



# ST. CHARLES PARISH


## OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057  
(985) 783-5000 • [www.stcharlesparish.gov](http://www.stcharlesparish.gov)

### COUNCIL OFFICE MEMORANDUM

DATE: MARCH 13, 2025

TO: MR. MILES BINGHAM  
PUBLIC WORKS DIRECTOR

FROM: MICHELLE IMPASTATO  
COUNCIL SECRETARY 

RE: AMENDMENT NO. 1 TO ORDINANCE NO. 23-7-7  
TEXACO ROAD SURVEY  
(PROJECT NO. P230601)

On February 24, 2025, the St. Charles Parish Council adopted Ordinance No. 25-2-7 approving and authorizing the execution of Amendment No. 1 to Ordinance No. 23-7-7, which approved a Professional Services Agreement with Bryant Hammett & Associates, LLC, to perform additional surveying services for the Texaco Road Survey (Project No. P230601), in the lump sum amount of \$21,015.00.

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  
Bryant Hammett & Associates, LLC, w/enclosure

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



**2025-0024**

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

**ORDINANCE NO. 25-2-7**

An ordinance approving and authorizing the execution of Amendment No. 1 to Ordinance No. 23-7-7, which approved a Professional Services Agreement with Bryant Hammett & Associates, LLC, to perform additional surveying services for the Texaco Road Survey (Project No. P230601), in the lump sum amount of \$21,015.00.

**WHEREAS,** Ordinance No. 23-7-7 adopted on July 10, 2023, by the St. Charles Parish Council, approved and authorized the execution of a Professional Services Agreement with Bryant Hammett & Associates, LLC, to perform surveying services for the Texaco Road Survey (Project No. P230601), in the lump sum amount of \$41,640.00; and,

**WHEREAS,** St. Charles Parish desires to complete additional surveying on Texaco Road from Lakewood Pump Station to the Blouin Canal Pump Station for a lump sum amount of \$21,015.00; and,

**WHEREAS,** the additional survey will collect information on right of ways and servitude locations not included in the original survey; and,

**WHEREAS,** Amendment No. 1 between St. Charles Parish and Bryant Hammett & Associates, LLC, describes the details of the proposed services and compensation.

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

**SECTION I.** That Amendment No. 1 to the Professional Services Agreement between St. Charles Parish and Bryant Hammett & Associates, LLC, to perform additional surveying services as required by the Department of Public Works for the Texaco Road Survey (Project No. P230601), in the lump sum amount of \$21,015.00 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 the 24th day of February, 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: 10:42am RECD BY: \_\_\_\_\_



**AMENDMENT NO. 1  
TO  
CONSULTING SERVICES FOR TEXACO  
ROAD SURVEY (PARISH PROJECT NO.  
P230601)**

THIS AMENDMENT NO. 1 is made and entered into on this  
2/27/2025

BY AND BETWEEN:

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

**Bryant Hammett & Associates, LLC** represented herein by Bryant Hammett, Jr., PE, PLS,  
duly authorized by Corporate Resolution attached hereto (hereafter sometimes  
referred to as “Consultant”):

WHEREAS, On July 10, 2023 the St. Charles Parish Council approved Ordinance  
No. 23-7-7 to authorize an Agreement between St. Charles Parish and Bryant Hammett &  
Associates, LLC, for the Texaco Road Survey (Project No. P230601) in the lump sum amount  
of \$41,640.00; and,

WHEREAS, St. Charles Parish desires to complete additional surveying on Texaco  
Road from Lakewood Pump Station to the Blouin Canal Pump Station for a lump sum amount  
of \$21,015.00; and,

WHEREAS, the additional survey will collect information on right of ways and  
servitude locations not included in the original survey; and,

WHEREAS, Amendment No. 1 between St. Charles Parish and Bryant Hammett &  
Associates, LLC describes the details of the proposed services and compensation.

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

**ATTACHMENT "A"**

Add the following to Attachment "A":

**Control Point Survey and Baseline:**

Control points will be established for the project to provide horizontal and vertical reference points for the project. Two main control points will be established using GPS technology with OPUS Observations. Temporary work points will also be established, as needed, along the route to facilitate the survey work. The horizontal control will be referenced to the North American Datum of 1983 (NAD83), with northings and easting coordinates shown as State Plane Coordinates. The vertical control network will be referenced to the North American Vertical Datum of 1988 (Geoid 18).

**Right of Way:**

BHA will perform the necessary research, field work, and calculations to identify the right of way along the Cousins Canal and Texaco Rd. from the Lakewood Drive Pump Station to the Blouin Canal Pump Station. Any existing servitudes found in the records will be shown on the survey as well.

**Items Not Included:**

No additional topographic features will be surveyed as part of this proposal. BHA will utilize the existing topographic survey drawings as the baseline for this survey. Individual boundary survey drawings will not be included as part of this proposal. The right of way information will be shown on the existing survey drawings for the Texaco Rd/Cousins Canal corridor

**Deliverables:**

BHA will update the existing plan view drawings with the right of way added. Electronic drawing files will be produced using AutoCAD software. Signed and Sealed PDFs will be provided as well as an ASCII point file containing all survey points and feature code descriptions.

**ATTACHMENT "B"**

Add the following to Attachment "B":

The CONSULTANT shall complete the boundary survey within 4 months of the Notice to Proceed.

Time for Completion:

- If, through no fault of CONSULTANT, such periods of time or dates are changed, or the orderly and continuous progress of CONSULTANT's services is impaired, or CONSULTANT's services are delayed or suspended, then the time for completion of CONSULTANT's services shall be adjusted equitably.
- If OWNER authorizes changes in the scope, extent, or character of the Project or CONSULTANT's services, then the time for completion of CONSULTANT's services shall be adjusted equitably.

- If CONSULTANT fails, through its own fault, to complete the performance required in this Agreement within the time set forth, as duly adjusted, then OWNER shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.

#### **ATTACHMENT "C"**

Add the following to Attachment "C":

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

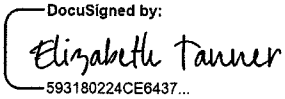
The total compensation for surveying services as described in Attachment A is estimated to be \$21,015.00 for the Boundary Survey.

Compensation:

- a. The CONSULTANT charges shall constitute full and complete compensation for CONSULTANT's services, including labor costs, overhead, and profit.

THUS DONE AND SIGNED in the presence of the undersigned competent witnesses, on this 2/27/2025

**BRYANT HAMMETT & ASSOCIATES, LLC**


By: 593180224CE6437...

Name: Elizabeth Tanner,

Title: co-manager

Date: 2/27/2025

**WITNESS**

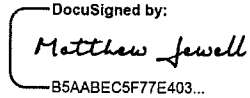
By: 58C04D23B7944F4

Name: Jeff Carey

Title: PLS

Date: 2/27/2025

**ST. CHARLES PARISH**

By: B5AABEC5F77E403...

Name: Matthew Jewell

Title: Parish President

Date: 2/27/2025

**WITNESS**

By: EAB7B274FC894A7...

Name: Kacy Monfrey

Title: Executive Assistant

Date: 2/27/2025



## **CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Bryant Hammett & Associates, LLC  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Bryant Hammett & Associates  
INCORPORATED, DULY NOTICED AND HELD ON July 31, 2024,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT Elizabeth Tanner, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF  
THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS  
CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH  
THE PARISH OF ST. CHARLES OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR  
AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL PROPOSALS,  
PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO  
RECEIVE ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS  
OF ANY SUCH PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,  
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED  
BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE  
AND CORRECT COPY OF AN EXCERPT OF THE  
MINUTES OF THE ABOVE DATED MEETING OF THE  
BOARD OF DIRECTORS OF SAID CORPORATION,  
AND THE SAME HAS NOT BEEN REVOKED OR  
RESCINDED.



OWNER/MANAGER

10/09/2024

DATE



**BRYANT HAMMETT  
& ASSOCIATES, LLC**  
CIVIL ENGINEERING & LAND SURVEYING

**RATE SCHEDULE**

January 1, 2025

<b>CLASSIFICATION</b>	<b>BILLING RATE PER HOUR</b>
Accounting	\$ 82.00
Administration	\$ 105.00
CADD Technician	\$ 100.00
Certified Flood Manager (CFM)	\$ 90.00
Clerical	\$ 65.00
Construction Manager	\$ 125.00
Engineer (Sr)	\$ 215.00
Environmental Manager	\$ 150.00
Expert Witness	\$ 250.00
Inspector	\$ 85.00
Principal	\$ 240.00
Professional Land Surveyor	\$ 175.00
Project Manager	\$ 150.00
Survey Crew 2-Man	\$ 175.00
Survey Crew 3-Man	\$ 225.00
Survey Crew Chief	\$ 95.00
Survey Technician	\$ 120.00
Transportation: boat, ATV	\$ 50.00

\*Standard survey supplies (stakes, rods, etc.) and special transportation (airboat) charged at cost + 10%

Notice: Every year these rates are adjusted to reflect current conditions and become effective immediately

## Certificate Of Completion

Envelope Id: F148D3BE-7C39-4F63-8D41-7D87367E8F90

Status: Completed

Subject: Signature Requested for Bryant Hammett & Associates, LLC - Amendment - January 27, 2025.docx

Source Envelope:

Document Pages: 6

Signatures: 4

Certificate Pages: 5

Initials: 0

AutoNav: Enabled

EnvelopeId Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:

Stacey Rogers

attn: Finance Department

15045 River Road

Hahnville, LA 70057

srogers@stcharlesgov.net

IP Address: 209.112.106.2

## Record Tracking

Status: Original

2/27/2025 8:46:38 AM

Holder: Stacey Rogers

srogers@stcharlesgov.net

Location: DocuSign

## Signer Events

Elizabeth Tanner

etanner@bha-engineers.com

co-manager

Security Level: Email, Account Authentication  
(None)

## Signature

DocuSigned by:

*Elizabeth Tanner*  
593180224CE6437...

Signature Adoption: Pre-selected Style

Using IP Address: 68.227.130.94

## Timestamp

Sent: 2/27/2025 8:51:45 AM

Viewed: 2/27/2025 1:30:17 PM

Signed: 2/27/2025 1:31:29 PM

## Electronic Record and Signature Disclosure:

Accepted: 2/27/2025 1:30:17 PM

ID: de817eb7-a687-4b88-97a2-2041bbeceba9

Matthew Jewell

mjl@stcharlesgov.net

Parish President

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

*Matthew Jewell*  
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Signature Adoption: Pre-selected Style

Using IP Address: 184.176.199.178

Signed using mobile

Sent: 2/27/2025 1:47:24 PM

Viewed: 2/27/2025 1:48:22 PM

Signed: 2/27/2025 1:48:55 PM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Witness Events

Jeff Carey  
jcarey@bha-engineers.com  
PLS  
Professional Land Surveyor  
1104 Dealers Ave., Harhan, LA 70123  
Witness for Elizabeth Tanner  
(etanner@bha-engineers.com)  
Security Level:

## Signature

Signed by:  
  
58C04D23B7944F4...

Signature Adoption: Pre-selected Style  
Using IP Address: 68.112.217.26

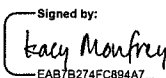
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Kacy Monfrey  
Kmonfrey@stcharlesgov.net  
Executive Assistant  
St. Charles Parish Government  
Executive Assistant  
15045 River Road Hahnville  
Witness for Matthew Jewell (mlj@stcharlesgov.net)  
Security Level:

Signed by:  
  
EAB7B274FC894A7...

Signature Adoption: Pre-selected Style  
Using IP Address: 184.176.199.178

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## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent  
Certified Delivered  
Signing Complete  
Completed

Hashed/Encrypted  
Security Checked  
Security Checked  
Security Checked

2/27/2025 8:51:45 AM  
2/27/2025 1:48:22 PM  
2/27/2025 1:48:55 PM  
2/27/2025 1:49:47 PM

## Payment Events

## Status

## Timestamps

## Electronic Record and Signature Disclosure