

**2019-0030**

**INTRODUCED BY: LARRY COCHRAN, PARISH PRESIDENT  
(DEPARTMENT OF PUBLIC WORKS)**

**ORDINANCE NO. 19-2-12**

An ordinance to approve and authorize the execution of a professional service contract with Digital Engineering, for providing all necessary professional engineering services for a hydrologic/hydraulic analysis of the Ormond Oaks area. (Parish Project Number P180802).

**WHEREAS**, the St. Charles Parish Council desires to minimize or eliminate flooding in the Ormond Oaks section of the Parish including Ormond Boulevard; and,

**WHEREAS**, the attached Contract between the Parish and Digital Engineering describes the details of the proposed services and compensation.

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

**SECTION I.** That the Professional Services Contract between Digital Engineering and St. Charles Parish for services as required by the Department of Public Works is hereby approved and accepted.

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

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

**YEAS:** BENEDETTO, HOGAN, WILSON, CLULEE, GIBBS, WOODRUFF,  
BELLOCK, FLETCHER, FISHER-PERRIER

**NAYS:** NONE

**ABSENT:** NONE

And the ordinance was declared adopted this 18th day of February, 2019, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

DLVD/PARISH PRESIDENT: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: \_\_\_\_\_

RETD/SECRETARY: \_\_\_\_\_

AT: 2:20 PM

RECD BY: \_\_\_\_\_

## **CONTRACT FOR ENGINEERING SERVICES**

THIS AGREEMENT made and effective as of the 28<sup>th</sup> day of February, 2019, by and between ST. CHARLES PARISH acting herein by and through its President, who is duly authorized to act on behalf of said Parish, hereinafter called the Owner, and Digital Engineering a corporation hereinafter called Engineer. Whereas the Owner desires to employ a professional consulting engineering firm to perform engineering services for the Hydrologic/Hydraulic Analysis of Ormond Oaks Area project as described in Ordinance No. 19-2-12, which is attached hereto and made a part hereof.

### **1.0 GENERAL**

The Owner agrees to employ the Engineer, and the Engineer agrees to perform professional services required for the project described above. The project will be implemented in phases and the Engineer will conform to the requirements of the Owner and to the standards of the agencies participating with the Owner in the Project. The Engineer will coordinate all work between the Owner and all participating agencies and regulating agencies, where specified in Engineer's proposal dated January 25, 2019 (Proposal), which is attached hereto and made a part hereof.

Engineer may begin work upon issuance of a Notice to Proceed. The Owner may terminate the Contract by written notification and without cause per Section 7.0.

### **2.0 CHARACTER AND EXTENT OF BASIC SERVICES OF THE ENGINEER**

#### **2.1 General**

**2.1.1** Engineer shall provide for Owner professional engineering services in all phases of the Project to which this Agreement applies and as hereinafter provided to properly plan and execute the work on the project(s) assigned to the Engineer. These services will include but will not be limited to serving as Owner's professional engineering representative for the Project, providing professional engineering consultation and advice, and furnishing customary civil engineering.

**2.1.2** In general the Project consists of the planning services shown in the Proposal. The project understanding is described in the Proposal.

**2.1.3** Services provided by the Engineer shall be performed in accordance with generally accepted professional engineering practice at the time and the place where the services are rendered.

**2.1.4** Engineer shall provide minutes of all meetings with St. Charles Parish.

**2.2** Hydrologic/Hydraulic Analysis: Perform the services for the hydrologic/hydraulic analysis described in the Proposal.

**3.0 SERVICES OF THE OWNER**

- 3.1** Assist the Engineer by placing at his disposal all existing plans, maps, field notes, statistics, computations and other data in its possession relative to existing facilities.
- 3.2** Guarantee access to and make all provisions for the Engineer and his subconsultants to enter upon public property as required for performing the services.

**4.0 COMPENSATION**

- 4.1** For performance of Basic Engineering as outlined in Section 2 above, the Owner shall authorize and pay the Engineer a not-to-exceed fee, based on the Standard Hourly Rates in the Proposal, and actual time and costs. The not-to-exceed fee is \$50,947.
- 4.2** If the Contract, or any portion thereof, is not completed for any reason, the final fee for basic engineering services shall be negotiated between Owner and Engineer as per Section 7.0
- 4.3** The following documentation shall be required for payment to Engineer and shall be attached to the monthly invoice.
  - 4.3.1** A copy of the Owner's written authorization to perform the service.
  - 4.3.2** Timesheets for all hours invoiced.
  - 4.3.3** Invoice copies, logs or other substantiation of non-salary expenses.
- 4.4** For additional engineering and other services described in Section 5, Owner shall pay Engineer for the fee negotiated at the time the work is assigned by the method stipulated in the contract amendment.

**5.0 CHARACTER AND EXTENT OF ADDITIONAL ENGINEERING**

- 5.1** The Owner reserves the right to request Engineer to provide Additional Engineering and/or Additional Services described in Section 5, Paragraphs 5.1.1 through 5.1.2.9 inclusive. It is mutually understood that the Owner reserves the right to reevaluate any/all interested Engineering Firms concerning Additional Engineering or Additional Services as described in Section 5.0. The Owner shall issue written authorization to the Engineer to provide Additional Engineering and/or Additional Services prior to the performance of any Additional Engineering and/or Additional Services as described in Section 5, Paragraph 5.1 through 5.1.2.9 inclusive.
  - 5.1.1** Additional Engineering. Provide Basic Design and Construction Engineering Services for a negotiated fee. The fee for Basic Engineering Services related to the design and construction for the associated work shall be negotiated at the time the work is assigned and this Contract shall be amended to include that work in accordance with Section 4.0 of this Contract.

**5.1.2** Additional Services. Furnish or obtain from others Additional Services of the following types. The fee for Additional Services shall be authorized at the time the work is assigned in accordance with Section 4.4 of this contract.

**5.1.2.1** Furnish survey personnel to lay out and stake out for construction, giving line locations and grade stakes at the required intervals.

**5.1.2.2** Prepare to and serve as an expert witness for the Owner in any litigation.

**5.1.2.3** Act as the Owner's representative in coordination of and be present during negotiations between Owner and other Governmental Bodies, Utility Companies, Transportation Companies, etc. (Prepare necessary data for such activities and review and make recommendations on data submitted by such agencies.)

**5.1.2.4** Services resulting from significant changes in the general scope, extent or character of the Contract.

**5.1.2.5** Providing renderings for Owner's use.

**5.1.2.6** Providing any type of property surveys or related engineering services needed for the transfer of interests in real property.

## **6.0 OWNERSHIP OF DOCUMENTS**

**6.1** 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 any time during the Contract and, shall be delivered to the Owner prior to termination or final completion of the Contract.

**6.2** Engineer may retain a set of documents for its files.

**6.3** Reuse of Documents. Any reuse of documents or materials without written authorization or adaptation by Engineer to the specific purpose intended will be at Owner's sole risk and without liability or legal exposure to Engineer or to Engineer's independent professional associates, subcontractors, and consultants.

**6.4** No materials, to include but not limited to reports, maps or other documents produced as a result of this Contract, in whole or in part, shall be available to Engineer for copyright purposes. Any such materials produced as a result of this Contract that might be subject to copyright shall be the property of the Owner and all such rights shall belong to the Owner, and the Owner shall be sole and exclusive entity who may exercise such rights.

## **7.0 TERMINATION.**

**7.1** This Agreement may be terminated by either party upon thirty (30) days written notice.

- 7.2 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 contracts are chargeable to this Agreement.
- 7.3 The Engineer shall, as soon as practicable after receipt of notice of termination, submit a statement showing in detail the services performed and payments received under this Agreement to the date of termination.
- 7.4 The Owner shall then pay the Engineer promptly that portion of the prescribed fee to which both parties agree.
- 7.5 Failure to meet agreed delivery dates or authorized extensions are considered substantial failures.

**8.0 COMPLIANCE WITH LAWS AND ORDINANCE.**

- 8.1 The Engineer hereby agrees to comply with all Federal, State and Local Laws and Ordinances applicable to the work or services under this Contract.

**9.0 SUCCESSORS AND ASSIGNS**

- 9.1 Owner and Engineer each bind himself, his successors, executors, administrators and assigns to the other party to this Agreement, and to the successors, executors, administrators and assigns of each other party in respect to all covenants of this Agreement.

**10.0 INSURANCE**

- 10.1 The Engineer shall secure and maintain at his 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 unencumbered amount of \$500,000.00 for one person and not less than \$1,000,000.00 for all injuries and/or deaths resulting from any one occurrence. The insurance for property damage shall be in the unencumbered amount of \$250,000.00 for each accident and not less than \$1,000,000.00 aggregate.
- 10.2 The Engineer shall also secure and maintain at his expense professional liability insurance in the unencumbered sum of \$500,000.00.
- 10.3 All certificates of insurance SHALL BE FURNISHED TO THE OWNER and shall provide that insurance shall not be cancelled without ten (10) days prior written notice to the Owner. The Owner may examine the policies.
- 10.4 Engineer shall include all subcontractors and/or subconsultants as insured under its policies or shall furnish separate certificates for each. All coverages for subcontractors and/or subconsultants shall be subject to all the requirements stated herein.
- 10.5 St Charles Parish shall be named as an additional insured on general liability insurance policies.

**10.6** For all purposes under Louisiana law, the principals of this Contract shall be recognized as the statutory employer of all contract employees as provided in LSA-R.S. 23:1061.

**11.0 GENERAL**

**11.1** The Engineer shall indemnify and save harmless the Owner against any and all claims, demands, suits or judgments 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 the Engineer, its agent, servants or employees, while engaged upon or in connection with the services required or performed hereunder.

**11.2** 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.

**11.3** The Engineer warrants that he has not employed or retained any company or person other than a bona-fide employee working solely for the consultant, to solicit or secure this Contract, and that they have not paid or agreed to pay any company or person other than bona-fide employees 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.

**11.4** 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.

**11.5** 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.

**11.6** 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.

**11.7** 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.

**11.8** 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.

**12.0 ACCESS TO SITE**

**12.1** Owner shall be fully responsible for obtaining the necessary access authorizations to allow Engineer, its agents, subcontractors and representatives, to have access to all areas of public and private property as required by Engineer in order to perform its services under this Agreement.

**13.0 WARRANTY**

**13.1** Engineer warrants that it will perform any design 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

**13.2** If Engineering Services designed by Engineer does not meet those requirements noted in 13.1 above, then to the extent that this occurs as a direct result of Engineer's failure to meet the standard of care in its design services, Engineer will indemnify the Parish for Engineer's share of the costs incurred to bring Engineering Services for project to the limitations mandated.

**13.3** The obligations expressed in 13.1 and 13.2 in no way limits the Engineer's obligations expressed elsewhere in this Contract.

**14.0 EXCLUSIVE JURISDICTION AND VENUE**

**14.1** For all claims arising out of or related to this agreement, ENGINEER hereby consents and yields to the exclusive jurisdiction and venue of the Twenty-Ninth Judicial District Court for the Parish of St. Charles and expressly waives any (a) pleas of jurisdiction based upon ENGINEER'S residence and (B) right of removal to Federal Court based upon diversity of citizenship.

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

WITNESSES:

Ro S. Delchosa

Michelle Spataro

ST. CHARLES PARISH



Larry Cochran  
Parish President

WITNESSES:

Cherie Boudreau

[Handwritten Signature]

Digital Engineering

[Handwritten Signature]  
THOMAS P. HICKEY, P.E.  
PRESIDENT





Digital Engineering & Imaging, Inc.

527 West Esplanade Ave., Suite 200 Kenner, LA 70065  
ph: 504-468-6129      fx: 504-461-5150

January 25, 2019

Mr. Don Edwards, P.E.  
Senior Engineer  
St. Charles Parish  
Public Works Department  
100 River Oaks Drive  
Destrehan, LA 70047

Re: Hydrologic/hydraulic study of the Ormond Oaks area from Ormond Boulevard to the Destrehan Pump Station (P.S.) No. 2  
Revised Project Proposal

Dear Mr. Edwards:

We appreciate the opportunity to prepare a proposal to provide professional services. The purpose of this project is to perform a hydrologic/hydraulic study of the Ormond Oaks area from Ormond Boulevard to the Destrehan Pump Station (P.S.) No. 2 in order to minimize or eliminate current flooding problems in this area. As per your request we will only utilize existing Parish GIS data and not obtain any additional survey information. If additional level of effort is required beyond the GIS data to develop the model we will notify you in regards to the required information to discuss the appropriate method to obtain the data. Below is the proposed scope of services for completing the hydrologic/hydraulic study.

#### SCOPE OF SERVICES

1. Delineate drainage area for Destrehan P.S. No. 2. Delineate sub-drainage areas for ditches and culverts from Destrehan P.S. No. 2 to Ormond Boulevard near River Road.
2. Coordinate with St. Charles Parish GIS Department to obtain existing information for the main ditches and culverts in the study area. Information that will be provided in GIS includes pipe inverts, pipe sizes, pipe materials and ditch inverts.
3. Prepare a planning-level, existing conditions plan for main ditches and culverts in the study area.
4. Determine peak flows for a 10-year storm.
5. Perform a hydrologic/hydraulic analysis for current conditions in the study area including the main ditches and culverts that convey water to Destrehan P.S. No. 2.
6. Prepare a hydraulic grade line for current conditions between Destrehan P.S. No. 2 and Ormond Boulevard near River Road.
7. Identify the largest hydraulic impacts in the ditches and culverts (e.g. undersized culverts, culverts set at wrong elevations, etc.).
8. Meet with the Parish to discuss improvement options.
9. Prepare a conceptual plan of proposed improvements between Destrehan P.S. No. 2 and Ormond Boulevard near River Road. Include preliminary details including pipe sizes, pipe materials, and typical ditch sections.

# digital engineering

Mr. Don Edwards, P.E.  
January 25, 2019  
Page 2 of 2

10. Perform hydraulic analysis for proposed conditions between Destrehan P.S. No. 2 and Ormond Boulevard near River Road.
11. Prepare a hydraulic grade line for proposed conditions between Destrehan P.S. No. 2 and Ormond Boulevard near River Road.
12. Assuming all improvements will not be performed at one time, identify a list of the most critical, cost-effective improvements to eliminate flooding at Ormond Boulevard.
13. Prepare cost estimates and time schedules for the overall conceptual plan of improvements along with the most critical, cost-effective improvements.
14. Prepare a draft report and submit two paper copies and one electronic copy of the draft report to the Parish.
15. Meet with the Parish to discuss draft report.
16. Revise the draft report to incorporate any comments.
17. Submit five paper copies and one electronic copy of the final report to the Parish.

## SCHEDULE AND PROPOSED FEES

The proposed fee is an estimate of hours required to complete the scope of services. Actual billing will reflect actual hours spent up to but no more than the proposed not-to-exceed amount. Therefore, compensation is proposed as a not-to-exceed hourly amount of \$50,947.00.

The scope of services will be completed within four months of the notice to proceed. We hope that this proposal meets your needs. Please contact us if you have any questions or require additional information. Should you concur with our proposal we are ready to prepare an engineering agreement for these services.

Sincerely,

Digital Engineering



Robert J Delaune Jr, P.E.  
Vice President

cc: Mr. Tom Hickey, P.E.

ORMOND OAKS DOWNSTREAM HYDROLOGIC/HYDRAULIC MODEL AND REPORT  
PROPOSED LEVEL OF EFFORT

	PRINCIPAL	SR. PROFESSIONAL ENGINEER	PROFESSIONAL ENGINEER	PROFESSIONAL ENGINEER	ENGINEER INTERN	SENIOR TECHNICIAN/DESIGNER	SENIOR GIS ANALYST	CADD TECHNICIAN	ADMINISTRATIVE/CLERICAL	CONSTRUCTION MANAGER	RESIDENT PROJECT REPRESENTATIVE	TOTAL COSTS
	\$ 2,225.00	\$ 160.00	\$ 145.00	\$ 95.00	\$ 95.00	\$ 115.00	\$ 92.00	\$ 85.00	\$ 65.00	\$ 80.00	\$ 72.00	
1. Delineate drainage areas		1	16	10								\$ 3,430.00
2. Coordinate with St. Charles Parish GIS Dept.		2	4	4			16					\$ 1,762.00
3. Existing Conditions Plan	0.5	2	4	4			4					\$ 1,760.00
4. Determine Peak Flows for 10-Year Storm												\$ 960.00
5. Existing Conditions Hydrologic/Hydraulic Analysis	0.5	1	82	12								\$ 14,752.00
6. HGL for Current Conditions		1	12									\$ 1,900.00
7. Identify Hydraulic Impacts in Ditches and Culverts	0.5	1	8									\$ 1,432.00
8. Meet with Parish to Discuss Improvements Options	0.5	2	2									\$ 1,060.00
9. Conceptual Plan of Proposed Improvements	0.5	2	30	12				12				\$ 5,922.00
10. Hydraulic Analysis of Proposed Improvements		1	12									\$ 1,800.00
11. HGL for Proposed Improvements	0.5	1	8									\$ 1,432.00
12. Prepare Cost Estimates and Schedule	0.5	1	4	4								\$ 1,232.00
13. Draft Report	1	4	24	8			14		6			\$ 7,463.00
14. Meet with Parish to Discuss Draft Report		2	2	2								\$ 1,060.00
15. Revise Draft Report and Incorporate Comments	0.5	1	4	2			2					\$ 1,526.00
QA/QC Review	4		232	56			36	22	8			\$ 900.00
<b>Total Manhours</b>	<b>13</b>	<b>24</b>	<b>232</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>22</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>\$ 60,947.00</b>
<b>Total Cost</b>	<b>\$ 2,925.00</b>	<b>\$ 3,360.00</b>	<b>\$ 33,640.00</b>	<b>\$ 5,320.00</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 3,312.00</b>	<b>\$ 1,870.00</b>	<b>\$ 620.00</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 60,947.00</b>