



# ST. CHARLES PARISH


## OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057  
(985) 783-5125 • [www.stcharlesparish.gov](http://www.stcharlesparish.gov)

### COUNCIL OFFICE MEMORANDUM

DATE: MAY 20, 2025

TO: MR. MILES BINGHAM  
PUBLIC WORKS DIRECTOR

FROM: MICHELLE IMPASTATO  
COUNCIL SECRETARY 

RE: AMENDMENT NO. 3 TO ORDINANCE 21-10-2  
BARBER ROAD BANK STABILIZATION  
(PROJECT NO. P210702)

On May 5, 2025, the St. Charles Parish Council adopted Ordinance No. 25-5-2 approving and authorizing the execution of Amendment No. 3 to Ordinance No. 21-10-2, which approved the Professional Services Agreement with Richard C. Lambert Consultants, L.L.C., for engineering services for the Barber Road Bank Stabilization (Project No. P210702), which adds an additional not to exceed amount of \$230,502.00, increasing the not to exceed amount for all services to \$609,146.00.

A copy of the ordinance is enclosed for your records. Please update in your records and/or software as desired. The agreement was fully executed through Administration's DocuSign software and should be available via DocuSign.

MI/ag

Enclosure

cc: <sup>1</sup>Parish Council  
Ms. Samantha de Castro w/ordinance  
Mr. Grant Dussom w/enclosure  
Mr. Corey Oubre w/enclosure  
Mr. Brandon Bernard w/enclosure  
Richard C. Lambert Consultants L.L.C. w/enclosure

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

**2025-0123**

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

**ORDINANCE NO. 25-5-2**

An ordinance approving and authorizing the execution of Amendment No. 3 to Ordinance No. 21-10-2, which approved the Professional Services Agreement with Richard C. Lambert Consultants, L.L.C., for engineering services for the Barber Road Bank Stabilization (Project No. P210702), which adds an additional not to exceed amount of \$230,502.00, increasing the not to exceed amount for all services to \$609,146.00.

**WHEREAS,** Ordinance No. 21-10-2 adopted on October 18, 2021, by the St. Charles Parish Council, approved and authorized the execution of a Professional Services Agreement with Richard C. Lambert Consultants, LLC., (RCLC), to perform engineering services for Barber Road Bank Stabilization (Project No. P210702), for a not to exceed amount of \$243,028.00; and,

**WHEREAS,** Ordinance No. 23-5-6 adopted on May 22, 2023, by the St. Charles Parish Council, approved and authorized the execution of an Amendment No. 1 to Ordinance No. 21-10-2 which approved the Professional Services Agreement with Richard C. Lambert Consultants, L.L.C., for engineering services for the Barber Road Bank Stabilization (Project No. P210702). The amendment added items for Construction Management and Resident Inspection services for the construction of Barber Road Bank Stabilization (Wisner Street to Louisiana Street) in the not to exceed amount of \$135,616.00, for a total not to exceed amount for all services of \$378,644.00; and,

**WHEREAS,** Ordinance No. 23-6-7 adopted on June 5, 2023, by the St. Charles Parish Council, approved and authorized the execution of a Contract with Command Construction, LLC, for construction of Barber Road Bank Stabilization (Wisner Street to Louisiana Street) (Project No. P210702) in the amount of \$2,880,543.00; and,

**WHEREAS,** Ordinance No. 24-3-5 adopted on March 4, 2024, by the St. Charles Parish Council, approved and authorized the execution of Change Order No. One (1) for the construction of Barber Road Bank Stabilization (Wisner Street to Louisiana Street), (Project No. P210702), to increase the contract amount by \$64,659.69 and increase the contract time by 7 calendar days; and,

**WHEREAS,** Ordinance No. 24-6-12 adopted on June 3, 2024, by the St. Charles Parish Council, approved and authorized the execution of an Amendment No. 2 to Ordinance No. 21-10-2 which approved the Professional Services Agreement with Richard C. Lambert Consultants, L.L.C., for engineering services for the Barber Road Bank Stabilization (Project No. P210702). The amendment moved the remaining fees of \$24,630.75 for Resident Inspection to Construction Management services for the construction of Barber Road Bank Stabilization (Wisner Street to Louisiana Street) (Project No. P210702); and,

**WHEREAS,** Ordinance No. 24-7-13 adopted on July 22, 2024, by the St. Charles Parish Council, approved and authorized the execution of Change Order No. Two (2) and Final for the Barber Road Bank Stabilization (Wisner Street to Louisiana Street) (Project No. P210702), to decrease the contract amount by \$143,332.42 and increase the contract time by seventy-four (74) days; and,

**WHEREAS,** St. Charles Parish now desires to construct the next section of the project (Barber Road from Louisiana Street to Dead End) and replace the failing culvert crossing of the Flux Canal under Wisner Street. This will require additional engineering design work in an amount not to exceed \$230,502.00, which increases the total not to exceed amount for all Engineering services to \$609,146.00.

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

**SECTION I.** That Amendment No. 3 to the Professional Services Agreement between St. Charles Parish and Richard C. Lambert Consultants, L.L.C., for Barber Road Bank Stabilization (Project No. P210702), adds Engineering Services to develop plans for the construction of Barber Road Bank Stabilization (Louisiana Street to Dead End) in the amount not to exceed of \$230,502.00 which increases the total not to exceed amount for all services of \$609,146.00, is hereby approved and accepted.

**SECTION II.** That the Parish President is hereby authorized to execute said Amendment on behalf of St. Charles Parish.

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

YEAS: MOBLEY, FONSECA, WILSON, SKIBA, PILIE, COMARDELLE, O'DANIELS, FISHER, DEBRULER

NAYS: NONE

ABSENT: NONE

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

CHAIRMAN: *Harry Fonseca*

SECRETARY: *Michelle Spastaro*

DLVD/PARISH PRESIDENT: *May 6, 2025*

APPROVED: *✓* DISAPPROVED:           

PARISH PRESIDENT: *Matt Jewell*

RETD/SECRETARY: *May 8, 2025*

AT: *3:40 pm* RECD BY: *[Signature]*

**AMENDMENT NO. 3  
TO  
ENGINEERING SERVICES FOR BARBER  
ROAD BANK STABILIZATION (PARISH  
PROJECT NO. P210702)**

THIS AMENDMENT NO. 3 is made and entered into on this  
5/20/2025

BY AND BETWEEN:

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

**RICHARD C. LAMBERT CONSULTANTS** represented herein by Franz Zemmer, duly  
authorized by Corporate Resolution attached hereto (hereafter sometimes referred to  
as “Engineer”):

**WHEREAS**, Ordinance No. 21-10-2 adopted on October 18, 2021, by the St. Charles Parish  
Council, approved and authorized the execution of a Professional Services  
Agreement with Richard C. Lambert Consultants, LLC., (RCLC), to perform  
engineering services for Barber Road Bank Stabilization (Project No.  
P210702), for a not to exceed amount of \$243,028.00; and,

**WHEREAS**, Ordinance No. 23-5-6 adopted on May 22, 2023, by the St. Charles Parish  
Council, approved and authorized the execution of an Amendment No. 1 to  
Ordinance No. 21-10-2 which approved the Professional Services Agreement  
with Richard C. Lambert Consultants, L.L.C., for engineering services for the  
Barber Road Bank Stabilization (Project No. P210702). The amendment added  
items for Construction Management and Resident Inspection services for the  
construction of Barber Road Bank Stabilization (Wisner Street to Louisiana  
Street) in the not to exceed amount of \$135,616.00, for a total not to exceed  
amount for all services of \$378,644.00; and,

**WHEREAS**, Ordinance No. 23-6-7 adopted on June 5, 2023, by the St. Charles Parish  
Council, approved and authorized the execution of a Contract with Command  
Construction, LLC, for construction of Barber Road Bank Stabilization  
(Wisner Street to Louisiana Street) (Project No. P210702) in the amount of  
\$2,880,543.00; and,

**WHEREAS**, Ordinance No. 24-3-5 adopted on March 4, 2024, by the St. Charles Parish  
Council, approved and authorized the execution of Change Order No. One (1)  
for the construction of Barber Road Bank Stabilization (Wisner Street to  
Louisiana Street), (Project No. P210702), to increase the contract amount by  
\$64,659.69 and increase the contract time by 7 calendar days; and,

**WHEREAS**, Ordinance No. 24-6-12 adopted on June 3, 2024, by the St. Charles Parish  
Council, approved and authorized the execution of an Amendment No. 2 to  
Ordinance No. 21-10-2 which approved the Professional Services Agreement  
with Richard C. Lambert Consultants, L.L.C., for engineering services for the  
Barber Road Bank Stabilization (Project No. P210702). The amendment  
moved the remaining fees of \$24,630.75 for Resident Inspection to

Construction Management services for the construction of Barber Road Bank Stabilization (Wisner Street to Louisiana Street) (Project No. P210702) in the amount of \$24,630.75; and,

**WHEREAS,** Ordinance No. 24-7-13 adopted on July 22, 2024, by the St. Charles Parish Council, approved and authorized the execution of Change Order No. Two (2) and Final for the Barber Road Bank Stabilization (Wisner Street to Louisiana Street) (Project No. P210702), to decrease the contract amount by \$143,332.42 and increase the contract time by seventy-four (74) days; and,

**WHEREAS,** St. Charles Parish now desires to construct the next section of the project (Barber Road from Louisiana Street to Dead End) and replace the failing culvert crossing of the Flux Canal under Wisner Street. This will require additional engineering design work in an amount not to exceed \$230,502.00, which increases the total not to exceed amount for all Engineering services to \$609,146.00.

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

**ATTACHMENT “A”**

In accordance with the original contract, St. Charles Parish and Richard C. Lambert Consultants (RCLC) will amend Tasks 1 – 6, and add Tasks 7 and 8 as follows:

Tasks 1-6 in this amendment are in addition to Tasks outlined in original Agreement and Amendments 1 and 2.

Tasks 7 and 8 in this amendment are additional tasks.

**Task 1 - Topographic Survey**

**At the end of Task 1 add:**

Barber Road-Louisiana St to Dead End

RCLC will use BFM Corporation, LLC as a sub-consultant to provide all survey services.

Topographic Survey of the complete length of Barber Road and the Flux Canal was completed as part of Barber Road Bank Stabilization. However, additional topographic surveying may be necessary for Barber Road-Louisiana St to Dead End. As such, this proposal includes a not to exceed fee amount of \$15,000 to survey additional information that may be needed to complete the design of Barber Road-Louisiana St to Dead End.

**Task 2 - Geotechnical**

**At the end of Task 2 add:**

Barber Road-Louisiana St to Dead End

Geotechnical Engineering Services were provided in Barber Road Bank Stabilization for

the complete length of the project. No additional geotechnical information should be needed for Barber Road-Louisiana St to Dead End.

### **Task 3 - Conceptual Plans and Utility Conflict Review**

**At the end of Task 3 add:**

Barber Road-Louisiana St to Dead End

Conceptual Plans and utility conflict reviews were performed in Barber Road Bank Stabilization for the complete length of the project so additional work on this task should not be needed for Barber Road-Louisiana St to Dead End.

### **Task 4 – Preliminary Plans**

**At the end of Task 4 add:**

Barber Road-Louisiana St to Dead End

RCLC will prepare preliminary plans, initial opinion of probable construction costs, and work to identify any major issues that may need to be addressed as part of this project that could impact the project cost. The preliminary plans for Barber Road-Louisiana St to Dead End will include drainage culvert replacement, roadway patching and repair work, typical sections, sheet pile design, plan and profile sheets, cross sections every 100 feet along project, and suggested means for maintaining traffic during construction for local use that will be provided for review and acceptance by the Owner.

Based on the Preliminary Plan that meets Owner approval, RCLC will proceed with the preparation of Final Plans for Barber Road-Louisiana St to Dead End.

### **Task 5 – Final Plans**

**At the end Task 5 add:**

Barber Road-Louisiana St. to Dead End

This task will include the preparation of Final Plans, Specifications, and contract documents necessary for Barber Road-Louisiana St to Dead End of the project. This will include final details on all sheets, plan profile sheets, typical sections, cross sections, grading plans, construction details, pavement markings, suggested sequence of construction plans, and miscellaneous details. Plans will show the location and design of sheet pile wall, culvert replacements, CIPP lining of existing drain lines, junction boxes, pipe lengths, tie-ins to drainage system, and utility adjustments. RCLC will assist the Owner in obtaining required permits and necessary approvals associated with the work within the project limits.

These plans are to include locations of utilities found to be affected by proposed improvements. The existence and ownership of any existing utilities shall be determined by contacting each utility provider in writing to obtain such records as may be available and information from the topographic survey.

RCLC will utilize and adhere to all reasonable design practices, methodologies and applicable codes, regulations, and directions listed within, but not limited to, St. Charles Parish Guidelines.

Final Plans will be developed using CADD and will generally consist of, but are not limited to, the following sheets:

- A. General Drawing Sheets which will include Title Sheet/Location Map, Index of Drawings/Notes, Summary of Quantities, Abbreviations and Symbols.
- B. General Civil Drawing Detail Sheets which will include plans, sections and miscellaneous Civil Discipline details as required for successful construction.
- C. Civil and Structural Drawing Sheets which will include plans, sections and sufficient detail drawings as required for successful fabrication and construction.

RCLC will also prepare the following during the Final Plan phase:

- i. Prepare necessary applications for permits for submission to and approval of local, state, and federal authorities.
- ii. Prepare a detailed Final Opinion of Probable Construction Cost.
- iii. Coordinate with proper utility companies the adjustment, relocation or removal of existing utility lines and structures within the project that conflict with the proposed improvements. RCLC will inquire about all impacted utilities regarding the viability of any required utility modifications.

RCLC will attend Council meetings and other meetings as necessary to discuss issues or progress associated with the project. RCLC will attend two (2) Final Plan design coordination meetings with OWNER.

#### **Task 6 – Bidding**

##### **At end of Task 6 add:**

Barber Road-Louisiana St to Dead End

RCLC will provide the following assistance during the Bidding task of Barber Road-Louisiana St to Dead End:

- a) Assist the OWNER in obtaining bids, attend bid opening, make tabulation and analysis of bids received, verify qualifications of low bidder, make recommendations and render assistance in award of contracts.
- b) Furnish ten (10) sets of plans and specifications for the bid process. The contract documents will be sold at a cost allowed by State law. To cover the cost of reproduction and sale, RCLC will retain all funds generated by the sale of these contract documents.
- c) RCLC will respond to questions generated by purchasers of the contract documents and will conduct a formal pre-bid meeting no later than two (2) weeks prior to actual project bid date. RCLC will prepare and distribute clarifications and addenda necessary to address questions that are received in writing during the advertisement period.
- d) Prepare and distribute all necessary addenda.
- e) Attend Council meetings and other meetings as necessary to discuss issues or progress associated with the project.

**Add to the list of Tasks:**

**Task 7 – Hydraulic and Hydrologic Study (Optional)**

Barber Road-Louisiana St to Dead End

A Hydraulic and Hydrologic Study (H&H) was not required for Barber Road Bank Stabilization and should not be required for Barber Road-Louisiana St to Dead End.

**Task 8A – Construction Management Task 8B – Project Representative**

Barber Road-Louisiana St to Dead End

RCLC can provide a Project Representative during construction to perform the following:

- I. Provide a Project Representative to attend the pre-construction meeting to assist the Owner with any construction related questions or issues that may arise during the meeting.
- II. During construction, a Project Representative will be furnished to provide on-site inspection services and will act as directed by Owner in observing performance of the Contractor(s). The Project Representative will be on-site during construction to observe the progress and quality of the executed work of Contractor(s) and to determine if such work is proceeding in general accordance with the Contract Documents. The Project Representative will keep a project log of contractor activities when visiting the site and the Engineer will furnish the project logs to the Owner at the frequency requested.
- III. After construction is complete, the Project Representative will assist the Owner in preparing a punch list of corrections needed within the project limits.
- IV. Project Representative will monitor the punch list, for items generated by RCLC, corrective actions and advise the Owner once all are satisfactorily completed.

Owner will approve all material mix designs to ensure each conform to the construction plans and specifications. Owner will provide all required testing of project materials to include field related in-place testing of materials (i.e. in-place density testing).

**ATTACHMENT “B”**

**Add to the end Attachment B**

Barber Road-Louisiana St to Dead End

**Project Schedule:**

Timeline The anticipated timeline, after receiving NTP, for services listed in Tasks 1 to 8 below are as follows:

Task 1: Topographic Survey	1 months
Task 2: Geotechnical (Not Required)	0 month
Task 3: Conceptual Plans/Utility Conflict Review (Not Required)	0 month



Task 4: Preliminary Plans	1 month
Task 5: Final Plans	2 months
Task 6: Bidding Phase	1 month
Task 7: H&H Study (Optional)	2 months
Task 8: Construction and Inspection	5 months

Estimated Project Timeline for Barber Road-  
Louisiana St to Dead End (Tasks 1 to 8)  
**ATTACHMENT “C”** 12 months

**Add to the end of existing ATTACHMENT C**

All work is for Barber Road-Louisiana St to Dead End

Task 1:	Topographic Survey	\$15,000
Task 2:	Geotechnical	\$ 0
Task 3:	Conceptual Plans and Utility Conflict Review	\$ 0
Task 4:	Preliminary Plans	\$43,100
Task 5:	Final Plans	\$96,976
Task 6:	Bidding Plans	\$10,775
Task 7:	Hydraulic and Hydrologic Study (Optional)	\$ 0
Task 8A:	Construction Management	\$64,651
Task 8B:	Project Representative	<u>TBD</u>
Project Total Fees		\$230,502

THUS DONE AND SIGNED in the presence of the undersigned competent witnesses, on this 5/20/2025

RICHARD C. LAMBERT CONSULTANTS

By: 

DocuSigned by:

FRANZ ZEMMER

62301A1C8C914B2...

Name: Franz Zemmer

Title: Partner/Design Manager

Date: 5/20/2025

ST. CHARLES PARISH

By: 

DocuSigned by:

Matthew Jewell

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Name: Matthew Jewell

Title: Parish President

Date: 5/20/2025

WITNESS

By: 

Signed by:

Brandi Falcon

B574A561F28044C

Name: Brandi Falcon

Title: Business Manager

Date: 5/20/2025

WITNESS

By: 

Signed by:

Kacy Monfrey

EAB7B274FC894A7...

Name: Kacy Monfrey

Title: Executive Assistant

Date: 5/20/2025



**RESOLUTION**

BE IT RESOLVED by the Manager/Member of RICHARD C. LAMBERT CONSULTANTS, LLC, a Limited Liability Company organized and existing under the laws of the State of Louisiana, and domiciled in the City of Mandeville, Louisiana, that Franz J. Zemmer, PE, Member of the Limited Liability Company is hereby authorized and empowered to execute any and all contracts and related documents for Professional Services on behalf of the Limited Liability Company.

**CERTIFICATE**

I, Richard C. Lambert, manager of RICHARD C. LAMBERT CONSULTANTS, LLC do hereby certify that the foregoing resolution is a true and exact copy unanimously adopted by the members of said Limited Liability Company at a meeting thereof legally held on the 23rd day of May, 2024; that said resolution is duly entered into the records of said Limited Liability Company; that it has not been rescinded or modified; and that it is now in full force and effect.

A handwritten signature of Richard C. Lambert is written over a horizontal line. The signature is in black ink and appears to be "R. C. Lambert".

Richard C. Lambert, Manager/Member  
Richard C. Lambert Consultants, LLC