

**CITY OF BILOXI
AGENDA ITEM
FACT SHEET**

Item No.: **5DD**

Council Meeting Date: **October 20, 2026**

ITEM TITLE: RESOLUTION

INTRODUCED BY: Mayor Andrew "FoFo" Gilich

CONTACT PERSON: Richard Weaver, Chief Administrative Officer
Christy LeBatard, Director of Public Works

SUMMARY EXPLANATION:

Resolution authorizing Project Authorization No. Four (4) to Professional Services Agreement with MP Design Group for Capital Project No. C1138: Civic and Visitors Center HVAC

Resolution ☒ Ordinance ☒ Public Hearing _____ Routine Agenda _____

Exhibits for Review

Contract _____ Minutes _____ Plans/Maps _____ Deed _____ Lease _____

Other (Specify): Exhibit A: Project Authorization Four (4)

Submittal Authorization: Council President _____ Mayor ☒

STAFF RECOMMENDATION: Staff recommends approval

COUNCIL ACTION: Motion By: _____ Second By: _____

Vote:	Councilmember	Yes	No	AFR	ABST	Councilmember	Yes	No	AFR	ABST
	Gray	_____	_____	_____	_____	Tisdale	_____	_____	_____	_____
	Marshall	_____	_____	_____	_____	Glavan	_____	_____	_____	_____
	Nail	_____	_____	_____	_____	Shoemaker	_____	_____	_____	_____
	Creel	_____	_____	_____	_____					

ACTION TAKEN:

Resolution No.

RESOLUTION AUTHORIZING PROJECT AUTHORIZATION NO. FOUR (4) TO
PROFESSIONAL SERVICES AGREEMENT WITH MP DESIGN GROUP FOR CAPITAL
PROJECT NO. C1138: CIVIC AND VISITORS CENTER HVAC

WHEREAS, by Resolution No. 578-26, the governing authorities of the City of Biloxi (“City”) approved entry into that certain Professional Services Agreement (“Agreement”) with MP Design Group (“MP”) to assist in the planning, design, construction administration and/or project management of General Obligation Series 2026 Bond projects;

WHEREAS, MP has submitted Project Authorization No. Four (4) (“Authorization”), attached hereto as Exhibit “A,” which defines the scope of work to evaluate the existing HVAC systems and controls at the Civic Center and Visitors Center to determine the extent of repairs and/or replacements needed and design new more efficient systems and controls to ensure these buildings have properly functioning and more efficient HVAC systems and controls;

WHEREAS, said Authorization establishes MP’s compensation for Project Authorization No. Four (4) as 6% of construction cost for design phase services and 3% of construction cost for construction phase services;

WHEREAS, the estimated cost of construction is currently at Six Hundred Forty Nine Thousand and No/100 Dollars (\$649,000);

WHEREAS, the estimated cost of design phase services and construction phase services provided by MP under this Authorization is Fifty Eight Thousand Four Hundred Ten and No/100 Dollars (\$58,410.00);

WHEREAS, the actual cost of design and construction phase services will not be determined until bids are received, at that time the appropriate adjustment to fees under this Authorization will be made;

WHEREAS, the Capital Project Budget for Project C1138 contains sufficient funding for this Authorization; and

WHEREAS, it is the recommendation of Christy LeBatard, Director of Engineering, that the City accept and enter into the Authorization to the Agreement with MP for Project C1138.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF BILOXI, MISSISSIPPI, THAT:

SECTION ONE: The findings, conclusions, and statements of fact contained in the foregoing preamble are hereby adopted, ratified, and incorporated herein.

SECTION TWO: The Mayor, on behalf of the City of Biloxi, is hereby authorized to execute Project Authorization No. Four (4), attached hereto as Exhibit "A", to the Professional Services Agreement with MP Design Group for Capital Project No. C1138: Civic and Visitors Center HVAC.

SECTION THREE: This resolution shall take effect and be in force from and after adoption.



David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

YOUR PROJECT • OUR PRIORITY • NO EXCUSES

October 14, 2026

Mayor Andrew "FoFo" Gilich, Jr.
City of Biloxi
P.O. Box 429
Biloxi, MS 39530

**RE: Project Authorization Request No. 4 – City of Biloxi Bond-Funded Capital Projects
Agreement Between Owner and Architect (AIA Document B104–2017) dated August 18,
2026**

Dear Mayor Gilich,

MP Design Group ("Architect") respectfully requests that the City of Biloxi ("Owner") authorize the capital project described below for funding from the General Obligation Bond proceeds approved by the City Council on July 7, 2026. We request that this authorization be presented to the City Council for approval.

Section 1.1 of the Agreement provides that, depending on project scope and status, the City shall direct the Architect to provide either design and construction administration services or project management services. This letter identifies, for each project, the service type requested and the project-specific information the Agreement calls for.

Governing Terms

All services described in this letter shall be performed under, and are subject to, the terms and conditions of the Agreement. This letter does not amend, modify, or supersede any provision of the Agreement. Compensation shall be as set forth in Article 11, and if any statement in this letter conflicts with the Agreement, the Agreement governs.



Projects Requested for Authorization

Project 4: Civic Center and Visitors Center HVAC Upgrades
Location: 578 Howard Ave, Biloxi, MS 39530 (Civic Center)
1050 Beach Blvd, MS 39530 (Visitors Center)

Project Scope:

- Evaluation of existing HVAC systems and controls.
- Design of new HVAC equipment and controls and development of construction documents and specifications.
- Bidding and procurement phase services.
- Construction administration services.

Professional Fee Schedule:

Design Phase Services:	6% of Construction Cost
Construction Phase Services:	3% of Construction Cost

Supplemental Services Required: None anticipated at this time.

Upon the City Council's approval and the Owner's signature below, this letter shall serve as the Owner's direction to the Architect under Section 1.1 to proceed with the services described. Please contact me at (228) 388-1950 with any questions.

Respectfully,

MP DESIGN GROUP



David Machado, PE, Principal

Owner Acceptance

The City of Biloxi hereby directs the Architect to provide the services described above for Project 4, in accordance with the Agreement dated August 18, 2026. This authorization was approved by the City Council on September 15th, 2026.

CITY OF BILOXI

Mayor Andrew "FoFo" Gilich, Jr.

Date: _____