

2010-0078

PETITION TO ADDRESS THE COUNCIL

St. Charles Parish Council Chairman
P. O. Box 302
Hahnville, LA 70057
(985) 783-5000

Today's Date: 2/22/2010



Dear Chairman:

Please place my name to address the Council on:

DATE: March 1, 2010

SPECIFIC TOPIC: East Regional Library Architectural Contract(s) and supporting documents

(*see specific guidelines on reverse and refer to Parish Charter-- Article VII., Sec. I.)

DOCUMENTS, IF ANY: YES / NO

NAME: Gwen DuFrene

MAILING ADDRESS: 3551 Hwy. 306 Bayou Gumbo, LA 70030

PHONE: (985) 758-1510

SIGNATURE: Gwen DuFrene

Dear Constituent:

Thank you for your active participation. Your views and comments will be considered by the Council in making our decisions. The Council has a considerable amount of business to conduct in a limited amount of time, therefore, please note the following items that are expected of you:

- > The Home Rule Charter provides for citizens to address the Council. It makes no provision for initiating debate, discussion, or question and answer sessions with Councilmembers or Administration Officials. Your right is also guaranteed to examine public documents as you prepare your presentation. Should you have any questions for Councilmembers and/or Department Heads as you prepare, please forward such inquiries to the Council Office to insure a timely response. Should you wish to speak to any Official or Department personally, a complete list of contact information will be furnished at your request.
- > Please be brief and limit your comments to the specific subject matter on which you have requested to address the Council.
- > Please forward supporting documents to the Council Secretary for distribution to the Parish Council before your scheduled appearance in order for the Council to prepare themselves, if necessary.
- > Upon completion of your allotted time to address the Council, please respect the time given to Councilmembers to respond to your comments by not interrupting or interjecting remarks.
- > **Slanderous remarks and comments will not be tolerated.** If slanderous remarks or comments are made, your opportunity to address the Council will end, regardless of the remaining time left to address the Council.
- > Repetitious comments and subject matter will be strictly limited.

A confirmation letter will follow when your name is placed on the agenda.

Sincerely,

Billy Raymond, Sr.
BILLY RAYMOND, SR.
COUNCIL CHAIRMAN





ST. CHARLES PARISH

DEPARTMENT OF PUBLIC WORKS

P.O. BOX 705 • LULING, LOUISIANA 70070
(985) 783-5100 • (985) 783-5102 • FAX (985) 785-2207

ALBERT D. LAQUE
Parish President

GREGORY E. BUSH, LTC, USA, Retired
Director

May 14, 2003

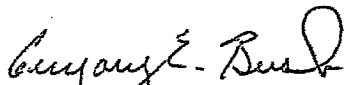
Mr. Norman J. Chenevert, AIA
✱ CSRS
6767 Perkins Road, Suite 200
Baton Rouge, LA. 70808

**SUBJECT: East Regional Branch Library Expansion
St. Charles Parish Project P030306**

Dear Mr. Chenevert:

This is to advise you that your firm was selected by the Qualification Based Selection Review Panel to provide engineering services for the above captioned project. Please contact Ms. Mary Des Bordes at (985) 785-8464 to schedule a meeting to negotiate the fee and the contract requirements.

Sincerely,


Gregory E. Bush, LTC, USA, Retired
Director of Public Works/Wastewater

GEB:red

cc: Mr. Albert D. Laque, Parish President
Ms. Mary Des Bordes



ST. CHARLES PARISH LIBRARY

May 14, 2003

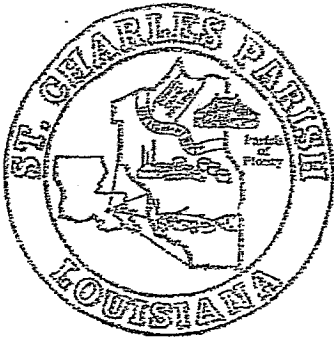
TO: Library Board
FROM: Mary des Bordes

Bringing you up-to-date:

Hahnville Branch re-opened this past Monday, May 12th, about three weeks earlier than we had expected. I think you will find the library much more inviting. The Friends were kind enough to fund a large flowerpot by each door, which are a very pretty touch. Please stop by when you have a chance.

The QBS committee met this morning to select the architect for the East Regional expansion. I'm please to tell you that CSRS, who were our architects for the West office space, the St. Rose, and the Hahnville renovation projects, was selected. The Parish will be negotiating the contract for the current project, and I will let you know when there is more progress.

We're gearing up for our Summer Reading Program. Don't forget to mention it to your family and friends !



ST. CHARLES PARISH

DEPARTMENT OF PUBLIC WORKS

P.O. BOX 705 • LULING, LOUISIANA 70070
(985) 783-5102 • (985) 783-5104 • FAX (985) 785-2207

ALBERT D. LAQUE
Parish President

GREGORY E. BUSH, LTC, USA, Retired
Director

May 19, 2003
Revised

TO: Mr. Albert D. Laque
Parish President

FROM: Gregory E. Bush, LTC, USA, Retired
Director of Public Works/Wastewater

SUBJECT: East Regional Branch Library Expansion
St. Charles Parish Project No. P030306

This is to advise you that the Qualification Based Selection Review Panel met on Wednesday, May 14, 2003 and selected a consultant to provide engineering services for the above captioned project. The panel reviewed submittals from seven (7) firms and ranked CSRS as the top rated firm, N-Y Associates, Inc. as the second, and Sizeler Architects the third.

The following firms also submitted questionnaires for consideration:

- BBI Architectural Services
- Buchart Horn, Inc.
- Glenn C. Higgins - Associates
- Murray/Architects

The Library Board will begin negotiations with CSRS. If you have any questions or comments concerning this matter, please contact Ms. Mary Des Bordes at 785-8464.

GEB:red

cc: Council Members
QBS Review Panel Members
Ms. Mary Des Bordes

Mary desBordes

From: Gray, Tuesday [Gray@csrsonline.com]
Sent: Friday, May 16, 2003 9:39 AM
To: mdesbord@stcharles.lib.la.us
Cc: Chenevert, Norman
Subject: East Regional Branch Library - Draft Proposed Contract for Architectural Services
Attachments: Proposed CONTRACT 030515.doc

Mary,

Norman asked that I send the attached draft contract for you to review and call him to discuss.

Thank you,
Tuesday Gray, Admin. Asst.
CSRS, Inc.
(225) 769-0546 p
(225) 767-0060 f

*<<Proposed CONTRACT 030515.doc>>

Mary desBordes

From: Gray, Tuesday [Gray@csrsonline.com]
Sent: Monday, May 19, 2003 9:22 AM
To: mdesbord
Cc: Chenevert, Norman
Subject: RE: East Regional Branch Library - Draft Proposed Contract for Architectural Services

No, I have not sent it to the parish attorney nor have I heard from Tim Vial but I will check with Norman.

-----Original Message-----

From: mdesbord [mailto:mdesbord@stcharles.lib.la.us]
Sent: Monday, May 19, 2003 9:24 AM
To: Gray, Tuesday
Subject: RE: East Regional Branch Library - Draft Proposed Contract for Architectural Services

Hi Gary -

I'll both review it and send it to the Parish Attorney for review, unless you've already done so. Have you heard from Tim Vial yet ?

Mary

Mary desBordes, Director
St. Charles Parish Library
105 Lakewood Drive [voice] 985 785-8464
P.O. Box 949 [fax] 985 785-8499
Luling LA 70070

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CSRS, Inc.
(225) 769-0546 p
(225) 767-0060 f

<<Proposed CONTRACT 030515.doc>>

**PROPOSED
CONTRACT FOR
ARCHITECTURAL SERVICES**

THIS AGREEMENT made and effective as of the _____ day of _____, 2000, by and between St. Charles Parish Library Board of Control, its President who is duly authorized to act in behalf of Parish Library Board hereinafter called the "OWNER", and Chenevert Songy Rodi Soderberg, Inc. (CSRS), a Louisiana Corporation acting herein by and through its Contracting Officer, hereinafter called the "ARCHITECT". Whereas the OWNER desires to employ a professional consulting architectural firm to perform Architectural Services for the planned construction of the St. Charles Parish Library, East Regional Branch Library Expansion St. Charles Parish Project #P030306.

1.0 GENERAL

The OWNER agrees to employ the ARCHITECT, and the ARCHITECT agrees to perform professional architectural services for the Project as set forth in this Agreement.. The ARCHITECT's services will be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project.

2.0 CHARACTER AND EXTENT OF BASIC SERVICES OF THE ARCHITECT

2.1 General

2.1.1 ARCHITECT shall provide OWNER professional architectural Programming, Design, Bidding and Construction Administration services on the Project. These services will include serving as OWNER's professional architectural representative for the Project, providing professional architectural/engineering consultation and advice, and furnishing architectural, civil, structural, mechanical, and electrical, engineering services and construction administration as set forth in this Agreement.

2.1.2 The ARCHITECT's services, as set forth in this Agreement, are to be provided for the following two part scope:

- a. Part I -- Architectural Programming for the St. Charles Parish, East Regional Branch Library Expansion.
- b. Part II -- Architectural Services to Implement Part I

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

2.1.4 ARCHITECT shall obtain from OWNER authorization to proceed in writing for each phase of the Project.

2.1.5 ARCHITECT shall prepare and submit to OWNER minutes of all meetings with OWNER regarding work performed or to be performed by the ARCHITECT.

2.2 Architectural Programming

2.2.1 Reviewing data furnished by OWNER and consulting with the OWNER to clarify and define the OWNER's requirements for the project.

2.2.2 Conduct a pre-design meeting workshop with the OWNER.

2.2.3 Advising OWNER as to the necessity of providing or obtaining from others additional data or services. These additional services may include Library consultant, photogrammetry, reconnaissance surveys, property surveys, topographic surveys, geotechnical investigations and consultation, compilation of hydrological data, materials engineering, materials testing, and environmental assessments and impact statements.

2.2.4 Identifying and analyzing requirements of governmental authorities having jurisdiction to approve the design of the Project, and participating in consultations with such authorities.

2.2.5 Providing analyses of the OWNER's needs, planning surveys, and comparative evaluations of prospective site plans and solutions.

2.2.6 Preparing a comprehensive Architectural Programming Report presenting selected solutions to the OWNER with the ARCHITECT's findings and recommendations. The architect will agree to make reasonable minor revisions within the original scope of the project. The report will contain diagrammatic layouts, preliminary design criteria with appropriate exhibits to indicate clearly the considerations involved (including applicable requirements of governmental authorities having jurisdiction), and the ARCHITECT's conceptual opinion of probable costs for the project. Six (6) copies of the report shall be provided to the OWNER.

2.2.7 Meet the OWNER and present findings of the Architectural

Program Report Phase.

- 2.2.8 The Architectural Program Report Phase shall be completed and ARCHITECT's documentation and opinion of costs submitted to OWNER within sixty (60) calendar days following written authorization from OWNER to ARCHITECT to proceed with phase of the Project.

2.3 Schematic and Design Development Phases

- 2.3.1 The Schematic Design Phase report will summarize the process and design criteria established in the Architectural Program Phase. The document will be used in the development of final design plans and specifications and will serve as a guide by designers and other interested parties. The architect agrees to make minor reasonable revisions within the original scope of the project. Six (6) copies of the report shall be provided to the OWNER.

- 2.3.2 The Schematic Design Phase will be completed and ARCHITECT's opinion of costs submitted to the OWNER within 60 calendar days following written authorization from OWNER to ARCHITECT to proceed with that phase of the Project.

- 2.3.3 The Design Development Phase: Based on the approved Schematic Design Documents and any adjustments authorized by the OWNER in the program, schedule or construction budget, the ARCHITECT shall prepare for approval by the OWNER, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate. The ARCHITECT shall advise the OWNER of any adjustments to the preliminary estimate of construction costs. The Architect will incorporate no less than the minimum design standards relating to the "Life Safety Code," "Standard Building Code," ADAG, etc. Six (6) copies of the report, shall be provided to the OWNER.

- 2.3.4 The Design Development Phase will be completed and ARCHITECT's opinion of costs submitted to the OWNER within 60 calendar days following written authorization from OWNER to ARCHITECT to proceed with that phase of the Project.

2.4 Construction Documents Phase

- 2.4.1 Prepare for incorporation in Contract Documents final drawings based on the accepted Design Development Documents to show the general scope, extent and character of the work to be furnished and performed by Contractor (hereinafter called "Drawings") and Specifications which will be prepared in conformance with the sixteen division format of the Construction Specifications Institute.
- 2.4.2 Preparing and furnishing to the OWNER a revised opinion of probable total Project costs based on the final drawings and specifications.
- 2.4.3 Furnishing the necessary engineering data required to apply for regulatory permits from local, state, or federal authorities. This is distinguished from and does not include detailed applications and supporting documents for wetlands permitting (if any) nor any government grant-in-aid or planning grants that would be furnished as additional services. Preparing documents related to construction contracts for review and approval by the OWNER (and the OWNER's legal and other advisors). These include a form contract agreement for the construction of the Project, general and supplementary conditions of the contract for construction of the Project, invitations to bid (but not the advertisement to be published, if any), instructions to bidders, and preparation of other contract related document as specified in the general and supplementary conditions as approved by the OWNER. The OWNER shall review, approve, and be solely responsible for the contents of all such documents upon execution by the OWNER and contractor(s) engaged to construct the Project.
- 2.4.4 Furnishing to, present and review in person with OWNER. Two (2) copies of the above documents and of the Drawings and technical specifications.
- 2.4.5 The Construction Document Phase Services shall be completed and ARCHITECT's documentation and opinion of costs submitted to the OWNER within 90 calendar days following written authorization from the OWNER to ARCHITECT to proceed with that phase of the project.
- 2.5 Bidding Phase
- 2.5.1 Prepare and provide to the OWNER for the OWNER's review and approval Bidding Documents consisting of Drawings (22" by 34" format), technical specifications, a form contract agreement for the construction of the Project, general and supplementary conditions of the contract for

construction of the Project, invitations to bid (but not the advertisement to be published, if any), instructions to bidders, and preparation of other contract

related document as specified in the general and supplementary conditions as approved by the OWNER. The cost of reproducing the Contract Documents shall be paid for by the BIDDERS.

2.5.2 Assist OWNER in advertising for and obtaining bids for construction of the Project; and maintain a record of prospective bidders to whom Bidding Documents have been issued. Attend pre-bid conference(s) (if any) as the OWNER's representative and receive and process fees for Bidding Documents. Distribute Bidding Documents to potential bidders.

2.5.3 Issue addenda as approved by the OWNER to interpret, clarify or expand the Bidding Documents.

2.5.4 Advise OWNER in writing as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the prime contractor (herein called "Contractor") for those portions of the work as to which such acceptability is provided by the Bidding Documents.

2.5.5 Advise OWNER in writing concerning the acceptability of substitute materials and equipment proposed by Contractor when substitution prior to the award is permitted by the Bidding Documents.

2.5.6 Attend the bid opening, prepare bid tabulation sheets and advise OWNER in evaluating bids or proposals and contract award. Assemble contract documents for execution.

2.6 Construction Phase

2.6.1 General Administration of Construction Contract. The ARCHITECT will provide administration of the Contract as described in this Agreement, and will be the Owner's representative (1) during construction, (2) until final payment is due and (3) upon the Owner's specific direction and for additional compensation on an hourly basis as set forth herein, assist OWNER during the time corrective work is performed by the Contractor (if any). The ARCHITECT will advise and consult with the Owner. The Architect will have authority to act on behalf of the Owner only to the extent provided in this Agreement, unless otherwise modified by written instrument in accordance with other provisions of the Agreement.

2.6.2 Visits to Site and Observation of Construction.

- 2.6.2.1 The ARCHITECT will visit the site at periodic weekly intervals, which are appropriate to the stage of construction to become familiar with the progress and quality of the completed Work and to determine if the Work is being performed in a manner indicating that the Work, when completed, will be in accordance with the Contract Documents. However, the ARCHITECT will not be required to make exhaustive or continuous on-site inspections to check quality or quantity of the Work. On the basis of such on-site observations, the ARCHITECT will keep the OWNER informed of progress of the Work through weekly written and photographed "Field Reports", and will guard the OWNER against defects and deficiencies in the Work.
- 2.6.2.2 The ARCHITECT will not have control over or charge of and will not be responsible in an manner whatsoever for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility. The ARCHITECT will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents. The ARCHITECT will not have control over or charge of and will not be responsible for acts or omissions of the Contractor, subcontractors, or their agents or employees, or of any other persons performing portions of the Work. The Architect will be responsible, through a full-time Resident Project Representative as an additional service, to ensure the work is performed in compliance with the Contract Documents.
- 2.6.3 Defective Work. During such visits and on the basis of such observations, ARCHITECT shall, on behalf of and as agent for the OWNER, disapprove of or reject Contractor's work while it is in progress if ARCHITECT believes that such work will not produce a completed Project that conforms to the Contract Documents or that it will prejudice the integrity of the design concept of the Project as reflected in the Contract Documents.
- 2.6.4 Interpretations and Clarifications. ARCHITECT may issue written interpretations and clarifications of the Contract Documents consistent with the intent of or reasonably inferable from the Contract Documents, and shall be responsible for results of any such interpretations or decisions, which are rendered in good faith.
- 2.6.5 Shop Drawings. ARCHITECT shall review and approve in writing (or take other appropriate action in respect of) shop drawings (as that term is defined in the General Conditions), samples and other data which Contractor is required to submit, but only for general conformance with the design

concept of the Project and compliance with the information given in the Contract Documents. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences or procedures of construction or to safety precautions and programs incident thereto. Review of such shop drawings or other submittals by the ARCHITECT is not conducted for the purpose of determining the accuracy and completeness of detailed information such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The ARCHITECT's review of the Contractor's submittals is done solely in his capacity as interpreter of the intent of the Contract Documents and shall in no way relieve the Contractor of his obligations to construct the Project in strict accordance with the Contract Documents. The ARCHITECT's approval of a specific item shall not indicate approval of an assembly of which the item is a component. When professional certification or performance characteristics of materials, systems or equipment is required by the Contract Documents, the ARCHITECT shall be entitled to rely upon such certification to establish that the materials, systems or equipment will specifically meet the performance criteria required by the Contract Documents.

- 2.6.6 Substitutes. ARCHITECT shall evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor and make written recommendations to OWNER for OWNER's written approval. When approval or notice is required in writing no oral substitute shall be allowed.
- 2.6.7 Inspections and Tests. ARCHITECT shall have authority, as OWNER's agent and with OWNER's written approval, to require special inspection or testing of the work, to receive and review all certificates or other documents of inspections, testings and approvals required by laws, rules, regulations, ordinances, codes, orders or the Contract Documents, but only to determine generally that their content complies with the requirements of, and the results indicate compliance with, the Contract Documents.
- 2.6.8 Disputes between OWNER and Contractor. ARCHITECT may act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder and make written recommendations on all claims of OWNER and Contractor relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work.
- 2.6.9 Applications for Payment. Based on ARCHITECT's on-site observations, on information provided by the OWNER, or its designated representative, and on review of applications for payment and the accompanying data and schedules as submitted by the Contractor in accordance with the Contract Documents:

2.6.9.1 ARCHITECT shall issue to the Owner the ARCHITECT's opinion of the amount owed to the Contractor and recommend in writing the amount of payment, which the Owner should make to the Contractor. This recommendation of payment by the ARCHITECT to the Owner shall be based on the Architect's observations and information received from OWNER and Contractor, and serve as the ARCHITECT's best judgment that the work has progressed to the point indicated by the Contractor and, that to the best of the ARCHITECT's information, knowledge and belief, that the quality of such work is in accordance with the Contract Documents, subject to an evaluation of such work as a functioning whole prior to or upon Substantial Completion, and further subject to the results of any subsequent tests called for in the Contract Documents and to any other qualifications stated in the ARCHITECT's recommendation. All such recommendations shall be made by the ARCHITECT in his capacity as adviser to the Owner and the OWNER shall be the party ultimately responsible for determining the amounts (if any) to be paid and the actual payments to the Contractor.

2.6.9.2 ARCHITECT will, to the best of his ability, check the quality and quantity of the contractors work within the basic services and the services of the full-time Project Representative.

2.6.10 Construction Close-out Documents. ARCHITECT shall receive and review maintenance and operating instructions, tests and approvals which are to be assembled by Contractor in accordance with the Contract Documents (but such review will only be to determine that their submission and content generally complies with the requirements of, and in the case of certificates of inspection, tests and approvals the results certified indicate compliance with, the Contract Documents); and shall transmit them to OWNER with written comments.

2.6.11 ARCHITECT shall visit the site to observe if and determine when the work is substantially complete and a final site visit to observe if the completed work is acceptable. If the completed work is acceptable in the ARCHITECT's opinion, the ARCHITECT shall recommend, in writing, to the OWNER that final payment be made to the Contractor and shall give written notice to OWNER and the Contractor that the work is acceptable (subject to any conditions therein expressed).

2.6.12 Pre-construction Conference. ARCHITECT shall assist OWNER in conducting a pre-construction conference with Contractor for the project to discuss construction related matters.

2.6.13 Material Testing. OWNER shall select independent material testing

labs. ARCHITECT shall review testing results and based on these results, recommend to OWNER the acceptability of material provided by the Contractor and used in the Project.

2.6.14 Limitation of Responsibilities. ARCHITECT shall not be responsible for the acts or omissions of any Contractor, or of any subcontractor or supplier, or any of the Contractor's or subcontractor's or supplier's agents or employees or any other persons (except ARCHITECT's own employees and agents) at the site or otherwise furnishing or performing any of the Contractor's work; however, nothing contained in paragraphs 2.6.1 through 2.6.14 inclusive, shall be construed to release ARCHITECT from liability for failure to properly perform duties and responsibilities specifically to be performed by ARCHITECT in this Agreement.

2.6.15 Changes in the Work. The OWNER reserves unto itself the exclusive right to order, direct or agree to any changes or modifications in the work to be performed by the Contractor as that work is set forth in the Contract Documents. ARCHITECT shall act only as advisor to OWNER or, upon direction of the OWNER, as OWNER's agent concerning any and all changes or modifications to the Contract Documents.

2.7 Closeout and Operational Phase

During this Phase, ARCHITECT shall:

2.7.1 Assemble and deliver to the OWNER, from documents supplied by the Contractor(s), three (3) complete sets of equipment manufacturer's operation and maintenance manuals in good order for OWNER's future reference.

2.7.2 Assemble and deliver to the OWNER two (2) complete sets of finalized shop drawings in good order for OWNER's future reference.

2.7.3 Provide technical consultation and assistance in correcting warranty items.

2.7.4 Prepare a set of reproducible record prints of Drawings showing those changes made during the construction process, based on the marked-up prints, drawings and other data furnished by Contractor to ARCHITECT and which ARCHITECT considers significant. In addition, the Project Drawings and specifications shall be delivered to the OWNER on computer disks AutoCAD (Release 2000 or later) AND FOR THE SPECIFICATIONS on "Word"

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Release (Version 6.0 or later).

- 2.7.5 In company with OWNER, visit the Project to observe any apparent defects in the completed construction, assist OWNER in consultations and discussions with Contractor concerning correction of such deficiencies, and make recommendations as to replacement or correction of defective work.

3.0 SERVICES OF THE OWNER

- 3.1 Provide full information as to the requirements of the Project.
- 3.2 Assist the ARCHITECT in planning and design services by placing at his disposal all existing plans, maps, field notes, statistics, computations, and other data in its possession relative to existing facilities.
- 3.3 Guarantee access to and make all provisions for the ARCHITECT and his subconsultants to enter upon public property as required for performing the services.

4.0 COMPENSATION

- 4.1 For performance of Part I - Architectural Program Report and Part II - Schematic Design, Design Development, Construction Documents and Construction Administration Services, the OWNER shall authorize and pay the ARCHITECT as per the following:
- 4.1.1 For Part I - Architectural Program Report, performing services stated in paragraphs 2.2.1 through 2.2.8 inclusive, OWNER agrees to pay ARCHITECT per the attached "Schedule of Hourly Rates and Charges" for Architectural Services and not to exceed six thousand (\$6,000.00) dollars. No work shall be performed on Part I until written "Notice to Proceed" is issued by the Library Board of Control.
- 4.1.2 For Part II - Architectural services to implement Part I, performing services stated in paragraphs 2.3 through 2.7.5 inclusive, the Basic Fee shall be calculated as a percentage of the actual construction cost for improvement designed by the ARCHITECT in accordance with the following:

- BASIC FEE
 - a) Schematic Design, Design Development, Construction

Document Phases:

$$\frac{42.75 \times 1.25 \text{ (Renovation Factor)}}{\text{Log (AFC)}} = \text{(Fee Amount)}$$

Note: AFC means amount for construction. No work shall be performed on Part II until written "Notice to Proceed" is issued by the Library Board of Control.

- HOURLY FEE
 - b) Bidding and Construction Phases:

Hourly

- REIMBURSABLE EXPENSES
 - a) For normal and usual expenses incurred by the Architect in conjunction with the project such as reproductions, travel & lodging, long distance communications, etc. the OWNER will reimburse the ARCHITECT as follows:

Direct Cost x 1.10

- 4.1.3 For the purpose of budget and payments to the ARCHITECT during the Design phases, and until such time as bids are received and accepted, it is agreed that the estimated construction cost for the project shall be the basis for payment or as later revised by the OWNER with concurrence of the ARCHITECT.
- 4.1.4 At the time bids are accepted, the ARCHITECT's Basic Fee shall be adjusted to reflect construction cost based on the lowest combination of acceptable bids for the Project as established in 4.1.1.
- 4.1.5 For performing services stated in Section 2.2 (Paragraphs 2.2.1 through 2.2.8 inclusive) OWNER agrees to pay ARCHITECT as described in Part I Proposal dated 2/12/97 in partial payments on a monthly basis, based on the ARCHITECT'S estimate of completion.
- 4.1.6 For performing services stated in Section 2.3 (paragraphs 2.3.1 through 2.4.5 inclusive) OWNER agrees to pay ARCHITECT as follows:
- One hundred percent (100%) of the Basic Fee. Said fee shall be payable in partial payments on a monthly basis, based on the ARCHITECT'S estimate of completion.
- 4.1.7 For performing services outlined in Section 2.5 (Paragraphs 2.5.1 through 2.5.6 inclusive).

Section 2.6, (Paragraphs 2.6.1 through 2.6.15 inclusive), and Section 2.7, (Paragraphs 2.7.1 through 2.7.5 inclusive), the OWNER agrees to pay ARCHITECT as follows:

Hourly based on the attached "Schedule of Rates and Changes". Said fee shall be payable on a monthly basis.

4.2 For performing all other services including, but not limited to, environmental assessment, landscape design, interior design, wetlands permitting, land acquisition, Geotechnical Resident Architect and Inspection, surveying, etc., the OWNER agrees to pay the ARCHITECT on an hourly rate for those services. The payment shall be based on the hourly rate for the person assigned to the particular task as per the attached hourly rate schedule. The OWNER shall authorize additional services in writing.

4.3 Payment for basic and additional services will be made by OWNER at monthly statements submitted by the ARCHITECT within thirty (30) days of receipt of ARCHITECT's invoice. Interest for late payments shall accrue at a reasonable rate of interest per annum.

4.4 If the OWNER requests additional services not heretofore considered, the OWNER agrees to pay the ARCHITECT for such services a previously agreed sum, such sum to be established in each case when the scope of the work involved has been determined and before any of the additional services are provided.

5.0 CHARACTER AND EXTENT OF ADDITIONAL ARCHITECTURAL SERVICES

5.1 When authorized in writing by the OWNER, the ARCHITECT will furnish additional Services as enumerated hereinafter.

5.1.1 Providing necessary boundary and design topographic surveying for the Project to obtain existing grading, locations and dimensions of existing structures, and elevation of critical elements.

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

5.1.3 Prepare to and serve as an expert witness for the OWNER in any litigation.

5.1.4 Furnish one or more full time Resident Inspectors who will direct his and/or their efforts toward providing assurance for the OWNER that the completed project will conform to the requirements of the contract documents. This shall not be construed as the actual direction of construction work being performed by the Contractor, nor make the ARCHITECT responsible for construction means, techniques, sequences or procedures or the safety

precautions incident thereto. A written resume will be submitted to the OWNER for each Resident Inspector assigned to the project. The OWNER retains the right to disapprove the use of any Resident Inspector the OWNER feels is, for any reason, not qualified.

- 5.1.5 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.)
- 5.1.6 Services resulting from significant changes in the general scope, extent or character of the Project or its design including, but not limited to, changes in size, complexity, OWNER's schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to the preparation of such studies, reports or documents, or are due to any other causes beyond ARCHITECT's control as approved by OWNER.
- 5.1.7 Providing renderings or models for OWNER's use.
- 5.1.8 Preparing documents for alternate bids requested by OWNER for Contractor's work which is not executed or documents for out-of-sequence work.
- 5.1.9 Providing any type of property surveys or related engineering services needed for the transfer of interests in real property.
- 5.1.10 Assistance in connection with re-bidding or renegotiating contracts for construction, materials, equipment or services. Providing bidding phase, construction phase, or other services necessary to support more than bidding effort and/or one contract to construct the facilities designed in this Project. Providing revised drawings, specifications or other Contract Documents, which may be requested by the OWNER to reduce the cost of the Project post-bid.
- 5.1.11 Provide technical consultation and advice on the complete Project.

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 project. Three copies of the plans, specifications and reports shall be delivered to the OWNER

prior to termination or final completion of the contract.

6.2 ARCHITECT may retain a set of any and all documents in any way relating to the Project for its files.

6.3 Reuse of Documents: Any reuse of documents or materials without written authorization or adaptation by ARCHITECT to the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ARCHITECT or to ARCHITECT'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 ARCHITECT for copyright purposes. Any such materials produced as a result of this Agreement 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 the sole and exclusive entity who may exercise such rights.

7.0 TERMINATION

7.1 This agreement may be terminated by either party upon fourteen (14) days written notice in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party.

7.2 The ARCHITECT, 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 contract are chargeable to this agreement.

7.3 The ARCHITECT shall, as soon as practicable after receipt of notice of termination, submit a statement showing in detail the services performed under this agreement to the date of termination.

7.4 The OWNER shall then pay the ARCHITECT promptly that portion of prescribed fee which the services actually performed under this agreement bear to the total services called for under the fee as have been previously made.

8.0 COMPLIANCE WITH LAWS AND ORDINANCES

8.1 The ARCHITECT hereby agrees to comply with all Federal, State, and Local laws and ordinances applicable to the work or services under this Agreement.

9.0 SUCCESSORS AND ASSIGNS

9.1 OWNER and ARCHITECT each bind himself, his successors, executors, administrators and assigns to the other party to this agreement, and to the successors,

prior to termination or final completion of the contract.

6.2 ARCHITECT may retain a set of any and all documents in any way relating to the Project for its files.

6.3 Reuse of Documents: Any reuse of documents or materials without written authorization or adaptation by ARCHITECT to the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ARCHITECT or to ARCHITECT'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 ARCHITECT for copyright purposes. Any such materials produced as a result of this Agreement 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 the sole and exclusive entity who may exercise such rights.

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8.1 The ARCHITECT hereby agrees to comply with all Federal, State, and Local laws and ordinances applicable to the work or services under this Agreement.

9.0 SUCCESSORS AND ASSIGNS

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ARCHITECT, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Agreement. 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 ARCHITECT shall not be assigned or subcontracted in whole or in part by the ARCHITECT 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 thereof, the losing party hereby agrees to pay the attorney's fees of the prevailing party. The parties hereby agree that prior to and as a precondition of the institution of any legal proceedings involving the other party hereto, that the dispute may at the option and agreement of either party be submitted to non-binding mediation with each party to pay one-half of costs. Venue for any litigation arising out of this contract shall be St. Charles Parish.

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 ARCHITECT 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 ARCHITECT shall take appropriate steps to assure compliance.

11.8 The ARCHITECT covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the Project site or any parcels therein. The ARCHITECT further covenants that in the performance of this Agreement no person having any such interest shall be directly employed by ARCHITECT.

12.0 ACCESS TO SITE

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

13.0 WARRANTY

13.1 Chenevert Songy Rodi Soderberg, Inc. warrants that it will perform its design services with the degree of skill and to the standard of care required of the architectural profession.

13.2 The obligations expressed in 13.1 in no way limit the ARCHITECT's obligations expressed elsewhere in this contract.

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

ST. CHARLES PARISH

ATTEST:

St. Charles Parish Library
Board of Control

Willie D. Scott, Sr.
President

ATTEST:

* Chenevert Songy Rodi Soderberg, Inc.

* Norman J. Chenevert, AIA
Treasurer

■ SCHEDULE OF RATES AND CHARGES
CHENEVERT SONGY RODI SODERBERG, INC.
 Revised: May 1, 2003

STAFF	HOURLY RATE
Principal	\$150.00
Senior Project Manager-Engineer	\$120.00
Senior Project Manager-Architect	\$105.00
Senior Engineer III	\$115.00
Senior Engineer II	\$110.00
Design Architect	\$110.00
Roofing Specialist	\$115.00
Senior Engineer	\$90.00
Senior Project Architect II	\$90.00
Senior Project Architect	\$85.00
Project Architect II	\$75.00
Project Architect	\$65.00
Engineer II	\$80.00
Engineer	\$65.00
Engineer Intern	\$55.00
Architect II	\$60.00
Architect	\$55.00
Architect Intern	\$50.00
Professional Land Surveyor	\$110.00
Land Surveyor Intern/Survey Technician	\$55.00
Computer Consultant	\$90.00
Engineering Designer II	\$75.00
Engineering Designer	\$69.50
Engineering Aide	\$45.00
Construction Coordinator	\$65.00
CAD Draftsman	\$40.00
CAD Technician	\$47.50
CAD Technician II	\$52.50
CAD Support	\$40.00
Clerical	\$40.00
Project Coordinator	\$60.00
Survey Party (2-man crew)	\$90.00
Survey Party (3-man crew)	\$120.00
Survey Party (4-man crew)	\$135.00
■ TRANSPORTATION AND OTHER DIRECT COSTS	
DIRECT COST	RATE
Survey Vehicles	\$0.40 per mile
Passenger Cars	\$0.40 per mile
Public Carriers	At cost plus 10%
Long Distance Telephone	At cost plus 10%
Materials & Supplies	At cost plus 10%
Reproduction	At cost plus 10%
Out-of-Town Lodging and Meals	At cost plus 10%

SCHEDULE OF RATES AND CHARGES
CHENEVERT ARCHITECTS, LLC*
 Revised: May 1, 2003 *

STAFF	HOURLY RATE
Principal	\$150.00
Senior Project Manager-Engineer	\$120.00
Senior Project Manager-Architect	\$105.00
Senior Engineer III	\$115.00
Senior Engineer II	\$110.00
Design Architect	\$110.00
Roofing Specialist	\$115.00
Senior Engineer	\$90.00
Senior Project Architect II	\$90.00
Senior Project Architect	\$85.00
Project Architect II	\$75.00
Project Architect	\$65.00
Engineer II	\$80.00
Engineer	\$65.00
Engineer Intern	\$55.00
Architect II	\$60.00
Architect	\$55.00
Architect Intern	\$50.00
Professional Land Surveyor	\$110.00
Land Surveyor Intern/Survey Technician	\$55.00
Computer Consultant	\$90.00
Engineering Designer II	\$75.00
Engineering Designer	\$69.50
Engineering Aide	\$45.00
Construction Coordinator	\$65.00
CAD Draftsman	\$40.00
CAD Technician	\$47.50
CAD Technician II	\$52.50
CAD Support	\$40.00
Clerical	\$40.00
Project Coordinator	\$60.00
Survey Party (2-man crew)	\$90.00
Survey Party (3-man crew)	\$120.00
Survey Party (4-man crew)	\$135.00
■ TRANSPORTATION AND OTHER DIRECT COSTS	
DIRECT COST	RATE
Survey Vehicles	\$0.40 per mile
Passenger Cars	\$0.40 per mile
Public Carriers	At cost plus 10%
Long Distance Telephone	At cost plus 10%
Materials & Supplies	At cost plus 10%
Reproduction	At cost plus 10%
Out-of-Town Lodging and Meals	At cost plus 10%

The Qualification Based Selection Review Panel of St. Charles Parish selected **CSRS** (Chenevert Songy Rodi Soderberg) as the firm to provide architectural services to the St. Charles Parish Library for the East Regional Library Expansion Project (P030306) on May 14, 2003. This firm, and the persons listed in the proposal made by CSRS, is now operating under the company name **Chenevert, LLC (?)**, and shall be known henceforth in this contract.

From: Mary desBordes <mary.desbordes@stcharles.lib.la.us>
To: dfgwen@aol.com <dfgwen@aol.com>
Subject: RE: Public Records Request
Date: Thu, Nov 19, 2009 6:58 pm

Mrs. Dufrene,
I don't have anything to give you. I don't even remember where that document came from. I found it when doing a document and email search for your previous request, so I printed it off. But at this point I don't know why I had it in my documents or what it was meant for. Sorry.
Mary desBordes

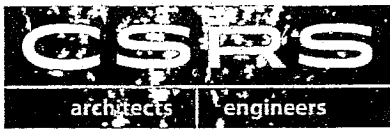
Mary desBordes
Library Director
St. Charles Parish Library
P O Box 949 (voice) 985-785-8464
105 Lakewood Drive (fax) 985-785-8499
Luling LA 70070

From: dfgwen@aol.com [dfgwen@aol.com]
Sent: Thursday, November 19, 2009 5:56 PM
To: Mary desBordes
Subject: Public Records Request

Ms. des Bordes

This is a Public Records Request for documentation (including but not limited to e-mails, fax transmittal, letter, memo) showing where the "Suggested firm name change wording for contract. doc." page came from. Who wrote this?

Sincerely,
Gwen Dufrene.



Transmittal

COPIES DESCRIPTION

1 Proposed Contract for Architectural Services

REMARKS

Attached is the proposed contract, it is similar to the last contract we did on the St. Charles Parish Administrative Building. Please call me once you have had a chance to review it.

Thank you,

Norman J. Chenevert

TO

St. Charles Parish Library
P.O. Box 949
Luling, LA 70070

PH 504.785.8464

ATTENTION

Ms. Mary desBordes

DATE

May 11, 2000

PROJECT NAME

St. Charles Parish Library

PROJECT NUMBER

20058.90

FROM

Norman J. Chenevert, AIA

WE ARE SENDING

Attached

VIA

U.S.Mail

CC

Mr. Tim Vial

6767 Perkins Road, Suite 200
Baton Rouge, LA 70808
PH 225-769-0546
FX 225-767-0060
WEB www.csronline.com

**PROPOSED
CONTRACT FOR
ARCHITECTURAL SERVICES**

THIS AGREEMENT made and effective as of the _____ day of _____, 2000, by and between ST. CHARLES PARISH, a Political Subdivision of the State of Louisiana, acting herein by and through its President who is duly authorized to act in behalf of said Parish and St. Charles Parish Library Board of Control, its President who is duly authorized to act in behalf of Parish Library Board hereinafter called the "OWNER", and Chenevert Songy Rodi Soderberg, Inc. (CSRS), a Louisiana Corporation acting herein by and through its Contracting Officer, hereinafter called the "ARCHITECT". Whereas the OWNER desires to employ a professional consulting architectural firm to perform Architectural Services for the planned construction of the St. Charles Parish Administrative Building Project described in Ordinance No. _____ which is attached hereto and made a part hereof as Exhibit "A" (hereinafter the "Project").

1.0 GENERAL

The OWNER agrees to employ the ARCHITECT, and the ARCHITECT agrees to perform professional architectural services for the Project as set forth in this Agreement.. The ARCHITECT's services will be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project.

2.0 CHARACTER AND EXTENT OF BASIC SERVICES OF THE ARCHITECT

2.1 General

2.1.1 ARCHITECT shall provide OWNER professional architectural Programming, Design, Bidding and Construction Administration services on the Project.. These services will include serving as OWNER's professional architectural representative for the Project, providing professional architectural/engineering consultation and advice, and furnishing architectural, civil, structural, mechanical, and electrical, engineering services and construction administration as set forth in this Agreement.

2.1.2 The ARCHITECT's services, as set forth in this Agreement, are to be provided for the following two part scope:

- a. Part I -- Architectural Programming for the St. Charles Parish, St. Rose Branch Library.
- b. Part II -- Architectural Services to Implement Part I

- 2.1.3 Services provided by ARCHITECT shall be performed in accordance with generally accepted professional architectural practice at the time when and the place where the services are rendered.
- 2.1.4 ARCHITECT shall obtain from OWNER authorization to proceed in writing for each phase of the Project.
- 2.1.5 ARCHITECT shall prepare and submit to OWNER minutes of all meetings with OWNER regarding work performed or to be performed by the ARCHITECT.
- 2.2 Architectural Programming
- 2.2.1 Reviewing data furnished by OWNER and consulting with the OWNER to clarify and define the OWNER's requirements for the project.
- 2.2.2 Conduct a pre-design meeting workshop with the OWNER.
- 2.2.3 Advising OWNER as to the necessity of providing or obtaining from others additional data or services. These additional services may include Library consultant, photogrammetry, reconnaissance surveys, property surveys, topographic surveys, geotechnical investigations and consultation, compilation of hydrological data, materials engineering, materials testing, and environmental assessments and impact statements.
- 2.2.4 Identifying and analyzing requirements of governmental authorities having jurisdiction to approve the design of the Project, and participating in consultations with such authorities.
- 2.2.5 Providing analyses of the OWNER's needs, planning surveys, and comparative evaluations of prospective site plans and solutions.
- 2.2.6 Preparing a comprehensive Architectural Programming Report presenting selected solutions to the OWNER with the ARCHITECT's findings and recommendations. The report will contain diagrammatic layouts, preliminary design criteria with appropriate exhibits to indicate clearly the considerations involved (including applicable requirements of governmental authorities having jurisdiction), and the ARCHITECT's conceptual opinion of probable costs for the project. _____ copies of the report shall be provided to the OWNER.
- 2.2.7 Meet the OWNER and present findings of the Architectural Program Report Phase.

13.2 The obligations expressed in 13.1 in no way limit the ARCHITECT's obligations expressed elsewhere in this contract.

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

ST. CHARLES PARISH

ATTEST:

~~Albert D. Laque~~
~~Parish President~~

ATTEST:

St. Charles Parish Library
Board of Control

Willie D. Scott, Sr.
President

ATTEST:

Chenevert Songy Rodi Soderberg, Inc.

Norman J. Chenevert, AIA
Treasurer

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Sec. 2-12. Qualification based selection procedures for the procurement of architects and engineers.

This section shall include the hiring of architects and engineers for all parish projects.

I. Public Notice.

- (a) A written scope of services and specifications shall be prepared by the initiating department for any architectural or engineering project requested for consideration by parish government.
- (b) A public notice (see exhibit "A" [not included in this section]) shall be published in the official journal of the parish entitled "Request for Qualification Statements" (RFQ) substantially in accordance with the form attached hereto and shall contain the following information:
 - (1) Name and address of parish council and the name of the designated contact person.
 - (2) A description of the project and the nature of the architectural or engineering services required, including the project location.
 - (3) Project budget or construction costs estimate and time schedule (if known).
 - (4) Any special requirement pertinent to the nature of the proposed project (if any).
 - (5) A deadline date for receipt of submittals.
 - (6) A prohibition statement expressly forbidding architects, engineers, or their firms, or parties with financial interest to contact, lobby, solicit or attempt to influence any QBS panel member prior to or following the selection process.
- (c) A "registered mail" mailing list of those firms desiring to receive notices of pending projects can be established for a fee of twenty-five dollars (\$25.00) per year to offset administrative costs.

II. Submittals.

- (a) All interested architects and engineers responding to the public notice should submit a completed professional engineers and related service questionnaire as required by Resolution No. 3380 adopted on October 16, 1989.
- (b) All submittals shall be received via registered mail on or before the deadline date for receipt of submittals.

III. Review of Submittals.

- (a) The parish council shall establish a review panel for each project under consideration [see subsection VII].
- (b) The review panel shall meet at least twice monthly or as needed and shall review and evaluate all submittals received.
 - (1) Firms shall be rated in accordance with the approved rating sheet by the review panel members.
 - (2) The top three (3) firms shall be ranked. Each panel member shall be required to sign his or her rating sheets for firms ranked as the top three (3). In case of a tie of the top three (3) firms, all tying firms shall be considered in the subsequent round of scoring.
 - (3) The review panel shall award the following points to the top firms with the understanding that panel members must vote for all places considered:
 - 3 points for the first rated firm
 - 2 points for the second rated firm
 - 1 point for the third rated firm
 - (4) Total the scores from step (3) and rate the firms.
 - (5) In the event of a tie in step (4), the review panel shall have a runoff vote for the tying firms. This vote shall be a single vote by each panel member until one of the tying firms receives a majority vote. If there is a tie on the second vote, then there shall be a discussion among the panel members and a re-vote until the tie is broken.

- (6) Every firm shall divulge any partnerships, joint ventures, subcontracts or any business relationship with any other engineering or architectural firm(s) whom they plan to utilize to complete a project. Any firm failing to divulge information relating to a relationship shall be guilty of a misdemeanor punishable by a fine up to one thousand dollars (\$1,000.00) and/or a maximum confinement of six (6) months in prison and shall be expressly forbidden from competing for future architectural or engineering projects with St. Charles Parish.
- (c) The review panel may also request submittals from firms not responding to public notices, and those firms must comply with all submittal requirements in order to be considered by the review panel.
- (d) If several submittals are received, a "short list" comprised of not more than three (3) submittals should be established and ranked in order of preference. In establishing and ranking of this short list, the review panel should consider completeness of the forms and applicability of experience and qualifications related to the required services. The panel is encouraged to check references of the firm by telephone or letter. A firm selection may be made from the firm(s) submitting, even if less than three (3) submittals are received.
- (e) The review panel may desire to further examine the experience and qualifications of the "short listed" firms through personal interviews. In such case, the firms identified by the ranked submittals should be notified in writing and should be invited to scheduled interviews. Adequate time should be allowed for this interview so that a firm's qualifications can be carefully discussed and the firms can describe how they would plan to organize their firm for the project. (See exhibit "C" [not printed in this section].)
- (f) After the interview, the review panel should reconvene and create a new ranking of the firms based on the evaluation of references and findings of the interviews. The top-ranked firm should be invited to negotiate terms and conditions of the contract, excluding fees, for professional services with the review panel.

IV. Special Provisions.

- (a) Any contract for consulting engineers or architectural services involving the public works, sewerage or waterworks department [or department] of any St. Charles Parish government office, agency, commission or special district which would result in a fee in the amount of twenty thousand dollars (\$20,000.00) or more shall be awarded based on the recommendation of the review panel. Any such project resulting in a fee of less than the twenty thousand dollars (\$20,000.00) threshold shall be handled administratively by the appropriate department, in its sole discretion, from utilizing this selection process whenever it is deemed appropriate.
- (b) Wherever the term "department" appears in this section of this Code it shall be interpreted to mean those listed in subsection (a) above.
- (c) In situations where multiple disciplines are involved in a particular project, the director of the appropriate department shall have the exclusive authority to determine whether the review panel should review the professional services contract (i.e., reimbursable cost for engineering review for subdivision acceptance which is paid by the developers).
- (d) In the event that an emergency ordinance is adopted for architectural or engineering work in accordance with article IV, section E, of the Home Rule Charter, the QBS procedures shall be excluded.

V. Negotiations.

- (a) The parish administration or the administration of the appropriate board, special district or commission should undertake negotiations with the top-ranked firm as soon as possible after completion of the interview process to establish fees for the services to be performed.

- (b) In the event the parish administration or the administration of the appropriate board, special district or commission is unable to negotiate a suitable contract with the first-ranked firm, negotiations should be terminated with that firm, and then initiated with the second-ranked firm. This process should be continued until suitable contractual arrangements with a firm have been satisfactorily consummated. All unsuccessful firms should be so advised by letter.

VI. Award.

- (a) Parish Departments. Once suitable contract arrangements with a firm have been satisfactorily consummated, the Parish Administration shall prepare for consideration and approval by the parish council the necessary ordinance approving and authorizing the execution of the professional services agreement.
- (b) Boards, special districts, commissions. Once suitable contract arrangements have been satisfactorily consummated by the administration of board, special district or commission, the parish council shall be provided written notice of intent to contract. Notice of intent to contract shall be provided to the parish council in sufficient time to respond if desired. Said contract shall then be presented to the governing authority of that board, special district or commission for consideration and approval.

VII. Review Panel.

(a) Membership.

- (1) The review panel shall be composed of five (5) members. The following members are appointed to serve thereon:
- a. The director of the respective parish department, board, special district or commission for which the project will be done, or his designee;
 - b. One (1) member shall be filled by appointment of the parish council from a list of persons submitted by the President of Southeastern Louisiana University;
 - c. One (1) member shall be filled by appointment of the parish council from a list of persons submitted by the Chancellor of the University of New Orleans;
 - d. One (1) member shall be filled by appointment of the parish council from a list of persons submitted by the President of Tulane University;
 - e. One (1) member shall be filled by appointment of the parish council from a list of persons submitted by the President of Louisiana State University;
- all of whom shall constitute the voting membership of the review panel, which shall elect its own chairman and such other officers as it deems necessary and appropriate, and shall have the authority to adopt rules, regulations, policies, procedures, and forms for the conduct of its business, consistent with the objective set forth in the qualification based selection procedures adopted by the parish council [subsections I--VI of this section].
- (b) The members of the review panel shall be appointed by the parish council and shall be charged with the responsibility of selecting architects and engineers in accordance with the provisions set forth hereinafter.
- (c) The following regulations shall govern the composition of the review panel:
- (1) The director of the affected parish department, board, special district, commission or his designee shall be assigned to work with the review panel.
 - (2) No two (2) members of the review panel shall be employed by the same firm or agency; and no employee of the parish government, board, special district, or commission with the exception of the appropriate department director board, special district, or commission, shall be eligible for appointment to the review panel.

- (3) Members of the review panel may be removed for just and reasonable cause during their terms at the discretion of the parish council. In the event a review panel member is removed or resigns, the nominating organization shall have the responsibility of selecting and submitting a new person to fill the unexpired term of the departing member.
- (4) Members of the review panel shall be reimbursed for mileage to and from meetings.
- (5) No firm in which a review panel member is an owner, associate, employee, stockholder or partner shall be eligible to receive any parish contracts during that individual's term on the review panel or for a period of six (6) months following the completion of that individual's service on the review panel.
- (6) No member of the review panel and no member of that individual's firm shall perform services as a consultant to any firm which has received a parish contract, based on the recommendation of the review panel, during the period of the review panel member's service and for a period of two (2) years thereafter.
- (7) The term of office for all members of the review panel shall be for a period of three (3) years, except that the first two (2) members appointed shall serve for a period of two (2) years and the second two (2) members appointed shall serve for a period of three (3) years.

VIII. Prohibition.

Any architectural or engineering firm, including officers and agents, submitting a proposal for review and consideration for a parish project is expressly forbidden from contacting, lobbying, soliciting or attempting to influence any QBS panel member prior to or following the selection process. Violation of this prohibition shall automatically cause the offending firm to be disqualified from consideration for the pending project and may result in disqualification for all future projects for a period to be determined by a majority of the QBS board. QBS panel members shall immediately report any and all violations to the parish attorney.

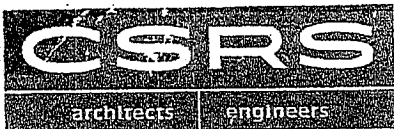
(Ord. No. 92-11-2, §§ I--VI, 11-2-92; Ord. No. 93-2-20, §§ I--VI, 2-15-93; Ord. No. 93-2-21, § I, 2-15-93; Ord. No. 95-9-8, § I, 9-5-95; Ord. No. 96-2-4, § I, 2-5-96; Ord. No. 96-2-5, § I, 2-5-96; Ord. No. 96-4-11, §§ I--III, 4-15-96; Ord. No. 96-7-6, § I, 7-1-96; Ord. No. 96-8-12, § I, 8-19-96; Ord. No. 98-4-3, § I, 4-6-98)

Editor's note--Ord. No. 92-11-2, adopted Nov. 12, 1992, did not specifically amend this Code; hence, inclusion of §§ I--VI as § 2-12 was at the discretion of the editor. Section I of Ord. No. 93-2-21, adopted Feb. 15, 1993, was added as subsection VII.

Sec. 2-13. Professional liability insurance requirements for consulting engineering services.

- (a) Contracts for consulting engineering services in excess of ten thousand dollars (\$10,000.00) for capital projects shall require that the engineer secure and maintain at his expense professional liability insurance in the sum of five hundred thousand dollars (\$500,000.00) or fifty (50) percent of the project cost, whichever is lesser up to a project limit of two million dollars (\$2,000,000.00).
- (b) When the project cost exceeds two million dollars (\$2,000,000.00), the parish council shall have the option of setting higher professional liability insurance coverage; but in no case when the project cost is greater than two million dollars (\$2,000,000.00) shall the professional liability insurance coverage be lower than one million dollars (\$1,000,000.00).
- (c) All certificates of insurance shall be furnished to the owner and shall provide that insurance shall not be canceled without ten (10) days' prior written notice to the owner.

(Ord. No. 92-11-15, §§ I--III, 11-16-92; Ord. No. 94-2-9, § I, 2-21-94)
 Editor's note--Ord. No. 92-11-15, adopted Nov. 16, 1992, amended this chapter by adding provisions designated by the editor as § 2-13.



Transmittal

COPIES	DESCRIPTION
4	Signed Contracts

REMARKS

Please find attached for your review and approval. Should you have any questions, do not hesitate to call me.

Thank you

TO

St. Charles Parish Library
105 Lakewood Drive
Luling, LA 70070

PH (985) 783-8464

ATTENTION

Ms. Mary desBordes

DATE

Jun 13, 2003

PROJECT NAME

St. Charles Parish East Regional
Library Renovations

PROJECT NUMBER

22097.00

FROM

Norman J. Chenevert, AIA

WE ARE SENDING

Attached

VIA

Federal Express

Mary -
I sent 1 copy
to Norman & 1
copy to Christina
in France.
Tammy

6767 Perkins Road, Suite 200
Baton Rouge, LA 70801
PH 225-769-0546
FX 225-767-0060
WEB www.csronline.com

Chenevert Songy Rodi Soderberg, Inc

**PROPOSED
CONTRACT FOR
ARCHITECTURAL SERVICES**

The Qualification Based Selection Review Panel of St. Charles Parish selected CSRS (Chenevert Songy Rodi Soderberg, Inc.) as the firm to provide architectural services to the St. Charles Parish Library for the East Regional Library Expansion Project (P030306) on May 14, 2003. This firm, and the persons listed in the proposal made by CSRS, is now operating under the company name Chenevert Architects, LLC and shall be known henceforth in this contract.

THIS AGREEMENT made and effective as of the _____ day of _____, 2003, by and between St. Charles Parish Library Board of Control, its President who is duly authorized to act in behalf of Parish Library Board hereinafter called the "OWNER", and Chenevert Architects, (CA), a Limited Liability Corporation acting herein by and through its Contracting Officer, hereinafter called the "ARCHITECT". Whereas the OWNER desires to employ a professional consulting architectural firm to perform Architectural Services for the planned construction of the St. Charles Parish Library, East Regional Branch Library Expansion St. Charles Parish Project #P030306.

1.0 GENERAL

The OWNER agrees to employ the ARCHITECT, and the ARCHITECT agrees to perform professional architectural services for the Project as set forth in this Agreement. The ARCHITECT's services will be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project.

2.0 CHARACTER AND EXTENT OF BASIC SERVICES OF THE ARCHITECT

2.1 General

2.1.1 ARCHITECT shall provide OWNER professional architectural Programming, Design, Bidding and Construction Administration services on the Project. These services will include serving as OWNER's professional architectural representative for the Project, providing professional architectural/engineering consultation and advice, and furnishing architectural, civil, structural, mechanical, and electrical, engineering services and construction administration as set forth in this Agreement.

2.1.2 The ARCHITECT's services, as set forth in this Agreement, are to be provided for the following two part scope:

- a. Part I – Architectural Programming for the St. Charles Parish, East Regional Branch Library Expansion.
- b. Part II – Architectural Services to Implement Part I

BJT

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

2.1.4 ARCHITECT shall obtain from OWNER authorization to proceed in writing for each phase of the Project.

2.1.5 ARCHITECT shall prepare and submit to OWNER minutes of all meetings with OWNER regarding work performed or to be performed by the ARCHITECT.



2.2 Architectural Programming

2.2.1 Reviewing data furnished by OWNER and consulting with the OWNER to clarify and define the OWNER's requirements for the project.

2.2.2 Conduct a pre-design meeting workshop with the OWNER.

2.2.3 Advising OWNER as to the necessity of providing or obtaining from others additional data or services. These additional services may include Library consultant, photogrammetry, reconnaissance surveys, property surveys, topographic surveys, geotechnical investigations and consultation, compilation of hydrological data, materials engineering, materials testing, and environmental assessments and impact statements.

2.2.4 Identifying and analyzing requirements of governmental authorities having jurisdiction to approve the design of the Project, and participating in consultations with such authorities.

2.2.5 Providing analyses of the OWNER's needs, planning surveys, and comparative evaluations of prospective site plans and solutions.

2.2.6 Preparing a comprehensive Architectural Programming Report presenting selected solutions to the OWNER with the ARCHITECT's findings and recommendations. The architect will agree to make reasonable minor revisions within the original scope of the project. The report will contain diagrammatic layouts, preliminary design criteria with appropriate exhibits to indicate clearly the considerations involved (including applicable requirements of governmental authorities having jurisdiction), and the ARCHITECT's conceptual opinion of probable costs for the project. Six (6) copies of the report shall be provided to the OWNER.

2.2.7 Meet the OWNER and present findings of the Architectural Program Report Phase.

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

ST. CHARLES PARISH

ATTEST:

St. Charles Parish Library
Board of Control

Willie D. Scott Sr
Willie D. Scott, Sr.
President

ATTEST:

Tuesday B...
...

Chenevert Architect, LLC

Norman J. Chenevert
Norman J. Chenevert, AIA
Sole Member

Chenevert_1-8-10

8 BY MR. LOEB:

9 Q. Mr. Chenevert, I wanted to just make
10 sure we were clear about something on the
11 record. I'm going to show you a document
12 previously introduced as Exhibit No. 6. Do
13 you see that document?

14 A. Yes, I do.

15 Q. You previously identified the
16 attachment which is behind the fax transmittal
17 sheet. Can you identify that again for us,
18 please?

19 A. That is the proposed contract for
20 architectural services for the East Regional
21 Library.

22 Q. The language in the first paragraph,
23 do you see that?

24 A. I do.

25 Q. Who authored that language?

Marsha R. Wills, CCR
VERBATIM REPORTING, L.L.C.
(225) 335-8524

103

1 A. St. Charles Parish.

2 Q. Was there any part of this agreement
3 that you authored?

4 A. No. This is their standard form
5 contract for architectural services.

6 Q. Tell me how this works. They sent you
7 what, and then what happened?

8 A. What they told me to do was take my
9 St. Rose contract, mark it up, revise it, and
Page 96

Chenevert_1-8-10

10 then go ahead and forward it to them in draft
11 form, and they would make the final edits.

12 Q. Who at St. Charles Parish sent you
13 this?

14 A. Tim Vial.

15 MR. LOEB:

16 That's all the questions I have.

17 MR. BROWN:

18 And I just have one last question
19 for you, Mr. Chenevert.

20 R E - E X A M I N A T I O N

21 BY MR. BROWN:

22 Q. Referring again to Exhibit No. 6 of
23 this proposed contract, did you sign that?

24 A. I did.

25 MR. BROWN:

Marsha R. Wills, CCR
VERBATIM REPORTING, L.L.C.
(225) 335-8524

104

1 That's all I have. Nothing
2 further.

3 (Whereupon, the Deposition was concluded
4 at or about 12:05 p.m.)

5

6

7

8

9

10

11



Department of Finance

City of Baton Rouge
Parish of East Baton Rouge

222 St. Louis Street
Post Office Box 2590
Baton Rouge, Louisiana 70821

225/389-3079
FAX 225/389-5369

REVENUE DIVISION

August 25, 2008

According to records maintained in this office, Chenevert Architects LLC began operation on July 01, 2003.

If you have any questions regarding this information, please contact the Finance Department/Revenue Division at 225-389-3084.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gwen Thompson".

Gwen Thompson
Revenue Supervisor



ST. CHARLES PARISH

OFFICE OF THE PARISH PRESIDENT

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057

(985) 783-5000 • Fax: (985) 783-5005

Website: <http://www.st-charles.la.us> • E-mail: vj@stcharlesgov.net

V.J. ST. PIERRE, JR.
PARISH PRESIDENT

February 1, 2010

Mrs. Gwen Dufrene
3551 Highway 306
Bayou Gauche, LA 70030

Dear Mrs. Dufrene,

I am writing in response to your request of January 31, 2010. As stated in my letter of January 26, 2010 the contract for the East Regional Library was based on the standard contract used at the time for other Architectural contracts, such as the renovations to the Planning & Zoning Office, the Community Health Center and the St. Rose Library. In regards to your public records request, I can not tell you specifically which one was used therefore, I can not provide you with a "...sample contract exactly..." as provided to Chenevert, however I can tell you that none of the referenced contracts included the language in question. I also know of no specific correspondence regarding the contract in question. You may want to contact the Council Records Office to further research this matter.

In regards to the Affidavit, I stated in my letter of January 26, 2010 that "the sample contract that I would have provided would not have had that language in it. It would have been added by someone else." I stand by that statement.

Should you desire a copy of the above referenced contracts, they are available in the Council Records Office.

Sincerely,

Timothy J. Vial
Chief Administrative Officer



ST. CHARLES PARISH

OFFICE OF THE PARISH PRESIDENT

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057

(985) 783-5000 • Fax: (985) 783-5005

Website: <http://www.st-charles.la.us> • E-mail: vj@stcharlesgov.net

V.J. ST. PIERRE, JR.
PARISH PRESIDENT

February 2, 2010

Mrs. Gwen Dufrene
3551 Highway 306
Bayou Gauche, LA 70030

Dear Mrs. Dufrene,

I am writing in response to your request of February 2, 2010. In regards to your public records request, as stated in my letter to you on February 1, 2010 I can not tell you specifically which contract was used, therefore I can not provide you with the "...sample contract exactly..." as provided to Chenevert. However, once again, I can tell you that none of the contracts referenced in my letter to you of February 1, 2010 included the language in question.

As stated in my letter to you on January 26, 2010 "...the sample contract that I would have provided would not have had that language in it. It would have been added by someone else." Once again, I stand by that statement.

In regards to the specific correspondence regarding the contract, I am not aware of any. However, I would suggest you contact the Council Records Office to further research this matter in their records.

Sincerely,

Timothy J. Vial
Chief Administrative Officer

Subj: **RE: Another Question**
Date: 8/18/2008 10:15:22 A.M. Central Standard Time
From: mary.desbordes@stcharles.lib.la.us
To: Dfgwen@aol.com

Mrs. Dufrene,

It is my understanding that the contract was written by CSRS and/or Chenevert Architects, reviewed by the Parish attorney, and approved by the Parish Council. Confirmation of this can be obtained through the Parish President or Parish Council's office.

Mary desBordes

Mary desBordes
Director
St. Charles Parish Library
105 Lakewood Drive (voice) 985-785-8464
P O Box 949 (fax) 985-785-8499
Luling LA 70070

From: Dfgwen@aol.com [<mailto:Dfgwen@aol.com>]
Sent: Friday, August 15, 2008 2:18 PM
To: Mary desBordes
Subject: Another Question

Who drew up the "PROPOSED CONTRACT FOR ARCHITECTURAL SERVICES" and Amendment 1 to this contract for the East Regional Library Expansion Project (P030306)?

Gwen Dufrene

Looking for a car that's sporty, fun and fits in your budget? [Read reviews on AOL Autos.](#)

Transmittal

COPIES	DESCRIPTION
4	Contract Amendment #1

REMARKS

Mary-

Since the project scope has changed from a renovation/addition to a new building design, the fee formula should be adjusted to remove the renovation factor as shown in item #2. Our hourly fee rates have increased from May 1, 2003 to January 1, 2006 as shown in item #1 and the attached "Schedule of Hourly Rates and Charges". Please have Mr. Scott sign all copies and return one fully executed copy to us. If you have any questions, please do not hesitate to contact us.

Sincerely,
Norman J. Chenevert

TO

St. Charles Parish Library
P.O. Box 949
Luling, LA 70070

PH (985)785-8471

ATTENTION

Ms. Mary desBordes

DATE

March 17, 2006

PROJECT NAME

St. Charles Parish Library

PROJECT NUMBER

22097.00

FROM

Norman J. Chenevert

WE ARE SENDING

Attached

VIA

FedEx

6767 Perkins Road, Suite 101
Baton Rouge, LA 70808
PH 225-767-0956
FX 225-767-0765
WEB www.chenevertarchitects.com

RECEIVED BY
CHENEVERT ARCHITECTS LLC

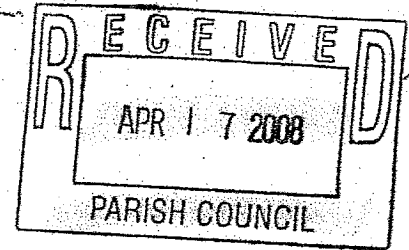
APR 14 2008

E. Cheryl

22097.00
Contract

**PROPOSED
CONTRACT FOR
ARCHITECTURAL SERVICES**

AMENDMENT #1



The Qualification Based Selection Review Panel of St. Charles Parish selected CSRS (Chenevert Songy Rodi Soderberg, Inc.) as the firm to provide architectural services to the St. Charles Library for the East Regional Library Expansion Project (P030306) on May 14, 2003. This firm, and the persons listed in the proposal made by CSRS, is now operating under the company name of Chenevert Architects LLC and shall be known henceforth in this contract.

1. Changes to the contract Section 4.1.1 due to hourly rate increases from May 1, 2003 to January 1, 2006.

Replace "Schedule of Hourly Rates and Charges" Attachment with Attachment A.

2. Changes to the contract Section 4.1.2 due to scope change from a renovation to new building design and construction are as follows:

Change Section 4.1.2 BASIC FEE, a) to read, "a) Schematic Design, Design Development, Construction Document Phases:

46.10

$$\frac{46.10}{\text{Log}(AEC(1975\text{ BCL} / \text{Current BCL}))} = (\text{Fee Amount})$$

Signed:

St. Charles Parish Library
Board of Control

Willie D. Scott Sr.
Willie D. Scott, Sr.
President

Witness: *[Signature]*
[Signature]

Chenevert Architects LLC

Norman J. Chenevert
Norman J. Chenevert
Member

Witness: *[Signature]*
[Signature]

Article 8
Definitions

8.01 The terms used in these Articles of Organization shall have the following respective meanings:

(a) "Capital Contribution" means the Initial Capital Contribution of a Member and any additional Capital Contributions made by a Member, as adjusted according to the provisions hereof.

(b) "Initial Capital Contribution" means the contribution of an interest or an undivided interest in Property to the LLC as provided in Article 4 hereof.

(c) "Internal Revenue Code" or "Code" means the Internal Revenue Code of 1986, as amended at the time of reference thereto (or any corresponding provisions of succeeding law).

(d) "Member" means Norman J. Chenevert.

(e) "Property" "LLC Property" or "LLC Assets" or "Assets" means all property and assets of the LLC, of whatever kind and nature, and wherever situated, and however acquired, movable and immovable, tangible and intangible, owned by the LLC.

(f) "Unit" means an interest in the initial capital of the LLC acquired in exchange for an Initial Capital Contribution to the LLC as set out in Article 4. The authorized number of Units of the LLC is five thousand (5,000).

Executed at Baton Rouge, Louisiana, on this 13th day of June, 2003, in the presence of the undersigned witnesses and notary public. *

WITNESSES:

Kiana C. Bronsard
Jaime E. Hurley

Norman J. Chenevert
Norman J. Chenevert, Sole Member

Raymond D
NOTARY PUBLIC

Jay Dardenne
SECRETARY OF STATE

State of Louisiana
Secretary of State



COMMERCIAL DIVISION

Uniform Commercial Code
(225) 342-5542
Fax
(225) 932-5318

Administrative Services
(225) 922-0415
Fax
(225) 932-5317

Corporations
(225) 925-4704
Fax
(225) 932-5314

Name	Type	City	Status
CHENEVERT ARCHITECTS LLC	Limited Liability Company	BATON ROUGE	Active

Business: CHENEVERT ARCHITECTS LLC

Charter Number: 35500872 K

Registration Date: 6/16/2003

State Of Origin:

Domicile Address

232 THIRD ST., STE. 100
BATON ROUGE, LA 70801

Mailing Address

C/O NORMAN J. CHENEVERT
232 THIRD ST., STE. 100
BATON ROUGE, LA 70801

Status

Status: Active
Annual Report Status: In Good Standing
File Date: 6/16/2003
Last Report Filed: 7/27/2009
Type: Limited Liability Company

Registered Agent(s)

Agent:	NORMAN J. CHENEVERT
Address 1:	232 THIRD ST., STE. 100
City, State, Zip:	BATON ROUGE, LA 70801
Appointment Date:	6/16/2003

Officer(s)

Additional Officers: Yes

Officer:	NORMAN J. CHENEVERT
Title:	Member
Address 1:	232 THIRD ST., STE. 100
City, State, Zip:	BATON ROUGE, LA 70801

Officer:	JOSEPH DYKE NELSON
Title:	Member
Address 1:	6237 RIVERBEND

City, State, Zip:	BATON ROUGE, LA 70820
Officer:	REGINA CHERYL ARCENEUX
Title:	Member
Address 1:	15320 HONORS CRT. DR.
City, State, Zip:	BATON ROUGE, LA 70808

Amendments on File (3)

Description	Date
Amendment	10/28/2005
Amendment	11/8/2006
Restated Articles	11/8/2006

Print



Department of Finance

City of Baton Rouge
Parish of East Baton Rouge

222 St. Louis Street
Post Office Box 2590
Baton Rouge, Louisiana 70821

225/389-3079
FAX 225/389-5369

REVENUE DIVISION

August 25, 2008

According to records maintained in this office, Chenevert Architects LLC began operation on July 01, 2003.

If you have any questions regarding this information, please contact the Finance Department/Revenue Division at 225-389-3084.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gwen Thompson".

Gwen Thompson
Revenue Supervisor

Jay Dardene
SECRETARY OF STATE

State of Louisiana
Secretary of State



COMMERCIAL DIVISION

Uniform Commercial Code
(225) 342-5542

Fax
(225) 932-5318

Administrative Services

(225) 922-0415

Fax
(225) 932-5317

Corporations

(225) 925-4704

Fax
(225) 932-5314

Name	Type	City	Status
CSRS, INC.	Business Corporation	BATON ROUGE	Active

Previous Names

CHENEVERT, SONGY, RODI, SODERBERG, INC. (Changed: 8/12/2003)

CHENEVERT, SONGY, RODI, SODERBERG, AN ENGINEERING-ARCHITECTURAL CORPORATION (Changed: 7/26/1999)

CHENEVERT/SODERBERG, A PROFESSIONAL ARCHITECTURAL CORPORATION (Changed: 1/6/1994)

CLS DESIGN GROUP, INC., A PROFESSIONAL CORPORATION (Changed: 1/5/1981)

CLS DESIGN GROUP, INC. (Changed: 8/30/1979)

Business: CSRS, INC.
Charter Number: 32130960 D
Registration Date: 3/10/1978

State Of Origin:

Domicile Address

6767 PERKINS RD., #200
BATON ROUGE, LA 70808

Mailing Address

6767 PERKINS RD., #200
BATON ROUGE, LA 70808

Status

Status: Active
Annual Report Status: In Good Standing
File Date: 3/10/1978
Last Report Filed: 1/30/2009
Type: Business Corporation

Registered Agent(s)

Agent: CURTIS D. SODERBERG
Address 1: 6767 PERKINS RD., #200
City, State, Zip: BATON ROUGE, LA 70808
Appointment Date: 11/1/1990

Officer(s)

Additional Officers: No

Officer:	MICHAEL B. SONGY President
Address 1:	6767 PERKINS RD., #200
State, Zip:	BATON ROUGE, LA 70808
Officer:	CURTIS D. SODERBERG Vice-President
Address 1:	6767 PERKINS RD., #200
State, Zip:	BATON ROUGE, LA 70808
Officer:	RONALD J. RODI Secretary
Address 1:	6767 PERKINS RD., #200
State, Zip:	BATON ROUGE, LA 70808

Changes (1)

Effective Date	Effective Date:	Type	Charter#	Charter Name	Role
1/6/1994	1/6/1994	MERGE	32130960D	CSRS, INC.	SURVIVOR
			34149045D	RODI & SONGY, INC.	NON-SURVIVOR

Amendments on File (15)

Description	Date
Article Change	8/30/1979
Article Change	1/5/1981
Termination of Ownership	6/5/1992
Article Change	1/6/1994
Member	1/6/1994
Termination of Ownership	1/28/1994
Termination of Ownership	10/11/1994
Termination of Ownership	9/6/1995
Termination of Ownership	11/12/1996
Amendment	10/3/1997
Termination of Ownership	1/23/1998
Article Change	7/26/1999
Termination of Ownership	8/26/1999
Termination of Ownership	8/4/2003
Article Change	8/12/2003

[Print](#)

Phone Memorandum

Items discussed:

1. Mr. Nelson and Mrs. desBordes discussed the last Library Board meeting that was held on Tuesday March 22, 2006. Mrs. desBordes stated that there were not enough participants to form a quorum. However to keep the project moving, she approved the program and authorized Chenevert Architects to proceed with Schematic Design.
2. Mrs. desBordes also stated that the contract amendment that was sent by Chenevert Architects has been approved.
3. Mrs. desBordes stated that she will call a special meeting of the Library Board once Chenevert Architects has some concept drawings to present.

END OF CALL

PROJECT NAME

East Regional Library

PROJECT NUMBER

22097.00

SUBJECT

Program Approval

CHENEVERT EMPLOYEE

J. Dyke Nelson

PERSON TALKED TO

Mary DesBordes

DATE

March 23, 2006

TIME

2:30 pm

CC

File

6767 Perkins Road, Suite 101
Baton Rouge, Louisiana 70808
phone: 225.757.0955
fax: 225.757.0765
www.CHENEVERTARCHITECTS.com

July 3, 2003

Mr. Tim Vial
Chief Administrative Officer
St. Charles Parish Government
P. O. Box 302
Hahnville, LA 70057

Dear Mr. Vial:

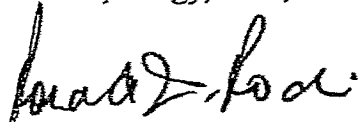
On June 4, 2003, Norman Chenevert announced his resignation from CSRS. The firm will continue under the ownership and management of the remaining partners, and will continue to provide our full range of professional services, including architecture.

CSRS is currently under both engineering and architectural contracts with St. Charles Parish. Please designate Chris Pellegrin, AIA as the Principal-in-Charge and primary contact for ongoing work architectural contracts. Michael Songy, P.E. will remain our Principal-in-Charge of ongoing engineering contracts. Our remaining staff will make this transition as seamless and as smooth as possible without disruption to your project schedules or budgets. We may, as necessary, engage Norman on a subcontract basis to assist in or complete this assignment.

CSRS looks forward to continuing our professional relationship with the Parish. If you have any questions or need additional information, please call me.

Very truly yours,

Chenevert, Songy, Rodi, Soderberg, Inc.



Ronald J. Rodi, P.E.

cc: Norman J. Chenevert, AIA
Ms. Mary desBordes, St. Charles Parish Library

6767 Perkins Road, Suite 200
Baton Rouge, LA 70808
PH 225 769-0546
FX 225 767-0060
WEB www.csronline.com

July 10, 2003

Mrs. Mary DesBordes
St. Charles Parish Library
P.O. Box 949
Luling, LA 70070

Re: Chenevert Architects LLC
Chenevert Project No: 23104.00

Dear ^{Mary} ~~Mrs. Mary DesBordes~~:

As you may have heard I recently sold my interest in CSRS and began Chenevert Architects LLC. I have come to a time in my professional career where I want to focus primarily on architecture and design as well as pursue other professional opportunities. As one of the original founders, I am very proud of CSRS and all of its accomplishments and I thank my partners for allowing me to be part of that success. I know they will continue that success and I wish them the best of luck.

My new office will be located in the same building, Perkins Properties, 6767 Perkins Road, Suite 101, Baton Rouge, Louisiana 70808. My staff is the same, and they are as follows:

J. Dyke Nelson, AIA	Project Manager
David C. Wiesendanger, AAIA	Project Architect
John Streva, AAIA	Project Architect
Thomas Ryan, AAIA	Project Architect
Amanda Chenevert, IA	Intern Architect
Lori LoBue, IA	Intern Architect
Donnie Moutz, CCPM, CCI	Construction Administrator
Tuesday Gray, Project Administrator	Project Coordinator/Marketing
Judith Dillon, Intern	Student Architect

We are specializing in Architectural Design and Planning. To those of you that are currently engaged with CSRS we are making the name change on all contracts however, on some public contracts that cannot be changed we will continue to serve your account through CSRS. This is truly and simply a name change only. I will be calling on you in the near future as a follow up to this letter. In the interim if you have any questions or would like more information, please do not hesitate to contact me at our new phone number (225) 757-0955 Extension 207, fax (225) 757-0765 and new email is chenevert@chenevertarchitects.com.

I thank you for your understanding and hope to continue our personal and professional working relationship.

Sincerely,

Chenevert Architects LLC

Norman J. Chenevert, AIA

6767 Perkins Road, Suite 101
Baton Rouge, Louisiana 70808
phone: 225.757.0955
fax: 225.757.0765

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Starting over

Tuesday, January 16, 2007

* After 25 years in business, Norman Chenevert decided to start over and open his own architecture firm, concentrating on the thing he wants to do the most--designing buildings.

Chenevert was a founder of Chenevert Songy Rodi Soderberg, a firm he started with Curt Soderberg in 1978 after graduating from LSU. CSRS offered a range of services, from architecture and engineering work to serving as a program manager for government agencies, overseeing design and construction projects.

* After more than 20 years, however, Chenevert felt like he was losing his identity and wanted to re-establish himself as an architect. 'I wasn't enjoying the engineering aspects, such as the program management,' he says. 'Matter of fact, serving as a program manager precluded me from doing work for the people we had contracts with.'

* Chenevert left CSRS in July 2003--although he still works with the company--and with about eight employees started a small company that strictly provided architectural services.

Today Chenevert Architects has 37 employees in Baton Rouge and New Orleans and a \$2 million backlog of projects. The company is getting ready to open a branch in Asheville, N.C., while preparing to move into a new headquarters downtown.

At the firm's headquarters on Perkins Road, there's very little free space; an employee has a desk set up right between the office refrigerator and copy machine and thick binders outlining upcoming design projects are stacked up in the conference room.

'We thought we would keep this small group, maybe go up to a maximum of 15,' Chenevert says. 'But we kept on bringing in partners and they have contacts, so we kept growing in this direction.'

Client relationships have played a big factor in Chenevert Architects' growth. Dyke Nelson, chief operating officer and lead designer, says customers such as Cox Communications and Omni Bank have led to the additional work. Chenevert designed Omni Bank's Baton Rouge headquarters, now under construction in Towne Center at Cedar Lodge.

'What we try to do is make our client's business more productive, more successful and give them more notoriety,' says Nelson, who followed Chenevert from CSRS to the new business. Nelson says the firm does this by working with clients to design buildings they feel comfortable with.

'We want to design buildings that meet the test of time and aren't outdated in six months,' Chenevert says.

The first few projects fully designed by Chenevert Architects are just starting to open. One of these buildings is the YMCA Westside in Addis. The building plays off of the nearby sugar mills, with an exterior that looks like corrugated metal. Inside, there's an industrial feel, with exposed ductworks and metal beams.

The next big project is the company's new office building on Third Street in the old Gordon's Jewelers building, set to open by mid-summer.

Chenevert Architects is working on another downtown project, turning the Kress, Knox & Welsh-Levy Buildings into a 60,000-square-foot mixed-use building. That's been a good challenge for the firm, Nelson says, because of all the aspects involved: not only is it a historic building, with parts of it built in the 1870s, but it was a site for lunch counter sit-ins during the 1960s, important events in the Civil Rights movement.

'We want to be generalists and not specialize in one type of building,' Chenevert says. 'We want to bring value to the client and create a nice environment for the community.'