



Notice of:

BOARD OF ALDERMEN REGULAR MEETING

Tuesday, September 17, 2024 at 6:00 PM

Council Chambers, City Hall, 2305 North 7th Street, West Monroe

AGENDA

Public Comments: Any person present who wishes to comment on any matter prior to the vote on that matter should stand prior to the vote and request an opportunity to comment. Comments are limited to three (3) minutes per speaker, and the number of speakers may be limited on a subject.

NOTICE/MINUTES

Call to order/Verification of Attendance

Motion to Approve Minutes

- 1) Motion to approve the minutes of the September 3, 2024 Regular Council Meeting.

Recognitions/Presentations

- 2) City of West Monroe Employee Recognitions.
- 3) Proclamation in honor of the Ouachita Council on Aging for National Employ Older Workers Week.

Mayor's Review

Community Announcements

ADMINISTRATION/FINANCE

- 4) **Ordinance** to Enter into a Master Services Agreement For Professional Services with CHM, LLC, d/b/a Atlas Community Studios (Alex Holland) for services to be provided in multiple ongoing projects, and to provide initial funding.

BUILDING AND DEVELOPMENT

- 5) **Resolution** to reappoint Wayne Gentry to the City of West Monroe Historic Preservation Commission, to serve a term expiring October 1, 2028.
- 6) **Ordinance** to authorize Revocation of Alley for property located in Square 5 A & E Northern Addition and Square 1 TE Flournoys Addition (involving Assessor Parcel #'s 37593, 37613, 37614, 39126 & 39130). Received a **favorable** review from the Planning Commission. **Tabled from the September 3, 2024 Regular Council meeting.**

LEGAL

- 7) **Ordinance** to authorize the purchase of certain immovable property located along Golf Course Creek/Black Bayou drainage canal from MISC Properties, LLC for \$3,000.00. **Introduced at August 20, 2024 Council meeting, properly advertised thereafter.**

PUBLIC WORKS

- 8) **Ordinance** to declare certain movable property as surplus, and to be sold by public internet auction (12,000 to 14,000 pounds of scrap metal at Public Works).

COMMUNITY SERVICES

PARKS AND RECREATION

POLICE/FIRE

WMFD

WMPD

- 9) **Ordinance** to authorize acceptance of a grant from the Living Well Foundation (\$13,708.00 for WMPD an ATV).

ENGINEERING/CONSTRUCTION PROJECTS

- 10) West Monroe Sports Complex Parking Addition - City Project #000324

Ordinance to authorize execution of a Contract with Lazenby & Associates, Inc. for Engineering & Surveying services.

- 11) Kiroli Park Improvements - Walking Trails & Racket Sports - LWCF Federal No. 22-00980, City Project #C24002

Ordinance to accept the responsive low bid from a responsible bidder, being the Base Bid of \$1,076,095.00, Alternate No. 1 Bid of \$284,487.00, and Alternate No. 2 Bid of \$131,163.00, for a total bid of \$1,491,745.00 from Benchmark Construction Group of Louisiana, LLC, subject to the concurrence of all applicable funding agencies, and upon receipt of that concurrence, to authorize execution of the construction contract in accordance with the plans, specifications, and other bid documents.

- 12) New Black Bayou Stormwater Pumping Station - City Project #000228

Ordinance to authorize the acceptance and to award the submittal of the selected engineering firm to the Request For Proposals (RFP) for certain engineering and related services, and to authorize execution of a contract for professional services based upon that submission.

- 13) New Black Bayou Stormwater Pumping Station – City Project #000228

Resolution to authorize issuance and advertisement of a request for proposals from consultants for management and administrative services required for the administration/implementation of Louisiana Watershed Initiative's Local and Regional Watershed Projects Grant Program - MIT Design Support Program (DSP); to authorize acceptance of the selected proposal by the Mayor after review and recommendation.

- 14) Cypress Detention (South) – City Project #000209

Resolution to authorize issuance and advertisement of a request for proposals from consultants for management and administrative services required for the administration/implementation of Louisiana Watershed Initiative's Local and Regional Watershed Projects Grant Program - MIT Design Support Program (DSP) City of West Monroe Cypress Detention South; to authorize acceptance of the selected proposal by the Mayor after review and recommendation.

- 15) New Drago Sanitary Sewer Force Main Improvements (South 11th Street) (LGAP FY23-24) - City Project #000200

Authorize Certificate of Substantial Completion with CDE Construction, LLC.

- 16) Mane Street Rehabilitation - Phase 2 (Urban Systems) - State Project #H.013392; City Project #000143

Authorize Change Order No. 1 (+ \$107,723.51; + 5 days) with Diamond B Construction Company, LLC.

[17\)](#) Project Updates

S.E. Huey Co.

Lazenby & Associates, Inc.

PUBLIC COMMENTS/OTHER BUSINESS

[18\)](#) General Fund and Utility Fund Monthly Budget Reports.

ADJOURN

To view a live broadcast of this meeting, go to: <https://www.youtube.com/@CityofWestMonroe/live>

If you need special assistance, please contact Cindy Emory at 318-396-2600, and describe the assistance that is necessary.



BOARD OF ALDERMEN REGULAR MEETING

Tuesday, September 03, 2024 at 6:00 PM

Council Chambers, City Hall, 2305 North 7th Street, West Monroe

MINUTES

NOTICE/MINUTES

Call to order/Verification of Attendance

PRESENT

Mayor Staci Mitchell
Polk Brian
Morgan Buxton
Thom Hamilton
Rodney Welch
Ben Westerburg

The meeting was opened with prayer by McGuire Methodist Church Pastor Shawn Hornsby. The Pledge of Allegiance was led by ULM student Emily Hornsby.

Motion to Approve Minutes

Motion to approve the minutes of the August 20, 2024 Regular Council Meeting.

Motion made by Welch, Seconded by Westerburg.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

ADMINISTRATION/FINANCE

Ordinance 5383: Ordinance to accept the FY 2024 Louisiana Community Development Block Grant Award for the West Monroe Make A Difference (MAD) Program, and to authorize execution of the Grant Agreement and related documents.

Motion made by Welch, Seconded by Hamilton.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

BUILDING AND DEVELOPMENT

APPEAL to City Council from a final decision of the West Monroe Planning Commission to APPROVE the tract located on Copley St (assessor #118514) as a Planned Building Group with preliminary approval to proceed with a subdivision consisting of 3 separate lots, each with 6,600 sq ft (compared to 7,200 sq ft minimum otherwise required), all to be developed as single-family residential properties. Owners/applicants are Sharon D Russ and Joseph Russ.

Following receipt of comments from the public and from the applicant property owner/developer, upon motion by Hamilton, seconded by Brian, the matter was tabled until the Council meeting on October 1, 2024, with a request that the property owner/developer submit a Drainage Impact Statement for the proposed development that reflects the changes, if any, which are anticipated to occur should the proposed development proceed.

Ordinance to authorize Revocation of Alley for property located in Square 5 A & E Northern Addition and Square 1 TE Flournoys Addition (involving Assessor Parcel #'s 37593, 37613, 37614, 39126 & 39130). Received a favorable review from the Planning Commission. Tabled until September 17, 2024 Council meeting.

Motion made by Westerburg, Seconded by Buxton.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Ordinance 5384: Ordinance to authorize rezone property located at 401 Pavilion Road, West Monroe, from I-1 (Light Industrial) District to R-2 (Multi Family Residential) District for property located at 401 Pavilion Road (Parcel #107581) to build a short-term rental resort (Phase 1 will consist of 24 cabins) per West Monroe Code of Ordinances Sec. 12: 5013. Received a **favorable** recommendation by the Planning Commission.

Motion made by Buxton, Seconded by Westerborg.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerborg

Ordinance 5385: Ordinance to authorize a Revocation of a portion of Cryer Street located in the 500 Block of Cryer Street and a portion of North 4th Street (Lots 1&2 Square 7 and Lots 1 thru 6 Square 5, Lot 6 and Lot 8 of the HM Williams Addn involving Assessor Parcel #'s 39239, 39283, 37623, 69444, 37061, 37060 and 88474). Received a **favorable** recommendation from the Planning Commission.

Motion made by Brian, Seconded by Westerborg.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerborg

LEGAL

Ordinance 5386: Ordinance to authorize the acquisition of a servitude, sixty foot (60') in width, over certain described property owned by GRIVT, LLC for the placement of utilities.

Motion made by Hamilton, Seconded by Buxton.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerborg

WMFD

Ordinance 5387: Ordinance to authorize execution of an amendment to a Software License Agreement with Tyler Technologies for Emergency Networking software to be utilized by WMFD.

Motion made by Buxton, Seconded by Hamilton.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerborg

WMPD

Ordinance 5388: Ordinance to authorize execution of the Louisiana Highway Safety Subgrant Agreement and contract with the Louisiana Department of Public Safety and Corrections, Louisiana Highway Safety Commission for FFY 2025.

Motion made by Westerborg, Seconded by Buxton.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerborg

ENGINEERING/CONSTRUCTION PROJECTS

Cotton Street Improvements and Sidewalks, Planning and Construction (Ouachita) - FP&C Project No. 50-MV2-24-01, City Project # 000323

Ordinance 5389: Ordinance to authorize execution of a Cooperative Endeavor Agreement with the State of Louisiana, Office of Facility Planning & Control (FP&C) relating to the project "Cotton Street Improvements and Sidewalks, Planning and Construction (Ouachita)".

Motion made by Westerborg, Seconded by Hamilton.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerborg

Kiroli Park Trails - LWCF Grant - LWCF No. 22-00980, City Project #C24002

Authorize Certificate of Substantial Completion with Ryan Watson Construction.

Motion made by Buxton, Seconded by Welch.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerborg

New Kiroli Road Bridge Over North Tupawek Bayou, Planning & Construction - FP&C No. 50-MV2-21-02, City Project #000175

Authorize Change Order No. 2 (- \$4,925.00; 0 days) with Merrick, LLC.

Motion made by Brian, Seconded by Hamilton.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerborg

Project Updates

Robbie L. George, IV, P.E. (S.E. Huey Co.) and Joshua D. Hays, P.E., M.S.C.E. (Lazenby & Associates, Inc.) presented the City Council with project updates for transportation, drainage and more.

ADJOURN

Motion made by Buxton, Seconded by Hamilton.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerborg

ATTEST:


CINDY EMORY
CITY CLERK

APPROVED:


STACI ALBRITTON MITCHELL
MAYOR

**EXHIBIT
A****MASTER SERVICES AGREEMENT FOR PROFESSIONAL SERVICES**

This Master Services Agreement For Professional Services ("Agreement") is made on the 11th day of September, 2024, by and between CHM, LLC d/b/a Atlas Community Studios, a Nevada limited liability company (herein referred to as "Consultant"); and the City of West Monroe, Louisiana (hereinafter referred to as "Owner"). WHEREAS, the Owner desires for Consultant to provide certain services in accordance with the Scope of Work set forth herein, per the fees or hourly rates as depicted in the Payment and Invoicing section below, and the terms and conditions outlined in this Agreement.

NOW, THEREFORE, in consideration of the above recitals, which are hereby incorporated into the below Agreement, and in consideration of the mutual promises made herein, the receipt and sufficiency of which are hereby acknowledged, the Owner and Consultant further agree as follows:

I. PROJECT NAME.

The "Project" shall be described as: the provision of on-going professional services, consistent with the Scope of Work described herein, to the City of West Monroe, Louisiana, on an on-demand basis.

II. PROJECT TERM.

The term of this Agreement shall be from the date of execution of this Agreement until such time as the Authorized Amount (defined herein) is exhausted, and Owner has refused to replenish the Authorized Amount. The Agreement may also be terminated earlier pursuant to the terms and conditions of this Agreement.

III. PROJECT SCOPE OF WORK.

The following is a summary of the professional services to be provided by the Consultant (collectively, the "Scope of Work"). The Scope of Work is expressly limited to professional services relating to and for the benefit of the "Project Area," which is defined and described in detail in **Exhibit 1** to this Agreement.

The Scope of Work shall consist of discrete projects (each a "Sub Project") performed by Consultant at the request of the Owner. Every Sub Project shall be limited to services within the following categories unless otherwise agreed to in advance by the Consultant:

- Community engagement;
- Coalition-building;

- Strategic planning;
- Funding identification;
- Project development/design;
- Grant writing;
- Request for Proposals or Request for Qualifications development; and
- Grant administration.

The scope, terms, maximum established compensation, and deadlines for any Sub Project must be agreed to in a specific separate writing for each Sub Project by and between the Parties prior to the start of the provision of any such services. Consultant is under no obligation or duty to agree to perform any Sub Project. The Hourly Rates contained herein shall be fixed for any Sub Project absent the express written agreement of the Parties establishing separate rates or compensation.

Owner understands and agrees that completion of the Scope of Work, as it relates to any agreed upon Sub Project, is contingent upon Owner's prompt payment and compliance with the terms and conditions set forth herein. Owner further understands and agrees that this Scope of Work is based upon Consultant's subjective understanding of the requirements of the Project and/or any Sub Project, and that a material term of this Agreement is Consultant's sole and complete discretion as to the scope and nature of the professional services provided. Owner understands and agrees that the scope and nature of the professional services provided may change over time at the Consultant's sole and complete discretion, and that any such changes that do not result in material changes to the Scope of Work below are expressly agreed upon in advance by the Parties and do not require Owner's subsequent approval and/or execution of a Change Order prior to implementation of said changes. Owner understands and agrees that Consultant has not and cannot guarantee results beyond completion of the Scope of Work provided herein.

IV. EXCLUDED SERVICES.

Given the complexity and discretionary nature of the professional services provided by Consultant, it is understandable and anticipated that Owner may have certain expectations as to the scope and nature of the professional services provided that are inconsistent with the intent of this Agreement and/or that fall outside the Scope of Work as it is understood by the Consultant. Owner understands and agrees that Consultant has the sole and complete discretion to determine which professional services are necessary for the completion of the Scope of Work and are thus required under this Agreement. Notwithstanding the foregoing, Consultant desires to limit any confusion that may arise as to professional services that fall within the Scope of Work, and those that do not. **Accordingly, the following is a non-exhaustive list of professional services that are expressly excluded from the Scope of Work.**

This non-exhaustive list is provided as a courtesy to inform the Owner about certain express limitations on the professional services provided by the Consultant under this Agreement. Nothing herein shall act as a waiver of the Consultant's complete discretion as to the scope and nature of professional services provided. In the event that the excluded professional services identified herein conflict with the Services Proposal, this Agreement controls and those professional services shall be deemed as excluded from the Scope of Work.

A. FEDERAL LOBBYING

1. DC Fly-in's
2. Community Project Funding/Congressionally Directed Spending Requests

B. TECHNICAL SERVICES

1. Civil engineering
2. Environmental consulting

V. MODIFICATION OF THE SCOPE OF WORK.

The Scope of Work described herein may only be expanded, reduced, or otherwise modified by execution of a written "Change Order" prepared by Consultant. All Change Orders must be executed by both Owner and Consultant, at which point said Change Order shall constitute an amendment to this Agreement. In the event that a Change Order conflicts with the terms of this Agreement and/or any previous Change Order, the terms of the most recent fully executed Change Order control. Any actual or perceived conflicts or ambiguities in this Agreement, as amended, that arise from the execution of a Change Order shall be resolved in favor of effectuating the terms of the most recent Change Order. The Consultant will be entitled to additional compensation to coordinate such changes, and a fee of \$250.00 shall be assessed per Change Order, separate and apart from any other negotiated changes in compensation terms, to account for said coordination and preparation of the Change Order. In the event that a Change Order calls for services billed at an hourly rate, Consultant will bill for the services of its professional staff by the hour at their regular published rates, in accordance with the Rate Sheet attached hereto as **Exhibit 2**. Time is billed descriptively in one hour increments, and all time is rounded up to the next hour. Consultant's rates are reviewed annually, at year end. Owner expressly understands and agrees that said rates may be subject to increase on an annual basis, and that failure to object in writing to a notice of rate increase within 14 days of receipt of said written notice shall constitute an acceptance of the same.

VI. OWNER RESPONSIBILITIES.

Owner shall do the following in a timely manner so as not to delay the services of the Consultant:

1. Designate in writing a person to act as Owner's "Designated Representative" with respect to the services to be rendered under this Agreement. Owner's Designated Representative shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and procedures, and make decisions binding upon the Owner with respect to Consultant's services for the Project;
2. Provide all criteria and full information as to Owner's requirements for the Project, including objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations;
3. Assist Consultant by placing at Consultant's disposal all available information pertinent to the Project, including previous reports and any other data relative to the Project;
4. Arrange for access and make all provisions necessary for the Consultant to enter upon public and private property as required for the Consultant to perform services under this Agreement;
5. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by the Consultant, obtain advice of an attorney, insurance professionals, CPAs, and any other consultants as Owner deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time (subject to any notice periods established in this Agreement) so as not to delay the services of the Consultant;
6. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary completion of the Project;
7. Use Owner's best efforts and to direct third parties to utilize their best efforts to give priority to and otherwise satisfy any and all requests, requirements, or directions of Consultant relating to or in furtherance of the services provided to Owner;
8. Give prompt written notice to the Consultant whenever the Owner observes or otherwise becomes aware of any development that affects the scope or timing of the Consultant's services, or any defect or non-conformance in the work of any Contractor, subject to the Services Verification clause set forth below; and
9. Arrange for financing and pay for services as agreed to in this Agreement.

VII. PAYMENT AND INVOICING.

A. HOURLY RATE:

Consultant will bill for the services of its professional staff by the hour at their regular published rates, in accordance with the Rate Sheet attached hereto as **Exhibit 2**. Time is billed descriptively in one hour increments, and all time is rounded up to the next hour. Consultant's rates are reviewed annually, at year end. Owner expressly understands and agrees that said rates may be subject to increase on an annual basis, and that failure to object in writing to a notice of rate increase within 14 days of receipt of said written notice shall constitute an acceptance of the same. All payments under this contract shall be to the trade or business name of the Consultant. No payments will be personally made to an individual under this contract.

In addition to professional fees, it may be necessary for Consultant to incur additional costs and expenses on Owner's behalf, for which we will expect to be reimbursed, if under \$500.00, along with payment of Consultant's monthly invoices. Costs and expenses in excess of \$500.00 will be submitted to Owner directly for immediate payment. Owner understands and agrees that time is of the essence as it relates to payment of these invoices, and holds Consultant harmless for any and all delays, problems, non-performance of part or all of the Scope of Work, and/or additional expenses incurred as a result of delayed payment or non-payment of the same. Examples of reimbursable expenses are, without limitation, application and/or permit fees, third party retainers and/or payments for services rendered, computerized research services, reasonable travel expenses (for travel outside of the Consultant's metropolitan area), recording fees, filing fees, photo-copying in house at the rate of \$0.15 per page, telephone and facsimile charges, postage, expenses of overnight couriers, and local hand-delivery of documents by an independent courier. Consultant will not "mark-up" costs. Consultant will bill Owner the same fees and costs as Consultant is charged, or for internally generated costs, the same as Consultant bills other clients.

B. AUTHORIZED AMOUNT / NOT TO EXCEED:

Owner hereby authorizes Consultant to incur fees and costs relating to one or more Sub Projects not to exceed the amount set forth in the separate authorization(s) for each authorized Sub Project (the "Authorized Amount"). Upon the submission of every invoice submitted by the Consultant, the Authorized Amount shall be reduced by the amount owed by the Owner to Consultant. Owner may replenish the Authorized Amount at any time by providing notice in writing to Consultant. At any time, Owner may increase the Authorized Amount by providing notice in writing to Consultant of the amount then authorized. Owner may not reduce the Authorized Amount without the express written consent of the Consultant and payment of

all amounts due and owing to the Consultant, or upon other terms and conditions mutually agreed upon by the Parties.

In the event that Consultant exceeds the Authorized Amount in its provision of the Scope of Work, Owner may (1) replenish the Authorized Amount to meet or exceed the additional amounts; (2) refuse to replenish the Authorized Amount. Owner shall have fourteen (14) days from the date of the provision of any invoice from the Consultant that exceeds the Authorized Amount to replenish the Authorized Amount, otherwise, Owner will have been deemed to have refused to do so pursuant to this Section VII(B).

If Owner replenishes the Authorized Amount, the excess fees and costs shall reduce the newly replenished Authorized Amount consistent with the terms herein. If Owner does not replenish the Authorized Amount, Owner shall not be responsible for the excess fees and costs, however, Consultant may immediately stop work on all Sub Projects, and terminate this Agreement.

C. INVOICING:

The Consultant will submit invoices either (a) consistent with any fee schedule or billing schedule contained herein; or (b) on a monthly basis. Invoices will be sent to Owner's Designated Representative in accordance with the Notice clause below. Upon request, Consultant shall provide documentation of its expenses. Payment of such invoices will be due within thirty (30) days of the receipt thereof. Amounts unpaid 30 days after invoice date shall bear interest from the date payment is due at a rate of 1.5% per month compounded monthly.

D. SERVICES VERIFICATION:

From time to time, at the Consultant's complete discretion, Consultant will send Owner a Notice of Completion. Each Notice of Completion will serve as notice to Owner that the services identified therein been completed in accordance with the terms of this Agreement. Upon receipt of any Notice of Completion, Owner's Designated Representative shall review said Notice of Completion, the operative Scope of Work, as amended by any Change Orders, and examine the services provided by Consultant for any defect, non-conformance, or other objection or rejection of the services performed. In the event that Owner determines that any services provided by Consultant identified in the Notice of Completion are not satisfactory, in part or in full, Owner may serve written notice of all such complaints or objections to Consultant within fourteen (14) days of the date of the subject Notice of Completion identifying said services (the "Services Objection"). All Services Objections must be served in accordance with the Notice clause set forth below. Owner understands and agrees that Owner's failure to serve a Services Objection on Consultant within the fourteen (14) day period described herein

shall constitute Owner's complete, unconditional, and unwaivable approval of the services identified in the subject Notice of Completion.

Upon receipt of any Services Objection, Consultant will review the Services Objection and either (a) provide Owner with a written proposal to remedy Owner's Objections, either at Consultant's cost or through a Change Order, or (b) provide written notice of its rejection of the Services Objection. Until the Parties reach an agreement on resolution of the Services Objection or the Agreement is otherwise terminated, Consultant may, at any time, suspend all services to Owner as set forth in the Termination clause below.

VIII. ADDITIONAL TERMS AND CONDITIONS

A. ATTORNEY'S FEES:

In the event any dispute relating to or arising from this Agreement is submitted to mediation, arbitration, or litigation, or in the event an attorney is retained by any Party to this Agreement to enforce its terms, or to collect any damages due for breach hereof, the Party or Parties, prevailing in such mediation, arbitration and/or litigation shall be entitled, in addition to such other relief as maybe granted, to a reasonable sum as and for his attorney fees in such mediation, arbitration and/or litigation, which shall be determined by the court in such mediation, arbitration and/or litigation or in a separate action brought for that purpose, and shall each be considered a party for the purposes of this provision.

B. CONFIDENTIALITY:

To the extent allowed to be so limited by law, the Parties and each of their respective employees, officers, managers, partners, members, agents, attorneys, representatives, affiliates, related companies, and successors, hereby agree to keep this Agreement and its terms confidential. No Party shall disclose this Agreement or its terms to any other person or third party, except: (i) with the specific written consent of the other Party; (ii) as required by a court or other governmental body, or as otherwise required by law, or to enforce the terms of this Agreement; provided, however, that if a Party receives a subpoena or other process or order requiring production of this Agreement or the terms thereof, such Party shall promptly notify the other Party (by written notice delivered to that Party) so that each Party has a reasonable opportunity to object to such subpoena, process or order. It is understood that the Party objecting to disclosure shall have the burden of defending against such subpoena, process or order and the Party receiving the subpoena, process or order shall be entitled to comply with it unless the objecting Party is successful in obtaining an order modifying or quashing it; (iii) to legal counsel of or for the Parties; (iv) to their respective officers, employees, members, or

managers of the Parties, on a need-to-know basis only, and provided that such persons agree to keep the terms of the Agreement confidential; and (v) to accountants, banks, insurers, reinsurers, investors, potential investors, financing sources, and other advisors or consultants of the Parties, on a need-to-know basis only, and provided that such recipients agree to keep the terms of the Agreement confidential. Further, the Parties agree not to discuss the any dispute relating to or arising from this Agreement publicly.

C. DISPUTE RESOLUTION:

Claims, disputes or other matters, involving a value less than \$200,000.00, in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall first be subject to mediation unless each of the parties mutually agrees otherwise. Mediation is an express condition precedent to arbitration, litigation, or any administrative action meant to resolve claims, disputes, or other matters relating to this Agreement. No mediation arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement signed by the Owner, Consultant, and any other person or entity sought to be joined. In no event shall the demand for mediation be made after the date when the institution of legal or equitable proceedings based upon such claim would be barred by the applicable statute of limitations. The award rendered in the mediation shall be non-binding.

In the event that mediation is unsuccessful, Owner and Consultant expressly agree to resolve any claims, disputes, or other matters relating to or arising from this Agreement in binding arbitration. The Parties shall attempt to agree to a particular arbitrator and associated rules of arbitration, however, in the event that an agreement cannot be reached, the Parties shall submit this matter to binding arbitration with the American Arbitration Association ("AAA"), and will comply with AAA's rules and procedural requirements. In the event any party is required to file suit in order to obtain injunctive relief or other relief requiring a court order, the Parties agree to stay the matter for all other purposes and submit the matter to arbitration.

D. ENFORCEMENT:

The failure of either Party in any one or more instances to insist upon strict performance of any of the terms and provisions of this Agreement shall not be construed as a waiver of the right to assert any such terms and provisions on any future occasion or of damages caused thereby.

E. EXCLUSIVITY:

Owner understands and agrees that Consultant is engaged in providing these types of services for persons or entities other than the Owner, and the Consultant is not required to provide services exclusively to the Owner during the term of this Agreement.

F. HAZARDOUS MATERIALS – INDEMNIFICATION:

The Consultant is not in the business of making environmental site assessments for purposes of determining the presence of any toxic, hazardous or other environmental damaging substances. The purpose of this provision is to be certain that the Owner is aware of the potential liability if toxic, hazardous or environmentally damaging substances are found on or under a property. Consultant makes no representations regarding an environmental site assessment, relies upon Owner to have fully investigated the need and/or scope of such assessment and assumes no responsibility for the determination to make an environmental site assessment on the subject property.

G. INFORMATION PROVIDED BY OTHERS:

The Consultant shall be entitled to rely upon the accuracy and completeness of data provided by the Owner and shall not assume liability for such data. The Consultant does not practice law, insurance or financing, therefore, the Owner shall furnish all legal, accounting and insurance counseling services as may be necessary to protect themselves at any time during the Project. Owner shall hold Consultant harmless from damages that may arise as a result of inaccuracies or omission of information or data supplied by Owner or others to Consultant.

H. INTEGRATION, MODIFICATION, AND COUNTERPARTS:

This Agreement represents the entire and integrated agreement between the Owner and Consultant. All prior representations, discussions, agreements, and negotiations, whether written or oral, have been and are merged and integrated into, and are superseded by, this Agreement. No covenants, agreements, representations, or warranties of any kind whatsoever have been made by any Party, except as specifically set forth in this Agreement. This Agreement may only be changed or modified by a written instrument executed by all the Parties, and any oral modification hereof shall be ineffective until reduced to such a writing. So long as both Parties execute this Agreement, a copy of this Agreement shall have the same force, effect, and validity as an original Agreement. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

I. INSURANCE

Consultant shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or subcontractors.

The Consultant shall maintain a commercial general liability (CGL) insurance policy (Insurance Services Office Form CG 00 01) covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury, with limits in the amount of \$1,000,000, and a general aggregate limit of \$2,000,000.

The Owner, its officers, officials, employees, and volunteers are to be covered as additional insureds on the General Liability Policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work or operations. Additional insured should read as follows:

City of West Monroe, Louisiana
c/o Mayor Staci Albritton Mitchell
2305 N 7th Street
West Monroe, LA 71291

The Consultant shall be required to carry errors & omissions coverage in the amount of \$1,000,000 per occurrence or claim, and \$2,000,000 aggregate.

Prior to the commencement of any work hereunder, the Consultant shall supply a Certificate of Insurance and endorsements, signed by the insurer, evidencing such insurance as specified above to Owner. However, failure to obtain and provide the required documents to Owner prior to the work beginning shall not waive the Consultant's obligation to provide them. The Owner reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Each insurance policy required above shall provide that coverage and shall not be canceled, except with prior written notice to the Owner.

Insurance is to be placed with an insurer with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Owner. Any deductibles or self-insured retentions must be declared to and approved by the Owner. The Owner may require the Consultant to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

For any claims related to this Contract, the Consultant's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 with respect to the Owner, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Owner, its officers, officials, employees, or volunteers, shall be in excess of the Consultant's insurance and shall not contribute with it.

Consultant hereby grants to Owner a waiver of any right to subrogation which any insurer of said Consultant may acquire against the Owner by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Owner has received a waiver of subrogation endorsement from the insurer.

J. LIMITATION OF LIABILITY:

The Consultant's liability shall be limited to \$2,000,000.00 or the maximum amount of insurance coverage as indicated on Consultant's certificate of insurance, whichever is less, unless specifically agreed to by separate written agreement negotiated and executed by Owner and Consultant.

K. NOTICE:

Any notice to be given hereunder by either Party to the other, shall be in writing and shall be deemed given when sent by certified mail.

Notices to the Owner shall be addressed to Owner's "Designated Representative" as follows:

City of West Monroe, Louisiana
c/o Mayor Staci Albritton Mitchell
2305 N 7th Street
West Monroe, LA 71291

With Copy To:

City of West Monroe, Louisiana
c/o Courtney Hornsby
2305 N 7th Street
West Monroe, LA 71291

Notices to the Consultant shall be addressed to:

CHM, LLC d/b/a Atlas Community Studios
c/o Alex Holland
Chief Executive Officer
PO Box 77791
Washington, DC 20002

With Copy To:

Kravtiz, Schnitzer & Johnson, Chtd.
c/o Michael R. Esposito, Esq.
8985 S. Eastern Avenue, Suite 200
Las Vegas, Nevada 89123

L. OWNERSHIP AND REUSE OF DOCUMENTS:

All reports, plans, specifications, and other documents written and/or electronic, prepared by Consultant in doing work on the project, shall remain the property of the Consultant. The documents prepared by the Consultant for this Project are for use solely with respect to this Project. The Consultant's reports, plans, specifications, or other documents shall not be used by the Owner on other projects or for additions to this Project, except by agreement in writing and with appropriate compensation to the Consultant.

M. RELATIONSHIP OF THE PARTIES:

The parties understand and agree that Consultant is an independent contractor and that Consultant is not an employee, agent or servant of the Owner, nor is Consultant entitled to employment benefits by and through the Owner. CONSULTANT UNDERSTANDS AND AGREES THAT CONSULTANT IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS AND THAT CONSULTANT IS OBLIGATED TO PAY ALL INCOME TAX OBLIGATIONS ON ANY MONEYS EARNED PURSUANT TO THIS AGREEMENT. As an independent contractor, Consultant agrees that:

- Consultant does not have the authority to act for the Owner, or to bind the Owner in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the Owner;
- Consultant has and hereby retains control of and supervision over the performance of Consultant's obligations hereunder and control over any persons employed or contracted by Consultant for performing the services hereunder;

- Owner will not provide training or instruction to Consultant or any of its employees regarding the performance of services hereunder;
- Neither Consultant, nor its employees or consultants, will receive benefits of any kind from the Owner;
- Consultant represents that it is engaged in providing similar services to other clients and not required to work exclusively for the Owner;
- All services are to be performed solely at the risk of the Consultant and Consultant shall take all precautions necessary for the proper performance thereof; and
- Consultant will not combine its business operations in any way with the Owner's business operations and each party shall maintain their operations as separate and distinct.

N. SEVERABILITY:

If any term, provision, covenant, or condition of this Agreement is held by any arbitrator and/or court of competent jurisdiction to be invalid, void, or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

O. TERMINATION AND/OR SUSPENSION OF SERVICES:

Consultant may terminate this Agreement at any time with or without cause by giving the Owner written notice of not less than fourteen (14) days. Owner may terminate this Agreement at any time in the event that Consultant violates the terms of this Agreement or fails to produce a result that meets the specifications of this Agreement by giving the Consultant written notice of not less than fourteen (14) days.

In the event of termination by Owner, Owner will pay consultant all amounts due and owing as of the date of the conclusion of said fourteen (14) day notice. Additionally, if payments are due pursuant to a Fee Schedule or Billing Schedule, Owner will remit payment of all amounts due or owing under the next scheduled progress payment, regardless of the extent of the services performed by Consultant.

In the event of termination of this Agreement by Consultant, payments will be made to Consultant for all work performed up to the date of termination. If payments are due pursuant to a Fee Schedule or Billing Schedule, Owner will remit payment of a prorated amount of the total amount due or owing under the next scheduled payment, and shall be calculated based upon the termination date identified in Consultant's notice of termination and the number of days in between the last progress payment and the next scheduled progress payment. Regardless of which Party terminates this Agreement, in all cases of termination Consultant will also receive payment for all fees and expenses incurred which are directly attributable to termination of this Agreement.

Failure of the Owner to make complete and timely payments to the Consultant in accordance with the Agreement shall be considered substantial non-performance, a material breach of this Agreement, and cause for termination. Notwithstanding the foregoing, if the Owner fails to make timely payment, the Consultant may, upon seven (7) days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Consultant within seven days of the date of the notice, the suspension shall take effect without further notice.

In the event of a suspension of services for any reason(s) allowed under this Agreement, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Suspension of services in no way acts as a modification or waiver of Consultant's right to terminate this Agreement at any point thereafter.

This Agreement is executed as of the Effective Date identified above. The individuals executing this Agreement hereby represent and warrant that they are duly authorized and legally permitted to bind the Party for whom they are executing this Agreement.

CONSULTANT

CHM, LLC dba Atlas Community Studios, a
Nevada limited liability company

Name: Alex Holland
Its: Chief Executive Officer

OWNER

City of West Monroe, Louisiana

Name: Staci Albritton Mitchell
Its: Mayor



EXHIBIT 1: PROJECT AREA

The Scope of Work referred to in the attached Agreement is expressly limited to professional services relating to and for the benefit of the "Project Area," The Project Area shall be defined as:

The City of West Monroe and Ouachita Parish, Louisiana

**EXHIBIT 2: RATE SHEET FOR PROFESSIONAL SERVICES RENDERED**

In the event that Consultant is billing the Owner for professional services rendered on an hourly basis for any reason, the following hourly rates apply:

Position	Hourly Rate
Principal	\$175.00
Project Manager	\$165.00
Operations Director	\$160.00
Project Associate	\$150.00

Time is billed descriptively in one hour increments, and all time is rounded up to the next hour. Consultant's rates are reviewed annually, at year end.

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____
SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE PURCHASE OF CERTAIN IMMOVABLE PROPERTY FROM MISC PROPERTIES, LLC, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that the City of West Monroe, Louisiana, be and it is hereby authorized to purchase certain immovable property owned by MISC PROPERTIES, LLC, (“MISC”), the property to be purchased being more particularly described as follows:

From an iron pin marking the corner common to Sections 34, 46 and 47, Township 18 North, Range 3 East, Ouachita Parish, Louisiana, run North 54 degrees 00 minutes 30 seconds East along the southeasterly line of said Section 46 a distance of 2,274.2 feet to an iron pin at the most southerly corner of that certain 13.2 +/- acre tract conveyed to Charles E. Wilkes and Allison Syme Wilkes by Cash Sale in Conveyance Book 1576, Page 43, of the records of Ouachita Parish, Louisiana; thence run North 54 degrees 05 minutes 30 seconds East along the southeasterly line of said Section 46 and the southerly line of said Wilkes tract a distance of 600.0 feet to the most southerly corner of Tract 1 sold to Wal-Mart Stores, Inc. by deed filed for record in Conveyance Book 1612, Page 507, records of Ouachita Parish, Louisiana; thence North 35 degrees 54 minutes 30 seconds West a distance of 237.03 feet to a point on the northwesterly line of Lot 1 of the Blazier Estate, and the most westerly corner of said Tract 1 sold to Wal-Mart Stores, Inc.; thence run North 54 degrees 01 minutes 42 seconds East along said northwesterly line a distance of 728.78 feet to the centerline of Black Bayou Drainage Canal, the most northerly corner of said Tract 1 sold to Wal-Mart Stores, Inc., and the POINT OF BEGINNING of the herein described tract; then run South 52 degrees 03 minutes 01 seconds East along said centerline a distance of 247.60 feet to a point on the southerly line of said Lot 1 and said Section 46, and said point also being the most easterly corner of said Tract 1 sold to Wal-Mart Stores, Inc.; thence, proceed North 54 degrees 05 minutes 30 seconds East along the southeasterly line of said Section 46 and the southeasterly line of said Wilkes tract, a distance of 117.77 feet, more or less, to a 1/2 inch iron rod on the easterly bank of a drainage canal (Golf Course Creek), being the southwest corner of a 1.299+/- acre tract donated to the City of West Monroe by Donation filed as Instrument # 1895203, records of Ouachita Parish, Louisiana; thence, proceed North 21 degrees 06 minutes 31 seconds West along the easterly bank and southwesterly line of said City of West Monroe tract, a distance of 243.94 feet to the Southwest corner of Lot 34 of the West Monroe Commercial Center as per plat recorded in Plat Book 11, Page 123, of the records of Ouachita Parish, Louisiana; thence proceed in a Southwesterly direction along the northerly line of said Wilkes 13.2+/- acre tract back to the point of beginning (being all of that portion of the Wilkes 13.2 +/- acre tract located between the Black Bayou Drainage Canal and Golf Course Creek), being that same parcel of property transferred by Charles Edward Wilkes and Allison Syme Wilkes in that certain Cash Sale Deed filed for record as DR#1900984, records of Ouachita Parish, Louisiana.

for the cash price of THREE THOUSAND AND NO/100 (\$3,000.00) DOLLARS, subject to the further conditions:

- a) Taxes for the year 2024, if any, to be paid by the City of West Monroe.

- b) MISC PROPERTIES, LLC to waive, renounce and relinquish any and all rights to which it may have or enjoy pursuant to R.S. 41:1338 or R.S. 31:149, or arising under LA Constitution Article I, Section 4, as to the properties.
- c) The property described above to be free and clear of all mortgages, liens or encumbrances.
- d) Any improvements located on the property are in “as is” condition, with no warranty as to usability for any purpose.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana be and she is hereby authorized to execute such documents as she determines appropriate on behalf of the City of West Monroe in order that the City of West Monroe acquire the immovable property or properties described above at the price and/or under the terms and conditions set forth above, and subject to such other terms and conditions as she determines appropriate, and to take any and all other action deemed by her either necessary or appropriate to effect execution of that purchase, or any matter ancillary or otherwise relating thereto, including but not limited to the payment of any cash consideration provided above, and the payment of such other customary costs and expenses of a purchaser which are incurred in conjunction with these transactions.

SECTION 3. The above ordinance was introduced on August 20, 2024, in regular and legal session convened; notice of this ordinance was published three times in fifteen (15) days, one week apart, as required by R.S. 33:4712; no opposition being filed, it is considered by sections, voted on by yea and nay vote, passed and adopted in regular and legal session convened this 17th day of September, 2024, with the final vote being as follows:

YEA: _____

NAY: _____

NOTVOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 17TH DAY OF
SEPTEMBER, 2024

CINDY EMORY, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

Item 8)

EXHIBIT
A

25



GRANT AGREEMENT

Grant Cycle: Grant Cycle 2024

This Grant Agreement (the “Agreement”) is entered into effective as of August 20, 2024, by the Living Well Foundation, a Louisiana nonprofit corporation (the “Foundation”), and Grantee identified in Section 1.A. below (the “Grantee”).

I. DESCRIPTION OF GRANT

A. GRANTEE INFORMATION

Organization: City of West Monroe

EIN: 72-6001497

Project Name: City of West Monroe Police Department Vehicle

Physical Address: City of West Monroe
2305 North 7th Street
West Monroe, LA 71291

Mailing Address: (same)

Contact Person: Courtney Hornsby
(318) 396-2600
chornsby@westmonroe.la.gov

Chief Jason Pleasant
(318) 396-2600
wmpdchief@westmonroe.la.gov

Matthew Wilson
(318) 396-2600
mwilson@westmonroe.la.gov

B. GRANT PURPOSE

This project will provide for the purchase of a custom Royal Crown EV 4 seat and utility cart to provide emergency services by the police department to participants at city events.

C. GRANT OBJECTIVES

1. Provide a specialty vehicle to ensure safety and access.
2. Increase emergency services in difficult to access areas.
3. Improve the police department’s response readiness by expanding capacity for public safety services at public events and parks.

D. GRANT BUDGET: The budget for the grant (the “Grant Budget”) is attached as Exhibit A.

II. TERMS

- A. **GRANT AMOUNT:** \$13,708.00
- B. **GRANT DURATION:** August 20, 2024, through March 31, 2025
- C. **GRANT PAYMENT SCHEDULE:** Payments are scheduled as follows:

Date: September 26, 2024 Amount: \$ 13,000.00

Date: May 19, 2025 Amount: \$ 708.00

All payments are subject to satisfactory compliance with the terms and conditions of this Agreement. The amount of any payment subsequent to the initial payment may be modified by Foundation to reflect project work levels, client's services, or current expenditure rate.

D. GRANTEE REPORTING SCHEDULE

1. Final Report:

Within 30 days after the ending date of the Grant Duration, Grantee shall provide a final report to the Foundation consisting of:

- (i) A **cumulative financial report** utilizing the format required by the Foundation showing actual expenditures during the Grant Project line-by-line against the Grant Budget, with supporting documentation for grant expenses;
- (ii) A **detailed narrative summary** utilizing the format required by the Foundation reporting the achievement towards the Grant Purpose and Grant Objectives, any variances and resolutions, and all activities carried on under the grant, and the format and date of dissemination of grant findings and outcomes to the public on local, regional, or national level, where applicable;
- (iii) A **statistical summary** of programs and services provided, individuals served, and publicity surrounding grant activities; and,
- (iv) **Latest audited financial statements** (as upload or link), and as defined in II.D.2.
Cumulative Financial Report, Narrative Summary, Statistical Summary, and Audited Financial Statements Due: April 30, 2025

2. Audited Financial Statements (as upload or link):

Within 180 days after the close of the latest Fiscal Year of Grantee, Grantee shall provide audited financial statements in a form satisfactory to the Foundation, certified and signed by an authorized officer, with the audit performed by independent certified public accountants reasonably acceptable to the Foundation who issue an unqualified opinion on the financial statements. The audit will be prepared in accordance with GAAP on a consolidated basis, including balance sheets as of the Fiscal Year end, and include statements of income and retained earnings and a statement of cash flows, and set forth in comparative form the balance sheet, income statement, retained earnings, and cash flow for the preceding Fiscal Year. If the audited financial statements do not reflect an unqualified opinion, then Grantee shall provide an explanation of the deficiencies noted with such further information, explanation, or response as may be requested by the Foundation, and it shall be in the determination of the Foundation, in its sole discretion, whether the submitted financial statements are acceptable. As fulfillment of requirements, a link to the audited financial statements filed to the Louisiana Legislative Auditor shall be acceptable.

III. GENERAL CONDITIONS

A. PURPOSE AND ADMINISTRATION

The grant shall be used exclusively for the Grant Purpose and Grant Objectives specified in Sections I.B. and I.C. of this Agreement.

Grantee will directly administer the project or program being supported by the grant and agrees that no grant funds shall be disbursed to any person, organization, or entity, whether or not formed by Grantee, other than as specifically set forth in, or contemplated by, Sections I.B. and I.C. of this Agreement.

B. PAYMENTS

Grant Funds will be disbursed to Grantee as specified in Section II.C. of this Agreement. Funds expended prior to the execution of this Agreement may not be reimbursed from grant funds.

C. USE OF GRANT FUNDS

1. No part of the grant shall be used to carry on propaganda or otherwise attempt to influence legislation (within the meaning of Section 4945(d)(1) of the Internal Revenue Code).
2. No part of the grant shall be used to attempt to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (within the meaning of Section 4945(d)(2) of the Internal Revenue Code).
3. Grantee shall not use any part of the grant funds to provide a grant to an individual for travel, study, or similar purpose except under procedures which have been approved in advance by the Secretary of the Treasury or his delegate under Section 4945(g) of the Internal Revenue Code and only with prior written approval of the Foundation.

Payments of salaries, other compensation, or expense reimbursement to employees of Grantee within the scope of their employment do not constitute “grants” for these purposes and are not subject to these restrictions.

4. No part of the grant shall be used for a grant to another organization without prior written approval of the Foundation.
5. No part of the grant shall be used for other than charitable, scientific, or educational purposes, or the prevention of cruelty to children (within the meaning of Section 170(c)(2)(B) of the Internal Revenue Code).
6. Equipment or property purchased with grant funds shall be the property of Grantee organization, subject, however, to recovery by and return to the Foundation under certain circumstances identified below. Grantee will continue to report on the use, status, and disposition of the funded equipment for 2 additional years after the end of the grant duration.
7. If the purpose of Grantee organization changes, or if the organization should cease to exist, or should grant funds or property purchased with grant funds be used other than as permitted

by this Agreement, or should the grant be terminated for any of the reasons as set forth in Section III.J., then:

- (i) Grantee shall immediately notify the Foundation; and,
- (ii) any unutilized or unexpended grant funds shall revert and promptly be returned to the Foundation; and,
- (iii) equipment or property purchased with the grant funds shall, at the request of the Foundation, promptly be delivered to the Foundation for reuse in accordance with the grant or otherwise to further the Foundation's exempt purpose.

D. BUDGET

Funds must be used by Grantee strictly in accordance with the Grant Budget, provided, however, that grantee is authorized to reallocate between the budget subsections amounts up to 10% of the budgeted amount from each of the categories of subsections Personnel, Other Expenses and Capital Expenses after written notice but without the requirement of the approval of the Foundation, but only so long as no specific line item is increased by more than 50%. Any other material changes desired to be made in the Grant Budget must be approved by the Foundation.

E. ACCOUNTING AND AUDIT

A systemic accounting record shall be kept by Grantee of the receipt and disbursement of funds and expenditures incurred under the terms of the grant, and the substantiating documents such as bills, invoices, cancelled checks, receipts, etc., shall be retained in Grantee's files for a period of not less than four (4) years after expiration of the grant period. Grantee agrees to promptly furnish the Foundation with copies of such documents upon the Foundation's request.

Grantee agrees to make its books and records available to Foundation at reasonable times, and for purposes reasonably related to the Foundation's interest in the activities of Grantee, as long as such access does not violate the rights of patients and employees and is not otherwise a violation of applicable law. Grantee will allow the Foundation to monitor and review the accounting, disbursement, financial practices, and internal audit systems of Grantee. The Foundation, at its expense, may audit or have audited the books and records of Grantee insofar as they relate to the disposition of the funds granted by the Foundation, and Grantee shall provide all necessary assistance in connection therewith.

F. REPORTS

Grantee shall provide the Foundation with the reports and information set forth in Section II.D. of this Agreement. Grantee shall send to the Foundation copies of all reports, papers, manuscripts, and other information materials which it produces that are related to the project supported by the Foundation.

The Foundation may, at its expense, monitor and conduct an evaluation of operations under the grant, which may include visits by representatives of the Foundation to observe Grantee's program procedures and operations and to discuss the program with Grantee's personnel as

long as such access does not violate the rights of patients and employees, and is not otherwise a violation of applicable law.

G. ACCESS TO AND USE OF PROJECT INFORMATION

Grantee agrees to provide the Foundation with full access, except to the extent specifically prohibited by applicable law, to any and all information developed in connection with or arising from the activities funded by this grant. To the extent Grantee may lawfully do so, Grantee authorizes the Foundation to use, reproduce, or publish, free of any charge or royalty, and to authorize others to use, reproduce, or publish, free of any charge or royalty, any and all such information, including but not limited to reports, budgets, patents, copyrighted materials, or other data. The Foundation agrees to properly attribute authorship in the use, reproduction, or publication of any information developed with these grant funds, and further agrees to include patent and/or copyright notice, in any of its publications, or any copyrighted materials.

H. PUBLIC REPORTING

Grantee shall abide by all reasonable Foundation communication guidelines. Grantee shall participate in all workshops regarding such guidelines at the invitation of the Foundation.

I. GRANTEE TAX STATUS

Grantee represents that it is currently either a tax-exempt entity as described in Section 501(c)(3) of the Internal Revenue Code and not a private foundation as described in Section 509(a), or it is an organization described in Section 170(c)(1) [government agencies], or Section 511(a)(2)(B) [state colleges and universities]. Grantee shall immediately give written notice to the Foundation if Grantee ceases to be exempt from federal income taxation under Section 501(c)(3) or its status as not a private foundation under Section 509(a) is materially changed, or its status as a Section 170(c)(1) or Section 511(a)(2)(B) organization is materially changed. Grantee agrees it will not apply the proceeds of the grant to any purposes not specified in Section 170(c)(2)(B) of the Internal Revenue Code.

It is expressly agreed that any change in Grantee's tax status or any use by Grantee of the grant proceeds for any purpose other than those specified in Section 170(c)(2)(B) of the Internal Revenue Code will terminate the obligation of the Foundation to make further payments under the grant.

J. GRANT REVERSION AND TERMINATION

Any portion of the grant unexpended at the completion of the project or at the end of the Grant Duration and any authorized extension thereof, whichever comes first, shall be returned to the Foundation within thirty (30) days after the approval of all required reports.

The Foundation, at its sole option, may terminate the grant at any time if (i) Grantee ceases to be exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code, (ii) Grantee's status as not a private foundation is materially altered, or its status as a Section 170(c)(1) or Section 511(a)(2)(B) organization is materially altered; or (iii) in the Foundation's judgment, Grantee becomes unable to carry out the Grant Purpose and Grant Objectives, ceases to be an appropriate means of accomplishing the Grant Purpose and Grant Objectives, or fails to comply with any of the conditions of this Agreement.

If the grant is terminated prior to the scheduled completion date, Grantee shall, upon request by the Foundation, provide to the Foundation a full accounting of the receipt and disbursement of funds and expenditures incurred under the grant as of the effective date of termination. Grantee shall repay within thirty (30) days after written request by the Foundation all grant funds unexpended as of the effective date of termination and all grant funds expended for purposes or items allocable to the period of time subsequent to the effective date of termination.

The Foundation may require, at its discretion, repayment by Grantee to the Foundation of (i) any grant funds which were not used in accordance with the terms of this Agreement, including the Grant Purpose and Grant Objectives set forth above, and (ii) all grant funds received if Grantee materially fails to comply with the terms and conditions of this Agreement, including conditions relating to Use of Project Information and Public Reporting.

Grantee agrees to return any such funds upon demand by Foundation.

K. MULTI-YEAR GRANTS

The renewal of any multi-year grant for any succeeding period will be contingent upon evidence of adequate performance in prior year(s).

L. LIMITATION; CHANGES

It is expressly understood that the Foundation by making this grant has no obligation to provide other or additional support to Grantee for purposes of this project or any other purposes. Any changes, additions, or deletions to the conditions of the grant must be made in writing only and must be jointly approved by the Foundation and Grantee.

M. HOLD HARMLESS

In accepting a grant from the Foundation, Grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the

Foundation, its officers, directors, trustees, employees and agents, from and against any and all claims, liabilities, losses and expenses (including reasonable attorney's fees) directly, indirectly, wholly or partially arising from or in connection with any act or omission of Grantee, its officers, directors, trustees, employees or agents, in applying for or accepting such grant, in expending or applying the funds furnished pursuant to such grant or in carrying out the program or project to be funded or financed by such grant, except to the extent that such claims, liabilities, losses or expense arise from or in connection with any act or omission of the Foundation, its officers, directors, trustees, employees or agents.

N. SPECIAL CONDITIONS

Grantee accepts and agrees to comply with the following Special Conditions (if no Special Conditions are imposed, so state):

Grantee acknowledges that the Foundation expects that Grantee will ensure that maintenance and upkeep of the equipment will be provided timely and ongoing. If for any reason, equipment is removed or considered unsafe, Grantee acknowledges that Foundation will be informed as to the status of the equipment per the terms of this agreement.

IV. MISCELLANEOUS

A. ASSIGNMENT

This Agreement shall not be assigned by Grantee in any manner or by operation of law. Any such assignment is deemed null and void.

B. SUBCONTRACT

Grantee may not enter into any subcontract to fulfill its duties and obligations under this Agreement without the express written consent of Foundation, including e-mail as an acceptable written format.

C. INDEPENDENT CONTRACTOR STATUS

In the performance of the work, duties, and obligations under this Agreement, it is mutually understood and agreed by the Parties that each Party and its agents/employees are at all times acting and performing as independent contractors. Neither Party shall have nor exercise any control or direction over the methods by which the other Party or its agents/employees shall perform work. Each Party understands and agrees that: (i) it and its agents/employees shall not be eligible to participate in any benefit program provided by the other Party for its employees; (ii) neither Party will withhold on behalf of the other Party or its personnel, employees, agents or independent contractors any sums for income tax, unemployment insurance, social security, or any other withholding pursuant to any law or requirement of any governmental body; and (iii) that all such withholdings and benefits, if applicable, are the sole responsibility of each Party.

D. GOVERNING LAW

This Agreement shall be construed in accordance with and governed by the laws of the State of Louisiana. Any proceeding regarding this Agreement shall be instituted and conducted in the Parish where Foundation is located. The provisions of this subsection shall survive the termination of this Agreement.

E. NOTICES

Any notices required or permitted hereunder shall be sufficiently given if sent by registered or certified mail, postage prepaid, or personally delivered to the addresses set forth in this Agreement, or by e-mail where applicable and appropriate.

For Grantee:
City of West Monroe
Attn: Courtney Hornsby
2305 North 7th Street
West Monroe, LA 71291

For Foundation:
Living Well Foundation
P.O. Box 2773
West Monroe, LA 71294

F. NO WAIVER

No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any provision of this Agreement or of any succeeding breach of the same provision. No delay in acting with regard to any breach of any provision of this Agreement shall be construed to be a waiver of such breach.

G. EXCLUDED PROVIDER

Grantee represents and warrants that neither it nor its employees are listed by a federal or state agency as excluded, suspended, or otherwise ineligible to participate as a licensed professional within all required compliance programs designated for the profession, or, in federal programs, including Medicare and Medicaid, and is not listed, nor has any current reason to believe that during the term of this Agreement will be so listed, on the HHS -OIG Cumulative Sanctions Report or the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs. Each Party represents and warrants that neither it nor its employees are listed on the Specially Designated National and Blocked Persons list by the Office of Foreign Assets Control. The Parties agree that either may terminate this Agreement, upon notice to the other, in the event that either Party or any person providing services under the terms of this Agreement, as appropriate, has not retained their professional certification for the chosen practiced profession and can no longer provide appropriate qualitative services under this Agreement, or is listed on the HHS-OIG Cumulative Sanctions Report or on the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs, or on the Specially Designated Nationals and Blocked Persons list by the Office of Foreign Assets Control.

H. DISCLOSURE OF INFORMATION

The methods, operations and other information regarding the project and the terms and contents of this Agreement are considered public information and are subject to disclosure. Prior acknowledgement and approval are hereby granted by this Agreement for such dissemination.

I. HIPAA COMPLIANCE

The Parties agree to maintain the confidentiality, privacy, and security of patient information to the extent required by law. Each Party agrees to comply with the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder ("HIPAA") with respect to the privacy and security of "protected health information" (as defined by HIPAA) created, transmitted, maintained, or received by either Party pursuant to, or in connection with, the Parties' obligations under this Agreement. The provisions of this subsection shall survive the termination of this Agreement.

J. SEVERABILITY AND REFORMATION

If any term of this Agreement is held unenforceable or invalid for any reason and not susceptible to reformation due to a change in applicable law or regulation, the remaining portions shall continue in full force and effect, unless the effect of such severance would be to substantially alter the Agreement or obligations of the Parties, in which case the Agreement would be immediately terminated.

K. ENTIRE AGREEMENT

This Agreement and the attached Exhibits set forth the entire agreement and understanding between the Parties and incorporates and supersedes prior discussions, agreements, understandings, and representations between them but not including previous active grant agreements.

L. COUNTERPARTS.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

M. AUTHORITY.

Neither Party shall have any power or authority whatsoever to discuss, negotiate, or execute any kind of contract or other obligation or agreement on behalf of the other Party.

The foregoing terms and conditions are hereby accepted and agreed to as of the date first set forth above.

FOR GRANTEE:

Date of Signature

BY: _____
Staci Albritton Mitchell, Mayor

FOR LIVING WELL FOUNDATION:

Date of Signature

BY: _____
Alice M. Proffit, President/CEO

Date of Signature

BY: _____
Jim Allbritton, 2024 Board Chair

Exhibit A



Project Budget Worksheet

FOR GRANT APPLICATION ONLY

Organization Name

City of West Monroe, LA (WMPD)

Name of Project

West Monroe Police Department ATV

Grant Cycle 2024

PROJECT RESOURCES:

	Living Well Foundation	Other Cash Sources	In-Kind Support (non-cash)	Total Budget
1. Foundations: LWF	13,708			13,708
2. Other Foundation:				0
3. Federal/State/Other Grants:				0
4. Donations or Contributions, this project:		2,000		2,000
5. General Operating Budget:			0	0
6. In-Kind Resources:			0	0
7. Other:			0	0
TOTAL PROJECT RESOURCES	13,708	2,000	0	15,708

PROJECT EXPENSES:**Personnel:**

8. Proposed Positions:	0	0	0	0
9. Existing Positions:	0	0	0	0
10. Fringe (benefits/taxes)	0	0	0	0
11. Subcontractors/Consultants/Third Parties	0	0	0	0
Subtotal Personnel	0	0	0	0

Administrative Expenses (Indirect):

	0	0	0	0
--	---	---	---	---

Other Expenses:

12. Printing/Flyers/Brochures	0	0	0	0
13. Project Supplies - Food/Snacks	0	0	0	0
14. Project Supplies - Equipment	0	0	0	0
15. Project Supplies - Other	0	0	0	0
16. Postage	0	0	0	0
17. Utilities/Telephone/Internet	0	0	0	0
18. Space costs	0	0	0	0
19. Other:	0	0	0	0
Subtotal Other Expenses	0	0	0	0

20. Capital Expenditures (over \$1,000):

Construction/Renovation/Space	0	0	0	0
Office Equipment, Furniture/Fixtures	0	0	0	0
Medical Equipment	13,708	2,000	0	15,708
Subtotal Capital/Start Up	13,708	2,000	0	15,708

TOTAL PROJECT EXPENSES	13,708	2,000	0	15,708
-------------------------------	---------------	--------------	----------	---------------

* Enter line items for revenues and expenses as applicable. Totals will self-generate.

* Line items correlate to the Grant Application form. Make sure items are defined as applicable and match the application narrative.

* Additional sources of revenue are encouraged, but not required. Indicate only revenues that are fully committed to the project.

* Please check carefully prior to submission of the budget. Total Project Resources must equal Total Project Expenses by column.

Name of person completing this budget:

Angie Juban

Date: 5.31.2024



Publicity Guidelines for Grantees

The Living Well Foundation encourages its grantees to publicize their Foundation grants to spread the word about your organization's good work and your role in the community. We believe that identifying the Living Well Foundation as a source of support lends credibility to your efforts.

We request that you mention the Living Well Foundation's grant support in your organization's publicity vehicles, including press releases, annual reports, newsletters, brochures, flyers, etc. When doing so, please use the following language to acknowledge your grant from the Living Well Foundation:

"This project was funded (or funded in part) by a grant from the Living Well Foundation."

We encourage you to use our logo where suitable. We can provide color versions in digital format for your use. Please let us know how you plan to use the logo so we can help you get the best result.

We highly encourage you to issue a news release to the media about your grant funding. The following suggestions may help you write and distribute a news release:

1. All releases should be typed, double-spaced, on your organization's letterhead.
2. Place "For Immediate Release", the date, and the name and daytime phone number of a contact person at the top.
3. A short but clear and concise headline should give the reporter instant information about the content.
4. Avoid hype-type phrases such as "breakthrough", "unique", "state-of-the-art", etc.
5. The first paragraph should include all the critical information: Who? What? When? Where? Why? How Much?
6. Always write from the journalist's perspective, third person. Avoid the use of "I" or "we" unless it is in a quote.
7. Using a quote from someone at your organization or someone who will benefit from your project is a good idea.
8. Shorter is better. If you can say it in two pages, great. If you can say it in one page, even better.
9. At the end of the press release, please give credit to the Living Well Foundation for the support for the project using the following information:

"The Living Well Foundation is a public non-profit organization dedicated to enhancing the health, wellness, and quality of life in northeast Louisiana. Founded in 2006, the Living Well Foundation serves the residents of Caldwell, Franklin, Jackson, Lincoln, Morehouse, Ouachita, Richland and Union Parishes. For more information about the Foundation, visit www.livingwellfoundation.net."

10. End the press release with the following information: If you would like more information about this topic, or to schedule an interview with [your person's name], please call [name] at [phone number] or e-mail [name] at [e-mail address].

The Foundation expects grantees to send us copies of all reports, papers, manuscripts, and other information materials which it produces that are related to the project supported by the Foundation. You may also submit photographs that could potentially be used for the Foundation's website or annual report. Please send these materials to the Living Well Foundation, P.O. Box 2773, West Monroe, LA 71294.



LAZENBY
& ASSOCIATES, INC.
CONSULTING ENGINEERS & LAND SURVEYORS

EXHIBIT
A

Item 10)

2000 NORTH 7TH STREET
WEST MONROE, LA 71291
TEL. 318/387-2710

September 6, 2024

Mr. Jonathan Kaufman
Building & Development Director
City of West Monroe
2305 North 7th Street
West Monroe, LA 71291

RE: Civil Engineering & Land Surveying Proposal
West Monroe Sports Complex Parking Addition
West Monroe, Louisiana
L&A, Inc. Project No. 24E081.00

Dear Jonathan:

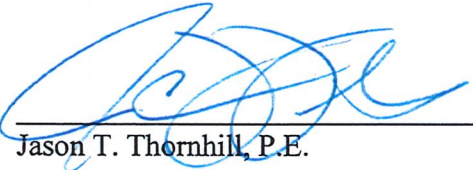
Lazenby & Associates, Inc. is pleased to submit this lump sum proposal in the amount of \$16,800.00 to provide professional engineering and land surveying services as required to prepare construction plans for additional parking improvements at the West Monroe Sports Complex. Our proposal is based on a preliminary site plan prepared by our office depicting sixty-eight additional parking spaces along the eastern entrance drive. The following professional services are included in this proposal:

1. Topographic Survey
2. Demolition Plan
3. Site Improvement Plan
4. Miscellaneous Site Details
5. Construction Specifications
6. Bidding & Construction Administration
7. Periodic Construction Inspections

Should the City of West Monroe be in agreement with our proposal, please acknowledge their acceptance by having an authorized representative sign in the space provided below and return this letter to our office. Please contact me should you have any questions concerning our proposal or if you wish to discuss the scope of this project in greater detail.

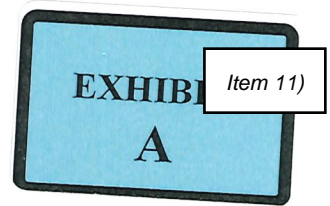
Sincerely,

LAZENBY & ASSOCIATES, INC.


Jason T. Thornhill, P.E.

PROPOSAL ACCEPTED BY:

City of West Monroe
Authorized Representative



SECTION 00 52 43

AGREEMENT FORM – UNIT PRICE

THIS AGREEMENT is by and between City of West Monroe
(hereinafter called OWNER) and Benchmark Construction Group of Louisiana, LLC
(hereinafter called CONTRACTOR).

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1 - WORK

1.01 CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

Improvements to the existing walking trails within Kiroli Park in West Monroe, Louisiana including Milling, Excavation, Class II Base Course, and Asphaltic Concrete with ancillary items.

ARTICLE 2 - THE PROJECT

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

Kiroli Park Walking Trail Improvements
West Monroe, Louisiana

ARTICLE 3 - ENGINEER

3.01 The Project has been designed by:

Lazenby & Associates, Inc.
2000 North 7th Street
West Monroe, LA 71291

who is hereinafter called ENGINEER and who is to act as OWNER's representative, assume all duties and responsibilities, and have the rights and authority assigned to ENGINEER in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 - CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Days to Achieve Substantial Completion and Final Payment*

A. The Work will be substantially completed within 270 days after the date when the Contract Times commence to run as provided in paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with paragraph 14.07 of the General Conditions within 300 days after the date when the Contract Times commence to run.

4.03 *Liquidated Damages*

A. CONTRACTOR and OWNER recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not completed within the times specified in paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by OWNER if the Work is not completed on time. Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty), CONTRACTOR shall pay OWNER \$400.00 for each day that expires after the time specified in paragraph 4.02 for Substantial Completion until the Work is substantially complete. After Substantial Completion, if CONTRACTOR shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by OWNER, CONTRACTOR shall pay OWNER \$400.00 for each day that expires after the time specified in paragraph 4.02 for completion and readiness for final payment until the Work is completed and ready for final payment.

ARTICLE 5 - CONTRACT PRICE

5.01 OWNER shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to paragraph 5.01.A below:

A. For all Work, at the prices stated in CONTRACTOR's Bid, attached hereto as an exhibit.

ARTICLE 6 - PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

A. CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR's Applications for Payment on or about the 10th day of each month during performance of the Work as provided in paragraphs 6.02.A.1 and 6.02.A.2 below. All such payments will be measured by the schedule of values established in paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements:

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as ENGINEER may determine or OWNER may withhold, in accordance with paragraph 14.02 of the General Conditions:

a. 95 % of Work completed (with the balance being retainage).

2. Upon Substantial Completion, OWNER shall pay an amount sufficient to increase total payments to CONTRACTOR to 95 % of the Work completed, less such amounts as ENGINEER shall determine in accordance with paragraph 14.02.B.5 of the General Conditions and less 100 % of ENGINEER's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

6.03 *Final Payment*

A. Upon final completion and acceptance of the Work in accordance with paragraph 14.07 of the General Conditions, OWNER shall pay the remainder of the Contract Price as recommended by ENGINEER as provided in said paragraph 14.07.

ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS

7.01 In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

A. CONTRACTOR has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.

B. CONTRACTOR has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. CONTRACTOR is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.

D. CONTRACTOR has obtained and carefully studied (or assumes responsibility for having done so) all examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by CONTRACTOR, including applying the specific means, methods, techniques, sequences, and procedures of construction, if any, expressly required by the Contract Documents to be employed by CONTRACTOR, and safety precautions and programs incident thereto

E. CONTRACTOR does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.

F. CONTRACTOR is aware of the general nature of work to be performed by OWNER and others at the Site that relates to the Work as indicated in the Contract Documents.

G. CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the Site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.

H. CONTRACTOR has given ENGINEER written notice of all conflicts, errors, ambiguities, or discrepancies that CONTRACTOR has discovered in the Contract Documents, and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

ARTICLE 8 - CONTRACT DOCUMENTS

8.01 *Contents*

A. The Contract Documents consist of the following:

1. This Agreement (pages 1 to 7, inclusive);
2. Performance Bond (pages 1 to 4, inclusive);
3. Payment Bond (pages 1 to 4, inclusive);
4. General Conditions (pages 1 to 42, inclusive);
5. Supplementary Conditions (pages 1 to 11, inclusive);
6. Specifications as listed in the table of contents of the Project Manual;
7. Drawings consisting of a cover sheet and plan sheets, inclusive, with each sheet bearing the following general title: Kiroli Park Walking Trail Improvements;
8. Addenda (numbers 1 to 2, inclusive);
9. Exhibits to this Agreement (enumerated as follows):

- a. Notice to Proceed (1 page);
- b. CONTRACTOR's Bid (pages 1 to 6, inclusive);

10. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:

- a. Written Amendments;
- b. Work Change Directives;
- c. Change Order(s).

B. The documents listed in paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 9.

D. The Contract Documents may only be amended, modified, or supplemented as provided in paragraph 3.05 of the General Conditions.

ARTICLE 9 - MISCELLANEOUS

9.01 Terms

A. Terms used in this Agreement will have the meanings indicated in the General Conditions.

9.02 Assignment of Contract

A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

9.03 Successors and Assigns

A. OWNER and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

9.04 Severability

A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in duplicate. One counterpart each has been delivered to OWNER and CONTRACTOR. All portions of the Contract Documents have been signed or identified by OWNER and CONTRACTOR or on their behalf.

This Agreement will be effective on _____, 2024 (which is the Effective Date of the Agreement).

OWNER:

City of West Monroe

By: _____
Staci Albritton Mitchell, Mayor

[CORPORATE SEAL]

Attest _____

Address for giving notices:

2305 North 7th Street

West Monroe, Louisiana 71291

(If OWNER is a corporation, attach evidence of authority to sign. If OWNER is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of OWNER-CONTRACTOR Agreement.)

Designated Representative:

Name: Staci Albritton Mitchell

Title: Mayor

Address: 2305 North 7th Street

West Monroe, Louisiana 71291

Phone: (318) 396-2600

Facsimile: _____

CONTRACTOR:

Benchmark Construction Group of Louisiana, LLC

By: _____

[CORPORATE SEAL]

Attest _____

Address for giving notices:

382 Guthrie Road

Sterlington, LA 71280

License No. 47179
(Where applicable)

Agent for service of process: _____

(If CONTRACTOR is a corporation or a partnership, attach evidence of authority to sign.)
Designated Representative:

Name: _____

Title: _____

Address: _____

Phone: _____

Facsimile: _____

END OF DOCUMENT

LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: City of West Monroe
2305 North 7th Street
West Monroe, LA 71291

BID FOR: Kiroli Park Walking Trail Improvements
West Monroe, Louisiana
L&A, Inc. Project No. 21E041.00

The undersigned bidder hereby declares and represents that she/he: a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by Lazenby & Associates, Inc. and dated: July 9, 2024

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following ADDENDA: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) 1 + 2

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

one million seven hundred six thousand & ninety five Dollars (\$ 1,076,095)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

two hundred & eighty four thousand four hundred Dollars (\$ 284,487)
+ eighty seven

Alternate No. 2 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

one hundred & thirty one thousand one hundred & Dollars (\$ 131,163)
sixty three

Alternate No. 3 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

N/A Dollars (\$)

NAME OF BIDDER: Benchmark Construction Group of La LLL

ADDRESS OF BIDDER: 382 Guthrie Rd
Sterlington La 71280

LOUISIANA CONTRACTOR'S LICENSE NUMBER: 47179

NAME OF AUTHORIZED SIGNATORY OF BIDDER: Zach Bristen

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: Owner

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: [Signature]

DATE: 9/11/24

THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** A CORPORATE RESOLUTION OR WRITTEN EVIDENCE of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA R.S. 38:2218(A) attached to and made a part of this bid.

LOUISIANA UNIFORM PUBLIC WORK BID FORM

UNIT PRICE FORM

TO: City of West Monroe

2305 North 7th Street

West Monroe, LA 71291

BID FOR: Kiroli Park Walking Trail Improvements

West Monroe, Louisiana

L&A, Inc. Project No. 21E041.00

(Owner to provide name and address of owner)

(Owner to provide name of project and other identifying information)

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

CLEARING AND GRUBBING			REMOVAL OF STRUCTURES & OBSTRUCTIONS			CLASS II BASE COURSE (6" THICK) (STONE, CRUSHED CONCRETE OR SOIL CEMENT, 6% BY VOLUME)			AGGREGATE SURFACE COURSE (NET SECTION)			ASPHALTIC CONCRETE			COLD PLANING ASPHALTIC PAVEMENT (4" THICK)			CROSS DRAIN PIPE (12" STEEL)			RIPRAP (30 LB., 18" THICK)																										
DESCRIPTION: REF. NO.	<input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)	DESCRIPTION: REF. NO.	<input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)	DESCRIPTION: REF. NO.	<input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)	DESCRIPTION: REF. NO.	<input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)																								
201-01-00100		1	LUMP SUM	25,000	25,000	202-01-00100		1	LUMP SUM	15,000	15,000	302-02-02000		6282.5	SQUARE YARD	26	163,345	401-01-00100		115.4	CUBIC YARD	130	15,002	502-03-00100		6282.5	SQUARE YARD	30	188,475	509-01-00100		6282.5	SQUARE YARD	70	439,775	701-01-01000		20	LINEAR FEET	250	5000	711-01-03020		146	SQUARE YARD	100	14,600

Wording for "DESCRIPTION" is to be provided by the Owner.

All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner.

LOUISIANA UNIFORM PUBLIC WORK BID FORM

UNIT PRICE FORM

BID FOR: Kiroli Park Walking Trail Improvements
West Monroe, Louisiana
L&A, Inc. Project No. 21E041.00

TO: City of West Monroe
2305 North 7th Street
West Monroe, LA 71291

(Owner to provide name of project and other identifying information)

(Owner to provide name and address of owner)

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

TEMPORARY SIGNS AND BARRICADES			
DESCRIPTION: REF. NO.	<input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
713-01-00100	1	5000	5,000
MOBILIZATION			
DESCRIPTION: REF. NO.	<input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
727-01-00100	1	55,000	55,000
PLASTIC PAVEMENT MARKING (THERMOPLASTIC 90 MIL)(4" WIDTH)			
DESCRIPTION: REF. NO.	<input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
732-01-01000	192	25	4,800
CONCRETE ROOT BARRIER			
DESCRIPTION: REF. NO.	<input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
TC-MSC-18080	2266	53	120,098
PROJECT SIGN			
DESCRIPTION: REF. NO.	<input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
S-001	1	5,000	5,000
FINAL CLEANUP & EROSION CONTROL			
DESCRIPTION: REF. NO.	<input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
S-002	1	20,000	20,000
CLEARING AND GRUBBING			
DESCRIPTION: REF. NO.	<input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
201-01-00100	1	15,000	15,000
REMOVAL OF STRUCTURES & OBSTRUCTIONS			
DESCRIPTION: REF. NO.	<input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
202-01-00100	1	5,000	5,000

Wordings for "DESCRIPTION" is to be provided by the Owner.
All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner.

LOUISIANA UNIFORM PUBLIC WORK BID FORM

UNIT PRICE FORM

TO: City of West Monroe

2305 North 7th Street

West Monroe, LA 71291

BID FOR: Kiroli Park Walking Trail Improvements

West Monroe, Louisiana

L&A, Inc. Project No. 21E041.00

(Owner to provide name and address of owner)

(Owner to provide name of project and other identifying information)

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 1	UNIT OF MEASURE	UNIT PRICE	CLASS II BASE COURSE (6" THICK) (STONE, CRUSHED CONCRETE OR SOIL CEMENT, 6% BY VOLUME)	UNIT PRICE EXTENSION (Quantity times Unit Price)
302-02-02000		1310.8	SQUARE YARD	30	39,324
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 1	UNIT OF MEASURE	UNIT PRICE	AGGREGATE SURFACE COURSE (NET SECTION)	
401-01-00100		25.9	CUBIC YARD	250	6475
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 1	UNIT OF MEASURE	UNIT PRICE	ASPHALTIC CONCRETE	
502-03-00100		1310.8	SQUARE YARD	35	45,878
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 1	UNIT OF MEASURE	UNIT PRICE	COLD PLANING ASPHALTIC PAVEMENT (4" THICK)	
509-01-00100		1310.8	SQUARE YARD	75	98,310
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 1	UNIT OF MEASURE	UNIT PRICE	TEMPORARY SIGNS AND BARRICADES	
713-01-00100		1	LUMP SUM	5,000	5,000
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 1	UNIT OF MEASURE	UNIT PRICE	MOBILIZATION	
727-01-00100		1	LUMP SUM	25,000	25,000
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 1	UNIT OF MEASURE	UNIT PRICE	CONCRETE ROOT BARRIER	
TC-MSC-18080		575	LINEAR FEET	60	34,500
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 1	UNIT OF MEASURE	UNIT PRICE	FINAL CLEANUP & EROSION CONTROL	
S-002		1	LUMP SUM	10,000	10,000

Wording for "DESCRIPTION" is to be provided by the Owner.

All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner.

LOUISIANA UNIFORM PUBLIC WORK BID FORM

UNIT PRICE FORM

TO: City of West Monroe

2305 North 7th Street

West Monroe, LA 71291

BID FOR: Kiroli Park Walking Trail Improvements

West Monroe, Louisiana

L&A, Inc. Project No. 21E041.00

(Owner to provide name and address of owner)

(Owner to provide name of project and other identifying information)

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

CLEARING AND GRUBBING			REMOVAL OF STRUCTURES & OBSTRUCTIONS			CLASS II BASE COURSE (6" THICK) (STONE, CRUSHED CONCRETE OR SOIL CEMENT, 6% BY VOLUME)			AGGREGATE SURFACE COURSE (NET SECTION)			ASPHALTIC CONCRETE			COLD PLANING ASPHALTIC PAVEMENT (4" THICK)			TEMPORARY SIGNS AND BARRICADES			MOBILIZATION		
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 2	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)	DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 2	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)	DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 2	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)	DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 2	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)	DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 2	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)	DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 2	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
REF. NO.	QUANTITY	UNIT OF MEASURE		REF. NO.	QUANTITY	UNIT OF MEASURE		REF. NO.	QUANTITY	UNIT OF MEASURE		REF. NO.	QUANTITY	UNIT OF MEASURE		REF. NO.	QUANTITY	UNIT OF MEASURE		REF. NO.	QUANTITY	UNIT OF MEASURE	
201-01-00100	1	LUMP SUM	5,000	202-01-00100	1	LUMP SUM	5,000	302-02-02000	399.4	SQUARE YARD	40	401-01-00100	8.7	CUBIC YARD	860	502-03-00100	399.4	SQUARE YARD	50	509-01-00100	399.4	SQUARE YARD	75
			5,000				5,000				15,976				7482				19,970				29,955
																							2,500
																							2,500
																							20,000
																							20,000

Wording for "DESCRIPTION" is to be provided by the Owner.

All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner.

LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM

TO: City of West Monroe
2305 North 7th Street
West Monroe, LA 71291

BID FOR: Kiroli Park Walking Trail Improvements
West Monroe, Louisiana
L&A, Inc. Project No. 21E041.00

(Owner to provide name and address of owner)

(Owner to provide name of project and other identifying information)

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

CONCRETE ROOT BARRIER				UNIT PRICE EXTENSION (Quantity times Unit Price)	
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 2	QUANTITY	UNIT OF MEASURE	UNIT PRICE	
REF. NO.			LINEAR FEET		
TC-MSC-18080		169		120	20,280
FINAL CLEANUP & EROSION CONTROL				UNIT PRICE EXTENSION (Quantity times Unit Price)	
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input checked="" type="checkbox"/> Alt. # 2	QUANTITY	UNIT OF MEASURE	UNIT PRICE	
REF. NO.			LUMP SUM		
S-002		1		5,000	5,000
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
REF. NO.					
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
REF. NO.					
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
REF. NO.					
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
REF. NO.					
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
REF. NO.					
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
REF. NO.					
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
REF. NO.					
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
REF. NO.					
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. #	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
REF. NO.					

Word for "DESCRIPTION" is to be provided by the Owner.
All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner.

SECTION 00 43 13

BID BOND

BIDDER (Name and Address):

Benchmark Construction Group of LA LLC
382 Guthrie Rd
Sterlington LA

SURETY (Name and Address of Principal Place of Business):

Lexon Insurance Company
12890 Lebanon Rd
Mount Juliet TN 37122

OWNER (Name and Address):

City of West Monroe
2305 North 7th Street
West Monroe, LA 71291

BID

BID DUE DATE: 9 12 24

PROJECT (Brief Description Including Location):

Kiroli Park Walking Trail Improvements
West Monroe, Louisiana L&A, Inc. Project No. 21E041.00

BOND

BOND NUMBER: _____

DATE (Not later than Bid due date): 9.11.24

PENAL SUM: Five Percent (5%) of the amount bid
 (Words) (Figures)

IN WITNESS WHEREOF, Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

BIDDER

Benchmark Construction Group of LA LLC (Seal)
 Bidder's Name and Corporate Seal

By: [Signature]
 Signature and Title

Attest: [Signature] Witness
 Signature and Title

SURETY

Lexon Insurance Company (Seal)
 Surety's Name and Corporate Seal

By: [Signature]
 Gary T. Eastman Signature and Title
 (Attach Power of Attorney)

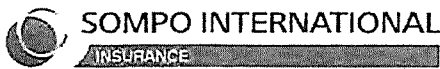
Attest: [Signature]
 Signature and Title

- Note: (1) Above addresses are to be used for giving required notice.
 (2) Any singular reference to Bidder, Surety, OWNER or other party shall be considered plural where applicable.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to pay to OWNER upon default of Bidder the penal sum set forth on the face of this Bond.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by OWNER) the executed Agreement required by the Bidding Documents and any performance and payment Bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
 - 3.1. OWNER accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by OWNER) the executed Agreement required by the Bidding Documents and any performance and payment Bonds required by the Bidding Documents, or
 - 3.2. All Bids are rejected by OWNER, or
 - 3.3. OWNER fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default by Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from OWNER, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of and any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by OWNER and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in paragraph 4 above is received by Bidder and Surety and in no case later than one year after Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power or Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer or proposal as applicable.

END OF DOCUMENT

Bid Bond
00 43 13 - 2



POWER OF ATTORNEY

14574

KNOW ALL BY THESE PRESENTS, that Endurance Assurance Corporation, a Delaware corporation ('EAC'), Endurance American Insurance Company, a Delaware corporation ('EAIC'), Lexon Insurance Company, a Texas corporation ('LIC'), and/or Bond Safeguard Insurance Company, a South Dakota corporation ('BSIC'), each, a "Company" and collectively, "Sompo International," do hereby constitute and appoint: Gary Eastman is true and lawful Attorney(s)-In-Fact to make, execute, seal, and deliver for, and on its behalf as surety or co-surety; bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking so made, executed and delivered shall obligate the Company for any portion of the penal sum hereof in excess of the sum of One Hundred Million (\$100,000,000.00)

Such bonds and undertakings for said purposes, when duly executed by said attorney(s)-in-fact, shall be binding upon the Company as fully and to the same extent as if signed by the President of the Company under its corporate seal attested by its Corporate Secretary.

This appointment is made under and by authority of certain resolutions adopted by the board of directors of each Company by unanimous written consent effective the 30th day of March, 2023 for BSIC and LIC and the 17th day of May, 2023 for EAC and EAIC, a copy of which appears below under the heading entitled "Certificate".

This Power of Attorney is signed and sealed by facsimile under and by authority of the following resolution adopted by the board of directors of each Company by unanimous written consent effective the 30th day of March, 2023 for BSIC and LIC and the 17th day of May, 2023 for EAC and EAIC and said resolution has not since been revoked, amended or repealed:

RESOLVED, that the signature of an individual named above and the seal of the Company may be affixed to any such power of attorney or any certificate relating hereto by facsimile, and any such power of attorney or certificate bearing such facsimile signature or seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, each Company has caused this instrument to be signed by the following officers, and its corporate seal to be affixed this 25th day of May, 2023.

Endurance Assurance Corporation

Endurance American Insurance Company

Lexon Insurance Company

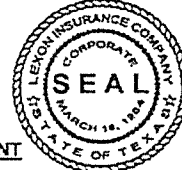
Bond Safeguard Insurance Company

Richard M Appel
By: Richard Appel; SVP & Senior Counsel

Richard M Appel
By: Richard Appel; SVP & Senior Counsel

Richard M Appel
By: Richard Appel; SVP & Senior Counsel

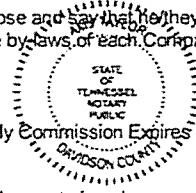
Richard M Appel
By: Richard Appel; SVP & Senior Counsel



ACKNOWLEDGEMENT

On this 25th day of May, 2023, before me, personally came the above signatories known to me, who being duly sworn, did depose and say that he is an officer of each of the Companies; and that he executed said instrument on behalf of each Company by authority of his office under the by-laws of each Company.

Amy Taylor
By: Amy Taylor, Notary Public - My Commission Expires 3/9/27



CERTIFICATE

I, the undersigned Officer of each Company, DO HEREBY CERTIFY that:

1. That the original power of attorney of which the foregoing is a copy was duly executed on behalf of each Company and has not since been revoked, amended or modified; that the undersigned has compared the foregoing copy thereof with the original power of attorney, and that the same is a true and correct copy of the original power of attorney and of the whole thereof;

2. The following are resolutions which were adopted by the board of directors of each Company by unanimous written consent effective the 30th day of March, 2023 for BSIC and LIC and the 17th day of May, 2023 for EAC and EAIC and said resolutions have not since been revoked, amended or modified:

"RESOLVED, that each of the individuals named below is authorized to make, execute, seal and deliver for and on behalf of the Company any and all bonds, undertakings or obligations in surety or co-surety with others: RICHARD M. APPEL, MATTHEW E. CURRAN, MARGARET HYLAND, SHARON L. SIMS, CHRISTOPHER L. SPARRO, and be it further

RESOLVED, that each of the individuals named above is authorized to appoint attorneys-in-fact for the purpose of making, executing, sealing and delivering bonds,

undertakings or obligations in surety or co-surety for and on behalf of the Company."

3. The undersigned further certifies that the above resolutions are true and correct copies of the resolutions as so recorded and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal this 11th day of September, 2024

Daniel S. Lorge
By: Daniel S. Lorge, Secretary

NOTICE: U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC)

No coverage is provided by this Notice nor can it be construed to replace any provisions of any surety bond or other surety coverage provided. This Notice provides information concerning possible impact on your surety coverage due to directives issued by OFAC. Please read this Notice carefully.

The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency". OFAC has identified and listed numerous foreign agents, front organizations, terrorists, terrorist organizations, and narcotics traffickers as "Specially Designated Nationals and Blocked Persons". This list can be located on the United States Treasury's website — <https://www.treasury.gov/resource-center/sanctions/SDN-List>.

In accordance with OFAC regulations, if it is determined that you or any other person or entity claiming the benefits of any coverage has violated U.S. sanctions law or is a Specially Designated National and Blocked Person, as identified by OFAC, any coverage will be considered a blocked or frozen contract and all provisions of any coverage provided are immediately subject to OFAC. When a surety bond or other form of surety coverage is considered to be such a blocked or frozen contract, no payments nor premium refunds may be made without authorization from OFAC. Other limitations on the premiums and payments may also apply.

Any reproductions are void.

Surety Claims Submission: LexonClaimAdministration@sompo-intl.com

Telephone: 615-553-9500 Mailing Address: Sompo International; 12890 Lebanon Road; Mount Juliet, TN 37122-2870

State of
Louisiana
Secretary of
State



COMMERCIAL DIVISION
225.925.4704

Fax Numbers
225.932.5317 (Admin. Services)
225.932.5314 (Corporations)
225.932.5318 (UCC)

Name	Type	City	Status
BENCHMARK CONSTRUCTION GROUP OF LOUISIANA, L.L.C.	Limited Liability Company	STERLINGTON	Active

Previous Names

BENCHMARK GROUP OF LOUISIANA, L.L.C. (Changed: 7/2/2007)

THE BRISTER GROUP, L.L.C. (Changed: 6/26/2006)

Business: BENCHMARK CONSTRUCTION GROUP OF LOUISIANA, L.L.C.

Charter Number: 35896112K

Registration Date: 3/10/2005

Domicile Address

382 GUTHRIE RD
STERLINGTON, LA 71280

Mailing Address

C/O ZACHARY SCOTT BRISTER
382 GUTHRIE ROAD
STERLINGTON, LA 71280

Status

Status: Active

Annual Report Status: In Good Standing

File Date: 3/10/2005

Last Report Filed: 4/1/2024

Type: Limited Liability Company

Registered Agent(s)

Agent:	ZACHARY SCOTT BRISTER
Address 1:	382 GUTHRIE ROAD
City, State, Zip:	STERLINGTON, LA 71280
Appointment Date:	3/10/2005

Officer(s)

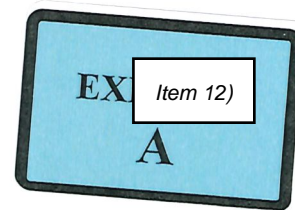
Additional Officers: No

Officer:	ZACHARY SCOTT BRISTER
Title:	Manager, Member
Address 1:	382 GUTHRIE RD.
Address 2:	382 GUTHRIE RD
City, State, Zip:	STERLINGTON, LA 71280

Amendments on File (3)

Description	Date
Name Change	6/26/2006
Name Change	7/2/2007
Domestic LLC Agent/Domicile Change	4/28/2010

[Print](#)



CITY OF WEST MONROE, LA
REQUEST FOR QUALIFICATIONS STATEMENTS
FOR ENGINEERING SERVICES

The City of West Monroe, LA is seeking assistance for engineering services for the implementation of the Louisiana Watershed Projects Grant Program Round 2 – New Black Bayou Stormwater Pumping Station Project .

The City of West Monroe is soliciting qualification statements for engineering services to assist the City with preliminary engineering, design engineering, and construction related services for the City's Louisiana Watershed Initiative's Projects Grant Program Round 2. Additionally, the selected firm will assist with finalizing any application requirements and coordination with the firm performing the hydrologic and hydraulic modeling.

All responses will be evaluated in accordance with the selection criteria identified in the Request for Qualifications Packet. The City of West Monroe will begin contract negotiations immediately following selection of the successful respondent.

Interested parties are invited to secure a Request for Qualifications Packet from the City of West Monroe LA, ATTN: Ms. Cindy Emory, City Clerk, 2305 N 7th Street, West Monroe, LA 7191, Telephone (318) 396-2600.

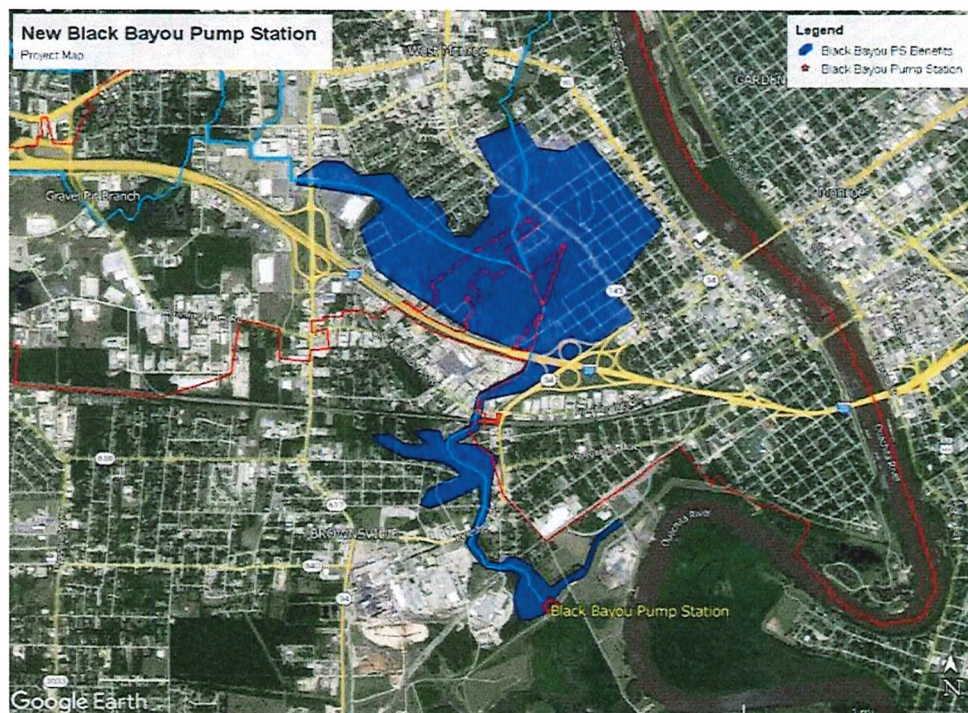
Responses to this Request must be hand delivered or mailed to the City of West Monroe at the above-named address in such a manner that it is received no later than 04:00 P.M. on August 22nd, 2024, by contact person Ms. Cindy Emory.

The City of West Monroe is an Equal Opportunity Employer. We encourage all small and minority owned firms and women's business enterprises to apply.

REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES

The City of West Monroe, LA is seeking assistance for engineering services for Disaster Recovery CDBG funds and subsequent implementation of the Louisiana Watershed Initiative's Projects Grant Program Round 2 - New Black Bayou Stormwater Pumping Station Project.

Construction of a new pump station structure with four (4) stormwater pumps, intake and discharge piping, excavation of the sump, and a reserve power generator.



SCHEDULE OF EVENTS

Publicizing RFQ	August 8, 2024
Initial RFQ Submittal Deadline	August 22, 2024, at 4:00 PM
Estimated Consultant Selection	August 23, 2024

All qualification statements should be sealed and identified on the outside as:

Request for Qualification Statements for Engineering Services for the Louisiana Watershed Initiative's Projects Grant Program – Round 2 “New Black Bayou Stormwater Pumping Station Project.”

All qualification statements will be scored and ranked, and the highest-rated firm will be awarded a contract. Two copies of the qualification statements and the required supplemental information should be provided.

PART ONE: SCOPE OF SERVICES

The City of West Monroe, LA is soliciting qualification statements for engineering services to assist the City with preliminary engineering, design engineering, and inspections of this project in compliance with Disaster Recovery CDBG Program requirements. The agreement will be on a fixed price basis, with payment terms to be negotiated with the selected offeror. Reimbursement for services will be contingent on the City of West Monroe receiving funding from the OCD/DRU through the Louisiana Watershed Initiative program. The maximum amount of engineering fees that can be paid with Disaster Recovery CDBG funds will be determined by the OCD/DRU and may require adjustments in the proposed contract amount.

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

1. Performing Preliminary engineering design; and revise the application to an acceptable level for full project approval.
2. Designing system improvements and construction engineering.
3. Assisting the administrative consultant with the construction bid package in conformance with applicable federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
4. Assist in conducting the preconstruction conference.
5. On-site supervision of construction work and preparing inspection reports.
6. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
7. Providing reproducible plan drawings to the City of West Monroe upon project completion.
8. Conducting substantial completion, final inspection, and project close-out.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title “Request for Qualification Statements for Engineering Services for the LCBG Louisiana Watershed Initiative’s Projects Grant Program- Round 2 ”:

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of RFQ

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit RFQs that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience

3. Specialized Knowledge
4. Personnel/Professional Qualifications

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Louisiana;
- c. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- d. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Respondent feels appropriate.
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with LCBG Disaster Recovery projects and any other projects relating to CDBG. Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed Disaster Recovery or projects, and/or similar CDBG projects. Preference is for the types of projects similar to those described in Part One. (For example; if the RFQ is for drainage projects it is not necessary or of only of secondary importance to provide information on how many sewer or water CDBG projects Respondent has performed.) Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe the firm's workload and current capacity to accomplish the work in the required time
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Describe Respondent's firm's presence in and commitment to Louisiana.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in Part One.
- b. Describe their knowledge of HUD's requirements for the Community Development Block Grant Program and the Louisiana Watershed Initiative program. Describe their knowledge of OCD/DRU Disaster Recovery program and Louisiana Watershed Initiative's Projects Grant Program – Round 2.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members (as applicable) in the job classifications who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to CDBG and/or Disaster Recovery and any related Louisiana Watershed Initiative's Grant Program Round 2. on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on CDBG and/or Disaster Recovery and Louisiana Watershed Initiative's Grant Program Round 2 projects.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in Louisiana and the number working elsewhere.
- d. Provide Professional Liability Insurance coverage.

PART THREE: SELECTION CRITERIA

The City of West Monroe shall evaluate each potential contractor in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required,
3. Firm's qualifications and capacity to accomplish the work;
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Length of time in business.

Suggested Rating points

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors:

- | | |
|---|---------------|
| 1. Experience of the firm with this particular type of construction project(s) as described in Part One | (30 Max) pts. |
| 2. Experience of the firm with other type of CDBG construction projects. | (30 Max) pts. |
| 3. Firm's Qualifications | (30 Max) pts. |
| 4. Length of Time in Business | (10 Max) pts. |

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City of West Monroe will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to:

Jonathon Kaufman, Project Manager
 City of West Monroe
 2305 N 7th Street
 West Monroe, LA 71291
 Telephone: (318) 396-2600.

Qualification statements must be received by **August 22nd, 2024, at 04:00 P.M.** using one of the methods described below. Responses received after the deadline will not be considered.

Interested firms must submit qualification statements by the deadline stated above and must be sure that their proposals are delivered by one of the following methods only:

By Mail: City of West Monroe
Attn: Cindy Emory, City Clerk
2305 N 7th Street
West Monroe, LA 71291
Telephone: (318) 396-2600

Qualification statements may also be hand delivered to the following address:

City of West Monroe
Attn: Cindy Emory, City Clerk
2305 N 7th Street
West Monroe, LA 71291
Telephone: (318) 396-2600

The City of West Monroe reserves the right to cancel or alter this solicitation. The City reserves the right to reject any or all proposals. The City reserves the right to award multiple contracts to the selected firm as a result of this request.

The City of West Monroe is an Equal Opportunity Employer. We encourage all small and minority-owned firms and women business enterprises to apply.

CITY OF WEST MONROE

Request for Qualification Statements

for Engineering Services for the

LCDBG Louisiana Watershed Initiative's Grant Program – Round 2

New Black Bayou Stormwater Pumping Station Project



Respondent

S. E. HUEY CO.
1111 North 19th Street
Monroe, Louisiana 71201
(318) 325-1791
EIN: 72-0730088

Robert L. George, IV, P.E., President
(318) 372-7009
rgeorge@sehuey.com



July 2, 2024

City of West Monroe
Attention: Jonathan Kaufman, Project Manager
2305 North 7th Street
West Monroe, Louisiana 71291

RE: Request for Qualification Statements for
Engineering Services for the
LCDBG-LWI Projects Grant Program – Round 2
New Black Bayou Stormwater Pumping Station Project

Dear Mr. Kaufman:

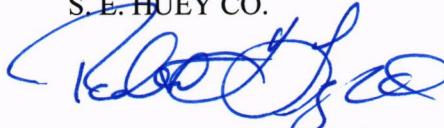
Please find our Statement of Qualifications for the referenced project enclosed.

As President of S. E. Huey Co., A Professional Corporation, I am qualified and duly authorized to bind the corporation to legal obligations. Furthermore, I attest to the following:

- a. I understand that the objective of the project is to relieve flooding along Black Bayou Canal in the City of West Monroe. I have read and fully understand the Scope of Services stated in Part One of the RFQ. The work involved in the subject contract will include performing both preliminary and final design; coordinating with the city's administrative consultant in preparation of bid documents; overseeing the bidding and contract award process in accordance with State and Federal requirements; providing required contract administration, construction engineering and inspection services and reports; providing the City with "as-built" plans; and satisfying all close-out requirements for the project. It is understood that certain related services will be provided by consultants procured by either the State or the City, with whom we will collaborate/communicate as required. Services to be provided by others include hydrologic and hydraulic study, grant administration, and specialized environmental consulting.
- b. S. E. Huey Co. maintains in good standing firm licenses to practice Civil Engineering and Land Surveying in the State of Louisiana. Furthermore, all work will be performed under the direction of a professional engineer licensed to practice in the State of Louisiana.
- c. Neither S. E. Huey Co., nor any of our professional engineers and surveyors have a record of substandard work within the last five years.
- d. Neither S. E. Huey Co., nor any of our professional engineers and surveyors have engaged in any unethical practices within the last five years.
- e. If awarded this contract, S. E. Huey Co. will assume full responsibility for the engineering contract, including all payments and charges resulting from its fulfillment.
- f. For fulfillment of the requirements of this contract, S. E. Huey Co. will partner with Halff Associates, Inc. Halff will provide Mechanical Electrical and Plumbing (MEP), Instrumentation, and Information and Communications Technology (ICT) design services, as well as supplement the civil design team as needed.

By my signature below, I hereby certify that the above statements are true and correct to the best of my knowledge.

Yours truly,
S. E. HUEY CO.



Robert L. George, IV, P.E.
President

Enclosure

Statement of Qualifications

1. Introduction - See Transmittal Letter

2. Background and Experience

- a. S. E. Huey Co., A Professional Corporation, founded in 1928, is entering its 96th year of providing civil engineering and land surveying services. The company was founded by Stanton E. Huey in Monroe, Louisiana, to provide engineering and surveying services to the natural gas industry. Emphasis on pipeline and electrical transmission projects continued through World War II and included work across the country. During the 1950's, the company added highway and bridge work to its competencies. Typical local projects included portions of I-20, from Monroe to Ruston, and the Pecanland Mall fly ramp. The 1960's saw the addition of water and sewer system distribution and treatment design to our services, with major work including the City of Monroe water treatment plant and sewer lift station projects in West Monroe. Commercial sitework and subdivision development, two additional major emphasis areas of work were added in the 1970's. This work has included many developments throughout the southern and eastern U.S., including Pecanland Mall in Monroe, and numerous residential and commercial subdivisions in Ouachita Parish. The Company incorporated in 1973. From 1982 until 2022, we offered architectural in addition to engineering and surveying services. From 1984 through 2021, S. E. Huey Co. served as the City Engineer for the City of West Monroe.

The corporate structure of S. E. Huey Co. currently consists of five (5) shareholders, who are also the members of the Board of Directors. The three (3) majority shareholders own 98% of the Company, serve as its managing partners, and are active participants in the engineering work.

Halff Associates, Inc. will be a subconsultant to S. E. Huey Co. on this project. Halff is an integrated provider of infrastructure, mobility, placemaking and water solutions serving public and private sector clients in the government, corporate, development, education, energy and transportation markets. Established in 1950, Halff now employs 1,500 employees in 28 offices across five (5) states.

- b. S. E. Huey Co. has designed and overseen construction of many projects of a similar nature to this project. We have been involved in procurement of funding, project design, and contract administration for eight (8) LCDBG projects within the past 15 years. Since nearly all these projects were performed on behalf of the City of West Monroe, we do not have external references to present. The following are representative projects that involve similar work and/or were funded through LCDBG. All were provided for the City of West Monroe, except where otherwise noted.
- River Oaks Levee and Pump Station – Renovation and New Construction Projects (City of Monroe)
 - Rochelle Street Pump Station – Structural Design (City of Monroe)
 - All-Hazards Mitigation Plan development (City of West Monroe; Bienville Parish)
 - FEMA NFIP Flood Insurance Studies and Maps (City of West Monroe, City of Monroe, Ouachita Parish, and other communities in Louisiana, Texas, and New Mexico)
 - Black Bayou Canal Improvements (FEMA-HMGP)



- Wellerman Road Drainage Improvements (LCDBG)
- Exchange Road - Water, Sewer, and Street Improvements (LCDBG)
- Bancroft Bag, Inc. - Street and Railroad Crossing Rehabilitation (LCDBG)
- West Monroe Sanitary Sewer Improvements (3 Phases) (LCDBG)
- Black Bayou Pump Station – Reserve Power Generator and Switch (FEMA-HMGP)
- Clayton & 5th Street Drainage Improvements
- Highland Park Detention Basin – Community multi-use detention basin and nature/recreational facilities.
- Downing Pines Industrial Park Drainage Improvements (EDA)
- Ouachita Strong Resiliency Strategy – Communitywide recovery committee and plan development, Ouachita Parish, LA

Halff Associates, Inc.

- McAllen Public Utility / North Wastewater Treatment Plant (WWTP) Electrical System Study; McAllen, TX
- Rapides Area Planning Commission / Transportation Resiliency Project Phase 2; Alexandria, LA
- Fenstermaker / Louisiana Watershed Initiative Modeling Contract; Shreveport, LA
- Louisiana Watershed Initiative, Round 2, H&H Design Support, Various Parishes, LA
- LADOTD IDIQ National Flood Insurance Program (NFIP), Statewide, LA
- Lake Woodward Stormwater Pump Station, Mount Dora, FL
- City of McAllen / Retiree Haven Stormwater Improvements; McAllen, TX
- Catherine Branch 15- to 21-Inch Trunk Line, Wastewater Treatment Plant and Lift Station; Northlake, TX
- Texas A&M Kingsville Design Build Services / Deferred Maintenance, Kingsville, TX
- McAllen Independent School District Central Utility Plant, McAllen, TX
- Gibson Place Utility Wastewater Treatment Plant, The Villages, FL
- City of Nacogdoches 2022 SCADA Master Plan, Nacogdoches, TX

- c. The project team has adequate capacity to meet the demands of this contract in the required time.

S. E. Huey Co. currently employs a staff of 21, including six (6) professional civil engineers, two (2) professional land surveyors, engineer interns, drafters, inspectors, survey crews, and administrative personnel. Staffing for this project will include two (2) civil engineers, two (2) engineer technicians, one (1) land surveyor, one (1) inspector, and three (3) office/field support personnel. Recognizing the size and scope of the project, we have partnered with Halff Associates, Inc. to ensure adequate design staffing, and to provide services not offered by Huey.

Halff Associates, Inc. currently employs over 1,500 employees in 28 offices. Coordination with Huey on this project will be conducted from their Shreveport, LA office. Initial staffing reserve for this project includes five (5) Mechanical, Electrical, Plumbing (MEP) and

Information and Communications Technology (ICT) professionals and two (2) civil engineers. Halff can provide additional staffing in all disciplines, if required.

- d. S. E. Huey Co. has over 40 years of experience performing flood studies and designing drainage improvement projects, small and large. We prepared the FEMA Flood Studies and Flood Insurance Rate Maps for Ouachita Parish that were published in 1993 and were the basis for the current FIRMS. Furthermore, our involvement with projects in West Monroe such as the Black Bayou Canal Improvements, Black Bayou Canal Repairs, Highland Park Detention Basin and numerous local drainage improvements, provide us with unique knowledge of the benefitting drainage system and watersheds. Extensive experience in designing pumping stations for sewer and water projects also provides benefits to this project.
- e. S. E. Huey Co. was established in Monroe in 1928 and has maintained its primary office there for 96 years. The firm currently has no other offices, and no plans to relocate or expand elsewhere. We attempt to hire employees who intend to remain in North Louisiana for the duration of their careers.

Halff Associates, Inc. has two (2) offices in Louisiana. Primary support for this project will come from their Shreveport office, which opened in 2014 and employs a staff of twenty (20) full-time Louisiana residents.

3. Specialized Knowledge

- a. S. E. Huey Co. served as City Engineer for the City of West Monroe for 37 years (1984-2021). During this tenure, we acquired extensive knowledge of the watersheds and drainage ways that convey stormwater from all areas of the city to the Ouachita River. We surveyed and studied the drainage systems for the FEMA Flood Studies and Map Development in the 1990's. Since then, we have revised and updated our hydrologic and hydraulic models to incorporate changes to the systems.

Perhaps most relevant to this project is our years of experience in assisting the City and the Tensas Basin Levee District in strategic planning, emergency response, and acquisition of funding for the Black Bayou Pump Station. Our engineers have been involved in every significant event and improvement to this station since 1984, including the 1991 levee failure and the 1993 addition of new pumps and flood gates.

- b. S. E. Huey Co. has had significant involvement with the Louisiana Office of Community Development, the LCDBG program, and the Louisiana Watershed Initiative program over the past 15 years. We have designed and overseen construction of multiple projects funded by LCDBG. These include the Wellerman Drainage Improvement project, multiple road improvement projects, multiple sanitary sewer improvement projects, and the Riverbend Area Sidewalks and Drainage Improvements. Furthermore, Robert George was an active participant in the community disaster recovery efforts following the "Great Flood of 2016". On behalf of the City of West Monroe, he was a member of the community-wide coalition known as "Ouachita Strong". Administrative and funding support for the coalition was provided by the Office of Community Development, who worked closely with the local team throughout the process. During the same time-period, and with input from the north



Louisiana engineers and community recovery partners, the Governor established the Louisiana Watershed Initiative (LWI). Our firm has interacted with LWI and its personnel since its inception. Huey submitted several projects for consideration by LWI on behalf of West Monroe. One of these (a flood buyout program) was the only project in northeast Louisiana selected in Round 1 of LWI project funding. Subsequently, another Round 1 project, the Cypress Drainage and Detention Project, has been selected for funding through the Design Support Program. Huey is currently providing design services for the project.

Halff Associates, Inc. has a close working relationship with the Louisiana Office of Community Development and the Louisiana Watershed Initiative. They are currently a part of the consulting team completing the LWI modeling effort for the Region 4 watershed in southwest Louisiana and east Texas. They developed H&H models in support of four (4) Louisiana communities under the LWI Design Support Program. Additionally, Halff has recently been selected to provide design support services for the LWI Region 3 Steering Committee. Under this contract they will assist with project development in northeast Louisiana.

4. Personnel/Professional Qualifications

- a. The personnel assigned this contract will be as follows:



S. E. Huey Co.

Engineering • Surveying
Established 1928

Robert L. George, IV, P.E.	Project Lead, Hydraulic and Sitework Design
F. Markley Huey, P.E., P.L.S.	Hydrologic/Hydraulic Design Support
Jacob Cloud	Project Management and Plan Production
Karl Schaff, Engr. Technician	Hydraulic and Sitework Design, Permitting
Don Arrington, P.E.	Structural Design
Dan Edgar, P.L.S.	Survey Lead
Victor Muñoz	Construction Observation



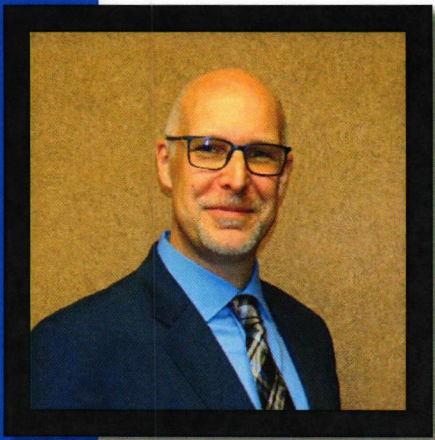
S. E. Huey Co.
Engineering • Surveying
Established 1928



Robert "Brandon" Aillet, P.E., CFM	Subconsultant Liason, Civil Design/H&H Support
Gabriel Benavides, Jr., P.E.	Electrical, Instrumentation, and Controls Lead
Jose Delgado, P.E., RCDD, LEED AP	MEP/ICT QA/AC Manager
Mark Sislen, P.E., CPD	Plumbing and Piping Design
Adrian Garza, Jr., P.E.	SCADA and Instrumentation Design
Rob Ern, P.E.	Civil Design Support
Rudy Juarez, CGCIO	ICT Design

- b. See resumes attached.
- c. A total of fourteen (14) staff members, plus administrative support personnel, will be assigned to various phases of the work. Ten (10) of the personnel are full-time Louisiana residents.
- d. Our Professional Liability Insurance declarations page is attached.





ROBERT L. GEORGE, IV, P.E. Item 12)

President

B.S. in Civil Engineering

Louisiana Tech University, Ruston, LA

Professional Registrations: LA

PROFESSIONAL QUALIFICATIONS

- 29 years' experience in Civil and Water Systems Engineering
- Member LA Engineering Society
- Experience in all aspects of Civil Engineering, in both public and private sectors

PROFESSIONAL EXPERIENCE

Representative Projects:

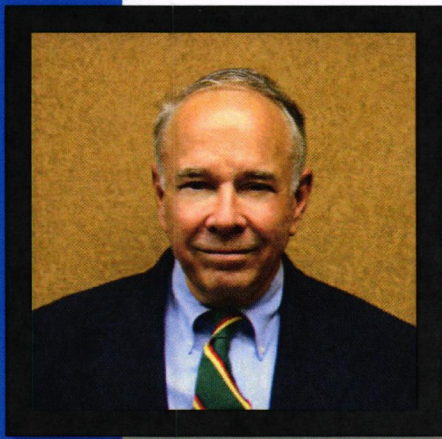
- Project scoping and funding application development (2011-present), City of West Monroe
- Exchange Road Water, Sewer, and Street Improvements (LCDBG) for West Monroe, LA
- Elevated Water Tank Rehabilitation/Painting in West Monroe, LA
- Road Design and Drainage for Cypress Point Subdivision in Monroe, LA
- Belle Meade Subdivision Units 7 & 8 in Monroe, LA
- Bancroft Bag, Inc. Street and Railroad Crossing Rehabilitation (LCDBG) for Monroe, LA
- All-Hazards Mitigation Plan development – City of West Monroe and Bienville Parish Police Jury
- LA DOTD Off-system Bridge Replacement (Engr. Tech) – Madison Parish, LA
- LA DOTD 4 lane U.S. 165 (Engr. Tech) – Grayson, LA
- FEMA Flood Insurance Studies (Engr. Tech)
- Black Bayou Canal Improvements (FEMA) - West Monroe, LA
- Wellerman Road Drainage Improvements (LCDBG) – Local drainage and detention for West Monroe, LA
- Highland Park Detention Basin – Concept and design, community multi-use detention basin and nature/recreational facilities, West Monroe, LA
- Downing Pines Industrial Park Drainage Improvements (EDA) – West Monroe, LA
- Three (3) Phases, Sanitary Sewer Improvements (LCDBG) – West Monroe, LA
- Ouachita Strong Resiliency Strategy – Communitywide recover committee and plan development, Ouachita Parish, LA

1111 North 19th St
Monroe, LA 71201
Ph: 318.325.1791
Fax: 318.325.1794
www.sehuey.com



S. E. Huey Co.

Engineering • Surveying
Established 1928



F. MARKLEY HUEY, P.E., P.L.S.

Item 12)

Director

B.S. in Civil Engineering

Princeton University, Princeton, New Jersey

M.S. in Civil Engineering

Stanford University, Stanford, California

Professional Registrations:

Civil Engineering - LA, AL, FL, NM, TX

Surveying - LA, TX

PROFESSIONAL QUALIFICATIONS

- 61 years' experience in Civil and Structural Engineering and Surveying
- Former Officer in the U.S. Navy
- Member Louisiana Engineering Society

PROFESSIONAL EXPERIENCE

Representative Projects:

- Survey projects in LA, TX, MS, PA, and NY
- Survey, civil design for residential large tract developments and subdivision projects
- Surveys, civil and structural design. Project Design Engineer for site development and structural design of numerous regional shopping centers
- Project Engineer in charge of flood insurance studies of 40 communities in LA, TX, AR, OK and NM for FEMA
- Project Surveyor in charge of indefinite delivery contract for the Vicksburg District, COE for hydrographic, topographic and cadastral surveys in AR, LA and MS
- Resident Inspector for 2003 Mangham Water System Rehabilitation, 2003 Start Water System Rehabilitation, 2009 Rayville Wet Well Rehabilitation, 2009 Start Water System Rehabilitation and 2009 Mangham Water System Rehabilitation
- Project Engineer for bridge improvements and drainage projects in Lincoln Parish, LA

1111 North 19th St
Monroe, LA 71201
Ph: 318.325.1791
Fax: 318.325.1794
www.sehuey.com



S. E. Huey Co.

Engineering • Surveying
Established 1928



DON ARRINGTON, P. E.

VP of Engineering Services

B.S. in Civil Engineering

Louisiana Tech University, Ruston, LA

Professional Registrations: LA, TX, AR, MS

Item 12)

PROFESSIONAL QUALIFICATIONS

- 30 years' experience in Structural Engineering and Site Development
- Experience in both federal, municipal and private sectors
- Member of the Louisiana Engineering Society
- Past President of the Monroe Chapter of LES
- Current Treasurer for ACEC/Louisiana

PROFESSIONAL EXPERIENCE

Representative Projects:

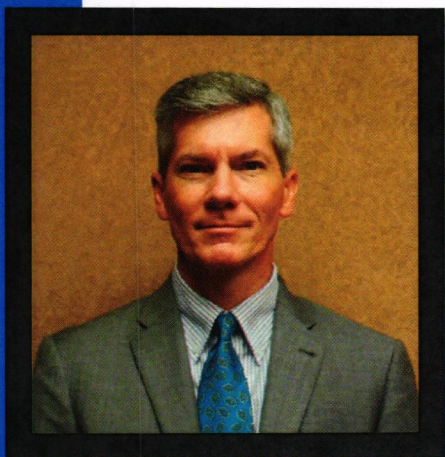
- Structural Engineer / City of Natchitoches / Master Sewer Lift Station / Natchitoches, LA – 70'x17' rectangular lift station, 18' deep
- Structural Engineer / WOSD No. 5 / Steep Bayou Wastewater Lift Station / Ouachita Parish, LA – 22' diameter round lift station, 27' deep
- Structural Engineer / City of Little Rock / Little Maumelle Wastewater Treatment Plant / Little Rock, AR – 6 buildings and hydraulic environmental structures as part of \$45 million new plant
- Structural Engineer / City of Monroe / Texas Avenue and Standifer Avenue Sewer Lift Stations / Monroe, LA – 35' diameter round lift station, 30' deep
- Structural Engineer / City of Monroe / Monroe Water Pollution Control Center Improvements / Monroe, LA – 8 environmental hydraulic structures as part of \$21 million upgrade to WWTP
- Structural Engineer / City of Monroe / Rochelle Street Stormwater Lift Station Renovation
- Structural Engineer / Tensas Basin Levee District / Temp. & Permanent Floodwall Gates for Ouachita River Levee / Ouachita Parish, LA
- Civil Engineer / City of West Monroe / Black Bayou Generator / West Monroe, LA
- Civil Engineer / City of West Monroe / Commercial Park Frontage Road Drainage Improvements / West Monroe, LA
- Civil Engineer / City of West Monroe / Highland Park Wetlands Trails / West Monroe, LA

1111 North 19th St
Monroe, LA 71201
Ph: 318.325.1791
Fax: 318.325.1794
www.sehuey.com



S. E. Huey Co.

Engineering • Surveying
Established 1928



KARL J. SCHAFF, E.I.

Project Manager

B.S. in Civil Engineering

Louisiana Tech University, *Ruston, Louisiana*

Professional Registrations: LA

PROFESSIONAL QUALIFICATIONS

- 39 years' practice in Civil Engineering design and analysis
- Extensive experience in site development and civil design of public and private facilities, utility relocations, hydrologic and hydraulic analysis for flood studies and design of drainage improvement projects

PROFESSIONAL EXPERIENCE

Representative Projects:

- Louisiana Delta Community College – Monroe Campus, Monroe, LA
- Advanced Technology Center Expansion, Louisiana Delta Community College – Monroe Campus, Monroe, LA
- D'Arbonne Woods Charter School, Farmerville, LA
- Group Camp/Conference Center, Poverty Point Reservoir State Park, Richland Parish – Delhi, LA
- Renovation & Expansion to Intramural Center, Grambling State University, Grambling, LA
- Dairy Queen, Monroe, LA and El Dorado, AR
- ZAXBY'S, Monroe, LA
- Southern Outdoor Power, Sterlington, LA
- Building & Site Upgrades, Entergy Service Center, Arcadia, LA
- Foundation Stabilization & Site Improvements, Louisiana National Guard West Monroe Readiness Center, West Monroe, LA
- Dillard's Distribution Center, Salisbury, NC
- Splash Pad, Jimmie Davis State Park, Chatham, LA
- Dillard's Expansions, Various Locations (AR, CO, GA, IN, KS, LA, MO, NC, NV, OH, TX, VA)
- FEMA Flood Insurance Studies – Ouachita, Natchitoches, Tangipahoa, and Washington Parishes, LA; Limited Map Amendment, Santa Fe, NM
- Downing Pines Industrial Park Drainage Improvements, West Monroe, LA
- Black Bayou Canal Drainage Improvements (Hazard Mitigation Grant Program) – West Monroe, LA

1111 North 19th St
Monroe, LA 71201
Ph: 318.325.1791
Fax: 318.325.1794
www.sehuey.com



S. E. Huey Co.

Engineering • Surveying
Established 1928



JACOB CLOUD

Engineering Technician

B.S. in Civil Engineering

Louisiana Tech University, Ruston, LA

Professional Registrations: LA

Commercial Building Construction/Business and Law (No. 69822)

PROFESSIONAL QUALIFICATIONS

- 10 years' experience in Water, Wastewater and Drainage Engineering
- 3 years' experience in Commercial Building Construction

PROFESSIONAL EXPERIENCE

Representative Projects:

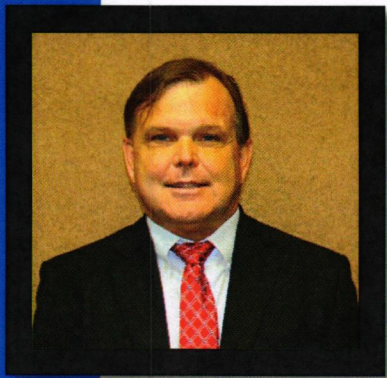
- Highland Park Commercial Development (DRA)
- FY21 RAISE Grant
- Cypress/Slack Sanitary Sewer Improvements (DRA)
- FY22 RAISE Grant
- North 7th (HWY 134) Restriping (5-lane) Project
- Arlington Water Main Improvements (CWEF)
- Flanagan Street Water Main Improvements (CWEF)
- Phillips Street Water Main Improvements (CWEF)
- FY23 RAISE Grant
- Black Bayou Canal (DRA and EDA Applications)
- New Drago Sanitary Sewer Force Main (LGAP)

1111 North 19th St
Monroe, LA 71201
Ph: 318.325.1791
Fax: 318.325.1794
www.sehuey.com



S. E. Huey Co.

Engineering • Surveying
Established 1928



DANIEL L. EDGAR, P.L.S.

Survey Supervisor

B.S. in Education

University of Louisiana at Monroe, Monroe, LA

Professional Registrations:

Land Surveying – LA, AR, MO

Item 12)

PROFESSIONAL QUALIFICATIONS

- 22 years' experience in land surveying
- Member of Louisiana Society of Professional Land Surveyors
- Well-versed in AutoCAD Civil 3D
- Knowledgeable with Microstation V8 and ARC-GIS
- Extensive experience in survey mapping

PROFESSIONAL EXPERIENCE

Representative Projects:

- Barksdale Air Force Base, Earth Electrode System and Signal Ground Subsystem for 8th Air Force Headquarters Building - Bossier City, LA
- Red River Army Depot, Repair East Walls of Building 468 - Texarkana, TX
- Entergy Transmission, Survey Transmission Line Right-of-Way from Cadeville Substation to Rilla Substation - LA
- Barksdale Air Force Base, Repair/Replace Hangar Doors, Hangar One - Bossier City, LA
- Five (5) Regional Wastewater Treatment Plants for Greater Ouachita Water Company and North Monroe Sewer District No. 1 - Ouachita Parish, LA

1111 North 19th St
Monroe, LA 71201
Ph: 318.325.1791
Fax: 318.325.1794
www.sehuey.com



S. E. Huey Co.

Engineering • Surveying
Established 1928



ROLE

Senior Project Manager

EXPERIENCE

25 Years Total

EDUCATION

BS, Civil Engineering,
Louisiana Tech University,
1998

REGISTRATION

Professional Engineer
Louisiana # 33402

CERTIFICATIONS

Certified Floodplain Manager,
LA, US-19-11047, Expires
July/31/2025

Robert "Brandon" Aillet, PE, CFM

Brandon has extensive experience in the design and plan preparation of private and public sector projects. Brandon has been responsible for conceptual layout, site planning, zoning, geometric layout, roadway horizontal and vertical alignment layout, roadway corridor modeling, pavement joint layout, utility design, storm sewer and detention design, erosion control design, and plan preparation for a wide range of projects including general site development, roadway/highway design, residential subdivision planning, and design, commercial warehouse site development, and related engineering work. Brandon performed many site evaluations and preliminary site plans for commercial and residential clients across the Dallas/Fort Worth metroplex and the Shreveport/Bossier region and represented his clients at numerous public hearing meetings.

REPRESENTATIVE PROJECT EXPERIENCE

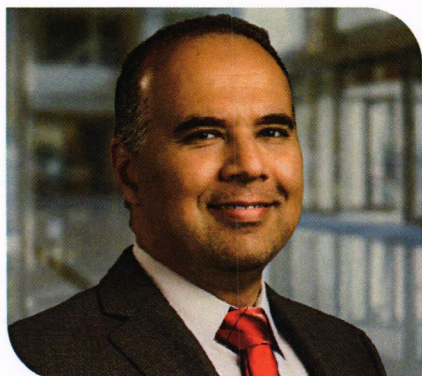
Rapides Area Planning Commission / Transportation Resiliency Project Phase 2; Alexandria, LA. Project Manager responsible for the planning, design, and survey services for the Transportation Resiliency through Storm Water Mitigation in A/P MPO UZA project. The purpose of this project is to integrate stormwater mitigation/ flood prevention into land use and transportation planning. Half developed detailed 2D RAS models to accurately depict fluvial and pluvial flood risks inside the MPA. These enhanced models include improved NOAA Atlas 14 precipitation inflows, updated 2018 LiDAR topography, field-surveyed structure data, NLCD 2019 land use data, and SSURGO soils data.

Fenstermaker / Louisiana Watershed Initiative Modeling Contract; Shreveport, LA. Team Leader responsible for leading the Shreveport modeling teams for the Region 4 watershed that is located in both Louisiana and Texas, predominately along the Texas-Louisiana border. Major streams in the region include the Sabine River and the Calcasieu River. The project developed a study prioritization, data gap analysis, and scope for detailed hydrology and hydraulics for Phase 2 of this study.

Louisiana Watershed Initiative, Round 2, H&H Design Support, Various Parishes, LA. Principle in Charge responsible for overseeing the development of the H&H model in support of the LVI Project for four communities in Louisiana, Bunkie, Hessmer, Kinder, and Colfax. This model will guide efforts to remove and replace failed and undersized culverts and associated driveways or street surfaces in the project area, restore proper slope and vertical alignment of storm drainage pipe and associated open ditches, and extend open ditch drainage systems. Ultimately, the aim is to significantly improve drainage on the east side of the Village of Hessmer, which is routinely subject to flooding.

LADOTD IDIQ National Flood Insurance Program (NFIP), Statewide, LA.

Deputy Project Manager responsible for staffing, scheduling, subconsultant coordination, client communication, and delivery of seven separate task orders. Task orders in this project included: updating the Louisiana Floodplain Manager's Desk Reference, preparing and presenting seven online technical training presentations for floodplain manager training, substantial damage estimator tool utilizing field surveyed and machine learned finish floor elevations compared to digitized base flood elevations, and community outreach for Base Level Engineering use.



Jose Delgado, PE, RCDD, LEED AP

Jose has extensive experience in technically challenging and environmentally sustainable MEP (Mechanical, Electrical, and Plumbing) and Information Communication Technology (ICT) projects. His project portfolio covers various sectors, including institutional, educational, industrial, commercial, and government projects. This wide-ranging experience has provided him with a comprehensive understanding of various aspects of MEP and ICT design, from initial design to construction management. Jose's proven ability to navigate complex technical requirements and achieve sustainable solutions makes him an ideal candidate for maintaining the highest standards of quality and reliability in project execution..

ROLE

MEP/ICT QA/QC Manager

EXPERIENCE

22 Years

EDUCATION

BS, Electrical Engineering,
University of Texas Rio
Grande Valley, 2002

REGISTRATION

Professional Engineer,
Louisiana # 46151

CERTIFICATIONS

Leadership in Energy and
Environmental Design,
Accredited Professional,
TX, 10450958, Expires
January/01/2099

Registered Communications
Distribution Designer,
TX, 260372, Expires
December/31/2024

REPRESENTATIVE PROJECT EXPERIENCE

Brownsville Public Utilities Board (BPUB) / Lift Station Rehabilitation Packet 2; Brownsville, TX. QA/QC Manager responsible for the electrical, instrumentation, and quality control review of the design. The wastewater collection system has 179 active lift stations that have been in service for many years and show signs of significant corrosion and electrical equipment needing safer operable equipment. Electrical upgrades incorporated new electrical distribution equipment, an explosion-proof raceway design, a corrosive-resistive equipment rack, a portable generator docking station, and a motor starter panel. Instrumentation and controls design included an operator local control panel at low voltage to increase operator safety.

McAllen Public Utility / North Wastewater Treatment Plant (WWTP) Electrical System Study; McAllen, TX. Project Manager responsible for identifying wastewater facility electrical issues and client needs. The study identified power distribution equipment deficiencies, code compliance issues, and standby power generation usage. In addition, the study incorporated recommendations for a safer automated transfer scheme for standby power backup and an engineer's statement of probable construction costs. Findings and recommendations were presented to the client and led to an engineering design contract.

USACE Fort Worth District / Corpus Christi Army Depot (CCAD), Repair Building 8 North, Naval Air Station; Corpus Christi, TX. Electrical Engineering Lead responsible for overseeing the project's electrical engineering and Information and Communication Technology (ICT) design. The project scope included the restoration of the final four (4) phases of the Building 8 North facility, which encompassed jigs, fixtures, and sheet metal; heat treat and foundry; tail boom and stabilators; airframes and cleaning areas. The design included renovations required to comply with electrical codes, energy conservation governing codes, and Building Industry Consulting Service International (BICSI) standard best practices. The electrical design included upgrades to the electrical service for additional capacity to complete the repair mission. This involved lighting in the spaces and power for process equipment. The ICT design encompasses structured cabling, video surveillance, access control, and telecommunications spaces. The design also included cybersecurity specifications for Operational Technology systems. The goal of this project was to develop 100% of design documents, including plans, specifications, and design analysis for the Corpus Christi Army Depot - Building 8 North Repairs.



ROLE

Electrical, Instrumentation,
and Controls Lead

EXPERIENCE

17 Years Total

EDUCATION

BS, Electrical Engineering,
University of Texas Rio
Grande Valley, 2011

REGISTRATION

Professional Engineer,
Louisiana # Pending

Gabriel Benavides, Jr., PE

Gabriel has extensive experience in electrical engineering design, construction management, and project management for municipalities, government, and commercial facilities. His expertise includes power system design and construction administration for large water and wastewater facilities. Gabriel has a proven track record of verifying compliance with industry standards and integrating considerations of reliability, redundancy, energy efficiency, and environmental sustainability into his designs.

REPRESENTATIVE PROJECT EXPERIENCE

City of Belton / South Belton Wastewater Interceptor Phase 1; Belton, TX. Halff was selected to provide design of 2.3 miles of new 8-inch through 24-inch wastewater interceptor, 1.5 miles of 14-inch forcemain, a new 3 mgd lift station, and the decommissioning of an existing lift station. The project was scoped to include the design of two lift stations as master-planned, but Halff determined in the pre-design phase that these two new stations could be consolidated, and an existing station could be decommissioned to reduce the City's O&M requirements and costs.

Brownsville Public Utilities Board (BPUB) / Lift Station Rehabilitation Packet 2; Brownsville, TX. Engineer responsible for the electrical, instrumentation, and controls design of nine existing sanitary sewer lift station upgrades. BPUB provides water and wastewater services to the City of Brownsville and the surrounding area. The wastewater collection system has 179 active lift stations which have been in service for many years and are showing signs of significant corrosion and electrical equipment needing safer operable equipment. Electrical upgrades incorporated new electrical distribution equipment, explosion proof raceway design, corrosive resistive equipment rack, portable generator docking station, and a motor starter panel. Instrumentation and controls design included a operator local control panel design at low voltage to increase operate safety.

Lake Woodward Stormwater Pump Station, Mount Dora, FL. Engineer responsible for the electrical instrumentation for the improvements to a pump station, including stormwater conveyance through a new 12-inch main constructed in the preferred alignment of the FDOT and Lake County. The new 12-inch main is different from the existing main, which was placed out of service by disconnecting it from the pump station and its discharge inlet and filling it with grout. The electrical design encompassed coordinating with the electrical utilities the electrical service as well as establishing electrical equipment and feeder requirements. The design included a manual transfer switch with a rotary docking station for the connection of a portable generator. Control ladder diagrams were provided for proper pump protection and control logic implementation.

City of McAllen / Retiree Haven Stormwater Improvements; McAllen, TX. Engineer responsible for the electrical design of the Retiree Haven Subdivision stormwater pump station. Designed the electrical service and standby generation system to two 50HP pump motors. The subdivision is located on South 10th Street and is in a flood prone area since it is at the lower end of the water shed with no available gravity storm sewer. FEMA grants were secured by the City of McAllen to provide drainage to this subdivision. Project construction manager for the electrical systems.



Adrian Garza, Jr., PE

Adrian brings experience as an electrical engineering consultant in the water and wastewater industry, consisting of estimating, project engineering, scheduling, planning, and designing water and wastewater treatment facilities with emphasis on the electrical, controls, and communication in the South and Southeast Texas area.

ROLE

Instrumentation and Controls
Support

EXPERIENCE

9 Years

EDUCATION

BS, Electrical Engineering,
University of Texas Rio
Grande Valley, 2012

REGISTRATION

Professional Engineer,
Texas # 140303

CERTIFICATIONS

NCCER Instrument Technician
#13376272

REPRESENTATIVE PROJECT EXPERIENCE

Brownsville Public Utilities Board (BPUB) / Lift Station

Rehabilitation Packet 2; Brownsville, TX. Project Manager SCADA and Instrumentation Lead responsible for upgrades to the wastewater collection system, including 9 active lift stations. The upgrades incorporated new electrical distribution equipment, an explosion-proof raceway design, a corrosive resistive equipment rack, a portable generator docking station, and a motor starter panel. The instrumentation and controls design included an operator local control panel design at low voltage to increase operator safety.

City of Pharr, Wastewater Treat Plant Upgrade; Pharr, TX. This project consisted of demoing an existing MCC and replacing it with two new MCC located in a new structure for the Digester Area. A new structure and MCC was added to the oxidation ditch. The MCC at the Oxidation ditch is designed to provide power to three new RAS pumps along with three 150hp blowers and mixers to be located within the oxidation ditch. The power was also modified for the Headworks area. The existing power distribution vendor control panel was demoed and replaced with a new panel.

Pinellas County / Restore Act Wastewater Collection System Improvements; Largo, FL.

Half is identifying and reducing sources of domestic wastewater and infiltration and inflow (I&I) within specified MHCs. The MHC's failing wastewater collection and conveyance systems are causing periodic sanitary sewer overflows. The County is upgrading the private wastewater collection system infrastructure in 14 MHCs, which includes more than 2,400 homes, connecting to the new County-owned wastewater collection systems. More than 60,000 linear feet of gravity sewer mains, 150 manholes, two wastewater pump stations, and 90,000 linear feet of sewer laterals are incorporated into this system.

Catherine Branch 15- to 21-Inch Trunk Line, Wastewater Treatment Plant and Lift Station; Northlake, TX.

Team Leader Engineer and Instrumentation Lead responsible for designing and installing a new 480V, three-phase wye radial utility system, and standby power generator for a new wastewater treatment plant facility. For this project, there will be a single primary feed entering the facility and connecting to a 400A Automatic Transfer Switch (ATS) with bypass isolation, and delayed transition. To provide high power system reliability, a standby generator will be implemented for power backup of all facility loads. Downstream from the 400A ATS will be a panelboard and motor control center feeding all electrical equipment, general power, lighting, instruments, and control panels as needed.



ROLE

HVAC and Plumbing Lead

EXPERIENCE

28 Years

EDUCATION

BS, Mechanical Engineering,
Bradley University, 1996

REGISTRATION

Professional Engineer
Louisiana # 42431

CERTIFICATIONS

Certified Plumbing Designer,
920935

Mark Sisen, PE, CPD

Mark is a seasoned design professional with an impressive track record specializing in HVAC, plumbing, and piping design for various industrial projects, from new constructions to renovations. Throughout his career, Mark has demonstrated his ability to deliver innovative and efficient design solutions, providing optimal performance and functionality in every project. With a comprehensive understanding of industry standards and regulations, he combines his technical experience with meticulous attention to detail to develop designs that meet client specifications and comply with safety and sustainability requirements. Mark's proficiency in utilizing the latest design software and staying up to date with advancements in the field enables him to streamline processes, enhance collaboration, and deliver projects within established timelines.

REPRESENTATIVE PROJECT EXPERIENCE

Texas A&M Kingsville Design Build Services / Deferred Maintenance, Kingsville, TX. MEP Project Lead responsible for the HVAC components of the new chilled water campus unit loop which services 30-plus buildings. The project involves replacing multiple air handling units, gas-fired boilers, and cooling towers, integrating BACnet controls for optimal energy management. Additionally, site lighting improvements across the campus enhance outdoor visibility and safety. The project demonstrates a holistic approach to infrastructure upgrades, fostering sustainability and functionality.

McAllen Independent School District Central Utility Plant, McAllen, TX. MEP Project Lead responsible for the plant replacement project to include the removal of existing chillers, pumps, and piping and the installation of three new water-cooled chillers totaling 1,125 tons, new condenser and chilled water pumps, and a new cooling tower. Work also included the installation of a new chilled water distribution system and new HVAC controls.

Sandow Water Supply Treatment Project, Lee County, TX. Engineer of Record for HVAC, controls, and plumbing design for a 20 MGD industrial water treatment facility in Lee County, Texas. The HVAC design included cooling and ventilation for an administration building, solids dewatering building, process building, well head buildings, and electrical/SCADA support buildings. The plumbing design included eye wash stations around the site as well as domestic water service for several buildings.

Ullrich Water Treatment Plant, Austin, TX.* Project Engineer responsible for the design of full HVAC and plumbing renovations to the Ullrich water treatment plant producing 167MGD for the Central Austin area. The project included exhaust and HVAC renovations along with controls system replacement. Additional plumbing fixtures were added to the process building and support buildings as part of the renovation. Mark also provided construction support during closeout of the project.

**prior to Half*



Rob Ern, PE, DBIA

Rob has been designing public infrastructure for nearly 30 years and has over 29 years of wastewater and stormwater engineering experience. His experience includes civil engineering project management, and he has applied his knowledge to a variety of utility-related projects as well as all aspects and phases of design – from preliminary to final. His project portfolio includes designing and permitting wastewater treatment plants, water treatment plants, sewage pump stations, stormwater pump stations, water booster pump stations, collection, transmission, and distribution systems, as well as master planning of utility facilities and impact fee studies.

ROLE

Civil Engineer

LOCATION

Tavares, FL

EXPERIENCE

29 Years

EDUCATION

BS, Civil Engineering,
University of Central Florida

REGISTRATIONS

Professional Engineer:
Florida No. 54013

CERTIFICATIONS

Qualified Stormwater
Management Inspector:
No. 29648
DBIA No. D-413

REPRESENTATIVE PROJECT EXPERIENCE

Gibson Place Utility Wastewater Treatment Plant, The Villages, FL.

Principal-in-Charge for this project that includes design, permitting, and construction administration services for a new 2.0 mgd wastewater treatment plant to serve The Villages. The project is being initially constructed as a 2.0 mgd facility with capabilities for expansion to 4.0 mgd to accommodate anticipated future growth in the service area. This is a fast-tracked project due to the rapid pace of development in the service area.

South Sumter Utility Company Lift Station #1, The Villages, FL.

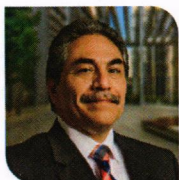
Project Manager responsible for leading a capital lift station's design, permitting, and construction management services. This station is a triplex lift station and contains 150-HP submersible pumps that pump approximately 3,500 gpm through a series of 16- to 36-inch force mains. The force mains total approximately seven miles in length to the City of Leesburg's Turnpike WWTP. The design included dual wet wells to provide sufficient storage, a standby generator, VFDs for submersible pumps, a flow meter, and all associated improvements necessary to serve the project site. Wet wells are HDPE-lined, 316 SS riser pipes and drops were utilized in the wet wells. The station communicates via SCADA to the SSU office for monitoring.

City of Umatilla Sewer system and Lift Station, Umatilla, FL.

Lead Engineer responsible for assisting the City in evaluating necessary upgrades to seven lift stations in the project and provided engineering design services. Rob was responsible for leading the relining of 16,150 LF of an 8-inch gravity sewer line with a cure-in-place lining system. This was a REDI grant project, and Halff also provided grant assistance to the City.

Town of Lady Lake Sewer Interconnect, Fruitland Park, FL.

Task Lead responsible for assisting with designing and constructing a large pump station with a standby generator, 9,200 lf of 8-inch wastewater force main, and connection to the Town of Lady Lake's collection system. In addition, the pump station and surge tank facilities constructed for the interconnect will be integrated into the future construction of a new facility for the City. The team conducted a preliminary engineering evaluation of potential wastewater treatment options to assist the City in determining the best choice for both short-term and long-term wastewater treatment.



Rudy Juarez,
CGCIO

ROLE

Information and Communications Technology Lead

EXPERIENCE

38 Year

EDUCATION

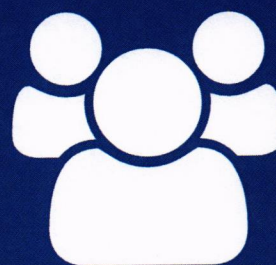
BBA, Computer Information Systems, University of Texas Rio Grande Valley, 1984

REGISTRATION

Certified Government Chief Information Officer, NC,
Expires January/01/2099

Rudy spent years in the public sector, actively involved in technically challenging and sustainable demanding Information Communication Technology (ICT) projects. He has implemented numerous enterprise-level project firsts, including access control, video surveillance, digital signage, audio/video modernization, and structured cabling standardization for various public entities. During his experience, he has assisted in the innovative design and development of city network equipment, Wi-Fi, telecommunications, and related components. His experience includes law enforcement, educational, and government-type projects. He has been involved in the MEP and ICT design and construction management.

- **McAllen Public Utility / North Wastewater Treatment Plant (WWTP) Electrical System Study; McAllen, TX.**
- **Brownsville Public Utilities Board Annex Building SCADA Operation Center, IT Network Operation Center and Energy Control Facility, Brownsville, TX.**
- **City of Nacogdoches 2022 SCADA Master Plan, Nacogdoches, TX.**
- **Hidalgo County Commissioner's Office, Hidalgo County Courthouse ICT Services for 368,000 SF Building, Hidalgo County, TX**



**Our people are individuals
with diverse, yet
complementary, professional
backgrounds. We know this
attribute, more than any
other, allows us to maintain
a loyal client base. We are
members of a company
built on integrity, technical
knowledge and commitment
to client service.**



River Oaks Levee and Pump Station



Client: City of Monroe

Grant Program: Louisiana
Statewide Flood Control
Program (\$1.2M Project)

Scope: Hydrologic & Hydraulic
Modeling, Civil Design,
Structural Design, Topographic
Surveys, Project Administration

The River Oaks Levee and Pump Station is a \$1.2M project constructed by the City of Monroe under the Louisiana Statewide Flood Control Program, administered by the Louisiana Department of Transportation and Development. The project provides flood control from the backwater of Chauvin Basin for approximately 440 acres of high-end residential development. The project was justified on the basis of numerous cases of structural flooding in the development, the most significant being in 1991. This project, when completed, provided for protection from the 100-year flood and allowed the Base Flood Elevation (BFE) within the protected area to be lowered by over 3 feet.

The project consisted of the construction of new levees and upgrading of existing levees for a total length of about 8000 feet; the earthen levees were constructed to meet Corps of Engineers minimum standards in terms of earth soil type, slopes, crown width, and freeboard above the 100-year flood level. Dirt for the levees was obtained from a 42 acre area within the protected side that created a detention basin capable of holding the runoff volume of a 10-year design storm without discharge. A gravity outlet structure with 3-72" culverts was built with sluice gates for the normal release of storm water when backwater conditions allowed. For critical design, when backwater conditions were high, a pump station was built to convey the stored water from the detention basin over the levee to the normal outlet channel. The pump station holds two electric driven pumps, each capable of delivering 27,000 gallons per minute. For design purposes, only one pump would be required to control the protected side of the project to the desired high-water elevation.

S. E. Huey Co. provided all elements of the design including the hydrologic/hydraulic calculations of the basin and pumping system, civil design of the levee and drainage structures, structural design of the gravity and pump station facilities, topographic surveys, and project administration during construction. The H/H studies included the use of HEC programs and the information was accepted by FEMA as the basis for revision in the later issues of the FIRM for this area.

Louisiana Watershed Initiative (LWI) Round 2 Hydrology and Hydraulics Design Support

Pan American Engineers | Bunkie, Hessmer, Kinder, and Colfax, LA



Dates of Completion: Ongoing

Scope: Development and implementation of watershed action plans, data analysis, flood risk modeling, and stakeholder engagement

Halff provided detailed hydrology and hydraulics design support for five separate projects that were funded through the LWI Round 2 project selection and funding program. Preliminary scope documents show the potential for flood mitigation benefits from channel, structure, storage, and pump station improvements within residential areas of four small communities in central Louisiana. The project sites were located in the Louisiana towns of Bunkie, Hessmer, Kinder, and Colfax.

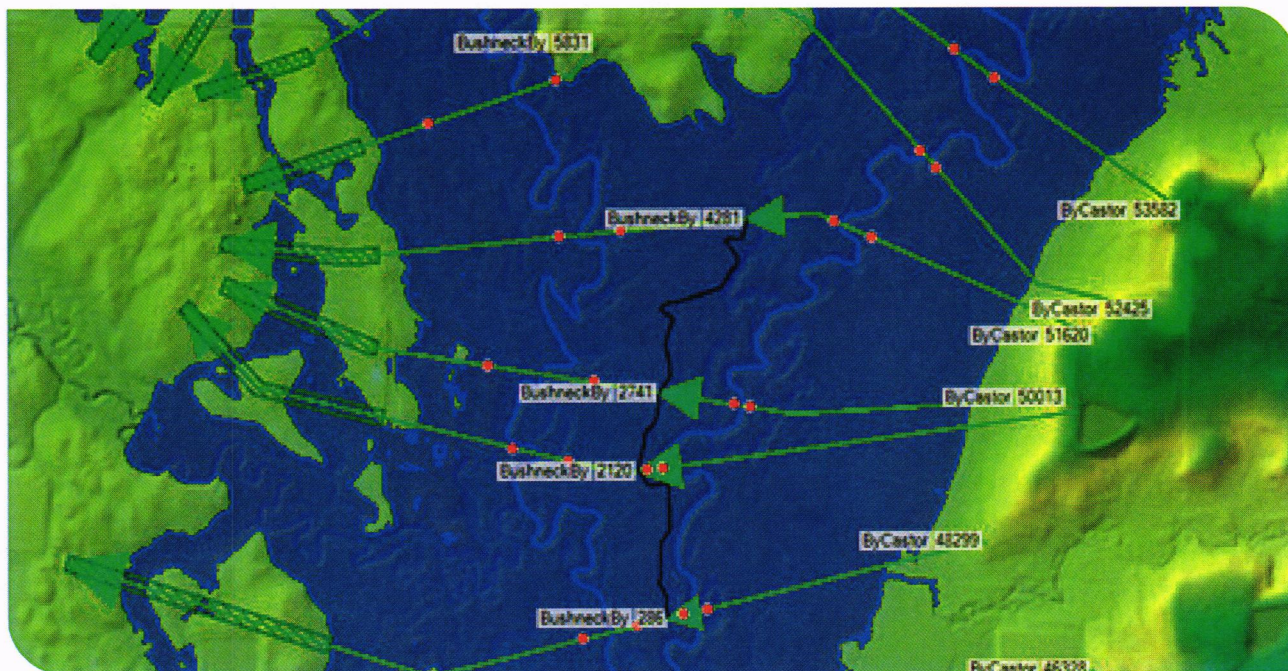
For each of these areas, Halff met with the Client and performed a site visit to review task deliverables, available historical data, and site conditions. Halff utilized the following datasets to better inform the H&H model and accurately predict existing and proposed water surface elevations:

- FEMA effective base flood models
- NRCS soils data
- Existing and future land use
- Base Level Engineering (BLE) models
- 2019 Lidar data for DEM development
- Atlas 14 rainfall depths
- Historic flood event reporting and high-water marks

Halff then developed a hydrologic model for each project using HEC-HMS to delineate drainage basins and Atlas rainfall depths to develop frequency storm events for the 5-, 10-, 25-, 50-, 100-, and 500-year events. Once flows were established for each affected watershed, Halff created detailed 1D and 2D steady-state HEC-RAS hydraulic models for the streams and structures being improved. Halff prepared separate hydraulic models for the existing and proposed conditions and compared water surface elevations for all storm events. Halff then evaluated the effects of the proposed mitigation alternatives on the watercourse, floodplain, and affected properties. Finally, Halff prepared a brief report addressing the checklist requirements of the LWI for Round 2 funded projects.

IDIQ Contracts for Louisiana Watershed Initiative (LWI) Modeling Regions 3 and 4

Louisiana Department of Transportation and Development (LADOTD) | Louisiana



In an ambitious initiative led by LADOTD, Halff embarked on an unparalleled project aimed at redefining flood risk management across the State of Louisiana through watershed-based solutions. As part of this groundbreaking endeavor, Halff was responsible for the hydrologic and hydraulic modeling tasks for two HUC-8 watersheds,, encompassing everything from meticulous data collection to the development of sophisticated, interactive models. These comprehensive models, engineered for the Parishes within Region 4, offer an intricate understanding of the hydrologic and hydraulic interconnections among communities. They serve as the backbone for informed decision-making, guiding crucial aspects such as land use, policy formation, and infrastructure coordination, all aimed at optimizing flood risk management at the watershed level.

Seamless Coordination

The Team showcased their extensive expertise by orchestrating seamless collaboration with local government officials and stakeholders, conducting thorough data gap analyses, and provided comprehensive survey services when developing the modeling approach for each watershed. This allowed data compliance with FEMA standards and facilitated the acquisition of new, pivotal data.

The project aimed to redefine flood risk management across the State of Louisiana through watershed-based solutions.

Completed: Ongoing

Scope: Watershed Management, Survey Data Collection, Hydrologic & Hydraulic Modeling, Consequence Modeling, Community Outreach, Floodplain Mapping, Field Survey

Reference

Billy Williamson, Statewide
Flood and Watershed Evaluation
Programs Administrator
LADOTD
225.379.2023
Billy.williamson@la.gov



QBE North America

ARCHITECTS & ENGINEERS PROFESSIONAL LIABILITY POLICY DECLARATION - LOUISIANA

NOTICE: THIS IS A CLAIMS-MADE AND REPORTED POLICY. SUBJECT TO ITS TERMS AND CONDITIONS, THIS POLICY APPLIES ONLY TO CLAIMS BOTH FIRST MADE AGAINST THE INSURED DURING THE POLICY PERIOD AND REPORTED TO THE COMPANY IN WRITING DURING THE POLICY PERIOD OR ANY APPLICABLE EXTENDED REPORTING PERIOD AND IN ACCORDANCE WITH THIS POLICY'S REPORTING PROVISIONS. CLAIM EXPENSES ARE PART OF AND NOT IN ADDITION TO THE LIMITS OF LIABILITY.

POLICY NUMBER: ANE63363-01	RENEWAL OF POLICY NUMBER: ANE62332-00
ITEM 1. NAMED INSURED AND ADDRESS: S.E. Huey Co., A Professional Corporation 1111 North 19th Street Monroe, LA 71201	
ITEM 2. POLICY PERIOD: (a) Effective Date: June 1, 2023 (b) Expiration Date: June 1, 2024 At 12:01 am Standard Time both dates at the Address stated in ITEM 1.	
ITEM 3. RETROACTIVE DATE: January 01, 1928	
ITEM 4. LIMITS OF LIABILITY (including Claims Expenses): (a) Each Claim Limit of Liability: \$1,000,000 (b) Aggregate Limit of Liability: \$2,000,000	
ITEM 5. RETENTIONS: (a) Each Claim: \$20,000 (b) Aggregate Retention: \$60,000	
ITEM 6. PREMIUM: \$32,116	
ITEM 7: EXTENDED REPORTING PERIOD OPTION(S) 12 months at 100% of the annual policy premium. 24 months at 150% of the annual policy premium. 36 months at 185% of the annual policy premium.	

ITEM 8. POLICY FORM AND ENDORSEMENTS:

AMWINS-APL-100001 (06-18)	Architects and Engineers Professional Liability Policy
AMWINS-APL-500039-LA (12-18)	Louisiana Amendatory Endorsement
AMWINS-APL-200004 (06-18)	Each Claim and Aggregate Endorsement
AMWINS-APL-200015 (07-18)	Amend Defense and Settlement Endorsement
AMWINS-APL-200022 (07-18)	Amend Reporting of Claims and Circumstances Endorsement

ITEM 9. NOTICE TO THE COMPANY:

QBE North America Claims
55 Water Street
New York, NY 10041

These Declarations, the completed signed Application and the Policy with Endorsements shall constitute the contract between the Named Insured and the Company.

REQUEST FOR PROPOSALS FOR PROGRAM ADMINISTRATION SERVICES AND FINANCIAL MANAGEMENT

The City of West Monroe is accepting proposals from consultants for management and administrative services required for the administration/implementation of Louisiana Watershed Initiative's Local and Regional Watershed Projects Grant Program – Round 2.

The type of project involved is a drainage improvements project. The selected firm will be required to provide management and administrative services to keep the City in compliance with all federal, state, and local standards, including, but not limited to maintaining program files, updating policies regarding equal opportunity, construction compliance, and financial management.

SCHEDULE OF EVENTS

Publicizing RFP:	September 19, 2024
Deadline for Questions:	October 16, 2024
RFP Submittal Deadline:	October 16, 2024
Estimated Contractor Selection:	October 22, 2024

All proposals must be sealed and identified on the outside as:

PROPOSAL FOR ADMINISTRATIVE SERVICES
CITY OF WEST MONROE - LWI ROUND 2
NEW BLACK BAYOU STORMWATER PUMPING STATION PROJECT

All proposals will be scored and ranked with the highest rated firm being awarded a contract. Provide **four (4) copies** of the proposal and the required supplemental information.

Project Duration: The performance period for this project is March 1, 2023 – February 28, 2027. The activities undertaken by the selected contractor will not span the entire date range but will be within this period.

PART ONE: SCOPE OF SERVICES

The level and scope of services needed will be determined by the City. It is the intention of the City to award a cost reimbursement contract to the selected proposer. The services to be provided will include, but not be limited to:

General Program Administrative Tasks:

Establish project files in the local governing body's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program so that all necessary documentation is retained in the City's files. The proposer will submit an initial wage determination prior to bid document finalization to the City and/or Project Engineer. If a wage revision is needed, it must be submitted no less than 10 days prior to the bid opening and provide the updated wage decision to the City and/or Project Engineer. Obtain contractor clearances and attend pre-construction conference.

Construction Phase:

Obtain any additional classification and/or wage rates in accordance with the requirements of 29 CFR 5.5 and any guidance or directives from the HUD Office of Labor Relations and the State Office of Community Development.

Review each Prime and Sub-contractor's weekly payroll (Optional Form WH-347 or equivalent) information provided by the contractor(s) throughout the construction period for all the data and information required by 29 CFR 5.5 to include employee information, work classification, rate of pay, gross wages earned, deductions, net pay is complete and accurate. Provide assistance to the City to remedy all discovered payroll deficiencies or underpayments.

Conduct on-site employee interviews for at least each classification and compare the results with the appropriate payrolls and wage decision. Record the results of each interview on the HUD form 11 "Record of Employee Interview" and resolve any discrepancies. Initiate actions required for any wage restitution actions including notifications, computations and certified payroll corrections.

Monitoring and Closeout:

Assist the City during all desktop and/or on-site monitoring visits. Assist the City with all necessary written responses required from the monitoring visits. Prepare all necessary Closeout documents for the City.

PART TWO: PROPOSALS

Include the following information under the title " Proposal for Administrative Services – City of West Monroe – LWI Round 2 – New Black Bayou Stormwater Pumping Station Project":

1. Name of proposer
2. Proposer address
3. Proposer telephone number
4. Proposer federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the proposer on behalf of the proposer.

Contents of Proposal

Letter and number responses exactly as the questions are presented herein. Submitted proposals must contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications
5. Approach

1. **Introduction (transmittal letter)**

By signing the letter and/or offer, the proposer certifies that the signatory is authorized to bind the proposer. The proposal must include:

- a. A brief statement of the proposer's understanding of the scope of the work to be performed;
- b. A confirmation that the proposer meets the appropriate state licensing requirements to practice in the State of Louisiana if applicable;
- c. A confirmation that the proposer has not had a record of substandard work within the last five years;
- d. A confirmation that the proposer has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the proposer feels appropriate;
- g. The signature of an individual who is authorized to make offers of this nature in the name of the proposer submitting the proposal.

2. **Background and Experience**

Proposers will:

- a. Describe Proposer's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Proposer's firm assisted a governmental entity in dealings projects relating to CDBG. Proposer will include all examples of work on similar projects as described in Part One. Proposer will provide a list of completed CDBG projects. Proposer will provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Proposer will include written references (letters or forms are acceptable) from previous clients attesting to the quality of work proposer cites in this section.
- c. Describe any issue that would be uniquely relevant in evaluating the experience of the proposer's firm to handle the proposed project.
- d. Provide current information on professional errors and omissions coverage carried by Proposer's firm, including the amount of coverage.

3. **Specialized Knowledge**

Proposers will:

Describe their knowledge of HUD's requirements for the Community Development Block Grant Program.

4. **Personnel/Professional Qualifications**

Proposers will:

- a. Identify staff members in the job classifications of (1) Executive, (2) Project Manager, (3) Analyst III, (4) Analyst II, who would be assigned to act for Proposer's firm in key management and field positions providing the services described in the Proposal, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to CDBG they have worked on. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on CDBG projects.
- c. Estimate the number of persons to be assigned to this project.

5. **Approach**

Proposers will:

- a. Clearly describe the unique approach, methodologies, knowledge and capability to be employed in the performance of the Scope of Services. Present any pertinent additional information not discussed in the Scope of Work for consideration.

6. **Proposed Compensation**

Proposers will:

For each separate task identified above in the Scope of Services, the proposer will provide a total price per task. The total price per task will include all costs associated with the task, including direct labor, overhead, and reimbursable expenses. The Proposal will include a completed "Cost Reasonableness Form" provided with this Request. The final price per task of the selected firm will be subject to a cost reasonableness determination and final negotiation. Profit to be negotiated upon Contract Award.

PART THREE: SELECTION CRITERIA

All responses to the proposal will be evaluated according to the following criteria and corresponding point system. The proposals will be evaluated based on written materials. Sufficient information must be included in the proposal to ensure the correct rating. Incomplete or incorrect information may result in a lower evaluation.

Rating Factor	Maximum Points
Qualifications	20
Experience	40
Capabilities	20
Cost	20
Maximum Total Score	100

Cost Reasonableness Determination Form

City of West Monroe
Louisiana Watershed Initiative - Round 2
New Black Bayou Stormwater Pumping Station
Administrative Consultant Services

Proposer:		
Date:		, 2024

Direct Labor Rate:	
Overhead Multiplier:	
Profit:	
Total Hourly Rate (w/o Profit):	

Description	Manhours per Task	Hourly Rate w/out Profit	Total Cost per Task
Establish and maintain program files			
Civil Rights and Equal Opportunity			
Financial Management			
Pre-Construction Phase			
Construction Phase: Obtain Additional Classification			
Construction Phase: Review of weekly payrolls (Monthly Task)			
Construction Phase: Conduct On-site labor interviews			
Monitoring & Closeout			

REQUEST FOR PROPOSALS FOR PROGRAM ADMINISTRATION SERVICES AND FINANCIAL MANAGEMENT

The City of West Monroe is accepting proposals from consultants for management and administrative services required for the administration/implementation of Louisiana Watershed Initiative's Local and Regional Watershed Projects Grant Program – MIT Design Support Program (DSP) City of West Monroe Cypress Detention South.

The type of project involved is a drainage improvements project. The selected firm will be required to provide management and administrative services to keep the City in compliance with all federal, state, and local standards, including, but not limited to maintaining program files, updating policies regarding equal opportunity, construction compliance, and financial management.

SCHEDULE OF EVENTS

Publicizing RFP:	September 19, 2024
Deadline for Questions:	October 16, 2024
RFP Submittal Deadline:	October 16, 2024
Estimated Contractor Selection:	October 22, 2024

All proposals must be sealed and identified on the outside as:

PROPOSAL FOR ADMINISTRATIVE SERVICES
CITY OF WEST MONROE – MIT DESIGN SUPPORT PROGRAM (DSP)
CYPRESS DETENTION SOUTH PROJECT

All proposals will be scored and ranked with the highest rated firm being awarded a contract. Provide **four (4) copies** of the proposal and the required supplemental information.

Project Duration: The performance period for this project is March 1, 2023 – February 28, 2027. The activities undertaken by the selected contractor will not span the entire date range but will be within this period.

PART ONE: SCOPE OF SERVICES

The level and scope of services needed will be determined by the City. It is the intention of the City to award a cost reimbursement contract to the selected proposer. The services to be provided will include, but not be limited to:

General Program Administrative Tasks:

Establish project files in the local governing body's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program so that all necessary documentation is retained in the City's files. The proposer will submit an initial wage determination prior to bid document finalization to the City and/or Project Engineer. If a wage revision is needed, it must be submitted no less than 10 days prior to the bid opening and

provide the updated wage decision to the City and/or Project Engineer. Obtain contractor clearances and attend pre-construction conference.

Construction Phase:

Obtain any additional classification and/or wage rates in accordance with the requirements of 29 CFR 5.5 and any guidance or directives from the HUD Office of Labor Relations and the State Office of Community Development.

Review each Prime and Sub-contractor's weekly payroll (Optional Form WH-347 or equivalent) information provided by the contractor(s) throughout the construction period for all the data and information required by 29 CFR 5.5 to include employee information, work classification, rate of pay, gross wages earned, deductions, net pay is complete and accurate. Provide assistance to the City to remedy all discovered payroll deficiencies or underpayments.

Conduct on-site employee interviews for at least each classification and compare the results with the appropriate payrolls and wage decision. Record the results of each interview on the HUD form 11 "Record of Employee Interview" and resolve any discrepancies. Initiate actions required for any wage restitution actions including notifications, computations and certified payroll corrections.

Monitoring and Closeout:

Assist the City during all desktop and/or on-site monitoring visits. Assist the City with all necessary written responses required from the monitoring visits. Prepare all necessary Closeout documents for the City.

PART TWO: PROPOSALS

Include the following information under the title "Proposal for Administrative Services – City of West Monroe – MIT Design Support Program (DSP) Cypress Detention South Project ":

1. Name of proposer
2. Proposer address
3. Proposer telephone number
4. Proposer federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the proposer on behalf of the proposer.

Contents of Proposal

Letter and number responses exactly as the questions are presented herein. Submitted proposals must contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications
5. Approach

1. **Introduction (transmittal letter)**

By signing the letter and/or offer, the proposer certifies that the signatory is authorized to bind the proposer. The proposal must include:

- a. A brief statement of the proposer's understanding of the scope of the work to be performed;
- b. A confirmation that the proposer meets the appropriate state licensing requirements to practice in the State of Louisiana if applicable;
- c. A confirmation that the proposer has not had a record of substandard work within the last five years;
- d. A confirmation that the proposer has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the proposer feels appropriate;
- g. The signature of an individual who is authorized to make offers of this nature in the name of the proposer submitting the proposal.

2. **Background and Experience**

Proposers will:

- a. Describe Proposer's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Proposer's firm assisted a governmental entity in dealings projects relating to CDBG. Proposer will include all examples of work on similar projects as described in Part One. Proposer will provide a list of completed CDBG projects. Proposer will provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Proposer will include written references (letters or forms are acceptable) from previous clients attesting to the quality of work proposer cites in this section.
- c. Describe any issue that would be uniquely relevant in evaluating the experience of the proposer's firm to handle the proposed project.
- d. Provide current information on professional errors and omissions coverage carried by Proposer's firm, including the amount of coverage.

3. **Specialized Knowledge**

Proposers will:

Describe their knowledge of HUD's requirements for the Community Development Block Grant Program.

4. **Personnel/Professional Qualifications**

Proposers will:

- a. Identify staff members in the job classifications of (1) Executive, (2) Project Manager, (3) Analyst III, (4) Analyst II, who would be assigned to act for Proposer's firm in key management and field positions providing the services described in the Proposal, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to CDBG they have worked on. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on CDBG projects.
- c. Estimate the number of persons to be assigned to this project.

5. **Approach**

Proposers will:

- a. Clearly describe the unique approach, methodologies, knowledge and capability to be employed in the performance of the Scope of Services. Present any pertinent additional information not discussed in the Scope of Work for consideration.

6. **Proposed Compensation**

Proposers will:

For each separate task identified above in the Scope of Services, the proposer will provide a total price per task. The total price per task will include all costs associated with the task, including direct labor, overhead, and reimbursable expenses. The Proposal will include a completed "Cost Reasonableness Form" provided with this Request. The final price per task of the selected firm will be subject to a cost reasonableness determination and final negotiation. Profit to be negotiated upon Contract Award.

PART THREE: SELECTION CRITERIA

All responses to the proposal will be evaluated according to the following criteria and corresponding point system. The proposals will be evaluated based on written materials. Sufficient information must be included in the proposal to ensure the correct rating. Incomplete or incorrect information may result in a lower evaluation.

Rating Factor	Maximum Points
Qualifications	20
Experience	40
Capabilities	20
Cost	20
Maximum Total Score	100

Cost Reasonableness Determination Form

City of West Monroe
 City of West Monroe – MIT Design Support Program (DSP)
 Cypress Detention South Project
 Administrative Consultant Services

Proposer:		
Date:		, 2024

Direct Labor Rate:	
Overhead Multiplier:	
Profit:	
Total Hourly Rate (w/o Profit):	

Description	Manhours per Task	Hourly Rate w/out Profit	Total Cost per Task
Establish and maintain program files			
Civil Rights and Equal Opportunity			
Financial Management			
Pre-Construction Phase			
Construction Phase: Obtain Additional Classification			
Construction Phase: Review of weekly payrolls (Monthly Task)			
Construction Phase: Conduct On-site labor interviews			
Monitoring & Closeout			

CHANGE ORDERNo. 1Dated: September 17, 2024OWNER'S Contract No.: _____ ENGINEER'S Project No.: 245734Project: **MANE STREET REHABILITATION PHASE 2**CONTRACTOR: DIAMOND B CONSTRUCTION COMPANY, L.L.C.Contract For: Roadway Construction Contract Date: March 21, 2024To: DIAMOND B CONSTRUCTION COMPANY, L.L.C.
Contractor

You are directed to make the changes noted below in the subject Contract:

City of West Monroe

Owner

By: Staci Albritton Mitchell - Mayor
Dated: September 17, 2024Nature of Changes: As-built adjustments to actual quantities used.Enclosures: Change Order #1 Detail

These changes result in the following adjustments to the Contract Price and Contract Time:

Contract Price Prior to This Change Order: \$ 1,779,689.55Net (Increase) Resulting from this Change Order: \$ 107,423.51Current Contract Price Including this Change Order: \$ 1,887,113.06

Contract Time Prior to This Change Order: 60 Days

Net (Add) Resulting from This Change Order: 5 Days

Current Contract Time Including This Change Order: 65 Days

The Above Changes Are Recommended:

S. E. HUEY CO.

Project Engineer

By:

Brad Anzalone, P.E.

Date:

The above Changes Are Approved As Recommended:

City of West Monroe

Owner

By:

Staci Albritton Mitchell - Mayor

Date:

The above Changes Are Accepted:

Diamond B Construction Co., L.L.C.

Contractor

By:

Date:

SMGR0005

Louisiana Department of Transportation and Development Change Order Report		NO.	001
		Date:	08/06/2024
S.P. NO.	H.013392.6	F.A.P. NO.	H013392
Name:	MANE STREET REHABILITATION PHASE 2	Primary Parish:	Ouachita
		Category 2 / 2J	
This change order requires an LADOTD authorizer			
This change order requires an LADOTD Area Engineer authorizer			

CO 001 - As-built Quantities

Reason Code - 2J - Site Conditions - Other

Original Bid Value: \$1,779,689.55

Original Time: 60 Working Days

Contractor: Diamond B Construction Company, LLC

Delivery Method: DBB (Design, Bid, Build)

District/Parish: 05/Ouachita

Route: Mane Street (Local Road C.S. 000-37) (NON-NHS ROUTE)

Spec Year: 2016

PM: Richard, Ryan

Assembly Period: 30 days

Original Bid: Time Began 6/7/24, 60 Working Days

Let Date: 2/14/24

Award Date: 3/1/24

NOCE (Notice of Contract Execution) Date: 3/21/24

NTP (Notice to Proceed) Date: 5/6/24

First Charged Day: 6/7/24

City of West Monroe (LPA) holds the contract.

State PM has been made aware of these changes.

Project Description:

The scope of this project includes clearing & grubbing, grading, milling asphalt concrete, lime treatment, in-place cement treated base course, asphalt concrete pavement, concrete walks, and related work.

Explanation:

The purpose of this change order is to adjust the quantities to as-built installed quantities and to pay for fuel adjustment per Section 109 of the specifications.

Quantities used on this project were not the same as the original amounts in the contract. Adjustments were made during construction to successfully complete the project. This change order will adjust these quantities and add the fuel adjustment which is allowed for in the specifications.

Time Request:

The contractor has been requested to do the work within this change order. The additional time required to do this work, per the contractor, is five (5) days. This has been reviewed and determined to be acceptable.

Budget:

There is one funding category. It is split between two funding source codes:

S50200 STP BETWEEN 50K and 200K 80%

LOCAL City/Parish-level Entity Funding 20%

Funding Category 0001

Costs:

Total cost for this change order is \$107,423.51. Prices on these items are extensions of bid pricing. The project manager has been made aware of this change order and its cost.

Specifications:

No specification changes are required for the processing of this change order.

Attachments:

CWS

Fuel adjustment worksheet

Project Number H.013392.6**202-02-06140 Line Item 0002 = 202-02-06140 Removal of Curbs (Concrete)****Funding Category 0001:**

Increase by 85.2 LNFT or 94.67%.

JUSTIFICATION: Actual field measurement of quantity used exceeded estimated plan quantity.

203-01-00100 Line Item 0004 = 203-01-00100 General Excavation**Funding Category 0001:**

Increase by 217.41 CUYD or 86.96%.

JUSTIFICATION: Quantity used was a result of poor subsurface conditions and was greater than original plan quantity.

203-07-00100 Line Item 0005 = 203-07-00100 Borrow (Vehicular Measurement)**Funding Category 0001:**

Increase by 173.21 CUYD or 69.28%.

JUSTIFICATION: Quantity used was a result of poor subsurface conditions and was greater than original plan quantity.

203-08-00100 Line Item 0006 = 203-08-00100 Geotextile Fabric**Funding Category 0001:**

Increase by 328.43 SQYD or 821.08%.

JUSTIFICATION: Quantity used was a result of poor subsurface conditions and was greater than original plan quantity.

204-06-00100 Line Item 0007 = 204-06-00100 Temporary Silt Fencing**Funding Category 0001:**

Decrease by 600 LNFT to zero or -100%.

JUSTIFICATION: This item was not used on the project because the construction operations were conducted in such a manner to adequately contain material on site.

304-01-00100 Line Item 0009 = 304-01-00100 Lime**Funding Category 0001:**

Decrease by 36.9 TON to zero or -100%.

JUSTIFICATION: No quantity of this item was used during construction.

304-05-00100 Line Item 0010 = 304-05-00100 Lime Treatment (Type E)**Funding Category 0001:**

Decrease by 2600 SQYD to zero or -100%.

JUSTIFICATION: No quantity of this item was used during construction.

502-01-00100 Line Item 0011 = 502-01-00100 Asphalt Concrete**Funding Category 0001:**

Increase by 992.46 TON or 34.57%.

JUSTIFICATION: Actual field measurement of quantity used was greater than originally identified plan quantity. A large portion of this overrun was a result of a portion of the asphalt roadway originally identified to be paid under the drive, turnouts, and miscellaneous item (502-01-00200) that was more appropriately paid under the regular asphalt item (502-01-00100). Grades and thicknesses were checked and asphalt quantities were verified.

502-01-00200 Line Item 0012 = 502-01-00200 Asphalt Concrete, Drives, Turnouts and Miscellaneous**Funding Category 0001:**

Decrease by 429.41 TON or -54.62%.

JUSTIFICATION: Actual field measurement of quantity used was less than originally identified plan quantity. This was a result of a portion of the asphalt roadway originally identified to be paid under the drive, turnouts, and miscellaneous item (502-01-00200) that was more appropriately paid under the regular asphalt item (502-01-00100).

509-01-00100 Line Item 0013 = 509-01-00100 Milling Asphalt Pavement**Funding Category 0001:**

Increase by 412 SQYD or 3.10%.

JUSTIFICATION: Actual field measurement of quantity used exceeded estimated plan quantity.

702-04-00100 Line Item 0015 = 702-04-00100 Adjusting Manholes**Funding Category 0001:**

Increase by 1 EACH or 33.33%.

JUSTIFICATION: Actual field measurement of quantity used exceeded estimated plan quantity.

706-01-00100 Line Item 0016 = 706-01-00100 Concrete Walk (4" Thick)**Funding Category 0001:**

Increase by 127.48 SQYD or 4.30%.

JUSTIFICATION: Actual field measurement of quantity used exceeded estimated plan quantity.

713-02-00500 Line Item 0020 = 713-02-00500 Temporary Pavement Markings (24" Width)**Funding Category 0001:**

Decrease by 200 LNFT to zero or -100%.

JUSTIFICATION: This item was not used on the project because the construction operations with staging and phasing were conducted in such a manner to adequately control traffic.

713-04-01000 Line Item 0021 = 713-04-01000 Temporary Pavement Markings (Solid Line) (4" Width)**Funding Category 0001:**

Increase by 1.053 MILE or 90.00%.

JUSTIFICATION: Actual field measurement of quantity used exceeded estimated plan quantity.

713-05-00220 Line Item 0022 = 713-05-00220 Temporary Pavement Legends & Symbols (Arrow - Left Turn)**Funding Category 0001:**

Decrease by 18 EACH to zero or -100%.

JUSTIFICATION: This item was not used on the project because the construction operations with staging and phasing were conducted in such a manner to adequately control traffic.

CI-107-00500 Line Item 0802 = CI-107-00500 Traffic Control Log Book Rebate**Funding Category 0001:**

Create item for 2 EACH or 100%.

JUSTIFICATION: This item is for traffic control rebates accumulated throughout the duration of the project.

CI-999-00040 Line Item 0901 = CI-999-00040 Fuel Price Adjustment**Funding Category 0001:**

Create item for 99.33 EACH or 100%.

JUSTIFICATION: Adjustment for fuel price increase as allowed in Section 109 of the specifications.

Time Adjustment: 5 day(s) The contractor has been requested to do the work within this change order. The additional time required to do this work, per the contractor, is five (5) days.

The Project Engineer, verified by his approval of this change order, has confirmed and documented either in the project files or within this change order, that the pricing of items are priced per specification section 109.04, and any extension of contract time meets the requirements of specifications section 108.07. It is mutually agreed by the parties represented to perform and accept the above revisions in accordance with the original contract and applicable specification, and that this change order represents final adjustments for any and all compensation and time due to the Contractor for changes to the project's work referred to herein.

Item No.	Item	Major Item	Price per Unit	Change		Current Quantity	Revised Quantity	% Change
Proj. / Line Item No.		% of Cont.		Quantity	Amount			
202-02-06140	Removal of Curbs (Concrete)	No	\$45.00	85.200	\$3,834.00	90.000	175.200	94.67%
H.013392.6 / 0002		0.44%	LNFT					
203-01-00100	General Excavation	No	\$100.00	217.410	\$21,741.00	250.000	467.410	86.96%
H.013392.6 / 0004		2.63%	CUYD					
203-07-00100	Borrow (Vehicular Measurement)	No	\$270.00	173.210	\$46,766.70	250.000	423.210	69.28%
H.013392.6 / 0005		6.42%	CUYD					
203-08-00100	Geotextile Fabric	No	\$6.00	328.430	\$1,970.58	40.000	368.430	821.08%
H.013392.6 / 0006		0.12%	SQYD					
204-06-00100		No	\$6.00	-600.000	-\$3,600.00	600.000	0.000	-

Item 16)

	Temporary Silt Fencing							100.00%
H.013392.6 / 0007		0.00%	LNFT					
304-01-00100	Lime	No	\$500.00	-36.900	-\$18,450.00	36.900	0.000	-
H.013392.6 / 0009		0.00%	TON					100.00%
304-05-00100	Lime Treatment (Type E)	No	\$20.00	2600.000	-\$52,000.00	2600.000	0.000	-
H.013392.6 / 0010		0.00%	SQYD					100.00%
502-01-00100	Asphalt Concrete	Yes	\$170.00	992.460	\$168,718.20	2871.000	3863.460	34.57%
H.013392.6 / 0011		36.90%	TON					
502-01-00200	Asphalt Concrete, Drives, Turnouts and Miscellaneous	No	\$185.00	-429.410	-\$79,440.85	786.200	356.790	-54.62%
H.013392.6 / 0012		3.71%	TON					
509-01-00100	Milling Asphalt Pavement	No	\$3.65	412.000	\$1,503.80	13299.000	13711.000	3.10%
H.013392.6 / 0013		2.81%	SQYD					
702-04-00100	Adjusting Manholes	No	\$3000.00	1.000	\$3,000.00	3.000	4.000	33.33%
H.013392.6 / 0015		0.67%	EACH					
706-01-00100	Concrete Walk (4" Thick)	Yes	\$100.00	127.480	\$12,748.00	2965.600	3093.080	4.30%
H.013392.6 / 0016		17.38%	SQYD					
713-02-00500	Temporary Pavement Markings (24" Width)	No	\$0.55	-200.000	-\$110.00	200.000	0.000	-
H.013392.6 / 0020		0.00%	LNFT					100.00%
713-04-01000	Temporary Pavement Markings (Solid Line) (4" Width)	No	\$1750.00	1.053	\$1,842.75	1.170	2.223	90.00%
H.013392.6 / 0021		0.22%	MILE					
713-05-00220	Temporary Pavement Legends & Symbols (Arrow - Left Turn)	No	\$50.00	-18.000	-\$900.00	18.000	0.000	-
H.013392.6 / 0022		0.00%	EACH					100.00%
CI-107-00500	Traffic Control Log Book	No	\$150.00	-2.000	-\$300.00	0.000	-2.000	New
H.013392.6 / 0802	Rebate	-0.02%	EACH					
CI-999-00040	Fuel Price Adjustment	No	\$1.00	99.330	\$99.33	0.000	99.330	New
H.013392.6 / 0901		0.01%	EACH					
Additional Contract Days Requested 5		Change in Amount of Contract:				\$107,423.51		

Requested By:

Recommended By:

Date: _____

Date: _____

Anzalone, Brad

District Administrator

Resident Engineer

Accepted By:

CITY OF WEST MONROE

Date: _____

Date: _____

Contractor

DOTD Chief Const. Engineer

By: _____

Approved:

Date: _____

Chief Engineer

Item 16)

State Project No. H.013392.6**Plan Change #001****Draft****Original Contract Cost:** \$1,779,689.55**Total Approved Change Order to date:** \$0.00**% of Total Approved Cost:** 0.000%



INFRASTRUCTURE PROJECT UPDATE

September 17, 2024

UNDER CONSTRUCTION

Project	Description	Funding	Status
Mane Street Rehabilitation Phase 2 (Urban Systems)	Mill & Overlay Mane Street from Downing Pines Rd to Interchange.	Urban Systems (80/20)	Construction to be complete this month.
Flanagan Street Water Main Replacement	Replacement of existing 4" W.M. along Flanagan with a 6" W.M.	CWEF/City	Contractor performing final dress-up work.
Phillips Street Water Main FY22-23 CWEF	Replacement of an aging 6" AC W.M. along Phillips between Cherry Street to the east side of Ned Street.	CWEF/City	Construction to be complete this month.
Montgomery Ave. Lift Station and Force Main Improvements	Replacement of pumps at the Montgomery Lift Station, and installation of a new force main from the lift station to Mont/Reagan intersection.	City	Construction to be complete this month.
Drago Sanitary Sewer Force Main (South 11th Street)	Replacement of an aging 16" AC F.M. along S. 11th Street from Coleman Ave. to the Austin Street Lift Station.	LGAP/City	Substantial completion to be filed this month and punchlist items completed.
Downtown - Trenton/Wood Sewer	Sewer line improvements.	City	Under construction.
Highland School Area Sidewalks	Construction of sidewalks along Arlene Street to provide a safe pedestrian route to school.	LaDOTD/City	Construction underway.
Industrial Park Drainage Improvements (EDA)	Drainage improvements including cross drains, piping, and ditches.	EDA/City	Finalizing Contractor submittal for Close Out Change Order.

Project Classifications

Transportation
Drainage
Water System
Sewer System
Quality-of-Life/Economic/Safety

Prepared by Robert L. George, IV, P.E.



IN DESIGN			
Project	Description	Funding	Status
McMillan Rd. Lift Station Rehabilitation	Replacement of pumps and piping at the McMillan Rd. sanitary sewer lift station.	LGAP/City	New proposal under consideration.
Arkansas Rd. Utility Relocation	Relocation of water and sewer lines ahead of street rehabilitation project.	City	Bids to be received 9/24/24.
Kiroli Sidewalk Project	Install new sidewalks along Kiroli Road from Post Oak Apartments to Arkansas Road. Install pedestrian crossing at Kiroli Elementary.	DOTD TAP (80/20)	Revised contract pending.
New Drago Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Drago LS. Funding from Capital Outlay and La Water Sector Program.	WSP/LaFPC/ City	Bids to be received 10/10/24.
North 7th Street Bicycle/Pedestrian Path (Arkansas Rd to Otis St)	Construction of 10' wide concrete path along the east side of North 7th Street.	FHWA Rec Trails Prog/City	Plans being sent to Rec Trails for review.
McMillan Rd. Sidewalks (LaDOTD Safe Routes to Public Places Program)	New sidewalks along the south side of McMillan Road, from Hilton Street to the library.	LaDOTD/City	95% Final Design submitted on 8/13/24. Waiting on State Review.
Black Bayou Canal Improvements (HMGP)	Improvements including cleaning, widening, and armoring portions of the Black Bayou Canal south of I-20.	FEMA/City	Awaiting FEMA Phase I approval. USACE 404 Permit in process.
2023 DOTDTAP: N 6th Street Sidewalks	Construction of sidewalks along N 6th Street, from WMHS to Clayton Street.	LaDOTD/City	60% Plans submitted on 9-6-24. Awaiting DOTD review.
Crosley Street Rehabilitation	Mill & Overlay with sidewalk replacement, from Trenton St. to N. 7th Street.	Urban Systems (80/20)	Design Phase.
New Austin Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Austin LS.	EDA/City	Design and permitting phase. USACE permit underway.
Mid-City Drainage (Fed Approp/FEMA-PDM)	Drainage improvements between Trenton Street and Black Bayou Canal. (\$2.4m Award)	FEMA/City	Environmental Assessment / Preliminary Design.
Black Bayou Canal - 2016 Flood Damage Repairs	Repair concrete canal near Assembly and Wal Mart.	EDA/FEMA/ City	Engineering contract pending.
Trenton Corridor Bike/Ped and Utilities (Fed Approp/LaDOTD)	Bury utilities and construct bike/ped path along Trenton St, from Otis St to Bridge St. (\$5.0m Award)	FEMA/City	Finalizing engineering contract.
Crosley Sanitary Sewer Improvements	Sanitary sewer rehabilitation along Crosley, from Trenton to N. 7th.	City	Finalizing engineering contract.
S. Riverfront Water Main Improvements (CWEF FY22-23)	Replacement of water lines along South Riverfront St.	CWEF/City	Finalizing engineering contract.
S. 8th Street Drainage Improvements (LGAP FY22-23)	Conflict box and drainage pipe replacement at the S. 8th/Linderman intersection.	LGAP/City	Finalizing engineering contract.

Project Classifications

Transportation
Drainage
Water System
Sewer System
Quality-of-Life/Economic/Safety

Prepared by Robert L. George, IV, P.E.



**SEPTEMBER 17, 2024
WEST MONROE CITY COUNCIL MEETING
ENGINEERING UPDATE
L&A, INC. PROJECT NO. 24E038.00**

Kiroli Walk Trail Improvements – City Project No. C22002

- Opened Bids September 12, 2024, three bids received
- Recommend Award to Benchmark Construction Group of Louisiana, LLC for base bid, alternate 1, alternate 2 in the amount of \$1,491,745.00

Sunshine Heights Drainage Improvements – City Project No. C22024

- Finalizing plans for submittal to State, coordinating with Jonathan for subsurface drainage confirmation

North 3rd Street Improvements – City Project No. C23013

- Bentz Construction Group has started construction

City Street Evaluation & Report

- Initial inspection of streets is complete. Traffic counts have begun

Otis Street Fire Station Driveway Repair

- BGW Construction has started construction, close to completion, anticipate final inspection soon

City of West Monroe
REVENUE REPORT
17% OF YEAR LAPSED

ACCOUNTING PERIOD 01

City of West Monroe

FUND 901 Utility Enterprise Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
340	Charges for Services								
344	Sanitation								
10 15	Sewer	94,129	95,508.60	102	188,258	185,163.71	98	1,129,547	944,383.29
10 *	Utilities	94,129	95,508.60	102	188,258	185,163.71	98	1,129,547	944,383.29
15 10	Sewer Dist 5	128,333	124,605.55	97	256,666	221,265.69	86	1,540,000	1,318,734.31
344 **	Sanitation	222,462	220,114.15	99	444,924	406,429.40	91	2,669,547	2,263,117.60
348	Public Works								
10 10	Water	192,035	215,646.27	112	384,070	411,501.85	107	2,304,418	1,892,916.15
10 20	Treatment Plant	138,740	165,675.59	119	277,480	304,174.60	110	1,664,876	1,360,701.40
10 25	Penalty	10,500	9,288.40	89	21,000	17,716.13	84	126,000	108,283.87
10 *	Utilities	341,275	390,610.26	115	682,550	733,392.58	107	4,095,294	3,361,901.42
348 **	Public Works	341,275	390,610.26	115	682,550	733,392.58	107	4,095,294	3,361,901.42
340 ***	Charges for Services	563,737	610,724.41		1,127,474	1,139,821.98		6,764,841	5,625,019.02
350	Fines								
352	Fees								
352 **	Fees	0	.00		0	.00		0	.00
350 ***	Fines	0	.00		0	.00		0	.00
360	Invstmnts,Rents,Contribut								
361	Investment Earnings								
361 **	Investment Earnings	0	.00		0	.00		0	.00
360 ***	Invstmnts,Rents,Contribut	0	.00		0	.00		0	.00
390	Other Financing Sources								
391	Interfund Transfers In								
391 **	Interfund Transfers In	0	.00		0	.00		0	.00
392	Proceeds from Asset Disp								
392 **	Proceeds from Asset Disp	0	.00		0	.00		0	.00
393	Gen Long Term Debt Issued								
393 **	Gen Long Term Debt Issued	0	.00		0	.00		0	.00

City of West Monroe
REVENUE REPORT
17% OF YEAR LAPSED

City of West Monroe

FUND 901 Utility Enterprise Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
394	Miscellaneous Revenue								
10 00	Other Misc Revenue	417	14,759.71	3540	834	16,084.71	1929	5,000	11,084.71-
394	** Miscellaneous Revenue	417	14,759.71	3540	834	16,084.71	1929	5,000	11,084.71-
390	*** Other Financing Sources	417	14,759.71		834	16,084.71		5,000	11,084.71-
FUND TOTAL Utility Enterprise Fund		564,154	625,484.12		1,128,308	1,155,906.69		6,769,841	5,613,934.31
GRAND TOTAL		564,154	625,484.12		1,128,308	1,155,906.69		6,769,841	5,613,934.31

FUND 901 Utility Enterprise Fund		DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION	BALANCE	BALANCE
101 01 00	Cash / Operating Cash	227,954.33	
115 10 10	Utility Billing / Utility	1,582,860.47	
115 12 00	Accounts Receivable / Billed Services	10,017.00	
115 40 20	Due From Employees / Travel Advances		182.00
115 70 20	Due From Other Entities / Riverwood	12,125.00	
116 10 00	Allowance for Uncollectab / Utility Billing		770,911.31
126 12 10	Ouachita Parish / Sewer Dist #5	203,488.26	
149 10 00	Deferred Charges / Net Pension Liability	1,537,845.56	
161 00 00	Fixed Assets / Land	74,150.00	
162 00 00	Fixed Assets / Infrastructure	54,724,684.00	
162 10 00	Infrastructure / Accumulated Depreciation		31,682,986.94
163 00 00	Fixed Assets / Building	73,435.92	
163 10 00	Building / Accumulated Depreciation		73,434.75
165 00 00	Fixed Assets / Machinery & Equipment	2,058,506.28	
165 10 00	Machinery & Equipment / Accumulated Depreciation		1,842,390.26
202 00 00	Current Liabilities / Vouchers/Accounts Payable		23,360.06
207 10 35	Sales Tax Payable / Water		45,048.25
208 25 00	Due to Other Funds / 2010 DEQ SRB Cap Add & Cn		591,000.00
218 03 00	Payroll Liabilities / Accrued VAC/SIC		209,917.68
223 10 00	Deferred Revenue / Overpayments		872,628.96
228 10 10	Utilities / Water		237,809.83
238 10 00	Net Pension Obligation / MERS		4,339,878.02
242 10 00	Fund Equitiy / Revenue Control Account		1,155,906.69
242 20 00	Fund Equitiy / Expenditure Cntrl Summary	1,037,646.91	
243 00 00	Fund Equity / Encumbrance Control	9,281.81	
244 00 00	Fund Equity / Reserve for Encumbrances		9,281.81

PREPARED 09/17/2024, 14:14:20
PROGRAM: GM257U
City of West Monroe

2025 TRIAL BALANCE
AS OF 08/31/2024

PAGE 2
ACCOUNTING PERIOD 02
Item 18)

FUND 901 Utility Enterprise Fund

ACCOUNT	DESCRIPTION	DEBIT BALANCE	CREDIT BALANCE
250 00 00	Fund Equity / Pr Yr Res for Encumbrance		73,509.36
254 10 00	Retained Earnings / Unreserved Retnd Earnings	32,464,904.18	
261 10 00	Invested in Capital Assts / Contributed Capital		52,088,653.80
	FUND TOTALS	94,016,899.72	94,016,899.72
	FUND IS IN BALANCE		

City of West Monroe

FUND 001 General Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
310	Taxes								
311	Property Tax								
10 00	Real Property	100,000	2,754.89	3	200,000	13,006.10	7	1,200,000	1,186,993.90
311	** Property Tax	100,000	2,754.89	3	200,000	13,006.10	7	1,200,000	1,186,993.90
313	Sales & Use Tax								
00 00	Sales & Use Tax	1,709,389	1,737,606.36	102	3,418,778	1,737,606.36	51	20,512,671	18,775,064.64
10 00	Auto Rental Tax	1,750	.00		3,500	4,168.98	119	21,000	16,831.02
313	** Sales & Use Tax	1,711,139	1,737,606.36	102	3,422,278	1,741,775.34	51	20,533,671	18,791,895.66
316	Gross Receipts Business								
10 61	Insurance Premium Tax	45,833	110.00		91,666	110.00		550,000	549,890.00
316	** Gross Receipts Business	45,833	110.00		91,666	110.00		550,000	549,890.00
318	Other Taxes								
20 10	CATV	12,000	29,952.61	250	24,000	29,952.61	125	144,000	114,047.39
20 15	ATMOS Gas	6,250	.00		12,500	.00		75,000	75,000.00
20 20	Entergy	58,333	50,098.89	86	116,666	102,148.88	88	700,000	597,851.12
20 *	Franchise Tax	76,583	80,051.50	105	153,166	132,101.49	86	919,000	786,898.51
318	** Other Taxes	76,583	80,051.50	105	153,166	132,101.49	86	919,000	786,898.51
319	Penalties and Interest								
10 10	Property Tax	358	238.23	67	716	1,242.83	174	4,300	3,057.17
10 60	Occupational License	625	32.50	5	1,250	1,035.00	83	7,500	6,465.00
10 61	Insurance	8	.00		16	.00		100	100.00
10 *	Taxes	991	270.73	27	1,982	2,277.83	115	11,900	9,622.17
319	** Penalties and Interest	991	270.73	27	1,982	2,277.83	115	11,900	9,622.17
310	*** Taxes	1,934,546	1,820,793.48		3,869,092	1,889,270.76		23,214,571	21,325,300.24
320	Licenses and Permits								
321	Business Licenses								
10 10	Alcoholic Beverages	2,083	.00		4,166	.00		25,000	25,000.00
10 60	Occupational	78,333	1,955.00	3	156,666	5,950.00	4	940,000	934,050.00
10 *	Business Licenses	80,416	1,955.00	2	160,832	5,950.00	4	965,000	959,050.00
20 10	Contractor Certificate	1,333	300.00	23	2,666	375.00	14	16,000	15,625.00
321	** Business Licenses	81,749	2,255.00	3	163,498	6,325.00	4	981,000	974,675.00

City of West Monroe
REVENUE REPORT
17% OF YEAR LAPSED

ACCOUNTING PERIOD 0

City of West Monroe

FUND 001 General Fund									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
322	Nonbusiness								
10 10	Building	6,667	9,826.28	147	13,334	10,688.28	80	80,000	69,311.72
10 20	Electrical	1,333	779.00	58	2,666	2,753.00	103	16,000	13,247.00
10 25	Plumbing	10,833	.00		21,666	1,635.00	8	130,000	128,365.00
10 35	Heat & Air	1,083	480.00	44	2,166	1,710.00	79	13,000	11,290.00
10 40	Mobile Home	8	.00		16	.00		100	100.00
10 *	Inspection Permits	19,924	11,085.28	56	39,848	16,786.28	42	239,100	222,313.72
20 15	Rental Inspection	0	50.00		0	50.00		0	50.00-
20 20	ROW Usage	333	.00		666	.00		4,000	4,000.00
20 *	Special Permits	333	50.00	15	666	50.00	8	4,000	3,950.00
322	** Nonbusiness	20,257	11,135.28	55	40,514	16,836.28	42	243,100	226,263.72
320	*** Licenses and Permits	102,006	13,390.28		204,012	23,161.28		1,224,100	1,200,938.72
330	Intergovernmental Revenue								
331	Federal Grants								
18 00	Section 8	21,222	.00		42,444	.00		254,658	254,658.00
21 00	EPA	8,333	.00		16,666	.00		100,000	100,000.00
40 00	Dept of Justice	0	.00		0	55,182.98		0	55,182.98-
331	** Federal Grants	29,555	.00		59,110	55,182.98	93	354,658	299,475.02
332	Ouachita Parish								
10 00	Court Support	1,917	1,916.67	100	3,834	3,833.34	100	23,000	19,166.66
332	** Ouachita Parish	1,917	1,916.67	100	3,834	3,833.34	100	23,000	19,166.66
334	State Revenue								
14 00	LA Hwy Safety Commission	8,750	.00		17,500	8,386.70	48	105,000	96,613.30
29 00	DOTD	896	.00		1,792	.00		10,750	10,750.00
90 10	State Signal Light	1,867	.00		3,734	.00		22,400	22,400.00
90 15	State Street Maint	1,542	.00		3,084	.00		18,500	18,500.00
90 *	Other State Rev	3,409	.00		6,818	.00		40,900	40,900.00
334	** State Revenue	13,055	.00		26,110	8,386.70	32	156,650	148,263.30
335	State Shared Revenues								
10 70	Beer Tax	1,667	.00		3,334	5,854.34	176	20,000	14,145.66
10 90	Fire Insurance 2%	7,083	87,608.58	1237	14,166	87,608.58	618	85,000	2,608.58-
10 *	Taxes	8,750	87,608.58	1001	17,500	93,462.92	534	105,000	11,537.08
335	** State Shared Revenues	8,750	87,608.58	1001	17,500	93,462.92	534	105,000	11,537.08
330	*** Intergovernmental Revenue	53,277	89,525.25		106,554	160,865.94		639,308	478,442.00

City of West Monroe
REVENUE REPORT
17% OF YEAR LAPSED

City of West Monroe

FUND 001 General Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
340	Charges for Services								
341	General Government								
10 15	City Attorney Work Rev	1	.00		2	.00		13	13.00
10 *	Court	1	.00		2	.00		13	13.00
30 10	Zoning Fee	417	800.00	192	834	1,845.00	221	5,000	3,155.00
30 *	Zoning	417	800.00	192	834	1,845.00	221	5,000	3,155.00
50 *	Community Development	0	.00		0	.00		0	.00
341	** General Government	418	800.00	191	836	1,845.00	221	5,013	3,168.00
342	Public Safety								
10 *	Jail Revenue	0	.00		0	.00		0	.00
15 10	Police Fees	250	420.00	168	500	715.00	143	3,000	2,285.00
15 12	Bonds & Surrety	1,250	1,335.00	107	2,500	3,550.00	142	15,000	11,450.00
15 13	Metro Reimbursement	1,250	.00		2,500	11,990.22	480	15,000	3,009.78
15 15	Miscellaneous Rev	677	100.00	15	1,354	902.50	67	8,120	7,217.50
15 19	Drug Forfeiture Rev	1,515	.00		3,030	.00		18,180	18,180.00
15 *	Police	4,942	1,855.00	38	9,884	17,157.72	174	59,300	42,142.28
20 10	Service Charge	183	.00		366	.00		2,200	2,200.00
342	** Public Safety	5,125	1,855.00	36	10,250	17,157.72	167	61,500	44,342.28
343	Charges for Services								
10 00	Grass Cut	2,917	5,125.00	176	5,834	13,775.00	236	35,000	21,225.00
12 00	Demolition	1,886	1,000.00	53	3,772	1,000.00	27	22,630	21,630.00
13 00	Electricity charging sale	5	140.07	2801	10	194.66	1947	65	129.66-
14 05	CE Trash Removal	27	.00		54	.00		325	325.00
14 10	Express Trash Service	2	.00		4	.00		25	25.00
14 *	Trash Removeal	29	.00		58	.00		350	350.00
15 00	CE Structure Security	417	.00		834	1,005.00	121	5,000	3,995.00
16 00	Administration Fee	854	1,695.00	199	1,708	4,485.00	263	10,250	5,765.00
343	** Charges for Services	6,108	7,960.07	130	12,216	20,459.66	168	73,295	52,835.34
344	Sanitation								
10 30	Garbage	80,000	80,763.37	101	160,000	160,490.62	100	960,000	799,509.38
10 35	Excess Trash Rev	6,500	5,764.00	89	13,000	12,214.00	94	78,000	65,786.00
10 *	Utilities	86,500	86,527.37	100	173,000	172,704.62	100	1,038,000	865,295.38
344	** Sanitation	86,500	86,527.37	100	173,000	172,704.62	100	1,038,000	865,295.38

City of West Monroe

FUND 001 General Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
345	Health & Safety								
345 **	Health & Safety	0	.00		0	.00		0	.00
346	Community Development								
10 10	Activity Revenue	667	10.00	2	1,334	310.00	23	8,000	7,690.00
10 12	Misc Revenue	25	107.00	428	50	107.00	214	300	193.00
10 14	Program Revenue	4	.00		8	.00		50	50.00
10 *	Community Center	696	117.00	17	1,392	417.00	30	8,350	7,933.00
346 **	Community Development	696	117.00	17	1,392	417.00	30	8,350	7,933.00
347	Culture & Recreation								
10 02	Entrance Fees	13,333	8,175.00	61	26,666	18,637.50	70	160,000	141,362.50
10 03	Season Pass	2,083	1,540.00	74	4,166	2,740.00	66	25,000	22,260.00
10 06	Shelter Rent Fees	5,000	4,250.00	85	10,000	7,850.00	79	60,000	52,150.00
10 08	Other Facility Rent Fees	8	.00		16	.00		100	100.00
10 10	Concessions	292	.00		584	545.07	93	3,500	2,954.93
10 90	Miscellaneous Revenue	508	767.31	151	1,016	1,379.81	136	6,100	4,720.19
10 *	Kiroli Park	21,224	14,732.31	69	42,448	31,152.38	73	254,700	223,547.62
13 *	Restoration Park	0	.00		0	.00		0	.00
15 *	Lazarre Park	0	.00		0	.00		0	.00
20 10	Facility Rent	1,042	1,420.00	136	2,084	2,695.00	129	12,500	9,805.00
20 11	Memberships	1,500	1,338.00	89	3,000	3,557.00	119	18,000	14,443.00
20 12	Concessions	583	88.57	15	1,166	88.57	8	7,000	6,911.43
20 15	Program Revenue	5,417	400.00	7	10,834	800.00	7	65,000	64,200.00
20 *	Recreation Center	8,542	3,246.57	38	17,084	7,140.57	42	102,500	95,359.43
30 15	Booth Rental	750	2,170.00	289	1,500	4,605.00	307	9,000	4,395.00
30 20	Pea Sheller	342	1,356.00	397	684	2,242.00	328	4,100	1,858.00
30 21	Pecan Sheller	917	.00		1,834	.00		11,000	11,000.00
30 25	Freezer Rental	583	1,512.00	259	1,166	3,402.00	292	7,000	3,598.00
30 30	Misc Revenue	25	72.00	288	50	159.00	318	300	141.00
30 *	Farmer's Market	2,617	5,110.00	195	5,234	10,408.00	199	31,400	20,992.00
40 11	Equipment Rental	2,083	1,631.00	78	4,166	2,653.00	64	25,000	22,347.00
40 12	Concessions	1,500	66.26	4	3,000	1,338.45	45	18,000	16,661.55
40 13	Deposit Forfieture	83	.00		166	275.00	166	1,000	725.00
40 14	Catering	1,250	1,471.98	118	2,500	1,521.88	61	15,000	13,478.12

City of West Monroe
REVENUE REPORT
17% OF YEAR LAPSED

City of West Monroe

FUND 001 General Fund									
ACCOUNT DESCRIPTION		***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
40 15	Interagency Promotion	167	119.46-	72	334	119.46-	36	2,000	2,119.46
40 16	Outside Caterer Fee	2,000	972.50	49	4,000	7,110.00	178	24,000	16,890.00
40 18	Room Rental	8,333	3,525.00	42	16,666	12,675.00	76	100,000	87,325.00
40 19	Special Events	333	.00		666	605.50	91	4,000	3,394.50
40 20	Beverage Revenue	1,833	242.98	13	3,666	445.36	12	22,000	21,554.64
40 *	Convention Center	17,582	7,790.26	44	35,164	26,504.73	75	211,000	184,495.27
45 10	Equine Event Rental	8,083	56,450.00	698	16,166	66,450.00	411	97,000	30,550.00
45 12	Stall Rentals	20,000	4,875.00	24	40,000	5,655.00	14	240,000	234,345.00
45 13	Shavings Sales	12,917	6,360.00	49	25,834	6,840.00	27	155,000	148,160.00
45 14	Other Event Rental	8,333	600.00	7	16,666	4,800.00	29	100,000	95,200.00
45 16	RV Space Rental	11,250	3,470.00	31	22,500	4,190.00	19	135,000	130,810.00
45 17	Concessions	11,250	6,759.43	60	22,500	34,854.93	155	135,000	100,145.07
45 18	Equipment Rental	3,333	4,731.00	142	6,666	17,131.00	257	40,000	22,869.00
45 19	Interagency Promotion	208	.00		416	.00		2,500	2,500.00
45 22	Security	2,500	200.00	8	5,000	1,400.00	28	30,000	28,600.00
45 25	Beverage Sales	1,384	568.00	41	2,768	733.00	27	16,603	15,870.00
45 *	Ike Hamilton Expo Center	79,258	84,013.43	106	158,516	142,053.93	90	951,103	809,049.07
347 **	Culture & Recreation	129,223	114,892.57	89	258,446	217,259.61	84	1,550,703	1,333,443.39
348	Public Works								
20 10	Street Cuts	50	.00		100	.00		600	600.00
348 **	Public Works	50	.00		100	.00		600	600.00
340 ***	Charges for Services	228,120	212,152.01		456,240	429,843.61		2,737,461	2,307,617.39
350	Fines								
351	Court Fines								
10 10	City Court Fines	17,500	40,736.03	233	35,000	64,177.89	183	210,000	145,822.11
10 12	General Court Costs	3,333	5,179.50	155	6,666	8,209.50	123	40,000	31,790.50
10 18	DWI Fines	3,083	2,580.04	84	6,166	9,283.36	151	37,000	27,716.64
10 20	DWI Special Cost	333	50.00	15	666	812.00	122	4,000	3,188.00
10 *	Court	24,249	48,545.57	200	48,498	82,482.75	170	291,000	208,517.25
351 **	Court Fines	24,249	48,545.57	200	48,498	82,482.75	170	291,000	208,517.25
352	Fees								
352 **	Fees	0	.00		0	.00		0	.00
350 ***	Fines	24,249	48,545.57		48,498	82,482.75		291,000	208,517.25

City of West Monroe
REVENUE REPORT
17% OF YEAR LAPSED

ACCOUNTING PERIOD 0

City of West Monroe

FUND 001 General Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
360	Invstmnts,Rents,Contribut								
361	Investment Earnings								
10 00	Interest Revenue	16,667	46,084.81	277	33,334	5,076,667.76	5230	200,000	4,876,667.76-
10 *	Interest Revenue	16,667	46,084.81	277	33,334	5,076,667.76	5230	200,000	4,876,667.76-
361	** Investment Earnings	16,667	46,084.81	277	33,334	5,076,667.76	5230	200,000	4,876,667.76-
362	Rents and Royalties								
10 00	Rent of Office Space	250	250.00	100	500	500.00	100	3,000	2,500.00
20 10	Energy Lease Royalties	725	169.84	23	1,450	355.35	25	8,700	8,344.65
30 15	ATM	167	68.75	41	334	331.75	99	2,000	1,668.25
30 *	Leases	167	68.75	41	334	331.75	99	2,000	1,668.25
362	** Rents and Royalties	1,142	488.59	43	2,284	1,187.10	52	13,700	12,512.90
363	Escheats								
10 00	Sales of Recyclables	625	518.20	83	1,250	4,736.77	379	7,500	2,763.23
363	** Escheats	625	518.20	83	1,250	4,736.77	379	7,500	2,763.23
364	Contributions / Donations								
30 00	Private Contributions	250	1,300.00	520	500	3,413.82	683	3,000	413.82-
364	** Contributions / Donations	250	1,300.00	520	500	3,413.82	683	3,000	413.82-
360	*** Invstmnts,Rents,Contribut	18,684	48,391.60		37,368	5,086,005.45		224,200	4,861,805.45-
390	Other Financing Sources								
391	Interfund Transfers In								
391	** Interfund Transfers In	0	.00		0	.00		0	.00
392	Proceeds from Asset Disp								
10 00	Sale of Assets	41,667	.00		83,334	.00		500,000	500,000.00
20 00	Comp on Loss of Cap Asset	8	.00		16	.00		100	100.00
392	** Proceeds from Asset Disp	41,675	.00		83,350	.00		500,100	500,100.00
393	Gen Long Term Debt Issued								
393	** Gen Long Term Debt Issued	0	.00		0	.00		0	.00
394	Miscellaneous Revenue								
10 00	Other Misc Revenue	8,333	4,720.25	57	16,666	9,946.90	60	100,000	90,053.10
10 06	Credit Card Fee	42	1,371.00	3264	84	2,324.40	2767	500	1,824.40-

City of West Monroe
REVENUE REPORT
17% OF YEAR LAPSED

City of West Monroe

FUND 001 General Fund									
ACCOUNT		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
DESCRIPTION		ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE

10 *	Other Misc Revenue	8,375	6,091.25	73	16,750	12,271.30	73	100,500	88,228.70
394 **	Miscellaneous Revenue	8,375	6,091.25	73	16,750	12,271.30	73	100,500	88,228.70
390 ***	Other Financing Sources	50,050	6,091.25		100,100	12,271.30		600,600	588,328.70
FUND TOTAL General Fund		2,410,932	2,238,889.44		4,821,864	7,683,901.09		28,931,240	21,247,338.91
GRAND TOTAL		2,410,932	2,238,889.44		4,821,864	7,683,901.09		28,931,240	21,247,338.91

FUND 001 General Fund		DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION	BALANCE	BALANCE
101 01 00	Cash / Operating Cash	6,511,332.53	
101 20 00	Cash / Investment in LAMP	2,566,256.09	
102 20 10	Petty Cash / Cash Boxes	20,757.25	
103 10 00	Current Investments / Reserve Cash	10,042,292.63	
115 00 00	Current Assets / Accounts Receivable	149,972.03	
115 10 10	Utility Billing / Utility	68,412.46	
115 12 00	Accounts Receivable / Billed Services	6,555.84	
115 20 10	Code Enforcement / Code Enforcement	61,482.00	
115 25 10	Building Permits / Building Permits	2,986.00	
115 30 10	Parks & Recreation / KIROLI Park	1,002.00	
115 35 10	Cultural & Recreation / Convention Center	5,448.41	
115 35 15	Cultural & Recreation / Expo Center	24,915.00	
115 40 10	Due From Employees / Insurance Premiums	2,665.41	
115 40 15	Due From Employees / Payroll Levy		303.08
115 40 20	Due From Employees / Travel Advances	8,402.15	
115 45 10	Special Details / Police Details	34,420.43	
115 50 10	NSF Checks / NSF	1,107.00	
115 80 13	Due from Other Entities / WPS Building Lease Receiv	81,315.00	
115 80 16	Due from Other Entities / WM City Court	8,623.74	
130 60 19	Due From Other Funds / Capital Fund	326,713.00	
130 60 21	Due From Other Funds / Sec 8 Housing Fund	493,558.77	
141 10 00	Inventories / Office Supplies		1,649.15
141 15 00	Inventories / Parts	25,194.18	
202 00 00	Current Liabilities / Vouchers/Accounts Payable		180,491.36
207 10 40	Sales Tax Payable / Convention Center		696.24
207 30 10	Due to Other Agencies / Cost of Court Distributn		121,475.01

FUND 001 General Fund

ACCOUNT	ACCOUNT DESCRIPTION	DEBIT BALANCE	CREDIT BALANCE
208 17 00	Due to Other Funds / Due to Capital Fund		135,541.00
216 10 10	Police / state supplemental	75,600.00	
217 20 10	Pensions Payable / MERS		394.80
217 20 20	Pensions Payable / Police	1,736.18	
217 20 40	Pensions Payable / Judge	.01	
217 40 05	Insurances Payable / Voluntary Life AD&D	114.96	
217 40 16	Insurances Payable / Group Life Insurance		996.06
217 40 17	Insurances Payable / Long Term Disability		441.65
217 40 18	Insurances Payable / Short Term Disability		229.43
217 40 20	Insurances Payable / Accident Insurance		986.81
217 40 40	Insurances Payable / Vision		31.71
217 40 50	Insurances Payable / Dental	4,361.73	
217 40 57	Insurances Payable / AFLAC		192.68
217 40 59	Insurances Payable / Met Life Insurance		2,051.45
217 70 30	Union Dues / MPOA/LPOA Relief		.03
223 10 00	Deferred Revenue / Overpayments		31,505.27
228 20 10	Building Inspection / Contractor's Deposits		37,352.00
228 30 20	EVIDENCE DEPOSIT / Convention Center		16,011.00
228 30 25	EVIDENCE DEPOSIT / Expo Center		29,350.00
242 10 00	Fund Equity / Revenue Control Account		7,683,901.09
242 20 00	Fund Equity / Expenditure Cntrl Summary	3,849,276.05	
243 00 00	Fund Equity / Encumbrance Control	216,944.94	
244 00 00	Fund Equity / Reserve for Encumbrances		216,944.94
250 00 00	Fund Equity / Pr Yr Res for Encumbrance		221,769.49
253 10 00	Fund Balance / Unreserved Fund Balance		15,909,131.54
	FUND TOTALS	24,591,445.79	24,591,445.79

FUND IS IN BALANCE