

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants & Projects Manager  
**Through:** Eric Meyer, Director of Economic Development and Planning Dept.  
**Date:** February 11, 2013  
**Subject:** Vendor Selection- FEMA Hazard Mitigation Grant for Police Department  
Wind Retrofit- #1794-23-01

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**REQUEST:**

The Economic Development and Planning Department requests City Council approval of a vendor selection for retrofitting one set of double doors and two storefront window walls at the Police Department with large missile impact resistant material in order to bring the building envelope up to 150 mph wind load.

**BACKGROUND:**

The City of Gautier received approval of Hazard Mitigation grant funding in November 2012 to retrofit the Police Department's front windows and doors. MEMA requires two vendor quotes. The project was originally estimated to cost \$22,800.00. The 75% Federal Cost Share is estimated to be \$17,100 and the 25% Local Cost Share for the City of Gautier is estimated at \$5,700.00.

**DISCUSSION:**

The City's Purchasing Agent sent the project's scope of work to several vendors and requested written quotes. Two vendors submitted quotes. Fletcher Construction proposed to perform the necessary work for \$25,516.00. Dixie Glass submitted a proposal for \$22,400.00.

**RECOMMENDATION:**

Economic Development and Planning Department staff recommends that City Council award the project to Dixie Glass based on the quotes provided.

**ATTACHMENT(S):**

Police Department Hazard Mitigation Project Scope of Work  
Fletcher Construction Co., Inc. Quote  
Dixie Glass Quote

**Scope of Work: Hazard Mitigation Wind Retrofit Project**  
**Gautier Police Department**

The Gautier Police Department (located at 3329 Hwy 90) houses the City's Police Department and Municipal Court. The building will also be utilized as a command station in the event of a natural disaster.

**Project Description:**

**One set of double doors and two storefront window walls will be replaced with large missile impact-resistant material. This hardening will raise the overall building envelope rating from 130 to 150 mph by strengthening these weak points.**

1. Remove and replace (2) each existing non-impact storefront windows (approximately 165"x 89") 4-lite fixed window frames with new large missile impact-resistant rated materials. Contractor to field verify all openings.
2. Contractor shall remove and replace (1) existing storefront opening at the main entry. Existing opening measures approximately 195"x 132". (Contractor to field verify all openings). Contractor will install (1) new large missile impact-resistant rated system.
3. Contractor is responsible for removing and relocating the security camera as needed during the storefront installation. Contractor shall provide temporary measures required during the construction process to keep the building secure and watertight at the end of each working day.
4. Contractor is responsible for repairing any damage to exterior or interior of openings caused during the removal/installation process.
5. At project completion, vendor/installer must provide letter of certification that completed work to strengthen these weak areas meets the required specifications for raising the overall building envelope rating from 130 to 150 mph wind load.

P.O. Drawer 1509  
3311 Short Cut Road  
Pascagoula, MS 39568-1509



Telephone: 228-762-5792  
Fax: 228-762-7569  
Website: [www.fletcherconst.com](http://www.fletcherconst.com)

To: City of Gautier Purchasing Agent  
Re: Retrofit Police Station Windows  
Attn: Cindy Steen  
Date: 2/1/13

Ms. Cindy Steen,

Fletcher Construction proposes to furnish all labor, equipment, and materials necessary to perform the scope of work referenced above for the sum of **\$25,516.00**.

**Inclusions**

- Remove/Replace storefront windows as per bid invite received on 1/28/13

**Exclusions**

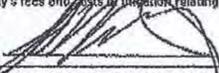
- Overtime, Weekend Hours

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Shawn Preston', is written over a horizontal line.

Shawn Preston  
Fletcher Construction Co. Inc.

RECEIVED  
1/29/13

License No: 17689-SC		www.dixieglass.com		Page No. <u>1</u> of <u>1</u>
Expires: 04/2013				
<b>PROPOSAL</b>				
PROPOSAL SUBMITTED TO		TODAY'S DATE		DATE OF PLANS/PAGE #'S
City of Gautier		1/29/13		
PHONE NUMBER	FAX NUMBER	JOB NAME		
		Police Dept Wind Renovation		
ADDRESS, CITY, STATE, ZIP		JOB LOCATION		
		Gautier Police Department		
<p>We propose hereby to furnish material and labor necessary for the completion of:                  Removal of storefront entrance doors and opposing sidelites and installation of new 150 large missile impact rated entrance doors and transom frame along with opposing sidelites. New doors to be medium stile large missile impact rated with 9/16 impact laminated safety glazing. Doors to have standard push pull hardware and standard locking. Glazing in transom and opposing sidelites to be 1 5/16 impact insulated glazing. Frame system to be 2 1/2 x 5 clear anodized to match existing finish.</p> <p>Main Entrance 195" x 132"                  Storefront Entrance Doors with Transom Glass and Opposing Sidelites                  2 Sidelite Windows with 2 lites each Transom Glass and 2 Door Lites                  Total of 5 Glass Panels                  Fabrication, Removal of Existing, Installation and Glazing of New Storefront System</p> <p>Removal of 2 each Four Lite Fixed Frame window wall system and installation of new 150 mph large missile impact rated storefront system. New systems to contain four lites each. Storefront system to be 2 1/2 x 5 center glazed impact rated with glazing to be 1 5/16 impact insulated glazing. Storefront system to be installed with necessary subsills and sealants as required per ASTM pressure testing requirements.</p> <p>Storefront Window Wall consisting of 4 lites each 165" x 89"</p> <p>System to meet or exceed Miami Dade Code Enforcement of 150 MPH</p> <p>Exclusions: shop drawings, low e coatings, panic hardware, engineer calcs</p>				
<p>We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum of:  <u>Twenty two thousand four hundred</u> dollars ( \$22,400.00 )</p> <p>Payment as follows: TBD</p> <p>All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Accounts overdue beyond 30 days of billing will be charged at an interest rate of 1 1/2% per annum. Customer is also liable for an additional 1 1/2% of unpaid balance plus incidental collections costs, including attorney fees. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.</p> <p>Authorized Signature:  Note: this proposal may be withdrawn by us if not accepted within <u>90</u> days.</p> <p>ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.</p> <p>Signature _____                  Signature _____                  Date of Acceptance _____</p>				

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 046-2013**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that City is authorized to submit an application for Mississippi Department of Transportation's 2013 Save Routes to School grant funds.

**IT IS FURTHER ORDERED** that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and the following vote was recorded:

**AYES:** Tommy Fortenberry  
Johnny Jones  
Hurley Ray Guillotte  
Gordon Gollott  
Mary Martin  
Scott Macfarland  
Adam Colledge

**NAYS:** None

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 19, 2013.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffinan, Grants and Projects Manager  
**Through:** Eric Meyer, Director of Economic Development and Planning  
**Date:** February 11, 2013  
**Subject:** Request to submit an application for Mississippi Department of Transportation's 2013 Safe Routes to School grant funds

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**REQUEST:**

The Economic Development and Planning Department requests City Council authorization for the submission of a grant application to the Mississippi Department of Transportation for the 2013 Safe Routes to School funding.

**BACKGROUND:**

The Safe Routes to School Program was established as a response to the reduced number of children walking and bicycling to school. This change in the mode of transportation has added to traffic congestion, reduced air quality, and contributed to the decline in children's health. The purpose of this grant funding is

- to enable and encourage children, including those with disabilities, to walk and bicycle to school;
- to make bicycling and walking to school a safer and more appealing alternative; and
- to facilitate the planning, development and implementation of projects and activities that will improve safety; and reduce traffic, fuel consumption and air pollution in the vicinity of schools.

**DISCUSSION:**

A grant application is proposed for up to \$250,000 for infrastructure improvements and activities designed to encourage and enable children to walk and bicycle safely to College Park Elementary School. School officials estimate that approximately 100 children walk or ride bikes to that school on a daily basis. The guidelines require the formation of a Safe Routes to School Task Force and all proposals must include the "5 E's": Engineering, Education, Enforcement, Encouragement, and Evaluation. Applications must be postmarked by March 1, 2013. The Safe Routes to School Program is 100% federally funded and therefore requires no matching funds from applicants. Safe Routes to School is a reimbursement program; payment will be made after project expenses have been incurred, submitted, and approved for payment. Projects must be initiated within 90 days of the award notification letter, and all projects must be completed within two years following the date of the signed award letter.

**RECOMMENDATION:**

The Economic Development and Planning Department staff recommends that City Council authorize submission of a grant application for the 2013 Safe Routes to School funding for infrastructure and non-infrastructure improvements for College Park Elementary School.

City Council may:

1. Authorize submission of an application for up to \$250,000 in grant funding as described above; or
2. Authorize submission of a grant application with changes; or
3. Disapprove submission of a grant application.

**ATTACHMENT(S):**

N/A

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There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 047-2013**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is authorized to enter into a service agreement with Ad2, Inc. for the creation and launch of a website and online reservation system for Shepard State Park.

**IT IS FURTHER ORDERED** that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilwoman Martin and the following vote was recorded:

**AYES:** Tommy Fortenberry  
Johnny Jones  
Hurley Ray Guillotte  
Gordon Gollott  
Mary Martin  
Scott Macfarland  
Adam Colledge

**NAYS:** None

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 19, 2013.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants & Projects Manager  
**Through:** Eric Meyer, Economic Development and Planning Director  
**Date:** February 13, 2013  
**Subject:** Service Agreement for Shepard State Park website creation and launch

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**REQUEST:**

The Economic Development and Planning Department requests authorization to enter into a service agreement with Ad2, Inc. for the creation and launch of a website and online reservation system for Shepard State Park.

**BACKGROUND:**

The City of Gautier assumed administration of Shepard State Park from the state of Mississippi on January 28, 2013. The current online reservation system through the state will be discontinued by March 31, 2013.

**DISCUSSION:**

Ad2, Inc. has proposed to create and launch a website for the park that will include online reservations and booking of amenities. It is estimated that the beta version can be live within 4 weeks of agreement signing and that the finalized site can be live within 4 weeks of beta approval.

The fee for building the site is \$3,275.00.

Hosting fees are \$25 per month.

Yearly fees include a SSL Certificate for \$65.00 and Domain Registrations for \$50.00.

(See the attached proposal/agreement for further details.)

**RECOMMENDATION:**

City staff recommends that City Council authorize entering into a service agreement with Ad2, Inc. for the creation and launch of a website and reservations system for Shepard State Park as outlined above. City Council may:

1. Authorize entering into the service agreement as presented; or
2. Authorize entering into the service agreement with changes; or
3. Disapprove entering into the service agreement as presented.

**ATTACHMENT(S):**

Ad2, Inc. Proposal/Service Agreement for Shepard State Park Reservation Site



Marketing • PR • Advertising

Art : Photography of each site and the park provided by City staff

Host Server: Ad2, Inc. VPS

**Timeline:**

The estimated timeline is based on the assumption that all approvals, requests for assets, and other client dependant interactions are done in a timely manner. With this in mind, the beta version can be live within 4 weeks of agreement and finalized site within 4 weeks of beta approval. This timeline is dependent upon the client's ability to provide access to requested information.

Site Build Fees: \$3,275.00

**Additional charges:**

SSL Certificate: \$65/year

Hosting: \$25/month

Domain Registrations:\$50/year

\*Additional fees, such as shopping cart or financial processing fees, will be in addition to the contract and will be presented to client for prior approval.

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City of Gautier, P O Box 670, Gautier, MS 39553

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Printed Name, Title

Date

This is an estimate based on current information. Changes in the scope of work will be reflected in the actual billing. Billing may be more or less, in the event changes occur that will increase the cost, the client will be notified in writing for preapproval. Standard terms are 1/2 at template review, 1/4 upon beta version approval; balance due upon site completion or 45 days from work commencement, whichever comes first. Finance charges of 1.5% will be applied to any/all past due balances. Your signature indicates authorization of the assessment of late charges on any past due amounts and agree to pay any collection expenses incurred by Ad2, Inc. on your account (which includes but is not limited to collections, legal fees, etc.)

**Recognized by the Ms. Dept. of Economic Development  
as a Woman Owned Business**

P.O. Box 336 • Mandeville, LA 70470 • Phone 504.908.2721 • Fax 985.778.0163  
P.O. Box 969 • Gautier, MS 39553 • Phone 228.822.9890 • Fax 228.522.1800



Marketing • PR • Advertising

## Shepard State Park Reservations Site

Job# 29-594-0213

February 13, 2013

Ad2, Inc has been contracted for the creation and launch of the Shepard State Park website, including reservations and booking of amenities as follows:

### Scope of Work:

The cost and specifications for the design and development of the website & online reservations application for Shepard Park & Campground is as follows

### Specifications:

Register domain names (ShepardStatePark.com and ShepardPark.com)

Direct domains to site

Create site template including integration and modification of reservations plug in demo, proof for client approval

Graphic comps and design

Integrate preferred reservations plug-in

Plug-In Modification

Coding

Application Development

Browser Testing

Website configuration

Load / Make Live

Dynamic reservation setting and calendaring SEO/Analytics

Assist in and edit content creation/copywriting

Install SSL Certificate

Social Media Integration

Submission to Free Web Crawling

Product/service loading (pavilion rental, boat rental, field rental etc...)

Shopping cart integration for reservation payment acceptance\*

Authorize.net software integration with financial institution\*

P.O. Box 336 • Mandeville, LA 70470 • Phone 504.908.2721 • Fax 985.778.0163  
P.O. Box 969 • Gautier, MS 39553 • Phone 228.822.9890 • Fax 228.522.1800

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 048-2013**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that City is authorized to accept a grant from the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) for the FY 2012 Assistance to Firefighters Grant (AFG) Program.

**IT IS FURTHER ORDERED** that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Gollott, seconded by Councilwoman Martin and the following vote was recorded:

**AYES:** Tommy Fortenberry  
Johnny Jones  
Hurley Ray Guillotte  
Gordon Gollott  
Mary Martin  
Scott Macfarland  
Adam Colledge

**NAYS:** None

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 19, 2013.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants & Projects Manager  
**Through:** Chief Ray Frair, Gautier Fire Department  
**Date:** February 11, 2013  
**Subject:** FY 2012 Assistance to Firefighters Grant Acceptance

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**REQUEST:**

The Gautier Fire Departments requests City Council approval to accept a grant from the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) for the FY 2012 Assistance to Firefighters Grant (AFG) Program.

**BACKGROUND:**

The purpose of the Assistance to Firefighters Grant Program is to provide financial assistance to enhance the safety of the public and firefighters regarding fire and fire-related hazards. The City of Gautier submitted an application in July 2012 for a total project cost of \$105,775.00 to upgrade the Fire Department's current analog communication system to a digital system that will be compatible with Jackson County's system. Grant funding is expected to provide three (3) base stations, ten (10) mobile radios, and fourteen (14) portable radios.

**DISCUSSION:**

The City of Gautier's grant application was approved by FEMA and the Department of Homeland Security on February 8, 2013. The Federal share of the grant award is 95% of the \$105,775.00 project total (\$100,487.00) and the local cost share is 5% (\$5,288.00).

**RECOMMENDATION:**

Fire Department staff recommends that City Council accept the grant award for the FY 2012 AFG Program for the amount specified above with a 5% local match.

The City Council may:

1. Approve acceptance of the 2012 Assistance to Firefighters Grant Program as outlined above; or
2. Reject grant funding for the FY 2012 Assistance to Firefighters Grant Program as outlined above.

**ATTACHMENT(S):**

FEMA Award Letter (February 8, 2013)