



# ST. CHARLES PARISH


## OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057  
(985) 783-5125 • [www.stcharlesparish.gov](http://www.stcharlesparish.gov)

### COUNCIL OFFICE MEMORANDUM

DATE: AUGUST 21 , 2025

TO: MR. MILES BINGHAM  
PUBLIC WORKS DIRECTOR

FROM: MICHELLE IMPASTATO  
COUNCIL SECRETARY 

RE: AMENDMENT NO. 3 TO ORDINANCE NO. 21-11-4  
MONTZ PUMP STATION NO. 2  
(PARISH PROJECT NO. P210806)

On July 21, 2025, the St. Charles Parish Council adopted Ordinance No. 25-7-15 approving and authorizing the execution of Amendment No. 3 to Ordinance No. 21-11-4, which approved the Professional Services Agreement with GIS Engineering, LLC, to complete all engineering services for Montz Pump Station No. 2 (Parish Project No. P210806), in the amount not to exceed of \$422,160.00.

A copy of the ordinance is enclosed for your records. Please update in your records and/or software as desired. The agreement was fully executed through Administration's DocuSign software and should be available via DocuSign.

MI/ag

Enclosure

cc: <sup>1</sup>Parish Council  
Ms. Samantha de Castro w/ordinance  
Mr. Grant Dussom w/enclosure  
Mr. Corey Oubre w/enclosure  
Mr. Brandon Bernard w/enclosure  
GIS Engineering, LLC w/enclosure

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<sup>1</sup> Council Dept. retained 1 DocuSign copy for file

**2025-0193**

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT  
(DEPARTMENT OF PUBLIC WORKS)**

**ORDINANCE NO.** 25-7-15

An ordinance approving and authorizing the execution of Amendment No. 3 to Ordinance No. 21-11-4, which approved the Professional Services Agreement with GIS Engineering, LLC, to complete all engineering services for Montz Pump Station No. 2 (Parish Project No. P210806), in the amount not to exceed of \$422,160.00.

**WHEREAS,** Ordinance No. 21-11-4 adopted on November 15, 2021, by the St. Charles Parish Council, approved and authorized the execution of a Professional Services Agreement with GIS Engineering, LLC, to perform engineering services for Montz Pump Station No. 2 (Project No. P210806), not to exceed \$913,980.00; and,

**WHEREAS,** Ordinance No. 22-3-13 adopted on March 21, 2022, by the St. Charles Parish Council, approved and authorized the execution of Amendment No. 1 to Ordinance No. 21-11-4, which approved the Professional Services Agreement with GIS Engineering, LLC, to perform engineering services for the Montz Pump Station No. 2 (Parish Project Number P210806), in the amount of \$97,200.00 to address Additional Services of Permitting, Topographic Surveying, and Cultural Resource Surveying work; and,

**WHEREAS,** Ordinance No. 23-2-7 adopted on February 27, 2023, by the St. Charles Parish Council, approved and authorized the execution of an Amendment No. 2 to Ordinance No. 21-11-4 which approved the Professional Services Agreement with GIS Engineering, LLC, to perform engineering services for the Montz Pump Station No. 2 (Parish Project Number P210806), in the amount of \$50,000.00 to complete additional permitting work; and,

**WHEREAS,** due to the extended timeframe for design and the increased probable construction cost, it is necessary to amend the project to increase fees for both the bidding and construction administration phases, as well as add fees for Resident Project Representative and Prescott Pump Station Removal; and,

**WHEREAS,** St. Charles Parish and GIS Engineering, LLC, have mutually agreed to an overall not to exceed price of \$422,160.00 to complete the work, increasing the overall contract value to a not to exceed amount of \$1,483,340.00; and,

**WHEREAS,** Amendment No. 3 to the Professional Services Agreement between St. Charles Parish and GIS Engineering, LLC, described the details of the proposed services and compensation.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That Amendment No. 3 to the Professional Services Agreement between St. Charles Parish and GIS Engineering, LLC, to complete all engineering services for Montz Pump Station No. 2 (Parish Project No. P210806), in the not to exceed amount of \$422,160.00, increasing the overall contract value to a not to exceed amount of \$1,483,340.00, is hereby approved and accepted.

**SECTION II.** That the Parish President is hereby authorized to execute said Amendment on behalf of St. Charles Parish.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: MOBLEY, FONSECA, WILSON, SKIBA, PILIE, COMARDELLE,  
O'DANIELS, FISHER, DEBRULER

NAYS: NONE

ABSENT: NONE

And the ordinance was declared adopted this 21<sup>st</sup> day of July, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Heely Fonseca

SECRETARY: Michelle Dupont

DLVD/PARISH PRESIDENT: July 22, 2025

APPROVED: ✓

DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: Matthew Jewell

RETD/SECRETARY: July 22, 2025

AT: 2:49pm RECD BY: [Signature]

**AMENDMENT NO. 3  
TO  
PROFESSIONAL SERVICES AGREEMENT  
FOR MONTZ PUMP STATION NO. 2**

THIS AMENDMENT NO. 3 is made and entered into on this  
8/19/2025

BY AND BETWEEN:

**ST. CHARLES PARISH**, represented herein by its duly authorized Parish President, Matthew Jewell, (hereafter sometimes referred to as "OWNER"), and

**GIS ENGINEERING, LLC** represented herein by Benjamin Malbrough, duly authorized by Corporate Resolution attached hereto (hereafter sometimes referred to as "CONSULTANT"):

WHEREAS, On November 15, 2021, the St. Charles Parish Council approved Ordinance No. 21-11-4 to authorize an Agreement between St. Charles Parish and GIS Engineering, LLC for the design of the Montz Pump Station No. 2 (Parish Project No. P210806), in the not to exceed amount of \$913,980.00; and,

WHEREAS, On March 21, 2022, the St. Charles Parish Council approved Ordinance No. 22-3-13 to authorize Amendment No. 1 to the Agreement between St. Charles Parish and GIS Engineering, LLC, in the amount of \$97,200.00, to address Additional Services of Permitting, Topographic Surveying, and Cultural Resource Surveying work; and,

WHEREAS, On February 27, 2023, the St. Charles Parish Council approved Ordinance No. 23-2-7 to authorize Amendment No. 2 to the Agreement between St. Charles Parish and GIS Engineering, LLC, in the amount of \$50,000.00, to complete additional permitting work; and,

WHEREAS, due to the extended timeframe for design and the increased probable construction cost, it is necessary to amend the project to increase fees for both the bidding and construction administration phases, as well as add fees for Resident Project Representative and Prescott Pump Station Removal; and,

WHEREAS, St. Charles Parish and GIS Engineering, LLC, have mutually agreed to an overall not to exceed price of \$422,160.00 to complete the work, increasing the overall contract value to a not to exceed amount of \$1,483,340.00; and,

WHEREAS, Amendment No. 3 to the Professional Services Agreement between St. Charles Parish and GIS Engineering, LLC, described the details of the proposed services and compensation.

**Changes to the Contract Attachments are as follows:**

**ATTACHMENT "A"**

The scope of work from the original Contract shall be amended to include the following expansion of services for Bidding, Construction Administration and Resident Project Representative.

**A. BID PHASE**

Upon acceptance by OWNER of the Final Drawings, Specifications, the most recent opinion of probable Construction Cost, and upon written authorization by OWNER to proceed, CONSULTANT shall:

- a. Assist OWNER in advertising for and obtaining bids or proposals for the Work, assist OWNER in issuing assembled design, contract, and bidding-related documents to prospective CONTRACTORS, and, where applicable, maintain a record of prospective CONTRACTORS to which documents have been issued, pre-bid conferences, if any, and receive and process CONTRACTOR deposits or charges for the issued documents.
- b. Prepare and issue Addenda as appropriate to clarify, correct, or change the issued documents.
- c. Consult with OWNER as to the qualifications of prospective CONTRACTORS. Consult with OWNER as to the qualifications of Subcontractors, suppliers, and other individuals and entities proposed by prospective CONTRACTORS, for those portions of the Work as to which review of qualifications is required by the issued documents.
- d. If the issued documents require, CONSULTANT shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective CONTRACTORS.
- e. Attend the bid opening, prepare bid tabulation sheets and recommendation of award to meet OWNER's schedule, and assist OWNER in evaluating bids or proposals, assemble final contracts for the Work for execution by OWNER and CONTRACTOR, and in issuing notices of award of such contracts.
- f. The Bid Phase will be considered complete upon commencement of the Construction Phase.

**B. CONSTRUCTION PHASE**

Upon successful completion of the Bid Phase and upon written authorization from OWNER, CONSULTANT shall:

- a. Prepare formal contract documents for the execution of the construction contract.
- b. Pre-Construction Conference: Participate in a pre-construction conference prior to commencement of Work at the Site.

- c. Establish construction monuments, project baseline, and benchmarks as necessary.
- d. Coordinate with owners of utilities for relocation of their facilities to clear the site for construction.
- e. Require and review tests of materials necessary for the project.
- f. Verify and approve CONTRACTOR's Applications for Payment and schedules (Progress Schedules, Schedule of Submittals, and Schedule of Values) and submit to the OWNER.
- g. Prepare progress reports for the OWNER when requested and coordinate monthly progress meetings between OWNER, CONTRACTOR, CONSULTANT, and inspector, as necessary throughout the duration of the project.
- h. Review shop drawings and sampled for conformance with the design concept of the project and for compliance with the result required in the Contract Documents. Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by CONTRACTOR.
- i. Prepare all necessary documentation required for construction RFIs (Requests for Information/Interpretation), Change Orders, and Work Change Directives.
- j. Attend Council meetings and other meetings necessary to discuss issues associated with the project.
- k. Record Drawings: The CONSULTANT shall furnish reproducible "RECORD" drawings, based on information provided by the CONTRACTOR, both printed on full size paper as well as electronically via AutoCAD.
- l. Receive from CONTRACTOR, review, and transmit to OWNER maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents
- m. Make visits to the Site at intervals appropriate to the various stages of construction, as CONSULTANT deems necessary, to observe as an experienced and qualified design professional the progress of CONTRACTOR's executed Work.
- n. Perform Substantial Completion walk through, generate Substantial Completion recommendation and accompanying Punch List. Perform final inspection and make a recommendation for acceptance.
- o. The Construction Phase will commence with the execution of the Notice of Intent to Award for the Project and will terminate upon written recommendation by CONSULTANT for final payment to CONTRACTORS.

C. RESIDENT PROJECT REPRESENTATIVE (RPR)

CONSULTANT shall furnish a Resident Project Representative ("RPR"), at the request of the OWNER to assist CONSULTANT in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree. RPR is CONSULTANT's representative at the Site and will act as directed by and under the supervision of CONSULTANT.

The duties and responsibilities of the RPR are as follows:

1. RPR's dealings in matters pertaining to the Work in general shall be with CONSULTANT and CONTRACTOR. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of CONTRACTOR. RPR shall generally communicate with OWNER only with the knowledge of and under the direction of CONSULTANT.
2. Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by CONTRACTOR and consult with CONSULTANT concerning acceptability of such schedules.
3. Attend meetings such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings.
4. Comply with Site safety programs.
5. Serve as CONSULTANT's liaison with CONTRACTOR. Assist CONSULTANT in serving as OWNER's liaison with CONTRACTOR when CONTRACTOR's operations affect OWNER's On-Site operations.
6. Report to CONSULTANT whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents and provide recommendations as to whether such Work should be corrected, removed, and replaced, or accepted as provided in the Construction Contract Documents.
7. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate OWNER's personnel, and that CONTRACTOR maintains adequate records thereof. Observe, record, and report to CONSULTANT appropriate details relative to the test procedures and systems start-ups.
8. Prepare a daily report or keep a diary or log book, recording CONTRACTOR's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to CONSULTANT.
9. Immediately inform CONSULTANT of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay

events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

10. Review applications for payment with CONTRACTOR for compliance with the established procedure for their submission and forward with recommendations to CONSULTANT, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
11. Participate in CONSULTANT's and OWNER's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.
12. Observe whether all items on the final punch list have been completed or corrected and make recommendations to CONSULTANT concerning acceptance.
13. Resident Project Representative shall not:
  - a. Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
  - a. Undertake any of the responsibilities of CONTRACTOR, Subcontractors, or Suppliers.
  - b. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by CONTRACTOR.
  - c. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of OWNER or CONTRACTOR.

D. PRESCOTT PUMP STATION REMOVAL

CONSULTANT shall complete planning, design and construction administration for the removal of Prescott Pump Station located just north of Airline Highway in between CC Road and Evangeline Road in Montz. Prescott Pump Station is the current force drainage for the Montz area. Upon completion and operation of both Montz Pump Stations, and according to the permit issued by the United States Army Corps of Engineers (USACE), the pump station is to be removed to restore gravity drainage in this area.

The OWNER will determine if this removal will be done via change order to the existing construction contract for Montz Pump Station No. 2 or be bid out separately. In either case, the CONSULTANT will facilitate the change order documents or bid documents and construction administration.

**ATTACHMENT “B”**

The CONSULTANT shall complete the following phases of the project within the number of days shown:

	<u>Number of Days to Complete</u>
Bid Phase	90
Construction Phase	540

**Time for Completion**

1. If, through no fault of CONSULTANT, such periods of time or dates are changed, or the orderly and continuous progress of CONSULTANT's services is impaired, or CONSULTANT's services are delayed or suspended, then the time for completion of CONSULTANT's services shall be adjusted equitably.
2. If OWNER authorizes changes in the scope, extent, or character of the Project or CONSULTANT's services, then the time for completion of CONSULTANT's services shall be adjusted equitably.
3. If CONSULTANT fails, through its own fault, to complete the performance required in this Agreement within the time set forth, as duly adjusted, then OWNER shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.



ATTACHMENT “C”

OWNER shall pay CONSULTANT based on the breakdown of tasks shown below, for a total Not to Exceed Contract value of \$1,483,340.00.

OWNER shall pay CONSULTANT on a Lump Sum basis for Basic Services set forth in Attachment A (both in the original contract and Amendments No. 1 and 2) as follows:

- a. The total compensation for basic services as described in Attachment A is estimated to be \$1,098,313.00 based on the following estimated distribution of compensation:
  - 1. Design Phase \$670,900.00 (completed)
  - 2. Bid Phase \$73,406.00
  - 3. Construction Phase \$354,007.00
- b. CONSULTANT may, with OWNER’s consent, alter the distribution of compensation between individual phases of the Work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by OWNER.
- c. The amounts billed for CONSULTANT’s services under this Agreement will be based on the cumulative hours charged to the Project during the billing period by each class of CONSULTANT’s employees times Standard Hourly Rates for each applicable billing class, plus CONSULTANT’s SUBCONSULTANT’s charges.
- d. The Standard Hourly Rates charged by CONSULTANT constitute full and complete compensation for CONSULTANT’s services, including labor costs, overhead, and profit; the Standard Hourly Rates do not include CONSULTANT’s SUBCONSULTANT’s charges.
- e. CONSULTANT’s Standard Hourly Rates are attached to this Agreement as Attachment C-1.

OWNER shall pay CONSULTANT on a Lump Sum basis for Additional Services set forth in Attachment A as follows:

- a. Surveying \$40,000.00
- b. Cultural Resource Surveying \$17,200.00
- c. Permitting \$80,000.00
- d. Environmental Condition of the Property (ECP): \$10,000.00

OWNER shall pay CONSULTANT for Resident Project Representative Basic Services as follows:

- a. Resident Project Representative Services: For services of CONSULTANT's Resident Project Representative, if requested, as outlined in Part 2.D of Attachment A, a total amount of \$174,472.00, at the hourly rate as listed in Attachment C-1.
- b. Resident Project Representative Schedule: The total amount set forth above is based on full-time RPR services on an eight-hour workday Monday through Friday over a 540-day construction schedule.
- c. Reimbursable expense of a truck for the Resident Project Representative at the rate of \$70.00/day for a maximum of 65 days, for a total not to exceed of \$4,550.00, to cover the remaining construction of Montz Pump Station No. 2 after the completion of Montz Pump Station No. 1.

OWNER shall pay CONSULTANT on a Not to Exceed basis for Prescott Pump Station Removal as described in Attachment A, in the total amount of \$58,805.00.

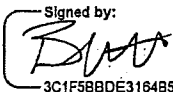
THUS DONE AND SIGNED in the presence of the undersigned competent witnesses, on this 8/19/2025

GIS ENGINEERING LLC

ST. CHARLES PARISH

By: 

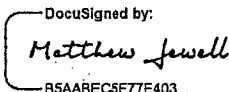
Signed by:



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By: 

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Name: Benjamin Malbrough

Name: Matthew Jewell

Title: Vice President

Title: Parish President

Date: 8/19/2025

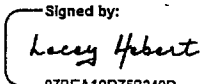
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WITNESS

WITNESS

By: 

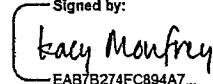
Signed by:



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By: 

Signed by:



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Name: Lacey Hebert

Name: Kacy Monfrey

Title: Executive Assistant

Title: Executive Assistant

Date: 8/19/2025

Date: 8/19/2025

Attachment C-1



2025  
RATE SCHEDULE

Category	Category Description	Personnel Description	Bill Rate
I	CO-OP	Student Intern	60
II	ADMINISTRATION	Administrative Assistant I	65
		Administrative Assistant II	85
		Executive Assistant	90
III	CADD	CADD Tech I	85
		CADD Tech II	100
		Designer I	115
		Designer II	125
		Designer III	140
		Sr. Designer	150
IV	SURVEYING & TECHNOLOGY	Survey Technician I	60
		Survey Technician II	90
		Survey Technician III	125
		Survey Party Chief	105
		Pilot In Command I	90
		Pilot in Command II	105
		Pilot in Command III	120
		Survey Crew (2-Man)	175
		Professional Land Surveyor I	125
		Professional Land Surveyor II	145
		Professional Land Surveyor III	165
		Sr. Professional Land Surveyor	190
		Survey Crew (3-Man)	215
V	CONSTRUCTION	Project Rep I	81.50
		Project Rep II	96.50
		Project Rep III	111.50
		Project Rep IV	131.50
		Deputy Construction Manager I	105
		Deputy Construction Manager II	115
		Construction Manager I	125
		Construction Manager II	145
VI	ENVIRONMENTAL	Sr. Construction Manager	185
		Env Technician	80
		Env Scientist/Biologist I	105
		Env Scientist/Biologist II	125
		Env Scientist/Project Manager III	140
		Env Scientist/Project Manager IV	165
		Sr. Env Scientist/Manager V	195
VII	ENGINEERING	Sr. Env Program Manager/Director	225
		Engineer Tech I	75
		Engineer Tech II	85
		Engineer Tech III	95
		Engineer Tech IV	105
		H&H Modeler/Designer	105
		Sr. H&H Modeler/Designer	160
		Engineer Intern I	100
		Engineer Intern II	110
		Engineer Intern III	120
		Professional Engineer I	130
		Professional Engineer II	145
		Professional Engineer III	165
		Professional Engineer IV	190
		Sr. Professional Engineer	215
		Specialty Design Software	25

VIII	PROJECT MANAGEMENT	Project Associate I / Project Controller I	105
		Project Associate II / Project Controller II	125
		Deputy Project Manager	140
		Project Manager I	165
		Project Manager II	175
		Project Manager III	190
		Sr. Project Manager	205
IX	PROGRAM MANAGEMENT	Client Program Manager	185
		Director	205
		Division Manager	215
		Sr. Client Program Manager	225
X	PRINCIPALS	Principal	275

**CONSENT OF MAJORITY OF THE MEMBERS OF  
GIS ENGINEERING, L.L.C.**

The undersigned, being the Managers entitled to vote at meetings of the Board of Managers of GIS Engineering, L.L.C., a Manager Managed Louisiana limited liability company, by this instrument in lieu of a meeting of the Managers of GIS Engineering, L.L.C., hereby consent to the adoption of the following resolution and hereby waive any notices required by law with respect thereto:

**RESOLUTION 2024-3**

**BE IT RESOLVED** that that Benjamin Malbrough is hereby recognized as an authorized agent of GIS Engineering, L.L.C. giving him authority to execute contracts, services agreements, and master service agreements on behalf of GIS Engineering L.L.C. as he deems necessary to conduct the business affairs of the company.


**BE IT FURTHER RESOLVED** that Benjamin Malbrough is hereby authorized and directed to execute in the name of and on behalf of GIS Engineering, L.L.C., any and all documents necessary or proper to carry into effect this Resolution.

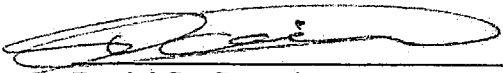
This Resolution shall remain in full force and effect until such time it is revoked by the GIS Engineering, L.L.C.

This Written Consent may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Written Consent and all of which, when taken together, will be deemed to constitute one and the same Written Consent.

This action shall be effective as of April 17, 2024.

\_\_\_\_\_  
Mark A. Pregeant, II, Manager

  
\_\_\_\_\_  
Brad Pregeant, Manager

  
\_\_\_\_\_  
Daniel St. Germaine, Manager