

Department of Engineering  
Tim Bryan, P.E., County Engineer

3137 South Liberty Street, Canton, MS 39046  
Office (601) 790-2525 FAX (601) 859-3430

## MEMORANDUM

March 11, 2021

To: Sheila Jones, Supervisor, District I  
Trey Baxter, Supervisor, District II  
Gerald Steen, Supervisor, District III  
Karl Banks, Supervisor, District IV  
Paul Griffin, Supervisor, District V

From: Tim Bryan, P.E.  
County Engineer

Re: Mendrop Engineering Resources, LLC., Task Order #27 under the General Services Agreement  
CE&I Services for the Way Road and Banks Road Culvert Replacement Project

The Engineering Department requests that the Board approve this task order #27 for Mendrop Engineering Resources, LL. for a sum of not to exceed \$34,868.00 to provide CE&I services for the Way Road and Banks Road Culvert Replacement Project.

---

SHEILA JONES  
District One

TREY BAXTER  
District Two

GERALD STEEN  
District Three

KARL BANKS  
District Four

PAUL GRIFFIN  
District Five

**WORK ASSIGNMENT NO. 27  
WAY ROAD/BANKS ROAD  
MADISON COUNTY**

THIS WORK ASSIGNMENT TO THAT CERTAIN GENERAL ENGINEERING SERVICES CONTRACT IS EXECUTED BY AND BETWEEN MADISON COUNTY BOARD OF SUPERVISORS AND **MENDROP ENGINEERING RESOURCES, LLC**, EFFECTIVE THE 26<sup>th</sup> DAY OF FEBRUARY, 2021, IS INCORPORATED THEREIN AS IF COPIED FULLY IN BOTH WORDS AND FIGURES AS A PART OF EXHIBIT NO. 1.

**LET IT BE KNOWN THAT:**

WHEREAS, the parties to the above stated CONTRACT are now desirous of implementing an additional Work Assignment or phase thereunder: and,

WHEREAS, each of said parties represents that it continues to have authority to execute this Work Assignment and that all certifications previously made in said CONTRACT remain in effect;

NOW THEREFORE, the parties hereto do further contract and agree to add the following items of work to the above CONTRACT under the additional terms and conditions as are hereinafter stated:

**SPECIFIC SCOPE OF WORK FOR THIS WORK ASSIGNMENT**

The CONSULTANT, in accordance with the General Services Agreement, shall provide Construction Engineering and Inspection Services along Way Road/Banks Road.

The following engineering services shall be performed by the CONSULTANT on behalf of Madison County in accordance with the CONTRACT at the direction of the County Engineer or his designee, unless otherwise modified by the Madison County Board of Supervisors (MCBOS).

The CONSULTANT shall provide construction engineering and inspection services for Way Road/Banks Road.

**PART 1 – Duties and Responsibilities**

- A. Schedules:
  - Review progress schedule of Shop Drawing submittals and schedule of values prepared by the CONTRACTOR
  
- 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 Madison County liaison with the CONTRACTOR .

- b. Assist in obtaining 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.
- 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 Madison County 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 Madison County of Work that should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- F. Interpretation of Contract Documents:

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

Consider and evaluate the CONTRACTOR'S suggestions for modifications in Drawings or Specifications and report to Madison County. Transmit to the CONTRACTOR decisions as issued by Madison County.
- 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. Record names, addresses and telephone numbers of all CONTRACTORS, subcontractors and major suppliers of materials and equipment.
- I. Reports:
  - a. Furnish Madison County 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 Madison County 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 Madison County.
  - d. Report immediately to Madison County 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 Madison County, 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. Completion:
- a. Before issuing a Certificate of Substantial Completion, submit a list of observed items requiring completion or correction to the Contractor.
  - b. Observe that all items on the final list have been completed or corrected and make recommendations to Madison County concerning acceptance.

**MAXIMUM ALLOWABLE COST**

The CONSULTANT'S fee for completion of this Work Assignment shall be a total sum of **\$34,868.00**. Services will be billed monthly on an hourly basis for cost incurred during the period, but shall not exceed the total estimated fee without prior written authorization from the Client.

SO EXECUTED AND AGREED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

THE MADISON COUNTY BOARD OF SUPERVIORS

---

SO EXECUTED AND AGREED THIS THE 3rd DAY OF March, 2021.

MENDROP ENGINEERING RESOURCES, LLC

---



# **FEE PROPOSAL**

Construction Engineering and Inspection Services

Prepared for:

***Madison County Mississippi***

***Way Road/Banks Road  
Madison County,MS***

Prepared by: **Mendrop Engineering Resources, LLC**

Submitted: ***February 26, 2021***

Revised:

# Cost Summary

## Yandell Road

### *Construction Engineering and Inspection Services*

#### **Labor Costs**

CE&I Services	\$ 31,740.00
Subtotal	<u>\$ 31,740.00</u>

#### **Direct Costs**

CE&I Services	\$ 928.00
Subtotal Direct Costs	<u>\$ 928.00</u>

#### **Subconsultant Costs (if necessary)**

CE&I Services	
Direct Costs (Testing)	<u>\$ 2,200.00</u>

<b>TOTAL COSTS</b>	<u><b>\$ 34,868.00</b></u>
--------------------	----------------------------

**HOUR DISTRIBUTION / LABOR COSTS**  
**Mendrop Engineering Resources, LLC**  
*Construction Oversight Services*

Yandell Road

POSITION TITLE	No. of Crews	Hours Per Month												On Job Months	Subtotal Hours	Hourly Rate	Extension	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
Principal	1														0	12	\$ 165.00	\$ 1,980.00
Project Engineer	1				4	4	2	2							0	0		\$ -
Staff Engineer	1				20	30	20	20								90	\$ 88.00	\$ 7,920.00
Sr. Field Insp.	1				80	80	80	40							0	280	\$ 76.00	\$ 21,640.00

**Labor Subtotal (Regular) \$ 31,740.00**

**DIRECT COSTS**  
**CONSULTANT: Mendrop Engineering Resources, LLC**  
*Construction Oversight Services*

POSITION TITLE	TRAVEL MI/DAY	TRAVEL DAYS	TRAVEL \$/MI	PRINTING	MONTH TOTAL
Principal	40	3	\$ 0.58	\$ -	\$ 69.60
Project Engineer			\$ -	\$ -	\$ -
Staff Engineer	40	7	\$ 0.58	\$ -	\$ 162.40
Sr. Field Insp.	40	30	\$ 0.58	\$ -	\$ 696.00
TOTAL					\$ 928.00