



# 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)

### MEMORANDUM

DATE: NOVEMBER 14, 2025

TO: MR. BOB MESSERLY  
FACILITIES MANAGER

FROM: MICHELLE IMPASTATO  
COUNCIL SECRETARY 

RE: CERTIFICATE OF SUBSTANTIAL COMPLETION  
EDWARD A. DUFRESNEE COMMUNITY CENTER CHILLER  
REPLACEMENT/UPGRADE (PROJECT NO. GB240701)

Transmitted herewith for your files are two (2) fully executed/recorded originals of the referenced Certificate of Substantial Completion.

MI/mr

Enclosures

cc: <sup>1</sup>Parish Council  
Ms. Samantha de Castro w/enclosure  
Mr. Darrin Duhe w/enclosure  
Mr. Corey Oubre w/enclosure  
Mr. Grant Dussom w/enclosure  
Mr. Duane Foret w/enclosure  
Huseman & Associates, L.L.C. w/original enclosure  
ARC Mechanical Contractors, Inc. w/original enclosure

---

<sup>1</sup> Council Dept. retained 1 original for file; 1 original filed in COC (2)

**SECTION 00808**

**CERTIFICATE OF SUBSTANTIAL COMPLETION**

---

DATE OF ISSUANCE: November 5, 2025

---

OWNER St. Charles Parish  
CONTRACTOR ARC Mechanical Contractors, Inc.  
Contract: GB240701  
Project: Edward A. Dufresne Community Center Chiller Replacement/Upgrade

OWNER's Project No. GB240701

ENGINEER's Project No. H&A #2401502

---

This Certificate of Substantial Completion applies to all Work under the Contract Documents or to the following specified parts thereof:

To St. Charles Parish

OWNER

And To ARC Mechanical Contractors, Inc.

CONTRACTOR

---

The Work to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR and ENGINEER, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

October 27, 2025  
DATE OF SUBSTANTIAL COMPLETION

A tentative list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of CONTRACTOR to complete all the Work in accordance with the Contract Documents. The items in the tentative list shall be completed or corrected by CONTRACTOR within 45 days of the above date of Substantial Completion.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance and warranties and guarantees shall be as follows:

OWNER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

The following documents are attached to and made a part of this Certificate:

- 2025-11-04 FIELD OBSERVATION REPORT – SUBSTANTIAL COMPLETION
- Meeting Sign-In Sheet

This certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of CONTRACTOR's obligation to complete the Work in accordance with the Contract Documents. **Submit 6 (six) original documents signed and dated by the Engineer and Contractor to Dept of Government Buildings, 15045 River Road., Hahnville, La 70057 for processing.**

Executed by ENGINEER on 11-05-2025  
Date

TEDRO GOMEZ, P.E.  
ENGINEER

By: [Signature]  
(Authorized Signature)

CONTRACTOR accepts this Certificate of Substantial Completion on 11/6/2025  
Date

ARC Mechanical  
CONTRACTOR

By: [Signature]  
(Authorized Signature)

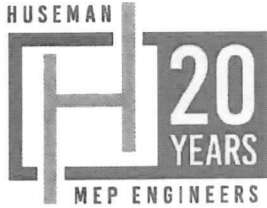
OWNER accepts this Certificate of Substantial Completion on 11/12/25  
Date

St. Charles Parish  
OWNER

By: [Signature]  
(Authorized Signature)

RECORDED IN THE ST. CHARLES PARISH  
CLERK OF COURT OFFICE  
ON 11-13-2025  
AS INSTRUMENT NO. 492583

IN MORTGAGE/CONVEYANCE/OATH BOOK  
Revised January 21, 2021



## 2025-11-04 FIELD OBSERVATION REPORT SUBSTANTIAL COMPLETION

**DATE:** 11/04/2025

**TO:** St. Charles Parish

**ATTN:** Bob Messerly

**FROM:** Pedro Gomez, P.E.

**VIA:** E-Mail

**CC:** ARC Mechanical, SEF Engineers

**Project #:** 2401502

**Project Name:** SCP - Edward Dufresne Community  
Center Chiller Replacement

**Client Project #:** GB240701

---

**Observation Date:** November 4, 2025 **Time:** 8:00 am **Weather:** Clear **Outdoor Temp.:** 55°F

**Participants:** Pedro Gomez (H&A), Carlos Prens (H&A), Bob Messerly (SCP), Ryan (SCP), Glenn Wilson (ARC Mechanical), Jarred Henninger (ARC Mechanical).

---

On this date, the following field observations for the above referenced project were revealed:

### General Notes:

Huseman & Associates (Design Professional of Record), St. Charles Parish (The Owner) and ARC Mechanical (the Contractor) met at the jobsite to perform field observations punch list for construction substantial completion in compliance with the contract documents. The pending punch list items are as follows:

### GENERAL CONSTRUCTION:

1. Installation of mechanical yard perimeter fence - \$24,500
2. Contractor shall clean and remove all construction debris from job-site - \$1,500

### MECHANICAL:

1. Test and balance of new HVAC system chillers and pumps - \$8,000
2. BAS controls interface and graphics for new chillers, new pumps, and existing HHW boiler - \$6,000
3. Install mechanical equipment, valves, and piping service identification tags - \$1,500
4. Owner / End User training for operation and maintenance of new equipment - \$5,000

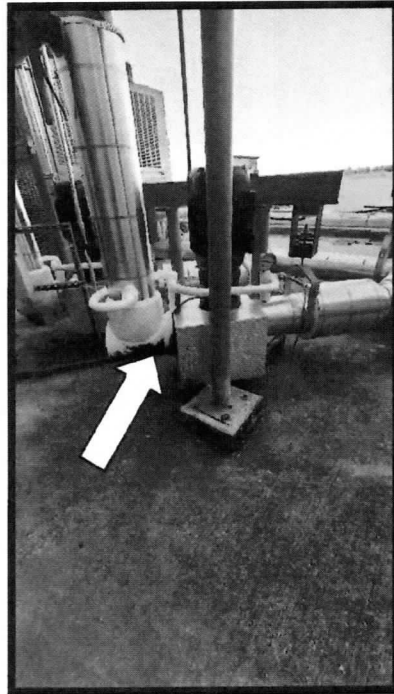
### ELECTRICAL:

1. Conduits holes in the wall shall be patched. - \$500
2. All conduit connectors shall be watertight. - \$500

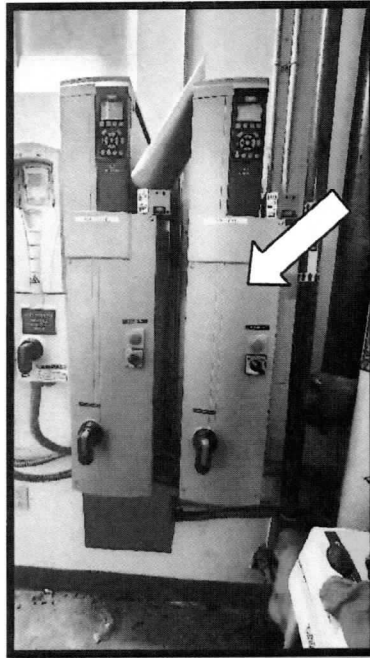
3. The conduit installation on the chiller does not include vibration isolation due to the location of the rigid and flexible conduits. Reconfigure the installation so that the anchor points have a flexible connection between the rigid conduit (wall/floor) and the vibrating equipment (chiller). - \$2,000

Refer to photos below for additional information.

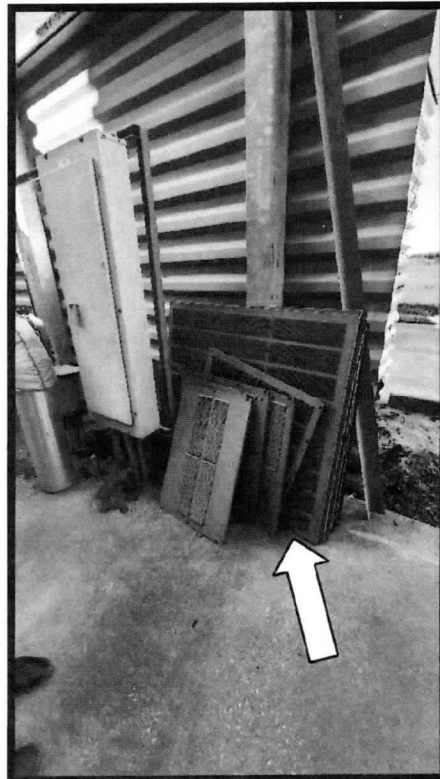
Armaflex insulation coating is in progress.



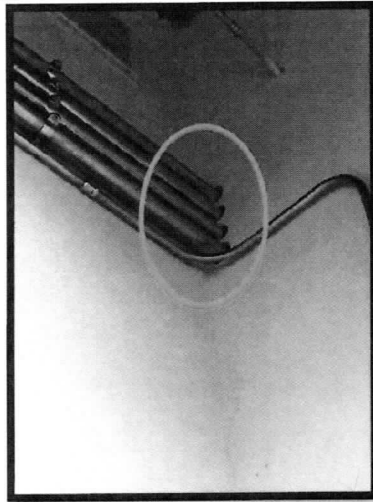
Provide equipment identification tags.



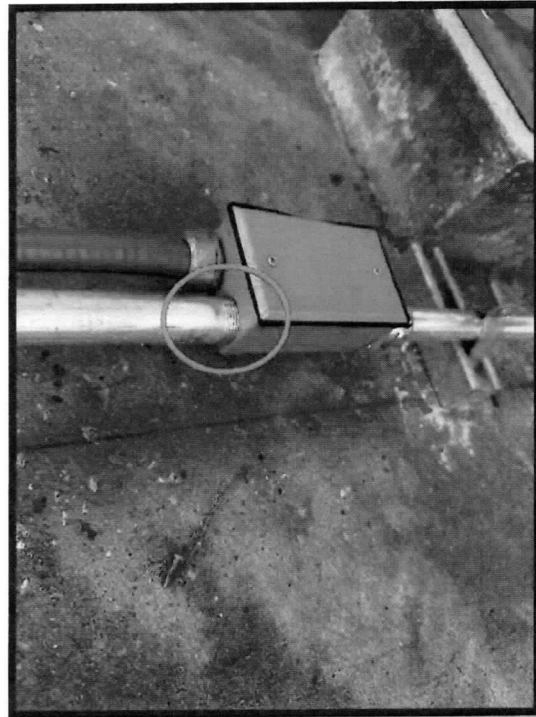
Contractor shall remove all construction debris from jobsite.



Holes in the wall shall be patched



Provide watertight connector.



Rigid conduit is supported by the chiller.





