

February 7, 2022

Mr. Michael Reso  
City Manager  
5000 Diamondhead Circle  
Diamondhead, MS 39525

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

RE: Diamondhead Hilo Way Drainage Study -Work Assignment 3  
Diamondhead, MS 39525

Michael:

Per your request and our recent conversations, we are pleased to provide you with a proposal for professional services for the above referenced project. This proposal is for detailed civil engineering and construction phase services for the design work to be performed for future drainage improvements along Hilo Way. We have prepared a scope of work and fee proposal for your review. Please see below:

## **I. SCOPE OF WORK**

### **Task 1 Civil Engineering Design**

M|P will provide detailed construction phase drawings of the area identified in the “study” phase of this project.. M|P will provide the following:

1. Drainage & Grading Plan
2. New Culvert Plan with updated sizing
3. Driveway repair plan and details
4. Traffic Control Plan
5. Necessary construction details and specifications to publicly bid this project.

### **Task 2: Construction Phase Services**

#### **• 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 prepare agenda and minutes for meetings.
6. M|P will attend any additional project specific meetings requested by the owner.

7. M|P will review construction submittals.
8. Field and respond to construction “Request for Information” (RFI’s) from the Contractor.
9. M|P will review monthly pay estimates, verify work complete, and approve pay applications.
10. Perform periodic inspections of construction activities to assure engineered documents are being adhered to by the Contractor. One to Two site inspections will be performed per week at a minimum of 1 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
11. Perform one (1) substantial completion inspection and provide a punch list for work items to the Contractor.
12. Perform one (1) final inspection at the completion of the punch list items by the Contractor.

**II. DESIGN FEE PROPOSAL – NOT TO EXCEED**

Task 1 Civil Engineering Design	= \$5,500
Task 2 Bid & Construction Phase	= \$6,250
<b>Total Fee</b>	<b>\$ 11,750</b>

**III. ASSUMPTIONS**

- Professional will provide Adobe PDF files to the Client.
- Owner will provide any GIS data that is available

**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
- Landscaping Design
- Water/Sewer 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 \_\_\_\_\_, 2022

---

Signature

---

Printed or typed name

---

Title

---

Date

**EXHIBIT "C"**

**WORK ASSIGNMENT**

**WORK ASSIGNMENT NO 3**

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:

- M | P to provide civil engineering design, bid & construction phase services for the Hilo Way Drainage Project located in Diamondhead.. Specific scope as per our proposal dated February 7, 2022 (attached hereto).

**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  
Project Manager

Gerrod Kilpatrick, P.E.  
Nick Moody, 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 \$ 11,250 (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.

*\*\*This work assignment will increase the original Work Assignment #4 by \$11,250. The remaining balance from Work Assignment #4 will also be utilized if necessary.*

Table 1: Rate Schedule for Labor Hours

NAMES	LABOR CLASSIFICATION	RATE
Gerrod Kilpatrick, P.E.	Principal Engineer	\$135
Nick Moody, P.E.	Sr. Project Manager (Civil)	\$105
Kenneth Beverin	Project Engineer (Electrical)	\$75
Tyler Able	Project Engineer (Electrical)	\$75
Jack Schmidt, EI	Project Engineer (Civil)	\$75
Jason Polite, EI	Project Engineer (Civil)	\$75
Ben Sellers, EI	Project Engineer (Civil)	\$75
Robyn Eastman	Construction Inspector	\$75
Greg Thompson	Profesional Land Surveyor	\$75
Aaron Liles	Survey Crew Chief	\$47
Eddie Vo	Instrument Person	\$35

Both parties hereto represent that they have authority to enter into Work Assignment No. 3, 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

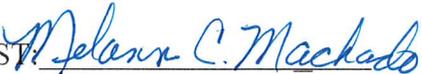
By; \_\_\_\_\_

WITNESS this my signature in execution hereof, this the 7<sup>th</sup> day of February , 2022.

By:

  
\_\_\_\_\_

Gerrod Kilpatrick, P.E.,

ATTEST 

Machado Patano		Scope	Contact:	Phone:											
Activity Type/ Task	Type	Project Status/ Resource	PM / Reference	Task Status	Est Start Date	Est Comp Date	Act Start Date	Act Comp Date	% Dist	Hours	Resource Hours/ Units	Billing Rate	Contract	Resource Contract	
<b>Hilo Way Drainage</b>		<b>Active</b>	<b>GWK</b>							<b>132.0</b>	<b>132.0</b>			<b>11,580</b>	
Labor	R	Principal Engineer	Gerrod W. Kilpatrick	Principal							12.0	135.00		1,620	
Labor	R	Sr. Project Manager	Nicholas W. Moody	Project Manager							8.0	105.00		840	
Labor	R	Project Engineer	Ben Sellers	Civil							40.0	75.00		3,000	
Labor															
													<b>Civil Total</b>	<b>5,460</b>	
Labor	R	Construction Inspector	Robyn Eastman	Construction Inspector							60.0	75.00		4,500	
	R	Principal Engineer	Gerrod W. Kilpatrick	Principal							12.0	135.00		1,620	
													<b>Construction Total</b>	<b>6,120</b>	