

**2021-0157**

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

**ORDINANCE NO.** 21-6-13

An ordinance to approve and authorize the execution of Amendment No. 1 to the Single Project Contract for Engineering Services between GSA Consulting Engineers, Inc. and St. Charles Parish for engineering services for Parish Project No. S170601 Luling Oxidation Pond Rehabilitation and Upgrades.

**WHEREAS,** on July 31, 2017 the St. Charles Parish Council in Ordinance No. 17-7-17 approved a Contract between St. Charles Parish and GSA Consulting Engineers, Inc. for the design and subsequent construction of Parish Project No. S170601 Luling Oxidation Pond Rehabilitation and Upgrades; and,

**WHEREAS,** the length of the contract (18 months) requires additional engineering services relevant to construction management not wholly covered within the Agreement; and,

**WHEREAS,** the Contract between St. Charles Parish and GSA Consulting Engineers, Inc. needs to be amended to add fees associated with construction management to compensate in an amount "Not to Exceed" \$200,000.00.

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

**SECTION I.** That Amendment No. 1 to the Single Project Contract for Engineering Services, attached to and made a part hereof, amending the Single Project Contract for Engineering Services between GSA Consulting Engineers, Inc., and St. Charles Parish providing for necessary construction management services for Project S170601 Luling Oxidation Pond Rehabilitation and Upgrades is hereby approved and accepted.

**SECTION II.** That the Parish President is hereby authorized to execute said Amendment No. 1 to the Single Project Contract for Engineering Services on behalf of the Parish of St. Charles.

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

YEAS: BILLINGS, FONSECA, DARENSBOURG GORDON, CLULEE, DUFRENE, BELLOCK, FISHER  
NAYS: NONE  
ABSENT: GIBBS, FISHER-PERRIER

And the ordinance was declared adopted this 7<sup>th</sup> day of June, 2021 to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Marilyn B. Bellock  
SECRETARY: Nichelle Inpastato  
DLVD/PARISH PRESIDENT: June 8, 2021  
APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: Matthew Jewell  
RETD/SECRETARY: June 8, 2021  
AT: 3:00 pm RECD BY: [Signature]

**AMENDMENT NO. 1  
TO  
SINGLE PROJECT CONTRACT FOR  
ENGINEERING SERVICES**

THIS AMENDMENT NO. 1 hereafter sometimes referred to as "AGREEMENT", made and entered into on this 14<sup>th</sup> day of June, 2021;

BY AND BETWEEN:

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

**GSA CONSULTING ENGINEERS, INC.**, represented herein by Glenn G. Shaheen, its President duly authorized by Corporate Resolution attached hereto (hereafter sometimes referred to as "ENGINEER"):

WHEREAS, the St. Charles Parish did enter into a Single Project Contract for Engineering Services with GSA Consulting Engineers, Inc., dated August 4, 2017, for the Luling Oxidation Pond Rehabilitation and Upgrades, and

WHEREAS, the OWNER is now desirous of having ENGINEER provide additional construction administration for the project as further described as follows:

**SCOPE OF WORK:**

The required work is for additional construction administration with a detailed estimate described in the attached proposal from GSA Consulting Engineers, Inc., dated November 30, 2020.

NOW THEREFORE, be it understood and agreed by the parties hereto that the Single Project Contract for Engineering Services be amended as stated above and in accordance with the attached Construction Administration Proposal to St. Charles Parish dated November 30, 2020, for additional construction administration.

Overall Construction Administration fees to ENGINEER shall be charged at an hourly rate "Not to Exceed" amount of \$200,000.00 as a result of this amendment.

THUS DONE AND SIGNED in the presence of the undersigned competent witnesses, on this 14<sup>th</sup> day of June, 2021.

Witnesses:

Michael C Champagne

[Signature]

ST. CHARLES PARISH

By: Matthew Jewell  
Matthew Jewell  
Parish President

Date: 6-8-21

Glenda D. Shaheen  
Janis Bates

GSA CONSULTING ENGINEERS, INC.

By: Glenn G. Shaheen  
Glenn G. Shaheen  
President

Date: 6/14/2021

CONSTRUCTION ADMINISTRATION PROPOSAL  
To  
St. Charles Parish

Luling Oxidation Pond Rehabilitation and Upgrades

GSA Job No. 2017-07

November 30, 2020

## Project Information

Luling Oxidation Pond Rehabilitation and Upgrades  
St. Charles Parish

GSA Consulting Engineers, Inc.  
GSA Job No. 2017-07

## Manhour Rates and Classifications

Principal Engineer	@	\$209.00 /hr
Sr. Project Manager	@	\$175.00 /hr
Sr. Project Engineer	@	\$140.00 /hr
Engineer	@	\$120.00 /hr
Engineer Intern	@	\$95.00 /hr
Design Technician	@	\$85.00 /hr
Sr. Administrative Assistant	@	\$63.00 /hr
Sr. Resident Project Rep.	@	\$84.00 /hr

## Overhead

Percentage 0.00%

Luling Oxidation Pond Rehabilitation and Upgrades											
St. Charles Parish											
GSA Job No. 2017-07											
GSA Consulting Engineers, Inc.											
MANHOURS											
Task No.	Task Order Description	Estimated Task Duration (Work Days)	Principal Engineer	Sr. Project Manager	Sr. Project Engineer	Engineer	Engineer Intern	Design Technician	Sr. Administrative Assistant	Sr. Resident Project Rep.	Total
		548 Days									
1.0	Additional - Construction Administration Services										
	Attend Progress Meetings and Prepare Agenda & Minutes (18 Meetings - 1 per mo.)		0	72	0	126	0	0	18	0	216
	1.1 Review and Process Pay Requests (19 Pay Requests with Retainage Request)		0	38	0	76	0	0	19	0	133
	1.2 Review Civil Shop Drawings (Total of 60 - 1.5 Hrs per for Sr. Project Manager, 2 Hrs per for Engineer, 0.5 Hrs per for Sr. Administrative Assistant)		0	75	0	100	0	0	25	0	200
	1.3 Review & Respond to Contractor RFIs (20 Estimated - 2 Hr per for Sr. Project Manager, 2 Hr per for Engineer Intern, 0.5 Hrs per for Sr. Administrative Assistant)		0	40	0	40	0	0	10	0	90
	1.4 Engineer's Site Visits (2/Month (4 Hrs Per) - Total of 36)		0	144	0	0	0	0	0	0	144
	1.5 Respond to Additional Contractor Questions (Engineer - 3 Hrs/week, Sr. Project Manager - 2 Hrs/week)		0	156	0	234	0	0	0	0	390
	1.6 Resolve Various Field Issues (Engineer - 3 Hrs/week, Sr. Project Manager - 2 Hrs/week) - Includes Coordination with Specialty Subs and Equipment Manufacturers		0	156	0	234	0	0	0	0	390
	1.7 Attend Substantial Completion Insp. & Prepare Punch List		0	6	0	10	0	0	2	0	18
	1.8 Attend Final Inspection & Review Final Pay Request		0	6	0	4	0	0	1	0	11
	1.10 Record Drawings										
	a. Site Layout		0	4	0	0	0	10	0	0	14
	b. Piping & Process Layouts		0	8	0	0	0	40	0	0	48
	c. Details		0	2	0	0	0	10	0	0	12
	1.11 12-Month Warranty Assistance										
	a. Site Visit		0	6	0	6	0	0	0	0	12
	b. Coordination with Parish		0	4	0	0	0	0	0	0	4
	c. Meeting with Contractor and Parish		0	6	0	6	0	0	0	0	12
	d. Final Warranty Walk-Through		0	6	0	6	0	0	0	0	12
	Total Construction Administration Services Manhours		0	729	0	842	0	60	75	0	1706
	Total Manhours for Additional Services		0	729	0	842	0	60	75	0	1706

Luling Oxidation Pond Rehabilitation and Upgrades  
 St. Charles Parish  
 GSA Job No. 2017-07

GSA Consulting Engineers, Inc.

Task 1.0	<b>Additional - Construction Administration Services</b>	Estimated Work Days =	548
	Principal Engineer	0 hours @	\$209.00 = \$0.00
	Sr. Project Manager	729 hours @	\$175.00 = \$127,575.00
	Sr. Project Engineer	0 hours @	\$140.00 = \$0.00
	Engineer	842 hours @	\$120.00 = \$101,040.00
	Engineer Intern	0 hours @	\$95.00 = \$0.00
	Design Technician	60 hours @	\$85.00 = \$5,100.00
	Sr. Administrative Assistant	75 hours @	\$63.00 = \$4,725.00
	Sr. Resident Project Rep.	0 hours @	\$84.00 = \$0.00

<u>PAYROLL COST</u>	<u>\$238,440.00</u>
Direct Expenses (see below)	<u>\$0.00</u>
LUMP SUM FEE - THIS PHASE	<u>\$238,440.00</u>

<u>DIRECT EXPENSES:</u>			
Computer Use	\$10.00 Hr	829	\$0.00
Facsimile	\$0.50 Ea	0	\$0.00
Letter Size Copies	\$0.15 Ea	900	\$0.00
Plan Sheet Copies	\$5.00 Ea	250	\$0.00
Mileage @ 56 M/Trip	\$0.575 /MI	6,384	\$0.00
		Sub-Total	<u>\$0.00</u>

Luling Oxidation Pond Rehabilitation and Upgrades  
 St. Charles Parish  
 GSA Job No. 2017-07

GSA Consulting Engineers, Inc.

Composite Summary - All Additional Services (Design Work Not Included)

Principal Engineer	0 hours	@	\$209.00	=	\$0.00
Sr. Project Manager	729 hours	@	\$175.00	=	\$127,575.00
Sr. Project Engineer	0 hours	@	\$140.00	=	\$0.00
Constr. Manager	842 hours	@	\$120.00	=	\$101,040.00
Engineer Intern	0 hours	@	\$95.00	=	\$0.00
Design Technician	60 hours	@	\$85.00	=	\$5,100.00
Sr. Administrative Assistant	75 hours	@	\$63.00	=	\$4,725.00
Sr. Resident Project Rep.	0 hours	@	\$94.00	=	\$0.00

<u>PAYROLL COST</u>	<u>\$238,440.00</u>
Direct Expenses (see below)	<u>\$0.00</u>
LUMP SUM FEE - ALL ADDITIONAL PHASES	<u>\$238,440.00</u>

Current Construction Administration (Authorized by 8/4/17 Engineering Contract for S170601 Luling Oxidation Pond Rehabilitation & Upgrades)	\$ 41,475.00
---	--------------

Total Required Construction Administration for Additional Services	\$196,965.00
--	--------------

DIRECT EXPENSES:

Sum of direct expenses from all phases	<u>\$0.00</u>
Sub-Total	<u>\$0.00</u>

**Luling Oxidation Pond Rehabilitation and Upgrades**  
**St. Charles Parish**  
**GSA Job No. 2017-07**

**GSA Consulting Engineers, Inc.**

**APPENDIX III - SCOPE OF ADDITIONAL SERVICES SUMMARY**

General Task No.	Task Order Name	Total Task Order Amount
1	Additional - Construction Administration Services	\$ 238,440.00

<b>Current Construction Administration</b> (Authorized by 8/4/17 Contract for S170601 Luling Oxidation Pond Rehabilitation & Upgrades)	\$ 41,475.00
--	--------------

<b>Total Required Construction Administration for Additional Services</b>	<b>\$ 196,965.00</b>
---	----------------------



## RESOLUTION

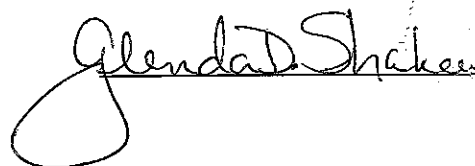
BE IT RESOLVED by the Board of Directors of GSA Consulting Engineers, Inc., a corporation organized and existing under the laws of the State of Louisiana, and domiciled in the City of Gonzales, that Glenn G. Shaheen, P.E. President of the Corporation be, and is hereby authorized and empowered to execute any and all contracts of whatever kind on behalf of the Corporation for engineering consulting services by and between St. Charles Parish, herein referred to as Parish.

## CERTIFICATE

I, Glenda D. Shaheen, Secretary of GSA Consulting Engineers, Inc. do hereby certify that the foregoing resolution is a true and exact copy unanimously adopted by the Board of Directors of said corporation at a meeting thereof legally held on the 17 day of May, 2021; that said resolution is duly entered into the records of said corporation; that it has not been rescinded or modified; and that it is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand this

17 day of May, 2021.

 Secretary