



ST. CHARLES PARISH

OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057
(985) 783-5125 • www.stcharlesparish.gov

COUNCIL OFFICE MEMORANDUM

DATE: AUGUST 20, 2025

TO: MR. MILES BINGHAM
PUBLIC WORKS DIRECTOR

FROM: MICHELLE IMPASTATO
COUNCIL SECRETARY 

RE: AMENDMENT NO. 1 TO ORDINANCE 21-8-14
EVANGELINE ROAD & CN RAILROAD BOX CULVERT
(PROJECT NO. P210701)

On August 4, 2025, the St. Charles Parish Council adopted Ordinance No. 25-8-3 approving and authorizing the execution of Amendment No. 1 to Ordinance No. 21-8-14, which approved the Professional Services Agreement with Volkert, Inc. for the Evangeline Road & CN Railroad Box Culvert (Project No. P210701), in the not to exceed amount of \$202,712.50, increasing the overall contract value to \$389,718.34.

A copy of the 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: ¹Parish Council
Ms. Samantha de Castro w/ordinance
Mr. Grant Dussom w/enclosure
Mr. Corey Oubre w/enclosure
Mr. Brandon Bernard w/enclosure
Volkert, Inc. w/enclosure

¹ Council Dept. retained 1 DocuSign copy for file

2025-0200

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

ORDINANCE NO. 25-8-3

An ordinance approving and authorizing the execution of Amendment No. 1 to Ordinance No. 21-8-14, which approved the Professional Services Agreement with Volkert, Inc. for the Evangeline Road & CN Railroad Box Culvert (Project No. P210701), in the not to exceed amount of \$202,712.50, increasing the overall contract value to \$389,718.34.

WHEREAS, Ordinance No. 21-8-14 adopted on August 23, 2021, by the St. Charles Parish Council. approved and authorized the execution of a Professional Services Agreement with Volkert, Inc., to perform engineering services for Evangeline Road & CN Railroad Box Culvert (Project No. P210701), in the not to exceed amount of \$187,005.84; and,

WHEREAS, the utility conflicts both parallel and perpendicular to the railroad required much more in-depth coordination and design work to incorporate protection and/or avoidance of said conflicts to ensure railroad permitting was completed successfully, therefore justifying more funds be provided to Volkert, Inc. for the work; and,

WHEREAS, St. Charles Parish met with Volkert, Inc. and requested the scope be changed slightly to include leaving the sheet piles required for shoring in place permanently, requiring more design; and,

WHEREAS, with this Amendment St. Charles Parish and Volkert, Inc. have mutually agreed to reallocate the existing funds of \$187,005.84 from the original agreement to appropriately match where the funds were spent; and,

WHEREAS, upon receipt of the Canadian National Railroad (CNRR) Permit, St. Charles Parish will bid this project, therefore requiring Resident Project Representative (RPR) services be added to the contract; and,

WHEREAS, St. Charles Parish and Volkert, Inc. have mutually agreed on a not to exceed price of \$202,712.50 to complete the work, increasing the overall contract value to \$389,718.34.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That Amendment No. 1 to the Professional Services Agreement with Volkert, Inc. for the Evangeline Road & CN Box Culvert (Project No. P210701), to provide additional funds for utility coordination and resident inspection, in the not to exceed amount of \$202,712.50, increasing the overall contract value to \$389,718.34, 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, O'DANIELS, FISHER
NAYS: NONE
ABSENT: COMARDELLE, DEBRULER

And the ordinance was declared adopted this 4th day of August, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Joelly Fonseca
SECRETARY: Michelle Dupontab
DLVD/PARISH PRESIDENT: August 5, 2025
APPROVED: ✓ DISAPPROVED: _____

PARISH PRESIDENT: Matthew Jewell
RETD/SECRETARY: August 7, 2025
AT: 3:10pm RECD BY: [Signature]

**AMENDMENT NO. 1
TO
ENGINEERING SERVICES FOR
EVANGELINE ROAD & CN RAILROAD
BOX CULVERT**

THIS AMENDMENT NO. 1 is made and entered into on this
8/12/2025

BY AND BETWEEN:

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

VOLKERT, INC. represented herein by Janet L. Evans, PE, duly authorized by Corporate
Resolution attached hereto (hereafter sometimes referred to as "CONSULTANT");

WHEREAS, On August 23, 2021, St. Charles Parish approved Ordinance No. 21-8-14 approving and authorizing a Professional Services Agreement between St. Charles Parish and Volkert, Inc., to complete engineering services for Evangeline Road & CN Railroad Box Culvert (Project No. P210701), in the not to exceed amount of \$187,005.84; and,

WHEREAS, the utility conflicts both parallel and perpendicular to the railroad required much more in-depth coordination and design work to incorporate protection and/or avoidance of said conflicts to ensure railroad permitting was completed successfully, therefore justifying more funds be provided to Volkert, Inc. for the work; and,

WHEREAS, St. Charles Parish met with Volkert, Inc. and requested the scope be changed slightly to including leaving the sheet piles required for shoring in place permanently, requiring more design; and,

WHEREAS, with this Amendment St. Charles Parish and Volkert, Inc. have mutually agreed to reallocate the existing funds of \$187,005.84 from the original Agreement to appropriately match where the funds were spent; and,

WHEREAS, upon receipt of the Canadian National Railroad (CNRR) Permit, St. Charles Parish will bid this project, therefore requiring Resident Project Representative (RPR) services be added to the contract; and,

WHEREAS, St. Charles Parish and Volkert, Inc. have mutually agreed on a not to exceed price of \$202,712.50 to complete the work, increasing the overall contract value to \$389,718.34.

Changes to the Contract Attachments are as follows:

ATTACHMENT “A”

No change.

ATTACHMENT “B”

No change.

ATTACHMENT “C”

Replace the existing Attachment “C” with the attached.

THUS DONE AND SIGNED in the presence of the undersigned competent witnesses, on this 8/12/2025

VOLKERT, INC.

ST. CHARLES PARISH

By:

Signed by:

Janet L. Evans, PE

EA9256C8391F434...

By:

DocuSigned by:

Matthew Jewell

B5AABEC5F77E403...

Name: Janet L. Evans

Name: Matthew Jewell

Title: Regional Vice President

Title: Parish President

Date: 8/12/2025

Date: 8/12/2025

WITNESS

WITNESS

By:

Signed by:

Laura Tomlinson

2C6E534FFF0E4B0...

By:

Signed by:

Kacy Monfrey

EAB7B274FC894A7...

Name: Laura Tomlinson

Name: Kacy Monfrey

Title: Drafter

Title: Executive Assistant

Date: 8/12/2025

Date: 8/19/2025

ATTACHMENT “C” (AMENDMENT NO.1)

EVANGELINE ROAD & CN RAILROAD BOX CULVERT

Project No. P210701

OWNER shall pay CONSULTANT on a Not to Exceed basis for Basic Services set forth in Attachment A as follows:

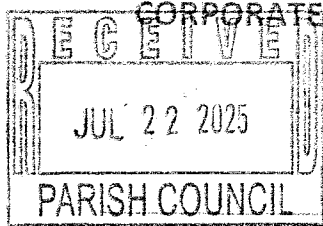
- a. The total compensation for basic services as described in Attachment A is estimated to be \$305,218.34 based on the following estimated distribution of compensation:

1. Conceptual Phase	\$18,429.50
2. Design Phase	\$147,209.22
3. Bid Phase	\$6,982.56
4. Construction Phase	\$33,495.72
5. Coordination, Permitting Services	\$99,101.34
- b. CONSULTANT may, with OWNER’s consent, alter the distribution of compensation between individual phases of the Work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by OWNER.
- c. The amounts billed for CONSULTANT’s services under this Agreement will be based on the cumulative hours charged to the Project during the billing period by each class of CONSULTANT’s employees times Standard Hourly Rates for each applicable billing class, plus CONSULTANT’s SUBCONSULTANT’s charges.
- d. The Standard Hourly Rates charged by CONSULTANT constitute full and complete compensation for CONSULTANT’s services, including labor costs, overhead, and profit; the Standard Hourly Rates do not include CONSULTANT’s SUBCONSULTANT’s charges.
- e. CONSULTANT’s Standard Hourly Rates are attached to this Agreement as Attachment C-1.

OWNER shall pay CONSULTANT for Resident Project Representative Basic Services as follows:

- 1. Resident Project Representative Services: For services of CONSULTANT’s Resident Project Representative, if requested, as outlined in Part 2.D of Attachment A, a total amount of \$84,500.00, at the hourly rate as listed in Attachment C-1.

2. Resident Project Representative Schedule: The total amount set forth above is based on full-time RPR services on an eight-hour workday Monday through Friday over a 180-day construction schedule.



CORPORATE SECRETARY'S CERTIFICATE OF RESOLUTION

RSA Battle House Tower | Suite 18290
11 N. Water Street | Mobile, AL 36602
251.342.1070



SECRETARY'S CERTIFICATE OF RESOLUTION

I, Tracy P. Turner, Secretary of the Board of Volkert, Inc., a corporation organized under the laws of the State of Alabama, do hereby certify that the Board of Directors of Volkert, Inc. adopted the following Resolution at its annual meeting on March 27, 2025, pursuant to a unanimous vote (names of unrelated officers omitted):

8. Resolution re Authorization of Certain Officers to Execute Contracts

RESOLVED, that all prior resolutions of this Board of Directors specifying the Officers of this Corporation having power and authority to execute contracts in the name of this Corporation, for the performance of engineering and related services, be, and the same hereby are, revoked effective this date; and

RESOLVED FURTHER, that each of the Officers hereinafter designated be, and hereby is, authorized, empowered, and directed to enter into, execute and deliver in the name of and on behalf of this Corporation, contracts for the performance of engineering and related services, and all subcontracts in connection therewith in **compliance with corporate contract-signing policies and procedures as may from time-to-time be amended**, and to take in connection therewith such actions as such officer may deem necessary and proper for the business of this Corporation, without further act or resolution of this Board and without the necessity of the signature of said Officer being attested by the Secretary of this Corporation or any other Officer thereof, provided, however, that the Secretary, and any Assistant Secretary hereof, is hereby authorized and directed to attach the Corporate seal of this Corporation and to attest the signature of any said Officer when requested to do so by said Officer, viz.:

Thomas A. Hand (Director)	Chairman of the Board & Chief Executive Officer Chairman of the Executive Committee
Leon M. Barkan (Director)	President & Chief Operating Officer Vice Chairman of the Board Vice Chairman of the Executive Committee
Michael I. Sampson (Director)	Chief Financial Officer Member of the Executive Committee
Mark C. McConnell (Director)	Senior Vice President, West Gulf Region
Janet L. Evans	Regional Vice President

In witness whereof, I hereupon set my hand and the seal of this Corporation on this, the 30th day of June, 2025.




Tracy P. Turner
Secretary