



ST. CHARLES PARISH

OFFICE OF THE COUNCIL SECRETARY

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COUNCIL OFFICE MEMORANDUM

DATE: OCTOBER 9, 2025

TO: MR. MILES BINGHAM
PUBLIC WORKS DIRECTOR

FROM: MICHELLE IMPASTATO
COUNCIL SECRETARY 

RE: PROFESSIONAL SERVICES AGREEMENT
ELLINGTON STRUCTURES – COUSINS PUMP STATION T-WALL
(PROJECT NO. P080905-H5)

On October 6, 2025, the St. Charles Parish Council adopted Ordinance No. 25-10-9 approving and authorizing the execution of a Professional Services Agreement with Burk-Kleinpeter, Inc., to perform engineering services for the Ellington Structures – Cousins Pump Station T-Wall (Project No. P080905-5H), in an amount not to exceed \$1,583,635.00.

A copy of the ordinance is enclosed for your records. The agreement has been routed to you via DocuSign on October 7, 2025 to handle execution. Please forward to us a fully executed copy once available.

MI/mr

Enclosure

cc: Parish Council
Ms. Samantha de Castro w/enclosure
Mr. Corey Oubre w/enclosure
Mr. Brandon Bernard w/enclosure
Burk-Kleinpeter, Inc. w/enclosure

2025-0296

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

ORDINANCE NO. 25-10-9

An ordinance approving and authorizing the execution of a Professional Services Agreement with Burk-Kleinpeter, Inc., to perform engineering services for the Ellington Structures – Cousins Pump Station T-Wall (Project No. P080905-5H), in an amount not to exceed \$1,583,635.00.

WHEREAS, Ordinance No. 08-10-7 adopted on October 20, 2008, by the St. Charles Parish Council, approved and authorized the execution of a Contract for Engineering Services with BURK-KLEINPETER, INC. for necessary professional engineering services associated with Parish Project No. P080905 St. Charles Parish West Bank Hurricane Protection Levee and Urban Flood Control; and,

WHEREAS, a Task Order was issued on July 18, 2014, labeled P080905-5H for the Ellington Structures – Cousins Pump Station T-Wall project, under the October 20, 2008 Contract; and,

WHEREAS, St. Charles Parish desires to create a new Professional Services Agreement with Burk-Kleinpeter, Inc., for the work associated with Ellington Structures – Cousins Pump Station T-Wall, rather than using the previous Contract for Engineering Services and associated Task Orders; and,

WHEREAS, St. Charles Parish and Burk-Kleinpeter, Inc., have mutually agreed on a not to exceed fee of \$1,583,635.00 to complete all work associated with the Ellington Structures – Cousins Pump Station T-Wall project, and design work previously completed; and,

WHEREAS, Burk-Kleinpeter, Inc. has already been paid \$678,566.00 to date for design of this project, which leaves a balance of \$905,069.00 to be paid; and,

WHEREAS, the remaining balance of \$905,069.00 consists of \$470,414.00 to complete design, bidding, construction administration and closeout; \$300,000.00 for resident inspection; and \$134,655.00 for other Additional Services; and,

WHEREAS, details on the scope, schedule and compensation, including the breakdown of how the \$905,069.00 is to be paid, are described in the attached Professional Services Agreement.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Professional Services Agreement between St. Charles Parish and Burk-Kleinpeter, Inc., to perform engineering services as required by the Department of Public Works, for the Ellington Structures – Cousins Pump Station T-Wall (Project No. P080905-5H), in the not to exceed amount of \$1,583,635.00, is hereby approved and accepted.

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

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

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

NAYS: NONE

ABSENT: COMARDELLE

And the ordinance was declared adopted this 6th day of October, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Shelly Fonseca

SECRETARY: Michelle Spantakos

DLVD/PARISH PRESIDENT: October 7, 2025

APPROVED: ✓ DISAPPROVED:

PARISH PRESIDENT: Matthew Jewell

RETD/SECRETARY: October 7, 2025

AT: 3:19pm RECD BY: [Signature]