



July 24, 2026

Mrs. Lauren Stelly
Woodward Design+Build
1000 S. Norman C. Francis Parkway
New Orleans, LA 70125

**Re: Task Order #2
Early Procurement of select materials, shop drawings, and coordination of services prior to
execution of the Guaranteed Maximum Price (GMP)
St. Charles Parish Hahnville Branch Library Construction Project
15090 River Road, Hahnville, LA**

Dear Mrs. Stelly:

This Task Order hereby authorizes Woodward Design+Build (Woodward) to proceed with the early procurement of select materials, shop drawings, and coordination services prior to execution of the Guaranteed Maximum Price (GMP) for the Hahnville Branch Library Construction Project at 15090 River Road in Hahnville. The total fees and services provided in the scope of work shall not exceed the price of \$204,630 as stated in the attached proposal dated July 23, 2026.

Should you have any questions concerning this matter, please contact me at (985) 764-9643.

Sincerely,

A handwritten signature in black ink, appearing to read "Leann C. Benedict".

Leann C. Benedict, MLIS
Director
St. Charles Parish Library

**CC: Mr. Michael Palamone, Chief Administrative Officer, St. Charles Parish
Mrs. Andre Ford, Senior Parish Engineer, St. Charles Parish Dept of Public Works/Wastewater
Mr. Justin Aubert, Partner, Senior Project Manager, Grace Design Studios**



July 23, 2026

Woodward Design+Build, LLC
1000 S. Norman C. Francis Parkway
New Orleans, LA 70125
504-822-6443
acarrier@woodwarddesignbuild.com

Leann,

Woodward Design + Build (WDB) respectfully requests authorization to proceed with the early procurement of select materials, shop drawings, and coordination services prior to execution of the Guaranteed Maximum Price (GMP). The primary purpose of this request is to mitigate anticipated cost escalations on critical materials and trade packages, while also maintaining the project schedule by allowing essential coordination and procurement activities to begin.

Current market conditions continue to present pricing volatility and the potential for material cost increases. Authorizing these early commitments will allow WDB to secure pricing, initiate fabrication and shop drawings where applicable, and begin coordination activities necessary to minimize the risk of future cost increases and schedule impacts.

The proposed early commitments are summarized below:

<u>Contractor</u>	<u>Scope</u>	<u>Early Commitment Value</u>	<u>Purpose</u>
Baseline Consulting	Cost-Loaded Schedule	\$6,500	Development of the project cost-loaded schedule.
WDG	BIM Coordination	\$3,000	Initiation of BIM coordination required for design coordination and clash detection.
D'Honore	Concrete	\$75,000	Early procurement of materials and preparation of shop drawings to secure current pricing.
New Orleans Iron	Structural Steel	\$348,930	Early procurement of structural steel materials and preparation of shop drawings to avoid anticipated material cost escalation and fabrication delays.
Merit Sprinkler	Fire Sprinkler	\$6,000	Initial BIM coordination services.
C&D Plumbing	Mechanical & Plumbing	\$12,000	Initial BIM coordination services.
HTE	Electrical	\$2,500	Initial BIM coordination services.
Cooper	Utilities – Additional Scope Changes	(\$249,300)	Remove Cooper's existing contract value from the task order value with contract to allow this scope to be incorporated into the GMP.



The total value of the requested early commitments is **\$204,630**, after accounting for the utility scope adjustment.

These commitments are limited to critical preconstruction services, BIM coordination, shop drawing development, and procurement of long-lead materials that are susceptible to market fluctuations. Approval of these items will enable WDB to preserve current pricing, reduce the project's exposure to future material cost escalation, and maintain the planned construction schedule while the GMP is being finalized.

The costs associated with these early commitments will be incorporated into and credited toward the final GMP and are not intended to represent costs in addition to the GMP. This request is solely intended to authorize the limited work identified above so that procurement and coordination efforts may proceed without delay.

We appreciate your prompt consideration of this request and respectfully request approval to proceed with these early commitments. Should you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amber Carrier".

Amber Carrier

Project Manager

Woodward Design+Build, LLC



		Value of Early	
Contractor	Scope	Commitment	Notes
Baseline Consulting	Cost Loaded Schedule	\$6,500	Baseline Cost Loaded Schedule
WDG	BIM Coordination Per Specs	\$3,000	Starting of BIM Coordination
D'Honore	Concrete	\$75,000	Material and shop drawings
New Orleans Iron	Structural Steel	\$348,930	Material and shop drawings
Merit Sprinkler	Sprinkler	\$6,000	BIM Cost
C&D plumbing	Mechanical & Plumbing	\$12,000	BIM Cost
HTE	Electrical	\$2,500	BIM- 2500
Cooper	Utilities - Additional Scope Changes	-\$249,300	Remove Copper's existing contract value from the task order value with contract to be incorporated in the GMP.

Total Additional Commitment
Prior to GMP \$204,630