



ST. CHARLES PARISH


OFFICE OF THE COUNCIL SECRETARY

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COUNCIL OFFICE MEMORANDUM

DATE: JUNE 17, 2025

TO: MR. MILES BINGHAM
PUBLIC WORKS DIRECTOR

FROM: MICHELLE IMPASTATO
COUNCIL SECRETARY 

RE: CONSTRUCTION MANAGER AT RISK (CMAR) PRE-CONSTRUCTION
SERVICES AGREEMENT
HAHNVILLE BRANCH LIBRARY CONSTRUCTION PROJECT

On June 2, 2025, the St. Charles Parish Council adopted Ordinance No. 25-6-3 approving and authorizing the execution of a Construction Manager at Risk (CMAR) Pre-Construction Services Agreement (Contract) with Woodward Design + Build, LLC, for the Hahnville Branch Library Construction Project, in the amount of \$1,550,000.00.

A copy of the ordinance is enclosed. Five (5) fully executed sets of contract documents have been forwarded to Andre Ford to compile contract books. Once completed, one contract book will be forwarded to the Council Office for our records.

MI/ag

Enclosure

cc: Parish Council
Ms. Samantha de Castro w/enclosure
Mr. Grant Dussom w/enclosure
Mr. Corey Oubre w/enclosure
Mr. Brandon Bernard w/enclosure
Ms. Andre Ford w/enclosure
Woodward Design + Build, LLC w/enclosure
Ms. Leann Benedict w/enclosure

2025-0149

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

ORDINANCE NO. 25-6-3

An ordinance approving and authorizing the execution of a Construction Manager at Risk (CMAR) Pre-Construction Services Agreement (Contract) with Woodward Design + Build, LLC, for the Hahnville Branch Library Construction Project, in the amount of \$1,550,000.00.

WHEREAS, Ordinance No. 24-5-4 adopted on May 6, 2024, by the St. Charles Parish Council, approved and authorized the execution of a Professional Services Agreement with Grace Hebert Curtis Architects, LLC, to perform architectural services for a St. Charles Parish Library Hahnville Branch, in the amount not to exceed \$387,941.00; and,

WHEREAS, St. Charles Parish in conjunction with St. Charles Parish Library opted for the Construction Manager at Risk (CMAR) approach to design and construct the St. Charles Parish Library Hahnville Branch as a cost and time saving benefit to the Parish; and,

WHEREAS, on April 1, 2025, St. Charles Parish in conjunction with St. Charles Parish Library accepted Requests for Qualifications (RFQ) proposals for potential CMAR Contractors and St. Charles Parish selected Woodward Design + Build, LLC, as the desired CMAR Contractor; and,

WHEREAS, St. Charles Parish in conjunction with St. Charles Parish Library has set a not to exceed fee of \$50,000.00 for the Pre-Construction Services Phase Fee, as well as a not to exceed fee of \$1,500,000.00 for any potential physical work and/or additional services needed that will be issued via Task Orders, that are necessary during the Pre-Construction Services Phase; and,

WHEREAS, the attached Pre-Construction Services Agreement between St. Charles Parish and Woodward Design + Build, LLC, as well as the CMAR General Conditions, describe the details of the proposed services and compensation.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the CMAR Contract between St. Charles Parish and Woodward Design + Build, LLC, to perform Pre-Construction Services for the Hahnville Branch Library Construction Project, in the amount of \$1,550,000.00 is hereby approved and accepted.

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

SECTION III. That the adoption of this ordinance will establish approval for any and all future Task Orders as issued throughout the Pre-Construction Services Phase, for necessary physical work and/or additional services.

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

YEAS: MOBLEY, FONSECA, SKIBA, O'DANIELS, FISHER, DEBRULER

NAYS: PILIE

ABSENT: WILSON, COMARDELLE

And the ordinance was declared adopted this 2nd day of June, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Holly Fonseca
SECRETARY: Michelle Dupont
DLVD/PARISH PRESIDENT: June 3, 2025
APPROVED: ✓ DISAPPROVED:

PARISH PRESIDENT: Matthew Jewell
RETD/SECRETARY: June 4, 2025
AT: 9:39 am RECD BY: [Signature]