



DIGITAL ENGINEERING & IMAGING, INC.

2024-301

November 7, 2024

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

RE: Master Engineering Services
City of Diamondhead Beaux Vue Ph.2 Drainage Improvements
DE Project No. 730-1001-003

Dear Mr. McCraw:

Please find attached for your review and approval Work Assignment No. 3B for the City of Diamondhead Beaux Vue Ph.2 Drainage Improvements. The proposed adjustment of fees of an additional \$5,435.00 is needed for additional construction administration services. The additional construction administration fee is needed for the re-design of the drainage improvements.

In May 2022 the City directed DE to design 30" RCAP storm drain line, as presented to the City Council, to provide capacity for a 100-year storm event. The replacement of the storm drain was not part of our original scope and no additional design fee was granted, except for additional topographical survey. This project was bid and awarded to Fair Tide Marine. After the pre-construction conference, held on February 21, 2024, there was blowback from the residents regarding the removal of crepe myrtles and an oak tree within the drainage easement. The City requested the DE explore alternatives to reroute the 30" RCAP to avoid the trees within the existing drainage easement. All alternatives that were explored still impacted the root zone of the of the oak tree, which would have resulted in the removal of the tree. The City later directed DE to eliminate the 30" RCAP storm drain and connect the new drainage ditch to the existing 24" HDPE storm drain line for the subdivision that was designed for a 25-year storm event.

The breakdown of the hours required for the redesign of the drainage improvements is as follows:

Senior Professional Engineer 34.5 hrs @ \$145/hr = \$5,075.00

Senior Cadd Technician 4.0 hrs @ \$ 90/hr = \$ 360.00
Total = \$5,435.00

If you require any additional information, please feel free to contact me.

Sincerely,

DIGITAL ENGINEERING

L. Bruce Newton, P.E., M.B.A.
President

Enclosures

EXHIBIT "C"
WORK ASSIGNMENT
WORK ASSIGNMENT NO. 003B
BEAUX VUE PH.2 DRAINAGE IMPROVEMENTS

ENGINEER PROJECT NUMBER: 730-1001-003

This Work Assignment is executed in accordance with the Master Services Agreement entered into by **THE CITY OF DIAMONDHEAD** and **DIGITAL ENGINEERING**, on the 29th day of October, 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;

WHEREAS, 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:

Scope of Work for the City of Diamondhead Beaux Vue Ph.2 Drainage Improvements

1. Design (*Hourly Not to Exceed*) – Includes field verification of the proposed drainage work, develop drainage alternatives and recommendations, design of drainage improvements, preparation of plans, specifications and a construction cost estimate, and review meeting(s) with the City.
2. Topographical Survey (*Lump Sum*) – Includes preparing of a topographic survey of the project area with elevations, cross-sections, existing structures, and pertinent drainage data. Topographical survey to be done by subconsultant Cassady Acadia Land Surveyors, LLC.
3. Bidding (*Hourly Not to Exceed*) –Includes responding to questions, holding a pre-bid meeting, preparing and issuing addendums, review and evaluation of bids received and making recommendation for award.
4. Construction Administration (*Hourly Not to Exceed*) - Includes holding a pre-construction meeting, attending regularly scheduled progress meetings, review and approval of submittals, review and approval of Contractor's pay estimates and substantial completion inspection.
5. Resident Inspection (*Hourly Not to Exceed*) - Includes the daily inspection of Contractor's work, preparation of daily inspection reports, and attending regularly scheduled progress meetings.

NOW THEREFORE, an adjustment of fees of an additional \$5,435.00 for additional Construction Administration, which has been mutually agreed upon by all parties for professional services

WORK ASSIGNMENT TERM

No new Work Assignments shall be executed after October 28, 2025.

This WORK ASSIGNMENT shall be effective upon the latest date of execution. 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 0%.

KEY PERSONNEL

PRINCIPAL ENGINEER

L. Bruce Newton, PE

SENIOR PROFESSIONAL ENGINEER

John M. Stein, PE

SENIOR CADD TECHNICIAN

Michael Prine

RESIDENT PROJECT REPRESENTATIVE

Zachary Hemphill

SENIOR ADMINISTRATION

Candice Cox

PROGRESS SCHEDULE

A schedule for this work assignment will be established within 30 days of the Notice to Proceed.

MAXIMUM ALLOWABLE COST

Contract Maximums:

Under no circumstances shall the amount payable by the Owner for this assignment exceed **\$42,192.00** (Total of all Charges) without the prior consent of both parties. The fee is broken out as follows:

Design	\$22,612.00	Hourly Not to Exceed
Topographical Survey	\$4,345.00	Lump Sum
Bidding	\$1,500.00	Hourly Not to Exceed
Construction Administration	\$9,235.00	Hourly Not to Exceed
<u>Resident Inspection</u>	<u>\$4,500.00</u>	Hourly Not to Exceed
Total	\$42,192.00	

The Labor Rate has been identified in Table 1: Rate Schedule for Labor Hours.

Table 1: Rate Schedule for Labor Hours

NAMES	LABOR CLASSIFICATION	RATE
L. Bruce Newton, PE	PRINCIPAL ENGINEER	\$ 162
John M. Stein, PE	SENIOR PROFESSIONAL ENGINEER	\$ 145
Michael Prine	SENIOR CAD TECHNICIAN	\$ 90
Candice Cox	SENIOR ADMINISTRATION	\$ 80
Zachary Hemphill	RESIDENT PROJECT REPRESENTATIVE	\$ 75

Both parties hereto represent that they have authority to enter into this Work Assignment No. 003B, 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 _____, 2024.

CITY OF DIAMONDHEAD

Jon McCraw, City Manager

ATTEST: _____

WITNESS this my signature in execution hereof, this the 17th day of November, 2024,

DIGITAL ENGINEERING

L. Bruce Newton
By: L. Bruce Newton, PE., President

ATTEST: *Candice H. Cox*