

2025-058



January 6, 2025

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

**Re: Commercial District Transformation Project Phase I
Bottom 2 Top Construction, LLC
Notice of Substantial Completion and Punch List**

Dear Mr. McCraw:

The Work for Commercial District Transformation Project Phase I has been reviewed and found, to the Engineer's best knowledge, information, and belief, to be substantially complete. The date of substantial completion of the project is established as December 31, 2024.

The following is the punch list of items remaining for the project:

1. Hydroseeding the needed areas;
2. Sewer plant sign lights need to be fixed;
3. Drainage inlet at Leisure Time and Gex intersection needs to be corrected as it is holding water;
4. DWSD plant area in front of the building should be graded and sodded to allow for proper drainage;
5. Light globe located in front of DWSD building is loose and needs to be tightened;
6. ADA truncated dome pad needs to be installed at DWSD office ADA parking sidewalk landing pad;
7. Wheel stops installed at parking spots in front of DWSD building;
6. Move DWSD drop box closer to the road;
9. Asphalt crushed at driveway and road east of DWSD office that needs to be repaired;



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10. Bricks and concrete not flush causing trip hazards need to be addressed; and
 11. Site needs to be cleaned and all debris removed.

If you have any questions, please contact me at sarah@ccellc.us or 228-396-0486.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

A handwritten signature in blue ink that reads "Sarah McLellan".

Sarah McLellan, P.E.
Project Engineer

Certificate of Substantial Completion

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|--|----------------------------|------------------------------|
| Project: Commercial District Transformation Project Phase I | Owner: City of Diamondhead | |
| Contract: Commercial District Transformation Project Phase I | | Date of Contract: 8-16-2023 |
| Contractor: Bottom 2 Top Construction, LLC, 16703 HWY 67, Biloxi, MS 39532 | | City's Project No.: 16383.08 |

This tentative [definitive] Certificate of Substantial Completion applies to:

- All Work under the Contract Documents: The following specified portions:

December 31, 2024

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance, and warranties shall be as provided in the Contract Documents except as amended as follows:

- Amended Responsibilities Not Amended

Owner's Amended Responsibilities:

N/A

Contractor's Amended Responsibilities:

N/A

The following documents are attached to and made part of this Certificate:

Punch List, see attached

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.



January 6, 2025

Executed by Engineer

Date



Accepted by Contractor

1-6-2025

Date

Accepted by Owner

Date