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2000-0517

INTRODUCED BY: ALBERT D. LAQUE, PARISH PRESIDENT  
(DEPARTMENT OF WASTEWATER)

ORDINANCE NO. 00-11-11

An ordinance to approve and authorize the execution of a Contract for Engineering Services with Hartman Engineering, Inc. for Program Management for Capital Outlay, Environmental Management, and Wastewater System Improvements and Evaluations Projects.

WHEREAS, the Parish is completing a numerous wastewater construction and rehabilitation projects; and,

WHEREAS, portions of the project are behind schedule due to construction delays as a result of utility conflicts, and EPA, DEQ, DOTD, DNR, and USACE permitting problems and the resulting shutdowns of both Public Works and Wastewater projects; and,

WHEREAS, the Wastewater Department is under increasing restrictions from environmental regulatory bodies for point source, non-point source, and solid Waste compliance; and,

WHEREAS, it is the desire of the Parish Council and the Parish President to expedite the completion of these projects as soon as possible with the assistance of Program Management Services; and,

WHEREAS, on October 20, 2000, the St. Charles Parish Qualification Based Selections Review Board selected the firm of Hartman Engineering, Inc. to provide said program management services.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That the Contract for Wastewater Improvements and Environmental Compliance Program Management Services, attached hereto as Exhibit A, by and between Hartman Engineering, Inc. and the Parish of St. Charles is hereby approved.

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

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

YEAS: FAUCHEUX, HILAIRE, FABRE, BLACK, MARINO  
NAYS: RAMCHANDRAN, ABADIE, AUTHEMENT, MINNICH  
ABSENT: NONE

And the ordinance was declared adopted this 20th day of November, 2000, to become effective five (5) days after publication in the official journal.

CHAIRMAN: [Signature]  
Acting SECRETARY: [Signature]  
DLVD/PARISH PRESIDENT: 11-21-00  
APPROVED: [Signature] DISAPPROVED: \_\_\_\_\_  
PARISH PRESIDENT: Albert D. Laque  
Acting RETD/SECRETARY: 11-21-00  
AT: 12:10 PM RECD BY: NB

**CONTRACT FOR  
PROFESSIONAL ENGINEERING SERVICES**

THIS AGREEMENT made and entered in the 21st day of November, 2000  
by and between ST. CHARLES PARISH acting herein by and through its President  
who is duly authorized to act in behalf of said Parish, hereinafter called the Owner,  
and Hartman Engineering, Inc. a Louisiana Corporation acting herein by and through its  
President, hereinafter called the ENGINEER. Whereas the OWNER desires to employ a  
professional consulting engineering firm to provide **Program Management for Capital  
Outlay, Environmental Management, and Wastewater System Improvements and  
Evaluation Projects.**

I. GENERAL

The OWNER agrees to employ the ENGINEER and the ENGINEER agrees  
to perform professional engineering services as required. Engineering will  
conform to the requirements of the OWNER and to the standards of the agencies  
participating with the OWNER in the projects. The ENGINEER  
will coordinate all work between the OWNER and all participating agencies  
and regulating agencies, if needed.

II. SERVICES OF THE ENGINEER

Basic Engineering Services

The ENGINEER, upon authorization by the OWNER, shall provide the  
Engineering Services required and agreed to by the ENGINEER, and to be  
paid by the OWNER. When requested by the OWNER, the ENGINEER

shall provide regular monthly reports itemizing all work done, work in progress, and all timesheets for work done and billed, and work reasonably expected to be done.

#### SERVICES OF THE OWNER

- A. Provide full information as to his requirements for the project.
- B. Assist the ENGINEER in planning performing the work by placing at his disposal all existing plans, maps, field notes, statistics, computations, and other data in its possession relative to existing facilities. Provision of office space and telecommunication allowing the ENGINEER to conduct management services for the OWNER. Guarantee access to and make all provisions for the ENGINEER to enter upon public property as required for performing the services.

### III. COMPENSATION

#### A. Basic Services

1. For performance of the ENGINEER as outlined in Section II, required by the OWNER, the OWNER shall authorize and pay the ENGINEER at an hourly rate or rates as shown on Attachment A. Reimbursable Expenses incurred in connection with all Basic and Additional Services will be charged on the basis of actual cost. Additional administrative services shall be cost plus 15%.
2. Monthly billing for services and reimbursable expenses. The above financial arrangements are on the basis of prompt payment of our bills and the orderly and continuous progress of the Project.

3. Expectation is to start services promptly after receipt of acceptance of proposal and to complete services within Sixty (60) calendar days.

B. Partial Payments

Payment for basic engineering services shall be made based upon Engineer's job cost schedule of the services actually completed at the time of billing and shall be made in partial payments at monthly intervals.

C. The OWNER and ENGINEER acknowledge that the total project budget may vary. Therefore, both parties agree to negotiate in good faith to make adjustments as required.

IV. OWNERSHIP OF DOCUMENT

A. Documents including but not limited to plans, specifications, maps, basic survey notes, sketches, charts, computations and all other data prepared or obtained under the terms of this authorization shall become the property of the OWNER and shall be made available for OWNER'S inspection at anytime during the project and shall be delivered to the OWNER prior to termination or final completion of the contract.

B. Drawings will be computer generated utilizing AutoCad Version 14  
Drawing files will be provided on 3 ½" high density diskettes.

C. Word processing documents will be prepared utilizing Microsoft Word 95 or the latest version. Word processing files will be provided on 3 ½" high density diskettes. All as builts shall be provided on reproducible sepias.

V. TERMINATION

- A. This agreement may be terminated by either party upon ten (10) days Written notice in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party.
- B. The ENGINEER, upon receipt of such notice, shall immediately discontinue all services in connection with the performance of this agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contract are chargeable to this agreement.
- C. The ENGINEER shall, as soon as practical after receipt of notice of termination, but no later than 30 days after receipt of notice; submit a statement showing in detail the services performed under this agreement to the date of termination.
- D. The OWNER shall then pay the ENGINEER promptly that proportion of the prescribed fee which the services actually performed under this agreement bear to the total services called for under the fee as have been previously made.

VI. COMPLIANCE WITH LAWS AND ORDINANCES

The ENGINEER hereby agrees to comply with all Federal, State, and Local laws and ordinances applicable to the work or services under this contract.

VII. SUCCESSORS AND ASSIGNS

This contract is not assignable.

## VIII. INSURANCE

The ENGINEER shall secure and maintain at this expense such insurance that will protect him and the OWNER, from claims under Workmen's Compensation Acts and from claims for bodily injury, death or property damage which may arise from performance of services under this agreement.

Insurance for bodily injury or death shall be in the amount of FIVE HUNDRED THOUSAND AND NO/100 (500,000.00) DOLLARS for one person, and not less than FIVE HUNDRED THOUSAND AND NO/100 (500,000.00) DOLLARS for all injuries and/or death resulting from any one occurrence. The insurance for property damage shall be in the amount of FIFTY THOUSAND AND NO/100 (50,000.00) DOLLARS for each accident and not less than ONE HUNDRED THOUSAND AND NO/100 (100,000.00) DOLLARS aggregate.

The ENGINEER shall also secure and maintain at his expense professional liability insurance in the sum of FIVE HUNDRED THOUSAND AND NO/100 (500,000.00) DOLLARS.

All certificates of insurance shall name the OWNER as an insured, SHALL BE FURNISHED TO THE OWNER within 10 days of the signing of the contract and shall provide that insurance shall not be canceled without ten (10) days prior written notice to the OWNER. The OWNER may examine the policies.

## IX. GENERAL

A. The Engineer shall indemnify and save harmless the Owner against any and all claims, demands, suits or judgements for sums of money to any party for loss of life or injury or damages to person or property growing

out of, resulting from or by reason of any negligent act by Engineer, its agent, servants or employees, while engaged upon or in connection with the services required or performed hereunder.

- B. While in the performance of services or carrying out other obligations under this Agreement, the Engineer shall be acting in the capacity of the independent contractors and not as employees of the Owner. The Owner shall not be obligated to any person, firm or corporation for any obligations of the Engineer arising from the performance of their services under this Agreement. The Engineer shall be authorized to represent the Owner with respect to services being performed, dealing with other agencies and administrations in order to perform the services under this Contract.
- C. The Engineer warrants that he has not employed or retained any company or person other than a bona-fide employees working solely for the consultant, to solicitor secure this contract, and that they have not paid or agreed to pay any company or person other than bona-fide employee working solely for the consultant, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the Owner shall have the right to annul this Contract without liability.
- D. This Agreement being for the personal services of the Engineer shall not be assigned or subcontracted in whole or in part by the Engineer as to the

services to be performed hereunder without the written consent of the Owner.

- E. Should either party to this Agreement have to file suit in order to enforce the provisions of hereof, the losing party hereby agrees to pay the attorney's fees of the prevailing party.
- F. No member of the Governing Body of the Owner and no other officer, employee or agent of the Owner who exercises any functions or responsibilities in connection with the planning and carrying out to the Program, shall have any personal financial interest, direct or indirect, in this Contract, and the Engineer shall take appropriate steps to assure compliance.
- G. No member of the Governing Body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the Program, shall have any personal financial interest, direct or indirect, in this Contract, and the Engineer shall take appropriate steps to assure compliance.
- H. The Engineer covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the project area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The Engineer further covenants that in the performance of this Contract no person having any such interest shall be employed.



X. WARRANTY

ENGINEER warrants that it will perform its services with the degree of skill and to the standard of care required of the engineering profession to meet all Federal, State and Local requirements.

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

ATTEST:

Nilda Brasup

ST. CHARLES PARISH

Albert D. Laque

By: Albert D. Laque  
Parish President

ATTEST:

Wanda B. Foster

Janet L. Evans

By: Janet L. Evans, P.E.

President  
Hartman Engineering, Inc.

**ATTACHMENT A**  
**HARTMAN ENGINEERING, INC.**  
**BILLABLE HOURLY RATE SCHEDULE**

St. Charles Parish

	<u>Cost Per Hour</u>
Project Manager	\$ 99.00
Engineer	\$ 95.00
Pre-Professional (EIT)	\$ 67.50
CADD Technician	\$ 61.00
Clerical	\$ 25.00
Principal	\$130.00
 <u>Non-Salary Expenses</u>	
Mileage	@ 0.32/Mile