440.00
Rip Rap (100lb)	450	SY	\$110.00	\$49,500.00
Drain Inlet	1	EA	\$6,800.00	\$6,800.00
30" Headwall	2	EA	\$4,100.00	\$8,200.00
24" Headwall	2	EA	\$3,600.00	\$7,200.00
30" RCP	60	LF	\$100.00	\$6,000.00
<b>Subtotal</b>				<b>\$154,860.00</b>
<b>Contingency (10%)</b>				<b>\$15,486.00</b>
<b>Total</b>				<b>\$170,346.00</b>

April 21, 2023

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

**VIA EMAIL:** JMcCraw@diamondhead.ms.gov

**RE:** Hilo Way at Koko St. – WA10  
Diamondhead, MS 39525

Jon:

Per your request and our recent conversations, we are pleased to provide you with a proposal for professional engineering services on the above referenced project. We have prepared a scope of work and fee proposal for your review. Please see below:

**I. SCOPE OF WORK**

**Task 1 –Civil Design Phase Services**

M | P will provide a drainage design of the drainage area at Hilo Way and Koko St.. The design will be based on the preliminary engineering concepts previously provided by M | P (attached)

Civil Design Scope shall include:

- Storm Drainage Design
- Grading and drainage along the route
- Plan and Profiles sheets of proposed design
- Erosion control Plan
- Overall Utility Plan
- Obtain necessary Stormwater Permits
- Construction Details
- Technical Specifications
- Provide necessary documentation for ARPA Reimbursement

**Task 2 - Provide Bid & Construction Phase Services (CPS)**

1. M|P will attend the Pre-Bid Meeting.
2. M|P will attend Bid Opening and prepare certified bid tabulation.
3. M|P will attend the Pre-Construction Conference.
4. M|P will conduct monthly (or as needed) progress meetings with the contractor and owner.
5. M|P will attend any additional project specific meetings requested by the owner.
6. M|P will review construction submittals.



7. Field and respond to construction "Request for Information" (RFI's) from the Contractor.
8. M|P will review monthly pay estimates, verify work complete, and approve pay applications.
9. Perform periodic inspections of construction activities to assure engineered documents are being adhered to by the Contractor. One site inspection will be performed per week at a minimum of 1-2 hours per visit during the duration of the Construction. Inspection logs will be prepared, including photographs, and will be provided to the Client. M|P will utilize our construction software platform, Procore, for this project. A 60 day construction time frame is anticipated
10. Perform one (1) substantial completion inspection and provide a punch list for work items to the Contractor.
11. Perform one (1) final inspection at the completion of the punch list items by the Contractor.

## II. DESIGN FEE PROPOSAL

Task 1 Civil Design Phase	\$6,000
Task 2 Bid & Construction Phase	\$3,000
<b>Total Fee</b>	<b>\$ 9,000</b>

## III. ASSUMPTIONS

- Professional will provide Adobe PDF files to the Client.

## IV. EXCLUSIONS (available at additional cost or at M|P Standard Hourly and Reimbursement Schedule)

- Printing of documents (other than that stated in the assumptions)
- Shipping cost
- DMR or USCOE 404 Wetland Permitting
- Mechanical Engineering
- Landscape Architecture Design
- Irrigation Design
- Structural Engineering Design
- Permitting Fees

We appreciate the opportunity to provide our services and look forward to working with you on this project. Should you have any questions or comments, please do not hesitate to contact me.

Respectfully submitted,  
**Machado | Patano, PLLC**

**M|P Design Group, PLLC**



Gerrod Kilpatrick, P.E.  
*Principal*

The Terms and Conditions of this agreement are accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed or typed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**EXHIBIT "C"**

**WORK ASSIGNMENT**

**WORK ASSIGNMENT NO 10**  
(Hilo Way at Koko St.)

PROJECT NUMBER: - \_\_\_\_\_

This Work Assignment is executed in accordance with the Master Services Agreement entered into by the City of Diamondhead, Mississippi and Machado Patano, PLLC on October 29<sup>th</sup>, 2021.

WHEREAS, each of said parties represents that it continues to have authority to execute this Work Assignment and that all certifications previously made in said Agreement remain in effect;

NOW THEREFORE, the parties hereto do further contract and agree to add the following items of work to the above Agreement under the additional terms and conditions as are hereinafter stated:

**SPECIFIC SCOPE OF WORK FOR THIS WORK ASSIGNMENT OR PHASE**

The Scope of Work is as follows: The scope of work will be in accordance with Machado Patano proposal dated 4.21.23 Hilo Way at Koko St.

**WORK ASSIGNMENT TERM** No new Work Assignments shall be executed after October 28, 2024.

This WORK ASSIGNMENT shall be effective upon the latest date of execution hereof and continue until October 28, 2024 at 11:59 P.M. CDT. However, the Engineer may not begin work prior to receiving a Notice to Proceed.

**DBEGOAL**

*The DBE goal established for this Work Assignment shall be N/A %*

**KEYPERSONNEL**

Principal in Charge  
Sr. Professional Engineer  
Professional Engineer  
Professional Engineer

Gerrod Kilpatrick, P.E.  
Nick Moody, P.E.  
Ben Sellers, P.E.  
Jason Polite, P.E.

**PROGRESS SCHEDULE**

M | P will complete this scope of work within 14 working days from the Notice to Proceed

MAXIMUM ALLOWABLE COST

Contract Maximums:

[Use for Labor Hour/Unit Cost Work Assignments]

Under no circumstances shall the amount payable by the City for this assignment exceed \$ 9,000 (Total of all Charges) without the prior written consent of both parties. See attached labor estimate. The Labor Rates have been identified in Table 1: Rate Schedule for Labor Hours.

Table 1 : Rate Schedule for Labor Hours

NAMES	LABOR CLASSIFICATION	RATE
Gerrod Kilpatrick, P.E.	Principal Engineer	\$162
Brad Jones, AIA	Principal Architect	\$145
Fernanda Silva, AIA	Principal Architect	\$145
Nick Moody, P.E.	Sr. Professional Engineer (Civil)	\$145
Tyler Able	Project Engineer (Mechanical)	\$95
Jason Polite, EI	Project Engineer (Civil)	\$95
Kenneth Beverin	Project Engineer (Electrical)	\$95
Vanessa Hemingway, AIA	Project Architect	\$95

Both parties hereto represent that they have authority to enter into Work Assignment No. 10, as "Exhibit C" of the Agreement executed by and between the City and Engineer to which is now made a part of said Agreement.


SO EXECUTED AND AGREED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

City of Diamondhead

By; \_\_\_\_\_

WITNESS this my signature in execution hereof, this the 21<sup>th</sup> day of April, 2023.

By:

  
\_\_\_\_\_  
Gerrod Kilpatrick, P.E.,

  
ATTEST: \_\_\_\_\_





Opinion of Probable Cost - Hilo Way at Koko Street Drainage Improvements (3 23)  
August 12, 2022

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
Mobilization	1	LS	\$25,000.00	\$25,000.00
Demolition/Clearing and Grubbing	1	LS	\$35,000.00	\$35,000.00
SWPPP Measures Installation & Maintenance	1	LS	\$7,500.00	\$7,500.00
Traffic Control Measures	1	LS	\$10,000.00	\$10,000.00
Muck Excavation	600	CY	\$13.00	\$7,800.00
Select Fill	120	CY	\$18.00	\$2,160.00
Asphalt Repair	220	SY	\$36.00	\$7,920.00
Rip Rap (100lb)	230	SY	\$110.00	\$25,300.00
24" RCP	50	LF	\$78.00	\$3,900.00
24" Headwall	3	EA	\$3,600.00	\$10,800.00
<b>Subtotal</b>				<b>\$135,380.00</b>
<b>Contingency (10%)</b>				<b>\$13,538.00</b>
<b>Total</b>				<b>\$148,918.00</b>



April 21, 2023

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

**VIA EMAIL:** JMcCraw@diamondhead.ms.gov

**RE:** Hilo Way to Hapuna Place. – WA11  
Diamondhead, MS 39525

Jon:

Per your request and our recent conversations, we are pleased to provide you with a proposal for professional engineering services on the above referenced project. We have prepared a scope of work and fee proposal for your review. Please see below:

**I. SCOPE OF WORK**

**Task 1 –Civil Design Phase Services**

M | P will provide a drainage design of the drainage area at Hilo Way to Hapuna Place.. The design will be based on the preliminary engineering concepts previously provided by M | P (attached)

Civil Design Scope shall include:

- Storm Drainage Design
- Grading and drainage along the route
- Plan and Profiles sheets of proposed design
- Erosion control Plan
- Overall Utility Plan
- Obtain necessary Stormwater Permits
- Construction Details
- Technical Specifications
- Provide necessary documentation for ARPA Reimbursement

**Task 2 - Provide Bid & Construction Phase Services (CPS)**

1. M|P will attend the Pre-Bid Meeting.
2. M|P will attend Bid Opening and prepare certified bid tabulation.
3. M|P will attend the Pre-Construction Conference.
4. M|P will conduct monthly (or as needed) progress meetings with the contractor and owner.
5. M|P will attend any additional project specific meetings requested by the owner.

6. M|P will review construction submittals.
7. Field and respond to construction "Request for Information" (RFI's) from the Contractor.
8. M|P will review monthly pay estimates, verify work complete, and approve pay applications.
9. Perform periodic inspections of construction activities to assure engineered documents are being adhered to by the Contractor. One site inspection will be performed per week at a minimum of 1-2 hours per visit during the duration of the Construction. Inspection logs will be prepared, including photographs, and will be provided to the Client. M|P will utilize our construction software platform, Procore, for this project. A 60 day construction time frame is anticipated
10. Perform one (1) substantial completion inspection and provide a punch list for work items to the Contractor.
11. Perform one (1) final inspection at the completion of the punch list items by the Contractor.

## II. DESIGN FEE PROPOSAL

Task 1 Civil Design Phase	\$6,000
Task 2 Bid & Construction Phase	\$3,000
<b>Total Fee</b>	<b>\$ 9,000</b>

## III. ASSUMPTIONS

- Professional will provide Adobe PDF files to the Client.

## IV. EXCLUSIONS (available at additional cost or at M|P Standard Hourly and Reimbursement Schedule)

- Printing of documents (other than that stated in the assumptions)
- Shipping cost
- DMR or USCOE 404 Wetland Permitting
- Mechanical Engineering
- Landscape Architecture Design
- Irrigation Design
- Structural Engineering Design
- Permitting Fees

We appreciate the opportunity to provide our services and look forward to working with you on this project. Should you have any questions or comments, please do not hesitate to contact me.

Respectfully submitted,



**Machado | Patano, PLLC**  
**M|P Design Group, PLLC**



Gerrod Kilpatrick, P.E.  
*Principal*

The Terms and Conditions of this agreement are accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed or typed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**EXHIBIT "C"**

**WORK ASSIGNMENT**

**WORK ASSIGNMENT NO 11**  
(Hilo Way to Hapuna Place)

PROJECT NUMBER: - \_\_\_\_\_

This Work Assignment is executed in accordance with the Master Services Agreement entered into by the City of Diamondhead, Mississippi and Machado Patano, PLLC on October 29<sup>th</sup>, 2021.

WHEREAS, each of said parties represents that it continues to have authority to execute this Work Assignment and that all certifications previously made in said Agreement remain in effect;

NOW THEREFORE, the parties hereto do further contract and agree to add the following items of work to the above Agreement under the additional terms and conditions as are hereinafter stated:

**SPECIFIC SCOPE OF WORK FOR THIS WORK ASSIGNMENT OR PHASE**

The Scope of Work is as follows: The scope of work will be in accordance with Machado Patano proposal dated 4.21.23 Hilo Way to Hapuna Place.

**WORK ASSIGNMENT TERM** No new Work Assignments shall be executed after October 28, 2024.

This WORK ASSIGNMENT shall be effective upon the latest date of execution hereof and continue until October 28, 2024 at 11:59 P.M. CDT. However, the Engineer may not begin work prior to receiving a Notice to Proceed.

**DBEGOAL**

*The DBE goal established for this Work Assignment shall be N/A %*

**KEYPERSONNEL**

Principal in Charge  
Sr. Professional Engineer  
Professional Engineer  
Professional Engineer

Gerrod Kilpatrick, P.E.  
Nick Moody, P.E.  
Ben Sellers, P.E.  
Jason Polite, P.E.

**PROGRESS SCHEDULE**

M | P will complete this scope of work within 10 working days from the Notice to Proceed

MAXIMUM ALLOWABLE COST

Contract Maximums:

[Use for Labor Hour/Unit Cost Work Assignments]

Under no circumstances shall the amount payable by the City for this assignment exceed \$ 9,000 (Total of all Charges) without the prior written consent of both parties. See attached labor estimate. The Labor Rates have been identified in Table 1: Rate Schedule for Labor Hours.

Table 1: Rate Schedule for Labor Hours

NAMES	LABOR CLASSIFICATION	RATE
Gerrod Kilpatrick, P.E.	Principal Engineer	\$162
Brad Jones, AIA	Principal Architect	\$145
Fernanda Silva, AIA	Principal Architect	\$145
Nick Moody, P.E.	Sr. Professional Engineer (Civil)	\$145
Tyler Able	Project Engineer (Mechanical)	\$95
Jason Polite, EI	Project Engineer (Civil)	\$95
Kenneth Beverin	Project Engineer (Electrical)	\$95
Vanessa Hemingway, AIA	Project Architect	\$95

Both parties hereto represent that they have authority to enter into Work Assignment No. 11, as "Exhibit C" of the Agreement executed by and between the City and Engineer to which is now made a part of said Agreement.

SO EXECUTED AND AGREED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

City of Diamondhead

By: \_\_\_\_\_

WITNESS this my signature in execution hereof, this the 21<sup>th</sup> day of April, 2023.

By: \_\_\_\_\_

Gerrod Kilpatrick, P.E.,

ATTEST: Brad Patano







Opinion of Probable Cost - Hilo Way to Hapuna Drainage Improvements (3.06)  
August 11, 2022

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
Mobilization	1	LS	\$25,000.00	\$25,000.00
Demolition/Clearing and Grubbing	1	LS	\$30,000.00	\$30,000.00
SWPPP Measures Installation & Maintenance	1	LS	\$7,500.00	\$7,500.00
Traffic Control Measures	1	LS	\$2,000.00	\$2,000.00
Muck Excavation	900	CY	\$13.00	\$11,700.00
Select Fill	50	CY	\$18.00	\$900.00
Rip Rap (100lb)	775	SY	\$110.00	\$85,250.00
30" Headwall	5	EA	\$4,100.00	\$20,500.00
			<b>Subtotal</b>	<b>\$182,850.00</b>
			<b>Contingency (10%)</b>	<b>\$18,285.00</b>
			<b>Total</b>	<b>\$201,135.00</b>

Opinion of Probable Cost - Hilo Way to Hapuna Drainage Improvements (3.06)  
August 11, 2022

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
Mobilization	1	LS	\$25,000.00	\$25,000.00
Demolition/Clearing and Grubbing	1	LS	\$30,000.00	\$30,000.00
SWPPP Measures Installation & Maintenance	1	LS	\$7,500.00	\$7,500.00
Traffic Control Measures	1	LS	\$2,000.00	\$2,000.00
Muck Excavation	900	CY	\$13.00	\$11,700.00
Select Fill	50	CY	\$18.00	\$900.00
Rip Rap (100lb)	775	SY	\$110.00	\$85,250.00
30" Headwall	5	EA	\$4,100.00	\$20,500.00
			<b>Subtotal</b>	<b>\$182,850.00</b>
			<b>Contingency (10%)</b>	<b>\$18,285.00</b>
			<b>Total</b>	<b>\$201,135.00</b>

April 21, 2023

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

VIA EMAIL: JMcCraw@diamondhead.ms.gov

RE: Hilo Way West. – WA12  
Diamondhead, MS 39525

Jon:

Per your request and our recent conversations, we are pleased to provide you with a proposal for professional engineering services on the above-referenced project. We have prepared a scope of work and fee proposal for your review. Please see below:

## **I. SCOPE OF WORK**

### **Task 1 –Civil Design Phase Services**

M|P will provide a drainage design of the drainage area at Hilo Way West. The design will be based on the preliminary engineering concepts previously provided by M|P (attached)

Civil Design Scope shall include:

- Storm Drainage Design
- Grading and drainage along the route
- Plan and Profiles sheets of proposed design
- Erosion control Plan
- Overall Utility Plan
- Obtain necessary Stormwater Permits
- Construction Details
- Technical Specifications
- Provide necessary documentation for ARPA Reimbursement

### **Task 2 - Provide Bid & Construction Phase Services (CPS)**

1. M|P will attend the Pre-Bid Meeting.
2. M|P will attend Bid Opening and prepare certified bid tabulation.
3. M|P will attend the Pre-Construction Conference.
4. M|P will conduct monthly (or as needed) progress meetings with the contractor and owner.
5. M|P will attend any additional project specific meetings requested by the owner.
6. M|P will review construction submittals.

7. Field and respond to construction "Request for Information" (RFI's) from the Contractor.
8. M|P will review monthly pay estimates, verify work complete, and approve pay applications.
9. Perform periodic inspections of construction activities to assure engineered documents are being adhered to by the Contractor. One site inspection will be performed per week at a minimum of 1-2 hours per visit during the duration of the Construction. Inspection logs will be prepared, including photographs, and will be provided to the Client. M|P will utilize our construction software platform, Procore, for this project. A 60 day construction time frame is anticipated
10. Perform one (1) substantial completion inspection and provide a punch list for work items to the Contractor.
11. Perform one (1) final inspection at the completion of the punch list items by the Contractor.

## II. DESIGN FEE PROPOSAL

Task 1 Civil Design Phase	\$6,000
Task 2 Bid & Construction Phase	\$3,000
<b>Total Fee</b>	<b>\$ 9,000</b>

## III. ASSUMPTIONS

- Professional will provide Adobe PDF files to the Client.

## IV. EXCLUSIONS (available at additional cost or at M|P Standard Hourly and Reimbursement Schedule)

- Printing of documents (other than that stated in the assumptions)
- Shipping cost
- DMR or USCOE 404 Wetland Permitting
- Mechanical Engineering
- Landscape Architecture Design
- Irrigation Design
- Structural Engineering Design
- Permitting Fees

We appreciate the opportunity to provide our services and look forward to working with you on this project. Should you have any questions or comments, please do not hesitate to contact me.



Respectfully submitted,  
**Machado | Patano, PLLC**  
**M|P Design Group, PLLC**



Gerrod Kilpatrick, P.E.  
*Principal*

The Terms and Conditions of this agreement are accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed or typed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## EXHIBIT "C"

### WORK ASSIGNMENT

#### WORK ASSIGNMENT NO 12 (Hilo Way West Drainage)

PROJECT NUMBER: - \_\_\_\_\_

This Work Assignment is executed in accordance with the Master Services Agreement entered into by the City of Diamondhead, Mississippi and Machado Patano, PLLC on October 29<sup>th</sup>, 2021.

WHEREAS, each of said parties represents that it continues to have authority to execute this Work Assignment and that all certifications previously made in said Agreement remain in effect;

NOW THEREFORE, the parties hereto do further contract and agree to add the following items of work to the above Agreement under the additional terms and conditions as are hereinafter stated:

#### SPECIFIC SCOPE OF WORK FOR THIS WORK ASSIGNMENT OR PHASE

The Scope of Work is as follows: The scope of work will be in accordance with Machado Patano proposal dated 4.21.23 WA12- Hilo Way West.

WORK ASSIGNMENT TERM No new Work Assignments shall be executed after October 28, 2024.

This WORK ASSIGNMENT shall be effective upon the latest date of execution hereof and continue until October 28, 2024 at 11:59 P.M. CDT. However, the Engineer may not begin work prior to receiving a Notice to Proceed.

#### DBEGOAL

*The DBE goal established for this Work Assignment shall be N/A %*

#### KEYPERSONNEL

Principal in Charge  
Sr. Professional Engineer  
Professional Engineer  
Professional Engineer

Gerrod Kilpatrick, P.E.  
Nick Moody, P.E.  
Ben Sellers, P.E.  
Jason Polite, P.E.

#### PROGRESS SCHEDULE

M | P will complete this scope of work within 10 working days from the Notice to Proceed

MAXIMUM ALLOWABLE COST

Contract Maximums:

[Use for Labor Hour/Unit Cost Work Assignments]

Under no circumstances shall the amount payable by the City for this assignment exceed \$ 9,000 (Total of all Charges) without the prior written consent of both parties. See attached labor estimate. The Labor Rates have been identified in Table 1: Rate Schedule for Labor Hours.

Table 1: Rate Schedule for Labor Hours

NAMES	LABOR CLASSIFICATION	RATE
Gerrod Kilpatrick, P.E.	Principal Engineer	\$162
Brad Jones, AIA	Principal Architect	\$145
Fernanda Silva, AIA	Principal Architect	\$145
Nick Moody, P.E.	Sr. Professional Engineer (Civil)	\$145
Tyler Able	Project Engineer (Mechanical)	\$95
Jason Polite, EI	Project Engineer (Civil)	\$95
Kenneth Beverin	Project Engineer (Electrical)	\$95
Vanessa Hemingway, AIA	Project Architect	\$95

Both parties hereto represent that they have authority to enter into Work Assignment No. 12, as "Exhibit C" of the Agreement executed by and between the City and Engineer to which is now made a part of said Agreement.

SO EXECUTED AND AGREED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

City of Diamondhead

By; \_\_\_\_\_

WITNESS this my signature in execution hereof, this the 21<sup>th</sup> day of April, 2023.

By:



Gerrod Kilpatrick, P.E.,



ATTEST: \_\_\_\_\_







Opinion of Probable Cost - Hilo Way West Drainage Improvements (3.22)  
August 10, 2022

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
Mobilization	1	LS	\$25,000.00	\$25,000.00
Demolition/Clearing and Grubbing	1	LS	\$20,000.00	\$20,000.00
SWPPP Measures Installation & Maintenance	1	LS	\$7,500.00	\$7,500.00
Traffic Control Measures	1	LS	\$10,000.00	\$10,000.00
Muck Excavation	290	CY	\$13.00	\$3,770.00
Select Fill	75	CY	\$18.00	\$1,350.00
Rip Rap (100lb)	275	SY	\$110.00	\$30,250.00
Outfall Structure/Weir	1	EA	\$6,800.00	\$6,800.00
24" Headwall	2	EA	\$3,600.00	\$7,200.00
			<b>Subtotal</b>	<b>\$111,870.00</b>
			<b>Contingency (10%)</b>	<b>\$11,187.00</b>
			<b>Total</b>	<b>\$123,057.00</b>