
TERREBONNE PARISH COUNCIL

COMMUNITY DEVELOPMENT AND PLANNING COMMITTEE

Mr. Daniel Babin	Chairman
Mr. Gerald Michel	Vice-Chairman
Mr. John Navy	Member
Mr. Carl Harding	Member
Mr. John Amedee	Member
Ms. Jessica Domangue	Member
Mr. Darrin W. Guidry, Sr.	Member
Mr. Dirk Guidry	Member
Mr. Steve Trosclair	Member



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Suzette Thomas, Council Clerk, at (985) 873-6519 describing the assistance that is necessary.

AGENDA

May 9, 2022
5:40 PM

Robert J. Bergeron Government Tower Building
8026 Main Street
2nd Floor Council Meeting Room
Houma, LA 70360

NOTICE TO THE PUBLIC: If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located **on the table near the entrance into the building** and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. Individuals addressing the council should be respectful of others in their choice of words and actions. Thank you.

ALL CELL PHONES, PAGERS AND ELECTRONIC DEVICES USED FOR COMMUNICATION SHOULD BE SILENCED FOR THE DURATION OF THE MEETING

CALL MEETING TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

1. **RESOLUTION:** Authorizing the Parish President to sign the appropriate Amendment No. 3 to the agreement with C. H. Fenstermaker & Associates, LLC for engineering services related for the LA SAFE Living Mitigation Terraces Project North of Lake Boudreaux to allow for additional services.
2. **RESOLUTION:** Authorizing the Parish President to sign the amendment to the agreement with C. H. Fenstermaker and Associates, LLC for overseeing the construction of terraces to allow for a second phase of terraces to expend residual funds and additional funds provided by the State Office of Community Development.

3. **RESOLUTION:** Authorizing the Parish President to sign any and all documents to submit an amendment to specific aspects of the Terrebonne Parish Gustav/Ike Disaster Recovery Plan and to implement the Tier 1 Amendment.
4. **RESOLUTION:** Amending Resolution No. 21-347, that established the Terrebonne Parish Council meeting dates for the FY 2022, to change the second set of Committee Meetings for the month of June 2022 to Tuesday, June 21, 2022, due to the observation of Juneteenth National Independence Day and to call additional Special Sessions to conduct Condemnation Hearings on Monday, July 11, 2022 and Monday, October 24, 2022.
5. Adjourn

Category Number:
Item Number:



Monday, May 9, 2022

Item Title:

INVOCATION

Item Summary:

INVOCATION

Category Number:
Item Number:



Monday, May 9, 2022

Item Title:

PLEDGE OF ALLEGIANCE

Item Summary:

PLEDGE OF ALLEGIANCE



Monday, May 9, 2022

Item Title:

Resolution Authorizing Amendment #3 to Fenstermaker for Engineering Services for Lake Boudreaux Living Mitigation LA SAFE Project

Item Summary:

RESOLUTION: Authorizing the Parish President to sign the appropriate Amendment No. 3 to the agreement with C. H. Fenstermaker & Associates, LLC for engineering services related for the LA SAFE Living Mitigation Terraces Project North of Lake Boudreaux to allow for additional services.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	4/25/2022	Executive Summary
Resolution	4/25/2022	Resolution
Cover Memo	4/25/2022	Cover Memo
Draft Amendment #3	4/26/2022	Backup Material
Cost Reasonableness Study	4/26/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Resolution authorizing the President to sign the appropriate Amendment 3 to the agreement with C. H. Fenstermaker & Associates, LLC for engineering services related to the LA SAFE Living Mitigation terraces project north of Lake Boudreaux to allow for additional services.

PROJECT SUMMARY (200 WORDS OR LESS)
Resolution authorizing the president to sign the amendment to the agreement with C. H. Fenstermaker and Associates, LLC for overseeing the construction of terraces beyond the original period of performance due to construction delays. The fees will be paid with budget saved by the retention of liquidated damages by the construction contractor.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
The LA SAFE program has awarded \$3.6M to put the terraces in place to create land again in the area above Lake Boudreaux. The terraces were completed months later than anticipated. This resolution authorizes the Parish President to amend the contract with the firm to include this additional work. The additional cost has been reviewed by Pan American Engineers, the state Project Manager, and found to be cost reasonable. The costs will be paid by the CDBG grant.

TOTAL EXPENDITURE				
N/A				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			<u>ESTIMATED</u>	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>PARISHWIDE</u>	1	2	3	4	5	6	7	8	9

Chris Pulaski

Signature

4/25/2022

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO AMEND THE CONTRACT WITH C. H. FENSTERMAKER AND ASSOCIATES, LLC FOR ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES TO IMPLEMENT THE LA SAFE LAKE BOUDREAUX LIVING MITIGATION TERRACES PROJECT.

WHEREAS, The LA SAFE program has awarded \$3,600,000 by the State of Louisiana Office of Community Development Disaster Recovery Unit after a public process and voting that selected this project as a priority for Terrebonne Parish; AND

WHEREAS, the project is intended to create land again in the area above Lake Boudreaux protecting residences and Parish assets; and

WHEREAS, the Parish entered into an agreement with the firm for project management with a specific scope of work and period of performance; and

WHEREAS, during the implementation of the project, delays due to the storm and contractor labor issues, the period of performance was extended leading to an additional \$16,064.00 in engineering oversight; and

WHEREAS, the state has determined that the cost proposed is reasonable and is eligible for payment through the grant; and

WHEREAS, the funding for the payment of these fees has been received through liquidated damages from the construction contractor thereby not reducing the budget for construction;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council, (Community Development and Planning Committee) on behalf of the Terrebonne Parish Consolidated Government, that the Parish President is hereby authorized to amend the contract with C. H. Fenstermaker & Associates, LLC to provide the needed additional compensation for the project referenced above.

April 25, 2022

MEMO TO: Gordon Dove
Parish President

FROM: Chris Pulaski, Director
Planning and Zoning Department

SUBJECT: Request for Agenda Item May 9th and 11th, 2022

Please find the following items for your review:

- A resolution authorizing the Parish President to amend the contract between Terrebonne Parish Consolidated Government and Fenstermaker and Associates, LLC for the additional time that was needed to complete the scope of work to implement the LA SAFE Living Mitigation terraces project above Lake Boudreaux. The delay on construction required additional engineering oversight and liquidated damages negotiations. The state has approved the additional costs as reasonable and costs are covered by the program.

If everything meets with your approval, it is respectfully requested that you place the resolution on the Public Services Committee agenda for consideration. If you have any questions, please advise.

AMENDMENT NO. 3

TO

AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL

FOR

PROFESSIONAL SERVICES

(LOUISIANA'S STRATEGIC ADAPTATIONS FOR FUTURE ENVIRONMENTS)

LASAFE

(TERREBONNE PARISH LAKE BOUDREAUX LIVING MITIGATION)

RECITALS

WHEREAS, an Agreement for Professional Services between the TERREBONNE PARISH CONSOLIDATED GOVERNMENT, LOUISIANA (OWNER) and FENSTERMAKER AND ASSOCIATES, LLC (ENGINEER) was entered into on April 13, 2020; and,

WHEREAS, it was determined that an increase in the lump sum fee is required for additional contract days; and,

WHEREAS, the ENGINEER has submitted a proposal for additional fees in the amount of sixteen thousand sixty-four dollars (\$16,064), that would provide necessary project management, construction administration and inspection services performed during the post construction contract time for the Lake Boudreaux Living Mitigation Project.; and,

WHEREAS, after consultation with the CDBG Grant Manager and completion of the cost reasonableness review, it was determined that an Amendment to the Contract to allow for the additional work and to allow for additional compensation to the ENGINEER in the amount of sixteen thousand sixty-four dollars (\$16,064), is appropriate; which noted lump sum fee is deemed reasonable and appropriate, and was calculated on estimated man hours and labor rates and a separate calculation of profit as shown on attached "EXHIBIT D";

NOW THEREFORE, the OWNER and ENGINEER do mutually agree that this Amendment No. 3 shall amend the lump sum fixed fee established in the original Agreement to provide that the ENGINEER will be compensated for the additional services performed during the post construction contract time for the Terrebonne Parish Lake Boudreaux Living Mitigation Project and accordingly the CONTRACT shall be amended as follows:

Add paragraph 5.1.4.8 as follows:

5.1.4.8 Post Construction Contract Services, for services rendered by ENGINEER in accordance with Paragraph 5.1.4., a lump sum fixed fee of sixteen thousand sixty-four dollars (\$16,064), for all related project management, construction administration and inspection services performed during the post construction contract time for the Lake Boudreaux Living Mitigation Project, which lump sum fixed fee was calculated on estimated manhours, rates, and profit as indicated in "EXHIBIT D".

IN WITNESS WHEREOF, the parties hereto have made and executed this Supplement as of the day and year first above written.

Witness

Terrebonne Parish Consolidated Government

Witness

BY: _____
Gordon E. Dove, Parish President

Witness

C.H. Fenstermaker and Associates, L.L.C.

Witness

BY: _____
Angelle Guilbeau, Director of Risk Management
and Compliance

EXHIBIT "D"

COST OR PRICE SUMMARY

Part I - General

1. GRANTEE: Terrebonne Parish Consolidated Government	2. Grant Number B-13-DS-22-0002
3. Name of Contractor or Subcontractor: Fenstermaker and Associates, LLC	4. Date of Proposal September 20, 2021
5. Address of Contractor or Subcontractor: 135 Regency Square Lafayette, Louisiana 70508	6. Type of Service to Be Furnished LAKE BOUDREAU LIVING MITIGATION POST CONSTRUCTION CONTRACT TIME

Part II - Cost Summary

7. DIRECT LABOR (Specify Labor Categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
FIRM PRINCIPAL		\$84.40	\$0.00	
PROGRAM MANAGER	30.00	\$59.65	\$1,789.50	
SR. ENVIRONMENTAL SPECIALIST	30.00	\$49.15	\$1,474.50	
CAD OPERATOR		\$25.30	\$0.00	
SENIOR ENGINEER		\$66.54	\$0.00	
ENGINEER	37.00	\$54.22	\$2,006.14	
CLERICAL (ADMIN)		\$18.00	\$0.00	
DIRECT LABOR TOTAL				\$5,270.00
8. INDIRECT COST (Specify Indirect Cost)	RATE	BASE	ESTIMATED COST	
Indirect Overhead - LADOTD Statewide Average	1.5616	\$5,270.00	\$8,229.63	
INDIRECT COST TOTAL				\$8,230.00
9. OTHER DIRECT COST	QUANTITY	COST	ESTIMATED COST	
a. Travel				
(1) Transportation	469	\$1.00	\$469.00	
(2) Per Diem	0	\$60.00	\$0.00	
Travel Subtotal			\$469.00	
b. Equipment, Materials, Supplies, etc.	QUANTITY	COST	ESTIMATED COST	
RTK	0	\$425.00	\$0.00	
26' SURVEY BOAT	0	\$750.00	\$0.00	
MAGNETOMETER	0	\$500.00	\$0.00	
AIRBOAT	0	\$1,400.00	\$0.00	
Equipment, Materials, Supplies Subtotal			\$0.00	
c. Subcontracts	QUANTITY	COST	ESTIMATED COST	
	NONE		\$0.00	
Subcontracts Subtotal			\$0.00	
d. Other (Specify Categories)	QUANTITY	COST	ESTIMATED COST	
	NONE		\$0.00	
Other Subtotal			\$0.00	
OTHER DIRECT COST TOTAL				\$469.00
10. TOTAL ESTIMATED COST				\$13,969.00
11. PROFIT				\$2,095.00
12. LUMP SUM FEE				\$16,064.00

Memorandum on Reasonableness of Fees

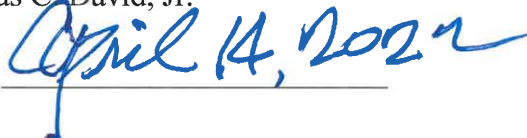
Re: Terrebonne Parish Consolidated Government
Fenstermaker and Associates A/E Proposal

State of Louisiana OCD-DRU
NDR CDBG-DR LA SAFE
Lake Boudreaux Living Mitigation

CDBG Project Manager Reviewer:


Thomas C. David, Jr.

Date:


April 14, 2022



A/E Services
(Amendment III)

Negotiations and fee/scope reviews related to additional Basic Services needed for the TPCG Lake Boudreaux Living Mitigation project which were initiated on March 01, 2022.

The additional services to be provided will include, but not be limited to:

Post construction time related to Project Management, Construction Administration, and Inspection Services for the supplemental planting of plants during appropriate growing season.

The CDBG Manager provided Fenstermaker with a draft format for a Cost/Price Summary related to the needed services, which format is a breakdown of fees based on man-hours and hourly labor rates and overhead and profit.

On March 28, 2022, Fenstermaker provided an initial price proposal for the additional services totaling approximately \$16,064.

The Independent Cost Estimate (ICE) totaled \$13,160. The difference in cost between the ICE and the fee offered by Fenstermaker are not significant enough to warrant further negotiations or explanations as to variances.

Based on prior evaluations, the CDBG Manager believes that the offered fixed fee presented appears to be reasonable in accordance with applicable provisions of 2 CFR 200.

The CDBG Project Manager reported to Fenstermaker and to the Owner that it was his opinion that the offered lump sum fixed fee for the requested professional service appeared to be reasonable based on his understanding of the scope of work.

The draft “Amendment 3 to Agreement for Professional Services between the Terrebonne Parish Consolidated Government and Fenstermaker for the LASAFE Lake Boudreaux Living Mitigation Project” was reviewed. The Amendment appeared to meet CDBG program requirements.



Monday, May 9, 2022

Item Title:

Amendment to Agreement for Living Mitigation Terraces Project

Item Summary:

RESOLUTION: Authorizing the Parish President to sign the amendment to the agreement with C. H. Fenstermaker and Associates, LLC for overseeing the construction of terraces to allow for a second phase of terraces to expend residual funds and additional funds provided by the State Office of Community Development.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	5/4/2022	Executive Summary
Resolution	5/4/2022	Resolution
Cover Memo	5/4/2022	Cover Memo
Amendment	5/4/2022	Backup Material
Cost Reasonable Statement	5/4/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Resolution authorizing the President to sign the appropriate Amendment 4 to the agreement with C. H. Fenstermaker & Associates, LLC for engineering services related to the LA SAFE Living Mitigation terraces project north of Lake Boudreaux to allow for additional services for a second phase of terraces.

PROJECT SUMMARY (200 WORDS OR LESS)

Resolution authorizing the president to sign the amendment to the agreement with C. H. Fenstermaker and Associates, LLC for overseeing the construction of terraces to allow for a second phase of terraces to expend residual funds and additional funds provided by the State Office of Community Development.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

The LA SAFE program was awarded \$3.6M to put the terraces in place to create land again in the area above Lake Boudreaux. The first phase is complete but for a fall planting, and a second phase has been authorized and funded with an additional \$245,000. This resolution authorizes the Parish President to amend the contract with the firm to include this additional work. The additional cost has been reviewed by Pan American Engineers, the state Project Manager, and found to be cost reasonable. The costs will be paid by the CDBG grant.

TOTAL EXPENDITURE

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			<u>ESTIMATED</u>	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

<u>PARISHWIDE</u>	1	2	3	4	5	6	7	8	9
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Chris Pulaski

Signature

5/3/2022

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO AMEND THE CONTRACT WITH C. H. FENSTERMAKER AND ASSOCIATES, LLC FOR ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES TO IMPLEMENT THE LA SAFE LAKE BOUDREAUX LIVING MITIGATION TERRACES PROJECT.

WHEREAS, The LA SAFE program originally awarded \$3,600,000 to the Parish through the State of Louisiana Office of Community Development Disaster Recovery Unit after a public process and voting that selected this project as a priority for Terrebonne Parish; AND

WHEREAS, the project has received an additional \$245,000 for this purpose, which combined with an underrun from the first phase is sufficient to support a second phase of terraces intended to create land again in the area above Lake Boudreaux protecting residences and Parish assets; and

WHEREAS, the Parish entered into an agreement with the firm for project management with a specific scope of work and period of performance of engineering and construction management which must be revised to cover this additional phase; and

WHEREAS, the state has determined that the cost proposed is reasonable and is eligible for payment through the grant;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council, (Community Development and Planning Committee) on behalf of the Terrebonne Parish Consolidated Government, that the Parish President is hereby authorized to amend the contract with C. H. Fenstermaker & Associates, LLC to provide the needed additional compensation for the second phase of the project referenced above.

May 3, 2022

MEMO TO: Gordon Dove
Parish President

FROM: Chris Pulaski, Director
Planning and Zoning Department

SUBJECT: Request for Agenda Item May 9th and 11th, 2022

Please find the following items for your review:

- A resolution authorizing the Parish President to amend the contract between Terrebonne Parish Consolidated Government and **Fenstermaker and Associates, LLC** for the services required to expend the additional funds provided by the LA Office of Community Development to implement a second set of the LA SAFE Living Mitigation terraces project above Lake Boudreaux. The state has approved the additional costs as reasonable.

If everything meets with your approval, it is respectfully requested that you place the resolution on the Community Development and Planning Committee agenda for consideration. If you have any questions, please advise.

AMENDMENT NO. 4
TO
AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL
FOR
PROFESSIONAL SERVICES
(LOUISIANA'S STRATEGIC ADAPTATIONS FOR FUTURE ENVIRONMENTS)
LASAFE
(TERREBONNE PARISH LAKE BOUDREAUX LIVING MITIGATION)

RECITALS

WHEREAS, an Agreement for Professional Services between the TERREBONNE PARISH CONSOLIDATED GOVERNMENT, LOUISIANA (OWNER) and FENSTERMAKER AND ASSOCIATES, LLC () was entered into on April 13, 2020; and,

WHEREAS, additional LASAFE funding has been awarded to the Terrebonne Parish Consolidated Government by the LA Division of Administration, Office of Community Development to increase the number of terraces to be constructed (See "EXHIBIT A" – Scope of Work Narrative & "EXHIBIT B" – General Location of Work Sketch); and,

WHEREAS, the additional funding necessitates an increase in the original scope of work to be completed by the ENGINEER for the Project; and

WHEREAS, the DESIGN PROFESSIONAL has submitted a proposal for additional fees in the amount of one hundred ninety-five thousand two hundred fifteen dollars (\$195,215), that would provide necessary project design, surveying, and project representation for the Lake Boudreaux Living Mitigation Project; and,

WHEREAS, after consultation with the CDBG Grant Manager and completion of the cost reasonableness review, it was determined that an Amendment to the Contract to allow for the additional work and to allow for additional compensation to the DESIGN PROFESSIONAL in the amount of one hundred ninety-five thousand two hundred fifteen dollars (\$195,215) is appropriate; which noted lump sum fee is deemed reasonable and appropriate, and was calculated on estimated man hours and labor rates and a separate calculation of profit as shown on attached "EXHIBITS C, D, and E."

NOW THEREFORE, the OWNER and DESIGN PROFESSIONAL do mutually agree that this Amendment No. 4 shall amend the lump sum fixed fee established in the original Agreement to provide that the DESIGN PROFESSIONAL will be compensated for the additional services performed as an additional phase for the Terrebonne Parish Lake Boudreaux Living Mitigation Project and accordingly the CONTRACT shall be amended as follows:

Add paragraph 5.1.4.9 as follows:

5.1.4.9 Phase 2 Construction Contract Services, for services rendered by DESIGN PROFESSIONAL in accordance with Paragraph 5.1.4., a lump sum fixed fee of One hundred ninety-five thousand two hundred fifteen dollars (\$195,215) for all related survey, engineering and design, bid phases services, construction administration and inspection services performed during phase 2 for the Lake Boudreaux Living Mitigation Project, which lump sum fixed fee was calculated on estimated manhours, rates, and profit as indicated in "EXHIBITS C, D and E".

Payment Schedule for Basic Services shall be according to Paragraph 5.1.3. of the original Agreement. Payment for Survey Services shall be based on a percentage of completion of the Task and 100% upon submission and receipt of a deliverable indicating the Survey Record. Payment for Construction Observation shall be based on the percentage of construction complete.

FURTHER, the Design Professional upon completion of the bidding documents (Final Plans) shall certify that the design meets the appropriate code or industry design and appropriate construction standard (Refer to Paragraph 1.5.23 of the Agreement).

FURTHER, for services rendered under this Amendment, the DESIGN PROFESSIONAL shall complete the duties for the Design Phase and shall submit Contract Documents and an Opinion of Cost to the OWNER and the CDBG Administrator within 365 calendar days of receipt of a Notice to Proceed from the OWNER. The provisions for the right by the Owner to grant an extension for reasons beyond control of the DESIGN PROFESSIONAL are as noted in Paragraph 1.3.8 of the Agreement. If the Design Phase for the Scope of Work under this Amendment is not completed by the established deadline, a fee of \$350 per working day will be deducted from the Basic Fee for the Services under this Amendment due to the DESIGN PROFESSIONAL until the Design Phase is complete.

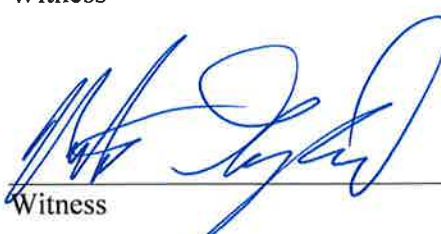
IN WITNESS WHEREOF, the parties hereto have made and executed this Supplement as of the day and year first above written.

Witness

Terrebonne Parish Consolidated Government

Witness

BY: _____
Gordon E. Dove, Parish President



Witness

C.H. Fenstermaker and Associates, L.L.C.



Witness

BY: 
Angelle Guilbeau, Director of Risk Management
and Compliance

Memorandum on Reasonableness of Fees

Re: Terrebonne Parish Consolidated Government
Fenstermaker and Associates A/E Proposal

State of Louisiana OCD-DRU
NDR CDBG-DR LA SAFE
Lake Boudreaux Living Mitigation

CDBG Project Manager Reviewer:



Thomas C. David, Jr.

Date:

4.25.22



A/E Services
(Amendment No. 4)

Terrebonne Parish intends to implement a Phase II for the Lake Boudreaux Living Mitigation Project to install additional terraces. A total of \$1,085,689 dollars had been allocated for Phase II.

Additional services required to implement Phase II include Basic Services for development of bidding documents and construction administration. Topographic type Surveys of the proposed area of new terracing requiring water transport of Survey Crews to the submerged low-lying areas. The survey area will be surveyed for depth of bottom and magnetometer for location of existing buried or submerged pipelines. Upon award of a construction contract, on-site observation of installation of the terrace will be provided.

On April 4, 2022, Fenstermaker provided a draft Amendment No. 4 for Basic Services, Survey Services and Construction Observation.

Cost or Price Summary sheets for each of the services was provided that included estimated man hours by job classification; indirect overhead; direct cost and equipment; and profit for each of the services required under the Amendment.

The CDBG Grant Manager was tasked to undertake a review of the Amendment and the fees proposed.

On early review, the CDBG Grant Manager noted that the fees for Basic Services did not appear reasonable for what was presently understood to be the scope of work. A conference call was requested with Fenstermaker to discuss the fees proposed, assumed man hours, and cost, etc.

A conference call was held on April 6, 2022, with Danny Dehon with Fenstermaker, Leesa Foremen with OCD; Julie Bordelon with OCD and Thomas David with OCD. Mr. David requested that Fenstermaker outline the types of survey work required, challenges offered in the design effort etc., in an effort to justify fees proposed. Mr. Dehon outlined the proposed scope of services for this Amendment. Mr. David commented that it was hoped that from lessons learned and experience gained from Phase I that cost for Basic Services would be less than proposed. Mr. Dehon reported that exactly the opposite in that from Phase I they learned that a significant effort was required to develop plans for viable terraces. Mr. Dehon reported that for Phase I, on review of cost incurred, indicated a very minimal profit and experience gained indicated more man-hours are required than was originally expected. They reported that Ducks Unlimited would be a technical advisor on this phase in an effort to reduce cost, as opposed to undertaking actual design work. Mr. David requested that a reevaluation of Basic Services was needed. Fenstermaker proposed a Basic Services fee totaling \$124,103. The Survey fee was proposed for \$65,000. The Project Representative fee was proposed at \$35,000.

On April 18, 2022, Fenstermaker provided a revised and reduced fee for Basic Services, which totaled \$95,366. The fees proposed for Project Representation and Surveys remained the same.

Regarding Basic Services, Fenstermaker's revised proposal resulted in a 23.1% reduction in cost. The man hours appeared reasonable for the Scope of Work. The effective hourly rates for the various job classifications were reviewed and were deemed reasonable, when compared to LDOTD statewide average rates. The Basic Services estimated 746 total man hours would be required to complete the project. This fee resulted in an average hourly professional rate of \$125.73 per hour. The profit percentage was calculated at 3%. The Basic Services fee is reasonable.

Regarding the Survey work, this work requires utilization of offshore boats and airboats. The site is remote, and production is slow. The proposal includes 125 hours for a survey crew. Assuming a 10-hour workday, a total of 12.5 field survey days would be required. Considering the area to be surveyed, the 12.5 days is reasonable. The three-man survey crew hourly rate of \$165 per hour is reasonable when compared to LDOTD statewide averages. The profit percentage equals 8% and is reasonable for this level of effort. The equipment charges for the boat, airboat, and magnetometer are reasonable when compared to historical charges.

Regarding Project Representation, a total of 340-man hours is estimated. The hourly rate of \$75 per hour is reasonable for a field technician and compares favorably to the LDOTD statewide average rate for this job classification. Profit was calculated at 6% and is also reasonable for this level of effort.

Based on the review of the scope of work, estimated man hours, labor classifications, equipment costs, and profit, the CDBG Manager believes that the proposed fixed fees as presented by Fenstermaker for services rendered under Amendment No. 4 a reasonable, in accordance with applicable provisions 2CFR200.

The draft Amendment was reviewed, and the following edits were recommended:

1. Include narrative defining Scope of Work
2. Provide sketch or Google Earth image defining general limits of survey work and terraces.
3. Include metric for delivery of bidding documents and opinion of cots, and penalty for failure to meet deadline.
4. Include reference to PL113-2, regarding certification by Design Professional of design documents meeting applicable codes.

A revised draft of the Amendment was prepared that included the noted items.

Recap:

The fees proposed are reasonable.

The format of Amendment No. 4 as edited meets CDBG Program requirements.



Monday, May 9, 2022

Item Title:

Amendment to Gustav/Ike Disaster Recovery Plan Budget

Item Summary:

RESOLUTION: Authorizing the Parish President to sign any and all documents to submit an amendment to specific aspects of the Terrebonne Parish Gustav/Ike Disaster Recovery Plan and to implement the Tier 1 Amendment.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	5/4/2022	Executive Summary
Resolution	5/4/2022	Resolution
Memo	5/4/2022	Cover Memo
Amendment	5/4/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Proposed Amendment to Gustav/Ike Disaster Recovery Plan budget.

PROJECT SUMMARY (200 WORDS OR LESS)

Proposed changes to the Gustav/Ike Disaster Recovery Plan regarding reallocating funding from a completed project to unallocated to allow for the closeout of the Infill Housing program.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

Adopt changes to the Gustav/Ike Disaster Recovery Plan (CDBG) budget to reflect reallocation of funds from the “unallocated” funding to unallocated status for future disbursement.

TOTAL EXPENDITURE

N/A

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL – N/A

ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

Chris Pulaski

5/3/2022

Signature

Date

OFFERED BY: _____
SECONDED BY: _____

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE PRESIDENT TO SIGN ANY AND ALL DOCUMENTS TO SUBMIT AN AMENDMENT TO SPECIFIC ASPECTS OF THE TERREBONNE PARISH GUSTAV/IKE DISASTER RECOVERY PLAN AND TO IMPLEMENT THE TIER 1 AMENDMENT.

WHEREAS, the Terrebonne Parish Consolidated Government has been awarded Community Development Block Grant funding as a result of the damage caused by Hurricanes Gustav and Ike; and

WHEREAS, the current priority Infill Housing program from the Gustav/Ike Recovery Plan has been completed and there are residual funds that can be used for CDBG eligible projects; and

WHEREAS, the funding reallocated to the “unallocated” line item in the budget as recommended in Attachment A can later be allocated to any eligible project;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that that the Parish President, Gordon E. Dove, is authorized to allow the Tier 1 amendment to the Terrebonne Parish Gustav/Ike Disaster Recovery Plan as recommended in Attachment A.

May 3, 2022

MEMO TO: Gordon E. Dove
Parish President

FROM: Chris Pulaski

SUBJECT: Request for Agenda Item May 9th and 11th, 2022
Community Development and Planning Committee
CDBG Gustav/Ike Recovery Tier 1 Amendment

Attached is a Resolution requesting changes to the Gustav/Ike Recovery Plan budget for a Tier 1 amendment. The State is requesting that we reallocate the funding from the completed Infill Housing to “unallocated” status in order to close out the housing program. This will be available to the Eastside Public Safety Substation should an overrun arise.

Should you have any questions or require additional information, please contact me at extension 6569.

Thanks,
Chris

ATTACHMENT A

Terrebonne Parish Consolidated Government
CDBG Disaster Recovery Program
Gustav/Ike Disaster Recovery Plan
Proposed Plan Amendment _ Specific Infrastructure Projects

Project Number	Title	Category	Status	Original Funding	Increase/ Reduction	Total Committed
55RHPP1502	Infill Housing	Housing	Priority Project – Completed	\$3,853,501	-\$117,461.59	\$3,736,039.41
55PARA	Unallocated Funds	Unallocated	Temporary Allocation	\$0	\$117,461.59	\$117,461.59
				\$3,853,501	\$0.00	\$3,853,501



Monday, May 9, 2022

Item Title:

Amend 2022 Council Meeting Dates

Item Summary:

RESOLUTION: Amending Resolution No. 21-347, that established the Terrebonne Parish Council meeting dates for the FY 2022, to change the second set of Committee Meetings for the month of June 2022 to Tuesday, June 21, 2022, due to the observation of Juneteenth National Independence Day and to call additional Special Sessions to conduct Condemnation Hearings on Monday, July 11, 2022 and Monday, October 24, 2022.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	5/4/2022	Cover Memo
Amended Meeting Dates	5/4/2022	Resolution
Additional Backup	5/4/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Amending 2022 Council Meeting Dates

PROJECT SUMMARY (200 WORDS OR LESS)
Amending Resolution No. 21-347 that established the Terrebonne Parish Council meeting dates for FY 2022, to change the second set of Committee Meetings for the month of June 2022 to Tuesday, June 21, 2022, so that the committee meetings will not be held on Juneteenth National Independence Day and to call additional Special Sessions to conduct Condemnation Hearings on Monday, July 11, 2022 and Monday, October 24, 2022.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
N/A

TOTAL EXPENDITURE				
N/A				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
<u>ACTUAL</u>			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
<u>N/A</u>	NO	YES	IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)										
PARISHWIDE	1	2	3	4	5	6	7	8	9	

<i>Darrin W. Guidry</i>	<i>05/04/2022</i>
_____	_____
Signature	Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO. 22-

A resolution amending Resolution No. 21 -347, that established the Terrebonne Parish Council meeting dates for the FY 2022, to change the date for the second set of Committee Meetings for the month of June to Tuesday, June 21, 2022, due to observance of Juneteenth National Independence Day.

WHEREAS, with regards to meetings of the Terrebonne Parish Council, the Home Rule Charter for a Consolidated Government for Terrebonne Parish provides as follows:

“Sec.2-07. Council meetings and rules.

(a) The Council shall meet regularly at least twice a month at intervals of at least two (2) weeks at such times and places as the Council may prescribe.....”: and

WHEREAS, the usual dates for these meetings are the second and fourth Wednesdays of each month; and

WHEREAS, due to certain ***holidays, meetings and conferences** which conflict with these meeting dates, there are certain months during which meetings days/dates must be changed; and

WHEREAS, in order to provide the general public ample time to schedule attendance at the meetings of the governing body, the Council wishes to amend Resolution No. 21-347 to change the meeting schedule to change the Committee Meeting date of Monday June 21, 2022 to Tuesday, June 22, 2022 and call additional Special Sessions – **Condemnations on Monday, July 11, 2022 and Monday, October 24, 2022.**

NOW, THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the Council’s Regular Session Meeting dates for 2022 shall be as follows:

January 12 th and 26 th	July 13 th and July 27 th
February 9 th and 23 rd	August 10 th and 24 th
March 9 th and 23 rd	September 14 th and 28 th
April 13 th and 27 th	October 12 th and October 26 th
May 11 th and 25 th	November 16 th and 30 th
June 8 th and 22 nd	December 14 th and December 21 st

(Committee Meetings – June 21st – Juneteenth National Independence Day)

BE IT FURTHER RESOLVED that all Council Regular Session Meetings shall begin at 6:00 p.m. in the Robert J. Bergeron Government Tower Building located at 8026 Main Street, 2nd Floor Council Meeting Room, Houma, LA; and

BE IT FURTHER RESOLVED that the Council will schedule committee meetings on the Monday preceding the Council Regular Session Meetings; however, ****Committee meetings** may be scheduled on a different day and/or at a different time, as decided upon by the Council; and

BE IT FURTHER RESOLVED, that the Committee meetings previously scheduled for Monday, June 20, 2022 be changed to Tuesday, June 21, 2022 due the observance of Juneteenth National Independence Day; and

BE IT FURTHER RESOLVED that the Council Special Sessions – **Condemnation Hearings on Monday, July 11, 2022, and Monday, October 24, 2022.**

TERREBONNE PARISH COUNCIL

OFFERED BY: MR. C. HARDING
SECONDED BY: MR. D. J. GUIDRY

RESOLUTION NO. 21-347

SETTING 2022 COUNCIL

MEETING DATES

COMMITTEE MEETING DATES	REGULAR COUNCIL SESSION MEETING DATES
JANUARY 10 TH	JANUARY 12 TH
JANUARY 24 TH	JANUARY 26 TH
FEBRUARY 7 TH	FEBRUARY 9 TH
FEBRUARY 21 ST	FEBRUARY 23 RD
MARCH 7 TH	MARCH 9 TH
MARCH 21 ST	MARCH 23 RD
APRIL 11 TH	APRIL 13 TH
APRIL 25 TH	APRIL 27 TH
MAY 9 TH	MAY 11 TH
MAY 23 RD	MAY 25 TH
JUNE 6 TH	JUNE 8 TH
JUNE 20 TH	JUNE 22 ND
JULY 11 TH	JULY 13 TH
JULY 25 TH	JULY 27 TH
AUGUST 8 TH	AUGUST 10 TH
AUGUST 22 ND	AUGUST 24 TH
SEPTEMBER 12 TH	SEPTEMBER 14 TH
SEPTEMBER 26 TH	SEPTEMBER 28 TH
OCTOBER 10 TH	OCTOBER 12 TH
OCTOBER 24 TH	OCTOBER 26 TH
NOVEMBER 14 TH	NOVEMBER 16 TH
NOVEMBER 28 TH	NOVEMBER 30 TH
DECEMBER 12 TH	DECEMBER 14 TH
DECEMBER 19 TH	DECEMBER 21 ST

BE IT FURTHER RESOLVED that all Council Regular Session Meetings shall begin at 6:00 p.m. in the Robert J. Bergeron Government Tower Building located at 8026 Main Street, 2nd Floor Council Meeting Room, Houma, LA, and

BE IT FURTHER RESOLVED that the Council will schedule committee meetings on the Monday preceding the Council Regular Session Meetings; however, ****Committee meetings** may be scheduled on a different day and/or at a different time, as decided upon by the Council; and

BE IT FURTHER RESOLVED that the Council may call additional Committee meetings and/or Special Sessions of the Council as deemed necessary.

THERE WAS RECORDED:

YEAS: J. Navy, C. Harding, G. Michel, J. Amedée, J. Domangue, D. W. Guidry, Sr., D. Babin, D. J. Guidry and S. Trosclair.

NAYS: None.

NOT VOTING: None.

ABSTAINING: None.

ABSENT: None.

The Chairman declared the resolution adopted on this the 15th day of November 2021.

2022

January

S	M	T	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

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13	14	15	16	17	18	19
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27	28					

March

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27	28	29	30	31		

April

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 01: New Year's Day	Apr 15: Good Friday	Jun 19: Father's Day	Oct 31: Halloween
Jan 17: M L King Day	Apr 17: Easter Sunday	Jul 04: Independence Day	Nov 11: Veterans Day
Feb 14: Valentine's Day	May 08: Mother's Day	Sep 05: Labor Day	Nov 24: Thanksgiving Day
Feb 21: Presidents' Day	May 30: Memorial Day	Oct 10: Columbus Day	Dec 25: Christmas

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From: Kandace Mauldin <kmauldin@tpcg.org>

Sent: Monday, May 2, 2022 7:17 AM

To: Darrin Guidry <dwguidry@tpcg.org>

Cc: Tammy Triggs <ttriggs@tpcg.org>; Keith Hampton <khampton@tpcg.org>; Suzette Thomas <suthomas@tpcg.org>

Subject: FYI

With the new Personnel Policy in place, we now have Juneteenth National Independence Day off as a holiday (June 19th). This falls on a Sunday this year so we will observe it on Monday, June 20th which is a committee meeting day. Just wanted to make sure you were aware of this.

Thanks

Kandace M. Mauldin, CPA

Chief Financial Officer

Terrebonne Parish Consolidated Government

P. O. Box 2768

Houma, LA 70361

Office: 985-873-6459

FAX: 985-873-6457



Tammy Triggs

From: Darrin Guidry
Sent: Monday, May 2, 2022 9:16 AM
To: Suzette Thomas
Cc: Kandace Mauldin; Tammy Triggs; Keith Hampton
Subject: Re: FYI
Attachments: image002.png; image003.png; image004.png

I agree with Suzette.

Darrin

Sent from my iPhone

On May 2, 2022, at 7:33 AM, Suzette Thomas <suthomas@tpcg.org> wrote:

Ok, the Council should make a motion to move the date to Tuesday if it does not conflict with another board meeting.

Thank you,

Suzette Thomas, ASBA, CMA

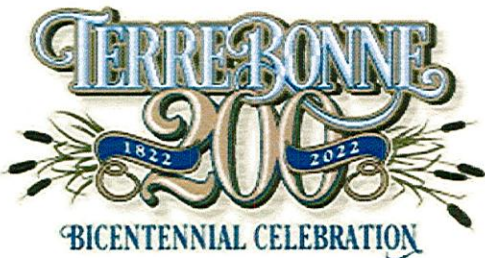
Council Clerk

Office of the Terrebonne Parish Council

Terrebonne Parish Consolidated Government

8026 Main Street, Suite 600

Houma, LA 70360



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