

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: April Havens, Grants and Projects Administrator
Date: October 11, 2016
Subject: Amended Master Services Agreement for Engineering and Related Services -- Brown, Mitchell & Alexander, Inc. Amendment #3

REQUEST:

The Grants and Projects Administrator 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 and based upon individual work orders.

BACKGROUND:

The City of Gautier has occasional needs for professional services such as environmental services, engineering, drafting, and structural services. The firm of Brown, Mitchell & Alexander, Inc. was approved and amended to provide these services on an “as needed” hourly basis for a total amount not to exceed \$180,000. The work is authorized through individual work orders for projects as needed. 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 Grants and Projects Administrator requests an increase of \$20,000 to a not-to-exceed amount of \$200,000. This increase would be used to cover work on the Allen Road construction project (\$13,800 for design modifications and revisions to the contract documents and \$3,800 for construction administration and resident project representation), as well as allowing some additional funds for work on the Shepard State Park Welcome Center or Town Center projects, if necessary.

RECOMMENDATION:

City staff recommends that City Council authorize increasing the not-to-exceed amount to \$200,000 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 #3
2. Work Authorization Budget Worksheet



**BROWN, MITCHELL
& ALEXANDER, INC.**

CONSULTING ENGINEERS

401 Cowan Road, Suite A
Gulfport, MS 39507
228-864-7612
fax 228-864-7676

796 Vieux Marche, 2nd Floor
Biloxi, MS 39530
228-436-7612
fax 228-436-7676

AMENDMENT NO. 3

To the Standard Form of Agreement for Design Services www.bmaengineers.com

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 \$20,000.00

Total revised contract amount due to above addition is **\$200,000.00 hourly not-to-exceed.**

This AMENDMENT 3 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 _____, 2016.

**OWNER:
City of Gautier**

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

Paula Yancey
City Manager



Dax Alexander, P.E.
President

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

401 Cowan Road, Suite A
Gulfport, MS 39507

**CITY OF GAUTIER
MASTER SERVICES AGREEMENT - WORK AUTHORIZATION BUDGET**

Revised: October 13, 2016

BMA PROJECT NO.	PROJECT NAME	WORK AUTHORIZATION BUDGET	STATUS
3399A-01	Gautier Commons Park	\$ 15,000.00	APPROVED
3399A-02	Graveline Bayou Channel Sediment Study	\$ 8,000.00	APPROVED
3399A-03	Graveline Bayou Fishing Pier	\$ 11,200.00	CANCELLED
3399A-04	Allen Road Improvements (Civil Design)	\$ 18,450.00	APPROVED
3399A-04A	Allen Road Improvements (CA & RPR)	\$ 66,396.00	AMENDMENT PENDING APPROVAL
3399A-05	Shepard State Park Welcome Center	\$ 41,900.00	APPROVED
3399A-06	Gautier Commons Park (Prelim. Eng. & Permitting)	\$ 34,100.00	APPROVED
3399A-07	Graveline Bayou Fishing Pier Electrical	\$ -	CANCELLED
TOTAL - Work Authorization Budget Summary		\$ 195,046.00	