

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: April Havens, Grants & Projects Manager
Through: Chandra Nicholson, Economic Development and Planning Director
Date: February 8, 2016
Subject: Amendment to Professional Services Agreement with Dale Partners Architects PA for Re-bid Services for the Gautier Colored School Rehabilitation Project

REQUEST:

The Economic Development & Planning Department requests authorization to amend a Professional Services Agreement with Dale Partners Architects PA of Biloxi to perform re-bid work for the Gautier Colored School Rehabilitation Project's stabilization phase.

BACKGROUND:

The City of Gautier received a grant award from the Mississippi Department of Archives and History to begin the stabilization of the former Gautier Colored School. Ultimately this structure will be used as a Welcome Center/Visitors' Center and will include an exhibit honoring the former one-room schoolhouse for African-American children.

DISCUSSION:

This initial phase of the project was bid in October, and one bid was received. In December, the bid was rejected. In order to re-bid the project, certain services are necessary. Those services include: updating and printing drawings and specifications for bidding, addressing contractor questions and issuing addenda if necessary, maintaining the bidders list, holding a pre-bid meeting, attending the bid opening, and performing a bid review. Dale Partners proposes to perform those services for a fee not to exceed \$3,000. If approved, this would be an amendment to the architect's original contract. The payment for rebidding will be eligible for reimbursement through the MDAH grant.

RECOMMENDATION:

The Economic Development and Planning Department recommends that City Council authorize the Professional Services Agreement amendment with Dale Partners Architects PA for re-bid services as outlined above,

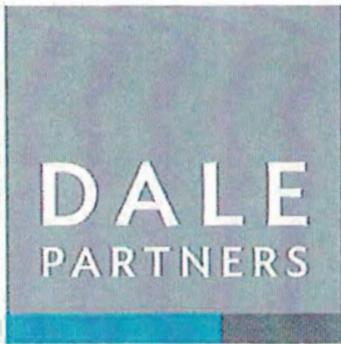
The City Council may:

1. Approve the Amendment as presented; or
2. Approve the Amendment with changes, or
3. Not Approve the Amendment.

ATTACHMENT(S):

1. Proposed Amendment
2. Rebid Grant Reimbursement E-mail

3. Original Design Contract
4. Re-bid advertisement



T. Doug Dale, AIA
 Jeffrey K. Evans, AIA
 Charles B. Alexander, AIA
 Leigh G. Jaunsen, AIA, LEED AP
 Lisa S. Usan, AIA, LEED AP
 101 Lamotte Street
 Gulfport, Mississippi, 39503
 1962-2011

Ms. Chandra Nicholson
 Director of Economic Development and Planning
 City of Gautier
 3330 Highway 90
 Gautier, MS 39553

11 January 2016

13050 Gautier Old School House Stabilization Plan
 Re-bid

Dear Ms. Nicholson,

Bids for this project were received on October 20, 2015 and were rejected on December 15, 2015. In order to rebid the project, we must update and print drawings and specifications for bidding, address contractor questions and issue addenda if necessary, maintain the bidders list, hold a prebid meeting, attend the bid opening and perform a bid review. We propose to perform these services on an hourly basis for a fee not to exceed \$3000.

Fee will be billed on an hourly basis in accordance with the Hourly rates Schedule in the original contract dated April 22, 2014.

Please indicate your approval of this agreement by signing below and returning a copy of the signed agreement to us.

Thank you for this opportunity.
 Sincerely,

Dale Partners Architects P.A.

 Leigh G. Jaunsen
 AIA, LEED AP BD+C, Project Architect

City of Gautier

 Authorized Signature and Title

cc: Chandra Nicholson, P.E., Director of Economic Development & Planning
 T. Doug Dale
 Jo Ann Brown

Chandra Nicholson

Subject: FW: Black School House Advertising

From: Leigh Jaunsen [mailto:LeighJaunsen@dalepartners.com]
Sent: Friday, January 08, 2016 3:33 PM
To: cnicholson@gautier-ms.gov
Subject: RE: Black School House Advertising

Chandra,

I talked to Aileen at MDAH. She said it's fine to use the grant funds for the rebid. She is going to send me a list of contractors throughout the state that do preservation work so we can appeal directly to them.

She also gave me a little bit of insight as to why the school did not get more funding this year....

1. They thought the bid was too high in comparison to other similar projects but she also acknowledged that it may be a coast thing.
2. The final use seems to be still be unclear....I guess they like to know the final use and be sure that it will be used regularly.

Thanks,
leigh



Leigh Jaunsen, AIA, LEEDAP, Partner

T 228-374-1409 | F 228-374-1414 | dalepartners.com

Email disclaimer: dalepartners.com/disclaimer. If you cannot access hyperlink, please email sender.

[About](#)

[Bio](#)

[vCard](#)



22 April 2014

Ms. Patty Huffman
Grants and Projects Manager
City of Gautier
3330 Highway 90
Gautier, MS 39553

161 Laneuse Street
Biloxi, MS 39530-3810
ph 228.374.1409
fx 228.374.1414

DALEPARTNERS.COM

Regarding: Gautier Colored School

Dear Ms. Huffman,

Congratulations on your award of an \$80,000 Community Heritage Preservation grant! On behalf of Dale Partners Architects P.A. (DPA), it is my pleasure to provide a fee proposal for phase one of the project that has been identified by the Mississippi Department of Archives and History as the Gautier Colored School. During phase one, we propose to document the existing structure and to provide plans for stabilizing the structure for future rehabilitation.

After evaluating the current condition of the structure, we recommend the following scope of work for phase one:

1. **Photographic Documentation** – As described in Part 6 of the Grant Manual, the project is required to be documented photographically. We propose to prepare this documentation per the specifications on an hourly basis for a fee not to exceed \$3000.
2. **Structural Evaluation** – Our Structural Engineer, Michael Costelli with Simpkins & Costelli, will spend a day at the site to identify the needed repairs. We anticipate that the building may need repairs at sill beams, joists, subfloor decking, roof framing and wall framing. In order to evaluate the damage, they may need to partially remove decking, wallboard and other materials to reveal structural members for observation. A final report will summarize the recommendations for restoring structural integrity to the building. We propose to perform this work for a fixed fee of \$3100.
3. **Hazardous Materials Report** – A hazardous materials report is needed to confirm the existence or nonexistence of hazardous materials in the building. We will solicit this report on behalf of the City. It will be prepared by a professional consultant and will include recommendations for abatement. We propose to provide this report for a fixed fee of \$1900.

T. DOUG DALE, AIA
JEFFREY R. BARNES, AIA
CHARLES R. ALEXANDER, AIA
LEIGH G. JAUNSEN, AIA

IN MEMORY OF
MICHAEL A. BARRANCO, AIA
1962-2011

4. **As Built Drawings** – As built drawings are needed to document the structure and provide a basis for preparing documents for future rehabilitation. We propose to prepare these drawings on an hourly basis not to exceed \$6000.
5. **Plans for Rehabilitation** – Once the reports and as-builts are finalized, we will assess the damage and recommend a plan and process for stabilizing the structure. Because we have limited knowledge of the required scope at this time, we anticipate that the fees for this work will be in the range of \$5000 to \$8000. This work will be performed on an hourly basis not to exceed \$8000.
6. **Construction Administration** – Our services during construction, if needed, can be provided on an hourly basis. Our hourly rate sheet is attached.

Please indicate your approval of this agreement by signing below and returning a copy of the signed agreement to us.

Sincerely yours,

Dale Partners Architects P.A.



Leigh A. Jaunsen
AIA, LEED AP BD+C, Project Architect

City of Gautier



Authorized Signature and Title *City Manager*

Enclosures: [Hourly Rates]

cc: Chandra Nicholson, P.E., Director of Economic Development & Planning
T. Doug Dale
Jo Ann Brown

DALE PARTNERS ARCHITECTS P.A.

HOURLY RATES

ARCHITECTURAL:

Managing Principals.....	\$220.00
Sr. Manager – Design/Management	\$200.00
Sr. Manager – Construction Administration.....	\$200.00
Sr. Project Manager.....	\$175.00 - \$190.00
Project Manager/Designers	\$135.00 - \$150.00
Interior Designer.....	\$95.00 - \$100.00
Quality Assurance/Construction Administration/Specifications	\$135.00 - \$185.00
Project Architect/Apprentice Architects.....	\$115.00 - \$150.00
CADD Technicians	\$85.00 - \$95.00
Graphics Designer	\$125.00
Project Assistants	\$85.00 - \$95.00

LANDSCAPE ARCHITECTURE/SITE PLANNING:

Senior Landscape Architect.....	\$190.00
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DOCUMENT 001113 - ADVERTISEMENT FOR BIDS

Notice is hereby given that sealed bids will be received by the City of Gautier, for the Gautier Old School House Stabilization Plan until **2:00 PM on Tuesday, February 16, 2016** at Gautier City Hall 3330 Highway 90, Gautier, Mississippi 39553. Bids will be thereafter publicly opened and read aloud. Single stipulated sum bids will be received for all work required by the Contract Documents in accordance with the Instructions to Bidders.

The Work of the Project includes hazardous materials abatement, selective demolition, termite treatment, foundation stabilization, including raising and shoring the building, foundation repair, exterior envelope patching and roof structure repair and protection on an approximate 1200 GSF historical school building located at 902 De La Pointe Drive, Gautier, MS.

A Bid Security in the amount of 5 percent of the total maximum bid amount is required. No bidder may withdraw his bid within 60 days after the actual date of opening. The Owner reserves the right to waive any informality or to reject any and all bids.

Plans and specifications may be obtained from the Architect, Dale Partners Architects P.A., at the following link <http://www.dalepartners.com/bidding-projects/>. A copy of the plans and specifications may be examined without charge during regular business hours at Gautier City Hall.

Proposals must be delivered in a sealed envelope marked plainly on the outside of the envelope with the following: "GAUTIER OLD SCHOOL HOUSE STABILIZATION PLAN" PROJECT NUMBER 13050 to be opened on February 16, 2016." and addressed to Cindy Steen, Purchasing Agent, City of Gautier, 3330 Highway 90, Gautier, Mississippi 39553. In addition the envelope shall list the bidders Company Name, Company Address and all applicable state and local license and registration numbers of the bidder. Envelopes not so marked are submitted entirely at the risk of the bidder as the Owner and Architect assume no responsibility for the premature opening of any bid envelope by any employee of the Owner or Architect.

Per Mississippi Law, MS Code 31-3-21(3); any bid submitted by a nonresident contractor which does not include the nonresident contractor's current state law pertaining to such state's treatment of nonresident contractors, shall be rejected and not considered for award. If no such law exists in the non-resident contractor's state, then the non-resident contractor may provide a statement to that effect. The City of Gautier encourages minority and women-owned businesses to submit proposals.

A Pre-Bid Conference will be conducted at 10:00 AM on Wednesday, February 3, 2016 at Gautier City Hall, 3330 Highway 90, Gautier, Mississippi 39553. All prospective bidders are encouraged to attend.

Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, a Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

Publication Dates:

DPA 13050

Construction Documents
Gautier Old School House Stabilization Plan
Gautier, Mississippi

15 January 2016

17 January 2016
24 January 2016