

2010-0062

PETITION TO ADDRESS THE COUNCIL

St. Charles Parish Council Chairman
P. O. Box 302
Hahnville, LA 70057
(985) 783-5000

Today's Date: 2/1/10

Dear Chairman:

Please place my name to address the Council on:

DATE:

2/8/10
SPECIFIC TOPIC: Professional Engineer and Related
Services Questionnaire For the East
Regional Library Expansion Project &
Contract

(*see specific
guidelines on
reverse and
refer to
Parish Charter--
Article VII., Sec. I.)

DOCUMENTS, IF ANY: YES NO

NAME:

MAILING
ADDRESS:

PHONE:

SIGNATURE:

Gwen Dufrene
3551 Hwy. 306
Bayou Gache, LA 70030
(504) 417-1101
Gwen Dufrene

Dear Constituent:

Thank you for your active participation. Your views and comments will be considered by the Council in making our decisions. The Council has a considerable amount of business to conduct in a limited amount of time, therefore, please note the following items that are expected of you:

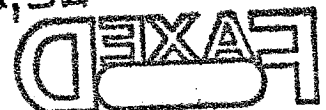
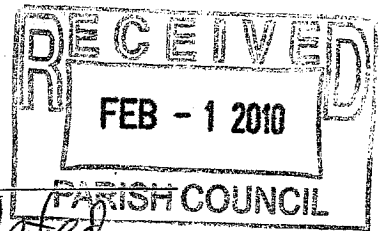
- The Home Rule Charter provides for citizens to address the Council. It makes no provision for initiating debate, discussion, or question and answer sessions with Councilmembers or Administration Officials. Your right is also guaranteed to examine public documents as you prepare your presentation. Should you have any questions for Councilmembers and/or Department Heads as you prepare, please forward such inquiries to the Council Office to insure a timely response. Should you wish to speak to any Official or Department personally, a complete list of contact information will be furnished at your request.
- Please be brief and limit your comments to the specific subject matter on which you have requested to address the Council.
- Please forward supporting documents to the Council Secretary for distribution to the Parish Council before your scheduled appearance in order for the Council to prepare themselves, if necessary.
- Upon completion of your allotted time to address the Council, please respect the time given to Councilmembers to respond to your comments by not interrupting or interjecting remarks.
- **Slandorous remarks and comments will not be tolerated.** If slanderous remarks or comments are made, your opportunity to address the Council will end, regardless of the remaining time left to address the Council.
- Repetitious comments and subject matter will be strictly limited.

A confirmation letter will follow when your name is placed on the agenda.

Sincerely,

Billy Raymond, Sr.
BILLY RAYMOND, SR.
COUNCIL CHAIRMAN

(OVER)



3/26/03

PUBLIC NOTICE**REQUEST FOR
QUALIFICATIONS FOR
PROFESSIONAL SERVICES**

The St. Charles Parish Council hereby requests qualification statements for services for the following described project:

Project Title: East Regional
Branch Library Expansion
Project Number: PU30386

The proposed project includes professional services for design and construction management of East Regional Branch Library Expansion. Specific design criteria are as follows:

- o Design shall incorporate the suggestions of a recent feasibility study, which offers suggestions on the planned expansion.
- o Develop plans and specifications for additional expansion, which would range anywhere from a minimum of 6727 square feet to a maximum of 19,076 square feet, with a likely expansion between 10,706 to 13,905 square feet.
- o Design shall include all additional parking areas and spaces that will be necessary with the expansion. These parking areas would range anywhere from 7200 square feet of paved area (18 parking spaces) to 19,200 square feet of paved area (48 parking spaces). Additional spaces offered must, at a minimum, be in accordance with Parish zoning ordinances.

o Design should be such that it anticipates all traditional library activities will be conducted on a single level. The expansion should be constructed such that it provides support capacity for a possible future second floor.

o All utilities which are in the area or in the immediate vicinity of the planned expansion (building and parking) shall be verified by the engineer. Verification includes determination of all utilities crossing or adjacent to construction and actual elevations of these utilities through any combination of surveying, digging, and potholing. All utility elevations shall be shown on drawings. In addition, any utilities that are nearby to project which would affect construction (e.g. overhead power lines) should be clearly identified on the plans as well.

o Identify all necessary utility relocations in plans and coordinate with corresponding utility companies to determine whether relocations will be done by respective companies or bidding contractors.

o Parish servitude and/or right-of-way shall be determined and shown on plan profiles.

o Design shall include all necessary grading plans and subsurface drainage to ensure that stormwater is properly distributed to existing conveyance systems.

Design Services shall include basic and supplemental services for completed projects.

Firms submitting statements must provide the number of employees qualified to provide the above services and a cost per hour for the services (rate schedule). Employees assigned to a construction site must have a dedicated mobile phone to remain in contact with St. Charles Parish at all times. Firms shall also submit a current

9B

PUBLIC NOTICE

summary of all contracts for volume and staffing analysis.

A completed professional questionnaire, executed affidavit concerning campaign contributions, and completed review panel guidelines acknowledgement form must accompany each submittal. In addition, each submittal must include a completed questionnaire for each sub-consultant. Please obtain the appropriate forms by calling the Parish Council Secretary's Office at (985) 783-5000.

For further information, call Ms. Mary desBordes, Library Director and Secretary, Library Board of Control, at (935) 785-8464.

Section 2-12, VIII of the St. Charles Parish Code prohibits architects, engineers, or their firms, or parties with financial interest to contact, lobby, solicit or attempt to influence any QBS panel member prior to or following the selection process.

Interested firms must submit seven (7) copies of each of their statements and completed questionnaire to the St. Charles Parish Council, c/o Ms. Barbara Jacob, P.O. Box 302, Hahnville, LA 70057, no later than 10:00 A.M. on Friday, April 11, 2003. Delivery may be by Certified Mail with return receipt requested or hand delivery. Any proposals received after 10:00 A.M. on Friday, April 11, 2003 will be discarded. Please label packages with the project title and project number given above.

PUBLISH:

Wednesday, March 26, 2003

Wednesday, April 2, 2003

Wednesday, April 9, 2003

T. CHARLES PARISH

PROFESSIONAL ENGINEER
AND RELATED SERVICES
QUESTIONNAIRE FOR
SPECIFIC PROJECT

1. Project Name / Location for which Firm is Filing:

Professional Architectural/Engineering Design Services for:

East Regional Branch Library Expansion

Project No.: P030306

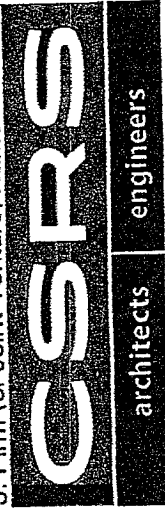
2a. Daily Announcement
Date, if any:

St. Charles Herald-Guide
3/26/03, 04/2/03, 04/9/03

Number, if any:

Duns#930873013
CAGE Code: 1MD42
Tax ID Number 720837459

3. Firm (or Joint-Venture) Name & Address



Chenevert Songy Rodi Soderberg, Inc.
6767 Perkins Road, Suite 200
Baton Rouge, Louisiana 70808

3a. Name, Title & Telephone of Principal to Contact

Norman J. Chenevert, AIA
Principal
(225) 769-0546

3b. Address of office to perform work, if different from item 3

N/A

4. Personnel by Discipline: (List each person only once, by primary function.) ALL ARCHITECTS/ENGINEERS IN LISTINGS
MUST HAVE CURRENT LA REGISTRATION.

* = Multi-discipline

12 Administrative
9 Architects
6 Chemical Engineers
2 Civil Engineers
2 Construction Inspectors
7 Draftsmen
Ecologists
Economists

Electrical Engineers
Estimators
Geologists
Hydrologists
Interior Designers
Landscape Architects
Mechanical Engineers
Mining Engineers

Oceanographers
Planners: Urban/Regional
Sanitary Engineers
Soils Engineers
Specification Writers
Structural Engineers
* Surveyors
Transportation Engineers

4.a. Firms domiciled or with branch office in
La. Must list current Occupational License

Occ. Lic. ID No. 322767

Parish of Issue East Baton Rouge Parish

(B) 8 Architect Interns
(B) Design Technicians/
(B) 6 Survey Crew/LSIIT
(B) 1 Engineers In Training
(B) 48 Total Personnel

5. If submittal is by JOINT-VENTURE list participating firms and outline specific areas of responsibility (including administrative, technical and financial)
for each firm: (Attach SF 254 for each if not on file with Procuring Office.)

This is NOT a Joint Venture.



5a. Has this Joint-Venture previously worked together? ☐ Yes ☒ No

6. If respondent is not a joint-venture, list outside key Consultants/Associates anticipated for this project.

Name & Address	Specialty	Worked with Prime before (Yes or No)
1) Leslie O. Herpin Interior Designer 7520 Perkins Road, Suite 330 Baton Rouge, LA 70808	Interior Design Women-Owned—Business Small—Business	Yes
2) Assaf, Simoneaux, Tauzin & Associates 8417 Kelwood Avenue Baton Rouge, LA 70806	Mechanical and Electrical Engineering	Yes
3) Carubba Engineering, Inc. 1018 Central Ave., Suite 200 Metairie, LA 70001	Structural Engineer Small—Business	Yes
4) Cynthia C. Cash, Landscape Architect 5424 New Port Avenue Baton Rouge, LA 70808	Landscape Women-Owned—Business Small—Business	Yes
5) Citywide Testing & Inspections Inc 3305 Tchoupitoulas St, New Orleans, LA 70115	Material Testing Services MBE	Yes
		2

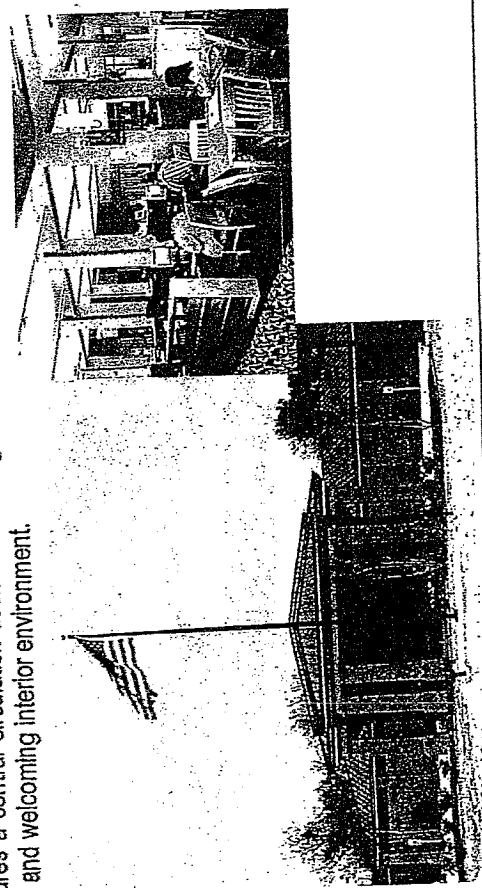
a.	Name & Title: Norman J. Chenevert, AIA, Treas.
b.	Project Assignment: Principal-In-Charge
c.	Name of Firm with which associated: Chenevert Songy Rodl Soderberg, Inc.
d.	Years experience with this Firm 25
e.	Education: Degree(s)/Year/Specialization Bachelor of Architecture, 1975
f.	Active Registration: LA #2573 - 1980 NCARB # 25051 - 1981

Other Experience and Qualifications relevant to the proposed project:

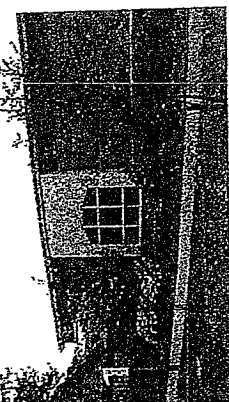
Mr. Chenevert will serve as Principal-In-Charge for this project. He will oversee the multidisciplinary team of architects, engineers and designers on the design team.

Mr. Chenevert is a Director of CSRS and is an architect with local and regional experience. He has over 28 years of experience in all phases of the profession with specific experience in comprehensive master planning and architectural design, including work for both the public and private sectors of the design industry. Design experience includes urban design, planning, institutional and commercial building facilities.

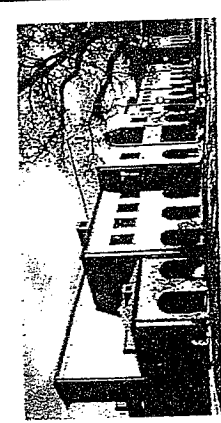
St. Charles Parish Library, St. Rose, LA
Principal-In-Charge of designing the new 10,000-square-foot branch library. The building features a central circulation desk below a large clerestory, the result of which is an open, light and welcoming interior environment.



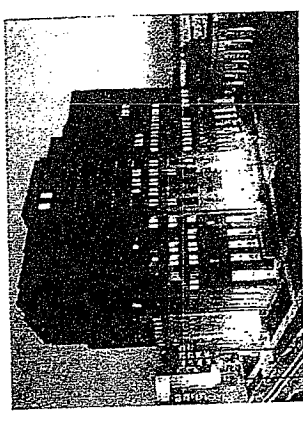
Bishop Sullivan High School Classroom & Library Addition, Baton Rouge, LA
Principal-In-Charge of a long-range Master Plan for a high school with a 1,000 + student body enrollment. The project also included the design of Phase I, which included four new classrooms, new restroom facilities, six renovated classrooms and two laboratories. Incorporated into construction phases I and II, CSRS delivered design of a new laboratory/classroom, two new classrooms, a new 5,000 s.f. library and interior renovations throughout existing campus.



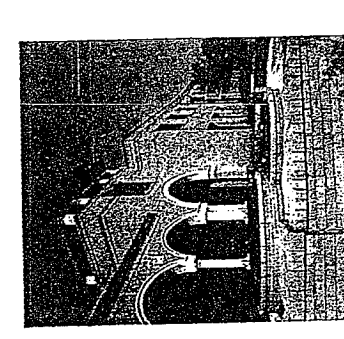
Trinity Episcopal Elementary School Classroom & Library Addition, Baton Rouge, LA
Principal-In-Charge of the design of a 3,500 s.f. library and choir room addition including site planning, construction administration, selection of finishes and furniture throughout both facilities.



LSU Computing Services Center, Baton Rouge, LA
Principal-In-Charge of providing A/E services for this 60,000 s.f. computing services center located on the Louisiana State University campus. These offices provide statewide campuses with computing and communication services, and end-user support. Project included a 15,000 square foot computer room, a computer testing lab, teleconferencing facilities, multi-use conference rooms and classrooms, large open office areas with modular furniture systems, administrative offices and storage/support spaces.
1996 Rose Award Recipient for Excellence in Design.



LaSalle Building, Baton Rouge, LA
This 360,000 square foot, 12-story office building is designed as part of the initial development of the Capitol Complex Master Plan. The goal of the Master Plan, as well as the design of this new building, is to re-establish the State Capitol Complex as the functional and symbolic heart of State government. Located on the historic Louisiana State Capitol Grounds, this new office building is designed as a contemporary response to the Art Deco vocabulary of the 1931 Louisiana State Capitol, one of only two State Capitols in the United States constructed as a monumental skyscraper.

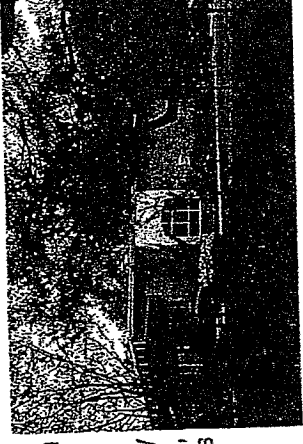


Campus Federal Credit Union Operations Center, Baton Rouge, LA
Principal-In-Charge for providing A/E services for a 40,000 s.f. building to house the state-wide administrative and operations functions of Campus Federal Credit Union. This facility will also have a branch banking facility. The site is a 6-acre site located on Perkins Road. The design reflects the Italian Renaissance architecture so prevalent on the LSU Baton Rouge Campus.

a.	Name & Title: Robert J. Boudreau, III, AIA Project Manager
b.	Project Assignment: Project Manager
c.	Name of Firm with which associated: Chenevert Songy Rodi Soderberg, Inc.
d.	Years experience with this Firm 4
e.	Education: Degree(s)/Year/Specialization Bachelor of Architecture, 1992
f.	Active Registration: Year First Registered/Discipline LA #5029/1997

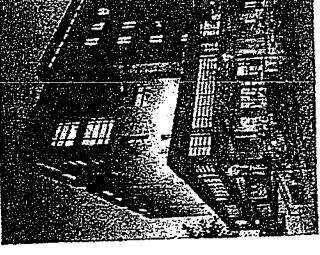
Other Experience and Qualifications relevant to the proposed project.
Mr. Boudreau has experience in the site development and prototype site adaptation, and building design of governmental buildings, recreational facilities, and educational facilities. In addition, he has expertise in computer-aided design, renderings and animation with computer-aided design.

St. Charles Parish Library, St. Rose, LA
Project Architect for a new 10,000-square-foot branch library. The building features a central circulation desk below a large clerestory, the result of which is an open, light and welcoming interior environment.



Trinity Episcopal Elementary School Classroom & Library Addition,
Baton Rouge, LA
Project Architect of the design of a 3,500 s.f. library and choir room addition including site planning, construction administration, selection of finishes and furniture throughout both facilities.

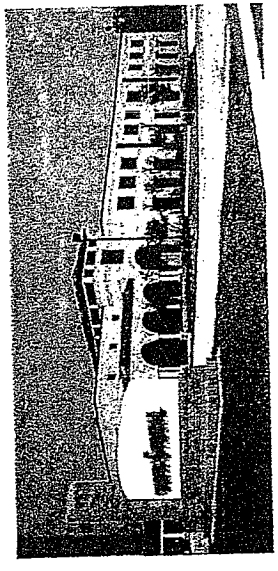
LSU Computing Services Center, Baton Rouge, LA
Project Architect responsible for providing A/E services for this 60,000 s.f. computing services center located on the Louisiana State University campus. These offices provide statewide campuses with computing and communication services, and end-user support. Project included a 15,000 square foot computer room, a computer testing lab, teleconferencing facilities, multi-use conference rooms and classrooms, large open office areas with modular furniture systems, administrative offices and storage/support spaces. 1996 Rose Award Recipient for Excellence In Design.



LSU Life Science, Baton Rouge, LA
Project Architect in association with Eskew+, CSRS was responsible for a 130,000 s.f., 7-story laboratory building housing botany, entomology, microbiology, plant pathology and zoology departments. Our responsibility includes sharing production, bidding, and construction administration.

USPS Prototype Design - Louisiana Style,
Throughout Louisiana

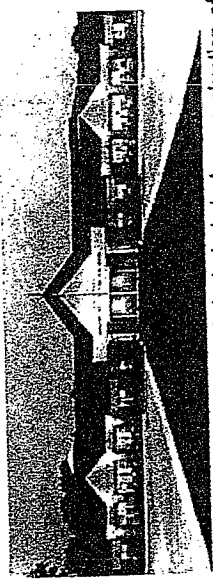
Project Manager for the development of a new prototypical Post Office to be used throughout the State of Louisiana. Responsibilities included studying several communities to better understand the small town and rural municipal design vocabulary, preparing all prototypical plans and specifications for the new design. The intent was to design a post office that would "fit in" to the small rural communities throughout the state. There had previously been several communities that complained about the standard building design not fitting with the local architecture. This design will be adapted to SSBD (Small standard Building Design) typically used in leased facilities. The design incorporates traditional Louisiana architectural components and colors.



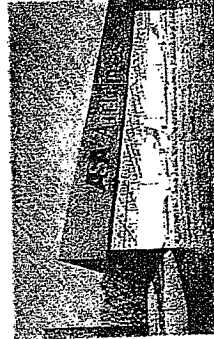
Campus Federal Credit Union,
Baton Rouge, LA
Project Architect for providing A/E services for a 40,000 s.f. building to house the state-wide administrative and operations functions of Campus Federal Credit Union. This facility will also have a branch banking facility. The site is a 6-acre site located on Perkins Rd. The design reflects the Italian Renaissance architecture so prevalent on the LSU Baton Rouge Campus.

Handwritten initials or signature.


Greenwell Springs Road Library, Baton Rouge, LA
 Associate architect responsible for providing on architectural services to the city of Baton Rouge for a new public library. The 18,000 square foot library included offices, a large conference/presentation room, separate stack areas for children and adults, workrooms, reading rooms for small groups, art display spaces, circulation spaces, employee break room, restrooms, storage spaces, and a large enclosed courtyard. The scope of work included design, production of construction documents, coordination of all engineering services, permitting and construction administration of the library.



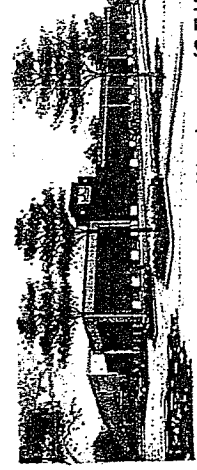
St. Aloysius New Primary Classroom Building, Baton Rouge, LA
 Project Architect responsible for providing architectural services for a new 17,000 square foot classroom building in a joint venture project. The new classroom building is situated in the existing school campus and included 14 classrooms for grades pre-K through third, 3 conference rooms and restrooms for the students and faculty. Project scope included refining the schematic design provided by the partner architecture firm, coordinating all engineering services with consultants, producing all construction documents and permitting the project.



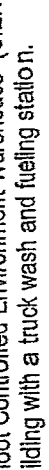
Baton Rouge Metro Airport - Maintenance Hangar, Baton Rouge, LA
 Associate Architect responsible for providing architectural/engineering services to the Baton Rouge Metropolitan Airport. Project scope is engineering, design, and construction of a 100,000 square foot maintenance hangar for ASA. This includes preliminary and final engineering design drawings for the proposed construction; and specifications, contract documents and construction services as required.



Louisiana Air National Guard - Add/Repair Base Supply, LA
 Associate Architect responsible for providing architectural/engineering services to the Louisiana Air National Guard. The project scope for this project entails the engineering, design, and construction of a 4,000 square foot addition to an existing 4,000 square foot Base Supply facility. This includes preliminary and final engineering design drawings for the proposed construction; specifications and completion of the contract documents and all Construction services.



Schilling Distributorship, Lafayette, LA
 Associate Architect responsible for the Schilling Budweiser distributorship for the area surrounding Lafayette Louisiana. The new Distribution Center for the Schilling Distributing Company, Inc. consists of a twenty thousand square foot office building, a one-hundred thousand square foot warehouse facility with a fifty-three thousand square foot Controlled Environment Warehouse (C.E.W.), and a fourteen thousand square foot Maintenance Building with a truck wash and fueling station.



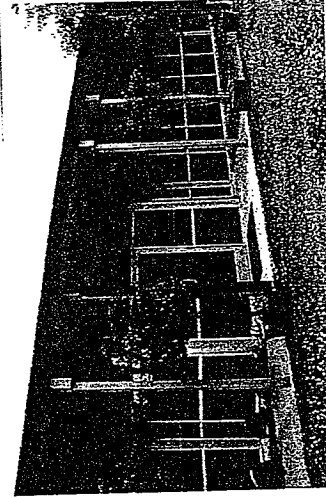
7. Brief resume or key persons, specialization, and business experience

a.	Name & Title: Thomas Ryan, IAI/A Project Architect
b.	Project Assignment: Project Architect/CADD
c.	Name of Firm with which associated: Chenevert Songy Rodi Soderberg, Inc.
d.	Years experience with this Firm _____ 1 _____
e.	Education: Degree(s)/Year/Specialization Bachelor of Architecture, 1994
f.	Active Registration: Year First Registered/Discipline N/A

Other Experience and Qualifications relevant to the proposed project:
 Mr. Ryan will be assigned as a Project Architect/CADD operator for this project.

Mr. Ryan is an Project Architect and has been with CSRS for 1 year. His experience includes CAD Design, construction documents, construction administration, city/state permitting, new construction, repair/alteration, addition and renovation work.

St. Aloysius Library/Media Center, Baton Rouge, LA
 Project Architect responsible for providing all architectural services to St. Aloysius for the renovation of an existing 3100 square foot classroom building into the new campus library/media center. The interior of the existing building was completely demolished to allow for a new open plan library with a librarian's office and workroom. The office and main circulation desk are located so as to divide the open plan into two student areas serving different age groups. Project scope included design, construction documents production, permitting and construction administration. The renovation, which is surrounded on all sides by existing buildings, was closely coordinated with the architect and owner to allow for student circulation and protection from the construction.



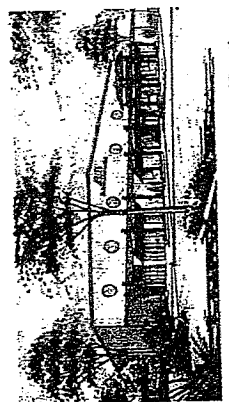
a.	Name & Title: Donald Moutz, CCPM, CCI Construction Administrator/Estimator
b.	Project Assignment: Construction Administrator/Estimating
c.	Name of Firm with which associated: Chenevert Songy Rodi Soderberg, Inc.
d.	Years experience with this Firm <u>8</u>
e.	Education: Degree(s)/Year/Specialization Mary Karl School of Applied Sciences, Daytona Beach, Fl.: Course Study in A&E Drafting Ocala High School, 1966
f.	Active Registration: Year First Registered/Discipline Certified Construction Project Manager 12/00 Certified Construction Inspector 12/00

Other Experience and Qualifications relevant to the proposed project:
Mr. Moutz will be the Construction Administrator and Estimator for this project.

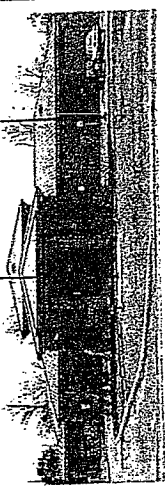
Mr. Moutz has 20 years of construction inspection experience with a variety of Architectural/Engineering design and construction projects. His experience includes four years as a building inspector for the City of Ormond Beach, Florida and sixteen years as a draftsman and construction inspector for various A/E firms in Florida and Louisiana. Donnie is currently the construction coordinator for CSRS. His responsibility is to conduct routine on-site inspections, prepare observation reports and assist the project manager in approving contractor pay requests. Representative project experience includes the following:

Delta / ASA Jet Maintenance Hangar,
Baton Rouge, Louisiana
Construction Administrator responsible for providing architectural/engineering services to the Baton Rouge Metropolitan Airport. Project scope is engineering, design, and construction of Phase I a 40,000 square foot maintenance hangar for ASA. This includes preliminary and final engineering design drawings for the contract documents and construction services as required.

Perkins Properties Office Building,
Baton Rouge, Louisiana
Construction Administrator for a 30,000 s.f. administrative office building located on a 2.5 acre campus-like site.



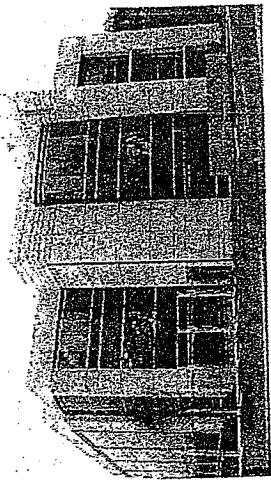
St. Charles Parish Library, St. Rose, LA
Construction Administrator for a new 10,000-square-foot branch library. The building features a central circulation desk below a large clerestory, the result of which is an open, light and welcoming interior environment.



Boy Scouts of America - Camp Avondale,
Clinton, Louisiana

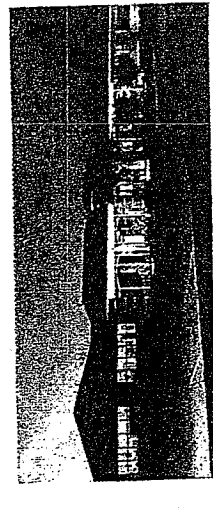
Construction Administrator responsible for providing architectural/engineering services for Boy Scouts of America. Scope of work included sewage treatment system and roads, construction of new family cub world, dining hall and program activity sites, construction of a new family camp, construction of training and conference center, and swimming pool and bathhouse construction.

Performance Contractors, Baton Rouge, Louisiana
Construction Administrator for a new three story 48,000 s.f. pre-cast concrete, structural glazed curtain wall, and headquarters building for Performance Contractors, Inc.

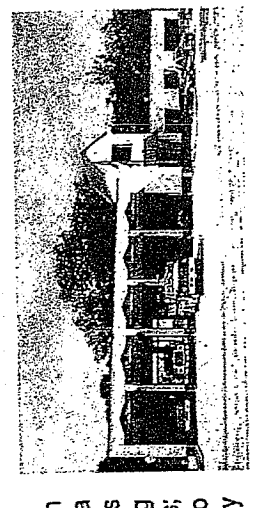


Lane Memorial Medical Office Complex,
Zachary, Louisiana

Construction Administrator for a campus-style office building complete with four suites under one roof. Each suite is 2,000 s.f., and connected through a covered walkway system. The site is adjacent to Lane Memorial Hospital and the facility coordinates with the corporate style of the hospital through coordinating colors and finishes.



Zachary Fire Station & EMS, Zachary, Louisiana
Construction Administrator for an adaptive reuse of an existing department store and surrounding site into a regional fire station and EMS facility. The facility consists of a 5,000 s.f. addition for an apparatus bay, including five lanes which house fire trucks and EMS vehicles; while the existing 7,800 s.f. building was renovated into administrative, educational, recreational and dormitory facilities.



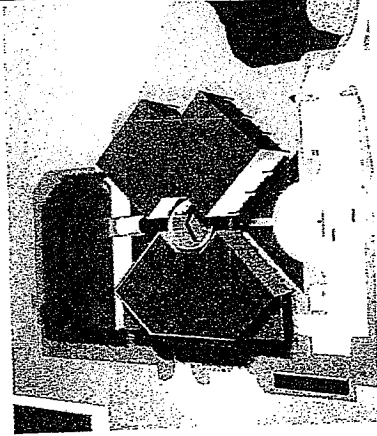
a.	Name & Title: J. Dyke Nelson, AIA Specifications/Quality Control	
b.	Project Assignment: Specifications/Quality Control	
c.	Name of Firm with which associated: Chenevert Songy Rodi Soderberg, Inc.	
d.	Years experience with this Firm	1
e.	Education: Bachelor of Architecture, 1996	Degree(s)/Year/Specialization
f.	Active Registration: CA License # C-28643 6/30/02	Year First Registered/Discipline

Other Experience and Qualifications relevant to the proposed project:

Dyke Nelson, AIA will be in charge of Specifications and Quality Control for this project.

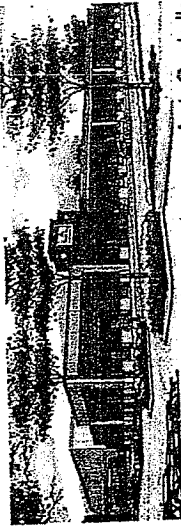
Mr. Nelson is a Project Manager who joined the CSRS staff in 2002. Prior to joining CSRS Mr. Nelson worked as a Project Manager for Gensler. He has managed the construction budget, fee, contract, and project team including consultants, contractors, and internal personnel on large interior architecture projects. While in San Francisco he monitored construction, created documents, and coordinated consultants for several large master planning and office building construction projects, including most recently the build out of 500,000 s.f. of office space and a 900 car garage for a large computer software company. He established procedure and policy for documents used in the design and construction of numerous other projects. Mr. Nelson's varied background also includes the design and construction management on several highly technical and acoustically sensitive facilities. These include auditoriums, audio and video studios, and distance learning facilities.

Jones Walker Office Building, Baton Rouge, LA
Project Manager/Designer responsible for a 44,000 s.f. addition to an existing 80,000 s.f. office building currently occupied by Jones Walker. The addition will include a three-story atrium, which is to be the "Signature" entry to Jones Walker Law Offices. The office portion is designed to blend in with the existing structure while de-emphasizing the actual mass of the addition. The atrium, while blending proportionally with the two structures is glass and steel with a larger glazed opening at the roof to allow it to be clearly identified as the new main entry to the building. This element will be well lit at night offering a "glowing" beacon between two masonry, more solid structures, by making it an inviting "activity center" for the complex.



Schilling Distributorship, Lafayette, LA

Project Manager responsible for Schilling Distributor Company, Inc. is the Budweiser distributor for the area surrounding Lafayette Louisiana. The new Distribution Center for the Schilling Distributing Company, Inc. consists of a twenty thousand square foot office building, a one-hundred thousand square foot warehouse facility with a fifty-three thousand square foot Controlled Environment Warehouse (C.E.W.), and a fourteen thousand square foot Maintenance Building with a truck wash and fueling station.

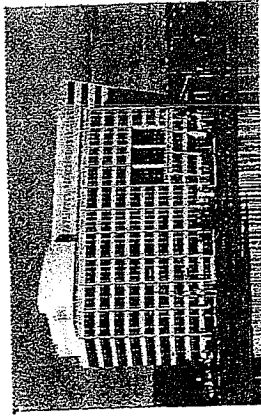


PeopleSoft, Pleasanton, CA

Job Captain and Junior designer for PeopleSoft campus. Scope included a Master plan for 2.5 million s.f. of office space, design and construction administration of phase 1, which included (2) 200,000 s.f. office buildings, (1) 900 car parking garage, (1) 30,000 s.f. data center, and landscape design of 17 acres. Responsibilities included master planning, architectural design, consultant coordination, and construction administration.

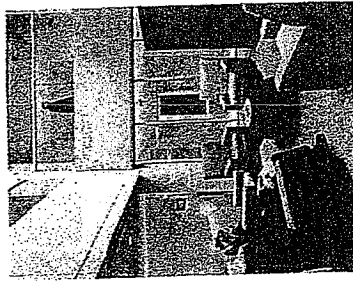
Electronics for Imaging, Foster City, CA

Job Captain and Junior designer for Electronics for Imaging. Scope included a master plan for six buildings and a parking garage, design and construction administration of Phase 1 which included (1) Eleven story office tower.



Cisco Systems, Silicon Valley, CA

Project management and design for Cisco Systems Broadcast studios. Responsibilities included interior design, construction management, and consultant coordination.



Twelve Entrepreneur, San Francisco, CA

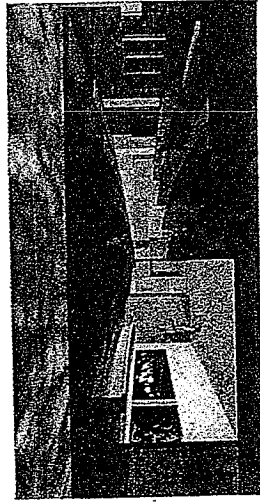
Project Manager and Interior designer for worldwide headquarters of Twelve Entrepreneur, Inc. Scope included interior design of six floors, a lobby, and a roof deck totaling approximately 65,000 s.f. in downtown San Francisco. Primary responsibilities included project management, interior design, and specification coordination.

555 Market Street, San Francisco, CA

Job Captain and Junior designer for 555 Market Street lobby renovation for Tishman Spyer Properties a 25,000 s.f. renovation in downtown San Francisco. Also designer of directory LCD monitor in lobby of 575 Market Street.

CSU Hayward Distance Learning Center, Hayward, CA

Lead architect for a state of the art distance learning facility at California State University in Hayward. The facility included a classroom control booth and lobby for the distance learning group. Classroom is capable of broadcasting and receiving multiple transmissions from classrooms throughout the world.



7. Brief resume of key persons, specialist, and individual contributions

a. Name & Title:
 Ronald J. Rodi, P.E.
 Principal

b. Project Assignment:
 Civil Engineer

c. Name of Firm with which associated:
 Chenevert Songy Rodi Soderberg, Inc.

d. Years experience with this Firm 17

e. Education: Degree(s)/Year/Specialization
 Bachelor of Science, Civil Engineering, 1982

f. Active Registration: Year First Registered/Discipline
 Civil Engineering LA#20004/1982

Other Experience and Qualifications relevant to the proposed project:

Mr. Rodi, P.E. will be the Civil Engineer for this project.

Mr. Rodi is a principal in the firm. He has over 24 years of experience in all phases of the profession with specific experience in **SITE DEVELOPMENT and UTILITY and DRAINAGE DESIGN.**

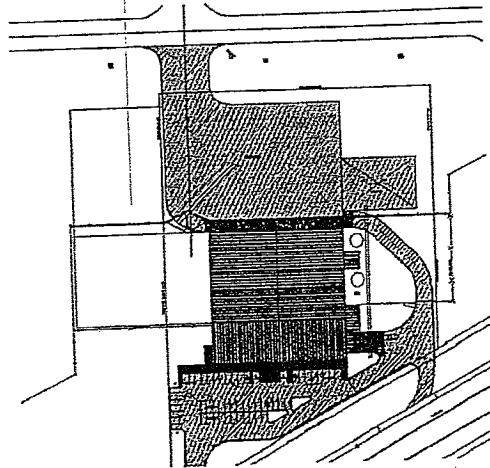
Project experience includes design and construction documents development of a broad spectrum of site improvement projects involving utilities design, water supply and distribution, sewage collection and treatment, drainage and stormwater control, and road and pavement systems for Federal, State and municipal clients.

Mr. Rodi will serve as Civil Project Manager for this project. He will lead the civil design team for site development including paving geometrics and design, drainage, utilities and general site improvements.

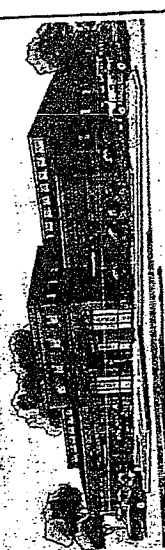
- CIVIL SITE DESIGN
- UTILITIES DESIGN
- TRAFFIC CIRCULATION

Delta / ASA Jet Maintenance Hanger,
 Baton Rouge, LA

Civil Project Manager responsible for providing architectural/engineering services to the Baton Rouge Metropolitan Airport. Project scope is engineering, design, and construction of Phase I a 40,000 square foot maintenance hangar for ASA. This includes preliminary and final engineering design drawings for the proposed construction; and specifications, contract documents and construction services as required.



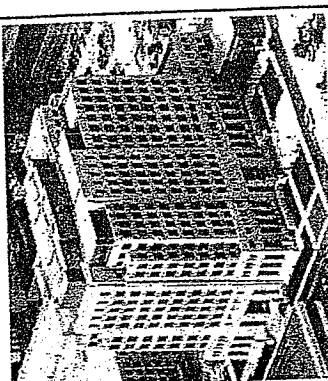
Louisiana Air National Guard - Add/Repair Base Supply, LA
 Civil Principal-In-Charge responsible for providing, as the prime Architect, all architectural/engineering services to the Louisiana Air National Guard. The project scope for this project entails the engineering, design, and construction of a 4,000 square foot addition to the existing 4,000 square foot Base Supply facility. This includes preliminary and final engineering design drawings for the proposed construction; specifications and completion of the contract documents and all Construction services.



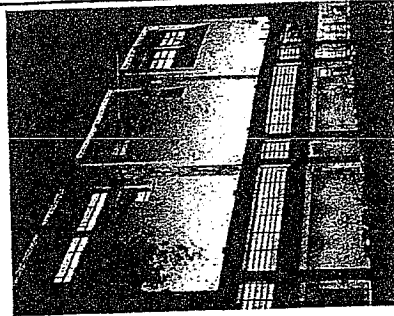
Louisiana State University Union Plaza, Baton Rouge, LA
 Principal-In-Charge and responsible for the conversion of the old recessed LSU Union Driveway into student plaza. The work involved modification of existing retaining walls, installation of exterior terrazzo pavement, installation of new stairs, new sidewalks and handicap ramps, landscaping, irrigation and lighting. The work further involved project rehabilitation of existing infrastructure.



The LaSalle Building - CivilSite Design, Baton Rouge, LA
 Civil Principal-In-Charge responsible for the construction documents, and construction administration of the first of three new Louisiana State Government office buildings. This new facility will be a 387,000 s.f., 12-story office building, designed to house two State Departments, the Department of Revenue and Taxation, and the Department of Natural Resources. This project consists of all infrastructure and utilities tie-in, drawings and pavement design, including replacement of city sidewalks along Third, North and Lafayette Streets.



LSU Computing Services Center, Baton Rouge, LA
 Civil Principal-In-Charge responsible for site design for 60,000 square foot Computer Center and Administration Building for LSU State System. Civil scope includes relocation of major storm drainage system, water supply and fire mains, natural gas distribution lines and sanitary sewers as well as paving and drainage design.



Life Science Annex, Baton Rouge, LA
 Civil Principal-In-Charge responsible for site design for a new 130,000 s.f., \$17.0 million, 7-story laboratory and teaching facility. Work encompasses relocation of storm drainage system, loading dock, truck entrance and utility relocations. This building located on Louisiana State University Campus provides high-performance research labs and support facilities for the College of Basic Sciences. As an addition to the existing 1970's structure, the expanded facility supports the Life Sciences Departments of Botany, Entomology, Microbiology, Plant Pathology, and Zoology. The building organization is based on a flexible lab module that can accommodate single, double, or triple sub-modules, allowing for a flexible, adaptable configuration of double-loaded lab casework, with fume hoods and workstations at end bays.

a. Project Name & Location	b. Nature of firm's responsibility	c. Project Owner's Name & Address	d. Completion Date (actual or estimated)	e. Estimated Cost (in thousands)	
				Entire Project	Work for which Firm was/is responsible
St. Charles Parish St. Rose Branch Library St. Rose, LA	Prime Architect	Ms. Mary desBordes St. Charles Parish Library P.O. Box 949 Luling, LA 70070 (985) 785-8471	January 2003 (A)	\$1,260	\$1,260 (A)
Library and Resource Centers for East Baton Rouge Parish School System East Baton Rouge Parish, LA	Program Management Programming Design and Construction	Mr. Clayton Wilcox EBR Parish School System P.O. Box 2950 Baton Rouge, LA 70821 (225) 922-5618	August 2004 (E)	\$10,000	\$200,000 (Fees)
Library and Resource Centers for Ascension Parish Public School System Ascension Parish LA	Program Management Programming Design and Construction	Mr. Robert Cloutre Ascension Parish School Bd P. O. Box 189 Donaldsonville, LA 70346 (225) 473-7981	August 2002 (A)	\$3,000	\$50,000 (Fees)
Trinity Episcopal Library and Choir Room Baton Rouge, LA	Prime Architect	Ms. Patricia Swenson Trinity Episcopal Church 3550 Morning Glory Avenue Baton Rouge, LA 70808 (225) 387-3145	August 1993 (A)	\$820	\$820
Bishop Sullivan Catholic High School Classroom & Library Addition Baton Rouge, LA	Prime Architect	Mr. Bill Dawson Bishop Sullivan High School 17521 Monitor Avenue Baton Rouge, LA 70817 (225) 753-9782	August 1995 (A)	\$990	\$990
LSU Computing Services Center Baton Rouge, LA	Prime Architect	Mr. Bill Eskew LSU Office of Facility Development Facility Services Building Baton Rouge, LA 70803 (225) 578-2433	April 1996 (A)	\$5,890	\$5,890

CSRS STAFF EXPERIENCE:

St. Aloysius Library Media Center Baton Rouge, LA	Project Architect	St. Aloysius Catholic Church 2021 Stuart Ave. Baton Rouge, LA	October 2001 (A)	\$350	\$350
Greenwell Springs Road Regional Library Baton Rouge, LA	Associate Architect	John Richard EBR Parish Library System 7711 Goodwood Blvd. Baton Rouge, LA 70806	March 1996 (A)	\$2,500	\$2,500

10. Use this space to provide any additional information or description of resources (including any computer design capabilities) supporting your firm's qualifications for the proposed project:

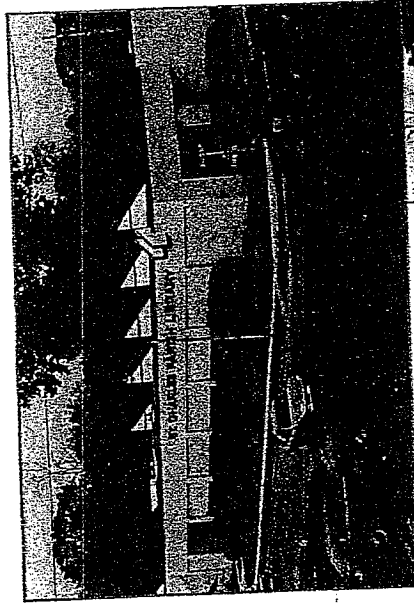
Statement of Understanding

The St. Charles Parish Government and Library Board seeks proposals from highly-qualified architectural firms to provide full design services for the "East Regional Branch Library Expansion". CSRS visited the site and staff and discovered the following information.

The expanded facility is to provide additional efficient, more service oriented space. The planning for the addition should provide for a future option of a third vertical expansion (second floor). The existing building is approximately 11,795 s.f. and the proposed expansion is to be approximately 10,706 s.f. to 13,905 s.f. with more than adequate parking and properly planned to serve the community for the next 15 years.

During moderate storm events storm water enters the building on the south side along River Road (LA Hwy. 48) and near the intersection of River Oaks Drive. The existing subsurface drain system was designed to drain this area and the roof area as well according to the information in the original building plans. This system is undersized and appears to be blocked with debris. The optimum solution would be to reroute with a new and larger subsurface system tied into the LaDOTD right-of-way.

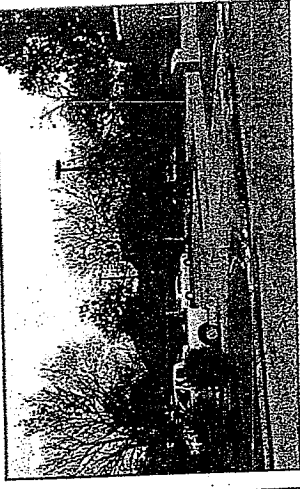
The site has ample room to accommodate the building expansion. There is an existing non usable courtyard to the east, an existing parking lot to the south and vacant lots 3, 4, 5 and 6 behind the parking lot to Meadow's Drive.



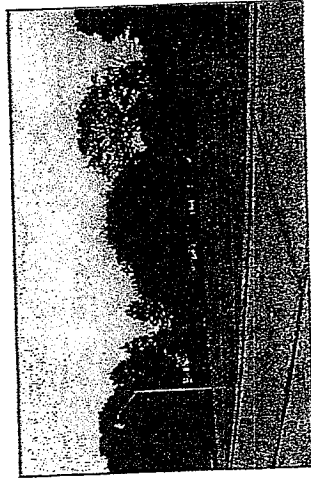
River Road/River Oaks Drive



Courtyard to the South



Existing Parking Lot



Lots 3, 4, 5 & 6

Design Services:

CSRS proposes to provide conceptual design studies, contract documents, and contract administration services with the following goals in mind:

- To attractively and skillfully design a new library addition and blend in the existing building so it appears as one whole new building.
- To properly orient the facility with an ADA accessible covered main entrance and provide covered delivery area.
- To design an exceptional site layout and landscape development plan with more than adequate parking and proper site and security lighting.
- To provide space for bicycles near the front entrance.
- Select new furnishings, fixtures and equipment.
- To maintain temperature and humidity control per criteria.
- To minimize interior partitions to allow maximum visual control.
- To design a building which will require little maintenance and take advantage of noise absorbing building materials to create a quiet atmosphere throughout.
- To provide a sloping roof with natural day lighting features.
- An interior design comparable to St. Rose Branch Library.

Library Design Experience:

CSRS has an extensive knowledge base from which to draw in the design of library facilities:

- Completed the design of the St. Charles Parish, St. Rose Branch Library (10,000 s.f.).
- Program and Educational Specification Consultants for East Baton Rouge and Ascension Parish School Systems.
- Extensive firm and individual experience from past Library design work.

Project Management:

CSRS has a proven track record of excellent project management with:

- Demonstrated ability to assemble an experienced multi-discipline design team.
- Demonstrated ability to work with local governmental entities to produce quality projects.
- Proven ability to deliver high-quality designs within budget and cost constraints.

8

Chenevert Sengy Rodi Soderberg, Inc. (CSRSI) is a multi-discipline design firm focusing on architecture and civil engineering. For this project they have assembled a team of highly experienced and capable design professionals with extensive knowledge of local conditions and capabilities in architectural design, civil engineering, structural engineering, mechanical and electrical engineering, geotechnical engineering, interior design, landscape architecture, and traffic design. Under the direction of Norman J. Chenevert, AIA, CSRS will anchor the team with responsibility for design, project management, and coordination of the consulting disciplines.

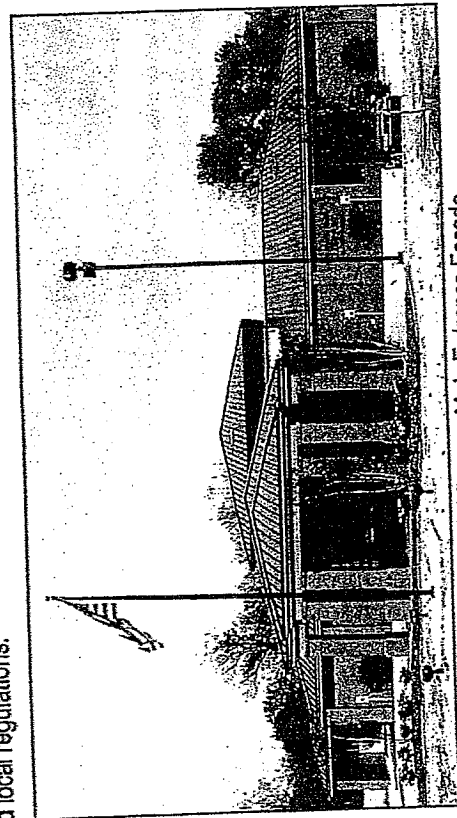
Assaf Simoneaux Tazuin & Associates (AST) is a multi-discipline engineering firm focusing on electrical and mechanical engineering. AST will design the building's mechanical, electrical, plumbing, communication, energy conservation, and fire protection systems.

Carubba Engineering, Inc. is an engineering firm specializing in Structural Engineering. They have extensive experience in the design of reinforced concrete pile supported foundations, post tension slabs on grade, and buildings extending up to eight floors.

Leslie O. Herpin Interior Designer, ASID possesses much knowledge in the design of interior environments for libraries and similar facilities and will provide interior design services for this project.

Cynthia Gash, ASLA a well-respected local landscape architect will provide landscape architecture design services and will prepare the landscape development plan.

Citywide Testing and Inspections, Inc. (Citywide), established in 1995, has developed into a multi-discipline firm specializing in testing and inspections materials in accordance with American Society of Testing and Materials (ASTM) methodologies. In complement with these services, Citywide also provides comprehensive environmental management and environmental compliance services in accordance with federal, state and local regulations.



St. Rose Branch Library - Main Entrance Facade

ST. CHARLES PARISH GOVERNMENT EAST REGIONAL BRANCH LIBRARY

ARCHITECT

CSRS, INC.

Norman J. Chenevert, AIA – Principal-In-Charge
Robert J. Boudreaux, AIA – Project Manager
J. Dyke Nelson, AIA – Specifications / Quality Control
Thomas Ryan, AIA – Associate Architect / CADD
Donald Moutz, CCEM, CCI – Estimating / Construction Administration
Rondald J. Rodi, PE, Civil Engineer

MECHANICAL AND ELECTRICAL SYSTEMS / ENERGY MANAGEMENT

Assaf, Simoneaux, Tazuin &
Associates
David Assaf, P.E.
Christopher Tazuin, P.E.

STRUCTURAL ENGINEERING

Carubba Engineering
Roy M. Carubba, P.E.

LANDSCAPE ARCHITECTURE

Cynthia Gash, ASLA

CITYWIDE TESTING & INSPECTIONS

Roy A. Glapion, P.E.
Dennis H. Engen

INTERIOR DESIGN

Leslie O. Herpin,
Interior Designer

4. Key personnel's and consultant's background, qualifications, and availability for the proposed project:

Each key member of the team has long-term experience in his or her discipline and is licensed to practice by the State of Louisiana. Each key team member is identified in the project organization chart and their respective professional qualifications are identified in the resumes included within this proposal. Most importantly, each member of the team is immediately available and looks forward to working on this important community project.

5. Current workload:

The prime and key consultants of this team presently have numerous projects within their respective offices; however, these firms have the depth of personnel and organizational structure to easily and competently handle this assignment simultaneously with other ongoing projects.

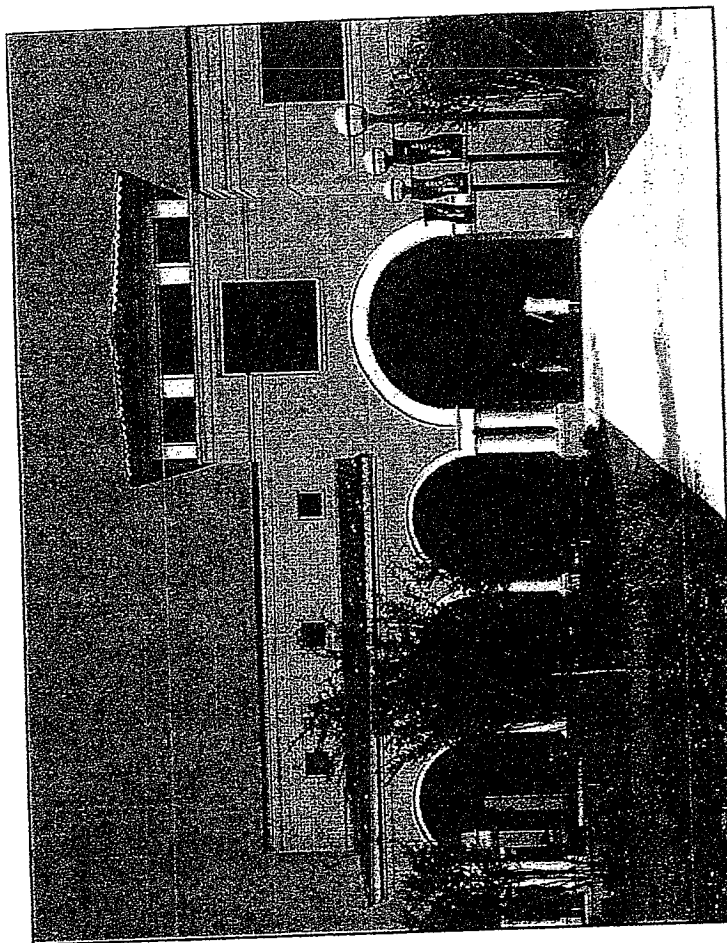
6. Demonstrated ability to meet schedules/deadlines and budgets:

CSRS has a long and successful track record of designing projects so that they can be built within budget and time constraints. We strive, however, to exceed this objective with design that transcends the basic functional requirements of a project in order to achieve a building of beauty and value to the community. CSRS prepares schedules and cost databases using the latest regional construction data and best software tools available as well as the knowledge and experience of seasoned team members. Schedules and cost estimates are developed for each phase of work and reviewed carefully with the client in order to maintain cost and scheduling control. The following represents CSRS' ability to program and design projects within the allocated budget:

RECENT PROJECTS	YEAR	BUDGET	ACTUAL	%
LSU Frey Computing Ser.Ctr.	2003	\$ 350,000	\$ 340,000	-0.97%
YBR Office Building	2002	\$ 3,000,000	\$ 3,100,000	+0.03%
SCPL - St. Rose Branch.	2001	\$ 1,250,000	\$ 1,238,000	-0.01%
Louisiana Lottery/Hdqrts.	2001	\$ 3,400,000	\$ 3,000,000	-12.00%
Bank of Jena	2001	\$ 545,400	\$ 481,100	-12.00%
Summit Hospital Interiors	2001	\$ 880,000	\$ 851,000	-3.00%
Lane Rehabilitation Hospital	2000	\$ 2,550,000	\$ 2,600,000	+1.00%
US Post Office Opelousas	2000	\$ 2,424,000	\$ 2,345,000	-3.00%
Campus Federal Credit Union	2000	\$ 4,179,611	\$ 3,802,500	-9.00%

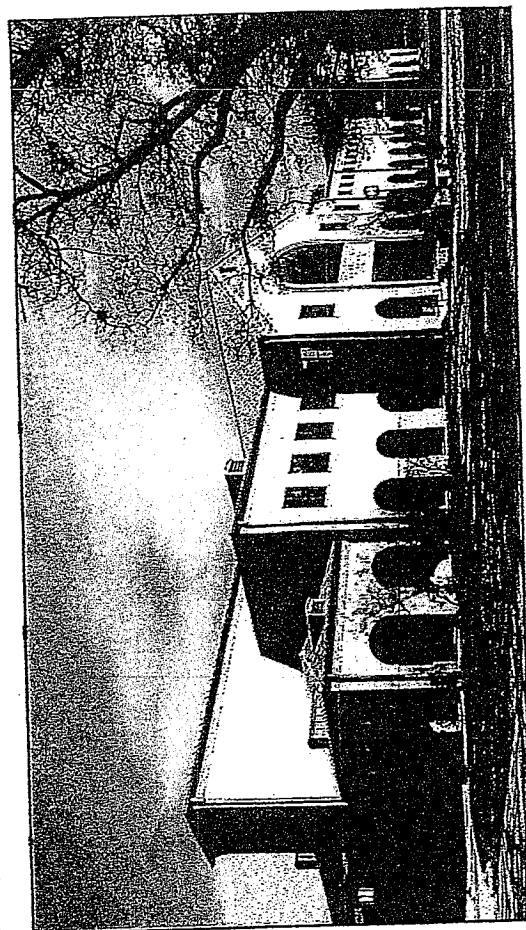
7. Quality of Projects Previously Undertaken:

The photographs and descriptions of previous projects demonstrate the quality and comparable cost.



Above: Campus Federal Credit Union
Recently completed, this building contains the administrative and operations functions as well as a branch banking facility for the Credit Union. The architecture features classical elements in the style of the original buildings at LSU. It was honored with the 2001 Baton Rouge Growth Coalition Award.
Cost - \$97.00/s.f.

Below: Fred C. Frey Computing Services Center
This 60,000 square-foot building was designed to contain the computing facilities and associated administrative areas for the statewide LSU system. The project included teleconferencing facilities, multi-use conference rooms, and classrooms. It was honored in the AIA Rose Award.
Cost - \$101.00/s.f.



8. Familiarity with the proximity to the geographic location of the project:

CSRS's practice, as well as each of the consulting practices, is headquartered in Baton Rouge. These personnel are all familiar with cultural, climatological, governmental, and geographic aspects of the St. Charles Parish area and particularly the East Bank.

9. Degree of interest shown in undertaking the project:

A library is a noble public institution, with a mission to safeguard the cultural and literary works of a society. A library provides for the intellectual enrichment and enlightenment of the patrons it serves, and so stands along side the other great architectural edifices of courthouses, governmental assembly buildings, universities, and religious facilities. There is a longing on the part of architects to design buildings of such stature, and this is certainly true for us with regard to this important project. The library will have a significant and beneficial impact on the lives of the residents of the area, and CSRS would very much like to be a part of this project. We have visited the site and met with the staff to gain insight and the important issues that need to be addressed for this facility.

10. Demonstration of an understanding of the project's general scope of services:

We have reviewed in detail the building and project description as contained within the project RFQ, and we are very familiar with the project site. CSRS, through the past and present experience of its personnel in programming and designing libraries, as well as, its experience in the design and construction of educational library and resource centers has a clear understanding of the issues involved in designing and providing architectural services for this project. This is a renovation/addition project and the building must remain open during construction, which has a different design and construction approach from a new, unoccupied building. CSRS has done numerous renovation/addition projects similar to this one for hospitals, T.V. Stations, Computer Centers, where the day-to-day operations had to be maintained and the building occupants had to be safe.

11. Capability to incorporate and blend aesthetic and architectural concepts with the project program requirement while accomplishing the basic requirements that the facility be functional, safe, and efficient:

As stated previously, we have been repeatedly recognized and honored by our peers and other institutions for our demonstrated capability to combine architectural and aesthetic concepts with the basic and minimum requirements of architectural services. The design of a building is a complex process, the results of which must satisfy many masters from governmental regulating agencies and laws to financiers, owners, and users to even the passers-by. Poorly designed buildings do harm to a community in many ways, whereas the value of a well-designed building is immeasurable. Having dedicated our working lives to this profession, we at CSRS have, above all, the goal of producing buildings which function well for the use of the client, are efficient, safe, durable, and possess the uplifting quality and mystery of beautiful design.

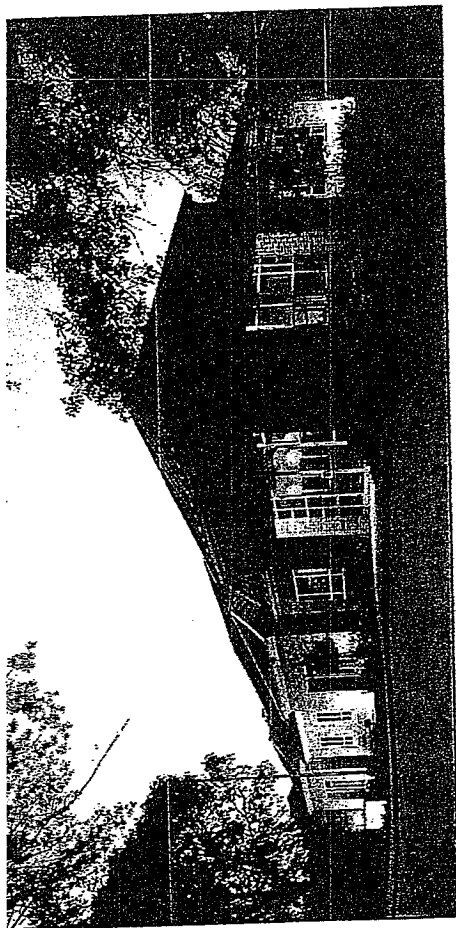
11. The foregoing is a statement of facts.

Signature Norman J. Chenevert

Typed Name
& Title

Norman J. Chenevert, AIA, Treas.

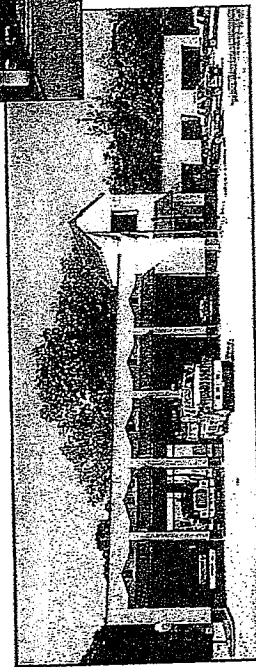
Date 4/10/03



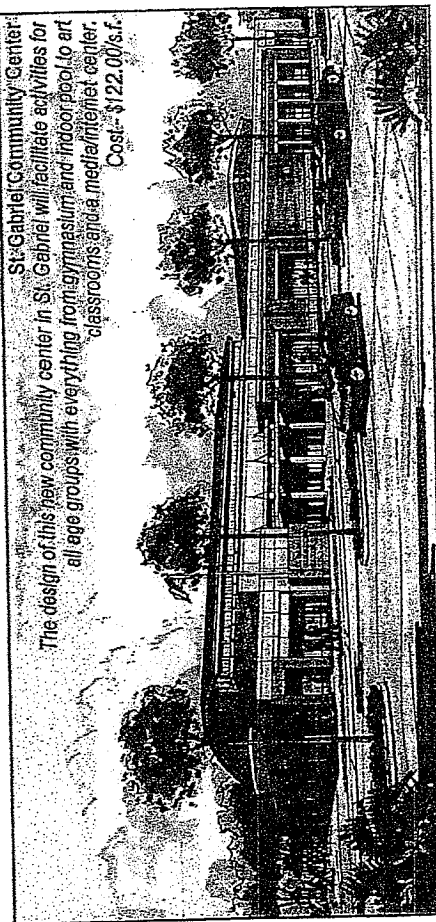
Above: Louisiana Engineering Center
This 10,000 square-foot facility in Baton Rouge was designed to house the professional organizations and licensing board of professional engineers and land surveyors in Louisiana. It features office, conference, educational, and media spaces.
Cost - \$98.00/s.f.



Lane Memorial Hospital
CSRS was pleased to provide the architectural design for this facility, which is a regional fire department store into a regional fire station and EMS facility also contains administrative, educational, recreational, and dormitory facilities.
Cost - \$96.50/s.f.



Left Zachary Fire Station
This adaptive reuse of an existing department store into a regional fire station and EMS facility also contains administrative, educational, recreational, and dormitory facilities.
Cost - \$96.50/s.f.



St. Gabriel Community Center
The design of this new community center in St. Gabriel will facilitate activities for all age groups with everything from gymnasium and indoor pool to art classrooms and a media/Internet center.
Cost - \$122.00/s.f.

REVIEW PANEL GUIDELINES ACKNOWLEDGMENT FORM

I, Norman J. Chenevert, AIA, (Print Name) representing Chenevert Songy Rodi Soderberg, Inc. (Print Company Name) hereby acknowledge the "Review Panel Guidelines" and agree to abide by same in submitting requested information.

Norman J. Chenevert signed (Principal)
4/10/03 date

EXTRACT OF
ST. CHARLES PARISH
CODE OF ORDINANCES

*Chapter 2 ADMINISTRATION**

ARTICLE I. IN GENERAL

Sec. 2-9. Guidelines for selection of persons for professional services.

- (a) Each person who is to be retained or employed to perform professional services for the parish or any of its departments or districts shall be selected by the council from the list of those persons submitting statements of qualifications and/or proposals, pursuant to Resolution 3380.
- (b) Any person submitting a statement of qualification, proposals and/or employed to perform professional services, shall submit to the council data stating any and all campaign contributions he or any member of his immediate family has made to elected officials of the parish during said officials' current or past terms.
- (c) Any person submitting a statement of qualification, proposal and/or employed to perform professional services shall also execute and submit on affidavit attesting:
 - (1) That the affiant has not and will not employ any person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he is to receive payment, other than persons regularly employed by the affiant whose services in connection with the project or in securing the public contract are in the regular course of their duties for the affiant.
 - (2) That no part of the contract price was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the normal compensation to persons regularly employed by the affiant whose services are in the regular course of their duties for the affiant.
 - (3) The affiant shall state any and all campaign contributions he has made to elected officials of the parish during the current or past terms, and that he has not made any contributions to or in support of elected officials of the parish through or in the name of another person either directly or indirectly.
 - (4) The council shall not consider any person who does not have the appropriate professional license and/or occupational license required by law, does not submit the questionnaire and affidavit required by this section, or who submits an incomplete questionnaire or affidavit. Any false or misleading information on any questionnaire or affidavit shall be a basis for voiding the contract and prohibiting the affiant from being considered on any further project for a period of twenty-four (24) months.
 - (5) The following guides, among other factors that the council deems appropriate, shall be used by the council in selecting persons for professional services:
 - a. Professional training and experience, both generally and in relation to the type and magnitude of work required for the particular project.
 - b. Capacity for timely completion of the work, taking into consideration the person's current and projected workload and professional and support manpower.

- c. Past and current professional accomplishments for which opinions of clients or former clients and information gathered by inspection of current or recent projects may be considered.
 - d. The nature, quantity and value of parish work previously performed and presently being performed by the person, it being generally desirable to allocate such work among persons who are desirous and qualified to perform such work.
 - e. Past performance by the person on public contracts, including any problems with time delays, cost overruns, and design inadequacies for which said person was held to be at fault, involved in prior projects as evidence by documentation provided by the administration.
 - f. An analysis of whether problems as indicated in paragraph e. resulted in litigation between the public entity and the person performing professional services, particularly if he is currently involved in litigation with a public entity where the public entity prevailed.
- (6) The council may, for each individual job or project, establish those qualifications and guidelines which it deems necessary to select the person to be retained or employed for such job or project, as defined in paragraph (5)a--e, as to not be unfair or discriminatory.
- (7) As used in this section:
- a. Campaign contribution is a gift, conveyance, payment, deposit of money, and/or anything of economic value (including but not limited to tickets for fund raiser events) which was, is and shall be paid, loaned, granted, given, donated, transferred, and/or is the forgiveness of a loan or a debt by any person for the purpose of supporting, opposing, or otherwise influencing, directly or indirectly, the nomination or election of an individual elected to or seeking nomination to public office, whether or not such is made before or after the election.
 - b. Candidate is a candidate for public office as described in title 18 (Election Code) of the Louisiana Revised Statutes of 1950.
 - c. Elected official of the parish means members of the St. Charles Parish Council and the parish president.
 - d. Immediate family means the child, brothers, sisters, parents and spouse of the person or elected official.
 - e. Individual is a human being of the male or female gender.
 - f. Person is an individual, partnership, association, labor union, political committee, corporation, or other legal entity, including their subsidiaries and shall include the officers, directors and shareholders or any person owning and/or having a controlling interest therein. For the purposes of this section, "person" shall also include subcontractors, successors and assigns.
- (8) If the person seeking to be retained or employed to perform professional services for the parish is owed money by an elected official of the parish, he shall disclose said debts in the questionnaire and affidavit provided for in paragraphs (2) and (3) of this subsection (c).

(Ord. No. 90-4-12, § 3, 4-16-90)

Editor's note--Ord. No. 90-4-12, adopted Apr. 16, 1990, did not specifically amend this Code; hence, inclusion of §§ I--III as § 2-9 was at the discretion of the editor. See also § 2-12.

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Sec. 2-12. Qualification based selection procedures for the procurement of architects and engineers.

This section shall include the hiring of architects and engineers for all parish projects.

I. Public Notice.

- (a) A written scope of services and specifications shall be prepared by the initiating department for any architectural or engineering project requested for consideration by parish government.
- (b) A public notice (see exhibit "A" [not included in this section]) shall be published in the official journal of the parish entitled "Request for Qualification Statements" (RFQ) substantially in accordance with the form attached hereto and shall contain the following information:
 - (1) Name and address of parish council and the name of the designated contact person.
 - (2) A description of the project and the nature of the architectural or engineering services required, including the project location.
 - (3) Project budget or construction costs estimate and time schedule (if known).
 - (4) Any special requirement pertinent to the nature of the proposed project (if any).
 - (5) A deadline date for receipt of submittals.
 - (6) A prohibition statement expressly forbidding architects, engineers, or their firms, or parties with financial interest to contact, lobby, solicit or attempt to influence any QBS panel member prior to or following the selection process.
- (c) A "registered mail" mailing list of those firms desiring to receive notices of pending projects can be established for a fee of twenty-five dollars (\$25.00) per year to offset administrative costs.

II. Submittals.

- (a) All interested architects and engineers responding to the public notice should submit a completed professional engineers and related service questionnaire as required by Resolution No. 3380 adopted on October 16, 1989.
- (b) All submittals shall be received via registered mail on or before the deadline date for receipt of submittals.

III. Review of Submittals.

- (a) The parish council shall establish a review panel for each project under consideration [see subsection VII].
- (b) The review panel shall meet at least twice monthly or as needed and shall review and evaluate all submittals received.
 - (1) Firms shall be rated in accordance with the approved rating sheet by the review panel members.
 - (2) The top three (3) firms shall be ranked. Each panel member shall be required to sign his or her rating sheets for firms ranked as the top three (3). In case of a tie of the top three (3) firms, all tying firms shall be considered in the subsequent round of scoring.
 - (3) The review panel shall award the following points to the top firms with the understanding that panel members must vote for all places considered:
 - 3 points for the first rated firm
 - 2 points for the second rated firm
 - 1 point for the third rated firm
 - (4) Total the scores from step (3) and rate the firms.
 - (5) In the event of a tie in step (4), the review panel shall have a runoff vote for the tying firms. This vote shall be a single vote by each panel member until one of the tying firms receives a majority vote. If there is a tie on the second vote, then there shall be a discussion among the panel members and a re-vote until the tie is broken.

- (6) Every firm shall divulge any partnerships, joint ventures, subcontracts or any business relationship with any other engineering or architectural firm(s) whom they plan to utilize to complete a project. Any firm failing to divulge information relating to a relationship shall be guilty of a misdemeanor punishable by a fine up to one thousand dollars (\$1,000.00) and/or a maximum confinement of six (6) months in prison and shall be expressly forbidden from competing for future architectural or engineering projects with St. Charles Parish.
- (c) The review panel may also request submittals from firms not responding to public notices, and those firms must comply with all submittal requirements in order to be considered by the review panel.
- (d) If several submittals are received, a "short list" comprised of not more than three (3) submittals should be established and ranked in order of preference. In establishing and ranking of this short list, the review panel should consider completeness of the forms and applicability of experience and qualifications related to the required services. The panel is encouraged to check references of the firm by telephone or letter. A firm selection may be made from the firm(s) submitting, even if less than three (3) submittals are received.
- (e) The review panel may desire to further examine the experience and qualifications of the "short listed" firms through personal interviews. In such case, the firms identified by the ranked submittals should be notified in writing and should be invited to scheduled interviews. Adequate time should be allowed for this interview so that a firm's qualifications can be carefully discussed and the firms can describe how they would plan to organize their firm for the project. (See exhibit "C" [not printed in this section].)
- (f) After the interview, the review panel should reconvene and create a new ranking of the firms based on the evaluation of references and findings of the interviews. The top-ranked firm should be invited to negotiate terms and conditions of the contract, excluding fees, for professional services with the review panel.

IV. Special Provisions.

- (a) Any contract for consulting engineers or architectural services involving the public works, sewerage or waterworks department [or department] of any St. Charles Parish government office, agency, commission or special district which would result in a fee in the amount of twenty thousand dollars (\$20,000.00) or more shall be awarded based on the recommendation of the review panel. Any such project resulting in a fee of less than the twenty thousand dollars (\$20,000.00) threshold shall be handled administratively by the appropriate department, in its sole discretion, from utilizing this selection process whenever it is deemed appropriate.
- (b) Wherever the term "department" appears in this section of this Code it shall be interpreted to mean those listed in subsection (a) above.
- (c) In situations where multiple disciplines are involved in a particular project, the director of the appropriate department shall have the exclusive authority to determine whether the review panel should review the professional services contract (i.e., reimbursable cost for engineering review for subdivision acceptance which is paid by the developers).
- (d) In the event that an emergency ordinance is adopted for architectural or engineering work in accordance with article IV, section E, of the Home Rule Charter, the QBS procedures shall be excluded.

V. Negotiations.

- (a) The parish administration or the administration of the appropriate board, special district or commission should undertake negotiations with the top-ranked firm as soon as possible after completion of the interview process to establish fees for the services to be performed.

- (b) In the event the parish administration or the administration of the appropriate board, special district or commission is unable to negotiate a suitable contract with the first-ranked firm, negotiations should be terminated with that firm, and then initiated with the second-ranked firm. This process should be continued until suitable contractual arrangements with a firm have been satisfactorily consummated. All unsuccessful firms should be so advised by letter.

VI. Award.

- (a) Parish Departments. Once suitable contract arrangements with a firm have been satisfactorily consummated, the Parish Administration shall prepare for consideration and approval by the parish council the necessary ordinance approving and authorizing the execution of the professional services agreement.
- (b) Boards, special districts, commissions. Once suitable contract arrangements have been satisfactorily consummated by the administration of board, special district or commission, the parish council shall be provided written notice of intent to contract. Notice of intent to contract shall be provided to the parish council in sufficient time to respond if desired. Said contract shall then be presented to the governing authority of that board, special district or commission for consideration and approval.

VII. Review Panel.

(a) Membership.

- (1) The review panel shall be composed of five (5) members. The following members are appointed to serve thereon:

- a. The director of the respective parish department, board, special district or commission for which the project will be done, or his designee;
- b. One (1) member shall be filled by appointment of the parish council from a list of persons submitted by the President of Southeastern Louisiana University;
- c. One (1) member shall be filled by appointment of the parish council from a list of persons submitted by the Chancellor of the University of New Orleans;
- d. One (1) member shall be filled by appointment of the parish council from a list of persons submitted by the President of Tulane University;
- e. One (1) member shall be filled by appointment of the parish council from a list of persons submitted by the President of Louisiana State University;

all of whom shall constitute the voting membership of the review panel, which shall elect its own chairman and such other officers as it deems necessary and appropriate, and shall have the authority to adopt rules, regulations, policies, procedures, and forms for the conduct of its business, consistent with the objective set forth in the qualification based selection procedures adopted by the parish council [subsections I--VI of this section].

- (b) The members of the review panel shall be appointed by the parish council and shall be charged with the responsibility of selecting architects and engineers in accordance with the provisions set forth hereinafter.
- (c) The following regulations shall govern the composition of the review panel:
- (1) The director of the affected parish department, board, special district, commission or his designee shall be assigned to work with the review panel.
 - (2) No two (2) members of the review panel shall be employed by the same firm or agency; and no employee of the parish government, board, special district, or commission with the exception of the appropriate department director board, special district, or commission, shall be eligible for appointment to the review panel.

- (3) Members of the review panel may be removed for just and reasonable cause during their terms at the discretion of the parish council. In the event a review panel member is removed or resigns, the nominating organization shall have the responsibility of selecting and submitting a new person to fill the unexpired term of the departing member.
- (4) Members of the review panel shall be reimbursed for mileage to and from meetings.
- (5) No firm in which a review panel member is an owner, associate, employee, stockholder or partner shall be eligible to receive any parish contracts during that individual's term on the review panel or for a period of six (6) months following the completion of that individual's service on the review panel.
- (6) No member of the review panel and no member of that individual's firm shall perform services as a consultant to any firm which has received a parish contract, based on the recommendation of the review panel, during the period of the review panel member's service and for a period of two (2) years thereafter.
- (7) The term of office for all members of the review panel shall be for a period of three (3) years, except that the first two (2) members appointed shall serve for a period of two (2) years and the second two (2) members appointed shall serve for a period of three (3) years.

VIII. Prohibition.

Any architectural or engineering firm, including officers and agents, submitting a proposal for review and consideration for a parish project is expressly forbidden from contacting, lobbying, soliciting or attempting to influence any QBS panel member prior to or following the selection process. Violation of this prohibition shall automatically cause the offending firm to be disqualified from consideration for the pending project and may result in disqualification for all future projects for a period to be determined by a majority of the QBS board. QBS panel members shall immediately report any and all violations to the parish attorney.

(Ord. No. 92-11-2, §§ I-VI, 11-2-92; Ord. No. 93-2-20, §§ I-VI, 2-15-93; Ord. No. 93-2-21, § I, 2-15-93; Ord. No. 95-9-8, § I, 9-5-95; Ord. No. 96-2-4, § I, 2-5-96; Ord. No. 96-2-5, § I, 2-5-96; Ord. No. 96-4-11, §§ I-III, 4-15-96; Ord. No. 96-7-6, § I, 7-1-96; Ord. No. 96-8-12, § I, 8-19-96; Ord. No. 98-4-3, § I, 4-6-98)

Editor's note--Ord. No. 92-11-2, adopted Nov. 12, 1992, did not specifically amend this Code; hence, inclusion of §§ I-VI as § 2-12 was at the discretion of the editor. Section I of Ord. No. 93-2-21, adopted Feb. 15, 1993, was added as subsection VII.

Sec. 2-13. Professional liability insurance requirements for consulting engineering services.

- (a) Contracts for consulting engineering services in excess of ten thousand dollars (\$10,000.00) for capital projects shall require that the engineer secure and maintain at his expense professional liability insurance in the sum of five hundred thousand dollars (\$500,000.00) or fifty (50) percent of the project cost, whichever is lesser up to a project limit of two million dollars (\$2,000,000.00).
- (b) When the project cost exceeds two million dollars (\$2,000,000.00), the parish council shall have the option of setting higher professional liability insurance coverage; but in no case when the project cost is greater than two million dollars (\$2,000,000.00) shall the professional liability insurance coverage be lower than one million dollars (\$1,000,000.00).
- (c) All certificates of insurance shall be furnished to the owner and shall provide that insurance shall not be canceled without ten (10) days' prior written notice to the owner.

(Ord. No. 92-11-15, §§ I-III, 11-16-92; Ord. No. 94-2-9, § I, 2-21-94)

Editor's note--Ord. No. 92-11-15, adopted Nov. 16, 1992, amended this chapter by adding provisions designated by the editor as § 2-13.

AFFIDAVIT

STATE OF LOUISIANA

PARISH OF East Baton Rouge

BEFORE ME, the undersigned authority, duly commissioned and qualified within and for the State and Parish aforesaid, personally came and appeared:

Norman J. Chenevert, AIA, Treas.
who, being by me first duly sworn, deposed and said:
THAT he is the Treasurer (TITLE)

of Chenevert Songy Rodi Soderberg, Inc. (ENTITY, ETC.)

and that he or the members of his immediate family, any members of his partnership, association, corporation, etc., has made the following campaign contributions to the listed "elected officials" as defined in Ordinance No. 90-4-12 in the name of (list the individual, partnership, association, corporation, legal entity, subsidiaries, officers, directors, shareholders, subcontractors, successors and/or assigns)

None

and that:

a. Affiant has not and will not employ any person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he is to receive payment, other than persons regularly employed by the affiant whose services in connection with the project or in securing the public contract are in the regular course of their duties for affiant.

b. No part of the contract price was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the normal compensation to persons regularly employed by the affiant whose services are in the regular course of their duties for affiant.

Norman J. Chenevert
(AFFIANT)

PRINT NAME: Norman J. Chenevert, AIA, Treas.

Sworn to and subscribed before me this 10th day
of April, 2003.

Tami Tucker York
PRINT NAME: Tami Tucker York
NOTARY PUBLIC

(This form may not be all inclusive. If it is necessary for you to provide additional information to the Parish Council in accordance with Ordinance No. 90-4-12 (as amended), you are required to attach the data to the appropriate executed

AFFIDAVIT

STATE OF LOUISIANA

PARISH OF East Baton Rouge

BEFORE ME, the undersigned authority, duly commissioned and qualified within and for the State and Parish aforesaid, personally came and appeared:

Norman J. Chenevert, AIA, Treas.
who, being by me first duly sworn, deposed and said:
THAT he is the Treasurer (TITLE)
of Chenevert Songy Rodi Soderberg, Inc. (ENTITY, ETC.)

and that he has not made any campaign contributions to or in support of elected officials of the Parish of St. Charles through or in the name of another person either directly or indirectly, nor has any member of his immediate family, any member of his partnership, association, corporation or legal entity, including any subsidiaries, officers, directors, shareholders and/or any person owning or having a controlling interest therein, individually or any other manner, as well as any subcontractors, successors and assigns, made any campaign contributions to or in support of elected officials of the Parish of St. Charles through or in the name of another person either directly or indirectly, and that:

a. Affiant has not and will not employ any person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he is to receive payment, other than persons regularly employed by the affiant whose services in connection with the project or in securing the public contract are in the regular course of their duties for affiant.

b. No part of the contract price was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the normal compensation to persons regularly employed by the affiant whose services are in the regular course of their duties for affiant.

c. That affiant has read St. Charles Parish Ordinance No. 90-4-12 adopted April 16, 1990, understands its contents and fully intends to comply with its provisions.

Norman J. Chenevert
(AFFIANT)
PRINT NAME: Norman J. Chenevert, AIA, Treas.

Sworn to and subscribed before me this 10th day
of April, 2003.

Tami Tucker York
PRINT NAME: Tami Tucker York
NOTARY PUBLIC

(This form may not be all inclusive. If it is necessary for you to provide additional information to the Parish Council in accordance with Ordinance No. 90-4-12 (as amended), you are required to attach the data to the appropriate executed AFFIDAVIT form.)

SUMMARY NO. 3108

INTRODUCED BY: **W. PATRICK DANFORD**
COUNCILMAN, DISTRICT VII

ORDINANCE NO. 91-3-4

An ordinance of the Parish of St. Charles amending Ordinance No. 90-4-12 adopted April 16, 1990, providing requirements for selection of persons for professional services, to include the required AFFIDAVIT forms.

WHEREAS, the Parish Council adopted Ordinance No. 90-4-12 on April 16, 1990, providing for the selection of persons for professional services, including guides for selection, requiring each applicant to submit certain data and other information to assist in the selection process, and to provide for related matters; and,

WHEREAS, many persons and firms are uncertain of the particular form to be used.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That a uniform AFFIDAVIT form shall be executed and submitted as a part of the requirements of Ordinance No. 90-4-12 and must be dated within thirty (30) days of acceptance of the contract.

NOW, THEREFORE, BE IT ORDAINED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL, do hereby amend Ordinance No. 90-4-12 adopted April 16, 1990, providing requirements for selection of persons for professional services, to include the required AFFIDAVIT forms, attached hereto as Exhibits A and B.

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

YEAS: **BRADLEY, SIRMON, TREGRE, ROBERTS, TALBOT, SOMME',
JOHNSON, DUHE, DANFORD**

NAYS: **NONE**

ABSENT: **NONE**

And the Ordinance was declared adopted on this 4th day of March, 1991, to become effective five (5) days after publication in the Official Journal.

A motion was made by Mr. Danford seconded by Mr. Tregre to adopt the following:

INTRODUCED BY: W. PATRICK DANFORD
COUNCILMAN, DISTRICT VII

RESOLUTION NO. 3380

A resolution requiring that a completed professional services questionnaire accompany proposals from architects, engineers and other professional consultants and services providers for work on specific St. Charles Parish projects.

WHEREAS, the St. Charles Parish Council desires to be provided more complete, specific information about architects, engineers and other professional consultants and service providers who seek work on specific parish projects; and,

WHEREAS, such information is routinely required via standard information forms from said architects, engineers and professional consultants and service providers seeking work on federal and state projects.

NOW, THEREFORE, BE IT RESOLVED, BY THE ST. CHARLES PARISH COUNCIL of St. Charles Parish, Louisiana, acting as the Governing Authority of said Parish, that all architects, engineers and other professional consultants and service providers submitting proposals for work on specific St. Charles Parish projects shall also submit with their respective proposals a completed "Professional Engineers and Related Services Questionnaire"; and,

BE IT FURTHER RESOLVED, that said "standard form" questionnaire be closely similar to the Professional Engineers and Related Services Questionnaire (Standard Form, Louisiana Department of Transportation and Development, No. 24-102, Revised July, 1984), include a "Section 4.a," to provide a place for applicants domiciled in Louisiana to list their parish of domicile, at what location they hold a current, valid occupational license in said parish and the serial or identification number of said license. Failure to have said occupational license will preclude the applicant from being considered; and,

BE IT FURTHER RESOLVED, that blank copies of said standard form be made available by the Parish Council Secretary; and,

BE IT FURTHER RESOLVED, that copies of this resolution be sent to the appropriate professional organizations representing architects, engineers and other professional consultants and service providers as needed to adequately inform them and their members of the above new requirements.

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

YEAS: BRADLEY, SIRMON, TREGRE, ROBERTS, TALBOT,
SOMME', DUHE, DANFORD

NAYS: NONE

ABSENT: JOHNSON

And the resolution was declared adopted this 16th day of October, 1989, to become effective five (5) days after publication in the Official Journal.

2000-0248

INTRODUCED BY: CLAYTON FAUCHEUX
COUNCILMAN-AT-LARGE, DIVISION B

ORDINANCE NO. 00-6-1

An ordinance of the Parish of St. Charles, providing that the Code of Ordinances, Parish of St. Charles, be amended by revising Section 2-12 to require notice to the Parish Council of award of any Administrative contracts.

WHEREAS, on February 15, 1993 the members of the St. Charles Parish Council adopted Ordinance 93-2-20 establishing the Qualification Based Selection procedures for the procurement of architects and engineers; and,

WHEREAS, the procedure *originally* required that projects resulting in an engineering or architectural fee of \$10,000 or more be awarded based on recommendations of the Review Panel and projects of less than \$10,000 should be handled administratively; and,

WHEREAS, subsequently on April 6, 1998, Ordinance 98-4-3 amended Ordinance 93-2-20 to provide that projects less than \$20,000 would be handled administratively; and,

WHEREAS, it is the desire of the Parish Council to be kept informed of Administrative contracts.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the St. Charles Parish Code Chapter 2, Article I, Section 2-12, IV is hereby amended to add:

- (a) Any contract for consulting engineers or architectural services involving the public works, sewerage, or waterworks department of any St. Charles Parish government office, agency, commission or special district which would result in a fee in the amount of twenty thousand dollars (\$20,000.00) or more shall be awarded based on the recommendation of the Review Panel. Any such project resulting in a fee of less than the twenty thousand dollars (\$20,000.00) threshold shall be handled administratively by the appropriate department, in its sole discretion, from utilizing this selection process whenever it is deemed appropriate. A report listing all contracts for consulting engineers or architectural services handled administratively shall be forwarded to the Parish Council monthly. Five days after execution of any administrative contract, notice regarding award of this contract shall be forwarded to the District Councilman and Councilmen-At-Large.

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

YEAS: RAMCHANDRAN, FAUCHEUX, HILAIRE, FABRE, ABADIE,
AUTHEMENT, BLACK, MARINO, MINNICH

NAYS: NONE

ABSENT: NONE

And the ordinance was declared adopted this 5th day of June, 2000, to become effective five (5) days after publication in the Official Journal.

Notice of Administrative Contract

2000-0261

INTRODUCED BY: DARNELL "DEE" ABADIE, COUNCILWOMAN, DISTRICT III

ORDINANCE NO. 00-6-4

An ordinance of the Parish of St. Charles providing that the Code of Ordinances, Parish of St. Charles be amended by revising Section 2-12 I. (c), providing that the Qualification Based Selection Request For Qualification Statements (RFQ) Public Notice shall be forwarded to firms by "Certified Mail, Return Receipt Requested".

WHEREAS, Section 2-12 I (c) of the St. Charles Parish Code establishing procedures for the Qualification Based Selection Process presently requires that the RFQ Public Notice are sent to firms by "registered mail"; and,

WHEREAS, in order to save the taxpayers money and accomplish the same purpose, Qualification Based Selection RFQ Notices could be sent by "Certified Mail, Return Receipt Requested".

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That Section 2-12 I (c) of the Code of Ordinances of the Parish of St. Charles be amended so that such section shall read as follows:

Section 2-12. Qualification based selection procedures for the procurement of architects and engineers.

(c) A "Certified Mail, Return Receipt Requested" mailing list of those firms desiring to receive notices of pending projects can be established for a fee of one-hundred dollars (\$100.00) per year to offset administrative costs.

NOW, THEREFORE BE IT ORDAINED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL, do hereby provide that the Code of Ordinances, Parish of St. Charles be amended by revising Section 2-12 I. (c), providing that the Qualification Based Selection Request For Qualification Statements (RFQ) Public Notice shall be forwarded to firms by "Certified Mail, Return Receipt Requested".

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

YEAS: RAMCHANDRAN, FAUCHEUX, HILAIRE, FABRE, ABADIE,
AUTHEMENT, BLACK, MARINO, MINNICH

NAYS: NONE

ABSENT: NONE

And the ordinance was declared adopted this 5th day of June, 2000,
to become effective five (5) days after publication in the Official Journal.

QBS-certified mail

2000-0270

INTRODUCED BY: DARNELL "DEE" ABADIE
COUNCILWOMAN, DISTRICT III

ORDINANCE NO. 00-6-12

An ordinance of the Parish of St. Charles providing that the Code of Ordinances, Parish of St. Charles be amended by revising Section 2-12 II. (b), providing that the Qualification Based Selection Request For Qualification Statements may be submitted by hand delivery or "Certified Mail, Return Receipt Requested."

WHEREAS, Section 2-12 II. (b), of the Parish Code establishing procedures for the Qualification Based Selection Process presently requires "all submittals shall be received via registered mail on or before the deadline date for receipt of submittals;" and,

WHEREAS, interested firms must submit seven (7) copies each of their qualification statements and completed questionnaire to the Office of the Parish Council Secretary; and,

WHEREAS, administratively the Parish has not required statements and questionnaires to be submitted via registered mail; and,

WHEREAS, procedures requiring submission of these documents by registered mail is costly and cumbersome for interested firms.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the St. Charles Parish Code, Chapter 2, Article I, Section 2-12., II (b) is hereby amended to read as follows:

(b) All Submittals shall be received via Certified Mail, Return Receipt Requested or hand delivered on or before the deadline date for receipt of submittals.

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

YEAS: RAMCHANDRAN, FAUCHEUX, HILAIRE, FABRE, ABADIE,
AUTHEMENT, BLACK, MARINO

NAYS: NONE

ABSENT: MINNICH

And the ordinance was declared adopted this 19th day of June, 2000, to become effective five (5) days after publication in the Official Journal.

CBS - hand delivery

AFFIDAVIT

STATE OF LOUISIANA

PARISH OF Orleans

BEFORE ME, the undersigned authority, duly commissioned and qualified within and for the State and Parish aforesaid, personally came and appeared:

Roy A. Glapion
who, being by me first duly sworn, deposed and said:
THAT he is the President (TITLE)
of Citywide Testing & Inspections, Inc. (ENTITY, ETC.)

and that he has not made any campaign contributions to or in support of elected officials of the Parish of St. Charles through or in the name of another person either directly or indirectly, nor has any member of his immediate family, any member of his partnership, association, corporation or legal entity, including any subsidiaries, officers, directors, shareholders and/or any person owning or having a controlling interest therein, individually or any other manner, as well as any subcontractors, successors and assigns, made any campaign contributions to or in support of elected officials of the Parish of St. Charles through or in the name of another person either directly or indirectly, and that:

a. Affiant has not and will not employ any person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he is to receive payment, other than persons regularly employed by the affiant whose services in connection with the project or in securing the public contract are in the regular course of their duties for affiant.

b. No part of the contract price was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the normal compensation to persons regularly employed by the affiant whose services are in the regular course of their duties for affiant.

c. That affiant has read St. Charles Parish Ordinance No. 90-4-12 adopted April 16, 1990, understands its contents and fully intends to comply with its provisions.

(AFFIANT)

PRINT NAME: Roy A. Glapion

Sworn to and subscribed before me this 9th day
of April 2003

Eve A. Thuermer
PRINT NAME: Eve A. Thuermer
NOTARY PUBLIC

(This form may not be all inclusive. If it is necessary for you to provide additional information to the Parish Council in accordance with Ordinance No. 90-4-12 (as amended), you are required to attach the data to the appropriate executed AFFIDAVIT form.)

AFFIDAVIT

STATE OF LOUISIANA

PARISH OF Orleans

BEFORE ME, the undersigned authority, duly commissioned and qualified within and for the State and Parish aforesaid, personally came and appeared:

Roy A. Glapion
who, being by me first duly sworn, deposed and said:
THAT he is the President (TITLE)
of Citywide Testing & Inspections, Inc. (ENTITY, ETC.)

and that he or the members of his immediate family, any members of his partnership, association, corporation, etc., has made the following campaign contributions to the listed "elected officials" as defined in Ordinance No. 90-4-12 in the name of (list the individual, partnership, association, corporation, legal entity, subsidiaries, officers, directors, shareholders, subcontractors, successors and/or assigns)

In 2002

<u>Councilman Brian A. Fabre</u>	<u>\$1000.00</u>
<u>Councilman Desmond J. Hilaire</u>	<u>\$ 500.00</u>
<u>President Albert D. Laque</u>	<u>\$1000.00</u>

and that:

a. Affiant has not and will not employ any person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he is to receive payment, other than persons regularly employed by the affiant whose services in connection with the project or in securing the public contract are in the regular course of their duties for affiant.

b. No part of the contract price was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the normal compensation to persons regularly employed by the affiant whose services are in the regular course of their duties for affiant.

(AFFIANT)

PRINT NAME: Roy A. Glapion

Sworn to and subscribed before me this 9th day
of April, 2003.

PRINT NAME: Eve A. Vabrick
NOTARY PUBLIC

(This form may not be all inclusive. If it is necessary for you to provide additional information to the Parish Council in accordance with Ordinance No. 90-4-12 (as amended), you are required to attach the data to the appropriate executed AFFIDAVIT form.)



BARBARA JACOB-TUCKER
COUNCIL SECRETARY

ST. CHARLES PARISH

OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057

(985) 783-5000 • Fax: (985) 783-2067

www.st-charles.la.us • scpcouncil@st-charles.la.us

January 27, 2010

Ms. Gwen Dufrene
3551 Highway 306
Bayou Gauche, LA 70030

Dear Ms. Dufrene:

In response to your attached public records request, the Council Secretary's Office Records Staff has diligently researched all existing archived records. The Records Staff has exhausted all resources available in an attempt to honor your request.

In accordance with the Louisiana Public Records Act, I am hereby submitting this correspondence as written notification that the Council Records Staff was unable to locate any of your requested documents in our existing archived records, per attached correspondence received from Timmy Vial dated January 26, 2010.

If you have any questions, please feel free to contact me.

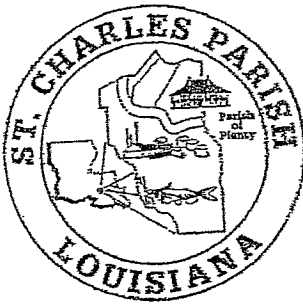
Sincerely,

BARBARA JACOB-TUCKER, LCMC, CAA, CMA, CPO
COUNCIL SECRETARY

BJT/ctm

attachment

cc: Parish Council
Mr. Leon C. Vial, III w/attachment



ST. CHARLES PARISH

OFFICE OF THE PARISH PRESIDENT

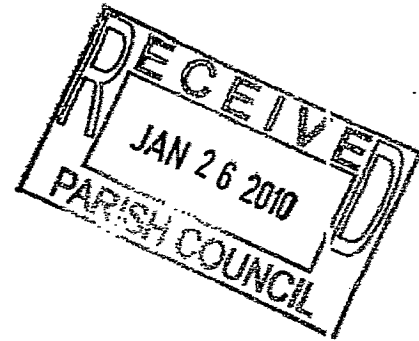
P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057

(985) 783-5000 • Fax: (985) 783-5005

Website: <http://www.st-charles.la.us> • E-mail: vj@stcharlesgov.net

V.J. ST. PIERRE, JR.
PARISH PRESIDENT

January 26, 2010



Mrs. Gwen Dufrene
3551 Highway 306
Bayou Gauche, LA 70030

Dear Mrs. Dufrene,

I am writing in response to your request of January 24, 2010 regarding the East Regional Library. Due to recent research for a public records request, I recognize the language you quote in your request as that which appears at the beginning of the Architectural Services Contract for the East Bank Regional Library Project. The contract for this project was based on the standard contract used at the time for other Architectural contracts, such as the renovations to the Planning & Zoning Office, the Community Health Center and the St. Rose Library. Copies of these contracts would be on file in the Council Records Office. This same contract would have been used as the basis for the East Regional Library project. The sample contract that I would have provided would not have had that language in it. It would have been added by someone else.

In regards to your request for a copy of any and all Professional Engineers and Related Services Questionnaires filled out by Chenevert Architects, these documents would be on file in the Council Records Office, and by copy of this letter I am requesting that they provide you any documents on file.

In regards to a written notice of intent to contract, I am not aware of such documents, however, if any are on file they would be in the Council Records Office and I am requesting that they research this matter also.

Sincerely,

Timothy J. Vial
Timothy J. Vial
Chief Administrative Officer

cc Mrs. Barbara Jacob – Tucker, Council Secretary ✓

Timmy Vial

From: dfgwen@aol.com
Sent: Sunday, January 24, 2010 1:10 PM
To: Timmy Vial
Subject: Fwd: Public Records Request
Attachments: Chenevert-EB Lib.pdf

Mr. Vial,

I'm sending you this e-mail with my attempts to get copies of the following documents. In recent depositions Norman Chenevert stated that you gave him the contract that stated:

"The Qualification Based Selection Review Panel of St. Charles Parish selected CSRS (Chenevert Songy Rodi Soderberg, Inc.) as the firm to provide architectural services to the St. Charles Parish Library for the East Regional Library Expansion Project (P030306) on May 14, 2003. This firm, and the persons listed in the proposal made by CSRS, is now operating under the company name Chenevert Architects, LLC and shall be known hence forth in this contract." So I figured you might have these documents.

This is a Public Records Request for a copy of any and all Professional Engineers and Related Services Questionnaires filled out by Chenevert Architects including Affidavits according to Parish Ordinances and Resolutions required for architects, engineers and other professional consultants stated in 2-12 of the St. Charles Parish Code of Ordinance, Sec. 2-9 included in the CSRS Questionnaire for the East Regional Library Expansion Project.

Please include copies of the written Notice of intent to contract stated in VI. Award (b) that was required to be sent to the Parish council in regards to Chenevert Architects LLC. from the beginning of 2003 to the present except for the proposed Paradis Library.

Gwen Dufrene

-----Original Message-----

From: Calli Madere <cmadere@stcharlesgov.net>
To: dfgwen@aol.com
Cc: Councilrecords <Councilrecords@stcharlesgov.net>
Sent: Fri, Jan 15, 2010 3:48 pm
Subject: FW: Public Records Request

Per your request below, please find attached an excerpt from the "Request for Qualifications" (not a contract) submitted by Chenevert-Songy-Rodi-Soderberg (not Chenevert) for the East Regional Branch Library Expansion, dated April 10, 2003.

Thanks,

Calli T. Madere
*Council Administrative Aid
Office of the Council Secretary
St. Charles Parish Council*

From: Barbara Jacob-Tucker
Sent: Friday, January 15, 2010 8:39 AM
To: Calli Madere
Subject: FW: Public Records Request

1/25/2010

I need the research project for Gwen as stated below.

thanks

Barbara Jacob-Tucker, LCMC, CAA, CMA, CPO

Council Secretary
St. Charles Parish
P. O. Box 302
15045 Highway 18
Hahnville, LA 70057
985-783-5127 - office
985-783-2067 - fax
504-415-2980 - cell
bjacob@st-charles.la.us



From: Barbara Jacob-Tucker [<mailto:btucker@rtconline.com>]

Sent: Friday, January 15, 2010 4:59 AM

To: Barbara Jacob-Tucker

Subject: Fwd: Public Records Request

Sent from my iPhone

Barbara Jacob-Tucker

Begin forwarded message:

From: dfgwen@aol.com

Date: January 15, 2010 4:03:39 AM CST

To: btucker@rtconline.com

Subject: Fwd: Public Records Request

Barbara,

Would you know where to find what I'm requesting?

I hope your husband is well. My husband still has activity in his bone but its decreasing. The Dr. said it might take up to a year to heal completely. He's back at work so that's a good sign.
Thanks,

Gwen

—Original Message—

From: Mary desBordes <mary.desbordes@stcharles.lib.la.us>

To: dfgwen@aol.com <dfgwen@aol.com>

Sent: Thu, Jan 14, 2010 10:20 am

Subject: RE: Public Records Request

1/25/2010

Mrs. Dufrene,

I do not have the documents you requested in our files. As the Parish was responsible for the QBS process, it is likely that the documents are held in their offices. You might contact either the Public Works Department or the Council Office for them.

Mary desBordes

Mary desBordes

Director

St. Charles Parish Library

105 Lakewood Drive (voice) 985-785-8464

P O Box 949 (fax) 985-785-8499

Luling LA 70070

From: dfgwen@aol.com [<mailto:dfgwen@aol.com>]

Sent: Wednesday, January 13, 2010 7:49 PM

To: Mary desBordes

Subject: Public Records Request

Ms. des Bordes,

This is a Public Records Request for a copy of the affidavit and document showing Chenevert Architect's business license information for the East Regional Library Expansion Project Architectural Contract transmitted to you on June 13, 2003.

Please contact me when I can pick it up.

Gwen Dufrene

AFFIDAVIT

STATE OF LOUISIANA

PARISH OF East Baton Rouge

BEFORE ME, the undersigned authority, duly commissioned and qualified within and for the State and Parish aforesaid, personally came and appeared:

Norman J. Chenevert, AIA, Treas.

who, being by me first duly sworn, deposed and said:

THAT he is the Treasurer

(TITLE)

of Chenevert Sonoy Rodi Soderberg, Inc.

(ENTITY, ETC.)

and that he or the members of his immediate family, any members of his partnership, association, corporation, etc., has made the following campaign contributions to the listed "elected officials" as defined in Ordinance No. 90-4-12 in the name of (list the individual, partnership, association, corporation, legal entity, subsidiaries, officers, directors, shareholders, subcontractors, successors and/or assigns)

None

and that:

a. Affiant has not and will not employ any person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he is to receive payment, other than persons regularly employed by the affiant whose services in connection with the project or in securing the public contract are in the regular course of their duties for affiant.

b. No part of the contract price was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the normal compensation to persons regularly employed by the affiant whose services are in the regular course of their duties for affiant.

Norman J. Chenevert
(AFFIANT)

PRINT NAME: Norman J. Chenevert, AIA, Treas.





Sworn to and subscribed before me this 10th day
of April, 2003.

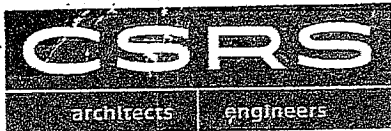
Tami Tucker York
PRINT NAME: Tami Tucker York
NOTARY PUBLIC

(This form may not be all inclusive. If it is necessary for you to provide additional information to the Parish Council in accordance with Ordinance No. 90-4-12 (as amended), you are required to attach the data to the appropriate executed AFFIDAVIT form.)

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.

a. Name & Title: Norman J. Chenevert, AIA, Treas. Director	b. Project Assignment: Principal-in-Charge	c. Name of Firm with which associated: Chenevert Songy Rodi Soderberg, Inc.	d. Years experience with this Firm <u>25</u>	e. Education: Degree(s)/Year/Specialization Bachelor of Architecture, 1975	f. Active Registration: Year First Registered/Discipline LA #2573 - 1980 NCARB # 25051 - 1981	Other Experience and Qualifications relevant to the proposed project: Mr. Chenevert will serve as Principal-in-Charge for this project. He will oversee the multidisciplinary team of architect, engineers and designers on the design team. Mr. Chenevert is a Director of CSRS and is an architect with local and regional experience. He has over 28 years of experience in all phases of the profession with specific experience in comprehensive master planning and architectural design, including work for both the public and private sectors of the design industry. Design experience includes urban design, planning, institutional and commercial building facilities. St. Charles Parish Library, St. Rose, LA Principal-in-Charge of designing the new 10,000-square-foot branch library. The building features a central circulation desk below a large clerestory, the result of which is an open, light and welcoming interior environment.
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<p>Bishop Sullivan High School Classroom & Library Addition, Baton Rouge, LA Principal-in-Charge of a long-range Master Plan for a high school with a 1,000 + student body enrollment. The project also included the design of Phase I, which included four new classrooms, new rest room facilities, six renovated classrooms and two laboratories. Incorporated into construction phases I and II, CSRS delivered design of a new laboratory/classroom, two new classrooms, a new 5,000 s.f. library and interior renovations throughout existing campus.</p> <p>Trinity Episcopal Elementary School Classroom & Library Addition, Baton Rouge, LA Principal-in-Charge of the design of a 3,500 s.f. library and choir room addition including site planning, construction administration, selection of finishes and furniture throughout both facilities.</p> <p>LSU Computing Services Center, Baton Rouge, LA Principal-in-Charge of providing A/E services for this 60,000 s.f. computing services center located on the Louisiana State University campus. These offices provide statewide campuses with computing and communication services, and end-user support. Project included a 15,000 square foot computer room, a computer testing lab, teleconferencing facilities, multi-use conference rooms and classrooms, large open office areas with modular furniture systems, administrative offices and storage/support spaces, 1986 Rose Award Recipient for Excellence in Design.</p> <p>LaSalle Building, Baton Rouge, LA This 300,000 square foot, 12-story office building is designed as part of the initial development of the Capitol Complex Master Plan. The goal of the Master Plan, as well as the design of this new building, is to re-establish the State Capitol Complex as the functional and symbolic heart of State government. Located on the historic Louisiana State Capitol Grounds, this new office building is designed as a contemporary response to the Art Deco vocabulary of the 1931 Louisiana State Capitol, one of only two State Capitols in the United States constructed as a monumental skyscraper.</p> <p>Campus Federal Credit Union Operations Center, Baton Rouge, LA Principal-in-Charge for providing A/E services for a 40,000 s.f. building to house the state-wide administrative and operations functions of Campus Federal Credit Union. This facility will also have a branch banking facility. The site is a 6-acre site located on Perkins Road. The design reflects the Italian Renaissance architecture so prevalent on the LSU Baton Rouge Campus.</p>	   
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Transmittal

COPIES	DESCRIPTION
4	Signed Contracts

REMARKS

Please find attached for your review and approval. Should you have any questions, do not hesitate to call me.

Thank you

TO

St. Charles Parish Library
105 Lakewood Drive
Luling, LA 70070

PH (985) 783-8464

ATTENTION

Ms. Mary desBordes

DATE

Jun 13, 2003

PROJECT NAME

St. Charles Parish East Regional
Library Renovations

PROJECT NUMBER

22097.00

FROM

Norman J. Chenevert, AIA

WE ARE SENDING

Attached

VIA

Federal Express

6767 Perkins Road, Suite 20
Baton Rouge, LA 7080
PH 225-769-054
FX 225-767-006
WEB www.csronline.com

Chenevert Songy Rodi Soderberg, Inc.

Mary -
I sent 1 copy
to Norman & 1
copy to Christina
in Finance.
Tammy

**PROPOSED
CONTRACT FOR
ARCHITECTURAL SERVICES**

The Qualification Based Selection Review Panel of St. Charles Parish selected CSRS (Chenevert Songy Rodi Soderberg, Inc.) as the firm to provide architectural services to the St. Charles Parish Library for the East Regional Library Expansion Project (P030306) on May 14, 2003. This firm, and the persons listed in the proposal made by CSRS, is now operating under the company name Chenevert Architects, LLC and shall be known henceforth in this contract.

THIS AGREEMENT made and effective as of the _____ day of _____, 2003, by and between St. Charles Parish Library Board of Control, its President who is duly authorized to act in behalf of Parish Library Board hereinafter called the "OWNER", and Chenevert Architects, (CA), a Limited Liability Corporation acting herein by and through its Contracting Officer; hereinafter called the "ARCHITECT". Whereas the OWNER desires to employ a professional consulting architectural firm to perform Architectural Services for the planned construction of the St. Charles Parish Library, East Regional Branch Library Expansion St. Charles Parish Project #P030306.

1.0 GENERAL

The OWNER agrees to employ the ARCHITECT, and the ARCHITECT agrees to perform professional architectural services for the Project as set forth in this Agreement. The ARCHITECT's services will be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project.

2.0 CHARACTER AND EXTENT OF BASIC SERVICES OF THE ARCHITECT

2.1 General

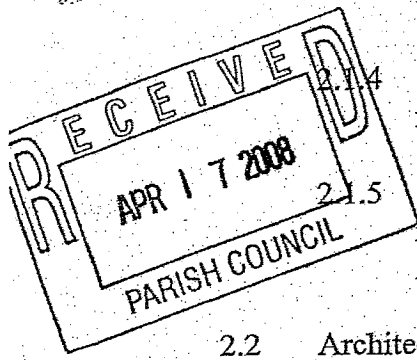
2.1.1 ARCHITECT shall provide OWNER professional architectural Programming, Design, Bidding and Construction Administration services on the Project. These services will include serving as OWNER's professional architectural representative for the Project, providing professional architectural/engineering consultation and advice, and furnishing architectural, civil, structural, mechanical, and electrical, engineering services and construction administration as set forth in this Agreement.

2.1.2 The ARCHITECT's services, as set forth in this Agreement, are to be provided for the following two part scope:

- a. Part I – Architectural Programming for the St. Charles Parish, East Regional Branch Library Expansion.
- b. Part II – Architectural Services to Implement Part I

BJT

- 2.1.3 Services provided by ARCHITECT shall be performed in accordance with generally accepted professional architectural practice at the time when and the place where the services are rendered.



2.1.4 ARCHITECT shall obtain from OWNER authorization to proceed in writing for each phase of the Project.

2.1.5 ARCHITECT shall prepare and submit to OWNER minutes of all meetings with OWNER regarding work performed or to be performed by the ARCHITECT.

2.2 Architectural Programming

2.2.1 Reviewing data furnished by OWNER and consulting with the OWNER to clarify and define the OWNER's requirements for the project.

2.2.2 Conduct a pre-design meeting workshop with the OWNER.

2.2.3 Advising OWNER as to the necessity of providing or obtaining from others additional data or services. These additional services may include Library consultant, photogrammetry, reconnaissance surveys, property surveys, topographic surveys, geotechnical investigations and consultation, compilation of hydrological data, materials engineering, materials testing, and environmental assessments and impact statements.

2.2.4 Identifying and analyzing requirements of governmental authorities having jurisdiction to approve the design of the Project, and participating in consultations with such authorities.

2.2.5 Providing analyses of the OWNER's needs, planning surveys, and comparative evaluations of prospective site plans and solutions.

2.2.6 Preparing a comprehensive Architectural Programming Report presenting selected solutions to the OWNER with the ARCHITECT's findings and recommendations. The architect will agree to make reasonable minor revisions within the original scope of the project. The report will contain diagrammatic layouts, preliminary design criteria with appropriate exhibits to indicate clearly the considerations involved (including applicable requirements of governmental authorities having jurisdiction), and the ARCHITECT's conceptual opinion of probable costs for the project. Six (6) copies of the report shall be provided to the OWNER.

2.2.7 Meet the OWNER and present findings of the Architectural Program Report Phase.

IN WITNESS WHEREOF, the parties to these presents have hereunto caused these presents to be executed the day and year first above mentioned.

ST. CHARLES PARISH

ATTEST:

St. Charles Parish Library
Board of Control

Willie D. Scott Sr.

Willie D. Scott, Sr.
President

ATTEST:

Tuesday H. Brey
D. H. Brey

Chenevert Architect, LLC

Norman J. Chenevert

Norman J. Chenevert, AIA
Sole Member



Department of Finance

City of Baton Rouge
Parish of East Baton Rouge

222 St. Louis Street
Post Office Box 2590
Baton Rouge, Louisiana 70821

225/389-3079
FAX 225/389-5369

REVENUE DIVISION

August 25, 2008

According to records maintained in this office, Chenevert Architects LLC began operation on July 01, 2003.

If you have any questions regarding this information, please contact the Finance Department/Revenue Division at 225-389-3084.

Sincerely,

A handwritten signature in dark ink, appearing to read "G Thompson", is written over the printed name.

Gwen Thompson
Revenue Supervisor