

**WORK ASSIGNMENT**

**WORK ASSIGNMENT NO.** \_\_\_\_\_

**PROJECT NUMBER: TBD; Hilo Street Culvert Replacement - Investigation**

This Work Assignment is executed in accordance with the Master Services Agreement entered into by the City of Diamondhead, Mississippi and Pickering Firm, Inc. on the 19<sup>th</sup> day of August, 2016.

**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*

See 'Attachment A – Scope of Services'

**WORK ASSIGNMENT TERM**

No new Work Assignments shall be executed after October 31, 2021 at 11:59 P.M. CDT.

This WORK ASSIGNMENT shall be effective upon the latest date of execution hereof and continue until October 31, 2021 at 11:59 P.M. CDT. However, the Engineer may not begin work prior to receiving a Notice to Proceed.

**DBE GOAL**

*The DBE goal established for this Work Assignment shall be zero percent (0%).*

**KEY PERSONNEL**

**CITY PROJECT MANAGER:**

Mike Reso

**CONSULTANT PROJECT MANAGER:**

**(Certified as a Professional Engineer to do business in the State of Mississippi)**

Andy Phelan, PE (MS #19480)

**PROGRESS SCHEDULE**

Applications, meetings, and other items requested by the client will be prepared and submitted in a timely fashion following client request.

**MAXIMUM ALLOWABLE COST**

**Contract Maximums:**

Under no circumstances shall the amount payable by the City for this assignment exceed **\$4,500** (Total of all Charges) without the prior written consent of both parties. The Labor Rates have been identified in Table 2: Rate Schedule for Labor Hours.

**Table 1: Compensation for Services Breakdown**

| Basic Services |                        |                            |
|----------------|------------------------|----------------------------|
| Phase #        | Phase Title            | Fee (labor hour/unit cost) |
| I              | Survey                 | \$ 2,000 (LUMP SUM)        |
| II             | Engineering Assessment | \$ 2,500                   |

**Table 2: Rate Schedule for Labor Hours**

| NAMES | LABOR CLASSIFICATION            | RATE   |
|-------|---------------------------------|--------|
|       | Principal Engineer              | \$ 135 |
|       | Professional Engineer           | \$ 97  |
|       | Senior Project Manager          | \$ 105 |
|       | Project Engineer                | \$ 75  |
|       | Professional Land Surveyor      | \$ 80  |
|       | Survey Crew Chief               | \$ 47  |
|       | Instrument Person               | \$ 35  |
|       | CAD Technician                  | \$ 50  |
|       | Clerical                        | \$ 43  |
|       | Resident Project Representative | \$ 70  |
|       | Engineering Technician          | \$ 50  |

Both parties hereto represent that they have authority to enter into this Work Assignment 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, Mississippi**


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

WITNESS this, my signature, in execution hereof, this the 9<sup>th</sup> day of December 2020.

**Pickering Firm, Inc.**

  
\_\_\_\_\_  
By: Andy Phelan, PE

ATTEST:

  
\_\_\_\_\_  
Cara Wagner, PE

## ATTACHMENT A – SCOPE OF SERVICES

### General Project Description

In general, the Engineer will perform survey and engineering investigations relative to the replacement or rehabilitation of the culvert that crosses Hilo Street just north of Diamondhead Drive from its western beginning at the end of a ditch on the golf course to its eastern end to a ditch on the east side of Hilo Street. Dredging the golf course pond and improvements to the ditch from the aforementioned culvert and to the golf course pond will also be considered. Design, bid phase services, environmental permitting, construction engineering, and Resident Project Representation (inspection) are NOT included in this proposal. Subsequent services, including but not limited to those mentioned, may be added, as mutually agreed upon by both parties, as either an amendment to this contract or as a separate contract.

### Task 1 – Survey (\$2,000; Lump Sum)

A boundary and topographic survey along the length of the culvert, channel, and of the ground adjacent to the pond and a water bottom survey of the pond will be performed. Topographic survey and water bottom survey will include shots needed for engineering assessment and are expected to be utilized during subsequent design phases. The survey will include, but not limited to, the following: protected trees, above grade utility features and accessible inverts, benchmarks set, all pavement types, curb lines, curb openings, road striping, parking stripes, sidewalks, street lights, electric equipment, water features, ground elevations, ground elevations at ridges and valleys, top of banks, and centerline of ditches.

This survey will include underground utilities by accessible above ground features, painted lines by others (i.e. MS811), and inverts.

The survey will show any recorded easements within title work if provided by the CLIENT. The horizontal data will be based on state plane coordinates, MS East Zone/NAD83 in feet and the vertical data will be based on NAVD 88, Geoid 2009. This survey will meet the current minimum land surveying requirements for the State of Mississippi.

Our surveying services will not include:

- Title research. We will depend on the Client to furnish an updated title commitment.
- Investigation or location of underground structures or facilities by means of excavation or ground penetrating radar.

### Task 2 – Engineering Assessment (\$2,500)

Consultant will perform an initial site Investigation that will include verification of surveyed information as well as review of existing stormwater conveyances for obvious signs of overflows, repetitive failures, maintenance issues, and other visual observances that may affect the performance of the culverts, channels, or pond.

Following the initial conditions assessment, Engineer will:

1. Review and assimilate reports, preliminary survey data, existing mapping, readily-available topographic information, and other relevant data provided by the CLIENT or by others;

## **ATTACHMENT A – SCOPE OF SERVICES**

2. Perform hydrologic and hydraulic analysis using computerized modeling software and produce expected existing water surface profiles, flow rates, and flow velocities for various storm events.
3. Develop recommendations for proposed improvements based on conditions and on capacity. Both upstream improvements and detention basin improvement recommendations will be made.
4. Develop preliminary opinion of costs for proposed improvements;
5. Produce documentation / engineering letterform report outlining existing conditions, proposed recommendations and effects of proposed recommendations;
6. Project meeting with the CLIENT, as required.