

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants & Projects Manager  
**Through:** Chandra Nicholson, Economic Development and Planning Director  
**Date:** September 29, 2014  
**Subject:** Construction Engineering & Inspection Services Contract with Neel-Schaffer for the Transportation Enhancement Project (Streetscape Improvements)  
STP-0494-00(008)LPA/106378-701000

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**REQUEST:**

The Economic Development and Planning Department requests authorization for the City of Gautier to enter into a Construction Engineering & Inspection Services Contract with Neel-Schaffer, Inc. for the Transportation Enhancement Project (Streetscapes Improvement).

**BACKGROUND:**

The Economic Development and Planning Department requests authorization to enter into a contract with Neel-Schaffer, Inc. for Construction Engineering & Inspection Services for the above referenced project for an upset cost limit of \$65,120.79. This project includes improving and expanding the existing pedestrian/bicycle access walks within the downtown area along a 1.5 mile stretch of Highway 90 from Beasley Road to Ladnier Road, along a 0.22 mile stretch of William Payne Adams Road from Dolphin Drive to Beasley Road, and along a 0.17 mile stretch of City property between William Payne Adams Road and Highway 90. These improvements include: wide multiuse sidewalks, brick paver seating areas, trash receptacles, brick paver crosswalks, pedestrian lighting installation, and pond fountains. All facilities will be ADA accessible.

**DISCUSSION:**

The Mississippi Department of Transportation has reviewed the CE & I contract and given permission to proceed with contract execution.

**RECOMMENDATION:**

City staff recommends that City Council authorize entering into the Construction Engineering & Inspection Services Contract with Neel-Schaffer, Inc. as described above. The City Council may:

1. authorize entering into the CE & I Services Contract as presented; or
2. authorize entering into the CE & I Services Contract with changes; or
3. disapprove entering into the CE & I Services Contract as presented.

**ATTACHMENT(S):**

MDOT Contract Review Letter



Mark C. McConnell  
Deputy Executive Director/  
Chief Engineer

Charles R. Carr  
Director  
Office of Intermodal Planning



Lisa M. Hancock  
Deputy Executive Director/  
Administration

Willie Huff  
Director  
Office of Enforcement

Melinda L. McGrath  
Executive Director

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*P. O. Box 1850 / Jackson, Mississippi 39215-1850 / Telephone (601) 359-7001 / FAX (601) 359-7110 / www.GoMDOT.com*

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July 17, 2014

City of Gautier  
Ms. Samantha Abell  
3330 US Highway 90  
Gautier, MS 39553

RE: Construction Engineering and Inspection Contract Review  
STP-0494-00(008)LPA / 106378-701000  
City of Gautier – Streetscape Improvements Project  
Jackson County

Dear Ms. Samantha Abell,

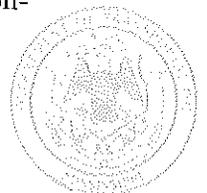
The Consultant Services Unit has reviewed the Construction Engineering & Inspection (CE&I) Services Contract for the above referenced project.

Attached please find two (2) signed originals of the CE&I Services Contract with **Neel-Schaffer, Inc.** (the Consultant) for an upset cost limit of **\$65,120.79** on the above referenced project. We have verified that the correct boiler-plate contract has been used.

The LPA may execute the CE&I contract with the Consultant when appropriate. Please request that the LPA send one (1) copy of the fully executed contract and Notice to Proceed (NTP) to the LPA Division (Attention: Necole Baker), the MDOT District LPA Coordinator, and Consultant Services Unit (Attention: Scot Ehrgott).

As a brief explanation of the Labor Hour (CE&I) contract process, understand all Rates and Classifications established in the contract MUST match the invoices billed for the project. This will also include names if listed in the Contract. Please be sure to send your Exhibit 3, Fee Proposal Billing Rate Table, and the Fee Proposal Hour Distribution/Labor Cost Sheet to your accounting department. If additional personnel is needed after the Contract has been executed, the Consultant MUST have approval by the LPA and MDOT prior to proceeding.

As a reminder, any supplemental agreements must be forwarded to the MDOT for concurrence prior to being executed and any work conducted under this Contract on non-participating items cannot be reimbursed.



Construction Engineering and Inspection Contract Review

Project Number: 106378 701000

July 17, 2014

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Ehrgott', with a long horizontal flourish extending to the right.

Scot Ehrgott, P.E.

MDOT Director of Consultant Services

SE/sh

Attachments

Cc: 77-01 LPA Division  
26-01 District 6

{Baker}  
{Seyfarth}

*Mayor*  
Gordon F. Gallott

*City of Gautier*  
Gautier, Mississippi

*City Manager*  
Samantha D. Abell

*City Clerk*  
Cynthia Russell

3330 Highway 90  
Gautier, MS 39553  
Phone: (228) 497-8000  
Fax: (228) 497-8028  
Email: [gautier@gautier-ms.gov](mailto:gautier@gautier-ms.gov)  
Website: [www.gautier-ms.gov](http://www.gautier-ms.gov)

*Council*  
*At Large Mary F. Martin*  
*Ward 1 Johnny Jones*  
*Ward 2 Hurley Ray Guillotte*  
*Ward 3 Casey C. Vaughan*  
*Ward 4 Charles "Rusty" Anderson*  
*Ward 5 Adam D. Colledge*



June 3, 2014

David H. Seyfarth, P.E., P.S.  
District 6 LPA Coordinator  
Mississippi Department of Transportation  
16499#B Highway 49, N. Trailer  
Saucier, MS 39574

**RE: Consultant Procurement  
Gautier Streetscape Improvements  
Project No. STP-0494-00(008)LPA/106378-701000  
Jackson County**

Dear David:

With this letter, the City of Gautier (LPA) requests to use Small Purchase Procedures as outlined in the Local Public Agency Consultant Operating Procedures for Professional Services, Section 2.2.1 Small Purchase Procedures to enter into a Construction Engineering and Inspection Contract, including testing, with Neel-Schaffer. The total costs for all professional services associated with all phases of the project utilizing federal funds for the consultant are estimated to be less than the Federal simplified acquisition threshold of \$150,000 for A & E Services.

The City considered using the following firms for this project:

- Neel-Schaffer
- Compton Engineering
- Batson & Brown

After considerations such as location, expertise, work load, experience on similar projects, etc., the City chose to negotiate with Neel-Schaffer.

Thank you for your time and consideration. Please call Chandra Nicholson at (228) 806-1285 if you have any questions, concerns, or comments.

Sincerely,

Samantha D. Abell, City Manager  
(Chief LPA Official)

cc: Jeff Altman, P.E. MDOT State LPA Engineer  
Chandra Nicholson, Director Economic Development & Planning  
Dennis Reeves, Neel-Schaffer  
File

**CONSTRUCTION ENGINEERING & INSPECTION SERVICES CONTRACT**

*Gautier Streetscape Improvements*  
Project No. *STP-0494-00(008)LPA/106378-701000*  
*Jackson County*

THIS CONTRACT, is made and entered into by and between the *City of Gautier*, a body Politic of the State of Mississippi (the "LPA"), and *Neel-Schaffer, Inc.* (the "CONSULTANT"), a *Mississippi Corporation*, duly registered to do business in the State of Mississippi, whose address for mailing is *707 Watts Avenue, Suite C, Pascagoula, Mississippi, 39567*, effective as of the date of latest execution below.

**WITNESSETH:**

WHEREAS, the LPA proposes to perform the construction engineering services for *Gautier Streetscape Improvements, as provided in Federal Aid Project No. STP-0494-00(008)LPA/106378-701000*, hereinafter called the "PROJECT" and more specifically described as improving and expanding the existing pedestrian/bicycle access walks within the downtown area along a 1.5 mile stretch of Highway 90 from Beasley Road to Ladnier Road, along a 0.22 mile stretch of William-Payne-Adams Road form Dolphin Drive to Beasley Road, and along a 0.17 mile stretch of City property between William-Payne-Adams Road and Highway 90. These improvements include: wide multiuse sidewalks, brick paver seating areas, trash receptacles, brick paver crosswalks, pedestrian lighting installation and pond fountains. All facilities will be ADA accessible; and,

WHEREAS, the LPA desires to engage a qualified and experienced CONSULTANT to perform engineering services in connection with the PROJECT, all of which are hereinafter called the "SERVICES"; and,

WHEREAS, the CONSULTANT has represented to the LPA that it is experienced and qualified to provide those services, and the LPA has relied upon such representation; and,

WHEREAS, the CONSULTANT herein was chosen for their expertise in performing the services in connection with the PROJECT and found satisfactory by the LPA; which is now desirous of entering into a contract; and

WHEREAS, the CONSULTANT herein was chosen through the LPA Consultant Selection Process pursuant to Mississippi Department of Transportation (hereinafter "MDOT") LPA Project Development Manual and pursuant to Federal Highway Administration ("FHWA") regulations, Engineering and Design Related Service Contracts, 23 C.F.R. Part 172 (as amended) and found satisfactory;

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein and for other good and valuable considerations flowing unto the parties, the receipt and sufficiency of which is hereby acknowledged, the LPA and the CONSULTANT do hereby contract and agree as follows:

**ARTICLE I. GENERAL RECITALS**

CONSULTANT shall, for the agreed fees, furnish all engineering services and materials required to perform the tasks described in the Scope of Work for the proposed transportation project. In so doing, CONSULTANT shall meet the current industry standards (and those MDOT and LPA standards specified in Exhibit 2) as to general format and content and in addition thereto, any special requirements of the LPA.

THE LPA, in support of CONSULTANT will provide the CONSULTANT a Scope of Work shown in "Exhibit 2" hereto and any other data which may be of assistance to CONSULTANT and within the possession and control of the LPA.

Manuals, guides, and specifications applicable to this CONTRACT shall be those approved and/or adopted by MDOT and in effect on the effective date of this CONTRACT, unless otherwise specified in this Contract or subsequently directed by MDOT during the course of the CONTRACT.

#### **ARTICLE II. SCOPE OF WORK**

The CONSULTANT shall conduct the SERVICES in accordance with the Scope of Work attached to this CONTRACT as "Exhibit 2" and made a part hereof as if fully set forth herein. The performance of the SERVICES referred to in "Exhibit 2" shall be the primary basis for measurement of performance under this CONTRACT. The LPA specifically reserves the right and privilege to enlarge or reduce the scope; or to cancel this CONTRACT at any time.

#### **ARTICLE III. CONTRACT TERM**

This CONTRACT shall commence upon the latest date of execution below and continue until such time as the above named project is successfully completed to the satisfaction of the LPA at which time this CONTRACT shall absolutely and finally terminate.

The construction engineering services of the CONSULTANT under this contract shall start with the **date of FHWA/MDOT concurrence in the award of the construction contract by the LPA**, and be completed within 60 days after the final inspection and acceptance of the construction work performed by others. The services of the CONSULTANT are anticipated to be needed and completed in an expedient manner. It is understood that construction progress of force account work by the LPA and/or contractor's work shall influence the time period for the CONSULTANT's services. Therefore, it is necessary that construction be completed in accordance with the original time limit set forth in the original construction schedule. The estimated fees in the Cost/Fee breakdown are based on the initial construction time estimate as included in the Contract Documents. If the construction time extends beyond the contract time, through no fault of the CONSULTANT, the LPA agrees to pay the CONSULTANT for the construction engineering services to complete the project with or without Federal participation, subject to approval by MDOT and FHWA.

During the term of this CONTRACT, the LPA reserves the right to terminate this CONTRACT, subject to the approval of MDOT, in whole or in part, at any time, with or without cause, upon seven (7) days written notice to the CONSULTANT, notwithstanding any just claims by the CONSULTANT for payment of SERVICES rendered prior to the date of termination. The LPA must receive written approval from the MDOT Executive Director on behalf of the Mississippi Transportation Commission before the LPA can terminate this CONTRACT. The LPA shall be liable only for the costs, fees and expenses for demobilization and close out of contract, based on actual time and expenses incurred by CONSULTANT in the packaging and shipment of all documents covered by this CONTRACT to the LPA. In no event shall the LPA be liable for lost profits or other consequential damages.

#### **ARTICLE IV. TIME OF PERFORMANCE**

TIME IS OF THE ESSENCE IN THIS CONTRACT. The CONSULTANT shall be prepared to perform its responsibilities for providing SERVICES commencing on the date of execution of the CONTRACT.

A Notice to Proceed shall be issued under authority from the LPA within 30 days after final execution of this CONTRACT. The CONSULTANT may not begin work on any feature of this PROJECT prior to receiving a Notice to Proceed from the LPA.

**ARTICLE V. RELATIONSHIP OF THE PARTIES**

The relationship of the CONSULTANT to the LPA is that of an independent contractor, and said CONSULTANT, in accordance with its status as an independent contractor, covenants and agrees that it will conduct itself consistent with such status, that it will neither hold itself out as, nor claim to be, an officer or employee of the LPA by reason hereof. The CONSULTANT will not by reason hereof, make any claim, demand or application or for any right or privilege applicable to an officer or employee of the LPA, including but not limited to workers' compensation coverage, unemployment insurance benefits, social security coverage, retirement membership or credit, or any form of tax withholding whatsoever.

All notices, communications, and correspondence between the LPA and the CONSULTANT shall be directed to the key personnel and agents designated in this contract.

**ARTICLE VI. COMPENSATION, BILLING & AUDIT**

**A. Cost and Fees**

The CONSULTANT shall be paid on the basis set forth in "Exhibit 3" to this CONTRACT. Under no circumstances shall the LPA be liable for any amounts, including any costs, which exceed the maximum dollar amount of compensation that is specified in and set forth in "Exhibit 3".

**B. Monthly Billing**

The CONSULTANT may submit monthly billing to the LPA. (A sample of a preferred invoice is attached as "Exhibit 4".) Each billing shall include all time and allowable expenses through the end of the billing period. Direct expenses, as used herein, include the costs of travel, subsistence, shipping charges, long distance telephone calls and printing if it is not company accounting policy to include these costs in overhead rates. The LPA retains the right to verify time and expense records by audit of any or all CONSULTANT's time and accounting records at any time during the life of the CONTRACT and up to three years thereafter.

If SERVICES are rendered within a given State fiscal year, an invoice requesting payment from the CONSULTANT shall be presented to the LPA within 60 days of the end of the State fiscal year. **Should the CONSULTANT fail to present the invoice within the allotted time, legislative approval may be required before payment can be rendered.**

The CONSULTANT further agrees that FHWA or any other Federal Agency may audit the same records at any time during the life of the CONTRACT and up to three years thereafter, should the funding source for all or any part of the CONTRACT be funds of the United States of America.

**C. Record Retention**

The CONSULTANT shall maintain all time and expense records incurred on the PROJECT and used in support of its proposal and shall make such material available at all reasonable times during the period of the CONTRACT and for three years from the date of final payment under this CONTRACT for inspection by the LPA, and copies thereof shall be furnished upon request, at the LPA's expense. The CONSULTANT agrees that the provisions of this Article shall be included in any CONTRACT it may make with any subcontractors, assignees or transferees.

**D. Retainage**

The LPA shall retain 5% of the CONSULTANT'S invoiced amount until the final payment request has been received and an audit of the total PROJECT cost to date has been completed by the LPA or its designee.

**ARTICLE VII. FINAL PAYMENT**

The CONSULTANT agrees that acceptance of the final payment shall be in full and final settlement of all claims arising against the LPA for work done, documents furnished, cost incurred, or otherwise arising out of

this CONTRACT and shall release the LPA from any and all further claims of whatever nature, whether known or unknown, for and on account of said CONTRACT, including payment for any and all work done, and labor and material furnished in connection with the same. Errors and/or omissions discovered subsequent to the acceptance by the LPA of the final contract documents shall be corrected by the CONSULTANT without additional compensation.

#### **ARTICLE VIII. REVIEW OF WORK**

Authorized representatives of the LPA may at all reasonable times review and inspect the SERVICES under this CONTRACT and any addenda or amendments thereto. Authorized representatives of the FHWA may also review and inspect the SERVICES under this CONTRACT should funds of the United States of America be in any way utilized in payment for said SERVICES. Such inspection shall not make the United States of America a party to this CONTRACT, nor will FHWA interfere with the rights of either party hereunder.

All reports, drawings, studies and maps prepared by and for the CONSULTANT, shall be made available to authorized representatives of the LPA for inspection and review at all reasonable times in the General Offices of the LPA. Authorized representatives of the FHWA may also review and inspect said reports, drawings, studies and maps prepared under the CONTRACT should funds of the United States of America be in any way utilized in payment for the same. Acceptance by the LPA shall not relieve the CONSULTANT of its professional obligation to correct, at its expense, any of its breaches, errors and/or omissions, in the final version of the work.

The CONSULTANT shall be responsible for performance of and compliance with all terms of this CONTRACT, including the Scope of Work and other exhibits attached to this contract, and including any technical specifications and special requirements of the LPA, and shall be responsible for errors and/or omissions, including those as to conduct and care, format and content, for all aspects of the CONTRACT, and including professional quality and technical accuracy of all designs, drawings, specifications, and other services furnished by the CONSULTANT.

Failure to comply with any terms of this CONTRACT shall be corrected by the CONSULTANT without additional compensation.

If any breach of CONTRACT, is discovered by LPA personnel after final acceptance of the work by the LPA, then the CONSULTANT shall, without additional compensation, cure any deficiency or breach including errors and/or omissions in designs, plans, drawings, specifications, or other services.

In the event that the project schedule requires that a breach of this CONTRACT be corrected by someone other than the CONSULTANT then the actual costs incurred by the LPA for such corrections shall be the responsibility of the CONSULTANT. The LPA shall give the CONSULTANT an opportunity to correct said breach unless (1) the LPA determines, in its sole discretion, that the CONSULTANT cannot cure the breach within the schedule established by the LPA, or (2) the LPA determines, in its sole discretion, that the CONSULTANT cannot cure the breach to the satisfaction of the LPA.

In the event that the CONSULTANT breaches this CONTRACT, and the breaches of the CONSULTANT are discovered during the construction phase, then an accounting of all costs incurred by the LPA resulting from such breach, including errors and/or omissions, will be made and such amount will be recovered from the CONSULTANT.

#### **ARTICLE IX. RESPONSIBILITIES FOR CLAIMS AND LIABILITY**

The CONSULTANT shall indemnify, defend and hold harmless the LPA and all its officers, agents and employees from any claim, loss, damage, cost, charge or expense arising out of any negligent act, actions, neglect

or omission by the CONSULTANT, its agents, employees, or subcontractors during the performance of this CONTRACT, whether direct or indirect, and whether to any person or property for which LPA or said parties may be subject, except that neither the CONSULTANT nor any of his agents or subcontractors will be liable under this provision for damages arising out of the injury or damage to persons or property solely caused or resulting from the negligence of the LPA or any of its officers, agents or employees.

The CONSULTANT'S obligations under this Article, including the obligations to indemnify, defend, hold harmless, pay reasonable attorney fees or, at the LPA'S option, participate and associate with the LPA in the defense and trial or arbitration of any damage claim, lien or suit and any related settlement negotiations, shall be initiated by the LPA'S notice of claim for indemnification to the CONSULTANT. Only an adjudication or judgment after the highest appeal is exhausted specifically finding the LPA entirely responsible shall excuse performance of this provision by the CONSULTANT. In such case, the LPA shall pay all costs and fees related to this obligation and its enforcement. Should there be a finding of dual or multiple liability, costs and fees shall be apportioned accordingly.

In conjunction herewith, the LPA agrees to notify CONSULTANT in writing as soon as practicable after receipt or notice of any claim involving CONSULTANT. These indemnities shall not be limited by reason of the listing of any insurance coverage below.

#### **ARTICLE X. INSURANCE**

Prior to beginning the work, the CONSULTANT shall obtain and furnish certificates to the LPA for the following minimum amounts of insurance:

- A. Workers' Compensation Insurance in accordance with the laws of the State of Mississippi.
- B. Public Liability Insurance in an amount not less than one million dollars (\$1,000,000.00) on account of any one occurrence.
- C. Property Damage Insurance in an amount not less than five hundred thousand dollars (\$500,000.00) from damages on account of any one occurrence, with an aggregate limit of not less than one million dollars (\$1,000,000.00).
- D. Valuable Documents Insurance, whether as a part of the property damage insurance referenced above or as separate insurance, in an amount sufficient to cover all costs associated with repairing, restoring or replacing any documents kept or created by Consultant as a part of the Services, in the event of casualty to, or loss or theft of such documents.
- E. Errors and Omissions Insurance, in an amount not less than one million dollars (\$1,000,000.00) per incident; one million dollars (\$1,000,000.00) aggregate.
- F. Comprehensive Automobile Liability Insurance, with a combined single limit for bodily injury and property damage of not less than one million dollars (\$1,000,000.00) per incident with respect to CONSULTANT'S (owned, hired or non-owned) vehicles, assigned to or used in the performance of services.

The LPA shall be listed as a certificate holder of insurance on any of the insurance required under this CONTRACT.

In the event that the CONSULTANT retains any subcontractor or other personnel to perform SERVICES or carry out any activities under or incident to work on any project or phase of this CONTRACT, CONSULTANT agrees to obtain from said subcontractor or other personnel, certificates of insurance demonstrating that said subcontractor or other personnel has sufficient coverage, or to include said

subcontractor or other personnel within CONSULTANT's coverage for the duration of said PROJECT or phase for which said subcontractor or other personnel is employed.

The Insurance coverage recited above shall be maintained in full force and effect by CONSULTANT during the life of this CONTRACT. Should CONSULTANT cease to carry the errors and omissions coverage listed above for any reason, it shall obtain "tail" coverage at the same limits for a period of not less than three (3) years subsequent to policy termination or contract termination, whichever is longer. Should CONSULTANT change insurance carriers for errors and /or coverage, it shall obtain a "retroactive coverage" endorsement from its new insurance carrier.

Insurance carriers must be admitted to do business in the State of Mississippi by the Mississippi Insurance Department.

A certificate of insurance acceptable to the LPA shall be issued to the LPA by the CONSULTANT prior to the execution of this CONTRACT by the CONSULTANT and thereafter on an annual basis for the duration of this CONTRACT as evidence that policies providing the required coverage, conditions and limits are in full force and effect. Such certificate shall identify this CONTRACT and contain provisions that coverage afforded under the policies will not be cancelled, terminated, or materially altered until at least thirty (30) days prior written notice has been given to the LPA.

The CONSULTANT will furnish certified copies, upon request, of any or all of the policies and/or endorsements to the LPA prior to the execution of this CONTRACT and thereafter on an annual basis for the duration of this CONTRACT.

The CONSULTANT shall provide the LPA any and all documentation necessary to prove compliance with the insurance requirements of this CONTRACT as such documentation is requested, from time to time, by the LPA.

If the CONSULTANT fails to procure or maintain required insurance, the LPA may immediately elect to terminate this CONTRACT or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all monies so paid by the LPA shall be repaid by the CONSULTANT to the LPA upon demand, or the LPA may offset the cost of the premiums against any monies due to the CONSULTANT from the LPA.

#### **ARTICLE XI. COVENANT AGAINST CONTINGENT FEES AND LOBBYING**

The CONSULTANT shall comply with the relevant requirements of all federal, state or local laws. The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this CONTRACT, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of the CONTRACT. The CONSULTANT warrants that it shall not contribute any money, gift or gratuity of any kind, either directly or indirectly to any employee of the LPA, or to any employee of the Mississippi Department of Transportation. For breach or violation of this warranty, the LPA shall have the right to terminate this CONTRACT without liability, and the CONSULTANT shall forfeit any sums due hereunder at the time of such breach and may be barred from performing any future services for the LPA or participating in any future contracts with the LPA.

#### **ARTICLE XII. EMPLOYMENT OF LPA'S PERSONNEL**

The CONSULTANT shall not employ any person or persons in the employ of the LPA for any work required by the terms of this CONTRACT, without the written permission of the LPA, except as may otherwise be provided for herein.

### **ARTICLE XIII. MODIFICATION**

If, prior to the satisfactory completion of the SERVICES under this CONTRACT, the LPA materially alters the scope, character, complexity or duration of the SERVICES from those required under this CONTRACT, a supplemental agreement may be executed between the parties. Also, a supplemental agreement may be executed between the parties in the event that both parties agree the CONSULTANT's compensation should be increased due to an unanticipated increase in the nature, scope or amount of work necessary to properly provide the SERVICES required on any particular phase or project begun hereunder.

Oral agreements or conversations with the LPA, any individual member of the LPA, officer, agent, or employee of the Mississippi Department of Transportation, either before or after execution of this CONTRACT, shall not affect or modify any of the terms or obligations contained in this CONTRACT. All modifications to this CONTRACT, amendments or addenda thereto must be submitted in writing and signed by the parties thereto before any work is commenced.

The CONSULTANT may not begin work on any modifications, amendments, or addenda prior to receiving a Notice to Proceed.

Minor changes in the proposal which do not involve changes in the compensation, extensions of time or changes in the goals and objectives of the CONTRACT may be made by written notification of such change by either the LPA or the CONSULTANT to the other party, and shall become effective upon written acceptance thereof (i.e. letter agreement).

### **ARTICLE XIV. SUBLETTING, ASSIGNMENT OR TRANSFER**

It is understood by the parties to this CONTRACT that the work of the CONSULTANT is considered personal by the LPA. The CONSULTANT shall not assign, sublet or transfer any or all of its interest in this CONTRACT without prior written approval of the LPA. Under no circumstances will CONSULTANT be allowed to sublet more than 60% of the work required under this contract. It is clearly understood and agreed that specific projects or phases of the work may be sublet in their entirety provided that CONSULTANT performs at least 40% of the overall contract with its own forces. Consent by the LPA to any subcontract shall not relieve CONSULTANT from any of its obligations hereunder, and CONSULTANT is required to maintain final management responsibility with regard to any such subcontract.

The LPA reserves the right to review all subcontract documents prepared in connection with this CONTRACT, and the CONSULTANT agrees that it shall submit to the LPA any proposed subcontract document together with subcontractor cost estimates for review and written concurrence of the LPA in advance of their execution.

The CONSULTANT shall make prompt payment to all subconsultants no later than 15 days from receipt of each payment the LPA makes to the CONSULTANT. Each month, the CONSULTANT shall submit OCR-484-C found on MDOIT's website to the LPA along with the Invoice. This form certifies payments to all Subconsultants and shows all firms even if the CONSULTANT has paid no monies to the firm during that estimate period (negative report).

### **ARTICLE XV. OWNERSHIP OF PRODUCTS AND DOCUMENTS AND WORK MADE FOR HIRE**

The CONSULTANT agrees that all reports, computer information and access, drawings, studies, notes, maps and other data, prepared by and for them under the terms of this CONTRACT shall be delivered to, become and remain in the property of the LPA upon creation and shall be delivered to the LPA upon termination or completion of work, or upon request of the LPA regardless of any claim or dispute between the parties. All such data shall be delivered within thirty (30) days of receipt of a written request by the LPA.

The CONSULTANT and the LPA intend and agree that this CONTRACT to be a contract for services and each party considers the products and results of the services to be rendered by the CONSULTANT hereunder, including any and all material produced and/or delivered under this CONTRACT (the "Work"), to be a "work made for hire" under U.S. copyright and all applicable laws. The CONSULTANT acknowledges and agrees that the LPA owns all right, title, and interest in and to the Work including, without limitation, the copyright thereto and all trademark, patent, and all intellectual property rights thereto.

If for any reason the Work would not be considered a work made for hire under applicable law, or in the event this CONTRACT is determined to be other than a contract or agreement for a work made for hire, the CONSULTANT does hereby transfer and assign to the LPA, and its successors and assigns, the entire right, title, and interest in and to any Work prepared hereunder including, without limitation, the following: the copyright and all trademark, patent, and all intellectual property rights in the Work and any registrations and copyright, and/or all other intellectual property, applications relating thereto and any renewals and extensions thereof; all works based upon, derived from, or incorporating the Work; all income, royalties, damages, claims, and payments now or hereafter due or payable with respect thereto; all causes of action, either in law or in equity, for past, present, or future infringement based on the copyrights and/or all other intellectual property; all rights, including all rights to claim priority, corresponding to the foregoing in the United States and its territorial possessions and in all foreign countries. The CONSULTANT agrees to execute all papers and perform such other proper acts as the LPA may deem necessary to secure for the LPA or its designee the rights herein assigned.

The LPA may, without any notice or obligation of further compensation to the CONSULTANT, publish, re-publish, anthologize, use, disseminate, license, or sell the Work in any format or medium now known or hereafter invented or devised. The LPA'S rights shall include, without limitation, the rights to publish, re-publish, or license a third party to publish, re-publish, or sell the Work in print, on the World Wide Web, or in any other electronic or digital format or database now known or hereafter invented or devised, as a separate isolated work or as part of a compilation or other collective work, including a work different in form from the first publication, and to include or license a third party to include the Work in an electronic or digital database or any other medium or format now known or hereafter invented or devised.

The CONSULTANT shall obtain any and all right, title, and interest to all input and/or material from any third party subconsultant, or any other party, who may provide such input and/or material to any portion of the Work so that said right, title, and interest, and all such interest in and to the Work including, without limitation, the copyright thereto and all trademark, patent, and all intellectual property rights thereto, shall belong to the LPA.

For any intellectual property rights currently owned by third parties or by the CONSULTANT and not subject to the terms of this CONTRACT, the CONSULTANT agrees that it will obtain or grant royalty-free, nonexclusive, irrevocable license(s) for or to the LPA at no cost to the LPA to use all copyrighted or copyrightable work(s) and all other intellectual property which is incorporated in the material furnished under this CONTRACT. Further, the CONSULTANT warrants and represents to the LPA that it has obtained or granted any and all such licensing prior to presentation of any Work to the LPA under this CONTRACT. This obligation of the CONSULTANT does not apply to a situation involving a third party who enters a license agreement directly with the LPA.

The CONSULTANT warrants and represents that it has not previously licensed the Work in whole or in part to any third party and that use of the Work in whole or in part will not violate any rights of any kind or nature whatsoever of any third party. The CONSULTANT agrees to indemnify and hold harmless the LPA, its successors, assigns and assignees, and its respective officers, directors, agents and employees, from and against any and all claims, damages, liabilities, costs and expenses (including reasonable attorneys' fees),

arising out of or in any way connected with any breach of any representation or warranty made by CONSULTANT herein.

#### **ARTICLE XVI. PUBLICATION AND PUBLICITY**

The CONSULTANT agrees that it shall not for any reason whatsoever communicate to any third party, with the exception of the MDOT and the FHWA, in any manner whatsoever concerning any of its CONTRACT work product, its conduct under the CONTRACT, the results or data gathered or processed under this CONTRACT, which includes, but is not limited to, reports, computer information and access, drawings, studies, notes, maps and other data prepared by and for the CONSULTANT under the terms of this CONTRACT, without prior written approval from the LPA, unless such release or disclosure is required by judicial proceeding. The CONSULTANT agrees that it shall immediately refer any third party who requests such information to the LPA and shall also report to the LPA any such third party inquiry, with the exception of the MDOT and/or the FHWA. This Article shall not apply to information in whatever form that comes into the public domain, nor shall it restrict the CONSULTANT from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or if it is reasonably necessary for the CONSULTANT to defend itself from any suit or claim.

IT IS FURTHER AGREED, that all approved releases of information, findings, and recommendations shall include a disclaimer provision and that all published reports shall include that disclaimer on the cover and title page in the following form:

*The opinions, findings, and conclusions in this publication are those of the author(s) and not necessarily those of the Local Public Agency, Mississippi Department of Transportation, Mississippi Transportation Commission, the State of Mississippi, or the Federal Highway Administration.*

#### **ARTICLE XVII. CONTRACT DISPUTES**

This CONTRACT shall be deemed to have been executed in **Jackson County**, Mississippi, and all questions including, but not limited to, questions of interpretation, construction and performance shall be governed by the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect to this CONTRACT shall be brought in a court of competent jurisdiction in **Jackson County**, State of Mississippi. The CONSULTANT expressly agrees that under no circumstances shall the LPA be obligated to or responsible for payment of an attorney's fee for the cost of legal action to or on behalf of the CONSULTANT.

#### **ARTICLE XVIII. COMPLIANCE WITH APPLICABLE LAW**

- A. The undersigned certify that to the best of their knowledge and belief, the foregoing is in compliance with all applicable laws.
- B. The CONSULTANT shall observe and comply with all applicable federal, state, and local laws, rules and regulations, policies and procedures, ordinances, and orders and decrees of bodies or tribunals of the United States of America or any agency thereof, the State of Mississippi or any agency thereof, and any local governments or political subdivisions, that are in effect at the time of the execution of this CONTRACT or that may later become effective.
- C. The CONSULTANT shall not discriminate against any employee nor shall any party be subject to discrimination in the performance of this CONTRACT because of race, creed, color, sex, national origin, age or disability.
- D. IT IS FURTHER SPECIFICALLY AGREED that the CONSULTANT shall comply and shall require its subcontractors to comply with the regulations for COMPLIANCE WITH

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, as amended, and all other applicable federal regulations as stated in "Exhibit 5" which is incorporated herein by reference.

- E. It is agreed that the CONSULTANT will comply with the provisions set forth in Department of Transportation, 49 CFR, Section 18, Et Seq., regarding Uniform Administrative Requirements for Grants and Cooperative agreements in its administration of this CONTRACT or any subcontract resulting herefrom.
- F. The CONSULTANT agrees that it will abide by the provisions of 49 CFR Section 26 regarding disadvantaged business enterprises and include the certification made in "Exhibit 5" to this CONTRACT in any and all subcontracts which may result from this CONTRACTS.
- G. The CONSULTANT shall comply and shall require its subconsultants to comply with Code of Federal Regulations CFR 23 Part 634 - Worker Visibility – as stated in "Exhibit 5".
- H. IMMIGRANT STATUS CERTIFICATION. The CONSULTANT represents that it is in compliance with the Immigration Reform and Control Act of 1986 (Public Law 99-603), as amended, in relation to all employees performing work in the State of Mississippi and does not knowingly employ persons in violation of the United States immigration laws. The CONSULTANT further represents that it is registered and participating in the Department of Homeland Security's E-Verify™ employment eligibility verification program, or successor thereto, and will maintain records of compliance with the Mississippi Employment Protection Act including, but not limited to, requiring compliance certification from all subcontractors and vendors who will participate in the performance of this Agreement and maintaining such certifications for inspection if requested. The CONSULTANT acknowledges that violation may result in the following: (a) cancellation of any public contract and ineligibility for any public contract for up to three (3) years, or (b) the loss of any license, permit, certification or other document granted by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. The CONSULTANT also acknowledges liability for any additional costs incurred by the LPA due to such contract cancellation or loss of license or permit. The CONSULTANT is required to provide the certification on Exhibit 9 in this CONTRACT to the LPA verifying that the CONSULTANT and subconsultant(s) are registered and participating in E-Verify prior to execution of this CONTRACT
- I. The covenants herein shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

#### **ARTICLE XIX. WAIVER**

Failure of either party hereto to insist upon strict compliance with any of the terms, covenants, and conditions hereof shall not be deemed a waiver or relinquishment of any similar right or power hereunder at any subsequent time, or of any other provision hereof, nor shall it be construed to be a modification of the terms of this CONTRACT.

#### **ARTICLE XX. SEVERABILITY**

If any terms or provisions of this CONTRACT are prohibited by the laws of the State of Mississippi or declared invalid or void by a court of competent jurisdiction, the remainder of this CONTRACT shall not be affected thereby and each term and provision of this CONTRACT shall be valid and enforceable to the fullest extent permitted by law.

#### **ARTICLE XXI. ENTIRE AGREEMENT**

This CONTRACT constitutes the entire agreement of the parties with respect to the subject matter contained herein and supersedes and replaces any and all prior negotiations, understandings, and agreements, written or oral, between the parties relating thereto.

#### **ARTICLE XXII. CONFLICT OF INTEREST**

The CONSULTANT covenants that no public or private interests exist and none shall be acquired directly or indirectly which would conflict in any manner with the performance of the CONSULTANT'S CONTRACT. The CONSULTANT further covenants that no employee of the CONSULTANT or of any subconsultant(s), regardless of his/her position, is to personally benefit directly or indirectly from the performance of the SERVICES or from any knowledge obtained during the CONSULTANT'S execution of this CONTRACT.

#### **ARTICLE XXIII. AVAILABILITY OF FUNDS**

It is expressly understood and agreed that the obligation of the LPA to proceed under this CONTRACT is conditioned upon the availability of funds, the appropriation of funds by the Mississippi Legislature, and the receipt of state and/or federal funds. If, at any time, the funds anticipated for the fulfillment of this CONTRACT are not forthcoming or are insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided, or if funds are not otherwise available to the LPA for the performance of this CONTRACT, the LPA shall have the right, upon written notice to the CONSULTANT, to immediately terminate or stop work on this CONTRACT without damage, penalty, cost, or expense to the LPA of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

#### **ARTICLE XXIV. STOP WORK ORDER**

A. **Order to Stop Work.** The LPA may, by written order to the CONSULTANT at any time, and without notice to any surety, require the CONSULTANT to stop all or any part of the work called for by this CONTRACT. This order shall be for a specified period not exceeding twenty-four (24) months after the order is delivered to the CONSULTANT unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, the CONSULTANT shall forthwith comply with its terms and take all steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the LPA shall either:

- (1) cancel the stop work order; or
- (2) terminate the work covered by such order according to and as provided in Article III of this CONTRACT.

Prior to the LPA'S taking official action to stop work under this CONTRACT, the Executive Director of MDOT and/or the LPA may notify the CONSULTANT, in writing, of MDOT and/or the LPA'S intentions to ask the CONSULTANT to stop work under this CONTRACT. Upon notice from the Executive Director of MDOT and/or the LPA, the CONSULTANT shall suspend all activities under this CONTRACT, pending final action by the LPA.

B. **Cancellation or Expiration of the Order.** If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, the CONSULTANT shall have the right to resume work. If the LPA decides that it is justified, an appropriate adjustment may be made in the delivery schedule. If the stop work order results in an increase in the time required for or in the CONSULTANT'S cost properly allocable to

the performance of any part of this CONTRACT and the CONSULTANT asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage, an equitable adjustment in this CONTRACT may be made by written modification of this CONTRACT as provided by the terms of this CONTRACT.

- C. **Termination of Stopped Work.** If a stop work order is not canceled and the work covered by such order is terminated, the CONSULTANT may be paid for services rendered prior to the Termination. In addition to payment for services rendered prior to the date of termination, the LPA shall be liable only for the costs, fees, and expenses for demobilization and close out of this CONTRACT, based on actual time and expenses incurred by the CONSULTANT in the packaging and shipment of all documents covered by this CONTRACT to the LPA. In no event shall the LPA be liable for lost profits or other consequential damages.

**ARTICLE XXV. KEY PERSONNEL & DESIGNATED AGENTS**

CONSULTANT agrees that Key Personnel identified as assigned to this PROJECT shall not be changed or reassigned without prior approval of the LPA or, if prior approval is impossible, and then notice to the LPA and subsequent review by the LPA which may approve or disapprove the action. For purposes of implementing this section and all other sections of this CONTRACT with regard to notice, the following individuals are herewith designated as agents for the respective parties unless otherwise identified in the addenda hereto:

**LPA:**

For Contractual Matters:  
**Samantha Abell**  
City of Gautier  
3330 US Highway 90  
Gautier, MS 39553  
Phone: 228-497-8000  
Fax: 228-497-1012  
sabell@gautier-ms.gov

For Technical Matters:  
**Chandra Nicholson**  
City of Gautier  
3330 US Highway 90  
Gautier, MS 39553  
Phone: 228-497-8000  
Fax: 228-497-1012  
cnicholson@gautier-ms.gov

**CONSULTANT:**

For Contractual Matters:  
**Dennis Reeves, P.E.**  
Neel-Schaffer, Inc.  
707 Watts Avenue, Suite C  
Pascagoula, MS 39567  
Phone: 228-696-2649  
Fax: 228-696-2802  
dennis.reeves@neel-schaffer.com

For Technical Matters:  
**Eric Page, P.E.**  
Neel-Schaffer, Inc.  
707 Watts Avenue, Suite C  
Pascagoula, MS 39567  
Phone: 228-696-2649  
Fax: 228-696-2802  
eric.page@neel-schaffer.com

Licensure Number  
from the Mississippi  
Board of Licensure  
for Professional  
Engineers/Architects and Surveyors:

P.E. # 15942  
Surveyor # \_\_\_\_\_

Licensure Number  
from the Mississippi  
Board of Licensure  
for Professional  
Engineers/Architect's and Surveyors:

P.E. # 15772  
Surveyor # \_\_\_\_\_

**ARTICLE XXVI. AUTHORIZATION**

Both parties hereto represent that they have authority to enter into this CONTRACT and that the individuals executing this CONTRACT are authorized to execute it and bind their respective parties and certified copies of the applicable LPA Order and the Resolution of the Corporate Board of Directors of the CONSULTANT are attached hereto as "Exhibit 1" and incorporated herein by reference and made a part hereof as if fully copied herein in words and figures.

WITNESS this my signature in execution hereof, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

*City of Gautier*

\_\_\_\_\_  
*Samantha Abell, City Manager*

WITNESS this my signature in execution hereof, this the 3<sup>rd</sup> day of June, 2014.

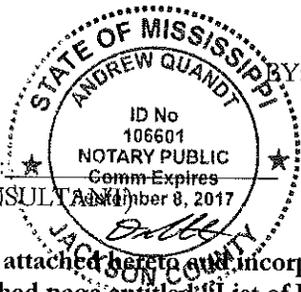
*Neel-Schaffer, Inc.*



\_\_\_\_\_  
Dennis Reeves, Project Manager

ATTEST: ★

(for CONSULTANT)



Exhibits attached hereto and incorporated by reference into this contract include those identified on the attached page entitled "List of Exhibits".

## LIST OF EXHIBITS

1. Evidence of Authority
2. Scope of Work
3. Fees and Expenses.
4. Sample Invoice
5. Notice to the CONSULTANT
6. CONSULTANT's Certification Regarding Debarment, Suspension and Other Responsibility Matters.
7. Certification of LPA
8. *{This Exhibit was intentionally left blank}*
9. Prime Consultant EEV Certification and Agreement

**EXHIBIT 1**

{{{Attach a copy of authority to execute contracts on behalf of the LPA}}}

Leave this page in as is and LPA resolution will be substituted for this page by the LPA.

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**CORPORATE RESOLUTION**

I, J. Clark Robinson, hereby certify that I am the duly and qualified Corporate Secretary of Neel-Schaffer, Inc., a Mississippi Corporation; that the following is a true and correct copy of a resolution duly adopted by the Executive Committee of the Senior Management Team of said corporation at a Special Meeting of the Executive Committee convened and held in said accordance with the bylaws on the 22<sup>nd</sup> day of April 2014 and that said resolution is now in full force and effect:

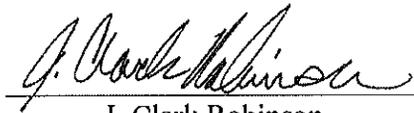
RESOLVED, that Neel-Schaffer, Inc. is desirous of entering into an Engineering Services Contract to provide Construction Engineering and Inspection (CE&I) services for the City of Gautier, Mississippi for Gautier Streetscape Improvements, Project No. STP-0494-00(008)LPA/106378-701000.

WHEREAS, such agreements require the signature of a company officer empowered to bind the consultant to the provisions of the engineering services agreements.

WHEREAS, Dennis W. Reeves, PE, Assistant Engineering Manager of Neel-Schaffer is responsible for the preparation and management of engineering services agreements in South Mississippi.

NOW, THEREFORE, BE IT RESOLVED, that Dennis W. Reeves, PE, is hereby authorized and empowered to sign engineering agreements, work assignments, and change orders with the City of Gautier, Mississippi.

IN WITNESS WHEREOF, I have affixed my name as Secretary of said corporation this 22<sup>nd</sup> day of April 2014.

  
\_\_\_\_\_  
J. Clark Robinson  
Secretary

(CORPORATE SEAL)

  
\_\_\_\_\_  
Witness

## EXHIBIT 2

### Scope of Work

#### **INTRODUCTION**

*The CONSULTANT will be providing the Construction Engineering & Inspection (CE&I) services to administer this construction contract in accordance with the latest version of the Mississippi Department of transportation (MDOT) LPA Project Development Manual (PDM). The CONSULTANT is required to adhere to the MDOT standards for this project which include the Standard Specifications, Construction, MDOT Materials Division Inspection, Testing, and Certification Manual, MDOT Construction Manual, LPA PDM, and all other documents that are referred to in the Project Construction Contract. The CONSULTANT will be required to use the LPA version of Site Manager software. Should there be a conflict between the LPA PDM and this scope of work, the LPA PDM shall govern.*

#### **ENGINEERING ADMINISTRATION:**

The **engineering** administration of construction will be the responsibility of the LPA acting through the CONSULTANT, and will be subject to inspection and approval of the Chief Engineer of the MISSISSIPPI D.O.T., (hereinafter designated as the MDOT), and of the Federal Highway Administration (FHWA) or their representatives.

#### **CONSTRUCTION ENGINEERING SERVICES:**

Construction **engineering** services shall consist of all **engineering** work, respectively, involved from the contract stage, beginning the date of FHWA/MDOT concurrence in award of the construction contract, through the preparation and submission of the final estimate and supporting documents to the MDOT, and shall include the following:

- A. All materials to be used in the construction of this project shall be tested and certified by the CONSULTANT as meeting the requirements of the approved plans and specifications in accordance with Federal Aid Policy Guide (FAPG) 23CFR637B, Construction Inspection and Approval.
- B. The CONSULTANT shall promptly prepare, verify and recommend payment of all eligible Contractor's estimates: he shall maintain a project daily diary as the official project record for each project, showing the Contractor's daily operation; and the **Engineer's** daily activities by names, function performed and hours worked. He shall check and verify the quantities of all materials incorporated in the project; and shall make prompt preparation and submission of the final estimate and supporting documents to the LPA for approval and payment. He shall likewise make such records available at all reasonable times during the contract period. These records, documents, and data shall be available for inspection by the LPA, MDOT, and the Federal Highway Administration and any other authorized representative of the Federal Government, and copies thereof shall be furnished if requested.
- C. **Subsurface Conditions and Utilities.** LPA recognizes that a comprehensive sampling and testing program implemented by trained and experienced personnel of CONSULTANT or CONSULTANT's subconsultants with appropriate equipment may fail to detect certain hidden conditions. LPA also recognizes that actual environmental,

geological and geotechnical conditions that CONSULTANT properly inferred to exist between sampling points may differ significantly from those that actually exist.

CONSULTANT will locate utilities which will affect the project from information provided by the LPA and utility companies and from CONSULTANT's surveys. In that these utility locations are based, at least in part, on information from others, CONSULTANT cannot and does not warrant their completeness and accuracy.

D. The duties, responsibilities, and limitations of authority of the resident Project **Engineer** are listed in this scope of work.

#### **A LISTING OF THE DUTIES, RESPONSIBILITIES AND LIMITATIONS OF AUTHORITY OF THE RESIDENT PROJECT *ENGINEER*.**

The CONSULTANT shall furnish a resident Project **Engineer**, assistants and other field staff to inspect performance of the Work of the CONTRACTOR. Through more extensive on-site inspections of the Work in progress and field checks of materials and equipment by the resident Project **Engineer** and assistants, the CONSULTANT shall endeavor to provide further protection for the LPA against defects and deficiencies in the Work; but, the furnishing of such services will not make the CONSULTANT responsible for or guarantee the CONTRACTOR'S performance. The duties and responsibilities of the resident Project **Engineer** are limited to this agreement with the LPA and in the construction Contract Documents, and are further limited and described as follows:

I. General:

The resident Project **Engineer's** dealings in matters pertaining to the on-site work shall in general be with the CONTRACTOR, keeping the LPA advised as necessary. The resident Project **Engineer** dealings with subcontractors shall only be through or with the full knowledge and approval of the CONTRACTOR. The resident Project **Engineer** shall generally communicate with the LPA.

II. Duties and Responsibilities of the resident Project **Engineer**:

A. Schedules:

Review progress schedule of Shop Drawing submittals and schedule of values prepared by the CONTRACTOR and consult with the LPA concerning acceptability.

B. Conferences and Meetings:

Attend meetings with the CONTRACTOR, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.

C. Liaison:

- a. Work principally through the CONTRACTOR'S superintendent and assist in understanding the intent of the Contract Documents; and serve as the LPA'S liaison with the CONTRACTOR when the CONTRACTOR's operations affect the LPA's on-site operations.

- b. Assist in obtaining from the LPA additional details or information, when required for Proper execution of the Work.
- D. Shop Drawings and Samples:
  - a. Record the date of receipt of Shop Drawings and samples.
  - b. Take samples and receive samples which are furnished at the site by the CONTRACTOR, and notify the LPA of availability of samples for examination.
  - c. Advise the LPA and the CONTRACTOR of the commencement of any Work requiring a Shop Drawing or sample if the submittal has not been approved by the CONSULTANT.
- E. Review of Work, Rejection of Defective Work, Inspections and Tests:
  - a. Conduct on-site observations of the Work in progress to determine if the Work is in general proceeding in accordance with the Contract Documents.
  - b. Report to the LPA any Work that is believed to be unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise the LPA of Work that should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
  - c. Verify that tests, equipment and systems startups and operating and maintenance training are conducted in the presence of appropriate personnel, and that the CONTRACTOR maintains adequate records thereof, and observe, record and report to the LPA appropriate details relative to the test procedures and startups.
  - d. Accompany visiting inspectors representing the public or other agencies having jurisdiction over the Project, record the results of these inspections and report to the LPA.
- F. Interpretation of Contract Documents:

Report to the LPA when clarifications and interpretation of the Contract Documents are needed and transmit to the CONTRACTOR clarifications and interpretations as issued by the LPA.
- G. Modifications:

Consider and evaluate the CONTRACTOR'S suggestions for modifications in Drawings or Specifications and report to the LPA. Transmit to the CONTRACTOR decisions as issued by the LPA.
- H. Records:
  - a. Maintain at the job site orderly files for correspondence, reports of job conferences, Shop Drawings and samples, reproductions of original Contract Documents including all Work Directive Changes, Addenda, Change Orders, Field Orders, additional Drawings issued subsequent to the execution of the Contract, clarification and interpretations of the Contract Documents, progress reports, and other Project related documents.

- b. Keep a diary signed daily, recording the CONTRACTOR hours on the job site, weather conditions, data relative to questions of Work Directive Changes, Change Orders or changed conditions, list of job site visitors, daily activities of the prime contractors and all subcontractors, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to the LPA.
- c. Record names, addresses and telephone numbers of all CONTRACTORS, subcontractors and major suppliers of materials and equipment.

I. Reports:

- a. Furnish the LPA periodic reports as required of progress of the Work and of the CONTRACTOR'S compliance with the progress schedule and schedule of Shop Drawing and sample submittals.
- b. Consult with the LPA in advance of scheduled major tests, inspections or start of important phases of the Work.
- c. Draft proposed Supplemental Agreements, Quantity Adjustments and Work Directive Changes, obtaining backup material from the CONTRACTOR; and recommend Supplemental Agreements, Quantity Adjustments, Work Directive Changes, and Field Orders to the LPA.
- d. Report immediately to the LPA upon the occurrence of any accident.

J. Payment Requests:

- a. Review applications for payment with the CONTRACTOR for compliance with the established procedure for their submission and forward to the LPA, noting particularly the relationship of the payment requested to the schedule of values and Work completed and materials and equipment delivered to the site but not incorporated in the Work.

K. Certificates, Maintenance and Operation Manuals:

During the course of the Work verify that certificates, maintenance and operations manuals and other data required to be assembled and furnished by the CONTRACTOR are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to the LPA prior to final payment for the Work.

L. Completion:

- a. Before issuing a Certificate of Substantial Completion, submit a list of observed items requiring completion or correction to the Contractor.
- b. Conduct a final inspection in the company of the LPA, the CONTRACTOR, the MDOT, & FHWA, and prepare a final list of items to be completed or corrected.
- c. Observe that all items on the final list have been completed or corrected and make recommendations to the LPA concerning acceptance.

III. Limitations of Authority

The resident Project **Engineer**:

- A. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by the LPA.
- B. Shall not exceed the limitations of the LPA'S authority as set forth in the Contract Documents.
- C. Shall not undertake any of the responsibilities of the CONTRACTOR, subcontractors or the CONTRACTOR's superintendent.
- D. Shall not advise on, issue directions relative to, or assume control over any aspect of the means, method, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
- E. Shall not accept Shop Drawings or sample submittals from anyone other than the Contractor.
- F. Shall not authorize the LPA to occupy the Project in whole or in part.
- G. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by LPA.

## EXHIBIT 3

### FEES AND EXPENSES

The LPA shall pay the CONSULTANT on a Labor-Hour/Unit Cost Basis, with an upset limit of \$ 65,120.79 for the satisfactory completion of the Scope of Work set forth under "Exhibit 2", hereto, for all salaries, overhead, direct costs and the CONSULTANT'S fixed fees attributable to this CONTRACT.

All charges for services must be substantiated by supporting data, i.e. certified time sheets, daily logs, check stubs, pay vouchers, or other items as deemed necessary.

#### **Payroll Additive & Overhead:**

*The current overhead rates shall be submitted by the CONSULTANT and approved by the MDOT within nine (9) months of the end of the CONSULTANT's fiscal period. The current overhead rate, as defined in this CONTRACT, shall be the overhead rate for the CONSULTANT's most recent previous fiscal period. The CONSULTANT's failure to provide a current overhead rate within nine (9) months of the end of the CONSULTANT's fiscal period may result in the CONSULTANT being deemed ineligible for any potential Supplemental Agreements with the LPA.* The estimated FCCM for cost proposals, Supplemental Agreements, and invoices must be specially identified and distinguished from the other costs. Profit/Fee shall not include amounts applicable to FCCM.

All overhead rates submitted to MDOT for approval shall comply with the AASHTO Audit Guide, latest edition, as amended. In addition, the CONSULTANT shall submit written certification in accordance with FHWA Order 4470.1A, as amended, that the indirect cost rate submitted does not include any costs which are expressly unallowable and the indirect cost rate was established only with allowable costs in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) of 48 CFR part 31.

#### **Direct Costs:**

Direct Costs are those expenses deemed reasonably necessary by the LPA for the successful completion of the Scope of Work, which are charged directly to the project and not included in overhead. These direct expenses, as used herein, include the costs of travel, subsistence, shipping charges, long distance telephone calls and printing if it is not company accounting policy to include these costs in overhead rates. The LPA will reimburse the CONSULTANT'S actual documented expenses; or the amount allowable under the current edition of the MDOT State Travel Handbook, whichever is lower. Except as otherwise specifically provided herein, the procedures generally outlined in the MDOT State Travel Handbook shall govern the allowability of any expense reimbursement. (e.g. no meal reimbursement when there is no overnight stay).

#### **Labor Hour / Unit-cost Rates:**

Labor Hour as the term is used herein shall include all direct salaries, audited overhead rate (as approved by MDOT), and profit. The audited overhead rate shall consist of fringe benefits and the general overhead. Unit-costs, as the term is used herein shall include all direct costs, profit, and any other associated costs for the project. Labor Hour / Unit-Costs are not subject to any adjustments on the basis of the CONSULTANT'S cost experience in performing the PROJECT. The Labor Hour / Unit-costs shall not exceed the rates established in EXHIBIT 3 (found in Table 1: Rate Schedule for Labor Hours). Once the LPA has approved and accepted the work of the CONSULTANT, the LPA will pay the CONSULTANT any unpaid amounts of the PROJECT.

**Table 1: Rate Schedule for Labor Hours**

PERSONAL NAME	LABOR CLASSIFICATION	Rate
Eric Page	Senior Manager	\$140.75 (2014)
		\$144.96(2015)
Dennis Reeves	Project Engineer	\$135.93 (2014)
		\$140.00 (2015)
	Engineer Intern	\$61.76 (2014)
		\$63.62 (2015)
	Resident Project Representative III	\$70.00 (2014)
		\$72.11 (2015)
	Resident Project Representative II	\$51.87 (2014)
		\$53.44 (2015)
	Technician IV	\$92.50 (2014)
		\$95.27 (2015)
	Technician II	\$70.62 (2014)
		\$72.76 (2015)
	Technician I	\$50.46 (2014)
		\$51.98 (2015)
	Administrative Assistant	\$45.81 (2014)
		\$47.19 (2015)

**SCHEDULE OF MAXIMUM RATES, EXPENSES & FEES:**

**Contract Maximums:**

Under no circumstances shall the amount payable by the LPA for this CONTRACT exceed \$ 65,120.79 \_\_\_\_\_(Total of all Charges) without the prior written consent of both parties

**Fee and Expense Summary**

Labor Cost	Direct Cost	SubConsultant	Total
\$ 51,533.25	\$ 1,290.00	\$ 13,567.53	\$ 65,120.79

EXHIBIT 4

SAMPLE INVOICE  
[Labor-Hour/Unit Cost]

LPA's name  
LPA's address

DATE:

ATTENTION: LPA, Consultant Services Administrator

INVOICE NO. 0000  
PERIOD \_\_\_\_\_, 20\_\_ THROUGH \_\_\_\_\_, 20\_\_  
PROFESSIONAL SERVICES IN ACCORDANCE WITH  
CONTRACT DATED \_\_\_\_\_, 20\_\_, AS RELATES TO  
PROJECT NO. \_\_\_\_\_ IN \_\_\_\_\_ COUNTY, HIGHWAY \_\_\_\_\_.

CONSULTANT:  
CUSTOMER NUMBER 0000000000 FILE NO. 000-000000

	<u>CURRENT</u> <u>PERIOD</u>	<u>PREVIOUS</u> <u>ESTIMATE</u>	<u>TOTAL ALLOWED</u> <u>TO DATE</u>
* LABOR COSTS	\$	\$	\$
** DIRECT COSTS	\$	\$	\$
PROJECT TOTAL	\$	\$	\$

AMOUNT DUE THIS INVOICE: \$

NOTE:

1. \* ATTACH SUPPORTING DATA
2. \*\* DIRECT COSTS (ATTACH SUPPORTING DATA)
3. THE CONSULTANT MAY USE ITS OWN INVOICE FORM SO LONG AS IT HAS BEEN APPROVED. PRIOR TO SUBMISSION BY THE CONSULTANT SAID FORM SHOULD, AT A MINIMUM, CONTAIN THE ABOVE INFORMATION

*SUPPORTING DATA*

Project No. 00-0000-00-000-00  
 County \_\_\_\_\_

<u>Employee and Classification</u>	<u>Rate of Pay (in contract)</u>	<u>Current Period Hours</u>	<u>Previous Period Costs</u>	<u>Costs To Date</u>
DIRECT LABOR AND DIRECT COSTS				
John P. Public, Jr Engineer	0.00	0.00	0.00	0.00
John P. Public, Jr Designer	0.00	0.00	0.00	0.00
John P. Public, Jr Engineer	0.00	0.00	0.00	0.00
John P. Public, Jr Technician	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Sub Total</b>		0.00	0.00	0.00
<b>Total Labor</b>			0.00	0.00
Direct Costs			<u>0.00</u>	<u>0.00</u>
<b>Project Total</b>			0.00	0.00

## EXHIBIT 5

### NOTICE TO CONTRACTORS, FEDERAL-AID CONTRACT COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 COPELAND ANTI-KICKBACK ACT, DAVIS BACON ACT CONTRACT WORK HOURS AND SAFETY STANDARDS ACT CLEAN AIR ACT, ENERGY POLICY AND CONSERVATION ACT DISADVANTAGED BUSINESS ENTERPRISES, WORKER VISIBILITY

During the performance of this CONTRACT, the CONSULTANT, for itself, its assignees and successor-in-interest (hereinafter referred to as the "CONSULTANT") agrees as follows:

1. Compliance with Regulations: The CONSULTANT will comply with the Regulations of the Department of Transportation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Part 21, hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this CONTRACT.

2. Nondiscrimination: The CONSULTANT, with regard to the work performed by it after award and prior to completion of the contract work, will not discriminate on the grounds of race, religion, color, sex, national origin, age or disability in the selection and retention of subcontractors including procurement of materials and leases of equipment. The CONSULTANT will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the CONTRACT covers a program set forth in Appendix B of the Regulations. In addition, the CONSULTANT will not participate either directly or indirectly in discrimination prohibited by 23 C.F.R. 710.405(b).

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all Solicitations, either by competitive bidding or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurement of materials or equipment, each potential subcontractor or supplier shall be notified by the CONSULTANT of the CONSULTANT's obligations under this CONTRACT and the Regulations relative to nondiscrimination on the grounds of race, religion, color, sex, national origin, age or disability.

4. Anti-kickback provisions: All contracts and subcontracts for construction or repair shall include a provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). This Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The CONSULTANT shall report all suspected or reported violations to the LPA.

5. Davis Bacon Act: When required by the federal grant program legislation, all construction contracts awarded to contractors and subcontractors in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR, Part 5). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less often than once a week.

6. Contract Work Hours and Safety Standards Act: Where applicable, all contracts awarded by or to contractors and subcontractors in excess of \$100,000 which involve the employment of mechanics or laborers shall include a provision for compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor Regulations (29 CFR, Part 5). Under section 103 of the Act, each contractor shall be required to compute the wages of every mechanic and

laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction, safety, and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

7. Clean Air Act: Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15) (Contracts and subcontracts in amounts in excess of \$100,000).

8. Energy Policy and Conservation Act: Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).

9. Disadvantaged Business Enterprises: It is the policy of the Mississippi Department of Transportation to comply with the requirements of 49 C.F.R. 26, to prohibit unlawful discrimination, to meet its goal for DBE participation, to meet that goal whenever possible by race-neutral means, to create a level playing field, and to achieve that amount of DBE participation that would be obtained in a non-discriminatory market place. To meet that objective in any United States Department of Transportation assisted contracts, the JPA and the CONSULTANT shall comply with the "Mississippi Department of Transportation's Disadvantaged Business Enterprise Programs For United States Department Of Transportation Assisted Contracts".

Neither the CONSULTANT (Contractor), nor any sub-recipient or sub-contractor shall discriminate on the bases of race, color, national origin, or sex in the performance of this contract. The CONSULTANT (Contractor) shall carry out applicable requirements of 49 C.F.R. 26 in the award and administration of United States Department of Transportation assisted contracts. Failure of the CONSULTANT (Contractor) to carry out those requirements is a material breach of the contract which may result in the termination of this contract or such other remedies as the Mississippi Department of Transportation deems appropriate.

10. Worker Visibility: All workers within the right-of-way of a Federal-aid highway who are exposed either to traffic (vehicles using the highway for the purposes of travel) or to construction equipment within the work area shall wear high-visibility safety apparel – personal protective safety clothing that is intended to provide conspicuity during both daytime and nighttime usage, and that meets the Performance Class 2 or 3 requirements of the ANSI/ISEA 107–2004 publication entitled "American National Standard for High-Visibility Safety Apparel and Headwear" – for compliance with 23 CFR, Part 634.

## EXHIBIT 6

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - Certification in accordance with Section 29.510 Appendix A, C.F.R./Vol. 53, No. 102, page 19210 and 19211:

- (1) The CONSULTANT certifies to the best of its knowledge and belief that it and its principals:
  - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification: and
  - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default;
  - (e) has not either directly or indirectly entered into any agreement participated in any collusion; or otherwise taken any action in restraint of free competitive negotiation in connection with this CONTRACT.
  
- (2) The CONSULTANT further certifies, to the best of his/her knowledge and belief, that:
  - (f) No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or employee of a member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - (g) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or any employee of a member of Congress in connection with this CONTRACT, Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions will be completed and submitted.

**The certification contained in (1) and (2) above is a material representation of fact upon which reliance is placed and a pre-requisite imposed by Section 1352, Title 31, U. S. Code prior to entering into this CONTRACT. Failure to comply shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000. The CONSULTANT shall include the language of the certification in all subcontracts exceeding \$100,000 and all sub-contractors shall certify and disclose accordingly.**

I hereby certify that I am the duly authorized representative of the CONSULTANT for purposes of making this certification, and that neither I, nor any principal, officer, shareholder or employee of the above firm has:

(a) employed or retained for commission, percentages, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above consultant) to solicit or secure this agreement,

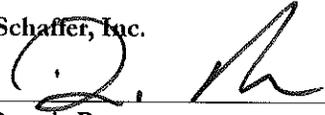
(b) agreed, as an express or implied condition for obtaining this CONTRACT, to employ or retain the services of any firm or person in connection with carrying out the agreement, or

(c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the agreement; except as herein expressly stated (if any).

I acknowledge that this Agreement may be furnished to the Federal Highway Administration, United States Department of Transportation, in connection with the Agreement involving participation of Federal-Aid Highway funds, and is subject to applicable state and federal laws, both criminal and civil.

SO CERTIFIED this 3<sup>rd</sup> day of June, 2014.

Neel-Schaffer, Inc.

BY: 

Dennis Reeves

ATTEST:

My Commission Expires:



Notary

**EXHIBIT 7**

CERTIFICATION OF THE LPA

I hereby certify that I am the Chief Administrative Official, duly authorized by the LPA to execute this certification and that the above consulting firm or its representative has not been required, directly or indirectly, as an express or implied condition in connection with obtaining or carrying out this agreement to:

- (a) employ or retain, or agree to employ or retain, firm or person, or
- (b) pay, or agree to pay, to any firm, person organization, any fee, contribution, donation, or consideration of any kind except as here expressly stated (if any).

SO CERTIFIED on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

City of Gautier

Name of LPA

Samantha Abell, City Manager

**EXHIBIT 8**

**{Intentionally Left Blank}**

EXHIBIT 9

**PRIME CONSULTANT / CONTRACTOR EEV CERTIFICATION AND AGREEMENT**

By executing this Certification and Agreement, the undersigned verifies its compliance with the, "Mississippi Employment Protection Act," Section 71-11-3 of the Mississippi Code of 1972, as amended, and any rules or regulations promulgated by the LPA, Mississippi Transportation Commission [MTC], Department of Employment Security, State Tax Commission, Secretary of State, Department of Human Services in accordance with the Mississippi Administrative Procedures Law (Section 25-43-1 et seq., Mississippi Code of 1972, as amended), stating affirmatively that the individual, firm, or corporation which is contracting with the LPA has registered with and is participating in a federal work authorization program\* operated by the United States Department of Homeland Security to electronically verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986, Pub.L. 99-603, 100 Stat 3359, as amended. The undersigned agrees to inform the LPA if the undersigned is no longer registered or participating in the program.

The undersigned agrees that, should it employ or contract with any entity(s) in connection with the performance of this CONTRACT, the undersigned will secure from such entity(s) verification of compliance with the Mississippi Employment Protection Act. The undersigned further agrees to maintain records of such compliance and provide a copy of each such verification to the LPA, if requested, for the benefit of the LPA or this CONTRACT.

128686

EEV\* Company Identification Number [Required]

The undersigned certifies that the above information is complete, true and correct to the best of my knowledge and belief. The undersigned acknowledges that any violation may be subject to the cancellation of the contract, ineligibility for any state or public contract for up to three (3) years, the loss of any license, permit, certificate or other document granted by any agency, department or government entity for the right to do business in Mississippi for up to one (1) year, or both, any and all additional costs incurred because of the contract cancellation or the loss of any license or permit, and may be subject to additional felony prosecution for knowingly or recklessly accepting employment for compensation from an unauthorized alien as defined by 8 U.S.C §1324a(h)(3), said action punishable by imprisonment for not less than one (1) year nor more than five (5) years, a fine of not less than One Thousand Dollars (\$1,000.00) nor more than Ten Thousand Dollars (\$10,000.00), or both, in addition to such prosecution and penalties as provided by Federal law.

BY:   
Authorized Officer or Agent

3 June, 2014  
Date

Dennis Reeves  
Printed Name of Authorized Officer or Agent

Assistant Engineer Manager – Neel-Scaffer, Inc.  
Title of Authorized Officer or Agent of Contractor / Consultant

SWORN TO AND SUBSCRIBED before me on this the 3rd day of June, 2014.

  
NOTARY PUBLIC  
My Commission Expires: 9-8-2017



\* As of the effective date of the Mississippi Employment Protection Act, the applicable federal work authorization program is E-Verify\* operated by the U. S. Citizenship and Immigration Services of the U.S. Department of Homeland Security in conjunction with the Social Security Administration.

# **FEE PROPOSAL**

CONSTRUCTION ENGINEERING & INSPECTION

**Gautier Streetscape Project**

Prepared for:

***Mississippi Department of Transportation***

***Project Number:***

***STP-0494-00(008)LPA / 106378-701000***

***Gautier, MS***

Prepared by: **Neel Schaffer, Inc.**

Date Submitted:

*April 29, 2014*

Date Revised:

# Cost Summary

## Gautier Streetscape

### Construction Engineering & Inspection Services

#### Neel Schaffer, Inc.

##### Labor Costs

CE&I Services \$ 50,263.25

##### Direct Costs

CE&I Services \$ 1,290.00

Subtotal **Neel Schaffer, Inc.**

**\$ 51,553.25**

#### Batson & Brown, Inc.

##### Labor Costs

CE&I Services \$ 9,402.33

##### Direct Costs

CE&I Services \$ 4,165.20

Subtotal {name of SubConsultant} Costs

**\$ 13,567.53**

**PROJECT TOTAL COSTS**

**\$ 65,120.79**

Back-up must be provided for all SubConsultants

If additional sheets are required, Consultant will be responsible for accuracy

# BILLING RATE TABLE (2014)

## Neel Schaffer, Inc.

### Construction Engineering & Inspection Services

Home Overhead Rate <sup>2</sup>	<u>147.28% %</u>	147.07% OH + 0.21% FCCM
Field Overhead Rate <sup>2</sup>	<u>111.87% %</u>	111.80% OH + 0.07% FCCM
Profit	<u>12.00% %</u>	

#### REGULAR BILLING TIME

Classification	Raw Wage Rate	Audited OH Rate <sup>3</sup>	Profit	Regular Billing Rate
Senior Manager	\$ 50.82	\$ 74.85	\$ 15.08	\$ 140.75
Project Engineer	\$ 49.08	\$ 72.29	\$ 14.56	\$ 135.93
Engineer Intern	\$ 22.30	\$ 32.84	\$ 6.62	\$ 61.76
Resident Project Representative III	\$ 29.50	\$ 33.00	\$ 7.50	\$ 70.00
Resident Project Representative II	\$ 21.86	\$ 24.45	\$ 5.56	\$ 51.87
Technician IV	\$ 33.40	\$ 49.19	\$ 9.91	\$ 92.50
Technician II	\$ 25.50	\$ 37.56	\$ 7.57	\$ 70.62
Technician I	\$ 18.22	\$ 26.83	\$ 5.41	\$ 50.46
Administrative Assistant	\$ 16.54	\$ 24.36	\$ 4.91	\$ 45.81

#### OVERTIME BILLING RATES \*\*\*

Classification	Raw Wage Rate	Audited OH Rate <sup>3</sup>	Profit	Regular Billing Rate
Resident Project Representative III	\$ 29.50	\$ 33.00	\$ 7.50	\$ 84.75
Resident Project Representative II	\$ 21.86	\$ 24.45	\$ 5.56	\$ 62.80
		\$ -	\$ -	\$ -

<sup>2</sup> Approved by MDOT

<sup>3</sup> Formula's may need to be adjusted if consultant has field overhead rate approved.

\*\*\* Overtime may only be allowable for those employees per Federal requirements.

\*\*\* Overtime is calculated by Raw Wage only \* 1.5. Overhead and profit shall not be increased by 1.5

# HOUR DISTRIBUTION / LABOR COSTS (2014)

Neel Schaffer, Inc.

Construction Engineering & Inspection Services

STP-0494-00(008)LPA / 106378-701000

REGULAR HOURS ONLY

POSITION TITLE	Hours Per Month												On Job Months	Subtotal Hours	Hourly Rate	Extension
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Senior Engineer											2	2	4	\$ 140.75	\$	562.99
Project Engineer									16	8	8	3	32	\$ 135.93	\$	4,349.72
Engineer Intern										4	4	2	8	\$ 61.76	\$	494.09
Resident Project Representative III										14	14	2	28	\$ 70.00	\$	1,960.05
Resident Project Representative II										55	55	2	110	\$ 51.87	\$	5,705.98
Technician IV										8	8	2	16	\$ 92.50	\$	1,480.04
Technician II												0	0	\$ 70.62	\$	-
Technician I												0	0	\$ 50.48	\$	-
Administrative Assistant										12	13	2	25	\$ 45.81	\$	1,145.20
													<b>Labor Subtotal (Regular)</b>	<b>\$</b>	<b>15,698.08</b>	

STP-0494-00(008)LPA / 106378-701000

OVERTIME HOURS ONLY

POSITION TITLE	Overtime Hours Per Month												On Job Months	Subtotal Hours	Hourly Rate	Extension	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
Resident Project Representative III													2	0	\$ 84.75	\$	-
Resident Project Representative II													2	0	\$ 82.80	\$	-
													0	0	\$	-	
													<b>Labor Subtotal (Overtime)</b>	<b>\$</b>	<b>-</b>		

CONTRACTOR'S Project Completion Time: 180 Days

Senior Engineer  
Visits/Week:  
Total Visits:  
Hours/Visit:  
Office Time:  
Total Hours:

Resident Project Representative III  
Visits/Week:  
Total Visits:  
Hours/Visit:  
Office Time:  
Total Hours:

Administrative Assistant  
Total Visits:  
Hours/Visit:  
Office Time:  
Total Hours:

Project Engineer  
Visits/Week:  
Total Visits:  
Hours/Visit:  
Office Time:  
Total Hours:

Resident Project Representative II  
Visits/Week:  
Total Visits:  
Hours/Visit:  
Office Time:  
Total Hours:

Administrative Assistant  
Total Visits:  
Hours/Visit:  
Office Time:  
Total Hours:

Engineer Intern  
Visits/Week:  
Total Visits:  
Hours/Visit:  
Office Time:  
Total Hours:

Technician IV  
Visits/Week:  
Total Visits:  
Hours/Visit:  
Office Time:  
Total Hours:

Administrative Assistant  
Total Visits:  
Hours/Visit:  
Office Time:  
Total Hours:

# BILLING RATE TABLE (2015)

## Neel Schaffer, Inc.

### Construction Engineering & Inspection Services

Home Overhead Rate <sup>2</sup>	<u>147.28% %</u>	147.07% OH + 0.21% FCCM
Field Overhead Rate <sup>2</sup>	<u>111.87% %</u>	111.80% OH + 0.07% FCCM
Profit	<u>12.00% %</u>	

#### REGULAR BILLING TIME

Classification	Raw Wage Rate	Audited OH Rate <sup>3</sup>	Profit	Regular Billing Rate
Senior Manager	\$ 52.34	\$ 77.09	\$ 15.53	\$ 144.96
Project Engineer	\$ 50.55	\$ 74.45	\$ 15.00	\$ 140.00
Engineer Intern	\$ 22.97	\$ 33.83	\$ 6.82	\$ 63.62
Resident Project Representative III	\$ 30.39	\$ 34.00	\$ 7.73	\$ 72.11
Resident Project Representative II	\$ 22.52	\$ 25.19	\$ 5.73	\$ 53.44
Technician IV	\$ 34.40	\$ 50.66	\$ 10.21	\$ 95.27
Technician II	\$ 26.27	\$ 38.69	\$ 7.80	\$ 72.76
Technician I	\$ 18.77	\$ 27.64	\$ 5.57	\$ 51.98
Administrative Assistant	\$ 17.04	\$ 25.10	\$ 5.06	\$ 47.19

#### OVERTIME BILLING RATES \*\*\*

Classification	Raw Wage Rate	Audited OH Rate <sup>3</sup>	Profit	Regular Billing Rate
Resident Project Representative III	\$ 30.39	\$ 34.00	\$ 7.73	\$ 87.31
Resident Project Representative II	\$ 22.52	\$ 25.19	\$ 5.73	\$ 64.70
		\$ -	\$ -	\$ -

<sup>2</sup> Approved by MDOT

<sup>3</sup> Formula's may need to be adjusted if consultant has field overhead rate approved.

\*\*\* Overtime may only be allowable for those employees per Federal requirements.

\*\*\* Overtime is calculated by Raw Wage only \* 1.5. Overhead and profit shall not be increased by 1.5

# HR DISTRIBUTION / LABOR COSTS (2015)

Neel Schaffer, Inc.  
Construction Engineering & Inspection Services

POSITION TITLE	REGULAR HOURS ONLY												Subtotal Hours	Hourly Rate	Extension
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Senior Engineer	2	2	2	2	2								8	\$ 144.96	\$ 1,159.68
Project Engineer	14	14	14	14	14	16							72	\$ 140.00	\$ 10,080.00
Engineer Intern	4	4	4	4	4								16	\$ 63.62	\$ 1,017.86
Resident Project Representative III	12	12	12	12	12								48	\$ 72.11	\$ 3,461.46
Resident Project Representative II	55	55	55	55	55								220	\$ 53.44	\$ 11,756.51
Technician IV	8	8	8	8	12								36	\$ 95.27	\$ 3,429.79
Technician II				4	4								8	\$ 72.76	\$ 582.05
Technician I				6	6								12	\$ 51.98	\$ 623.81
Administrative Assistant	13	13	13	13	13								52	\$ 47.19	\$ 2,454.03
													<b>Labor Subtotal (Regular)</b>	<b>\$</b>	<b>34,565.18</b>

POSITION TITLE	OVERTIME HOURS ONLY												Subtotal Hours	Hourly Rate	Extension
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Resident Project Representative III													4	\$ 84.75	\$ -
Resident Project Representative II													4	\$ 62.80	\$ -
													<b>Labor Subtotal (Overtime)</b>	<b>\$</b>	<b>-</b>

CONTRACTOR'S Project Completion Time: 130 Days

<b>Senior Engineer</b>	Visits/Week:	_____	<b>Resident Project Representative III</b>	Visits/Week:	_____
Total Visits:	_____	Total Visits:	_____		
Hours/Visit:	_____	Hours/Visit:	_____		
Office Time:	_____	Office Time:	_____		
Total Hours:	<span style="border: 1px solid black; padding: 2px;">#DIV/0!</span>	Total Hours:	<span style="border: 1px solid black; padding: 2px;">#DIV/0!</span>		
<b>Project Engineer</b>	Visits/Week:	_____	<b>Resident Project Representative II</b>	Visits/Week:	_____
Total Visits:	_____	Total Visits:	_____		
Hours/Visit:	_____	Hours/Visit:	_____		
Office Time:	_____	Office Time:	_____		
Total Hours:	<span style="border: 1px solid black; padding: 2px;">#DIV/0!</span>	Total Hours:	<span style="border: 1px solid black; padding: 2px;">#DIV/0!</span>		
<b>Engineer Intern</b>	Visits/Week:	_____	<b>Technician IV</b>	Visits/Week:	_____
Total Visits:	_____	Total Visits:	_____		
Hours/Visit:	_____	Hours/Visit:	_____		
Office Time:	_____	Office Time:	_____		
Total Hours:	<span style="border: 1px solid black; padding: 2px;">#DIV/0!</span>	Total Hours:	<span style="border: 1px solid black; padding: 2px;">#DIV/0!</span>		

Administrative Assistant Visits/Week: \_\_\_\_\_  
 Total Visits: \_\_\_\_\_  
 Hours/Visit: \_\_\_\_\_  
 Office Time: \_\_\_\_\_  
 Total Hours: \_\_\_\_\_

**DIRECT COSTS**  
**CONSULTANT: Neel-Schaffer, Inc.**  
*Construction Oversight Services*  
*Construction Engineering and Inspection Services*

POSITION TITLE	TRAVEL					Meals	TOTAL
	Weeks	Trips/Week	Round Trip Miles	Total Miles	Cost (\$0.50/Mile)		
Senior Manager	26	0.25	16	104	\$ 52.00	\$ -	\$ 52.00
Project Engineer	26	0.50	16	208	\$ 104.00	\$ -	\$ 104.00
Engineer Intern	26	0.25	16	104	\$ 52.00	\$ -	\$ 52.00
Resident Project Representative III	6	5.00	16	480	\$ 240.00	\$ -	\$ 240.00
Resident Project Representative II	20	5.00	16	1,600	\$ 800.00	\$ -	\$ 800.00
Technician I	21	0.25	16	84	\$ 42.00	\$ -	\$ 42.00
<b>\$ 1,290.00</b>							

**ESTIMATED MAXIMUM FEE**

Project Name: Gautier Streetscape  
 MDOT Project No.: STP-0494-00(008)LPA / 106378-701000  
 Client: Gautier, MS  
 Termini: U.S. Highway 90 from Beasley Road to Ladnier Road, William Payne Adams Road from Beasley Road to Dolphin Road, and City property from William Payne Adams Road to U.S. Highway 90  
 Prepared By: Batson & Brown, Inc.  
 Date: 4/29/2014

Overhead Rate: 123.24%  
 Profit: 12.00%

Classification	Raw Wage Rate	Audited OH Rate	Profit	Regular Billing Rate
Engineer (PE)	\$ 39.50	\$ 48.68	\$ 10.58	\$ 98.76
Field Technician	\$ 26.75	\$ 32.97	\$ 7.17	\$ 66.88
Laboratory Technician	\$ 24.75	\$ 30.50	\$ 6.63	\$ 61.88
Admin. Assistant	\$ 12.00	\$ 14.79	\$ 3.21	\$ 30.00

LABOR COSTS	Hours	Regular Billing Rate	Total
Engineer (PE)	6	\$ 98.76	\$ 592.57
Field Technician	18	\$ 66.88	\$ 1,203.89
Laboratory Technician	120	\$ 61.88	\$ 7,425.86
Admin. Assistant	6	\$ 30.00	\$ 180.02
<b>SUBTOTAL - LABOR COSTS</b>	<b>150</b>		<b>\$ 9,402.33</b>

FIELD AND LABORATORY	Quantity	Unit	Unit Cost	Total Cost
Concrete Cylinder, Compressive Strength	50	Each	\$ 20.00	\$ 1,000.00
Standard Proctor Density (T-99, MT-8)	2	Each	\$ 275.00	\$ 550.00
Standard Proctor Density (Untreated) (T-99, MT-8)	1	Each	\$ 175.00	\$ 175.00
Gradation, Dry Sieve and clay/silt (T-87, T-88, MT-22, MT-23)	2	Each	\$ 185.00	\$ 370.00
Granular Material; Gradation, Dry Sieve Analysis (T-87, MT-22)	1	Each	\$ 175.00	\$ 175.00
Field Densities (MT-16 or MT-10)	45	Each	\$ 40.00	\$ 1,800.00
Other				
<b>SUB-TOTAL - FIELD AND LABORATORY</b>				<b>\$ 4,070.00</b>

EXPENSE ITEMS	Quantity	Unit	Rate	Total Cost
Automobile Travel	170	Miles	\$ 0.560	\$ 95.20
<b>SUB-TOTAL - EXPENSE ITEMS</b>				<b>\$ 95.20</b>

**TOTAL PROPOSED FEE** **\$13,567.53**



**APPENDIX A – Methods of Tests for Field Control and Laboratory Designs**

The CONSULTANT or the MDOT laboratory will be required to **perform** the test for field control and/or laboratory designs as designated (by check mark “✓”) below in the respective column.

1. BITUMINOUS MIXTURES AND PAVEMENTS

MDOT	CONSULTANT	
------	------------	--

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | MT-16, Nuclear Method of Field In-Place Density Determination   |
| <input type="checkbox"/> | <input type="checkbox"/> | AASHTO T 166 Bulk Specific Gravity of Compacted Hot Mix Asphalt (HMA) Using Saturated Surface-Dry Specimens   |
| <input type="checkbox"/> | <input type="checkbox"/> | AASHTO T 275 Bulk Specific Gravity of Compacted Hot Mix Asphalt (HMA) Using Paraffin-Coated Specimens   |
| <input type="checkbox"/> | <input type="checkbox"/> | When requested obtain representative samples of materials for approval or formulation of asphalt mix designs. Deliver samples to MDOT District Lab. |

2. CONCRETE CONSTRUCTION

MDOT	CONSULTANT	
------	------------	--

- |                          |                                     |  |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/>            | MT-24, Determination of the Specific Gravity of Fine Aggregates Using the LeChatelier Flask  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T2, Sampling of Aggregates   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T11, Amount of Material Finer Than 0.075 mm Sieve in Aggregate   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T22, Compressive Strength of Cylindrical Concrete Specimens  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T23, Making and Curing Concrete Compressive Strength Test Specimens in the Field   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T27, Sieve Analysis of Fine and Coarse Aggregates  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T84, Specific Gravity and Absorption of Fine Aggregate   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T85, Specific Gravity and Absorption of Coarse Aggregate   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T119, Slump of Portland Cement Concrete  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T121, or weight per Cubic Foot, Yield and Air Content (Gravimetric) of Concrete  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T141-05, Sampling of Freshly Mixed Concrete  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T152, Air Content of Freshly Mixed Concrete by the Pressure Method   |
| <input type="checkbox"/> | <input type="checkbox"/>            | AASHTO: T196, Air Content of Freshly Mixed Concrete by the Volumetric Method   |
| <input type="checkbox"/> | <input type="checkbox"/>            | AASHTO: T231, Capping Cylindrical Concrete Specimens   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T248, Reducing Field Samples of Aggregate to Testing Size  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T255, Total Moisture Content of Aggregate by Drying  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T309, Temperature of Freshly Mixed Hydraulic Cement Concrete   |
| <input type="checkbox"/> | <input type="checkbox"/>            | Perform Ready-Mix Concrete Plant inspection in accordance with Subsection 804.03.3 and complete TMD-324 (Inspection Report of R/M Concrete Plant) Form |
| <input type="checkbox"/> | <input type="checkbox"/>            | When requested obtain representative samples of materials for approval or formulation of concrete mix designs. Deliver samples to MDOT District Lab.   |

3. CONSTRUCTION OF EMBANKMENTS, GRANULAR SUB-BASES AND BASES, LIME TREATED SUB-GRADES, LIME/FLY ASH TREATED COURSES, AND CEMENT TREATED COURSES

**MDOT CONSULTANT**

- |                          |                                     |   |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | MT-8, Moisture Density Relations of Soils   |
| <input type="checkbox"/> | <input type="checkbox"/>            | MT-9, Moisture Density Relations of Treated Soils   |
| <input type="checkbox"/> | <input type="checkbox"/>            | MT-10, In-Place Density of Soil   |
| <input type="checkbox"/> | <input type="checkbox"/>            | AASHTO T-11, Amount of Material Finer Than 0.075mm Sieve in Aggregate   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | MT-16, Nuclear Method of Field In-Place Density Determination   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | MT-22, Sieve Analysis of Granular Materials   |
| <input type="checkbox"/> | <input type="checkbox"/>            | MT-23, Methods for Testing Soils (Includes AASHTO: T-88 and T-100)  |
| <input type="checkbox"/> | <input type="checkbox"/>            | MT-25 Design of Soil Cement Mixtures  |
| <input type="checkbox"/> | <input type="checkbox"/>            | MT- 26, Compressive Strength of Soil-Cement Cylinders and Cores   |
| <input type="checkbox"/> | <input type="checkbox"/>            | MT-27, Design of Soil -Lime-Water Mixtures  |
| <input type="checkbox"/> | <input type="checkbox"/>            | AASHTO: T85, Specific Gravity and Absorption of Course Aggregate  |
| <input type="checkbox"/> | <input type="checkbox"/>            | AASHTO: T87, Dry Preparation of Disturbed Soil and Soil Aggregate Sample for Test   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T88, Particle Analysis of Soils   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T89, Determining the Liquid Limit of Soils  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T90, Determining the Plastic Limit and Plasticity Index of Soils  |
| <input type="checkbox"/> | <input type="checkbox"/>            | AASHTO: T92, Determining the Shrinkage Factors of Soils   |
| <input type="checkbox"/> | <input type="checkbox"/>            | AASHTO: T100, Specific Gravity of Soil  |
| <input type="checkbox"/> | <input type="checkbox"/>            | Perform final soil profile to be submitted to the ENGINEER on finished subgrade using the following parameters:<br>A. Perform soil borings @ 200' intervals 5' deep<br>B. Prepare boring log<br>C. Classify soil by AASHTO- Unified method and plot profile showing results of borings and testing. |
| <input type="checkbox"/> | <input type="checkbox"/>            | When requested, obtain representative samples of materials for approval or formulation of:<br>A. Soil-Lime-Water Mixtures<br>B. Soil-Lime/Fly Ash-Water Mixtures<br>C. Soil-Cement Mixtures   |

4. Additional Requirements

**MDOT CONSULTANT**

- |                          |                                     |  |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/>            | Batching concrete in accordance with mix design, moisture content of materials, air content of mix   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sampling materials which require testing by the District of State Central Laboratory such as borrow material, cement, concrete cylinders, water, geotextile fabric, etc. |



# Dennis W. Reeves, PE

## Professional History

Mr. Reeves joined Neel-Schaffer in 2012 after working as the Director of Public Works for the city of Gautier. He has 24 years of experience in the Civil Engineering field, managing projects that included water, sewer, drainage, roadway and utility design. Mr. Reeves has been involved from the design phase through to construction phase services. He is familiar with state and federal funding sources and procedures as well as managing budgets.

## Related Experience

- **Jackson County Adult Detention Facilities, Jackson County, MS:** Project included the design of a drainage plan, water lines, sewer lines and an erosion control plan for a new facility featuring parking areas, ADA compliant sidewalks, common areas, traffic striping and signage.
- **Jackson County (Mississippi) Utility Authority, Water Well, Water Distribution and Wastewater Transmission Installations:** Project involved multiple work orders involving three contractors performing work at five well sites, 280,000 feet of water line, and 130,000 feet of sewer line. Project funded by Mississippi Development Authority.
- **Old Spanish Trail Improvements, Ocean Springs, MS:** Project included construction engineering and inspection during the construction of auxiliary turn lanes and a new traffic signal in the vicinity of the new Ocean Springs High School.

### *With his previous Employer*

- **Gulfport (Mississippi) Factory Outlet Mall:** Site, drainage, utilities and detention pond design.
- **Flat Branch, Gulfport, Mississippi:** Mississippi River Analysis.
- **Brickyard Bayou, Gulfport, Mississippi:** Mississippi River Analysis.
- **Southwest Aviation Facility, Gulfport/Biloxi (Mississippi) International Airport:** Roadway, drainage and utility design.
- **Airfield Perimeter Road, Gulfport/Biloxi International Airport:** Engineering, design, plan and specification preparation.
- **Beach Boulevard Pedestrian Pathway, Harrison County, Mississippi.**
- **Whataburger, Highway 90, Ocean Springs, Mississippi.**
- **Imperial Palace Casino, Biloxi, Mississippi:** Site engineering.
- **Callavet Street Widening, Biloxi, Mississippi:** Engineering and design.
- **Interstate 10 Access Ramp, Tillman's Corner, Alabama:** Utility relocations.
- **Highway 90 Utility Relocation, Ocean Springs, Mississippi:** Engineering and design for widening project.
- **Drainage Master Plan, Gulfport, Mississippi:** Engineering & field data collection.
- **CDBG Downtown Streetscape, Gulfport, Mississippi:** Construction management and observation.
- **Reverse Osmosis Water treatment Plant, Pascagoula, Mississippi:** Contract administration and construction observation.

### Education

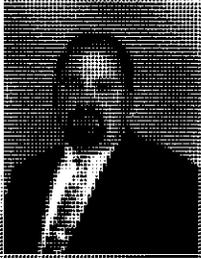
Bachelor of Science,  
Civil Engineering,  
Mississippi State  
University, 1988

### Registrations

Professional Engineer:  
Mississippi, 15942

### Associations

American Public Works  
Association



# Eric Page, PE

## Professional History

Mr. Page joined Neel-Schaffer in 2002 and brings more than 14 years of civil engineering experience in the South Mississippi area to his projects. His experience includes design and construction administration of roadway improvements that include bridge replacement and overlays, site development, improvements to public water and wastewater systems and wetland delineations. Since joining Neel-Schaffer, Mr. Page also has performed hydraulic modeling of water systems, including supply, storage, distribution and wastewater collection systems.

### Education

Bachelor of Science,  
Civil Engineering  
Mississippi State Uni-  
versity, 1998

Associate of Science,  
Pre-Engineering,  
Mississippi Gulf Coast  
Community College,  
1995

### Registrations

Professional Engineer:  
Mississippi, 15772

Land Surveyor Intern:  
Mississippi, 317

### Associations

National Society of  
Professional Engineers

Mississippi  
Engineering Society

American Public Works  
Association

Water Environment  
Federation

## Related Experience

- **LaFont Inn Redevelopment Project, Pascagoula, Mississippi:** Prepared plans, specifications and contract documents for a commercial subdivision infrastructure project on the 10.2-acre LaFont Inn Hotel property adjacent to Singing River Hospital in the city of Pascagoula. Design element included a single lane roundabout with a decorative fountain, two-lane curb and gutter road with landscaped median and drainage improvements, landscaping, brick paver cross walks, utilities, underground detention system, decorative roadway lighting, decorative sign posts and sidewalks.
- **Jackson County (Mississippi) Utility Authority, Water Well, Water Distribution and Wastewater Transmission Installations:** Team Manager responsible for resolving construction related issues for a multiple work orders involving three contractors performing work at five well sites, 280,000 feet of water line, and 130,000 feet of sewer line. Project funded by Mississippi Development Authority.
- **Highway 90 Utility Relocation, Pascagoula, Mississippi:** Design Engineer responsible for utility relocation project precipitated by an MDOT roadway widening project. Work involved relocating 1,800 feet of sewer line, 2,100 feet of water line and 2,300 feet of gas line in severely congested areas due to the limited right of way available.
- **Water Distribution and Wastewater Collection System Assessment, Bay St. Louis, Mississippi:** Design Engineer responsible for creating hydraulic models, utilizing Mike SWMM software for the wastewater and PIPE2000 software for the water of the utility systems for Bay St. Louis. Goal was to assess the functionality of the previously existing water and wastewater systems and to determine appropriate repairs after Hurricane Katrina.
- **Highway 63 Utility Relocation, SE Greene Water Association:** Project Manager responsible for utility relocation project due to an MDOT roadway widening project. Involved relocation of 2,000 feet of water line and installation of steel pipe casing to ease future expansion of the water system.
- **Highway 67 Utility Relocation, Mclain, Mississippi:** Project Manager responsible for utility relocation project due to an MDOT roadway widening project. Involved relocating 500 feet of sewer line and 500 feet of water line, along with installing four separate casing sleeves to ease future expansion of the water and sewer systems.