

Ord.

2017-0408

**INTRODUCED BY: LARRY COCHRAN, PARISH PRESIDENT
(DEPARTMENT OF PLANNING & ZONING)**

ORDINANCE NO. 18-1-5

An ordinance to approve and authorize the execution of an Architectural Contract between Campo Designs and St. Charles Parish in the amount of \$45,817.00 for the design and construction management of additional office space and renovation of existing office space at the St. Charles Parish Planning & Zoning Building in Hahnville.

WHEREAS, St. Charles Parish intends to expand the building by approximately 1,076 square feet and renovate the existing 4,722 square feet to include new office layouts and finishes, new windows and a metal roof at the St. Charles Parish Planning & Zoning Building is located at 14996 River Road in Hahnville; and,

WHEREAS, the new design will allow for a better workflow for our employees which in turn will positively impact the customer service experience for our citizens; and,

WHEREAS, it is the desire of the Parish to engage a qualified firm to provide professional Architectural services for the design and construction management of said project for successful completion; and,

WHEREAS, the construction cost of said project is not to exceed \$515,253, which includes the contract amount of \$45,817.00 for professional services, this money has been included in the 2018 budget; and,

WHEREAS, it is the desire of the Parish and Campo Designs to enter into an Architectural Services Contract for said services.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Architectural Services Contract between Campo Designs and St. Charles Parish for the design and construction management of additional office space and renovation of existing office space at the St. Charles Parish Planning & Zoning Building in Hahnville is hereby approved and accepted.

SECTION II. That the Parish President is hereby authorized to execute said Architectural Services Contract on behalf of St. Charles Parish and to act on behalf of St. Charles Parish in all matters pertaining to this project.

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 8th day of January, 2018, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: [Signature]

SECRETARY: [Signature]

DLVD/PARISH PRESIDENT: 1/10/18

APPROVED: [Signature] **DISAPPROVED:**

PARISH PRESIDENT: [Signature]

RETD/SECRETARY: 1/11/18

AT: W. S. Da **RECD BY:** [Signature]

AIA® Document B105™ – 2007

Standard Form of Agreement Between Owner and Architect for a Residential or Small Commercial Project

AGREEMENT made as of the 11th day of January in the year Two Thousand ~~Seventeen~~ Eighteen
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

St. Charles Parish, Other
P. O. Box 302
Hahnville, LA 70057
Telephone Number: (985) 783-5000

and the Architect:
(Name, legal status, address and other information)

Campo Designs - Architects, Sole Proprietorship
105 Ducayet Drive
Destrehan, LA 70047
Telephone Number: (985) 764-8959
Fax Number: (985) 764-4287

for the following Project:
(Name, location and detailed description)

Renovations and Additions to Planning & Zoning Bldg.
14996 River Road
Hahnville, LA 70057
Renovate existing Planning & Zoning building including a 1,076 sq. ft. addition.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

State or local law may impose requirements on contracts for home improvements. If this document will be used for Work on the Owner's residence, the Owner should consult local authorities or an attorney to verify requirements applicable to this Agreement.

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement in a manner consistent with locally accepted standards for professional skill and care. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

Re-design the interior of the existing Planning & Zoning building. Add a 1,076 sq. ft. addition to the South (River Road side). Included is an upgrade in finishes and functions as directed by the P & Z staff.

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining proposals and in awarding contracts for construction.

During the Construction Phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor. The extent of the Architect's authority and responsibility during construction is described in AIA Document A105™-2007, Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project. Generally, the Architect's services during construction include interpreting the Contract Documents, reviewing the Contractor's submittals, visiting the site, reviewing and certifying payments, and rejecting nonconforming Work.

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are instruments of the Architect's service and are for the Owner's use solely with respect to this Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the Project or termination of this Agreement, the Owner's right to use the instruments of service shall cease. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement.

ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105-2007, Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

The Architect and Architect's consultants shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the Project site.

ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

The Architectural/Engineering fees shall be 9.76 % of the estimated construction cost (now at \$469,436.) and to be adjusted to the actual approved final construction cost.

These fees are payable in the following phase percentages:

Schematic Design Phase 15%

Design Development Phase 15%

Construction Documents Phase 40%

Bidding Phase 5%

Construction Administration Phase 25%

The Owner shall pay the Architect an initial payment of zero (\$ 0.) as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus one point one percent (1.1 %).

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid Sixty (60) days after the invoice date shall bear interest from the date payment is due at the rate of seven percent (7 %) , or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

At the request of the Owner, the Architect shall provide services not included in Article 1 for additional compensation. Such services may include providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the scope, quality or budget; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; and services not completed within twelve (12) months of the date of this Agreement through no fault of the Architect.

ARTICLE 7 OTHER PROVISIONS

(Insert descriptions of other services and modifications to the terms of this Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER

(Signature)

Larry Cochran, Parish President

(Printed name and title)

ARCHITECT

(Signature)

John E Campo, Owner

(Printed name and title)

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