

**Minutes of April 2, 2013
Mayor and Board of Aldermen**

Be it remembered that a regular meeting of the Mayor and Board of Aldermen, Long Beach, Mississippi, was begun and held at 5:00 o'clock p.m., Long Beach City Hall, 201 Jeff Davis Avenue, in said City, it being the first Tuesday in April, 2013, and the same being the time, date and place fixed by Laws of the State of Mississippi and ordinance of the City of Long Beach for holding said meeting.

There were present and in attendance on said board and at the meeting the following named persons: Mayor William Skellie, Jr., Aldermen Leonard G. Carrubba, Sr., Gary J. Ponthieux, Kaye H. Couvillon, Ronnie Hammons, Jr., City Clerk Rebecca E. Schruff, and City Attorney James C. Simpson, Jr.

Aldermen Bernie Parker, Mark E. Lishen, and Carolyn J. Anderson were absent the meeting.

There being a quorum present sufficient to transact the business of the City, the following proceedings were had and done.

The meeting was called to order and the Clerk reported that, pursuant to that certain order of the Mayor and Board of Aldermen at a regular meeting duly held and convened on March 5, 2013, she did cause to be published in The Sun Herald, a newspaper with a general circulation in the City of Long Beach and published in Harrison County, Mississippi, Legal Notice, Requests for Proposals, Community Development Block Grant Public Facilities Program, as evidenced by the Publisher's Proof of Publication.

Alderman Ponthieux made motion seconded by Alderman Hammons and unanimously carried to spread said Proof of Publication upon the minutes of this meeting in words and figures, as follows:

Minutes of April 2, 2013
Mayor and Board of Aldermen

PROOF OF PUBLICATION

LONG BEACH, MISSISSIPPI
REQUEST FOR PROPOSALS
The City of Long Beach will accept sealed proposals from qualified firms or professional services, required for application preparation, and subsequent implementation of their 2013 Community Development Block Grant Public Facilities Program.
The City is seeking funding from the Community Development Block Grant (CDBG) Program. A Project Administrator and Project Engineer will be selected to oversee this project.
Information packages concerning the request for proposals are available at the City Clerk's office, City of Long Beach, 201 Jeff Davis Avenue, P.O. Box 829, Long Beach, MS 39260-0829, between the hours of 8 o'clock A.M. and 5 o'clock P.M. Monday - Friday.
The services required for this project are:
ADMINISTRATIVE:
Assist the City and its agents in the application preparation and subsequent program administration, including management, accounting, required reports to HUD and the State, implementation of applicable State and Federal laws, regulations, and requirements, establishment and maintenance of filing system; and serve as liaison between the City and the State.
Firms or individuals proposing to perform administrative services should submit a list of their qualifications, experience, and capacity for performance.
ENGINEERING:
Engineering design for construction of the proposed improvements including: all design, surveys, preliminary design work, final design phase, preparation of plans and specifications, and construction inspection. Firms or individuals should submit a list of their experience, qualifications, and capacity for performance.
Proposals for this project will be rated according to the following criteria:
1. EXPERIENCE with similar Community Development Block Grant projects;
2. QUALIFICATIONS, knowledge, and technical expertise in this and similar projects;
3. CAPACITY FOR PERFORMANCE to perform required services in a timely manner, given current workload, and staff.
All proposals will be rated on the following system to determine the best offer: Description and Maximum Points:
Qualifications - 40; Experience - 20; Capacity - 100 Points.
Proposals are being requested in accordance with OMB Circular A-102, Attachment C, Paragraph 11C, "Compulsive Negotiations".
Contracts will be awarded to the qualified bidder whose proposal is determined to be most advantageous to the City, cost and other factors considered. The Mayor and Aldermen reserve the right to reject any and all proposals, and to waive any irregularities or formalities in the proposal process. The City is an equal opportunity employer.
Section 3 of the Housing and Urban Development Act of 1968 requires that the City and contractors participating in CDBG projects give opportunities for job training and employment to lower income residents of the Section 3 area that is described as the city limits of Long Beach. Section 3 also requires that to the maximum extent feasible, contracts for work in connection with Section 3 covered projects be awarded to business concerns that are located in or owned, in substantial part by persons residing in the Section 3 area.
Proposals should be sealed and properly labeled as:
NAME OF FIRM OR INDIVIDUAL
2013 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROPOSAL FOR ADMINISTRATIVE OR ENGINEERING SERVICES
(whichever is appropriate) and may be delivered, or mailed to:
Rebecca E. Schull, City Clerk
City of Long Beach
Post Office Box 829
201 Jeff Davis Avenue
Long Beach, MS 39260-0829
by 10:00 A.M. on Monday, April 1, 2013, after which time they will be opened by the Selection Committee. The Selection Committee will then review each proposal and select a qualified firm or individual.
2DV19:ITUE 1612170

STATE OF MISSISSIPPI
COUNTY OF HARRISON

Before me, the undersigned Notary of Harrison County, Mississippi personally appeared CRISTA LAUX who, being by me first duly sworn, did depose and say that she is a clerk of The Sun Herald, a newspaper published in the city of Gulfport, in Harrison County, Mississippi, and the publication of the notice, a copy of which is hereto attached, has been made in said paper 1 times in the following numbers and on the following dates of such paper, viz:

- Vol. 129 No., 167 dated 19 day of March, 2013
- Vol. _____ No., _____ dated _____ day of _____, 20 _____
- Vol. _____ No., _____ dated _____ day of _____; 20 _____
- Vol. _____ No., _____ dated _____ day of _____, 20 _____
- Vol. _____ No., _____ dated _____ day of _____, 20 _____
- Vol. _____ No., _____ dated _____ day of _____, 20 _____
- Vol. _____ No., _____ dated _____ day of _____, 20 _____
- Vol. _____ No., _____ dated _____ day of _____, 20 _____

Affiant further states on oath that said newspaper has been established and published continuously in said country for a period of more than twelve months next prior to the first publication of said notice.

Crista Laux
Clerk

Sworn to and subscribed before me this 19 day of March, A.D., 2013



Krista Laux
Notary Public

The Clerk then reported that the Request for Proposals and Information to Offerors, Administrative and Engineering Professional Services, were sent to minority/small business vendors and the Mississippi Procurement Center, as follows:
Mississippi Procurement Technical Assistance Program
Mississippi Development Authority
Minority/Small Business Division
P.O. Box 849
Jackson, MS 39205-0849

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Mayor and Board of Aldermen

Mr. Elmore Moody
CivilTech, Inc.
P.O. Box 12852
Jackson, MS 39236-2852

Mr. Adrian Brown
Brown & Associates
P.O. Box 1009
Indianola, MS 39751

Mr. Calvin L. Dean
Crown Engineering, PLLC
P.O. Box 168132
Jackson, MS 39236-6812

Ms. Mary Helen Ferguson
The Ferguson Group, LLC
159 Ashton Park Boulevard
Madison, MS 39110

Alderman Ponthieux made motion seconded by Alderman Couvillon and unanimously carried to make the aforesaid report a part of the record of this regular meeting, on file in the Office of the City Clerk.

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The Clerk further reported that, due to the absence of Alderman Bernie Parker and Fire Chief George Bass, the Selection Committee appointed Building Official Earl Levens and Project Manager Derrel Wilson, Utility Partners, LLC, to serve in that capacity.

Alderman Ponthieux made motion seconded by Alderman Hammons and unanimously carried to approve the new appointments to the selection committee as set forth above.

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The selection committee met on April 2, 2013, at 11:00 a.m. in the Office of the Mayor, City Hall, 201 Jeff Davis Avenue, Long Beach, Mississippi, at which time said proposals properly submitted were then and there publicly opened and reviewed for tabulation, as follows:



*RATING SHEETS FOR
ENGINEERING PROPOSALS*

Minutes of April 2, 2013
 Mayor and Board of Aldermen

LONG BEACH, MISSISSIPPI
 RECOMMENDATION OF
 PROCUREMENT SELECTION
 COMMITTEE

RE: Engineering Services (Type of Services)

Pursuant to HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments"; said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the City, the Committee, requested proposals for Engineering services.

The following proposals were received in the City Clerk's Office no later than 10:00 A. M. on Monday, April 1, 2013. The Consultant Selection Committee met on 4/1/13 to review the proposals received from the following firms and/or individuals:

1. Digital Engineering _____
2. A. GARNER RUSSELL _____
3. Compton Engineering _____
4. _____
5. _____

Each Committee member assigned points to each proposal based on the content of the proposal. The firm receiving the highest number of points is deemed by this Committee to be the most advantageous to the City. We, therefore, recommend award of a contract to A. GARNER RUSSELL. The firms that were evaluated are listed in order of the points assigned.

| <u>Firm</u> | <u>Total Points</u> |
|----------------------------|---------------------|
| <u>A. Garner Russell</u> | <u>460</u> |
| <u>Compton Engineering</u> | <u>400</u> |
| <u>Digital Engineering</u> | <u>370</u> |
| _____ | _____ |
| _____ | _____ |

[Signature]
 Member Consultant Selection Committee

Minutes of April 2, 2013
 Mayor and Board of Aldermen

LONG BEACH, MISSISSIPPI
 SELECTION COMMITTEE

DATE: 4/1/13

SELECTION OF: Engineering Services

| | <u>CRITERIA</u> | <u>MAXIMUM POINTS</u> |
|---------------------|---|-----------------------|
| 1. | <u>QUALIFICATIONS</u> - Information reflecting qualifications of persons to be assigned to provide services | 40 |
| 2. | <u>EXPERIENCE</u> - Information regarding the experience of the firm particularly Community Development Programs. The information submitted should as a minimum include: (1) Type of Federal Program; (2) The amount of Federal funds; (3) Types of project activities undertaken; (4) The Request for Proposals request detailed information with regard to experience in specific areas pertinent to Federally assisted projects. | 40 |
| 3. | <u>CAPACITY FOR PERFORMANCE</u> - Identify number and title of staff available to provide services. As evidence of ability, the City will consider previous record with regard to performance in Federally assisted programs. | 20 |
| TOTAL POINTS | | 100 |

| <u>NAME</u> | <u>CRITERIA</u> <u>1 2 3</u> | <u>TOTAL POINTS</u> |
|------------------------------|---------------------------------|---------------------|
| <u>A GARNER Russell Inc.</u> | <u>40 40 20</u> | <u>100</u> |
| <u>Digital Eng.</u> | <u>40 30 20</u> | <u>90</u> |
| <u>Compton Eng.</u> | <u>40 25 20</u> | <u>85</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Minutes of April 2, 2013 Mayor and Board of Aldermen

MINUTES PROCUREMENT SELECTION COMMITTEE

4/1/13
Date

RE: Engineering Services

Members Present: MIKE BROWN
RONALD HAMMONDS
ETHEL LEVENS
DEE-DEE WILSON

The Committee reviewed 3 proposals submitted for the services referenced above using the following selection criteria for evaluation:

| <u>Criteria</u> | <u>Maximum Points</u> |
|---------------------------------------|-----------------------|
| Qualifications | 40 |
| Experience | 40 |
| Capacity for Performance (Work Force) | <u>20</u> |
| Total Points | 100 |

The Committee members assigned points to each firm or individual based on a careful review of the content of the proposal.

| <u>Committee Member</u> | <u>Firm</u> | <u>Total Points</u> |
|-------------------------|---------------------------|---------------------|
| <u>William Skellie</u> | <u>A. Gardner Russell</u> | <u>100</u> |
| | <u>Digital Eng</u> | <u>90</u> |
| | <u>Comptrol Eng</u> | <u>85</u> |

Pursuant to the HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments", said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the City, the Committee, therefore, recommends the selection of the firm of A. Gardner Russell & Co. to perform Engineering Services.

William Skellie
Member Consultant Selection Committee

Member Consultant Selection Committee

Minutes of April 2, 2013
Mayor and Board of Aldermen

LONG BEACH, MISSISSIPPI
RECOMMENDATION OF
PROCUREMENT SELECTION
COMMITTEE

RE: Engineering Services (Type of Services)

Pursuant to HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments"; said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the City, the Committee, requested proposals for Engineering services.

The following proposals were received in the City Clerk's Office no later than 10:00 A. M. on Monday, April 1, 2013. The Consultant Selection Committee met on 4/1/13 to review the proposals received from the following firms and/or individuals:

1. Digital Engineering
2. A. Garner Russel Associates, Inc
3. Compton Engineering, Inc
4. _____
5. _____

Each Committee member assigned points to each proposal based on the content of the proposal. The firm receiving the highest number of points is deemed by this Committee to be the most advantageous to the City. We, therefore, recommend award of a contract to A Garner Russel. The firms that were evaluated are listed in order of the points assigned.

| <u>Firm</u> | <u>Total Points</u> |
|---------------------------------|---------------------|
| <u>A Garner Russel</u> | <u>80</u> |
| <u>Compton Engineering, Inc</u> | <u>70</u> |
| <u>Digital Engineering</u> | <u>55</u> |
| _____ | _____ |
| _____ | _____ |

[Signature]
Member Consultant Selection Committee

Member Consultant Selection Committee

Minutes of April 2, 2013 Mayor and Board of Aldermen

LONG BEACH, MISSISSIPPI
SELECTION COMMITTEE

DATE: 4/1/13

SELECTION OF: Engineering Services

| | <u>CRITERIA</u> | <u>MAXIMUM POINTS</u> |
|----|---|-----------------------|
| 1. | <u>QUALIFICATIONS</u> - Information reflecting qualifications of persons to be assigned to provide services | 40 |
| 2. | <u>EXPERIENCE</u> - Information regarding the experience of the firm particularly Community Development Programs. The information submitted should as a minimum include: (1) Type of Federal Program; (2) The amount of Federal funds; (3) Types of project activities undertaken; (4) The Request for Proposals request detailed information with regard to experience in specific areas pertinent to Federally assisted projects. | 40 |
| 3. | <u>CAPACITY FOR PERFORMANCE</u> - Identify number and title of staff available to provide services. As evidence of ability, the City will consider previous record with regard to performance in Federally assisted programs. | 20 |
| | TOTAL POINTS | 100 |

| <u>NAME</u> | <u>CRITERIA</u> | <u>TOTAL POINTS</u> |
|----------------------------|-----------------|---------------------|
| | <u>1 2 3</u> | |
| <u>Digital Engineering</u> | <u>25 10 10</u> | <u>45</u> |
| <u>A. Calmer Russell</u> | <u>40 10 10</u> | <u>60</u> |
| <u>Comptrols</u> | <u>35 10 10</u> | <u>55</u> |
| _____ | ---- | --- |
| _____ | ---- | --- |
| _____ | ---- | --- |
| _____ | ---- | --- |
| _____ | ---- | --- |
| _____ | ---- | --- |

Minutes of April 2, 2013
Mayor and Board of Aldermen

MINUTES
PROCUREMENT SELECTION COMMITTEE

4/1/13
Date

RE: Engineering Services

Members Present: Billie Skellie
Dorey Wilson
Ronnie Hammock Jr.
Mike Brown
Earl Lewis

The Committee reviewed 3 proposals submitted for the services referenced above using the following selection criteria for evaluation:

| <u>Criteria</u> | <u>Maximum Points</u> |
|---------------------------------------|-----------------------|
| Qualifications | 40 |
| Experience | 40 |
| Capacity for Performance (Work Force) | 20 |
| Total Points | 100 |

The Committee members assigned points to each firm or individual based on a careful review of the content of the proposal.

| <u>Committee Member</u> | <u>Firm</u> | <u>Total Points</u> |
|-------------------------|--------------------------|---------------------|
| <u>Earl D. Lewis</u> | <u>H. Garner Russell</u> | <u>80</u> |
| | <u>Comptons</u> | <u>70</u> |
| | <u>Digital</u> | <u>85</u> |

Pursuant to the HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments", said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the City, the Committee, therefore, recommends the selection of the firm of H. Garner Russell to perform Engineering Services.

Earl D. Lewis
Member Consultant Selection Committee

Member Consultant Selection Committee

Minutes of April 2, 2013
Mayor and Board of Aldermen

LONG BEACH, MISSISSIPPI
RECOMMENDATION OF
PROCUREMENT SELECTION
COMMITTEE

RE: Engineering Services (Type of Services)

Pursuant to HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments"; said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the City, the Committee, requested proposals for Engineering services.

The following proposals were received in the City Clerk's Office no later than 10:00 A. M. on Monday, April 1, 2013. The Consultant Selection Committee met on _____ to review the proposals received from the following firms and/or individuals:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Each Committee member assigned points to each proposal based on the content of the proposal. The firm receiving the highest number of points is deemed by this Committee to be the most advantageous to the City. We, therefore, recommend award of a contract to _____. The firms that were evaluated are listed in order of the points assigned.

| <u>Firm</u> | <u>Total Points</u> |
|---------------------------------------|---------------------|
| <u>Digital Engineering</u> | _____ |
| <u>A. Garner Russell & Assoc.</u> | _____ |
| <u>Compton Engineering</u> | _____ |
| <u>Digital Engineering</u> | _____ |
| _____ | _____ |

Member Consultant Selection Committee

Minutes of April 2, 2013
Mayor and Board of Aldermen

LONG BEACH, MISSISSIPPI
SELECTION COMMITTEE

DATE: 4/1/13
SELECTION OF: Engineering Services

| | <u>CRITERIA</u> | <u>MAXIMUM POINTS</u> |
|----|---|-----------------------|
| 1. | <u>QUALIFICATIONS</u> - Information reflecting qualifications of persons to be assigned to provide services | 40 |
| 2. | <u>EXPERIENCE</u> - Information regarding the experience of the firm particularly Community Development Programs. The information submitted should as a minimum include: (1) Type of Federal Program; (2) The amount of Federal funds; (3) Types of project activities undertaken; (4) The Request for Proposals request detailed information with regard to experience in specific areas pertinent to Federally assisted projects. | 40 |
| 3. | <u>CAPACITY FOR PERFORMANCE</u> - Identify number and title of staff available to provide services. As evidence of ability, the City will consider previous record with regard to performance in Federally assisted programs. | 20 |
| | TOTAL POINTS | 100 |

| <u>NAME</u> | <u>CRITERIA</u> | | | <u>TOTAL POINTS</u> |
|--------------------------------------|-----------------|-----------|-----------|-----------------------|
| | 1 | 2 | 3 | |
| <u>Digital Engineering</u> | <u>30</u> | <u>30</u> | <u>20</u> | <u>80</u> |
| <u>A. Garner Russell & Assoc</u> | <u>40</u> | <u>40</u> | <u>20</u> | <u>100</u> |
| <u>Compton Eng</u> | <u>35</u> | <u>40</u> | <u>20</u> | <u>95</u> <i>Real</i> |
| _____ | --- | --- | --- | --- |
| _____ | --- | --- | --- | --- |
| _____ | --- | --- | --- | --- |
| _____ | --- | --- | --- | --- |
| _____ | --- | --- | --- | --- |
| _____ | --- | --- | --- | --- |

Minutes of April 2, 2013 Mayor and Board of Aldermen

MINUTES PROCUREMENT SELECTION COMMITTEE

4/1/13
Date

RE: Engineering Services

Members Present: Mayor Billy Skellie
Earl Lewis
Derrel Wilson
Ronald Hammons
Mike Brown

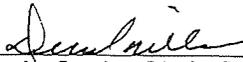
The Committee reviewed 3 proposals submitted for the services referenced above using the following selection criteria for evaluation:

| <u>Criteria</u> | <u>Maximum Points</u> |
|---------------------------------------|-----------------------|
| Qualifications | 40 |
| Experience | 40 |
| Capacity for Performance (Work Force) | 20 |
| Total Points | 100 |

The Committee members assigned points to each firm or individual based on a careful review of the content of the proposal.

| <u>Committee Member</u> | <u>Firm</u> | <u>Total Points</u> |
|-------------------------|---------------------------------|---------------------|
| <u>Derrel Wilson</u> | <u>Digital Engineering</u> | <u>80</u> |
| | <u>A. Garner Russell Assoc.</u> | <u>100</u> |
| | <u>Campton Engineering</u> | <u>95</u> |

Pursuant to the HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments", said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the City, the Committee, therefore, recommends the selection of the firm of A. Garner Russell Assoc. perform Engineering Services.


Member Consultant Selection Committee

Member Consultant Selection Committee

Minutes of April 2, 2013
Mayor and Board of Aldermen

LONG BEACH, MISSISSIPPI
RECOMMENDATION OF
PROCUREMENT SELECTION
COMMITTEE

RE: Engineering Services (Type of Services)

Pursuant to HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments"; said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the City, the Committee, requested proposals for Engineering services.

The following proposals were received in the City Clerk's Office no later than 10:00 A. M. on Monday, April 1, 2013. The Consultant Selection Committee met on 4/1/13 to review the proposals received from the following firms and/or individuals:

1. Digital Engineering
2. A. Garner Russell & Associates
3. Compton Engineering
4. _____
5. _____

Each Committee member assigned points to each proposal based on the content of the proposal. The firm receiving the highest number of points is deemed by this Committee to be the most advantageous to the City. We, therefore, recommend award of a contract to _____. The firms that were evaluated are listed in order of the points assigned.

| <u>Firm</u> | <u>Total Points</u> |
|---------------------------------------|---------------------|
| <u>Digital Engineering</u> | <u>70 (3)</u> |
| <u>A. Garner Russell & Assoc.</u> | <u>90 (1)</u> |
| <u>Compton Engineering</u> | <u>80 (2)</u> |
| _____ | _____ |
| _____ | _____ |



Member Consultant Selection Committee

Minutes of April 2, 2013 Mayor and Board of Aldermen

LONG BEACH, MISSISSIPPI
SELECTION COMMITTEE

DATE: 4/1/13
SELECTION OF: Engineering Services

| | <u>CRITERIA</u> | <u>MAXIMUM POINTS</u> |
|----|---|-----------------------|
| 1. | <u>QUALIFICATIONS</u> - Information reflecting qualifications of persons to be assigned to provide services | 40 |
| 2. | <u>EXPERIENCE</u> - Information regarding the experience of the firm particularly Community Development Programs. The information submitted should as a minimum include: (1) Type of Federal Program; (2) The amount of Federal funds; (3) Types of project activities undertaken; (4) The Request for Proposals request detailed information with regard to experience in specific areas pertinent to Federally assisted projects. | 40 |
| 3. | <u>CAPACITY FOR PERFORMANCE</u> - Identify number and title of staff available to provide services. As evidence of ability, the City will consider previous record with regard to performance in Federally assisted programs. | 20 |
| | TOTAL POINTS | 100 |

| <u>NAME</u> | <u>CRITERIA</u> <u>1 2 3</u> | <u>TOTAL POINTS</u> |
|----------------------------|---------------------------------|---------------------|
| <u>Digital Engineering</u> | <u>30 30 10</u> | <u>70</u> |
| <u>GARNER RUSSELL</u> | <u>35 35 20</u> | <u>90</u> |
| <u>Compton Engineering</u> | <u>30 30 20</u> | <u>80</u> |
| _____ | --- | --- |
| _____ | --- | --- |
| _____ | --- | --- |
| _____ | --- | --- |
| _____ | --- | --- |
| _____ | --- | --- |

Minutes of April 2, 2013
Mayor and Board of Aldermen

MINUTES
PROCUREMENT SELECTION COMMITTEE

4/1/13
Date

RE: Engineering Services

Members Present: Billy Skellic
Debra Wilson
Mike Brown
Earl Lewis
Ronnie Hammons

The Committee reviewed 3 proposals submitted for the services referenced above using the following selection criteria for evaluation:

| <u>Criteria</u> | <u>Maximum Points</u> |
|---------------------------------------|-----------------------|
| Qualifications | 40 |
| Experience | 40 |
| Capacity for Performance (Work Force) | <u>20</u> |
| Total Points | 100 |

The Committee members assigned points to each firm or individual based on a careful review of the content of the proposal.

| <u>Committee Member</u> | <u>Firm</u> | <u>Total Points</u> |
|-------------------------|----------------------------|---------------------|
| <u>Mike Brown</u> | <u>Digital Engineering</u> | <u>70</u> |
| | <u>Erwin Russell</u> | <u>90</u> |
| | <u>Compton Engineering</u> | <u>80</u> |

Pursuant to the HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments", said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the City, the Committee, therefore, recommends the selection of the firm of _____ to perform Engineering Services.

[Signature]
Member Consultant Selection Committee

Member Consultant Selection Committee

Minutes of April 2, 2013
Mayor and Board of Aldermen

LONG BEACH, MISSISSIPPI
RECOMMENDATION OF
PROCUREMENT SELECTION
COMMITTEE

RE: Engineering Services (Type of Services)

Pursuant to HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments"; said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the City, the Committee, requested proposals for Engineering services.

The following proposals were received in the City Clerk's Office no later than 10:00 A. M. on Monday, April 1, 2013. The Consultant Selection Committee met on 4-1-2013 to review the proposals received from the following firms and/or individuals:

1. Compton Engineering Inc.
2. A. Garner Russell
3. Digital Engineering
4. _____
5. _____

Each Committee member assigned points to each proposal based on the content of the proposal. The firm receiving the highest number of points is deemed by this Committee to be the most advantageous to the City. We, therefore, recommend award of a contract to _____ . The firms that were evaluated are listed in order of the points assigned.

| <u>Firm</u> | <u>Total Points</u> |
|---------------------------------|---------------------|
| <u>Compton Engineering Inc.</u> | <u>70</u> |
| <u>A. Garner Russell</u> | <u>90</u> |
| <u>Digital Engineering</u> | <u>75</u> |
| _____ | _____ |
| _____ | _____ |


Member Consultant Selection Committee

Member Consultant Selection Committee

Minutes of April 2, 2013
 Mayor and Board of Aldermen

LONG BEACH, MISSISSIPPI
 SELECTION COMMITTEE

DATE: 4-1-2013

SELECTION OF: Engineering Services

| <u>CRITERIA</u> | <u>MAXIMUM POINTS</u> |
|--|-----------------------|
| 1. <u>QUALIFICATIONS</u> - Information reflecting qualifications of persons to be assigned to provide services | 40 |
| 2. <u>EXPERIENCE</u> - Information regarding the experience of the firm particularly Community Development Programs. The information submitted should as a minimum include: (1) Type of Federal Program; (2) The amount of Federal funds; (3) Types of project activities undertaken; (4) The Request for Proposals request detailed information with regard to experience in specific areas pertinent to Federally assisted projects. | 40 |
| 3. <u>CAPACITY FOR PERFORMANCE</u> - Identify number and title of staff available to provide services. As evidence of ability, the City will consider previous record with regard to performance in Federally assisted programs. | 20 |
| TOTAL POINTS | 100 |

| <u>NAME</u> | <u>CRITERIA</u> <u>1 2 3</u> | <u>TOTAL POINTS</u> |
|----------------------------|---------------------------------|---------------------|
| <u>A. Garner Russell</u> | <u>35 35 20</u> | <u>90</u> |
| <u>Compton Engineering</u> | <u>25 25 20</u> | <u>70</u> |
| <u>Digital Engineering</u> | <u>25 30 20</u> | <u>75</u> |
| _____ | --- | --- |
| _____ | --- | --- |
| _____ | --- | --- |
| _____ | --- | --- |
| _____ | --- | --- |
| _____ | --- | --- |

Minutes of April 2, 2013
 Mayor and Board of Aldermen

MINUTES
 PROCUREMENT SELECTION COMMITTEE

4-1-2013
 Date

RE: Engineering Services

Members Present: Billie Skellie
Dee Dee Wilson
Ronald Hammans Jr.
Mike Brown
Earl Levens

The Committee reviewed 3 proposals submitted for the services referenced above using the following selection criteria for evaluation:

| <u>Criteria</u> | <u>Maximum Points</u> |
|---------------------------------------|-----------------------|
| Qualifications | 40 |
| Experience | 40 |
| Capacity for Performance (Work Force) | <u>20</u> |
| Total Points | 100 |

The Committee members assigned points to each firm or individual based on a careful review of the content of the proposal.

| <u>Committee Member</u> | <u>Firm</u> | <u>Total Points</u> |
|---------------------------|----------------------------|---------------------|
| <u>Ronald Hammans Jr.</u> | <u>A. Garner Russell</u> | <u>90</u> |
| | <u>Complex Engineering</u> | <u>70</u> |
| | <u>Digital Engineering</u> | <u>75</u> |

Pursuant to the HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments", said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the City, the Committee, therefore, recommends the selection of the firm of A. Garner Russell to perform Engineering Services.

Ronald E. Hammans Jr.
 Member Consultant Selection Committee

It was noted for the record that one proposal for Administrative Services was submitted.

Based upon the recommendation of the selection committee as set forth above, Alderman Ponthieux made motion seconded by Alderman Couvillon and unanimously carried to award Engineering Services to A. Garner Russell and Associates as lowest

Minutes of April 2, 2013
Mayor and Board of Aldermen

and best proposal; and to award Administrative Services to Jimmy Gouras Urban Planning as the sole proposal submitted.

There were no announcements, presentations, proclamations, public comments or amendments to the Municipal Docket

Alderman Ponthieux made motion seconded by Alderman Hammons and unanimously carried to approve the regular meeting minutes of the Mayor and Board of Aldermen dated March 19, 2013, as submitted.

After considerable discussion, Alderman Hammons made motion seconded by Alderman Ponthieux and unanimously carried to approve the regular meeting minutes of the Long Beach Planning Commission dated March 28, 2013, as submitted.

After considerable discussion, Alderman Hammons made motion seconded by Alderman Couvillon and unanimously carried to approve the regular meeting minutes of the Long Beach Port Commission, as submitted.

Alderman Ponthieux made motion seconded by Alderman Hammons and unanimously carried to approve payment of invoices as listed in Docket of Claims number 040213.

There was no further report from the Mayor's Office.

There was no action required or taken regarding CDBG Requests for Cash or Payment of Invoices.

Alderman Couvillon made motion seconded by Alderman Carrubba and unanimously carried to approve the Occupant Protection FY14 Subgrant Application, Mississippi Office of Highway Safety, as follows:

Minutes of April 2, 2013
 Mayor and Board of Aldermen

FY14 SUBGRANT APPLICATION
 Mississippi Office of Highway Safety
 1025 North Park Drive
 Ridgeland, MS 39157
 Phone: (601) 977-3700; Fax: (601) 977-3701
 mohs@dps.ms.us

| | | | | | | | |
|--|---|---------------------|------------------------------|----------------|---|----------------------------|---|
| 1. Applicant Name: Long Beach Police Department Mailing Address: P.O. Box 929 Long Beach, MS Telephone: 228-865-1981 FAX: 228-863-1557 E-Mail: lt.seal@cityoflongbeachms.com | 2. Date: 3. Beginning and Ending Dates: October 1, 2013 thru September 30, 2014 4. Subgrant Payment Method: <input checked="" type="checkbox"/> Cost Reimbursement Method 5. CFDA # - MAP21 6. DUNS # - 613773431 7. Congressional District- 4 | | | | | | |
| 8. Program Title: Occupant Protection | | | | | | | |
| 10. The following funds are requested: | | | | | | | |
| A. COST CATEGORY | B. SOURCE OF FUNDS | | | | | | |
| (1) Personal Services \$8,144.40 | (1) Federal \$13,541.40 | | | | | | |
| (2) Contractual Services | (2) State | | | | | | |
| (3) Travel \$1963.00 | (3) Local | | | | | | |
| (4) Equipment \$2,634.00 | (4) Other | | | | | | |
| (5) Other \$800.00 | (5) | | | | | | |
| TOTAL \$13,541.40 | TOTAL \$13,541.40 | | | | | | |
| 11. The applicant agrees to operate the program outlined in this application in accordance with all provisions as included herein. The following sections are attached and incorporated into this application: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Project Description</td> <td style="width: 50%;">Schedule of Task by Quarters</td> </tr> <tr> <td>Budget Summary</td> <td>Agreement of Understanding & Compliance</td> </tr> <tr> <td>Cost Summary Support Sheet</td> <td>Agreement and Authorization to <u>Apply</u></td> </tr> </table> All policies, terms, conditions, and provisions in the application provided to applicants, are also incorporated into this agreement, and applicant agrees to fully comply herewith. | | Project Description | Schedule of Task by Quarters | Budget Summary | Agreement of Understanding & Compliance | Cost Summary Support Sheet | Agreement and Authorization to <u>Apply</u> |
| Project Description | Schedule of Task by Quarters | | | | | | |
| Budget Summary | Agreement of Understanding & Compliance | | | | | | |
| Cost Summary Support Sheet | Agreement and Authorization to <u>Apply</u> | | | | | | |
| 12. Approved Signature of Authorized Official (Mayor/Board of Supervisor President) for Jurisdiction to Apply: Signature:  Date: 4/2/13 Print Name: William Skellie Jr. Title: Mayor | MOHS USE Only: | | | | | | |

Alderman Carrubba made motion seconded by Alderman Couvillon and unanimously carried to approve the DUI Alcohol/Drugs FY14 Subgrant Application, Mississippi Office of Highway Safety, as follows:

Minutes of April 2, 2013
 Mayor and Board of Aldermen

FY14 SUBGRANT APPLICATION
 Mississippi Office of Highway Safety
 1025 North Park Drive
 Ridgeland, MS 39157
 Phone: (601) 977-3700; Fax: (601) 977-3701
 mohs@dps.ms.us

| | | | |
|--|-------------|--|-------------|
| 1. Applicant Name: Long Beach Police Department | | 2. Date: | |
| Mailing Address: P.O. Box 929 Long Beach, MS 39560 | | 3. Beginning and Ending Dates: October 1, 2013 thru September 30, 2014 | |
| Telephone: 228-865-1981 FAX: 228-863-1556 E-Mail: lt.seal@cityoflongbeachms.com | | 4. Subgrant Payment Method: <input checked="" type="checkbox"/> Cost Reimbursement Method | |
| | | 5. CFDA # - MAP21 | |
| | | 6. DUNS # - 613773431 | |
| | | 7. Congressional District-4 | |
| 8. Program Title: DUI Alcohol/Drugs | | | |
| 10. The following funds are requested: | | | |
| A. COST CATEGORY | | B. SOURCE OF FUNDS | |
| (1) Personal Services | \$49,997.48 | (1) Federal | \$59,109.98 |
| (2) Contractual Services | | (2) State | |
| (3) Travel | \$1,708.00 | (3) Local | |
| (4) Equipment | \$7,004.50 | (4) Other | |
| (5) Other | \$400.00 | (5) | |
| TOTAL | \$59,109.98 | TOTAL | \$59,109.98 |
| 11. The applicant agrees to operate the program outlined in this application in accordance with all provisions as included herein. The following sections are attached and incorporated into this application: | | | |
| Project Description Budget Summary Cost Summary Support Sheet | | Schedule of Task by Quarters Agreement of Understanding & Compliance Agreement and Authorization to <u>Apply</u> | |
| All policies, terms, conditions, and provisions in the application provided to applicants, are also incorporated into this agreement, and applicant agrees to fully comply herewith. | | | |
| 12. Approved Signature of Authorized Official (Mayor/Board of Supervisor President) for Jurisdiction to Apply: | | MOHS USE Only: | |
| Signature: <i>William Skellie Jr.</i> Date: 4/2/13 | | | |
| Print Name: William Skellie Jr. | | | |
| Title: Mayor | | | |

Alderman Carrubba made motion seconded by Alderman Couvillon and unanimously carried to approve the Stop Violence Against Women Subgrant Application, as follows:

Minutes of April 2, 2013
Mayor and Board of Aldermen



STATE OF MISSISSIPPI
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF PUBLIC SAFETY PLANNING
OFFICE OF JUSTICE PROGRAMS
SUBGRANT APPLICATION SUMMARY

DPSP use
Grant No.:

| | | | | | | |
|---|---|--|--------------------------|----------|--------------|----------|
| 1. Long Beach Police Department P.O. Box 9292 Long Beach MS, 39560 228 865 1981 | 2 William Seal P.O. Box 929 Long Beach, MS 39560 228 865 1981 | 3 Kini Gonsoulin P.O. Box 929 Long Beach, MS 39560 228 863 1556 | | | | |
| DUNNS Number: 613773431 | CCR Registration Status: ___ Inactive or <u>X</u> Active: CCR Expiration Date: 4/28/13 (Please attach most recent copy) | | | | | |
| 4. Project Title: STOP Violence Against Women ___ Victim Services <u>X</u> Law Enforcement ___ Prosecution ___ Court ___ Other | 5. Active Project/Grant Number: 11SL2981 Continuation Projects | | | | | |
| 6. Type of Application: ___ Initial ___ 2 nd yr. or ___ Yr. Funding | 7. Project Duration: 12 Months Start date: 7/1/2013 End Date: 6/30/2014 | | | | | |
| 8. Brief Project Summary (required) : Continuing the implementation of the VAWA grant will allow the current Domestic Violence Investigator quality time for existing and forth-coming domestic violence cases. This project will continue to track victims and perpetrators systematically and will work closely with other agencies, Courts, and Victim Services. | | | | | | |
| 9. Budget Category | Requested = (Federal + Match) | Approved by DPSP | | | | |
| a. Personnel | 34,242.00 | | | | | |
| b. Fringe Benefits | 11,563.18 | | | | | |
| c. Equipment | | | | | | |
| d. Construction | | | | | | |
| e. Travel | | | | | | |
| f. Operating Expenses | | | | | | |
| g. Contractual Services | | | | | | |
| h. Miscellaneous | | | | | | |
| Total Project Budget | 45,804.88 | | | | | |
| 10. Source of Funds | Federal | % | State/Local Match | % | Total | % |
| Requested Budget | 34,353.89 | 75 | 11,451.29 | 25 | 45,805.18 | 100 |
| 11. Number of pages in this application | 21 | | | | | |

William Skelle Jr.
Chief Administrative Officer (Signature and Date)

William Skelle Jr.
Chief Administrative Officer (Type or Print)

Mayor
(Title)

[Signature] 3/28/13
Project Director (Signature and Date)

[Signature] 3.28.13
Financial Officer (Signature and Date)

Based upon the recommendation of Police Chief Wayne McDowell and certification by the Civil Service Commission, Alderman Hammons made motion seconded by Alderman Couvillon and unanimously carried to approve Police Department personnel matters, as follows:

- Step Increase, Police Officer 1st Class Marcus Bergeron, PS-9-B, effective April 16, 2013.
- New Hire, Police Officer Recruit James Peter Hansen, PS-5-B, effective April 16, 2013.

Minutes of April 2, 2013
Mayor and Board of Aldermen

Based upon the recommendation of Mayor Skellie and certification by the Civil Service Commission, Alderman Ponthieux made motion seconded by Alderman Couvillon and unanimously carried to approve a Harbor Department personnel matter, as follows:

- Step Increase, Harbor Master William Angley, H-15-IX, effective February 1, 2013.

Alderman Ponthieux made motion seconded by Alderman Hammons and unanimously carried to schedule a public hearing, Thursday, April 25, 2013, at 2:00 p.m., City Hall Meeting Room, 201 Jeff Davis Avenue, Long Beach, Mississippi, 39560, CDBG Drainage System Improvements, said hearing to be conducted by Jimmy Gouras Urban Planning, Administrative Consultant, 2013 CDBG Public Facilities Program.

There came on for consideration a letter with attachments from City Engineer David Ball, as follows:

Minutes of April 2, 2013
Mayor and Board of Aldermen



A. GARNER RUSSELL & ASSOCIATES, INC. / CONSULTING ENGINEERS

520 33RD STREET
GULFPORT, MS 39507

TEL (228) 863-0667
FAX (228) 863-5232

March 28, 2013

City of Long Beach
P.O. Box 929
Long Beach, MS 39560

**RE: Proposed Change Order No. 1
Linda Lane Water Main**

Ladies and Gentlemen:

Based on new field information, the Contractor has proposed that the City add the directional bore at Klondyke Road to the contract. This item was bid competitively as part of Additive Alternate No. 2, but was not included in the contract at Award because it was believed that "open-cutting" Klondyke would be absolutely required. The actual location of the water main in the field seems to indicate that the connection can be made without cutting Klondyke if the main is installed by directional bore. We concur with this idea and believe that the long-term negative impacts of cutting Klondyke outweigh the expense associated with this work, especially considering the very low overall bid price.

The Contractor has further proposed to construct the new water main along the south side of Linda Lane, which we also concur with. This field change has already been made and results in some considerable savings and much easier construction. The savings associated with this revision offset more than half of the costs associated with the directional bore discussed above.

Accordingly, we have prepared proposed Change Order No. 1 and have attached it hereto. No time extension is necessary as the work was included in the bid as an alternate bid item. We believe that this change is definitely beneficial to the City and we recommend your approval.

Sincerely,

David Ball, P.E.

DB:1971
Enclosure

Minutes of April 2, 2013 Mayor and Board of Aldermen

Change Order

No. 1

| | |
|--|-------------------------------------|
| Date of Issuance: <u>3/28/2013</u> | Effective Date: <u>4/2/2013</u> |
| Project: _____ | Owner: <u>City of Long Beach</u> |
| Contract: <u>Linda Lane Water Main Replacement</u> | Owner's Contract No.: _____ |
| Contractor: <u>A&C Industrial Inc.</u> | Date of Contract: <u>2/5/2013</u> |
| | Engineer's Project No.: <u>1971</u> |

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

1. Add pay item for construction of a directional bore across Klondyke Road to avoid "open-cutting" the asphalt. This item was part of the bid, but was not included in the original award.
2. At Contractor's request, relocate water main to the south side of Linda Lane, which covers a major portion of the costs associated with the directional bore above.

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:

| | |
|--|---------------------|
| Original Contract Price: | <u>\$176,660.81</u> |
| (Decrease) In Contract Price from previous Change Orders No. _____ | <u>\$0.00</u> |
| Contract Price prior to this Change Order: | <u>\$176,660.81</u> |
| (Increase) In Contract Price due to this Change Order: | <u>\$4,360.09</u> |
| Revised Contract Price Incorporating this Change Order: | <u>\$181,020.90</u> |

CHANGE IN CONTRACT TIMES:

| |
|--|
| Original Contract Times: <input type="checkbox"/> Working Days <input checked="" type="checkbox"/> <u>90</u> Calendar days |
| Substantial completion (days or date): <u>6/15/2013</u> |
| Ready for final payment (days or date): _____ |
| Change In Contract Time from previous Change Orders No. _____ |
| Substantial completion (days or date): _____ |
| Ready for final payment (days or date): _____ |
| Contract Times prior to this Change Order: |
| Substantial completion (days or date): <u>6/15/2013</u> |
| Ready for final payment (days or date): _____ |
| Change In Contract Time due to this Change Order: |
| Substantial completion (days or date): _____ |
| Ready for final payment (days or date): _____ |
| Contract Times Incorporating this Change Order: |
| Substantial completion (days or date): <u>6/15/2013</u> |
| Ready for final payment (days or date): _____ |

RECOMMENDED:
(ENGINEER)

By: _____

Date: 3-28-2013

ACCEPTED:
(CONTRACTOR)

By: _____

Date: _____

ACCEPTED:
(OWNER)

By: _____

Date: _____

Minutes of April 2, 2013
Mayor and Board of Aldermen

| ATTACHMENT TO CHANGE ORDER NUMBER | | PROJECT NO. | | 1971 | | | | |
|-----------------------------------|---|---------------------------|-------------|-------------------------|--------------------|---------------------|-------------------------|-----------------------|
| NO. | DESCRIPTION | CURRENT CONTRACT QUANTITY | UNIT PRICE | CURRENT CONTRACT AMOUNT | QUANTITY THIS C.O. | EXTENSION THIS C.O. | TOTAL CONTRACT QUANTITY | TOTAL CONTRACT AMOUNT |
| 010-A | MOBILIZATION | 1 L.S. | \$21,258.25 | \$21,258.25 | | \$0.00 | 1 | \$21,258.25 |
| 100-A | 8" WATER MAIN, PVC OR DUCTILE IRON | 1,850 L.F. | \$19.17 | \$35,464.50 | | \$0.00 | 1,850 | \$35,464.50 |
| 100-B | 4" WATER MAIN, PVC OR DUCTILE IRON | 760 L.F. | \$14.16 | \$10,761.60 | | \$0.00 | 760 | \$10,761.60 |
| 100-C | DUCTILE IRON FITTINGS | 2,010 TON | \$5,380.50 | \$10,761.00 | | \$0.00 | 2 | \$10,761.00 |
| 100-D | LOCATE AND ABANDON EXISTING WATER MAIN IN-PLACE | 2,500 L.F. | \$800.00 | \$800.00 | | \$0.00 | 2,500 | \$800.00 |
| 100-E | DISPOSAL OF ASBESTOS-CEMENT WATER MAIN | 50 L.F. | \$7.39 | \$369.50 | | \$0.00 | 50 | \$369.50 |
| 110-A | 8" GATE VALVE WITH BOX | 4 EA. | \$1,141.51 | \$4,566.04 | | \$0.00 | 4 | \$4,566.04 |
| 110-B | 4" GATE VALVE WITH BOX | 2 EA. | \$722.68 | \$1,445.36 | | \$0.00 | 2 | \$1,445.36 |
| 110-C | 2" FLUSHING VALVE WITH CONCRETE PAD | 2 EA. | \$923.13 | \$1,846.26 | | \$0.00 | 2 | \$1,846.26 |
| 120-A | FIRE HYDRANT WITH VALVE, LESS THAN 3' BURY | 1 EA. | \$316.50 | \$316.50 | | \$0.00 | 1 | \$316.50 |
| 120-B | FIRE HYDRANT WITH VALVE, 3' TO 5' BURY | 2 EA. | \$3,359.12 | \$6,718.24 | 1 | \$3,359.12 | 3 | \$10,077.36 |
| 120-C | FIRE HYDRANT WITH VALVE, GREATER THAN 5' BURY | 1 EA. | \$316.50 | \$316.50 | (1) | (\$316.50) | 0 | \$0.00 |
| 130-A | LOCATE AND CONNECT TO EXISTING 2-1/2" WATER MAIN AT KLONDYKE RD | 1 L.S. | \$1,002.25 | \$1,002.25 | | \$0.00 | 1 | \$1,002.25 |
| 130-B | LOCATE AND DISCONNECT EXISTING WATER MAIN | 2 EA. | \$316.50 | \$633.00 | | \$0.00 | 2 | \$633.00 |
| 130-C | 8" X 8" TAPPING SLEEVE WITH VALVE | 2 EA. | \$2,495.08 | \$4,990.16 | | \$0.00 | 2 | \$4,990.16 |
| 140-A | 3/4" TAPPING ASSEMBLY | 25 EA. | \$137.15 | \$3,428.75 | 5 | \$685.25 | 30 | \$4,114.00 |
| 140-B | 1-1/2" TAPPING ASSEMBLY | 26 EA. | \$266.92 | \$6,939.92 | (5) | (\$1,334.60) | 21 | \$5,605.32 |
| 140-C | 3/4" WATER SERVICE ASSEMBLY | 51 EA. | \$232.10 | \$11,837.10 | | \$0.00 | 51 | \$11,837.10 |
| 140-D | 3/4" WATER LINE BORED UNDER PAVEMENT | 60 L.F. | \$17.30 | \$1,038.00 | 190 | \$3,287.00 | 250 | \$4,325.00 |
| 140-E | 1-1/2" WATER LINE BORED UNDER PAVEMENT | 250 L.F. | \$17.67 | \$4,417.50 | (25) | (\$441.75) | 225 | \$3,975.75 |
| 140-F | LOCATE AND CONNECT TO EXISTING WATER SERVICE | 51 EA. | \$168.80 | \$8,608.80 | | \$0.00 | 51 | \$8,608.80 |
| 500-A | PIPE BEDDING/FOUNDATION MATERIAL | 150 C.Y. | \$2.11 | \$316.50 | | \$0.00 | 150 | \$316.50 |
| 500-B | SELECT SANDY BACKFILL | 500 C.Y. | \$1.06 | \$530.00 | | \$0.00 | 500 | \$530.00 |
| 500-C | GEOTEXTILE FABRIC | 250 S.Y. | \$0.37 | \$92.50 | | \$0.00 | 250 | \$92.50 |
| 510-A | 8" LIMESTONE ROAD BASE RESTORATION | 1,000 S.Y. | \$3.17 | \$3,170.00 | (850) | (\$2,694.50) | 150 | \$475.50 |
| 510-B | 2" HOT BITUMINOUS PAVEMENT RESTORATION COURSE (57-12.5mm) | 1,000 S.Y. | \$6.33 | \$6,330.00 | (850) | (\$5,380.50) | 150 | \$949.50 |
| 510-C | CONCRETE DRIVE RESTORATION | 500 S.Y. | \$6.33 | \$3,165.00 | (350) | (\$2,215.50) | 150 | \$949.50 |
| 510-D | CONCRETE CURB & GUTTER RESTORATION | 200 L.F. | \$5.28 | \$1,056.00 | (100) | (\$528.00) | 100 | \$528.00 |
| 510-E | SAWCUT JOINT | 1,000 L.F. | \$1.58 | \$1,580.00 | 134 | \$211.72 | 1,134 | \$1,791.72 |
| 510-F | GRANULAR DRIVE RESTORATION | 100 S.Y. | \$4.22 | \$422.00 | (100) | (\$422.00) | 0 | \$0.00 |
| 510-G | 12" CULVERT RESTORATION | 32 L.F. | \$8.44 | \$270.08 | | \$0.00 | 32 | \$270.08 |
| 510-H | 24" HDPE CULVERT RESTORATION | 20 L.F. | \$10.55 | \$211.00 | | \$0.00 | 20 | \$211.00 |
| 510-I | VEGETATIVE COVER | 1 AC. | \$685.75 | \$685.75 | | \$0.00 | 1 | \$685.75 |
| 510-J | SOLID SOD | 50 S.Y. | \$3.17 | \$158.50 | | \$0.00 | 50 | \$158.50 |
| 510-K | FENCE RESTORATION (ALL TYPES) | 300 L.F. | \$3.17 | \$951.00 | (175) | (\$554.75) | 125 | \$396.25 |
| 510-L | MISCELLANEOUS RESTORATION | 1 L.S. | \$10,022.50 | \$10,022.50 | | \$0.00 | 1 | \$10,022.50 |
| 530-A | MAINTENANCE OF TRAFFIC | 1 L.S. | \$5,802.50 | \$5,802.50 | | \$0.00 | 1 | \$5,802.50 |
| 540-A | STORMWATER MANAGEMENT | 1 L.S. | \$4,378.25 | \$4,378.25 | | \$0.00 | 1 | \$4,378.25 |
| CO-1 | | | | | | | | |
| (600-A) | 10" HOPE DIRECTIONAL BORE (HDD METHOD) | 0 L.F. | \$237.88 | \$0.00 | 45 | \$10,704.60 | 45 | \$10,704.60 |
| | | | | TOTAL | \$176,660.81 | \$4,360.09 | | \$181,020.90 |

E/CDC No. C-941 (2002 Edition)
Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the
Associated General Contractors of America and the Construction Specifications Institute.

Based upon the recommendation of Mr. Ball, Alderman Ponthieux made motion seconded by Alderman Hammons and unanimously carried to approve Change Order #1, A & C Industrial, Inc., Linda Lane Water Main Replacement project, as set forth above.

There came on for consideration a letter with attachments from City Engineer David Ball, as follows:

Minutes of April 2, 2013
Mayor and Board of Aldermen



A. GARNER RUSSELL & ASSOCIATES, INC. / CONSULTING ENGINEERS
520 33RD STREET
GULFPORT, MS 39507

TEL (228) 863-0667
FAX (228) 863-5232

March 14, 2013

City of Long Beach
P.O. Box 929
Long Beach, MS 39560

RE: Bear Bayou Bulkhead

Ladies and Gentlemen:

At a previous meeting, we were directed to submit a proposed contract for Engineering Services for the construction of a bulkhead along Bear Bayou near Gulfview Avenue. In accordance with that direction, we've attached a proposed contract for the work. As you will note, the fee for Basic Services is \$0 per your request. We've estimated that the services of an RPR on-site part-time could be limited to no more than \$1,000 during the work.

Sincerely,

David Ball, P.E.

DB:1990
Enclosure

Minutes of April 2, 2013
Mayor and Board of Aldermen

SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES

THIS IS AN AGREEMENT, effective as of April 2, 2013 ("Effective Date") between
City of Long Beach ("Owner") and A. Garner Russell & Assoc. ("Engineer").
Engineer agrees to provide the services described below to Owner for the construction of approximately 150' of small vinyl
bulkhead along the south side of Bear Bayou between Nicholson Avenue and Hwy. 90 (mostly adjacent to Gulf View
Avenue). ("Project")

Description of Engineer's Services: Provide design, bidding, and construction phase professional engineering services for
the Project; including obtaining needed topographical survey data, obtaining necessary environmental permits, assist the
City with the Request for Quotes (RFQ) process, and provide on-site resident project representation as required during
construction.

Owner and Engineer further agree as follows:

1.01 Basic Agreement

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 9.01.

2.01 Payment Procedures

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer's standard Invoicing practices and submit the Invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 45 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 45 days after receipt of Engineer's invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law) from said forty-fifth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

- 1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

Minutes of April 2, 2013 Mayor and Board of Aldermen

b. By Engineer:

1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

6.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at

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the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (No. C-700, 2002 Edition).

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of

compensation received by Engineer, whichever is greater.

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

8.01 Total Agreement

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

9.01 Payment

A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer as follows:

1. Basic Services for this work shall be defined as: design sufficient to obtain necessary competitive quotes to construct a vinyl sheetpile wall in the Project area (approx. 150' in length), assisting the City in obtaining competitive quotes, obtaining needed environmental permits, reviewing quotes and recommendation of award to the lowest qualified bidder, and minor coordination during construction, along with a final inspection upon completion. The total compensation for the Basic Services detailed herein is \$0.
2. Upon notification from Engineer to Owner, acquisition of any easements necessary to construct the project will be compensated as Additional Services, in an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times the Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses and Engineer's Consultant's charges, if any.
3. During construction of the project and at the Owner's request, services of Engineer's Resident Project Representative will be compensated in an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class for all Resident Project Representative services performed on the Project, plus Reimbursable Expenses and Engineer's Consultant's charges, if any. It is currently estimated that the total compensation for services of Engineer's Resident Project Representative will not exceed \$1,000.
4. Engineer's Standard Hourly Rates are attached as Appendix 1. The Standard Hourly Rates will be adjusted annually (as of June 2013) to reflect equitable changes in the compensation payable to the Engineer.
5. Engineer shall prepare and submit invoices to the Owner in accordance with Engineer's standard accounting and invoicing practices.

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B. Engineer proposes the following estimated schedule for completion of the various phases of the work:

- a. Design Phase 60 days from date of execution of Contract
- b. Bidding & Negotiation 90 days from date of execution of Contract
- c. Award & Construction Phase 180 days from date of execution of Contract

C. The Engineer's compensation is conditioned on the time to complete the project not exceeding 12 months. Should the time to complete construction be extended beyond this period, total compensation to Engineer shall be appropriately adjusted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER: City of Long Beach

ENGINEER: A. Garner Russell & Associates, Inc.

By: _____
William Skellie, Jr.
Mayor

By: _____
M. Scott Burge
President

Date Signed: _____

Date Signed: _____
License No. and State: 9550 / MS

Address for giving notices:

P. O. Box 929
Long Beach, MS 39560

Address for giving notices:

520 33rd St.
Gulfport, MS 39507

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This is Appendix 1, consisting of 1 page, referred to in and part of the Agreement between OWNER and ENGINEER for Professional Services, dated July 3, 2012.

Initial:
OWNER _____
ENGINEER _____

Standard Hourly Rates Schedule

| <u>Position</u> | <u>Billing Rate</u> |
|--|---------------------|
| Senior Engineer, Principal | \$135.00 |
| Professional Engineer III | \$125.00 |
| Professional Engineer II | \$115.00 |
| Professional Engineer I | \$105.00 |
| Senior Project Manager | \$105.00 |
| Engineer Intern III | \$95.00 |
| Engineer Intern II | \$80.00 |
| Engineer Intern I | \$70.00 |
| Professional Land Surveyor II | \$135.00 |
| Professional Land Surveyor I | \$95.00 |
| Survey Crew Chief | \$85.00 |
| Senior Resident Project Representative | \$80.00 |
| Engineering Technician III | \$75.00 |
| Engineering Technician II | \$65.00 |
| Engineering Technician I | \$50.00 |
| CADD Technician III | \$80.00 |
| CADD Technician II | \$65.00 |
| CADD Technician I | \$50.00 |
| Clerical | \$55.00 |
| Surveys with RTK GPS Equipment | \$12.00 |

Upon discussion, Alderman Carrubba made motion seconded by Alderman Couvillon and unanimously carried to approve the contract with A. Garner Russell and Associates, Bear Bayou Bulkhead Project, as set forth above.

The Mayor and Board of Aldermen directed that updated reports on derelict properties be provided as previously ordered.

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The following items were taken under advisement for further review and consideration at the next regular meeting, April 16, 2013:

- Update on 0 Old Savannah Drive
- Hurricane & Disaster Debris Management Ordinance; Alderman Lishen
- MDEQ MS4 Requirements

Alderman Ponthieux made motion seconded by Alderman Carrubba and unanimously carried to approve the request from the LBHS Band Booster Club for use of the Town Green, Thursday, April 25, 2013, for the LBHS Spring Band Concert and to waive associated rental fees to promote the City of Long Beach and advertise the resources and opportunities available.

Alderman Carrubba made motion seconded by Alderman Ponthieux and unanimously carried to reappoint Carol Paola to the Gulf Regional Planning Commission.

The Mayor recognized the City Attorney for his report; no official action was required or taken.

There were no public comments regarding general matters not appearing on the agenda.

There being no further business to come before the Mayor and Board of Aldermen at this time, Alderman Hammons made motion seconded by Alderman Ponthieux and unanimously carried to adjourn until the next regular meeting in due course.

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APPROVED:

Alderman Leonard G. Carrubba, Sr., At-Large

Alderman Gary J. Ponthieux, Ward 1

Alderman Bernie Parker, Ward 2

Alderman Kaye H. Couvillon, Ward 3

Alderman Ronnie Hammons, Jr., Ward 4

Alderman Mark E. Lishen, Ward 5

Alderman Carolyn J. Anderson, Ward 6

Date

ATTEST:

Rebecca E. Schruff, City Clerk