



ST. CHARLES PARISH


OFFICE OF THE COUNCIL SECRETARY

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

COUNCIL OFFICE MEMORANDUM

DATE: JUNE 5, 2025

TO: MR. MILES BINGHAM
PUBLIC WORKS DIRECTOR

FROM: MICHELLE IMPASTATO
COUNCIL SECRETARY 

RE: AMENDMENT NO. 1 TO ORDINANCE 23-7-6
ENGINEERS AND GOOD HOPE CANALS PIPELINE LOCATION
INVESTIGATION
(PROJECT NO. P230402)

On May 19, 2025, the St. Charles Parish Council adopted Ordinance No. 25-5-12 approving and authorizing the execution Amendment No. 1 to Ordinance No. 23-7-6, which approved the Professional Services Agreement with Shread-Kuyrkendall & Associates, Inc. for the engineering services for the Engineers and Good Hope Canals Pipeline Location Investigation (Project No. P230402), in the lump sum amount of \$110,305.00.

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: ¹Parish Council
Ms. Samantha de Castro w/ordinance
Mr. Grant Dussom w/enclosure
Mr. Corey Oubre w/enclosure
Mr. Brandon Bernard w/enclosure
Shread-Kuyrkendall & Associates, Inc. w/enclosure

¹ Council Dept. retained 1 DocuSign copy for file

2025-0139

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

ORDINANCE NO: 25-5-12

An ordinance approving and authorizing the execution Amendment No. 1 to Ordinance No. 23-7-6, which approved the Professional Services Agreement with Shread-Kuyrkendall & Associates, Inc. for the engineering services for the Engineers and Good Hope Canals Pipeline Location Investigation (Project No. P230402), in the lump sum amount of \$110,305.00.

- WHEREAS**, Ordinance No. 23-7-6 adopted on July 10, 2023, by the St. Charles Parish Council, approved and authorized the execution of a Professional Services Agreement with Shread-Kuyrkendall & Associates, Inc., to perform engineering services for the Engineers and Good Hope Canals Pipeline Location Investigation (Project No. P230402), in the lump sum amount of \$112,315.00; and,
- WHEREAS**, this work was to support a previous effort of similar scope as described in Ordinance No. 19-8-13 adopted August 19, 2019, by the St. Charles Parish Council, which approved and authorized the execution of a Professional Services Agreement with Shread-Kuyrkendall & Associates, Inc., for providing all necessary professional engineering services for a drainage study of the Norco area, (Parish Project Number P190702), to investigate pipelines located from just south of Canadian Pacific Kansas City (CPKC) Railroad to the northern limit of Air Liquide north of Airline Highway in Norco, along both Engineers and Good Hope Canals, project entitled Norco Drainage Study (Project No. P190702); and,
- WHEREAS**, the initial Project No. (P190702) will be referred to as Phase I and the more recent Project No. (P230402) will be referred to as Phase II going forward, in which a Phase III will be added via this Amendment No. 1; and,
- WHEREAS**, Phase I did not include topographic survey services to show the cross section of each pipeline in relation to both Engineers and Good Hope Canals and St. Charles Parish is now requesting this information be gathered; and,
- WHEREAS**, Phase II did have topographic survey services and therefore adding these services to Phase I will make the information consistent throughout the Norco region; and,
- WHEREAS**, St. Charles Parish is requesting Phase III be added to acquire the pipeline information for the area north of Phase II, which consisted of the area north of Air Liquide but stopped just south of the retention pond for Trepagnier Pump Station, as Phase III will consist of the area inclusive of Trepagnier Pump Station retention pond and the area to the east just past the most western retention pond for Enterprise Products on Airline Highway in Norco (see Phase Map within Amendment No.1); and,
- WHEREAS**, St. Charles Parish and Shread Kuyrkendall & Associates, Inc., have mutually agreed to \$110,305.00 to complete the work for all three phases, increasing the overall contract value to \$222,620.00; and,
- WHEREAS**, the Amendment No. 1 to the Professional Services Agreement between St. Charles Parish and Shread-Kuyrkendall & Associates, Inc. describes the details of the proposed services and compensation.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Amendment No. 1 to the Professional Services Agreement between St. Charles Parish and Shread-Kuyrkendall & Associates, Inc. to perform engineering services as required by the Department of Public Works for the Engineers and Good Hope Canals Pipeline Investigation (Project No. P230402), in the lump sum amount of \$110,305.00, increasing the overall contract value to \$222,620.00, 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, DEBRULER
NAYS: NONE
ABSENT: FISHER

And the ordinance was declared adopted this 19th day of May, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN:

SECRETARY:

DLVD/PARISH PRESIDENT:

APPROVED:

DISAPPROVED:

PARISH PRESIDENT:

RETD/SECRETARY:

AT: 10:28am RECD BY:

**AMENDMENT NO. 1
TO
PROFESSIONAL SERVICES AGREEMENT
FOR ENGINEERS AND GOOD HOPE
CANALS PIPELINE LOCATION
INVESTIGATION**

THIS AMENDMENT NO. 1 is made and entered into on this
6/4/2025

BY AND BETWEEN:

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

SHREAD-KUYRKENDALL & ASSOCIATES, INC. represented herein by Ripley W. McClure, duly authorized by Corporate Resolution attached hereto (hereafter sometimes referred to as "CONSULTANT"):

WHEREAS, Ordinance No. 23-7-6 adopted on July 10, 2023, by the St. Charles Parish Council, approved and authorized the execution of a Professional Services Agreement with Shread-Kuyrkendall & Associates, Inc., to perform engineering services for Engineers and Good Hope Canals Pipeline Location Investigation (Project No. P230402) in the lump sum amount of \$112,315.00; and,

WHEREAS, this work was to support a previous effort of similar scope as described in Ordinance No. 19-8-13 adopted August 19, 2019, by the St. Charles Parish Council, which approved and authorized the execution of a Professional Services Agreement with Shread-Kuyrkendall & Associates, Inc. to investigate pipelines located from just south of Canadian Pacific Kansas City (CPKC) Railroad to the northern limit of Air Liquide north of Airline Highway in Norco, along both Engineers and Good Hope Canals, project entitled Norco Drainage Study (Project No. P190702); and,

WHEREAS, the initial project (P190702) will be referred to as Phase I and the more recent project (P230402) will be referred to as Phase II going forward, in which a Phase III will be added via this Amendment No. 1; and,

WHEREAS, Phase I did not include topographic survey services to show the cross section of each pipeline in relation to both Engineers and Good Hope Canals and St. Charles Parish is now requesting this information be gathered; and,

WHEREAS, Phase II did have topographic survey services and therefore adding these services to Phase I will make the information consistent throughout the Norco region; and,

WHEREAS, St. Charles Parish is requesting Phase III be added to acquire the pipeline

information for the area north of Phase II, which consisted of the area north of Air Liquide but stopped just south of the retention pond for Trepagnier Pump Station, as Phase III will consist of the area inclusive of Trepagnier Pump Station retention pond and the area to the east just past the most western retention pond for Enterprise Products on Airline Highway in Norco (see Phase Map within Attachment A); and,

WHEREAS, St. Charles Parish and Shread Kuyrkendall & Associates, Inc., have mutually agreed to \$110,305.00 to complete the work for all three phases, increasing the overall contract value to \$222,620.00; and,

WHEREAS, the Amendment No. 1 to the Professional Services Agreement between St. Charles Parish and Shread-Kuyrkendall & Associates, Inc. describes the details of the proposed services and compensation.

Changes to the Contract Attachments are as follows:

ATTACHMENT “A”

See the Phase Map below showing the three different phases as referenced in the Amendment.



The scope of work for each phase is as follows:

Phase I – CONSULTANT shall create AutoCAD deliverables to include plan/profile sheets along with cross sections of each pipeline.

Phase II – CONSULTANT shall update the AutoCAD deliverable to include cross sections of each pipeline, as the original deliverable only consisted of plan/profile sheets.

The cross sections mentioned above in Phases I and II will show the OWNER the depth of each pipeline in relation to the bottom of the existing canal, whether it be Engineers or Good Hope, and convey to the OWNER how much room around the pipeline there may be to make improvements to the canals.

Phase III – The CONSULTANT shall investigate using Subsurface Utility Engineering (SUE) the depth, size, type and other pertinent properties of the remaining pipelines within Phase III on the map shown above. Once this information is gathered, the CONSULTANT shall represent this information on an AutoCAD drawing with plan/profile sheets and cross sections at each pipeline, as a deliverable to the OWNER. The level and manner of the SUE work is described in the original contract. There is estimated to be 10 pipelines remaining in the vicinity of Phase III.

ATTACHMENT “B”

The CONSULTANT shall complete the following phases of the project within the number of days shown after Notices to Proceed:

- | | |
|----------------------|----------------------|
| Phase I and Phase II | 60 days to complete |
| Phase III | 120 days to complete |

ATTACHMENT “C”

OWNER shall pay CONSULTANT on a Lump Sum basis for Basic Services set forth in Attachment A as follows:

- a. The total compensation for basic services as described in Attachment A is estimated to be \$110,305.00 based on the following estimated distribution of compensation:

1. Phase I and Phase II Deliverables	\$24,900.00
2. SUE Phase III w/ Administration	\$57,475.00
3. Phase III Deliverables	\$27,930.00

THUS DONE AND SIGNED in the presence of the undersigned competent witnesses, on this 6/4/2025

SHREAD-KUYRKENDALL & ASSOCIATES, INC.

By:

Signed by:

Ripley W. McClure

B5B6B4CCB510438...

Name: Ripley W. McClure

Title: President

Date: 6/4/2025

ST. CHARLES PARISH

By:

DocuSigned by:

Matthew Jewell

B5AABEC5F77E403...

Name: Matthew Jewell

Title: Parish President

Date: 6/4/2025

WITNESS

By:

DocuSigned by:

Mignonne Gutierrez

26E8D4810BE8452...

Name: Mignonne Gutierrez

Title: Administrative

Date: 6/4/2025

WITNESS

By:

Signed by:

Kacy Monfrey

EAB7B274FC894A7...

Name: Kacy Monfrey

Title: Executive Assistant

Date: 6/5/2025

CORPORATE RESOLUTION

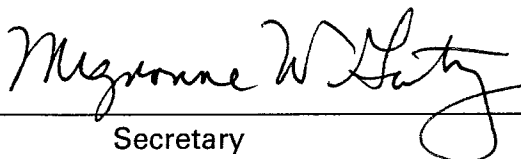
A meeting of the Board of Directors of Shread-Kuyrkendall & Associates, Inc., a Corporation organized under the laws of the State of Louisiana and domiciled East Baton Rouge Parish was held this 28th day of April, 2025 and was attended by a quorum of the member of the Board of Directors.

The following resolution was offered, duly seconded and, after discussion, was unanimously adopted by said quorum:

BE IT RESOLVED, that Ripley W. McClure is hereby authorized to execute contracts and/or agreements on behalf of this corporation with the Parish of St. Charles.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the purchasing Agent of the Parish of St. Charles shall have been furnished a copy of said resolution, duly certified.

I, Mignonne W. Gutierrez, hereby certify that I am the Secretary of Shread-Kuyrkendall & Associates, Inc. a corporation created under the laws of the State of Louisiana domiciled in East Baton Rouge Parish; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the 28th day of April, 2025, as said resolution appears of record in the Official minutes of the Board of Directors in my possession. This 28th day of April, 2025.


Secretary