

AGREEMENT FOR PROFESSIONAL SERVICES

BETWEEN

ST. CHARLES PARISH

AND

SOUTH CENTRAL PLANNING AND DEVELOPMENT COMMISSION

This agreement (AGREEMENT) made and entered into this 5th day of August, 1999.

BY AND BETWEEN

- (1) ST. CHARLES PARISH, represented herein by Parish President, Chris Tregre, (hereinafter sometimes referred to as "PARISH"); and
- (2) SOUTH CENTRAL PLANNING AND DEVELOPMENT COMMISSION, represented by Kevin P. Belanger, Chief Executive Officer of South Central Planning and Development Commission (hereinafter sometimes referred to as "COMMISSION"),

For and in consideration of the agreements herein, the respective appearers having full authority of their respective entities to enter into this contract, do contract as follows:

WITNESSETH

WHEREAS, the PARISH desires to retain the COMMISSION for the purpose of providing technical assistance to the PARISH relative to the Establishment of Community Boundaries for St. Charles Parish.

WHEREAS, the COMMISSION, represented by Kevin P. Belanger, its Chief Executive Officer, as authorized by the Board of Commissioners for South Central Planning and Development Commission, is authorized to enter into contracts and agreements on behalf of South Central Planning and Development Commission;

NOW, THEREFORE, the PARISH and the COMMISSION for the consideration, and under the conditions set forth, do agree as follows:

I. SCOPE OF CONTRACT

This contract contains four (4) typewritten pages, signed by appearers and authenticated; "Exhibit A", "A Proposal to Provide Technical Assistance to St. Charles Parish Relative to the Establishment of Community Boundaries", as submitted by the COMMISSION. This contract may only be amended by written agreement of the parties specifically stating that such written agreement is intended to amend this contract. The written communications between the parties called for hereunder shall not constitute amendments to this contract.

II. SCOPE OF SERVICES

South Central Planning and Development Commission will perform the tasks, as specified in Exhibit A, in providing technical assistance relative to the Establishment of Community Boundaries for St. Charles Parish.

III. ST. CHARLES PARISH RESPONSIBILITIES

- A. The Parish President shall designate an employee to represent the PARISH for all purposes in its relationship with COMMISSION.
- B. Authorize the COMMISSION to perform certain specific tasks, the scope of, the schedule for completion of and the fee for, being mutually agreed upon by the COMMISSION and the PARISH. The scope of these tasks will be based upon the type of work delineated in this agreement and the recommendations adopted by the PARISH. If the COMMISSION cannot perform according to the schedule, through no fault of his own, the COMMISSION shall apply to the PARISH for an extension of time to perform. Such request shall not be unreasonably denied.
- C. Furnish to COMMISSION all existing studies, reports and other available data, as well as, if possible, obtain additional reports and data as required which are pertinent to the completion of the services to be provided under the terms of this contract.
- D. Arrange reasonable access to public property as required.

IV. COMPENSATION

- A. The COMMISSION shall be compensated a minimum fixed fee amount of twelve thousand dollars (\$12,000.00) with a maximum allowed fee of sixteen thousand dollars (\$16,000.00). However, all overruns over the fixed fee shall then be based on actual expenses which shall not exceed sixteen thousand dollars (\$16,000.00) for costs and services incurred in the completion of the "Scope of Services" of Exhibit A, "A Proposal to Provide Technical Assistance to St. Charles Parish Relative to the Establishment of Community Boundaries.
- B. Invoices shall be payable on a quarterly basis to the COMMISSION within thirty (30) days of receipt.

V. ASSIGNABILITY

The COMMISSION shall not assign any interest in this contract and shall not transfer any interest in the same without prior written consent of the PARISH.

VI. DURATION OF AGREEMENT

This Agreement shall continue in full force and effect for a period of 12 months from the date hereof (the contract period) or until its completion, whichever is sooner.

IN WITNESS WHEREOF, the parties hereto have affixed their legal hand in multiple counterparts on this 5th day of August, 1999.

WITNESSES:

Donald P. Landardo
Henry M. Hays

PARISH:

ST. CHARLES PARISH

BY:

Chris A. Tregre
Chris A. Tregre, Parish President

COMMISSION:

SOUTH CENTRAL PLANNING AND
DEVELOPMENT COMMISSION
THIBODAUX, LOUISIANA

BY:

Kevin P. Belanger
Kevin P. Belanger, Chief Executive Officer

EXHIBIT A

ESTABLISHMENT OF COMMUNITY BOUNDARIES

FOR ST. CHARLES PARISH

There are no incorporated municipalities in St. Charles Parish. However, there are numerous communities which have individual identities tied to different periods of growth during the history of the Parish. The U. S. Census Bureau identifies many of the communities as Census Designated Places (CDPs). Demographics are generated for each of these CDPs after every decennial census. Many of the communities grew around post offices and each of these has its own zip code. Others share zip codes with adjacent communities. Establishment of the 911 emergency telephone system has required the use of municipal numbers to correctly identify locations. Assigning of the addresses has sometimes conflicted with the designation given by the U. S. Postal Service. As the Parish has grown, many of the old boundaries that once identified the beginning and ending of a community have disappeared. Growth of one community next to another has created much confusion in trying to correctly assign addresses. In order to set the record straight and to ensure everyone is using the same community name for a given area, St. Charles Parish has determined it would be of public interest to provide official legal descriptions for each community within the Parish. Thus all parties concerned in the delivery of services will be using the same boundaries.

In order to accomplish this task, South Central Planning and Development Commission proposes to undertake the following Scope of Service.

SCOPE OF SERVICES

TASK 1. Identify traditional boundaries of the communities of St. Charles Parish

- a. Research readily available historic information, including maps of St. Charles Parish.
- b. Interview each Post Master, the staff of the Parish communications district, utility and planning departments, the Assessor's office, and other appropriate persons and agencies in order to determine various interpretations of community boundaries.
- c. Prepare preliminary maps illustrating historic boundaries, zip code boundaries and other relevant information in order to begin the identification of each community.

TASK 2. Public Hearings.

- a. Schedule a series of four public hearings in the Parish in order to present the information gathered in Task 1 to the public. This will be done in order to gain further information from residents of the Parish.
- b. Maintain minutes and information gathered at each hearing as part of the final report to be made to the Parish.

TASK 3. Based upon historic information and comments received at public hearings, prepare proposed boundary for each community along with a description thereof.

- a. Provide overlays to illustrate areas where there are boundary discrepancies.
- b. Prepare draft maps recommending boundaries to be designated for each community in a format compatible with the ongoing U. S. Army Corps of Engineers St. Charles Parish G.I.S. program and requirements of the U. S. Census Bureau for Census Designated Places.
- c. Draft maps will be presented for review by the designated Parish representative.
- d. Make any necessary changes based upon comments received by the Parish Administration.

TASK 4. Prepare Ordinance and Final Draft Maps Describing Boundaries.

- a. Draft an ordinance describing boundaries of each community based upon maps prepared in Task 3.
- b. Attend Council public hearing(s) regarding ordinance.
- c. Provide any changes to maps and ordinances necessitated as a result of the public hearing(s) prior to final adoption by the Parish Council.

TASK 5. Final Report:

The Final Report provided to the Parish will include minutes of public hearings (except those prepared by Council staff) and 12 hard copies of maps illustrating the community boundaries as approved by the Parish Council. Maps will be provided in a format compatible with the Parish G.I.S. system.

ESTIMATED COMPLETION TIME: Twelve (12) Months

TOTAL COST: Not to Exceed \$16,000.00