

St. Charles Parish Library
Board of Control Meeting
March 19, 2024
6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes – February 20, 2024
- III. Attendance Report
- IV. Public Comment (five [5] minutes)
- V. Librarian’s Report
- VI. Communications
- VII. Unfinished Business
 - A. Hahnville Branch Library Project – Architect Contract
 - B. Hurricane Ida Recovery Update
- VIII. New Business
 - A. Louisiana Compliance Questionnaire (Resolution 24-1)
(**Summary:** Res. 24-1 certifies that the library is in compliance with the relevant section of the “Louisiana Compliance Questionnaire.”)
 - B. Proposed Amendment to the 2023 Budget (Resolution 24-2)
- IX. Public Comment (three [3] minutes)
- X. Adjournment

Persons wishing to speak before the board must notify the board secretary (Library Director) at LibraryBoard.Secretary@myscpl.org, or 985-764-9643 at least two days before the meeting to notify the board they will be speaking at the board meeting. All speakers are limited to a maximum presentation of five (5) minutes for requested Public Comment, Agenda Item IV. Public Comment at the end of the meeting is limited to three (3) minutes per speaker. Groups wishing to present to the board are asked to designate one person to make the presentation. Please contact the board secretary for additional information.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT made and effective as of the ____ day of _____, 2024 by and between ST. CHARLES PARISH acting herein by and through its President, who is duly authorized to act on behalf of said Parish, hereinafter called the OWNER, and GRACE HEBERT CURTIS ARCHITECTS, LLC, a Louisiana limited liability company acting herein by and through its President, hereinafter called CONSULTANT. Whereas the Owner desires to employ a professional consulting firm to perform consulting work and services for St. Charles Parish Library Hahnville Branch, as described in Ordinance No. _____ which is attached hereto and made a part hereof.

1.0 GENERAL TERMS

The Owner agrees to employ the Consultant and the Consultant agrees to perform professional services required for the project described above. Consultant will conform to the requirements of the Owner and to the standards of the agencies participating with the Owner in the Project. The Consultant will coordinate all work between the Owner and all participating agencies and regulating agencies, if needed. Written authorization to begin different phases of the project will be given to the Consultant by the Owner, including Conceptual, Preliminary Design, Final Design, Bidding Assistance and Construction and Services. The Owner may terminate the Contract by written notification and without cause per Section 11.0 during any phase of the project.

The Consultant shall at all times during this Agreement maintain a valid Louisiana Consulting License and any other applicable licenses necessary for performance of the Project.

All work shall be under the direction of the Owner, and all plans, specifications, etc. shall be submitted to the Owner and all approvals and administration of this contract shall be through the Owner.

2.0 PROJECT

2.1 The Owner hereby contracts with the CONSULTANT to perform professional services as set forth in this agreement in connection with the project as defined as follows:

St. Charles Parish Library Hahnville Branch

2.2 The Project consists of the scope of services and work as defined in Attachment "A" hereto.

- 2.3 Consultant shall perform all scope of services and work in accordance with the Schedule as defined in Attachment “B” hereto unless otherwise mutually agreed upon by the parties in writing.
- 2.4 The Consultant agrees to exercise the standard of care to comply with all Federal, State, and Local Laws and Ordinances applicable to the scope of services and work or in entering any other agreement with any another party to complete the work.

3.0 SERVICES OF CONSULTANT

- 3.1 Consultant shall provide Owner professional work and services in all phases of the Project to which this Agreement applies and as hereinafter provided to properly plan and execute the work on the project(s) assigned to the Consultant. These services shall include providing professional consultation and advice, and furnishing customary civil, structural, mechanical, electrical, instrumentation and control consulting services and construction consulting and observations.
- 3.2 Services provided by the Consultant shall be performed in accordance with generally accepted professional consulting practice at the time and the place where the services are rendered.
- 3.3 Consultant shall obtain from Owner authorization to proceed in writing for each phase of the Project.
- 3.4 Consultant shall provide minutes of all meetings with St. Charles Parish regarding any phase of the Project.
- 3.5 Consultant shall provide work and services to complete the project, including services described herein or considered usual and customary as a prerequisite for the performance of the services whether or not specifically mentioned in this agreement, including attendance by the Consultant at project conferences and public hearings.
- 3.6 Consultant shall not be responsible for an Owner’s directive or substitution, or for the Owner’s acceptance of non-confirming Work, made or given without the Architect’s written approval.
- 3.7 The Phases of the Project, if applicable, are as defined in Attachment “A”.

4.0 OWNERSHIP OF DOCUMENTS

- 4.1 Documents including but not limited to plans, specifications, maps, basic survey notes, sketches, charts, computations and all other data prepared or obtained under the terms of this authorization shall become the property of the Owner and shall be made available for Owner’s inspection at any time during the Project and, shall be

delivered to the Owner prior to termination upon payment in full for services up to the date of termination, or final completion of the Contract.

- 4.2 Consultant may retain a set of documents for its files.
- 4.3 Reuse of Documents. Any reuse of documents or materials without written authorization or adaptation by Consultant to the specific purpose intended will be at Owner's sole risk and without liability or legal exposure to Consultant or to Consultant's independent professional associates, subcontractors, and consultants.
- 4.4 No materials, to include but not limited to reports, maps or other documents produced as a result of this Contract, in whole or in part, shall be available to Consultant for copyright purposes. Any such materials produced as a result of this Contract that might be subject to copyright shall be the property of the Owner and all such rights shall belong to the Owner, and the Owner shall be sole and exclusive entity who may exercise such rights.

5.0 SUPPLEMENTARY SERVICES

The Consultant shall provide, when requested in writing by the Owner, supplementary services not included in the basic work and services.

The compensation to the Consultant for the supplemental services, when performed by the Consultant, shall be in the form of a lump sum, billable hours, or "not to exceed" hourly rate which is mutually agreeable to the Owner and the Consultant in writing.

Such supplementary services may include the following:

- A. Soil investigations
- B. Laboratory inspection of materials and equipment
- C. Right-of-Way, easement and property acquisition surveys, plats, maps and documents
- D. Any major revisions for which the Consultant is not responsible, that are authorized by the Owner after the completion and approval of either the preliminary or final plans and specifications
- E. Services concerning replacement of any work damaged by fire or other causes during construction
- F. Services made necessary by the default of the contractor in the performance of the construction contract
- G. Services as an expert witness in connection with court proceedings
- H. Traffic consulting if necessary
- I. Topographic Survey
- J. Preparation of Environmental Assessment documents and/or Environmental Permits
- K. If all or part of the work is to be financed by a Federal or State Grant, the Consultant shall assist the Owner in the preparation of the Grant application and with the Grant Administration, unless otherwise specifically agreed upon previously herein.

6.0 DEFECTIVE WORK

During such visits and on the basis of such observations, Consultant may disapprove of or reject Contractor's work while it is in progress if Consultant believes that such work will not produce a completed Project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the Project as reflected in the Contract Documents

7.0 NOTICE TO PROCEED

The Owner shall notify the Consultant in writing to undertake the services stated in this Agreement, and the Consultant shall commence the services within ten (10) days after receipt of such notification.

If the Owner desires to divide the Project into various parts, a Notice to Proceed shall be issued for each part, and the Owner and the Consultant shall mutually agree upon the period of time within which services for each part of the Project shall be performed.

The Consultant will be given time extensions for delays beyond their control or for those caused by tardy approvals of work in progress by various official agencies, but no additional compensation shall be allowed for such delays.

8.0 PAYMENTS

8.1 Owner shall pay Consultant for the performance of work and services as outlined in Attachment "C" to this Agreement.

8.2 Payment for Consultant work and services on projects that do not require construction services, such as feasibility studies or drainage studies, shall be made based upon Consultant's estimate of the proportion of the services actually completed at the time of billing and shall be made in partial payments at monthly intervals.

8.3 If the Project, or any portion thereof, is not completed for any reason, the final fee for consulting work and services shall be negotiated between Owner and Contractor. If the final fee for work and services is not mutually agreed upon, either party may elect in writing to submit the dispute to mediation. If mediation is not mutually agreed upon, written notice will be submitted to the other party of the intent to submit the dispute to the 29th Judicial District Court of St. Charles Parish, State of Louisiana.

8.4 If authorized in writing by Owner, for the performance of, or for obtaining from others Additional Services which are not considered normal or customary consulting, the Owner shall pay Consultant based on monthly invoices submitted by the Consultant, within sixty (60) days of receipt of Consultant's invoice.

Consultant shall provide written notice to Owner when no services or work have been performed during a given month.

- 8.5 For Additional Authorized Services provided by the Consultant such as, but not limited to, wetlands permitting, land and right-of-way acquisition, surveying, NPDES and LADEQ permit renewal or acquisition work, etc. Owner shall pay Consultant based on an agreed upon hourly rate(s) between the Owner and Consultant. Payment shall be not-to-exceed based on hourly rates and actual hours worked.
- 8.6 The following documentation shall be required for payment to Consultant and shall be attached to the monthly invoice.
- a. A copy of the Owner's written authorization to perform the service.
 - b. Timesheets for all hours invoiced.
 - c. Invoice copies, logs or other substantiation of non-salary expenses.
- 8.7 For Additional Authorized Services that Consultant acquires from subcontractors and/or subconsultants, Owner shall pay Consultant a fixed sum previously agreed upon by Owner and Consultant, such sum to be established in each case when the scope of the work involved has been determined and before any of the Additional Services are provided. The use of subcontractors and/or subconsultants shall be subject to the provisions set forth in this Agreement. The following documentation shall be required for payment to Consultant and shall be attached to the monthly invoice:
- a. A copy of the Owner's written consent for the subcontractor and/or subconsultant to perform the service stating the Owner's and Consultant's agreed upon fixed sum established for the service performed.
 - b. Evidence that the subcontractor and/or subconsultant is insured as required by this Agreement.
- 8.8 For Supplementary Services described in Section 5, Owner shall pay Consultant for the fee negotiated at the time the work is assigned by the method stipulated in the contract amendment.

9.0 BUDGET LIMITATIONS

The construction budget for this Project shall be determined by the Owner, and the Consultant shall be advised of the budget limitation in writing by the Owner and the Consultant shall indicate his acceptance of same in writing to the Owner. Any subsequent budget revisions shall be confirmed in writing.

If, at the completion of the Preliminary or Design Phase, the Consultant does not concur with the construction budget, he shall so notify the Owner, and the Consultant and Owner

shall mutually agree on a revised construction budget prior to any work on the Design Phase.

If no bid is received within the budget limitation and a redesign of the project is required by the Owner, such redesign shall be accomplished by the Consultant at no additional cost to the Owner, provided, however, if the receipt of bids are, for any reason, delayed beyond a period of six (6) months from the date of the completion of the Design Phase the amount stated as the construction budget shall be adjusted, immediately prior to the time bids are received, by use of a construction cost index acceptable to both parties of this agreement.

10.0 FUNDS

No work shall be authorized until funds are established for each individual task.

11.0 TERMINATION OR SUSPENSION

11.1 This Agreement may be terminated for any reason by either party upon thirty (30) days written notice.

11.2 The Consultant, upon receipt of such notice, shall immediately discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement.

11.3 The Consultant shall, as soon as practicable after receipt of notice of termination, submit a statement showing in detail the services performed and payments received under this Agreement to the date of termination.

11.4 The Owner shall then pay the Consultant promptly that portion of the prescribed fee to which both parties agree.

11.5 Consultant fully acknowledges that no payment will be made for any work performed or expenses incurred after receipt of the termination by either party unless mutually agreed upon in writing.

11.6 Failure to meet agreed delivery dates or authorized extensions are considered substantial failures and breach of this contractual agreement by Consultant.

11.7 This agreement shall automatically terminate upon satisfactory completion of all services and obligations described herein or three (3) years from the date of its execution, whichever event occurs first.

12.0 INSURANCE

12.1 The Consultant shall secure and maintain at his expense such insurance that will protect him and the Owner, from claims under Workmen's Compensation Acts and

from claims for bodily injury, death or property damage which may arise from performance of services under this Agreement. Insurance for bodily injury or death shall be in the unencumbered amount of \$1,000,000.00 for one person and not less than \$1,000,000.00 for all injuries and/or deaths resulting from any one occurrence. The insurance for property damage shall be in the unencumbered amount of \$1,000,000.00 for each accident and not less than \$1,000,000.00 aggregate.

- 12.2 The CONSULTANT shall also secure and maintain at his expense professional liability insurance in the sum of \$5,000,000.00 per incident and \$10,000,000 aggregate.
- 12.3 All certificates of insurance SHALL BE FURNISHED TO THE OWNER and shall provide that insurance shall not be cancelled without ten (10) days prior written notice to the Owner. The Owner may examine the policies.
- 12.4 CONSULTANT shall include all subconsultants as insured under its policies or shall furnish separate certificates for each. All coverages for subconsultants shall be subject to all the requirements stated herein.
- 12.5 CONSULTANT shall secure and maintain at its expense Comprehensive Automobile Liability - Bodily Injury Liability \$1,000,000.00 each person: \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence. The Comprehensive Automobile Liability policy must have coverage for loading and unloading and must include owned, hired and leased autos.
- 12.6 St Charles Parish shall be named as an additional insured on general liability insurance policies.
- 12.7 For all purposes under Louisiana law, the principals of this Contract shall be recognized as the statutory employer of all contract employees as provided in LSA-R.S. 23:1061.
- 12.8 Insurance policies shall be endorsed to provide for a waiver of subrogation in favor of St. Charles Parish for worker's compensation policies. The certificate of insurance shall reference the waiver of subrogation endorsement.
- 12.9 The Worker's Compensation Policy Territory Coverage must include Louisiana.

13.0 INDEMNIFICATION

Consultant shall indemnify and hold harmless the Owner, its employees, agents and representatives, against any and all claims, demands, suits or judgments for sums of money to any party for loss of life or injury or damages to person or property to the extent caused by any negligent act by the Consultant, its employees, agents, servants or representatives, while engaged upon or in connection with the services required or performed hereunder.

14.0 WARRANTY

- 14.1 Consultant warrants that it will perform its design services with the degree of skill and exercise the standard of care required of the consulting profession to meet applicable Federal, State and Local requirements.
- 14.2 If Consulting Services for project designed by Consultant does not meet those requirements noted herein above, then to the extent that this occurs as a direct result of Consultant's failure to meet the standard of care in its design services, Consultant will indemnify the Parish for Consultant's share of the costs incurred to bring Consulting Services for project to the limitations mandated.
- 14.3 The obligations expressed in Section 14 above in no way limit the Consultant's obligations expressed elsewhere in this Contract.

15.0 EXCLUSIVE JURISDICTION AND VENUE

For all claims arising out of or related to this agreement, CONSULTANT hereby consents and yields to the exclusive jurisdiction and venue of the Twenty-Ninth Judicial District Court for the Parish of St. Charles, State of Louisiana, and expressly waives any (a) pleas of jurisdiction based upon Consultant's residence and (b) right of removal to Federal Court based upon diversity of citizenship.

16.0 COMPLIANCE WITH FEDERAL AND STATE LAWS

CONSULTANT further agrees to exercise the standard of care to comply with all federal and state laws.

17.0 OTHER

This Agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified within this Agreement. This Agreement may not be modified, supplemented or amended in any manner, except by written agreement signed by both parties.

IN WITNESS WHEREOF, the parties to these presents have hereunto caused these presents to be executed the day, month and year first above mentioned.

WITNESSES:

ST. CHARLES PARISH

By: Matthew Jewell, Parish President

Date: _____

WITNESSES:

Grace Hebert Curtis Architects, LLC

By: Gerald D. Hebert, II, President/CEO

Date:

ATTACHMENT “A”

St. Charles Parish Library Hahnville Branch

Project Scope:

The project as we know it will be design and new construction of the St. Charles Parish Hahnville Branch Library. Construction budget for the project is estimated to be \$5,500,000.00 for a new Hahnville Branch Library to be 10,000 to 15,000 sqft. The program is to include dedicated green space with interactive features and an area to host outdoor events. Additionally, the program is to include a local history room, spaces that are flexible and capable of heavy technology use to support future uses. Transitional space should lend itself to accommodate, makerspace, small business center, and or an adult learning center. Programming should address the administration department, local history room to research gemology that lends itself to speaking events and presentations. Objective of outdoor spaces is to create access to the levee path for patrons visiting the library as well as community access.

CONCEPTUAL PHASE

Upon written authorization from OWNER, CONSULTANT shall:

- a. Consult with OWNER to define and clarify OWNER’s requirements for the Project, including design objectives and constraints, permits, capacity and performance requirements, flexibility, expandability, and any budgetary limitations, and identify available data, reports, facilities plans, site evaluations, etc.; required for design.
- b. Identify potential solution(s) to meet OWNER’s Project requirements, as needed. Study and evaluate the potential solution(s) to meet OWNER’s Project requirements.
- c. Visit the Site, or potential Project sites, as needed, to review existing conditions and facilities.
- d. Develop a scope of work for additional professional services (i.e. survey, geotech, etc.) necessary for design.
- e. Prepare a report (the “Report”) which will, as appropriate, contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and CONSULTANT’s recommended solution(s). For each recommended solution, CONSULTANT will provide the following, to include; but not limited to:
 1. Opinion of probable Construction Cost;
 2. The estimated total costs of design, professional, and related services to be provided by CONSULTANT and its SUBCONSULTANTS;

3. A tabulation of other items and services included within the definition of Total Project Costs.
- f. Furnish three review copies of the Report to OWNER as well as submitting electronically to appropriate parties specified by OWNER. CONSULTANT's services under the Conceptual Phase will be considered complete on the date when CONSULTANT has delivered to OWNER the final Conceptual Report.

PART 1 – BASIC SERVICES

B. PRELIMINARY DESIGN PHASE

Upon written acceptance by OWNER of the Conceptual Report, selection by OWNER of a recommended solution, and upon written authorization from OWNER, CONSULTANT shall:

- a. Prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, and outline specifications. Visit the Site, as needed, to prepare the Preliminary Design Phase documents.
- b. Coordinate all surveys and other investigations (see Additional Services) as may be required to prepare construction plans. Investigations and/or surveys shall locate existing utilities (private and public) affected by the project and shall locate and define such utilities sufficiently in the event that utilities have to be relocated.
- c. Prepare a program of borings and other soil investigations that may be required.
- d. Provide written notice to all utility companies (private and public) about the project and request utility "as-built" information from them.
- e. Advise OWNER if additional reports, data, information, and/or services not already identified in the Conceptual Phase which are necessary and assist OWNER in obtaining such reports, data, information, and/or services.
- f. Based on the information contained in the Preliminary Design Phase documents, prepare a revised opinion of probable Construction Cost.
- g. Obtain and review OWNER's contract documents and OWNER specifications for inclusion within the final contract, plans and specifications. CONSULTANT shall also consult with OWNER in regards to OWNER policies and practices in regard to contract administration and construction management.
- h. Furnish three review copies of the Preliminary Design Phase documents and revised opinion of probable Construction Cost to OWNER as well as submitting electronically to appropriate parties specified by OWNER. CONSULTANT's services under the Preliminary Design Phase will be considered complete on the date when CONSULTANT has delivered to OWNER the final Preliminary Design Phase documents and opinion of probable Construction Cost.

C. FINAL DESIGN PHASE

Upon written acceptance by OWNER of the final Preliminary Design Phase documents and upon written authorization from OWNER, CONSULTANT shall:

- a. Prepare Final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by CONTRACTOR.
- b. These Drawings shall include locations of all utilities affected, with ownership and rights-of-way where required. The existing and ownership of any existing utilities shall be determined by contacting each utility provider in writing to obtain such records as may be available and information from the survey. Coordinate with said utility companies on the adjustment, relocation, or removal of existing utility lines and structures within the project that are in conflict with the proposed improvements.
- c. Visit the Site as needed to assist in preparing the Final Drawings and Specifications.
- d. Prepare necessary applications for permits for submission for approval of local, state, and federal authorities.
- e. Prepare a detailed Final Cost Estimate.
- f. Furnish for review by OWNER three copies of the Final Drawings, Specifications, and Cost Estimate as well as submitting electronically to appropriate parties specified by OWNER. OWNER shall submit to CONSULTANT any comments regarding the furnished items, and any instructions for revisions. CONSULTANT's services under the Final Design Phase will be considered complete on the date when CONSULTANT has delivered to OWNER the Final Drawings, Specifications, and Cost Estimate.

D. BID PHASE

Upon acceptance by OWNER of the Final Drawings, Specifications, the most recent opinion of probable Construction Cost, and upon written authorization by OWNER to proceed, CONSULTANT shall:

- a. Assist OWNER in advertising for and obtaining bids or proposals for the Work, assist OWNER in issuing assembled design, contract, and bidding-related documents to prospective CONTRACTORS, and, where applicable, maintain a record of prospective CONTRACTORS to which documents have been issued, pre-bid conferences, if any, and receive and process CONTRACTOR deposits or charges for the issued documents.
- b. Prepare and issue Addenda as appropriate to clarify, correct, or change the issued documents.

- c. Consult with OWNER as to the qualifications of prospective CONTRACTORS. Consult with OWNER as to the qualifications of Subcontractors, suppliers, and other individuals and entities proposed by prospective CONTRACTORS, for those portions of the Work as to which review of qualifications is required by the issued documents.
- d. If the issued documents require, CONSULTANT shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective CONTRACTORS.
- e. Attend the bid opening, prepare bid tabulation sheets and recommendation of award to meet OWNER's schedule, and assist OWNER in evaluating bids or proposals, assemble final contracts for the Work for execution by OWNER and CONTRACTOR, and in issuing notices of award of such contracts.
- f. The Bid Phase will be considered complete upon commencement of the Construction Phase.

E. CONSTRUCTION PHASE

Upon successful completion of the Bid Phase and upon written authorization from OWNER, CONSULTANT shall:

- a. Prepare formal contract documents for the execution of the construction contract.
- b. Pre-Construction Conference: Participate in a pre-construction conference prior to commencement of Work at the Site.
- c. Establish construction monuments, project baseline, and benchmarks as necessary.
- d. Coordinate with owners of utilities for relocation of their facilities to clear the site for construction.
- e. Require and review tests of materials necessary for the project.
- f. Verify and approve CONTRACTOR's Applications for Payment and schedules (Progress Schedules, Schedule of Submittals, and Schedule of Values) and submit to the OWNER.
- g. Prepare progress reports for the OWNER when requested and coordinate monthly progress meetings between OWNER, CONTRACTOR, CONSULTANT, and inspector, as necessary throughout the duration of the project.
- h. Review shop drawings and sampled for conformance with the design concept of the project and for compliance with the result required in the Contract Documents. Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by CONTRACTOR.

- i. Prepare all necessary documentation required for construction RFIs (Requests for Information/Interpretation), Change Orders, and Work Change Directives.
- j. Attend Council meetings and other meetings necessary to discuss issues associated with the project.
- k. Record Drawings: The CONSULTANT shall furnish reproducible "RECORD" drawings, based on information provided by the CONTRACTOR, both printed on full size paper as well as electronically via AutoCAD.
- l. Receive from CONTRACTOR, review, and transmit to OWNER maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents
- m. Make visits to the Site at intervals appropriate to the various stages of construction, as CONSULTANT deems necessary, to observe as an experienced and qualified design professional the progress of CONTRACTOR's executed Work.
- n. Perform Substantial Completion walk through, generate Substantial Completion recommendation and accompanying Punch List. Perform final observations and make a recommendation for acceptance.
- o. The Construction Phase will commence with the execution of the Notice of Intent to Award for the Project and will terminate upon written recommendation by CONSULTANT for final payment to CONTRACTORS.

ATTACHMENT “B”

St. Charles Parish Library Hahnville Branch

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

	<u>Number of Days to Complete</u>
Conceptual Design Phase	60
Preliminary Design Phase	57
Final Design Phase	70
Bid Phase	62
Construction Phase	425

Time for Completion

1. 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.
2. 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.
3. 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”

St. Charles Parish Library Hahnville Branch

OWNER shall pay CONSULTANT on a Not to Exceed basis for Basic Services set forth in Attachment A as follows:

- a. The total compensation for basic services as described in Attachment A will be 7.0535% of the Owner’s budget for the Cost of the Work, as calculated in accordance with the 2024 Louisiana State Fee Curve, which is attached hereto as Attachment C-1. For interim billing, the fee shall be calculated on the Owner’s budget for the Cost of the Work of \$5,500,000.00, which calculates to be \$ 387,941.00 and shall be adjusted based on Owner Approved Construction Estimates, upon Construction Contract and Owner Approved Change Orders. The proportion of compensation for each phase of services shall be based on the following estimated distribution of compensation:
 1. Conceptual Design Phase (20%) \$ 77,588.20
 2. Preliminary Design Phase (20%) \$ 77,588.20
 3. Final Design Phase (35%) \$ 135,779.35
 4. Bid Phase (5%) \$ 19,397.05
 5. Construction Phase (20%) \$ 77,588.20
- b. Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the CONSULTANT’S invoice.
- c. CONSULTANT may, with OWNER’s consent, alter the distribution of compensation between individual phases of the Work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by OWNER.
- d. The amounts billed for CONSULTANT’s services under this Agreement will be based on the cumulative hours charged to the Project during the billing period by each class of CONSULTANT’s employees times Standard Hourly Rates for each applicable billing class, plus CONSULTANT’s SUBCONSULTANT’s charges.
- e. The Standard Hourly Rates charged by CONSULTANT constitute full and complete compensation for CONSULTANT’s services, including labor costs, overhead, and profit; the Standard Hourly Rates do not include CONSULTANT’s SUBCONSULTANT’s charges.

- f. CONSULTANT's Standard Hourly Rates are attached to this Agreement as Attachment C-2.

The below services are OWNER provided services. OWNER shall coordinate its own provided services with those services provided by the CONSULTANT and shall require all consultants performing OWNER provided services to maintain insurance, including professional liability insurance, as appropriate to the services or work provided:

- a. Surveying
- b. Geotechnical Investigation
- c. Permitting
- d. F.F.E Furnishing, Fixtures & Equipment

ATTACHMENT "C-1"

2024 LOUISIANA STATE FEE CURVE

Project Name: St. Charles Parish Hahnville Branch Library

Date: 3/11/2024

1. Enter the Available Funds for Construction	\$5,500,000.00
2. Enter the Complexity/Renovation Factor (if not applicable, enter '1')	1.00
3. Enter the subject year for cost index data (prior year)	2023
4. The Building Cost Index for the subject year is	8130
5. The Consumer Price Index for the subject year is	304.7
6. The BCI for the reference year (1975) was	1306
7. The CPI for the reference year (1975) was	53.8
8. The BCI ratio is	0.1606
9. The CPI ratio is	5.68
10. The adjusted AFC for the reference year (1975) is	\$883,518
11. $\log [1975 \text{ AFC}] =$	5.946
12. The adjusted fee percentage for the reference year is	7.7528%
13. The adjusted fee amount for the reference year is	\$68,498
14. The adjusted base fee for the subject year is	\$387,941
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15. TOTAL FEE (including Renovation factor, if any) =	\$387,941.10
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16. Fee as a percentage of the AFC =	7.0535%

ATTACHMENT "C-2"

SCHEDULE OF ARCHITECTURAL FEES HOURLY RATE SCHEDULE



Principals		
Architectural	\$	275.00
LA Registered Interior Designer	\$	225.00
Architectural		
Sr. Licensed Architect/Sr. Project Manager	\$	205.00
Associate/Architect	\$	205.00
Licensed Architect/Project Manager	\$	150.00
Senior Intern Architect	\$	135.00
Computer Modeling (3-D)	\$	120.00
Intern Architect	\$	100.00
Draftsman	\$	70.00
Engineering		
Mechanical Engineer	\$	200.00
Engineer in Training	\$	170.00
Interior Design		
Sr. Interior Designer/Sr. Project Manager	\$	160.00
Associate/Licensed Interior Designer	\$	160.00
Licensed Interior Designer	\$	120.00
Intern Interior Designer	\$	85.00
Administration		
Clerical	\$	65.00

**St. Charles Parish Library
Board of Control**

Resolution Number 24-1

Resolution to certify compliance with
“Louisiana Compliance Questionnaire”

Whereas the Louisiana State Legislative Auditor requires local governmental units to certify that they are in compliance with certain rules and regulations as listed in “Louisiana Compliance Questionnaire”;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of March 19, 2024 that we have complied with the regulations of the Louisiana State Library for the period beginning January 1, 2023 and ending December 31, 2023.

Approved:

Beverly DeLaune, President
St. Charles Parish Library Board of Control

Attest:

Leann Benedict, Secretary
St. Charles Parish Library Board of Control

**St. Charles Parish Library
Board of Control**

Resolution Number 24-2

Resolution to amend the 2023 Budget

Whereas the funds in expense lines 42420000 (Telephone), 42610000 (Library Maintenance of Grounds, 42910000 (Insurance – Fire & Casualty Property), 42930000 (Insurance – Auto Coverage), 43210001 (Library – Adult Program Supplies), and 47300000 (Contribution to Retirement System) are insufficient to cover unanticipated costs; and

Whereas sufficient additional funds are available in lines 46700000 (Major Repairs) and 43210002 (Library – Child & YA Program Supplies) of the 2023 the budget.

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at the regular meeting of January 16, 2024, that the Library’s 2023 budget be amended by moving:

- \$14,000 to line 42420000 (Telephone) from 46700000 (Major Repairs)
- \$45,000 to line 42610000 (Library – Maintenance of Grounds) from 46700000 (Major Repairs)
- \$146,100 to line 42910000 (Insurance – Fire & Casualty Property) from 46700000 (Major Repairs)
- \$4,700 to line 42930000 (Insurance – Auto Coverage) from 46700000 (Major Repairs)
- \$7,100 to line 43210001 (Library – Adult Program Supplies) from 43210002 (Library – Child & YA Program Supplies)
- \$43,000 to line 47300000 (Contribution to Retirement System) from 46700000 (Major Repairs)

Approved:

Beverly DeLaune, President
St. Charles Parish Library Board of Control

Attest:

Leann Benedict, Secretary
St. Charles Parish Library Board of Control

St Charles Parish Council - LIVE DATA

Statement of Revenues and Expenditures - REVENUES-EXPENDITURES - DMT - Unposted Transactions Included In Report

601 - Library Service District No. 1 M&O Fund

From 1/1/2023 Through 12/31/2023

		Current Period Budget - Original	Current Period Budget - Revised	Current Year Actual	YTD Budget variance - Revised
Revenue					
NonApplicable	000000				
Ad Valorem	31100000	8,207,000.00	8,207,000.00	8,388,098.10	181,098.10
FCC Universal Service Program	33108600	33,000.00	33,000.00	72,066.68	39,066.68
State Payments In Lieu Of Taxes	33400000	67,500.00	67,500.00	64,726.00	(2,774.00)
Charge For Photocopier	34105000	4,000.00	4,000.00	8,013.60	4,013.60
Miscellaneous Revenue	34109900	8,000.00	8,000.00	15,561.40	7,561.40
Fines (Books)	35201000	0.00	0.00	3,275.20	3,275.20
Interest Earnings	36100000	75,000.00	75,000.00	731,192.99	656,192.99
Gifts & Donations	37300000	0.00	0.00	6,288.50	6,288.50
Insurance Refunds/Proceeds	37500000	1,152,002.00	1,152,002.00	109,550.76	(1,042,451.24)
Proceeds From The Sale Of Assets	38300000	0.00	0.00	349.22	349.22
Total NonApplicable		<u>9,546,502.00</u>	<u>9,546,502.00</u>	<u>9,399,122.45</u>	<u>(147,379.55)</u>
Total Revenue		<u>9,546,502.00</u>	<u>9,546,502.00</u>	<u>9,399,122.45</u>	<u>(147,379.55)</u>
Expenditures					
Communications	410165				
Contractual Services	42700000	0.00	0.00	180.00	(180.00)
Food & Clothing	43250000	0.00	0.00	514.65	(514.65)
Total Communications		<u>0.00</u>	<u>0.00</u>	<u>694.65</u>	<u>(694.65)</u>
Libraries	450610				
Primary (Executive) Salaries	41100000	121,202.00	121,202.00	121,316.00	(114.00)
Professional Salaries	41150000	683,500.00	683,500.00	575,104.99	108,395.01
Regular Salaries & Wages	41200000	2,322,600.00	2,322,600.00	2,083,755.31	238,844.69
Salaries - Other	41300000	822,000.00	822,000.00	476,914.06	345,085.94
FICA	41510000	50,964.00	50,964.00	29,566.86	21,397.14
Retirement	41520000	359,640.00	359,640.00	318,886.69	40,753.31
Life/Health Insurance	41530000	525,000.00	525,000.00	498,057.82	26,942.18
Workmen's Compensation	41540000	36,000.00	36,000.00	16,988.15	19,011.85
Unemployment	41550000	2,008.00	2,008.00	325.24	1,682.76
Medicare	41560000	57,265.00	57,265.00	46,354.19	10,910.81
Disability	41570000	10,320.00	10,320.00	7,578.23	2,741.77
Post Employees Health Care	41580000	60,500.00	60,500.00	50,235.26	10,264.74
Dental	41600000	4,440.00	4,440.00	4,440.00	0.00
OPEB Contribution	41610000	109,456.00	109,456.00	97,309.00	12,147.00
Miscellaneous	41990000	2,000.00	2,000.00	1,917.75	82.25
Advertising, Dues & Subscriptions	42100000	0.00	0.00	328.35	(328.35)
Library - Dues	42140000	4,000.00	4,000.00	3,975.60	24.40
Library Advertising	42150000	10,000.00	10,000.00	3,918.56	6,081.44
Library-Periodicals	42160000	20,000.00	20,000.00	12,166.88	7,833.12
Library-Digital Books	42170000	130,000.00	130,000.00	88,464.36	41,535.64
Library - Printing	42210000	40,000.00	40,000.00	22,387.99	17,612.01
Library-Adult Pgm Speakers/Performers	42230001	6,500.00	6,500.00	225.00	6,275.00
Library-Child & Yg Ad Pgm Speakers/Performers	42230002	26,000.00	26,000.00	16,420.00	9,580.00
Electrical (Light And Power)	42310000	185,000.00	185,000.00	169,365.32	15,634.68
Natural Gas	42320000	2,000.00	2,000.00	1,582.88	417.12
Water	42330000	7,000.00	7,000.00	5,263.57	1,736.43
Postage And Box Rent	42410000	12,000.00	12,000.00	6,561.89	5,438.11
Telephone	42420000	115,000.00	115,000.00	128,261.32	(13,261.32)
Library - Electronic Services	42450000	90,000.00	90,000.00	73,135.87	16,864.13

St Charles Parish Council - LIVE DATA

Statement of Revenues and Expenditures - REVENUES-EXPENDITURES - DMT - Unposted Transactions Included In Report

601 - Library Service District No. 1 M&O Fund

From 1/1/2023 Through 12/31/2023

		Current Period Budget - Original	Current Period Budget - Revised	Current Year Actual	YTD Budget ariance - Revised
Library - Building Rentals	42510000	4,500.00	4,500.00	3,344.00	1,156.00
Library - Equipment Rentals	42520000	40,000.00	40,000.00	27,130.03	12,869.97
Maintenance Of Property & Equipment	42600000	0.00	0.00	4,326.00	(4,326.00)
Library - Mt. of Grounds	42610000	65,000.00	65,000.00	107,484.13	(42,484.13)
Library - Mt. of Buildings	42620000	90,000.00	90,000.00	81,106.15	8,893.85
Library - Mt. of Vehicles	42630000	10,000.00	10,000.00	2,988.44	7,011.56
Library - Mt. of Equipment	42640000	5,000.00	5,000.00	0.00	5,000.00
Library - Mt. of Plumbing & HVAC	42650000	85,000.00	85,000.00	58,632.38	26,367.62
Library - Mt. of Furniture/Office Eq.	42660000	1,000.00	1,000.00	0.00	1,000.00
Library - Electricial Contract	42720000	5,000.00	5,000.00	0.00	5,000.00
Library - Pest Control Contract	42740000	9,000.00	9,000.00	5,788.30	3,211.70
Library - Janitorial Contract	42750000	37,856.00	37,856.00	14,713.68	23,142.32
Library - Automation Systems Contract	42770000	138,000.00	138,000.00	98,420.10	39,579.90
Professional Services	42800000	60,000.00	60,000.00	27,674.72	32,325.28
Merchant Services	42810000	1,000.00	1,000.00	120.66	879.34
Insurance - Fire & Casualty Property	42910000	305,590.00	305,590.00	451,666.56	(146,076.56)
Insurance - Auto Coverage	42930000	35,000.00	35,000.00	39,638.00	(4,638.00)
Insurance - Employee Liability	42940000	6,182.00	6,182.00	6,156.00	26.00
Non Consumable Office Supplies	43050000	40,000.00	40,000.00	23,767.72	16,232.28
Library-Technology Supplies	43060000	80,000.00	80,000.00	78,407.59	1,592.41
Office Supplies	43100000	60,000.00	60,000.00	50,571.27	9,428.73
Educational, Recreational And Culture	43210000	0.00	0.00	(413.00)	413.00
Library-Adult Pgm Supplies	43210001	37,700.00	37,700.00	44,741.72	(7,041.72)
Library-Child & Yg Ad Pgm Supplies	43210002	47,500.00	47,500.00	25,803.93	21,696.07
Maintenance Of Buildings & Grounds	43260000	60,000.00	60,000.00	44,592.03	15,407.97
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	13,000.00	13,000.00	7,185.58	5,814.42
Miscellaneous	43290000	8,000.00	8,000.00	0.00	8,000.00
Travel	44100000	66,000.00	66,000.00	20,894.61	45,105.39
Acquisition Of Motor Vehicles	46400000	200,000.00	200,000.00	0.00	200,000.00
Educational-Cultural-Recreational	46510000	110,000.00	110,000.00	41,017.73	68,982.27
Buildings-Grounds-General Plant	46520000	250,000.00	250,000.00	39,793.19	210,206.81
Office Equipment	46560000	400,000.00	400,000.00	239,790.88	160,209.12
Major Repairs	46700000	1,232,002.00	1,232,002.00	121,318.33	1,110,683.67
Construction In Progress	46800000	5,000,000.00	5,000,000.00	555,884.21	4,444,115.79
Library - Architectual	46810000	250,000.00	250,000.00	14,245.50	235,754.50
LIBRARY - BOOKS (ALL FORMATS)	46900100	167,000.00	167,000.00	96,800.65	70,199.35
LIBRARY - AUDIO RECORDINGS	46900300	26,700.00	26,700.00	11,035.55	15,664.45
LIBRARY - VIDEO RECORDINGS	46900500	27,400.00	27,400.00	13,399.26	14,000.74
Architectural-Engineering Fees	46910000	0.00	0.00	1,830.00	(1,830.00)
Other Fees	46930000	1,000.00	1,000.00	(1,640.00)	2,640.00
Library - Other	46960000	10,000.00	10,000.00	0.00	10,000.00
Miscellaneous	46990000	175,000.00	175,000.00	0.00	175,000.00
Cont. To Retirement Ded. From Tax Coll	47300000	229,500.00	229,500.00	272,475.98	(42,975.98)
Cost Of Ad Valorem Tax Collection	47310000	5,000.00	5,000.00	0.00	5,000.00
Transfer - Indirect Cost Allocation	48570000	250,000.00	250,000.00	250,000.00	0.00
Total Libraries		<u>15,458,325.00</u>	<u>15,458,325.00</u>	<u>7,741,499.02</u>	<u>7,716,825.98</u>
Total Expenditures		<u>15,458,325.00</u>	<u>15,458,325.00</u>	<u>7,742,193.67</u>	<u>7,716,131.33</u>
Net Revenue Over Expenditures		<u>(5,911,823.00)</u>	<u>(5,911,823.00)</u>	<u>1,656,928.78</u>	<u>7,568,751.78</u>

**St. Charles Parish Library
Board of Control**

2024 Regular Meeting Schedule

6:00 p.m., Tuesday January 16, 2024	Council Chambers Parish Courthouse
6:00 p.m., Tuesday March 19, 2024	Council Chambers Parish Courthouse
6:00 p.m., Tuesday May 21, 2024	Council Chambers Parish Courthouse
6:00 p.m., Tuesday July 9, 2024 **	Council Chambers Parish Courthouse
6:00 p.m., Tuesday September 17, 2024	Council Chambers Parish Courthouse
6:00 p.m., Tuesday November 19, 2024	Council Chambers Parish Courthouse

**** The July meeting will be held on the 2nd Tuesday of the month**