

January 11, 2022

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

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

RE: Diamondhead Park  
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 full architectural & engineering services associated with a new Park in Diamondhead (See attached Site Plan). M | P will work with and coordinate with the City of Diamondhead on this project. M | P understands the city budget for this project is \$200,000 and will work to keep the project cost within budget. We have prepared a scope of work and fee proposal for your review. Please see below:

## **I. SCOPE OF WORK**

### **Task 1 –Architectural & Engineering Services**

#### **a.) Architectural Services**

M | P will provide architectural services for the above referenced project. The scope of the architectural services will be limited to a new entry “dog house” building with a single handicap accessible restroom.

M | P will provide a full construction estimate prior to construction to insure the City has the necessary funds available prior to public bidding.

#### **b.) Civil Engineering Services**

M | P will provide civil engineering services for the above referenced project. It is our understanding that a survey is being performed by others and will be provided as a basis for the design. The provided survey will include both boundary and topographic information. The civil design will include the following:

- Civil Site Layout
- Civil Utility Plans including water, sewer, drainage
- Civil Grading Plan
- Synthetic Turf Design/Layout

- Timber pier Design
- Parking Lot Design
- Design Specifications and Details

**a) Electrical Engineering**

Provide electrical design drawings to be used as construction documents. The scope of the electrical design will include: Parking lot lighting, convenience receptacles on site, and electrical design for building as required. It is assumed that the local utility provider will provide site lighting for the dog park.

**Task 2: Bid and Construction Phase Services**

1. M|P will prepare the necessary plans and specifications necessary to bid the project.
2. M|P will prepare the advertisement for submission to contractors, and will attend the pre-bid meeting (if necessary).
3. M|P will receive the bids, prepare certified bid tabulation, and make a recommendation of award to the Client.
4. M|P will review and approve all construction product submittals from the Contractor.
5. M|P will field and respond to construction “Request for Information” from Contractor.
6. M|P will review all applications for payment and provide approval.
7. M|P will 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 2 hours per visit during the duration of the Construction. It is anticipated that the construction duration will be 150 days. Inspection logs will be prepared, including photographs, and will be provided to the Client. MP will utilize the Procore software platform to perfume all Construction Administration services
8. M|P will perform one (1) substantial completion inspection and provide a punch list for work items to the Contractor.
9. M|P will perform one (1) final inspection at the completion of the punch list items by the Contractor.

**II. DESIGN FEE PROPOSAL**

Task 1 A/E Services	
Architectural Services	= \$5,000
Civil Engineering	= \$10,000
Electrical Engineering	= \$5,000
Task 2 ** Bidding & Construction Phase Services (Not to exceed)	= \$7,500
<b>Total Fee</b>	<b>\$ 27,500</b>

*\*\* Bid and CA services will be billed hourly with a NTE based on attached rate schedule*

**III. ASSUMPTIONS**

- Professional will provide Adobe PDF files to the Client.
- Survey will be provided in ACAD format prior to proceeding
- Site lighting will be provided by others
- Owner to provide approved concept plan prior to final design 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 \_\_\_\_\_, 2022

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Signature

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Printed or typed name

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Title

Date

**EXHIBIT "C"**

**WORK ASSIGNMENT**

**WORK ASSIGNMENT NO 2**  
(Diamondhead Park Professional Services)

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 1.11.22 Diamondhead Park, Rev.3.

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  
Project Manager  
Project Manager

Gerrod Kilpatrick, P.E.  
Nick Moody, P.E.  
Bradford Jones, AIA  
Fernanda Silva, AIA

**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 \$ 27,500 (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. 2, 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 11<sup>th</sup> day of January, 2022.

By:

  
\_\_\_\_\_

Gerrod Kilpatrick, P.E.,

ATTEST:

  
\_\_\_\_\_