



ST. CHARLES PARISH

OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057
(985) 783-5000 • www.stcharlesparish.gov

COUNCIL OFFICE MEMORANDUM

DATE: FEBRUARY 12, 2025

TO: MR. MILES BINGHAM
PUBLIC WORKS DIRECTOR

FROM: MICHELLE IMPASTATO 
COUNCIL SECRETARY

RE: AMENDMENT NO. 3 TO ORDINANCE NO. 22-7-2
ROAD MAINTENANCE 2022-23
(PROJECT NO. P220501)

On January 27, 2025, the St. Charles Parish Council adopted Ordinance No. 25-1-6 approving and authorizing the execution of Amendment No. 3 to Ordinance No. 22-7-2, which approved the Professional Services Agreement with Digital Engineering & Imaging, Inc., to perform planning services for Road Maintenance 2022-23 (Project No. P220501), in the amount of \$90,086.00.

A copy of the ordinance and fully executed agreement are enclosed for your records.

MI/ag

Enclosure

cc: Parish Council
Ms. Samantha de Castro w/ordinance
Mr. Grant Dussom w/enclosure
Mr. Corey Oubre w/enclosure
Mr. Brandon Bernard w/enclosure
Digital Engineering & Imaging, Inc. w/enclosure

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

ORDINANCE NO. 25-1-6

An ordinance approving and authorizing the execution of Amendment No. 3 to Ordinance No. 22-7-2, which approved the Professional Services Agreement with Digital Engineering & Imaging, Inc., to perform planning services for Road Maintenance 2022-23 (Project No. P220501), in the amount of \$90,086.00.

WHEREAS, Ordinance No. 22-7-2 adopted on July 5, 2022, by the St. Charles Parish Council, approved and authorized the execution of a Professional Services Agreement with Digital Engineering & Imaging, Inc., to perform planning services for the Road Maintenance 2022-23 (Project No. P220501), in the not to exceed amount of \$316,728.72; and,

WHEREAS, Ordinance No. 23-6-9 adopted on June 19, 2023, by the St. Charles Parish Council, approved and authorized the execution of a Contract with Barriere Construction Co., LLC for Road Maintenance 2022-23 (Project No. P220501) in the amount of \$2,499,902.45; and,

WHEREAS, Ordinance No. 23-8-8 adopted on August 28, 2023, by the St Charles Parish Council, approved and authorized the execution of a Professional Services Agreement with Alpha Testing and Inspection, Inc., to perform testing services for Road Maintenance 2022-23 (Project No. P220501), in the not to exceed amount of \$40,000.00; and,

WHEREAS, Ordinance No. 23-9-2 adopted on September 25, 2023, by the St. Charles Parish Council, approved and authorized the execution of Amendment No. 1 to Ordinance No. 22-7-2, which approved the Professional Services Agreement with Digital Engineering & Imaging, Inc. to perform planning services for Road Maintenance 2022-23 (Project No. P220501), to add other related projects listed below (total engineering and inspection):

<u>Project</u>	<u>Total Price</u>
Additional Asphalt Maintenance	\$126,205.00
Concrete Maintenance 2023-24 (P230803)	\$211,740.00
Willowdale Turn Lane (P230804)	\$98,235.00; and,

WHEREAS, Ordinance No. 23-11-9 adopted on November 20, 2023, by the St. Charles Parish Council, approved and authorized the execution of Change Order No. 1 for Road Maintenance 2022-23 (Project No. P220501), to increase the contract amount by \$1,012,969.06 and increase the contract time by forty five (45) days; and,

WHEREAS, Ordinance No. 24-2-4 adopted on February 5, 2024, by the St. Charles Parish Council, approved and authorized the execution of Change Order No. 2 for Road Maintenance 2022-23 (Project No P220501), to decrease the contract amount by \$137,764.48, and decrease the contract time by sixteen (16) days; and,

WHEREAS, Ordinance No. 24-6-16 adopted on June 17, 2024, by the St. Charles Parish Council, approved and authorized the execution of Amendment No. 2 to Ordinance No. 22-7-2, which approved the Professional Services Agreement with Digital Engineering & Imaging, Inc., to perform planning services for the Road Maintenance 2022-23 (Project No. P220501), to add Road Maintenance 2024-25 (Project No. P220501), formerly Road Maintenance 2024, in the amount of \$135,238.00; and,

WHEREAS, Ordinance No. 24-7-19 adopted on July 22, 2024, by the St. Charles Parish Council, approved and authorized the execution of a Contract with Kass Bros., Inc., for Concrete Maintenance 2023-24 (Project No. P230803), in the amount of \$914,593.10; and,

WHEREAS, Ordinance No. 24-9-4 adopted on September 9, 2024, by the St. Charles Parish Council, approved and authorized the execution of Change Order No. 1 for the Willowdale Turn Lane (Project No. P230804), to increase the contract amount by \$87,641.69 and increase the contract time by forty-four (44) days; and,

WHEREAS, Ordinance No. 24-11-4 adopted on November 4, 2024, by the St. Charles Parish Council, approved and authorized the execution of Change Order No. 2 for the Willowdale Turn Lane (Project No. P230804), to increase the contract amount by \$45,876.93; and,

WHEREAS, Ordinance No. 24-12-4 adopted on December 2, 2024, by the St. Charles Parish Council, approved and authorized the execution of Change Order No. 1 with Kass Bros., Inc., for Concrete Maintenance 2023-24 (Project No. P230803), to increase the contract amount by \$193,430.85 and increase the contract time by thirty-five (35) days; and,

WHEREAS, the Professional Services Agreement between St. Charles Parish and Digital Engineering & Imaging, Inc. needs to be amended for additional Engineering and Resident Inspection services for Road Maintenance 2024-25 (Project No. P220501); and,

WHEREAS, the Professional Services Agreement between St. Charles Parish and Digital Engineering & Imaging, Inc. needs to be amended to adjust the distribution of funds in Willowdale Turn Lane (Project No. P230804) and Road Maintenance 2022-23 (Project No. P220501) to cover additional construction administration costs on Willowdale Turn Lane; and,

WHEREAS, the Professional Services Agreement between St. Charles Parish and Digital Engineering & Imaging, Inc. needs to be amended to adjust the distribution of funds in Concrete Maintenance 2023-24 (Project No. P230803) to cover additional construction administration costs; and,

WHEREAS, St. Charles Parish and Digital Engineering & Imaging, Inc. have mutually agreed to an increase of the fees for design and construction on Asphalt Maintenance 2024-25 (Project No. P220501) in the total amount of \$90,086.00 and adjustments to the distribution of funds on Road Maintenance 2022-23 (Project No. P220501), Willowdale Turn Lane (Project No. P230804), and Concrete Maintenance 2023-24 (Project No. P230803); and,

WHEREAS, Amendment No. 3 to the Professional Services Agreement between St. Charles Parish and Digital Engineering & Imaging, Inc., describes the details of the proposed services, compensation, and alteration of funds.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That Amendment No. 3 to the Professional Services Agreement with Digital Engineering & Imaging, Inc., for additional Engineering and Resident Inspection for Road Maintenance 2024-25 (Project No. P220501) in the amount of \$90,086.00, adjustments to the distributions of funds for Willowdale Turn Lane (Project No. P230804), and adjustments to the distribution of funds for Concrete Maintenance 2023-24 (Project No. P230803), is hereby approved and accepted.

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

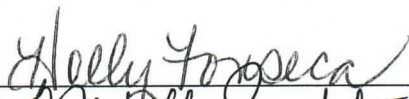
The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

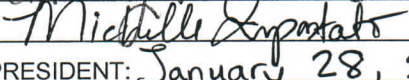
YEAS: MOBLEY, FONSECA, WILSON, SKIBA, PILIE, COMARDELLE,
 O'DANIELS, FISHER, DEBRULER

NAYS: NONE

ABSENT: NONE

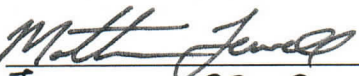
And the ordinance was declared adopted this 27th day of January, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: 

SECRETARY: 

DLVD/PARISH PRESIDENT: January 28, 2025

APPROVED:  DISAPPROVED: _____

PARISH PRESIDENT: 

RETD/SECRETARY: January 28, 2025

AT: 11:46 am RECD BY: 

**AMENDMENT NO. 3
TO
ENGINEERING SERVICES FOR ROAD
MAINTENANCE 2022-23 (PARISH
PROJECT NO. P220501)**

THIS AMENDMENT NO. 3 is made and entered into on this
2/10/2025

BY AND BETWEEN:

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

DIGITAL ENGINEERING & IMAGING, INC. represented herein by Frank Liang, duly
authorized by Corporate Resolution attached hereto (hereafter sometimes referred to
as "CONSULTANT"):

WHEREAS, On July 5, 2022 the St. Charles Parish Council approved Ordinance
No. 22-7-2 to authorize an Agreement between St. Charles Parish and Digital Engineering
& Imaging, Inc. for the design of the Road Maintenance 2022-23 Program (Parish Project
No. P220501) in the not to exceed amount of \$316,728.72; and,

WHEREAS, Ordinance No. 23-9-2 adopted on September 25, 2023, by the St.
Charles Parish Council approved and authorized the execution of Amendment No. 1 to
Ordinance No. 22-7-2, which approved the Professional Services Agreement with Digital
Engineering & Imaging, Inc. to perform planning services for the Road Maintenance 2022-
23 (Project No. P220501), to add other related projects listed below (total engineering and
inspection):

<u>Project</u>	<u>Total Price</u>
Additional Asphalt Maintenance	\$126,205.00
Concrete Maintenance 2023-24 (P230803)	\$211,740.00
Willowdale Turn Lane (P230804)	\$98,235.00; and,

WHEREAS, Ordinance No. 24-6-16 adopted on June 17, 2024, by the St. Charles
Parish Council approved and authorized the execution of Amendment No. 2 to Ordinance
No. 22-7-2, which approved the Professional Services Agreement with Digital Engineering
& Imaging, Inc. to perform planning services for the Road Maintenance 2022-23 (Project
No. P220501), to add Road Maintenance 2024-25 (Project No. P220501), formerly Road
Maintenance 2024, in the amount of \$135,238.00; and,

WHEREAS, St. Charles Parish requested of Digital Engineering & Imaging, Inc.
and have mutually agreed to expand the current Road Maintenance 2024-25 (Parish Project
No. P220501), formerly Road Maintenance 2024, construction with additional roads in the
not to exceed amount of \$163,725.00 a Resident Inspection of a not to exceed amount of
\$57,960.00, and a travel reimbursement of \$3,639.00 is required to complete the work; and,

WHEREAS, Digital Engineering & Imaging, Inc. requested of St. Charles Parish and have mutually agreed to adjust the distribution of funds in the Willowdale Turn Lane (Parish Project No. P230804) and the Road Maintenance 2022-23 (Parish Project No. P220501) contracts to cover additional construction administration costs on Willowdale Turn Lane; and,

WHEREAS, Digital Engineering & Imaging, Inc. requested of St. Charles Parish and have mutually agreed to adjust the distribution of funds in the Concrete Maintenance 2023-24 (Parish Project No. P230803) contract to cover additional construction administration costs.

Changes to the Contract Attachments are as follows:

ATTACHMENT "A"

Add the following to Attachment "A":

Consultant is to perform selection, design, bidding, construction management, and resident inspection for Road Maintenance 2024-25, Project No. P220501, formerly Road Maintenance 2024.

ATTACHMENT "B"

Add the following to Attachment "B":

The project schedule for Road Maintenance 2022-23 shall be used for Road Maintenance 2024-25, Project No. P220501.

ATTACHMENT "C"

Replace Road Maintenance 2024 with the following for Road Maintenance 2024-25:

ROAD MAINTENANCE 2024-25
Project No. P220501

OWNER shall pay CONSULTANT on a Not to Exceed basis for Basic Services set forth in Attachment A as follows:

- a. **ORIGINAL CONTRACT:** The total compensation for basic services as described in Attachment A is estimated to be \$167,364.00 based on the following estimated distribution of compensation:

1. Selection Phase	\$18,730.00
2. Design Phase	\$57,510.00
3. Bid Phase	\$10,395.00
4. Construction Phase	\$77,090.00
5. Travel Reimbursement	\$3,639.00

CONSULTANT may, with OWNER's consent, alter the distribution of compensation between individual phases of the Work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by OWNER.

The amounts billed for CONSULTANT's services under this Agreement will be based on the cumulative hours charged to the Project during the billing period by each class of CONSULTANT's employees times Standard Hourly Rates for each applicable billing class, plus CONSULTANT's SUBCONSULTANT's charges.

The Standard Hourly Rates charged by CONSULTANT constitute full and complete compensation for CONSULTANT's services, including labor costs, overhead, and profit; the Standard Hourly Rates do not include CONSULTANT's SUBCONSULTANT's charges.

CONSULTANT's Standard Hourly Rates are attached to this Agreement as Attachment C-1.

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

Resident Project Representative Services: For services of CONSULTANT's Resident Project Representative, if requested, as outlined in Part 2.D. of Attachment A, a total amount not to exceed of \$57,960.00, at the hourly rate listed in Attachment C-1.

Resident Project Representative Schedule: The total amount set forth above is based on full-time RPR services on an eight hour workday Monday through Friday over a 90-day construction schedule.

The breakdown of cost for Road Maintenance 2024-25, Road Maintenance 2022-23, Willowdale Turn Lane, and Concrete Maintenance 2023-24 as now amended a third time are shown on the following tables:

Project	Task	Current Contract Value	Amount Remaining	Amendment No. 3	Rebalanced Amount
Road Maintenance 2024-25	Selection Phase	\$8,870.00	\$4,523.75	\$9,860.00	\$18,730.00
	Design Phase	\$28,910.00	\$14,545.60	\$28,600.00	\$57,510.00
	Bidding Phase	\$6,186.00	\$6,186.00	\$4,209.00	\$10,395.00
	Construction Admin Phase	\$46,822.00	\$46,822.00	\$30,268.00	\$77,090.00
	Reimbursements	-	-	\$3,639.00	\$3,639.00
	Resident Inspection	\$44,450.00	\$44,450.00	\$13,510.00	\$57,960.00
Totals		\$135,238.00	\$116,527.35	\$90,086.00	\$225,324.00

Project	Task	Current Contract Value	Amount Remaining	Amendment No. 3	Rebalanced Amount
Road Maintenance 2022-23 (P220501)	Road Manuals 2022	\$79,589.82	\$0.00	-	\$79,589.82
	Road Manuals 2023	\$56,406.90	\$1.90	-	\$56,406.90
	GIS Road Core Logging	\$9,732.00	\$9,732.00	-	\$9,732.00
	Preliminary Design Phase	\$32,400.00	\$22,150.00	-	\$32,400.00
	Final Design Phase	\$43,200.00	\$2,032.50	-	\$43,200.00
	Bidding	\$5,400.00	\$5.00	-	\$5,400.00
	Construction	\$27,000.00	\$8.75	-	\$27,000.00
	Resident Inspection	\$63,000.00	\$45,180.00	-\$10,082.50	\$52,917.50
Totals		\$316,728.72	\$79,110.15	-\$10,082.50	
Current Contract					\$306,646.22
Willowdale Turn Lane (P230804)	Design Phase	\$27,775.00	\$0.00	-	\$27,775.00
	Bidding Phase	\$7,215.00	\$0.00	-	\$7,215.00
	Construction Admin Phase	\$15,145.00	\$151.45	\$34,250.00	\$49,395.00
	Resident Inspection	\$47,500.00	\$24,167.50	-\$24,167.50	\$23,332.50
Totals		\$97,635.00	\$24,318.95	\$10,082.50	
Current Contract					\$107,717.50
Amendment No. 3 Total				\$0.00	

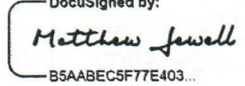
Project	Task	Current Contract Value	Amount Remaining	Amendment No. 3	Rebalanced Amount
Concrete Maintenance 2023-24	Selection Phase	\$7,000.00	\$3,018.75	\$0.00	\$7,000.00
	Design Phase	\$60,235.00	\$32,937.50	-\$32,937.50	\$27,297.50
	Bidding Phase	\$11,420.00	\$1,967.50	-\$1,512.50	\$9,907.50
	Construction Admin Phase	\$41,485.00	\$7,052.50	\$34,450.00	\$75,935.00
	Resident Inspection	\$87,500.00	\$54,102.50	\$0.00	\$87,500.00
Totals		\$207,640.00	\$99,078.75	\$0.00	\$207,640.00

THUS DONE AND SIGNED in the presence of the undersigned competent witnesses, on this 2/10/2025

DIGITAL ENGINEERING & IMAGING, INC.

ST. CHARLES PARISH

By: 
4637A66D361D4C3...

By: 
B5AABEC5F77E403...

Name: Frank T. Liang

Name: Matthew Jewell

Title: Principle

Title: Parish President

Date: 2/10/2025

Date: 2/10/2025

WITNESS

WITNESS

By: 
328E99FE08AF421...

By: 
79FB67AC223E44F...

Name: Rob DeLaune

Name: Samantha de Castro

Title: Principal, COO

Title: Deputy CAO

Date: 2/10/2025

Date: 2/11/2025

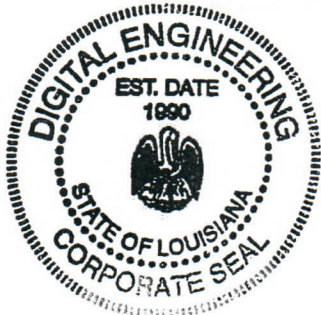
RESOLUTION

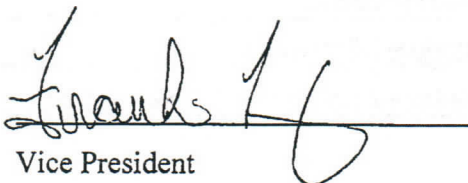
BE IT RESOLVED by the Board of Directors of Digital Engineering & Imaging, Inc., a corporation organized and existing under the laws of the State of Louisiana, and domiciled in the City of Kenner, that Kurt M. Evans, CEO of the Corporation, L. Bruce Newton, President, Frank T. Liang, Vice President, Robert J. Delaune Jr, Vice President, David G. LeBreton Jr, Vice President, Andrew K. Woodroof, Vice President and Fannie Marcotte-Bennett, Vice President of the Corporation be, and are hereby authorized and empowered to execute any and all contracts of whatever kind on behalf of the Corporation for engineering consulting services.

CERTIFICATE

I, Frank T. Liang, Vice President of Digital Engineering & Imaging, Inc. do hereby certify that the foregoing resolution is a true and exact copy unanimously adopted by the Board of Directors of said corporation at a meeting thereof legally held on the 15th day of December 2023; that said resolution is duly entered into the records of said corporation; that it has not been rescinded or modified; and that it is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said corporation this 17th day of May, 2024




Vice President

2024/25 DIGITAL ENGINEERING BASIC RATE SCHEDULE



<u>Labor Category</u>	<u>Billing Rate</u>
Principal Officer	\$290.00
Principal Engineer	\$250.00
Sr. Professional Engineer	\$240.00
Supervising Professional Engineer	\$220.00
Professional Engineer III	\$190.00
Professional Engineer II	\$165.00
Professional Engineer I	\$155.00
Engineering Intern II	\$130.00
Engineering Intern I	\$120.00
Graduate Engineer	\$105.00
Sr. Project Manager - non Engineer	\$180.00
Project Manager - non Engineer	\$165.00
Sr. Technician/Designer	\$155.00
CAD Technician II	\$135.00
CAD Technician I	\$115.00
Sr. Construction Manager	\$165.00
Construction Manager	\$120.00
Sr. Construction Inspector	\$115.00
Construction Inspector	\$100.00
Senior Project Administrator	\$120.00
Project Administrator	\$110.00
Administrative / Clerical II	\$85.00
Administrative / Clerical I / Student Intern	\$60.00