



ST. CHARLES PARISH

OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057
(985) 783-5125 • www.stcharlesparish.gov

COUNCIL OFFICE MEMORANDUM

DATE: AUGUST 19, 2025

TO: MR. MILES BINGHAM
PUBLIC WORKS DIRECTOR

FROM: MICHELLE IMPASTATO 
COUNCIL SECRETARY

RE: AMENDMENT NO. 1 TO ORDINANCE 21-3-3
MURRAY HILL AND DESTREHAN DRIVE DRAINAGE IMPROVEMENTS
(PROJECT NO. P201001)

On August 4, 2025, the St. Charles Parish Council adopted Ordinance No. 25-8-2 approving and authorizing the execution of Amendment No. 1 to Ordinance 21-3-3, which approved the Professional Services Agreement with H. Davis Cole & Associates, LLC, for Murray Hill and Destrehan Drives Drainage Improvements (Project No. P201001), to add resident inspection funds, in the amount not to exceed \$109,750.00, increasing the overall contract value to \$434,418.00.

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

MI/ag

Enclosure

cc: ¹Parish Council
Ms. Samantha de Castro w/ordinance
Mr. Grant Dussom w/enclosure
Mr. Corey Oubre w/enclosure
Mr. Brandon Bernard w/enclosure
H. Davis Cole & Associates, LLC w/enclosure

¹ Council Dept. retained 1 DocuSign copy for file

2025-0199

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

ORDINANCE NO. 25-8-2

An ordinance approving and authorizing the execution of Amendment No. 1 to Ordinance No. 21-3-3, which approved the Professional Services Agreement with H. Davis Cole & Associates, LLC, for Murray Hill and Destrehan Drives Drainage Improvements (Project No. P201001), to add resident inspection funds, in the amount not to exceed \$109,750.00, increasing the overall contract value to \$434,418.00.

WHEREAS, Ordinance No. 21-3-3 adopted on March 15, 2021, by the St. Charles Parish Council, approved and authorized the execution of a Professional Services Agreement with H. Davis Cole & Associates, LLC for providing all necessary services for Murray Hill and Destrehan Drives Drainage Improvements (Project No. P201001), in the not to exceed amount of \$324,668.00; and,

WHEREAS, Ordinance No. 25-6-5 adopted on June 2, 2025, by the St. Charles Parish Council, approved and authorized the execution of a Contract with Barriere Construction Co., LLC, for the Murray Hill and Destrehan Drive Drainage Improvements (Project No. P201001), in the amount of \$2,112,258.00; and,

WHEREAS, construction is set to commence and therefore funds for Resident Project Representative (RPR) shall be added to the Agreement; and,

WHEREAS, St. Charles Parish and H. Davis Cole & Associates, LLC, have mutually agreed to a not to exceed price of \$109,750.00 to complete the work, increasing the overall contract value to \$434,418.00.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That Amendment No. 1 to the Professional Services Agreement with H. Davis Cole & Associates, LLC, for Murray Hill and Destrehan Drives Drainage Improvements (Project No. P201001), to add funds to resident inspection, in the not to exceed amount of \$109,750.00, increasing the overall contract amount to \$434,418.00, is hereby approved and accepted.

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

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

YEAS: MOBLEY, FONSECA, WILSON, SKIBA, PILIE, O'DANIELS, FISHER
NAYS: NONE
ABSENT: COMARDELLE, DEBRULER

And the ordinance was declared adopted this 4th day of August, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Joely Fonseca
SECRETARY: Michelle Spontato
DLVD/PARISH PRESIDENT: August 5, 2025
APPROVED: ✓ DISAPPROVED: _____

PARISH PRESIDENT: Matthew Jewell
RETD/SECRETARY: August 7, 2025
AT: B. Ilorm RECD BY: [Signature]

**AMENDMENT NO. 1
TO
PROFESSIONAL SERVICES AGREEMENT
FOR MURRAY HILL AND DESTREHAN
DRIVES DRAINAGE IMPROVEMENTS**

THIS AMENDMENT NO. 1 is made and entered into on this
8/19/2025

BY AND BETWEEN:

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

H. DAVIS COLE & ASSOCIATES, LLC represented herein by H. Davis Cole, duly
authorized by Corporate Resolution attached hereto (hereafter sometimes referred to
as “CONSULTANT”):

WHEREAS, On March 15, 2021, the St. Charles Parish Council approved
Ordinance No. 21-3-3 authorizing a Professional Services Agreement between St. Charles
Parish and H. Davis Cole & Associates, LLC, to perform engineering services for Murray
Hill and Destrehan Drives Drainage Improvements (Project No. P201001), in the not to
exceed amount of \$324,668.00; and,

WHEREAS, sealed bids were received by St. Charles Parish on March 6, 2025, for
the Murray Hill and Destrehan Drives Drainage Improvements (Project No. P201001); and,

WHEREAS, On June 2, 2025, the St. Charles Parish Council approved Ordinance
No. 25-6-5 authorizing a Contract between St. Charles Parish and Barriere Construction
Co., LLC, in the amount of \$2,112,258.00; and,

WHEREAS, construction is set to commence and therefore funds for Resident
Project Representative (RPR) shall be added to the Agreement; and,

WHEREAS, St. Charles Parish and H. Davis Cole & Associates, LLC have
mutually agreed to a not to exceed price of \$109,750.00 to complete the work, increasing
the overall contract value to \$434,418.00.

Changes to the Contract Attachments are as follows:

ATTACHMENT “A”

No change

ATTACHMENT “B”

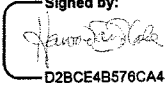
No change

ATTACHMENT “C”

Replace the existing Attachment “C” with the attached.

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

H. DAVIS COLE & ASSOCIATES, LLC

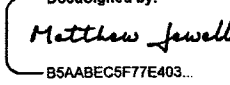
By:  Signed by:
D2BCE4B576CA48F...

Name: H.Davis Cole

Title: Managing Member

Date: 8/12/2025

ST. CHARLES PARISH

By:  DocuSigned by:
B5AABEC5F77E403...

Name: Matthew Jewell

Title: Parish President

Date: 8/19/2025

WITNESS

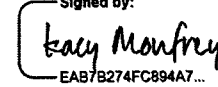
By:  Signed by:
FE9B28354957430...

Name: Lauren Kolb Cole

Title: Director of Community Outreach

Date: 8/12/2025

WITNESS

By:  Signed by:
EAB7B274FC894A7...

Name: Kacy Monfrey

Title: Executive Assistant

Date: 8/19/2025

ATTACHMENT "C" (AMENDMENT NO. 1)

MURRAY HILL AND DESTREHAN DRIVES DRAINAGE IMPROVEMENTS
Project No. (P201001)

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

- a. The total compensation for basic services as described in Attachment A is estimated to be \$232,400.00 based on the following estimated distribution of compensation:
 1. Preliminary Design Phase (30%) \$69,720.00
 2. Final Design Phase (40%) \$92,960.00
 3. Bid Phase (5%) \$11,620.00
 4. Construction Phase (25%) \$58,100.00
- b. CONSULTANT may, with OWNER's consent, alter the distribution of compensation between individual phases of the Work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by OWNER.
- c. The amounts billed for CONSULTANT's services under this Agreement will be based on the cumulative hours charged to the Project during the billing period by each class of CONSULTANT's employees times Standard Hourly Rates for each applicable billing class, plus CONSULTANT's SUBCONSULTANT's charges.
- d. The Standard Hourly Rates charged by CONSULTANT constitute full and complete compensation for CONSULTANT's services, including labor costs, overhead, and profit; the Standard Hourly Rates do not include CONSULTANT's SUBCONSULTANT's charges.
- e. CONSULTANT's Standard Hourly Rates are attached to this Agreement as Attachment C-1.

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

- a. Surveying \$87,318.00
- b. Geotechnical Investigation \$4,950.00

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

1. Resident Project Representative Services: For services of CONSULTANT's Resident Project Representative, if requested, as outlined in Part 2.D of

Attachment A, a total amount of \$109,750.00, at the hourly rate as listed in Attachment C-1.

2. 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 240-day construction schedule.



H. Davis Cole &
Associates, LLC
Consulting Engineers

RATE SHEET

LABOR CATEGORIES

Principal	\$225.00/hr	Drone Pilot	\$140.00/hr
Sr. Project Manager	\$200.00/hr	Sr. CAD Designer	\$110.00/hr
Sr. PLS	\$200.00/hr	CAD Designer	\$95.00/hr
Project Manager	150.00/hr	CAD Tech	\$85.00/hr
Administrative Assistant	\$75.00/hr	Resident Project Representative	\$80.00/hr

REIMBURSABLE ITEMS

Vehicle Travel for Project (subject to change based on IRS guidance)	IRS Rate
Transportation, Lodging + Subsistence for Out-of-Town Travel	Cost
Printing	Cost
Photographs, Telecopier, Shipping + Materials	Cost
Filing/Recording/Permitting Fees	Cost
Deposition/Trial Testimony by Principal, PE, AIA ,PLS (5 hour minimum)	Rate x 1.5
Subconsultant Services	Cost + 10%
Drone	\$250.00 / 1/2 Day + \$500.00 / Full Day
Special Rental Equipment	Rental Cost

EFFECTIVE: JANUARY 2025

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF H. DAVIS COLE & ASSOCIATES, LLC.

AT THE MEETING OF DIRECTORS OF H. DAVIS COLE & ASSOCIATES, LLC, DULY NOTICED AND HELD ON JULY 14, 2025, A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT H. DAVIS COLE, MANAGING MEMBER, BE AND IS HEREBY APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH ANY AGENCIES, DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO THE EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT COPY OF AN EXCERPT OF THE MINUTES OF THE ABOVE DATED MEETING OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND THE SAME HAS NOT BE REVOKED OR RESCINDED.



H. DAVIS COLE, MANAGING MEMBER

07/14/2025

DATE