



# ST. CHARLES PARISH


## OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057  
(985) 783-5000 • [www.stcharlesparish.gov](http://www.stcharlesparish.gov)

### COUNCIL OFFICE MEMORANDUM

DATE: FEBRUARY 19, 2025

TO: MR. MILES BINGHAM  
PUBLICWORKS DIRECTOR

FROM: MICHELLE IMPASTATO  
COUNCIL SECRETARY 

RE: AMENDMENT NO. 1 TO ORDINANCE 22-1-2  
KINLER AND PAUL FREDERICK ROADWAY AND DRAINAGE IMPROVEMENTS  
(PROJECT NO. P210704)

On February 10, 2025, the St. Charles Parish Council adopted Ordinance No. 25-2-1 approving and authorizing the execution of Amendment No. 1 to Ordinance No. 22-1-2, which approved a Professional Services Agreement with EJES Inc., to perform engineering services for Kinler and Paul Frederick Roadway and Drainage Improvements (Project No. P210704), in the amount not to exceed \$358,896.00, increasing the overall contract amount to \$744,851.00.

A copy of the fully executed 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: <sup>1</sup>Parish Council  
Ms. Samantha de Castro w/ordinance  
Mr. Corey Oubre w/enclosure  
Mr. Grant Dussom w/enclosure  
Mr. Brandon Bernard w/enclosure  
EJES Inc. w/enclosure

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<sup>1</sup> Council Dept. retained 1 DocuSign copy for file

**2025-0006**

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

**ORDINANCE NO. 25-2-1**

An ordinance approving and authorizing the execution of Amendment No. 1 to Ordinance No. 22-1-2, which approved a Professional Services Agreement with EJES Inc., to perform engineering services for Kinler and Paul Frederick Roadway and Drainage Improvements (Project No. P210704), in the amount not to exceed \$358,896.00, increasing the overall contract amount to \$744,851.00.

**WHEREAS**, Ordinance No. 22-1-2 adopted on January 10, 2022, by the St. Charles Parish Council, approved and authorized the execution of a Professional Services Agreement with EJES Inc., to perform engineering services for Kinler and Paul Frederick Roadway and Drainage Improvements Project No. P210704, not exceed \$385,955.00; and,

**WHEREAS**, EJES, Inc. has completed the following tasks on the project: Topographic Survey (\$125,730.00); Geotechnical (\$8,250.00); and Preliminary Design (\$62,994.00); for a total of \$196,974.00; and,

**WHEREAS**, after reviewing the preliminary plans, the Parish decided to divide the project into three distinct phases. This will result in an increase of \$358,896.00 to the project cost and a revised total not to exceed cost of \$744,851.00.

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

**SECTION I.** That Amendment No. 1 to the Professional Services Agreement between St. Charles Parish and EJES Inc., for Kinler and Paul Frederick Roadway and Drainage Improvements (Project No. P210704), in the amount not to exceed \$358,896.00, increasing the overall contract amount to \$744,851.00 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, COMARDELLE,  
O'DANIELS, FISHER, DEBRULER

NAYS: NONE

ABSENT: NONE

And the ordinance was declared adopted the 10th day of February, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Nelly Fonseca

SECRETARY: Michelle Dupont

DLVD/PARISH PRESIDENT: February 11, 2025

APPROVED: ✓ DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: Matthew Jewell

RETD/SECRETARY: February 12, 2025

AT: 11:09am RECD BY: [Signature]

**AMENDMENT NO. 1  
TO  
ENGINEERING SERVICES FOR KINLER  
AND PAUL FREDERICK ROADWAY AND  
DRAINAGE IMPROVEMENTS (PARISH  
PROJECT NO. P210704)**

THIS AMENDMENT NO. 1 is made and entered into on this  
2/19/2025

BY AND BETWEEN:

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

**EJES, Inc.** represented herein by Tanita Gilbert-Baker, duly authorized by Corporate  
Resolution attached hereto (hereafter sometimes referred to as “Engineer”):

WHEREAS, on January 10, 2022 the St. Charles Parish Council approved Ordinance  
No. 22-1-2; an Agreement between St. Charles Parish and EJES, Inc. for the design and  
subsequent bidding of Parish Project No. P210704 Kinler and Paul Frederick Roadway and  
Drainage Improvements in the not to exceed amount of \$385,955.00; and,

WHEREAS, the ENGINEER has completed the following tasks on the project:  
Topographic Survey (\$125,730); Geotechnical (\$8,250); and Preliminary Design (\$62,994);  
for a total of \$196,974.00 and,

WHEREAS, after reviewing the preliminary plans, the Parish decided to divide the  
project into three distinct phases. This will result in an increase of \$358,896.00 to the project  
cost and a revised total not to exceed cost of \$744,851.00.

**Changes to the Contract Attachments are as follows:**

**ATTACHMENT “A”**

The initial scope has been replaced to the following:

**Project Scope**

CONSULTANT shall perform the scope of services described in the following paragraph:

The project is to prepare plans and specifications for the full depth asphalt pavement replacement and drainage improvements on Kinler Street and Paul Frederick Street from Hackberry Street to Brooklyn Street over 3 phases. Where needed, the roadway base will be required, and where possible, the roadway surface will be milled and overlaid. New driveway culverts and aprons will be installed to facilitate drainage. The project also includes the development of a new ditch/canal to the west of Kinler Street and the development of outfalls to the ditch/canal at the mid-block and ends of both streets. The ditch/canal and all other drainage features will be designed for a 25-year, 24-hour storm event. Existing roadside ditches will be re-shaped and re-sloped to channel water to the new outfalls. The Consultant will also be responsible for the coordination with private utility companies for documentation and relocation of their utilities as needed. The consultant will also be responsible for the development of a topographic survey and collection of geotechnical data. The project is broken into the following phases:

**Phase 1**

This portion is the design and installation of drainage across servitudes perpendicular to Kinler St. and Paul Frederick St. with outfalls to a canal to the west of Kinler St. Improvements to the western ditch will be made to accept improvements.

Additional survey work will be required for topographic and utility information at locations for the culvert installation.

**Phase 2**

This portion is the design and installation of subsurfacing and reshaping of ditches along Paul Frederick St., Kinler St., Brooklyn St., and Hackberry St. as needed. All work shall build off of the previous phase.

Design shall be based on the 25yr 24hr storm event. The CONSULTANT will also be responsible for the coordination with private utility companies for documentation and relocation of their utilities as needed.

**Phase 3**

This portion is the design and subsequent construction of the road along Kinler St. and Paul Frederick St. Roads have been damaged due to current drainage issues, construction from previous phases; and will be repaired/upgraded as needed to bring them to Parish Standards.

The CONSULTANT will also be responsible for the coordination with private utility companies for documentation and relocation of their utilities as needed.

Survey Work will conform to the following:

*Spatial data collected for projects shall be referenced to the updated NAD83 and NA VD88 reference datums established by NOAA (National Oceanic and Atmospheric Administration). Monumentation shall be set in an area outside the construction limits so as not to be disturbed during the construction phase. Existing control monumentation should be incorporated with any new monuments. Existing monuments located within the vicinity may be used in lieu of setting new monuments.*

*Work shall comply to the November 14, 2024 proposal for servitude boundary, topography and utility locations.*

## **ATTACHMENT “B”**

The initial scope has been changed to the following:

### **Project Schedule**

The consultant shall complete each phase of the project within the number of days shown after Notices to Proceed for that phase:

#### **Phase 1**

The CONSULTANT shall complete each phase of the project within the number of days shown after Notice to Proceed for that phase:

Survey	30 days
Design Phase	90 days
Bidding Phase	30 days
Construction and closeout Phase	180 days

#### **Phase 2**

TBD once Phase 1 is complete.

#### **Phase 3**

TBD once Phase 2 is complete.

## **ATTACHMENT “C”**

The OWNER considers this change to require a re-design of work previously done. Fees paid before the date of this amendment are listed below. Previous work shall be used where possible for re-design.

For all services outlined in Attachment A and any other services required for this project, the OWNER shall pay the CONSULTANT on the basis of their certified and itemized salary costs unless noted as lump sum.

For each task in and any other services required for this project, the work is to be initiated only upon receipt of a notice to proceed from the DIRECTOR which must include the scope of work and a minimum fee that can be charged. The fee that can be charged for work in each phase shall not exceed the amount shown below in each phase unless increased by contract amendment approved by the St. Charles Parish Council. The maximum cumulative fee that can be charged for all work on this contract, shall not exceed \$744,851.00 unless increased by contract amendment approved by the St. Charles Parish Council.

<b>Fees Previously Paid</b>	
Preliminary Design	\$62,994.00
Topographic Survey	\$125,730.00
Geotechnical Investigation	\$8,250.00
<b>Fees Paid to Date</b>	<b>\$196,974.00</b>

<b><u>Basic Engineering Services (Phase I)</u></b>	
Design Phase (45%)	\$30,971.25
Final Design Phase (20%)	\$13,765.00
Bidding Phase (5%)	\$3,441.25
Construction Administration Phase (25%)	\$17,206.25
Record Drawing (5%)	\$3,441.25
<b>Fixed Engineering Fee:</b>	<b>\$68,825.00</b>

<b><u>Supplemental Services</u></b>	
<b>Survey</b>	
Coordination with Surveyor (10%)	\$2,559.00
Route Topographic Survey	\$25,590.00
<b>Supplemental Services:</b>	<b>\$28,149.00</b>

<b><u>Basic Engineering Services (Phase II)</u></b>	
Design Phase (45%)	\$107,309.25
Final Design Phase (20%)	\$47,693.00
Bidding Phase (5%)	\$11,923.25
Construction Administration Phase (25%)	\$59,616.25
Record Drawing (5%)	\$11,923.25
<b>Fixed Engineering Fee:</b>	<b>\$238,465.00</b>

<b><u>Basic Engineering Services (Phase III)</u></b>	
Design Phase (45%)	\$95,597.10
Final Design Phase (20%)	\$42,487.60
Bidding Phase (5%)	\$10,621.90
Construction Administration Phase (25%)	\$53,109.50
Record Drawing (5%)	\$10,621.90
<b>Fixed Engineering Fee:</b>	<b>\$212,438.00</b>

THUS DONE AND SIGNED in the presence of the undersigned competent witnesses, on this 2/19/2025

EJES, INC.

By: 

DocuSigned by:  
*Tanita Gilbert-Baker*  
680F5304F892448...

Name: Tanita Gilbert-Baker

Title: President

Date: 2/19/2025

ST. CHARLES PARISH

By: 

DocuSigned by:  
*Matthew Jewell*  
B5AABEC5F77E403...

Name: Matthew Jewell

Title: Parish President

Date: 2/19/2025

WITNESS

By: 

DocuSigned by:  
*Bryan Joseph*  
0046572A493541E...

Name: Bryan Joseph

Title: Senior PM

Date: 2/19/2025

WITNESS

By: 

Signed by:  
*Kacy Monfrey*  
EAB7B274FC894A7...

Name: Kacy Monfrey

Title: Executive Assistant

Date: 2/19/2025



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Dallas, TX 75243

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## RESOLUTION OF BOARD OF DIRECTORS



Name of Corporation: EJES INCORPORATED

Be it resolved by the Board of Directors of EJES INCORPORATED a  
corporation organized and existing under the laws of the State of TEXAS and  
domiciled in DALLAS, TEXAS, that Tanita Gilbert-Baker is hereby  
authorized to sign any and all contracts and/or agreements with Houston Office and Gulf Regional area, and to do  
any and all things necessary to execute the contracts and/or agreements on behalf of this corporation.

That I, Edwin B. Jones, Sr., CEO  
(Name) (Position of Authority)

hereby certify that the above and foregoing resolution is a true and correct copy of a resolution of the Board of  
Directors of this corporation which was passed at a meeting, duly called on January 9, 20 09 at  
which a quorum was present. This resolution has been entered into the records of this corporation, has not  
been rescinded or modified, and remains in full force and effect on this date:

Dated this 12th day of December, 20 24.

WITNESSES:

Signature: Edwin B. Jones SR

Jackie Johnson

Federal Tax I.D. Number: 75-2901786

### Houston

6161 Savoy Dr.  
Suite 830  
Houston, TX 77036  
(P) 281.272.1612  
(F) 281.272.1619

### Port Arthur

3100 Park Plaza  
Suite 200B  
Port Arthur, TX 77642  
(P) 866.635.7395

### Shreveport, LA

201 Wilkinson Street  
Shreveport, LA 71104  
(P) 318.670.7275  
(F) 318.670.7284

### New Orleans, LA

2626 Canal Street  
New Orleans, LA 70119  
(P) 504.218.7103

### Jackson, MS

405 Briarwood Drive  
Suite 110  
Jackson, MS 39206  
(P) 601.691.1060  
(F) 601.691.1646