

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Rachel Honea, Cultural Services Bookkeeper
Through: Jeremy Thames, Cultural Services Director
Date: July 29, 2015
Subject: Amended Master Services Agreement for Engineering and Related Services- Brown, Mitchell & Alexander, Inc.

REQUEST:

The Cultural Services Department requests authorization to amend the existing Master Services Agreement with Brown, Mitchell & Alexander, Inc. to perform engineering and related services as requested by the City from time to time based on individual work orders.

BACKGROUND:

The City of Gautier has occasional needs for professional services such as environmental services, drafting, and structural services. The firm of Brown, Mitchell & Alexander, Inc. was approved to provide these services on an “as needed” hourly basis for a total amount not to exceed \$25,000.00. The period of service was for three years from the original date of execution, or as amended by the City and the firm.

DISCUSSION:

The Cultural Services Department requests an increase of \$25,000 for the not to exceed amount for the prior approved Master Services Agreement. This increase would be used to cover the costs of additional professional services for projects such as the Graveline Bayou pier. The professional services for the Graveline Bayou pier project will be reimbursed through Tidelands funding.

RECOMMENDATION:

City staff recommends that City Council authorize increasing the not to exceed amount by \$25,000 for the Master Services Agreement with Brown, Mitchell & Alexander, Inc. for engineering and related services as outlined above.

The City Council may:

1. Authorize amending the professional services agreement with Brown, Mitchell & Alexander, Inc. as presented, or
2. Authorize amending the professional services agreement with Brown, Mitchell & Alexander, Inc. with changes, or
3. Disapprove amending the professional services agreement.

ATTACHMENT(S):

Brown, Mitchell & Alexander Professional Services Agreement (Amended)



AMENDMENT NO. 1

To the Standard Form of Agreement for Design Services

between

**City of Gautier, Mississippi
&
Brown, Mitchell & Alexander, Inc.**

Master Services Agreement

This Amendment is attached to, made a part of, and incorporated by reference into an Agreement made on the 18th day of February, 2014 between the City of Gautier (Owner) and Brown, Mitchell & Alexander, Inc, (Engineer), providing for Professional Engineering Services for engineering and related tasks as outlined in individual work orders. The scope of the Agreement is amended or supplemented as indicated below:

1. EXHIBIT C, ARTICLE 2 – PAYMENTS TO THE ENGINEER
C2.01.3: Increase not-to-exceed budget by \$25,000.00

Total revised contract amount due to above addition is **\$50,000.00 hourly not-to-exceed.**

This AMENDMENT 1 is hereby made a part of and incorporated into the original Agreement, dated February 18, 2014 as though originally included therein.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment, as of this ____ day of _____, 2015.

**OWNER:
City of Gautier**

**ENGINEER:
Brown, Mitchell & Alexander, Inc.**

Samantha Abell
City Manager

Dax Alexander

Dax Alexander, P.E.
President

Address for giving notice:
3330 Highway 90
Gautier, MS 39553

521 34th Street
Gulfport, MS 39507

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**CITY OF GAUTIER
MASTER SERVICES AGREEMENT**

WORK AUTHORIZATION NO. 3 FOR PROFESSIONAL SERVICES

New Fishing Pier at Graveline Bayou

It is agreed to undertake the following work in accordance with the provisions of our Master Services Agreement 2014–2017 for Professional Services dated February 18, 2014.

DESCRIPTION OF ASSIGNMENT

The scope of work is generally described as preliminary engineering and permit application coordination for a proposed Fishing Pier at Graveline Bayou. Specific services include:

1. Preliminary Engineering

- Site visit to similar piers along Mississippi Coast;
- Conceptual development of pier length and sections;
- Develop preliminary opinion of probable construction costs;
- Conceptual electrical design for solar powered lights; and
- Attend two (2) meetings with City of Gautier to discuss details.

Fee Hourly, Not to Exceed \$6,200.00

2. Permit Application

- Prepare joint DMR/COE permit application for construction of fishing pier.

Fee Hourly, Not to Exceed \$5,000.00

BASIS OF COMPENSATION

- A. The Owner shall compensate the Consultant on a per hour basis in accordance with Attachment A of the Master Services Agreement (BMA's Standard Hourly Rates) for basic services provided with a cost not to exceed \$11,200.00. Reimbursable expenses are in addition to fees for services and will be billed accordingly. All conditions provided in the Master Services Agreement shall pertain to this Work Authorization.
- B. Invoices are submitted monthly and payment shall be made upon receipt of and in accordance with BMA's itemized invoice. Payment not received within 45 days of the invoice date will be considered delinquent and finance charges will be assessed.

Agreed as to the scope of services and compensation.

CITY OF GAUTIER:

BROWN, MITCHELL & ALEXANDER, INC.

BY: _____

BY: Dax Alexander

DATE: _____

DATE: 7/31/15