

file



# ST. CHARLES PARISH

## DEPARTMENT OF PUBLIC WORKS

100 RIVER OAKS DRIVE • DESTREHAN, LOUISIANA 70047

(985) 783-5102 • (985) 783-5104 • FAX (985) 725-2250

Website: [www.stcharlesparish-la.gov](http://www.stcharlesparish-la.gov)

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

SAM SCHOLLE  
DIRECTOR

July 18, 2014

**VIA FAX AND MAIL**

Mark Roberts  
Vice President  
Burk-Kleinpeter, Inc.  
4176 Canal Street  
New Orleans, LA 70119

**RE: Authorization for Design Memorandum Phase  
Ellington Structures – Cousins Pump Station T-Wall  
Task Order P080905-5H  
Parish Project No. P080905-5H**

Dear Mark:

The Ellington Levee and Structures Design was originally approved under one Authorization for Conceptual Design. The Levee, Pipeline T-Walls and Pump Station T-Walls will be divided into five separate projects. This authorization letter is to address only the Ellington Structures – Cousins Pump Station T-Wall Project (Project # P080905-5H). All other Projects concerning the Ellington levee will be authorized by other correspondence.

Please consider this letter as both your written approval of the Conceptual Design and your authorization to proceed with the Design Memorandum Phase for the above referenced project. Contract time for the Design Memorandum Phase shall begin with the date of this letter. Please provide 3 hard copies and an electronic file of the final Ellington Structures – Cousins Pump Station T-Wall Conceptual Report for distribution and files.

As outlined in the Schedule and Fees Section of the Engineering Services Contract, the Design Memorandum Phase will require 30 days from written authorization. The delivery date for any deliverables associated with this phase is August 18, 2014. Additional time may be granted with written approval from St Charles Parish (SCP).

Should you fail to submit these deliverables on time, your Engineering Services Contract will be considered in default by SCP. Once an engineering firm has a project

in default, it will not be able to be assigned or receive any other contracts with SCP for a period of twenty-four (24) months.

Should you have any questions, please feel free to contact my Program Manager, Rennan Duffour or myself at (985) 783-5102.

Sincerely,

A handwritten signature in black ink, appearing to read "Sam Scholle". The signature is fluid and cursive, with the first name "Sam" being more prominent than the last name "Scholle".

Sam Scholle

Director of Public Works/Wastewater

CC: Holly Fonseca / SCP Grants Officer  
Charlotte Taylor / SCP Accounting  
Rennan Duffour / SCP Program Manager  
Project File P0080905-5H