

**PORT COMMISSION MINUTES
DECEMBER 18, 2014**

Be it remembered that a regular meeting of the Port Commission of the City of Long Beach, Mississippi, was begun and held at the City Hall, 201 Jeff Davis Avenue, in said City, on Thursday, December 18, 2014, at 5:00 o'clock p.m., it being the time, place, and date fixed for holding said meeting.

There were present and in attendance on said Commission and at the meeting the following named persons: Commission President Phil Kies, Vice President Susan Nicolais, Secretary Don Deschenes, Commissioners Barney Hill, Stan Snodgrass, John Casey, and Deputy City Clerk Stacey Dahl.

Absent the meeting were Commissioners Roger Ladner, Joseph Yott, Sr., Vernon Ehlers, Harbormaster Bill Angley, and Port Attorney James C. Simpson, Jr.,

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

The meeting was called to order and there were no amendments or comments to the agenda.

Commissioner Deschenes made motion seconded by Commissioner Casey and unanimously carried to approve minutes of the Port Commission, as follows:

- Regular Minutes dated November 20, 2014, as submitted.

The commission recognized Mr. Ron Robertson, Project Manager, Broaddus and Associates, with project updates, as follows:

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Long Beach Port Commission
Phil Kies, President

December 18, 2014

RE: Project Updates:

1. Action Item from last month's meeting:

Review/Approve \$3,000.00 Purchase Order to Marty Wilson (pg. 6) for design of three Educational Panels (example 3). Also use of two panels from Audubon Society at no design cost (example 2).

2. **CIAP- Harbor Master Plan.**

Work is progressing on schedule for the bulkhead restraint system improvements by Twin L Construction. Project is expected to be complete by March 30, 2015. Attached is a recent Field Inspection report. Contractor is requesting closure of south end to automobile traffic once they turn the corner. See Field Report pg. 12.

Attached is a plan (pg. 13) showing general location of playground equipment area and the WA#4 for design to BMA Engineers. Expect to advertise for bids in mid-February and start construction in April 2015. **Request port commission to Approve Work Authorization #4, page 14, design of playground equipment.**

Attached is AGR Engineering's revised plan (pg. 15) for harbor improvements. Bid opening is scheduled for 12/23/14. **Request port commission to Approve design change for west Pavilion location.**

AGR Engineers continue to develop bid package for paving and curbing. Expect to advertise in January 2015 and complete construction by the end of March 2015.

USACE continues their 409 evaluation and permit review for the Harbor Master Plan.

3. **Bulkhead B.I.G. Project**

Bids for B.I.G. improvements along the new north shore bulkhead are scheduled to be opened 12/23/2014. See pg. 16 for current project improvement listing.

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4. **Isaac Repairs.**

Rip-Rap replacement and Dredging will begin as soon as permits are received. Met with FEMA and MEMA on 12/16/2014. Discussion was mostly centered on sequence of events resulting in de-obligation of funding for Isaac Repairs. No real progress or change in FEMA's position for de-obligating funding.

5. **Boating Infrastructure Grant**

Grant Request for 2015 is currently being reviewed. A recent communication from DMR stated that Long Beach will not hear back on a decision until May 2015.

Please contact me at your convenience with any questions.

Best Regards,

A. H. Robertson

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BID COMPARISON - DESIGN OF EDUCATIONAL PANELS				
BIDDER	qty	Unit Price Ea.		Total
ALBUBON CENTER	2		0	0
Marty Wilson	3	\$	1,000.00	\$ 3,000.00
Christian Perus	5	\$	1,370.00	\$ 6,850.00
Allison Anderson	5	\$	2,100.00	\$ 10,500.00

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EXAMPLE - 1



EXAMPLE - 2

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CHRISTIANPREUS
Landscape Architecture

Mailing:
1011 Desoto Street
Ocean Springs, MS 39564

554 South Section Street
Fairhope, AL 36532

T : 855.509.5066

RATES

The hourly rates per each individual team member are detailed below. If requested by the client, any project related activities outside the agreed upon scope of work would be assigned to appropriate staff and billed at the rates provided.

PRINCIPAL	\$150
DESIGNER	\$80
ADMIN	\$50

REIMBURSABLES

For hourly contracts – reimbursable expenses shall be applied to monthly invoices for payment.

Mileage	\$.56/mile
Color Prints	\$3.50/sf
Black & White Prints	\$1.50/sf

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2 October 2014

Ron Robertson
Broadus and Associates, Inc.
2900A Government St
Ocean Springs, MS 39564

RE: Long Beach Harbor Architectural Services Proposal

Dear Ron,

We are pleased to be considered to provide architectural services to design the new interpretive signage for Long Beach Harbor. This is an unusual project, due to the intensive research and graphic production required in relation to the very small construction cost anticipated. We have identified the workplan by task below, and hope that this will serve to explain the complete package of professional services.

Scope of Work

The project for new signage at the driveway will include 5 completed signs, 1 at each of the two pavilions, plus 3 along the curved bulkhead that forms the inner wall of the harbor. The sign form and structure will be angled for readability, and for visibility from the restaurant deck above.

The anticipated subject of the signage will include marine species that might be encountered along the coastal edge and in the offshore waters of the Mississippi Sound and Gulf of Mexico. This may include invertebrates such as shrimp, marine mammals such as dolphins, fish and sharks, and birds. We will provide production-ready artwork for the sign, including research, text, photography and artwork in addition to layout.

The scope of work will include drawings necessary for graphic production, permitting and construction. We understand that your budget for sign construction is about \$25,000.00. These signs will not include lighting within the sign construction, but we will consider existing lighting in the siting of the boards. You are enthusiastic about moving forward, and thus we propose the following schedule:

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Phase One: Preliminary Design **\$5,000.00**

Research:

Develop, write, and edit text for board.
Identify preliminary subjects for artist and photographer.
Measure site and context to identify sign location and alignment for visibility.
Outline alternate materials and cost budgets for signage options.

Graphic Design:

Develop schematic artworks and review potential photographs.
Prepare layout options for boards.

Architectural Concept Design:

Sketch options of the sign to scale.
Site plan of the sign locations.

The timeline for this phase is expected to be 4-5 weeks. At the end of this phase, we will meet with Broadbus and Associates, Brown Mitchell and Alexander, the Long Beach Harbormaster, and other stakeholders to review the options and determine the final directives for completing the signs.

Phase Two: Contract Documents **\$4,500.00**

Prepare final artwork, photographs, text, and layout for five signs.

Complete the drawings and specifications for permitting, bidding, and construction: site plan, foundation details, sections, elevations, and fabrication details.

The timeline for this phase is expected to be 4-5 weeks.

Phase Three: Construction Administration **\$1,000.00**

Make anticipated 2 trips to sign shop or construction site.
Answer questions during fabrication and installation of the sign.
Graphic designer to review mockup, and make adjustments as required.

The timeline for this phase is expected to be 4-6 weeks. Placement of the signs in or on the pavilions is contingent upon their construction schedule.

Complete Professional Services **\$10,500.00**

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Our fee includes design of the sign fastening or footing, but not complete civil or structural engineering services. We do not anticipate significant travel, printing, or shipping costs for this project. Requests for large numbers of reproductions or other special materials will be billed with no markup. We have not included services for bidding of this project, anticipating that you will complete this through BMA; if this is not acceptable, we estimate 10 hours of time, and an additional \$1250.00 fee for these services. More than two site visits during the construction phase services will be billed at a rate of \$125/hour, plus mileage from our offices in Bay St Louis.

Upon your approval of this proposal, we will work with you to draft a subcontract for professional services with Brown Mitchell and Alexander.

We at unabridged Architecture look forward to working with you to create an exciting addition to Long Beach's beautiful harbor improvements. Please feel free to give me a call to discuss any questions or concerns you may have regarding our proposal.

Sincerely,

A handwritten signature in cursive script that reads 'Allison Anderson'.

Allison Anderson, FAIA, LEED-AP

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SIMPKINS & COSTELLI, INC.

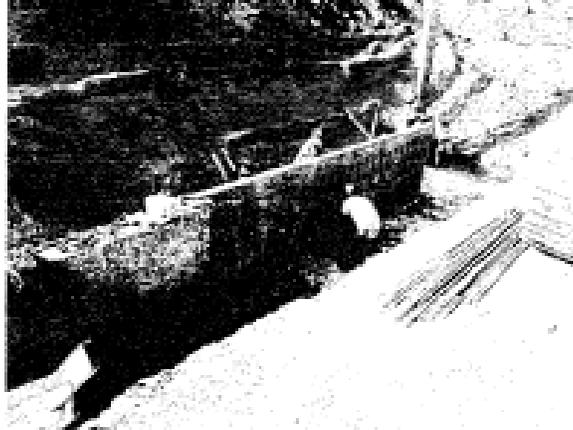
P.O. Box 6235
Gulfport, Mississippi 39506

228-864-6289

Date:	12/15/14	Project No.	1346.3.7
Time:	12:30 PM - 1:30 PM		
Project:	East Bulkhead Tieback Repair		
Location:	Long Beach, MS (LB Harbor)		
Contractor:	Twin L Construction Company		
Owner:	City of Long Beach		
Weather:	Cloudy, No Rain		
Temp:	45 - 70 deg. F		
Present at Site:	Supt./Operator, 4 Laborers		

THE FOLLOWING WAS NOTED:

1. Form work is in progress for the next 40' deadman wall section going north toward corner of existing wall (120' total length). Concrete placement is scheduled for Wednesday 12/17/14. QES should be provided with 24 hour notice for concrete testing.



2. Cored hole through existing concrete deadman will occur at 3rd tie rod location from south end rather than 2nd tie rod as noted in 12/10/14 report. Locations of existing tie rods should be field verified prior to placing sleeves in new concrete deadman wall to allow for shifting sleeve locations, if possible, rather than core drilling through existing concrete.



3. Contractor requested barricading off the entire south end of the site to traffic once the work progresses around the corner. This is for safety and equipment access reasons. The Harbormaster will have to approve this request. Adequate prior notification for closure is required. Harbor tenants must be provided unrestricted access if this is allowed.

Copies To: Richard Ladner (Twin L)
Ron Robertson (Broaddus Assoc.)
Michael Costelli (S&C)
Bill Mitchell (BMA)

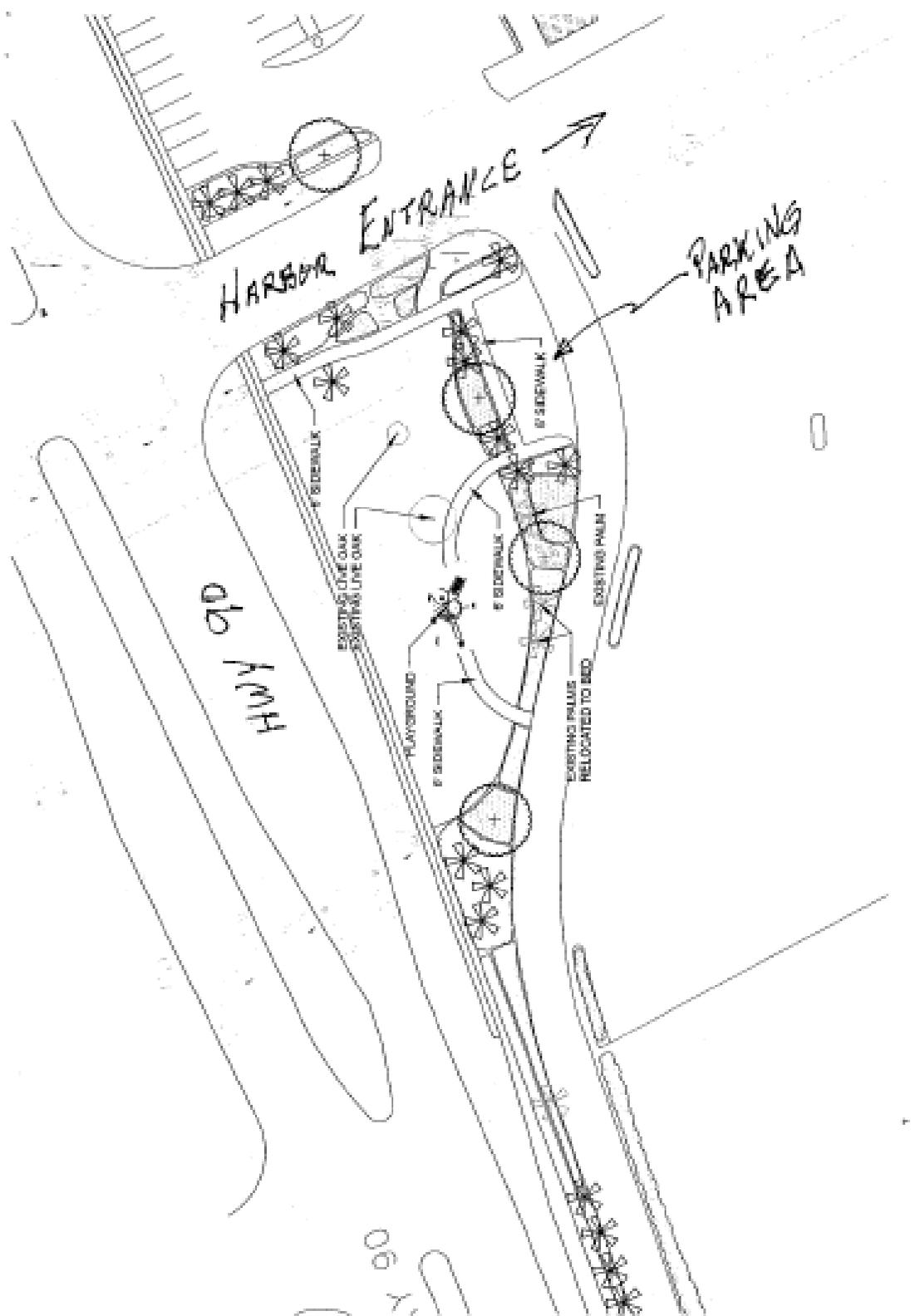
FIELD REPORT

Signed: _____

David P. LeBlanc, P.E.

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**CITY OF LONG BEACH
Long Beach Harbor Expansion & Enhancement Project
Phase II Services**

WORK AUTHORIZATION NO. 4

**Professional Services for Landscaping Enhancements (Playground Equipment)
at Long Beach Harbor**

It is agreed to undertake the following work in accordance with the provisions of our Short Form of Agreement for Professional Services dated February 16, 2012 and as amended by Amendment No. 1 dated February 20, 2014:

DESCRIPTION OF ASSIGNMENT

- A. The scope of work is generally described as professional engineering services and landscape architectural design, preparation of bid documents, bidding assistance, construction observation and coordination of close-out documentation for landscaping enhancements (specifically - playground equipment) at the Long Beach Harbor. Total construction costs for these enhancements are based on available CIAP Grant funding and will not exceed \$150,000.

BASIS OF COMPENSATION

- A. The Owner shall compensate the Consultant on a per hour basis in accordance with Attachment A (BMA's Standard Hourly Rates) of the Agreement and as amended for basic services provided with a cost not to exceed \$12,000.00 (this amount includes architectural services). Reimbursable expenses are in addition to fees for services and will be billed accordingly. All conditions provided in the Agreement and as amended shall pertain to this Work Authorization.
- B. Invoices are submitted monthly and payment shall be made upon receipt of and in accordance with BMA's itemized invoice. Payment not received within 60 days of the invoice date will be considered delinquent and finance charges will be assessed. The terms of this proposal are valid for acceptance for 30 days only from the date written above.

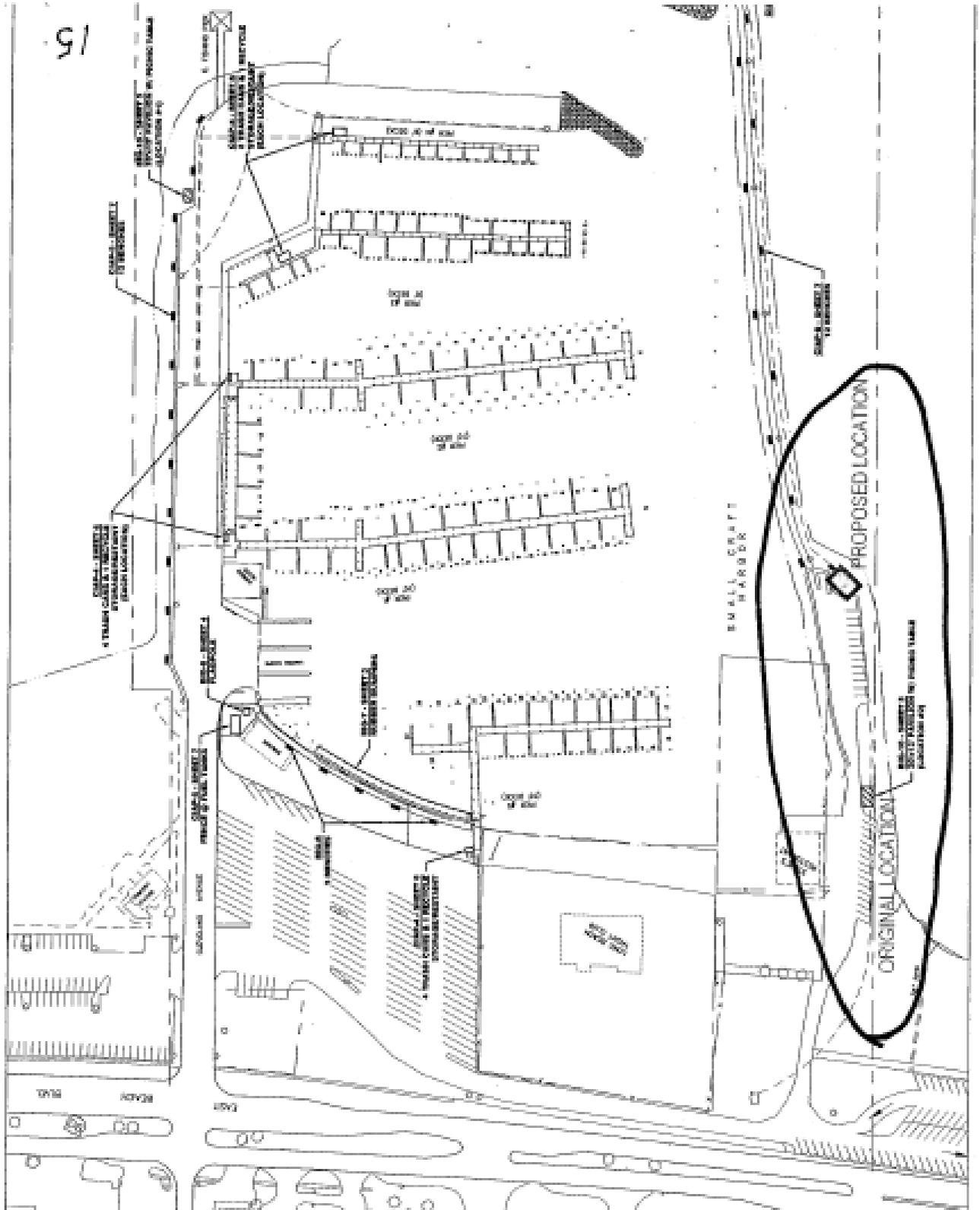
Agreed as to the scope of services and compensation:

CITY OF LONG BEACH	LB PORT COMMISSION	BROWN, MITCHELL ALEXANDER, INC
BY: _____	BY: _____	BY: <u>Gene Mitchell, P.E.</u>
DATE: _____	DATE: _____	DATE: <u>12-17-2014</u>

O:\Vermel\ProjectFiles\3300 LB Harbor\W444 PLAYGROUND EQUIPMENT (CP)W4 #4.doc

11-30000-03

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Projects for new Bulkhead and Transient Mooring Pier

B.I.G. Grant

February 21, 2014

	ITEM	ESTIMATE
Mpower	1 Lighting along concrete walk	\$ 30,000
COBB	2 Finish concrete walk to East/west erosion control	\$ 16,000
Chris	3 Erosion control plantings north of new bulkhead	\$ 50,000
LBPC	4 Out reach Materials	\$ 25,000
AGR	5 Asphalt to stop erosion	\$ 8,500
AGR	6 Benches along walk way	\$ 8,000
AGR	7 Rubber bumpers along new pier (Bill to spec)	\$ 9,000
AGR	8 Flag Pole installation	\$ 5,000
AGR	9 Curb and Asphalt to control storm water runoff	\$ 20,000
	10 Engineering	\$ 29,100
	11 Program Management	\$ 3,500
	12 Project Inspection	\$ 16,900
	13 Misc.	\$ 69,000
	Total	\$ 290,000
	CIAP Improvement Projects	
C/P	1 install 24" pipe through south bulkhead wall.	\$ 25,000
C/P	2 Electrical Imp. Plus Finger Piers	\$ 38,500
AGR	3 improvements to overall lighting systems	\$ 59,500
MC	4 Reinforce supports for bulkheads	\$ 375,000
AGR	5 Provide restraint system to protect garbage cans	\$ 30,000
AGR	6 Fence around fuel tanks	\$ 1,800
AGR	7 Provide roof over west fishing pier	\$ 45,000
AGR	8 Two Fish cleaning station near charter boats 1 and 3	\$ 100,000
AGR	9 three exhibit signs plus installation	\$ 25,000
Chris	10 Landscraping around harbor	\$ 85,000
AGR	11 Add 24 benches around harbor area	\$ 20,000
AGR	12 Two Pavilions with seating (Bill to select location)	\$ 90,000
	13 Engineering plus inspection	\$ 120,000
	14 Misc.	\$ 30,200
	Paving and Stripping in harbor area	
	Playground equipment	
		\$ 1,045,000

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After considerable discussion and based upon the recommendation of Mr. Robertson regarding the aforesaid report, the following actions were taken:

- Commissioner Hill made motion seconded by Commissioner Nicolais and unanimously carried to approve the issuance of a Purchase Order to Marty Wilson in the amount of \$3,000 based on quotes received in the aforesaid report. Funds to be expended from CIAP monies.
- Commissioner Kies made motion seconded by Commissioner Nicolais and unanimously carried to approve the design change for the west pavilion location, as attached.

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

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

520 33RD STREET
GULFPORT, MS 39507

TEL (228) 863-0967
FAX (228) 863-1232

December 12, 2014

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

**RE: Smallcraft Harbor - Permanent Repairs
Hurricane Isaac**

Ladies and Gentlemen:

Please find attached two proposed amendments to the Master Contract between the City & A. Garner Russell & Assoc. for permanent repairs at the Smallcraft Harbor. These amendments are each per the Contract requirements and are adjustments to the fees for Basic Services & Construction Inspection Fees. The fees for Basic Services are based on the FEMA fee curves contained in the contract, utilizing the final construction contract amount. We have also adjusted the costs for Construction Inspection. We request your approval in this matter.

Sincerely,

David Ball, P.E.

DB:1967-Master
Enclosure

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**AMENDMENT NUMBER 2-B TO MASTER AGREEMENT BETWEEN
CITY OF LONG BEACH AND A. GARNER RUSSELL & ASSOCIATES, INC.**

**LONG BEACH SMALLCRAFT HARBOR - HURRICANE ISAAC PERMANENT REPAIRS
(LAUNCH RAMP REPAIRS)**

It is agreed to modify the referenced Contract in accordance with the provisions contained in the Master Agreement dated November 6, 2012:

A. BASIS OF COMPENSATION

1. The construction of this project was satisfactorily completed in two phases: the first phase included the concrete ramp replacement and was completed on 7/16/2014; the second phase included the northern launch pier and was completed by 9/4/2014.
2. Fees for Basic services described in this Contract will be in accordance with Exhibit C3 of the referenced Master Agreement, more particularly, as a percentage of the final construction cost, based on Curve B in Appendix 1 to Exhibit C3.
 - a. Based on the Summary Change Orders, the total construction cost of both phases was \$118,690; therefore, fees for all Basic Services shall be \$16,600.
 - b. However, to facilitate the second phase of construction, an entirely separate bid package was prepared and utilized to obtain competitive quotes. The fees for the work of preparing the additional bid package were billed separately as Additional Services with a total fee of \$1315. All other Basic services related to the second phase of construction (including those associated with the design & construction) are included in the Basic Services fee referenced above.
 - c. Therefore, the total of all fees for the Basic Services & Additional Services referenced above shall be \$17,915.
3. For services of ENGINEER's Resident Project Representative and for Post-Construction Services, 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.
 - a. The referenced FEMA PWs have obligated approximately 3% of the construction cost for Construction Inspection services. Based on the Certified Tabulation of the Bids, the fees for Construction Inspection services are \$3,560, which did only allow for part-time inspection. Additional inspection can be provided upon Owner's request.

OWNER:

CITY OF LONG BEACH, MISSISSIPPI

By: _____
William Skellie, Jr.; Mayor

Date Signed: _____

ENGINEER:

A. GARNER RUSSELL & ASSOCIATES, INC.

By:  _____
M. Scott Burge, P.E.; President
MS PE #9550

Date Signed: 12-11-14

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**AMENDMENT NUMBER 3-B TO MASTER AGREEMENT BETWEEN
CITY OF LONG BEACH AND A. GARNER RUSSELL & ASSOCIATES, INC.**

**LONG BEACH SMALLCRAFT HARBOR - HURRICANE ISAAC PERMANENT REPAIRS
(FUEL FACILITY REPAIRS)**

It is agreed to modify the referenced Contract in accordance with the provisions contained in the Master Agreement dated November 6, 2012:

A. BASIS OF COMPENSATION

1. The construction of this project was satisfactorily completed as of August 8, 2014, with additional work required by Change Order #3 completed as of 11/12/2014. The final project was completed using Bid Schedule 1 (FEMA eligible) and Bid Schedule 2 (BIG eligible) and the additional work in Change Order #3, portions of which are eligible for reimbursement under the FEMA PA program and the Tidelands program, as indicated by the Summary Change Order.
2. Fees for Basic Services in this Contract will be in accordance with Exhibit C3 of the referenced Master Agreement, more particularly, as a percentage of the final construction cost, based on Curve B in Appendix 1 to Exhibit C3.
 - a. Based on the Summary Change Order, the final construction cost of Bid Schedule 1 is \$137,002.11; therefore, total fees for the related FEMA-eligible Basic Services shall be \$19,009.
 - b. The design for the construction of Bid Schedule 2 was already accomplished and paid for as part of the 2009 BIG Improvements project. Therefore, no fees for Basic Services will be included for that portion of the work.
 - c. Additionally, at Owner's request, Change Order #3 included the installation of a 50' hose reel for supply of diesel fuel to large boats utilizing the fueling facilities. Based on that Change Order, the total construction cost of that additional work is \$3020; therefore, fees for the related Basic Services shall be \$419.
3. For services of ENGINEER's Resident Project Representative and for Post-Construction Services, 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.
 - a. FEMA has obligated up to \$4,111 for Construction Inspection services for Bid Schedule 1.
 - b. The total of fees for Construction Inspection services for the BIG-eligible work in Bid Schedule 2 shall be \$98.

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- c. The total of fees for Construction Inspection services for the Tidelands-eligible work in Change Order #3 shall be \$91.
- d. These fees were only sufficient for part-time inspection.

OWNER: _____
CITY OF LONG BEACH, MISSISSIPPI

ENGINEER: _____
A. GARNER RUSSELL & ASSOCIATES, INC.

By: _____
William Skalle, Jr.; Mayor

By: M. Scott Burge
M. Scott Burge, P.E.; President
MS PE #9550

Date Signed: _____

Date Signed: 12/11/14

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Based upon the recommendation of Mr. Ball, Commissioner Hill made motion seconded by Commissioner Casey and unanimously carried to approve the two (2) proposed aforesaid amendments to the Master Contract.

Commissioner Kies made motion seconded by Commissioner Deschenes and unanimously carried to approve the Tidelands Grant Agreement, 2015 Harbor Improvements – Supplemental – Excursion Pier, as follows:

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FY2015-P501-07HR/LPC
MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

**Tidelands Grant Agreement
Harrison County/Long Beach Port Commission
2015 Harbor Improvements- Supplemental – Excursion Pier
FISCAL YEAR 2015**

Harrison County/Long Beach Port Commission hereby agrees to expend funds as authorized by the 2015 Mississippi Legislature in H.B. 1485 and Mississippi Code Section 29-15-9.

The Mississippi Department of Marine Resources will disburse funds in the amount of **\$210,000** for this project, Harrison County/Long Beach Port Commission – 2015 Harbor Improvements, upon (1) receipt of this signed document; (2) DMR possession of amended application with complete and final project designs and plans; and (3) release of funds from the Mississippi Department of Finance and Administration; and (4) availability of said funds. The Mississippi Department of Marine Resources shall make progress payments in installments based on work completed and material used in the performance of a tidelands project only after receiving written verification using Form TTF-3 and Form TTF-4 or Form TTF-5.

Harrison County/Long Beach Port Commission agrees to:

- 1) Expend monies for the project as designated by the Legislature H.B. 1485 for **Harrison County/Long Beach Port Commission- 2015 Harbor Improvements** and Mississippi Code Section 29-15-9, and be subject to an audit by the State Auditor.
- 2) Provide the Department of Marine Resources with detailed reports beginning June. 30, 2015, and every six months thereafter for the duration of project, using the attached form TTF-4. Project reports will include:

-Final project design and Budget	- Description of Work Completed
-Benefits to the public and community	- Milestones for Completion
-Visual presentation (photographs) of project	- Funds expended (to include Tidelands and Matching Funds)
-Narrative description of project	
- 3) Provide the Department of Marine Resources with a Notification of Completion – TTF-5 (to be included in final payment request-Form TTF-3) to include a detailed final report of entire project, using the attached forms.
- 4) Erect a prominent, permanent sign to be displayed at all funded public access and construction related projects. The sign shall read “Funds for this project appropriated by the Mississippi Legislature, 2015 Tidelands Trust Fund, through the Secretary of State, Delbert Hosemann, and the Mississippi Department of Marine Resources.

On behalf of the **Long Beach Port Commission** I have read, understand, and agree to all terms listed above, and recognize that failure to comply with any portion of this Grant Agreement could jeopardize the receipt of any future Tidelands Trust Funds Appropriations.

Jamie M. Miller

 Jamie M. Miller, Executive Director
 Department of Marine Resources

12.4.2014
Date

Phil Kies

 Phil Kies, President
 P41L

12/5/2014
Date

Commissioner Nicolais made motion seconded by Commissioner Kies and unanimously carried to approve payment of invoices, as follows:

- Docket #HBR121614, as submitted.

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Commissioner Hill made motion seconded by Commissioner Deschenes and unanimously carried acknowledging receipt of the November, 2014, Revenue/Expense Report.

The commission recognized the Harbormaster's report, as follows:

Harbor Master Report

December 18, 2014

- Bulkhead tieback project requiring more space than expected will need to meet with all parties involved to discuss options and addendum items
- Currently requesting quotes for a maintenance and hurricane contract for electrical pedestals
- WIFI Repeater:
- Three finger piers will need to be replaced soon due to age and wear third one needs minor repairs
- Sidewalk in front of harbor building and between pier one and two are currently being repaired
- Bulkhead south of pier 2 cracking and getting worse for exfiltration may need a relief cut there as well as corner south of it to relieve the stress causing breakage
- Harrison County Sand Beach will be putting up dune fence south of comfort station to slow down the sand going into parking areas
- No wake signs: All are gone but one due to either weather or rot will replace with aluminum
- Elevator now requires annual safety inspections according to new law. Maintenance contractor will get inspected and bill us accordingly
- Need a contract for chevron towing to pick up and replace fuel building
- Need a contract for bait shop trailer in event of storm
- Water faucets (change with brass)when funds are available
- 4 Live Aboard (Welch, Kilner, Smith, Haley)
- June 141 of 213
- July 147 of 213
- August 133 of 213
- September 129 of 213
- October 126 of 213
- November 131 of 213

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There was no action required or taken regarding the aforesaid Harbormaster's report.

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There was no Port Attorney's report due to his absence.

There being no further business to come before the Port Commission at this time, Commissioner Deschenes made motion seconded by Commissioner Nicolais and unanimously carried to adjourn until the next regular meeting in due course.

ATTEST:

PHIL KIES, PRESIDENT

DATE

ATTEST:

STACEY DAHL, DEPUTY CITY CLERK