

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** April Havens, Grants & Projects Manager  
**Through:** Chandra Nicholson, Economic Development and Planning Director  
**Date:** December 29, 2015  
**Subject:** Amended Master Services Agreement for Engineering and Related Services -- Brown, Mitchell & Alexander, Inc.

---

**REQUEST:**

The Economic Development and Planning 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 \$50,000. 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 Economic Development and Planning Department requests an increase of \$130,000 to a not to exceed amount of \$180,000. This increase would be used to cover the Allen Road bid package, Allen Road construction administration, Shepard State Park log cabin, Graveline Bayou pier lighting, Town Commons Park design, and other work orders as needed.

**RECOMMENDATION:**

City staff recommends that City Council authorize increasing the not to exceed amount to \$180,000 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. Not approve amending the professional services agreement.

**ATTACHMENT(S):**

1. BMA Master Services Amendment #2

## **AMENDMENT NO. 2**

**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 \$130,000.00

Total revised contract amount due to above addition is **\$180,000.00 hourly not-to-exceed.**

This AMENDMENT 2 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, P.E.  
President

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

521 34<sup>th</sup> Street  
Gulfport, MS 39507