



Notice of:

BOARD OF ALDERMEN SPECIAL MEETING

Monday, May 4, 2026 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 April 21, 2026 Regular Council Meeting.

Recognitions/Presentations

- 2) Proclamation for Older Americans Month presented.
- 3) Proclamation in recognition of the Discover Monroe-West Monroe 50th Anniversary.
- 4) Mayor's Youth Council Seniors recognized.

Mayor's Review

Community Announcements

ADMINISTRATION/FINANCE

ADMINISTRATION/FINANCE

- 5) **Resolution** adopting the Language Access Plan for Persons with Limited English Proficiency to be used for the Make-a-Difference (MAD) Grant Program to be reviewed annually.
- 6) **Ordinance** to authorize the renewal of an agreement with the Picard Group for Governmental Affairs and Advocacy Services, extending the previously executed agreement for an additional one-year period.

BUILDING AND DEVELOPMENT

LEGAL

PUBLIC WORKS

COMMUNITY SERVICES

PARKS AND RECREATION

POLICE/FIRE

WMFD

- 7) **Ordinance** to enter into a Cooperative Endeavor Agreement with the Louisiana Municipal Advisory & Technical Services Bureau (“LaMATS”) for participation in the LPS Municipal Surplus Property Program.
- 8) **Ordinance** to declare certain moveable property as surplus, and to be sold by public internet auction through the LPS Municipal Surplus Property Program (WMFD: 2014 Ram 1500, 2015 Ford Explorer, 1995 Firetruck).
- 9) **Ordinance** to Amend Section 4-2017 of the Code of Ordinances relating to Local Arson Investigators to allow the Fire Chief to give certain members of the department the responsibility of performing fire origin and cause investigations.
- 10) **Ordinance** to Amend Section 4-2032 of the Code of Ordinances relating to Authorized Outdoor Burnings to include certain prohibitions for multi-family dwellings.

WMPD

ENGINEERING/CONSTRUCTION PROJECTS

- 11) Downing Pines Road: Roundabout at Mane Street - State Project #H.016019.5 City Project #C23008

Ordinance to approve entity contract with Neel-Schaffer, Inc. for consulting services for the Downing Pines Road: Roundabout at Mane Street project.

- 12) West Monroe Sports and Events Center Additional Parking 2025 - City Project #250022

Authorize Certificate of Substantial Completion.

- 13) Project Updates

Jonathan Kaufman, City Project Manager and Director of Building & Development

PUBLIC COMMENTS/OTHER BUSINESS

ADJOURN

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

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



BOARD OF ALDERMEN REGULAR MEETING
Tuesday, April 21, 2026 at 6:00 PM
Council Chambers, City Hall, 2305 North 7th Street, West Monroe

MINUTES

NOTICE/MINUTES

Call to order/Verification of Attendance

PRESENT

- Polk Brian
- Morgan Buxton
- Thom Hamilton
- Rodney Welch

Mayor Staci Mitchell

ABSENT

- Ben Westerburg

The meeting was opened with prayer by Zach Parker of the Church of the Redeemer and the Pledge of Allegiance was led by Mayor Staci Mitchell.

Motion to Approve Minutes

Motion to approve the Minutes of the April 7, 2026 Regular Council Meeting.

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

City of West Monroe Employees were recognized for years of service.

Winners of the spring Keep West Monroe Beautiful poster contest were awarded.

ADMINISTRATION/FINANCE

Ordinance 5588: Ordinance to authorize and execute Amendment #2 of the Consulting Services Agreement with Franklin Associates, LLC for additional third party inspection services within the scope of the project.

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

LEGAL

Ordinance 5589: Ordinance to authorize the Amendment of Section 10-3001 of the Code of Ordinances relating to Ambulance Services.

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

TABLED TO LATER DATE: Ordinance to authorize a Cooperative Endeavor Agreement with the West Monroe Downtown Revitalization Group to provide the general understandings, provisions and agreements relating to activities and events where both the City and WMDRG are involved.

PUBLIC WORKS

Ordinance 5590: Ordinance to authorize a joint funding agreement for water sources investigations with the U.S. Geological Survey, U.S. Department of the Interior (annual agreement: \$21,590 City and \$7,600 USGS).

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

ENGINEERING/CONSTRUCTION PROJECTS

Mid-City Drainage Improvements, Phase 2 - City Project #000226

Ordinance 5591: Ordinance to affirm City's commitment to fund all costs in excess of State funding for Mid-City Drainage Improvements, Phase 2.

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

Gulpha Drive/Maridale Drive Water Line Replacement (CWEF FY24-25) - City Project #250008

Ordinance 5592: Ordinance to authorize execution of contract for receipt of a grant from the Louisiana Division of Administration, Office of Community Development FY24-25 Community Water Enrichment Fund (CWEF).

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

Black Bayou Canal Improvements - Thomas Road Area (EDA) - City Project #000221

Ordinance 5593: Review submitted bids and engineer's recommendations, and SUBJECT TO EDA APPROVAL, to adopt an Ordinance to award the lowest bid that meets the plans and specifications, and to authorize execution of a contract for project construction with the low bidder (Benchmark Construction Group of LA, LLC ; \$2,983,606).

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

Cotton Street Water & Sewer Utility Improvements (Pine Street to Wood Street) - City Project #000312

Authorization to Advertise for Bids on the Cotton Street Utility Project (estimated cost \$922,747).

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

Crosley Street Sanitary Sewer Improvements - City Project # 000322

Authorize Change Order No. 1 (+ \$34,727.11; + 10 days) with Jabar Corporation

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

Project Updates


Jonathan Kaufman, City Project Manager, Director of Building and Development

ADJOURN

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

ATTEST:

APPROVED:


ANDREA PATE
CITY CLERK


STACI ALBRITTON MITCHELL
MAYOR

STATE OF LOUISIANA
CITY OF WEST MONROE

RESOLUTION NO. _____

MOTION BY: _____

SECONDED BY: _____

A RESOLUTION TO APPROVE AND ADOPT THE LANGUAGE ACCESS PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY TO BE USED FOR THE CITY OF WEST MONROE’S MAKE-A-DIFFERENCE (MAD) GRANT PROGRAM; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe (“City”) has received federal funding under the Make-A-Difference (MAD) Grant Program and is therefore required to ensure meaningful access to its programs and services for persons with limited English proficiency in accordance with applicable laws and regulations;

WHEREAS, the City has prepared a Language Access Plan for Persons with Limited English Proficiency (LEP), which establishes a framework for identifying language needs, providing appropriate language assistance services, and ensuring effective communication with individuals who have limited English proficiency;

NOW, THEREFORE,

SECTION 1. BE IT RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that the City of West Monroe hereby approves and adopts the Language Access Plan for Persons with Limited English Proficiency (LEP), attached hereto as Exhibit A, for use in connection with the Make-A-Difference (MAD) Grant Program.

SECTION 2. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, and/or her designee be and is hereby authorized to implement the provisions of the Language Access Plan and to take any actions necessary to carry out its intent.

SECTION 3. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that the Language Access Plan shall be reviewed and updated annually, or as otherwise necessary, to ensure continued compliance with applicable laws and responsiveness to community needs.

The above Resolution was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened on the 4th day of May, 2026, voted upon by yea and nay vote, passed and adopted, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 4TH DAY OF
MAY, 2026

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

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



2026 City of West Monroe

Language Access Plan for Persons with Limited English Proficiency

I. Introduction

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that recipients of federal funds take responsible steps to ensure meaningful access by persons with Limited English Proficiency (LEP). The City of West Monroe is a recipient of federal Community Development Block Grant (CDBG) funds for the Make a Difference Grant, thus obligated to reduce language barriers that can preclude meaningful access by LEP persons to available programs. The City of West Monroe (the city) has prepared this Language Access Plan (LAP), which defines the actions to be taken to ensure meaningful access to agency services, programs, and activities on the part of persons who have limited English proficiency. In preparing this LAP, the city conducted a four-factor analysis, considering (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the city or its federally funded programs, (2) frequency with which LEP persons come into contact with the city's programs, (3) nature and importance of the program, activity, or service to people's lives, and (4) resources available and costs. The city will review and update, on an annual basis, this LAP to ensure continued responsiveness to community needs.

II. Description of Covered Programs

The City of West Monroe is a recipient of Louisiana Community Development Block Grant (LCDBG) funds from the Louisiana Office of Community Development-Local Government Assistance (LOCD-LGA) to administer housing programs with funding awarded through LOCD-LGA's Make a Difference (MAD) program.

The LCDBG program is federally funded through the U.S. Department of Housing and Urban Development (HUD) which provides grants to units of local government in non-entitlement areas for the development of viable communities by providing a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Grants are made to these local governments for primary needs such as housing and economic development activities.

The city is utilizing MAD funds to design and implement the Homeowner Rehabilitation and Homebuyer Assistance programs to support community investment and improve housing opportunities for eligible residents.



III. Four-Factor Analysis

The following four-factor analysis will serve as the guide for determining which, if any, language assistance measures the city will undertake to provide access to the covered programs for LEP persons.

Factor 1: Number and Proportion of Persons with Limited English Proficiency

Per the 2024 American Community Survey 5-year estimate, the city's population is 12,107. Approximately 92% of residents speak only English, 7% speak Spanish and 1% speak other languages, including Indo-European and Asian and Pacific Island languages.

The table below illustrates the percentages of Limited English Proficiency for the languages mentioned above.

Primary Language Spoken	Number who Speak Language	Percentage who Speak Language	Number who Speak English Less than "Very Well"	Percentage who Speak English Less than "Very Well"
Spanish	826	7%	313	3%
Other Indo-European	46	0%	0	0%
Asian & Pacific Island	76	1%	28	1%

Source: Table S1601: Language Spoken at Home; ACS; 2024 5-year estimate

Factor 2: Frequency of Contact with Persons with Limited English Proficiency

The city staff report there is currently infrequent contact with persons with LEP. There are two (2) primary locations where persons with LEP are engaged with for official city activities:

1. **City Hall:** Persons with LEP most commonly interact with the Utility Service Desk at City Hall to pay bills and inquire about services. The most common language request is Spanish and a Spanish speaking staff member in City Hall connects with Spanish speakers for interpretation as needed. Staff report assisting Spanish speaking residents about once per month.
2. **The West Monroe Community Center:** The community center offers an English as Second Language (ESL) class in partnership with the Louisiana Delta Community



College. Encounters with persons with LEP are most often related to participation in the ESL class.

The city has not yet encountered persons with LEP in connection with the Make a Difference housing programs.

Factor 3: Nature and Importance of the Program

The MAD housing programs engage directly with residents and offer assistance to address home rehabilitation needs or downpayment assistance. It is realistic to expect that the program may serve participants with LEP, and it will be important to provide verbal communication through interpretation and translated written materials in the language the participant speaks proficiently.

Factor 4: Resources Available and Costs

To effectively communicate with participants with LEP in the MAD-funded housing programs, the city will use electronic translation software, phone-based interpretation services for communication needs and translate program materials, including legal documents, upon request. The city will outline the process to request translated documents on the [Housing Programs](#) website. Costs incurred for language access services will be paid by the city.

- Electronic translation software, like Google Translate, can be used for immediate needs and without additional cost.
- Phone-based interpretation services can be used on demand. The city can establish a need-based service contract with a language service to pay by the minute for interpretation, as needed.
- Translation services of written documents can be contracted, as needed.

IV. Actions to be Taken by the City

Following a review of the four factors identified above, the city will take the following actions:

- A. The city has appointed the following Language Access Coordinator to serve the MAD Grant housing programs:
Trey Salinas, Finance Department, 2305 N. 7th Street, West Monroe, LA, 71291, (318) 396-2600.



- B. The Language Access Plan will be distributed to all housing program staff and posted on the housing programs webpage.
- C. All City Hall receptionists and the Language Access Coordinator will maintain and be trained to use an [I Speak Language Identification Document](#) for use during encounters with persons with LEP. After the appropriate language has been identified, the receptionist will contact the Language Access Coordinator for further instructions. If the need for access services is identified either by phone or email, staff shall immediately contact their Language Access Coordinator who will take appropriate action to ensure meaningful communication.
- D. The Language Access Coordinator will review and update the Language Access Plan annually to ensure continued responsiveness to community needs.

V. Complaints Process

The city reviews all comments or complaints received by residents via email, phone, mail or in-person. Complaints concerning city compliance with this LAP will be referred to the city's Language Access Coordinator, and a written response will be provided within 15 working days upon receipt of the complaint. Record of the complaint and the response will be maintained by the city. Complaints concerning the general provision of language assistance may be submitted via email to mayorsoffice@westmonroe.la.gov or by mail to 2305 N. 7th Street West Monroe, LA 71291.

Alternatively, complaints can be filed directly with the Fair Housing and Equal Opportunity (FHEO) Region 6 Office at the following address:

Fort Worth Regional Office of FHEO
U.S. Department of Housing and Urban Development
307 W. 7th Street, Suite 1000 Fort Worth, TX 76102

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE CITY OF WEST MONROE, LOUISIANA, ENTER INTO AN AGREEMENT WITH THE PICARD GROUP RELATING TO THE PROVISION OF ASSISTANCE AND ADVOCACY SERVICES IN BOTH STATE AND FEDERAL GOVERNMENTAL AFFAIRS FOR A ONE YEAR PERIOD; 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 special and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to renew the existing contractual arrangement with The Picard Group, L.L.C. to provide assistance and advocacy services in both State and Federal governmental affairs for an additional period of one (1) year, beginning May 15, 2026, at the rate of NINE THOUSAND AND NO/100 (\$9,000.00) per month. A copy of this Renewal of Governmental Affairs & Advocacy Services Agreement, which is to be executed, is attached as Exhibit "A".

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to negotiate any further terms and provisions relating to this engagement that she determines appropriate, and thereafter to execute the agreed upon renewal, and to execute any and all further documents she deems either necessary or proper to negotiate, prepare, execute and carry out the activities arising out of the engagement described above according to its terms and intent.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea or nay vote, this 4th day of May, 2026, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 4TH DAY OF
MAY, 2026

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

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



RESULTS.

RENEWAL OF GOVERNMENTAL AFFAIRS & ADVOCACY SERVICES AGREEMENT

CITY OF WEST MONROE, represented herein by its Mayor, Staci Mitchell, and THE PICARD GROUP, LLC, represented herein by its Managing Member, Tyron Picard, desire to renew and extend the terms of its existing agreement for Governmental Affairs and Advocacy services.

- A. The parties previously executed an agreement for Governmental Affairs and Advocacy services effective May 15, 2025, through May 14, 2026;
- B. The parties herein wish to extend the terms and conditions of said agreement for an additional 1- year period, commencing May 15, 2026, through May 14, 2027.

AGREED this ____ day of _____ 2026 by:

Tyron D. Picard

Managing Member, The Picard Group

Staci Mitchell

Mayor, City of West Monroe

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE CITY OF WEST MONROE, LOUISIANA TO ENTER INTO A COOPERATIVE ENDEAVOR AGREEMENT WITH THE LOUISIANA MUNICIPAL ADVISORY & TECHNICAL SERVICES BUREAU, INC. (“LAMATS”) IN ORDER THAT THE CITY OF WEST MONROE IS ABLE TO PARTICIPATE IN THE LPS MUNICIPAL SURPLUS PROPERTY PROGRAM; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, La. R.S. 33:4711.1 allows for the sale of surplus property by political subdivisions over the internet through internet websites created expressly for that purpose whether privately or publicly owned; and

WHEREAS, the Louisiana Municipal Advisory & Technical Services Bureau, Inc. (“LaMATS”) is wholly owned by the Louisiana Municipal Association and administers the LPS Municipal Surplus Property Program (“LPS”) website for online sales of surplus property at <https://lamats.net/surplus>; and

WHEREAS, LPS’s online portal is a subportal of the GovDeals.com online portal and is operated by LaMATS as the LPS Municipal Surplus Property Program under license from Liquidity Services, Inc.; and

WHEREAS, LPS provides assistance and technical support to municipalities, parishes and other local political subdivisions (sometimes referred to as “Third Party Beneficiaries”) to sell surplus property online pursuant to La. R.S. 33:4711.1. “Sale of surplus property over Internet”; and

WHEREAS, participation by the City of West Monroe in the LPS Municipal Surplus Property Program would be beneficial to the City of West Monroe, and its residents.

NOW, THEREFORE,

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 Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, is hereby authorized to enter into a Cooperative Endeavor Agreement with the Louisiana Municipal Advisory & Technical Services Bureau, Inc. (“LAMATS”) in order that the City of West Monroe is able to participate in the LPS Municipal Surplus Property Program, with the terms and conditions of that Cooperative Endeavor Agreement being substantially as set forth in that 2025 Standard Cooperative Agreement attached as Exhibit “A”.

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, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute any and all appropriate other documents necessary or appropriate in order to qualify under its provisions.

The above Ordinance was read and considered by sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea and nay vote, this 4th day of May, 2026, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 4TH DAY OF
MAY, 2026

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

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



**LPS MUNICIPAL SURPLUS PROPERTY PROGRAM
2026 STANDARD COOPERATIVE AGREEMENT
ONLINE SALES OF SURPLUS PROPERTY**

Whereas, La. R.S. 33:4711.1 allows for the sale of surplus property by political subdivisions over the internet through internet websites created expressly for that purpose whether privately or publicly owned; and

Whereas, the Louisiana Municipal Advisory & Technical Services Bureau, Inc., (LaMATS) is wholly owned by the Louisiana Municipal Association and administers the LPS Municipal Surplus Property Program (“LPS”) website for online sales of surplus property at <https://lamats.net/surplus>; and

Whereas, LPS’s online portal is a sub portal of the GovDeals.com online portal and is operated by LaMATS as the LPS Municipal Surplus Property Program under license from Liquidity Services, Inc.

Whereas, LPS provides assistance and technical support to municipalities, parishes and other local political subdivisions (all referred to herein as “Third Party Beneficiaries”) to sell surplus property online pursuant to **La. R.S. 33:4711.1. Sale of surplus property over Internet.**

Now Therefore, it is agreed by LaMATS that it will administer, support and assist in the sale of surplus property through the program titled, “LPS Municipal Surplus Property Program” for the benefit of the Third-Party Beneficiaries under the following terms and conditions:

1. All sales of surplus property through LPS are “on demand” and the process may be instituted by telephone or email request to LaMATS.

2. Surplus property will be declared surplus by the seller by resolution or ordinance and will be assigned to LPS Municipal Surplus Property Program to be listed and to receive bids at <https://lamats.net/surplus>.

3. The sale of surplus property will be advertised in the seller’s journal of record as may be required by law. Where LPS Municipal Surplus Property assists with advertising, the cost will be recouped in whole or in part from an agency’s proceeds.

4. LPS will charge a buyer’s premium (added to the sales price and paid solely by the buyer) of 5½ % on each sale of a surplus item. A seller is not responsible for payment of any fees to participate in the LPS Municipal Surplus Property Program.

5. All property is sold “where-is / as-is” (with no warranties except for warranty of title).

6. Buyers are solely responsible (at their expense) for securing and transporting purchased surplus property from the seller’s premises to the buyer’s destination.

7. Picking up of purchased property will be allowed by the seller upon presentation by a buyer of a certificate of receipt of payment and a bill of sale issued by LPS. Upon receipt of proceeds by LPS and after picking up by the buyer, all sales are final, and no refunds or reimbursements will be allowed.

8. All sales proceeds are collected by LPS’s electronic platform provider, GovDeals. A seller will receive the full value of the surplus property sold without a reduction other than the cost of placing a newspaper advertisement where applicable. Proceeds are paid to the seller within 14 days of pickup by the buyer by LaMATS.

9. LaMATS is the primary contact and will assist sellers in the surplus property audit process when contacted.

10. LaMATS agrees to indemnify a seller for loss, up to the fair market value of the property sold, caused by the fault of LPS employees, agents or contractors, and will hold a seller harmless from claims of buyers for damages related to the actions of LPS, its employees, agents or contractors.

Cliff Palmer, LaMATS Executive Director Date
cpalmer@lamats.net

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE CITY OF WEST MONROE, LOUISIANA TO SELL CERTAIN DESCRIBED MOVABLE PROPERTY WHICH IS NO LONGER NEEDED FOR ANY PUBLIC PURPOSE BY THE CITY OF WEST MONROE, LOUISIANA, THROUGH INTERNET COMPUTER AUCTION PURSUANT TO R.S. 33.4711.1; THE CITY OF WEST MONROE, LOUISIANA RESERVING THE RIGHT TO REJECT ANY AND ALL BIDS AND/OR REMOVE ALL OR ANY PORTION OF THAT MOVABLE PROPERTY FROM THE SALE; TO AUTHORIZE THE ASSIGNMENT OF SOME OR ALL OF THE SURPLUS PROPERTY TO THE LPS MUNICIPAL SURPLUS PROPERTY PROGRAM TO CONDUCT THOSE AUCTIONS, AND TO OTHERWISE PROVIDE THE TERMS OF ENGAGEMENT; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe, Louisiana, owns certain tangible non-consumable movable property formerly utilized in conjunction with the various operations and activities of the City of West Monroe and which are no longer needed for public purposes, and

WHEREAS, that movable property still has a potential value if sold, and the receipt of any funds received will be beneficial to the City of West Monroe, Louisiana, and its residents.

NOW, THEREFORE:

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that the City of West Monroe, Louisiana, hereby declares that the movable property listed below is no longer needed for any public purpose by the City of West Monroe, Louisiana and is therefore declared surplus, and the City of West Monroe, Louisiana is hereby authorized to sell that property, individually or together or in such other combinations as determined appropriate, through internet computer auction pursuant to the provisions of R.S. 33:4711.1. The items to be sold are titled in the name "CITY OF WEST MONROE" and are described as:

<u>VIN</u>	<u>License Plate</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>
1C6RR6KT5ES285790	PP237501	2014	Ram	1500
1FMJU1FT1FEF43333	PP244295	2015	Ford	Expedition
4ENRAAA87S1004526	PP130145	1995	Emer	FT/Red Fire

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that the use of any method or means allowed by R.S. 33:4711.1 is hereby approved.

SECTION 3. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that if determined as appropriate, Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, or her designee, then the City of West Monroe, Louisiana, may reserve the right to reject any and all bids and/or remove any and all portion of the movable property from the auction sale prior to its being offered, and/or sold, all with or without a minimum price, and that the terms, conditions and provisions of that sale are to be for cash at time of sale and, except as otherwise expressly provided in the sales advertising, all items to be sold in “as is, where is” condition.

SECTION 4. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, or Matthew Wilson, Finance Director of the City of West Monroe, Louisiana, be and either is hereby further authorized that if either determines it to be in the best interest of the City of West Monroe, all or any portion of the items listed above may be assigned to the LPS Municipal Surplus Property Program to be listed and auctioned/sold online "as is; where is" (with no warranty except for warranty of title) through use of <https://lamats.net/surplus> at the highest bid (though subject to acceptance or rejection by the City), said bidding to last a minimum of 7 days, commencing 15 days after publication of an advertisement in the City’s municipal journal of record (though any or all of the items listed above may be prelisted online prior to official newspaper publication); and with the LPS Municipal Surplus Property Program to be entitled to charge a buyer’s premium of up to 5 ½ % of each sale payable by the purchaser.

SECTION 5. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, or her designee, is hereby authorized to take any and all other action and to execute any and all documentation as is necessary or desirable in order to further effectuate the provisions of this Ordinance.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea or nay vote, this 4th day of May, 2026, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 4TH DAY OF
MAY, 2026

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

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

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE AMENDMENT OF SECTION 4-2017 OF THE CODE OF ORDINANCES, CITY OF WEST MONROE, LOUISIANA, RELATING TO LOCAL ARSON INVESTIGATORS, TO ALLOW THE FIRE CHIEF TO GIVE CERTAIN MEMBERS OF THE DEPARTMENT, WITH APPROPRIATE CERTIFICATIONS, THE RESPONSIBILITY OF PERFORMING FIRE ORIGIN AND CAUSE INVESTIGATIONS; TO ESTABLISH AN EFFECTIVE DATE; TO DECLARE THE PROVISIONS OF THIS ORDINANCE AS SEVERABLE; 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 special and legal session convened, that Section 4-2017 of the Code of Ordinances, City of West Monroe, Louisiana, is hereby amended, to provide as follows:

“Sec. 4-2017. – Local arson investigators.

The fire chief shall be authorized to issue a commission to any local arson investigator which allows that local arson investigator to carry and use firearms and to arrest individuals suspected of violating the crimes enumerated in R.S. 40:1563.1; however, the issuance of the commission, the powers granted by those commissions and the use of firearms by the person to whom commissions are issued shall be subject to the following:

- (a) The local arson investigator shall be certified by the council on Peace Officer Standards and Training (P.O.S.T.) and be qualified by the P.O.S.T. Council, or both; and
- (b) Possession of a P.O.S.T. certification or P.O.S.T. qualification, or both, by a local arson investigator shall not grant to that arson investigator any authority other than the authority granted by a commission issued pursuant to R.S. 40:1563.1D; and
- (c) The authority granted by a commission which is issued under these provisions shall be limited to the powers, functions, duties and responsibilities which are set forth for local arson investigators in R.S. 40:1563.1. A commission which is issued pursuant to this section, and under the provisions of R.S. 40:1563.1D shall not grant any authority other than the powers, functions, duties and responsibilities which are set forth for local arson investigators in R.S. 40:1563.1; and
- (d) The authority to carry and use firearms which is granted by the issuance of any such commission issued pursuant to this section is limited to the power to carry weapons while acting in a course and scope of duties as a local arson investigator.
- (e) Fire origin and cause investigations. The Fire Chief is authorized to designate members of the fire department to perform fire origin and cause investigations. Such personnel shall possess appropriate training and certifications as determined by the Fire Chief, which may include, but are not limited to, certifications consistent with nationally recognized standards. Personnel designated under this subsection shall have the authority to conduct fire origin and cause investigations within the jurisdiction; however, such designation shall not grant powers of arrest or authorize the carrying or use of firearms unless such authority is separately conferred pursuant to R.S. 40:1563.1 and this section.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that for cause determined to be in the best interests of the City of West Monroe and its citizens, that this ordinance shall be effective on and after the 5th day of May, 2026.

SECTION 3. BE IT FURTHER ORDAINED, by the Mayor and the Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that if any section, paragraph, sentence clause and/or phrase of this Ordinance or the application thereof is declared unconstitutional, unenforceable or invalid by the final Judgment of any Court of competent jurisdiction such unconstitutionality, unenforceability, or invalidity shall not affect the remaining sections, paragraphs, sentences, clauses and/or phrases of this Ordinance, since the same would have been enacted by the City of West Monroe without the incorporation into this Ordinance of any such unconstitutional, unenforceable or invalid section, paragraph, sentence, clause or phrase. To that end, the provisions of this ordinance are hereby declared severable.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea or nay vote, passed and adopted the 4th day of May, 2026, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 4TH DAY OF
MAY, 2026

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

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

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE AMENDMENT OF SECTION 4-2032 OF THE CODE OF ORDINANCES, CITY OF WEST MONROE, LOUISIANA, RELATING TO AUTHORIZED OUTDOOR BURNINGS, TO INCLUDE CERTAIN PROHIBITIONS FOR MULTI-FAMILY DWELLINGS, IN ACCORDANCE WITH THE FIRE PREVENTION CODE; TO ESTABLISH AN EFFECTIVE DATE; TO DECLARE THE PROVISIONS OF THIS ORDINANCE AS SEVERABLE; 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 special and legal session convened, that Section 4-2032 of the Code of Ordinances, City of West Monroe, Louisiana, is hereby amended, to provide as follows:

“Sec. 4-2032. – Authorized outdoor burnings.

Except as authorized below, all outdoor fires shall be prohibited, and violations are subject to the penalties provided in Section 11-4006.

- (a) *Recreational outdoor burning.* Recreational outdoor burning shall be allowed only under the following conditions:
 - (1) The burning must occur in a metal, clay, brick, stone or similar fire-proof container which is suitable for the size, type and nature of the burning, and where the area containing the burning material does not exceed five (5) feet by five (5) feet in size;
 - (2) The container shall be at least twenty (20) feet away from any structure or other combustible materials;
 - (3) The container must be monitored throughout the duration of the burning;
 - (4) Only dry wood products may be used as fuel.
 - (5) There shall be a water hose attached to a functional water supply located within thirty-five (35) feet of the burning.

The limitations above do not apply to any non-commercial cooking pit, cooker, stove, oven, or similar container, or to any device fueled solely with natural gas, butane, propane, kerosene or similar commercially-provided product, when used by the manufacturer as intended for cooking or heating purposes, nor to any appropriately licensed commercial pit, cooker, stove or oven.

- (b) *Commercial outdoor burning.* Commercial outdoor burning is allowed only at the discretion of the fire department, and shall be based upon the size, nature and type of materials to be burned, the method to be utilized, the location of the site, the proposed hours during which there shall be burning, the weather and conditions existing and such other factors as the fire department shall determine appropriate. All commercial burning shall require a burning permit from the LA. Department of Environmental Quality and from the fire department of the city. The cost of the burning permit from the fire department shall be five hundred dollars (\$500.00).
- (c) *Nuisance.* Even if otherwise allowed or approved as provided above, no outside burning can be or create a nuisance, such as with the smoke or odor produced, to the surrounding occupants (unless specifically provided in a commercial outdoor burning permit).
- (d) *Restrictions on grills and similar devices in multi-family dwellings.* Notwithstanding subsection (a) or any other provision of this section, and regardless of any exemption for cooking or fuel-fired devices:

- (1) For other than one- and two-family dwellings, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within ten (10) feet (3 m) of any structure.
- (2) For other than one- and two-family dwellings, no hibachi, grill, or other similar devices used for cooking shall be stored on a balcony.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that for cause determined to be in the best interests of the City of West Monroe and its citizens, that this ordinance shall be effective on and after the 5th day of May, 2026.

SECTION 3. BE IT FURTHER ORDAINED, by the Mayor and the Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that if any section, paragraph, sentence clause and/or phrase of this Ordinance or the application thereof is declared unconstitutional, unenforceable or invalid by the final Judgment of any Court of competent jurisdiction such unconstitutionality, unenforceability, or invalidity shall not affect the remaining sections, paragraphs, sentences, clauses and/or phrases of this Ordinance, since the same would have been enacted by the City of West Monroe without the incorporation into this Ordinance of any such unconstitutional, unenforceable or invalid section, paragraph, sentence, clause or phrase. To that end, the provisions of this ordinance are hereby declared severable.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea or nay vote, passed and adopted the 4th day of May, 2026, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 4TH DAY OF
MAY, 2026

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

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

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH NEEL-SCHAFFER, INC, FOR CERTAIN CONSULTING SERVICES IN CONNECTION WITH THE PROJECT KNOWN AS “DOWNING PINES ROAD: ROUNDABOUT AT MANE STREET”; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe desires to undertake a transportation improvement project identified as “Downing Pines Road: Roundabout at Mane Street”; and

WHEREAS, the project involves the evaluation, planning, and design of a proposed roundabout at the intersection of Downing Pines Road, Mane Street, and Short Constitution Drive; and

WHEREAS, the City has determined that it is necessary to retain a qualified engineering firm to provide professional services related to said project; and

WHEREAS, Neel-Schaffer, Inc. is qualified and experienced in providing such services and has been selected to perform engineering and related consulting services for the project; and

WHEREAS, the Mayor and Board of Aldermen find that entering into such a contract is in the best interest of the City;

NOW, THEREFORE,

SECTION 1. BE IT ORDAINED by the Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, an “Entity Contract for Consulting Services” with Neel-Schaffer, Inc. for consulting services on the project known as “Downing Pines Road: Roundabout at Mane Street,” a copy of which contract is attached hereto as Exhibit “A.”

SECTION 2. BE IT FURTHER ORDAINED by the Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to take any and all actions and to execute any and all further documents she deems either necessary or proper

to negotiate, prepare, execute, and carry out the activities arising out of the agreement described above according to its terms and intent, including but not limited to such negotiations and modifications as she determines appropriate regarding the terms and conditions of the agreement, the nature of the services performed, and the manner of calculation of compensation for those services.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea or nay vote, this 4th day of May, 2026, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 4TH DAY OF
MAY, 2026

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

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

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
ENTITY CONTRACT FOR CONSULTING SERVICES
ENTITY CONTRACT NO. 4400032380
STATE PROJECT NO. H.016019.5
FEDERAL AID PROJECT NO. H016019
DOWNING PINES RD: ROUNDABOUT AT MANE ST
OUACHITA PARISH**

THIS CONTRACT is made and entered into this _____ day of _____, 20____, by and between the City of West Monroe, a political subdivision of the State of Louisiana (hereinafter referred to as “Entity”), and Neel-Schaffer, Inc., Baton Rouge, Louisiana (hereinafter referred to as “Consultant”).

Under the authority granted by Part XIII-A of Title 48 of the Louisiana Revised Statutes, Entity has elected to engage Consultant to perform, and Consultant agrees to perform the services described in the Scope of Services under the terms and conditions, and for the compensation as stated in this contract.

**ARTICLE I
ENTIRE AGREEMENT (March 2018)**

This contract, together with the advertisement of August 12, 2025 and Addendum No. 1, the DOTD Form 24-102 submitted by Consultant in response to the advertisement, and any attachments and exhibits to the foregoing, all of which are specifically incorporated herein by reference, constitute the entire agreement between the parties with respect to the subject matter. However, in the event of a conflict between the terms of this contract and the referenced documents, this contract governs.

**ARTICLE II
CONTRACT IDENTIFICATION (March 2018)**

Contract No. 4400032380, State Project No. H.016019.5 and Federal Aid Project No. H016019 have been assigned to this contract to identify costs. All invoices, progress reports, correspondence, etc., required in connection with this contract shall be identified with the Entity project title, project numbers, and Purchase Order Number.

**ARTICLE III
SCOPE OF SERVICES (August 2024)**

The various tasks to be performed by Consultant for this project are described more specifically in Attachment A, attached hereto and made a part of this contract.

Consultant shall perform the work in accordance with the terms of this contract under the direct supervision of a Project Manager (PM) who shall be identified when a Notice to Proceed (NTP) is issued for the work. The work performed by Consultant under this contract shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same

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profession currently practicing under similar circumstances in the same geographic area, and no provision of this contract or any document incorporated or referenced herein shall be interpreted to impose professional liability upon Consultant when Consultant's services are provided in accordance with this standard of care.

**ARTICLE IV
QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) (March 2018)**

Consultant's QA/QC plan document is attached hereto as Attachment B, and is incorporated by reference herein. The QA/QC plan document must be implemented for all contract activities in all phases of the project. Although Entity may provide limited input and technical assistance to Consultant, the prime consultant is fully responsible for QA/QC of its work as well as the work of all sub-consultants. All project submittals must include a QA/QC certification that the submittals meet the requirements of the QA/QC plan document.

**ARTICLE V
CONTRACT TIME AND NOTICE TO PROCEED (April 2023)**

This contract shall be in effect and binding upon all parties until all work is completed and accepted and all conditions have been met unless terminated earlier as provided herein.

Consultant shall proceed with the services specified herein after the execution of this contract and upon written NTP from the Entity. The due dates for project deliverables shall be established by the PM in the NTP, and may be modified by the PM through a subsequently approved project schedule. The PM will consider input from the Consultant when establishing the project schedule.

**ARTICLE VI
GENERAL REQUIREMENTS (April 2023)**

It is the intent of this contract that, with the exception of the items specifically listed to be furnished by Entity, Consultant shall, for the agreed compensation, obtain all data and furnish all services and materials required to fully develop and complete the required scope of services of the project. All items required to accomplish these results, whether or not specifically mentioned in this contract, are to be furnished at a cost not to exceed the maximum amount established by this contract.

If the compensation for this contract is Cost Plus Fixed Fee, the Consultant will use its best efforts to perform the work specified in the scope of services of the project and all obligations under this contract within the estimated cost.

If an error or omission is detected by Consultant in data provided to Consultant by Entity, Consultant shall notify Entity and may request a suspension of contract time. In the event that contract time is not suspended, Consultant shall perform work only on those portions of the work unaffected by the error or omission.

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**ARTICLE VII
COMPENSATION (September 2025)**

This article has been revised in accordance with Louisiana Act 788 (2024 Regular Session) requiring all consultant contracts to be negotiated.

Compensation under this contract shall be based on work hours negotiated and agreed upon between the Entity and the Consultant prior to the performance of services.

Compensation to the Consultant for the services specifically set forth herein has a maximum limitation of **\$323,135**, which is subdivided as follows:

<u>Compensation Type</u>	<u>Maximum Limitation</u>
Lump Sum	\$252,317
Cost Per Unit of Work	\$54,567
Specific Rates of Compensation	\$16,251

Compensation to the Consultant for the services set forth herein shall be based on actual work hours and established specific rates of compensation, as established in the Rate Letter issued by DOTD Consultant Contracts Services, for the work performed and the direct expenses incurred by the Consultant.

If specific rates of compensation are established for this contract, the consultant may request an update to the specific rates of compensation no more frequently than every twenty-four (24) months after establishment of the specific rates of compensation; however, any resulting adjustment to the specific rates of compensation shall not be cause for an increase in the maximum compensation limitation imposed herein.

**ARTICLE VIII
DIRECT EXPENSES (October 2022)**

If it is provided herein that direct expenses are to be reimbursed, direct expense items must not be included in the calculation of the firm’s indirect cost rate, must be used exclusively for this contract, and must be fully consumed during the life of this contract. The acquisition or rental of standard equipment or resources to be used in the provision of services rendered for this contract will not be considered for reimbursement as direct expenses (e.g., vehicles for construction engineering and inspection (CE&I) inspectors). Requests for reimbursement of direct expenses must be accompanied with adequate supporting documentation. Failure to provide adequate supporting documentation may, in DOTD’s sole discretion, result in a determination that such expenses are not eligible for reimbursement.

Consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment that is billed as a direct expense. Any and all specialty vehicles or equipment for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

All travel related expenses will be compensated under direct expenses, and will be in accordance with the most current Louisiana Office of State Travel regulations as promulgated in the Louisiana Administrative Code under the caption “PPM No. 49”, with the exception that compensation for

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vehicle usage will be based on actual miles traveled directly and exclusively related to project needs.

All direct expenses must comply with the requirements of 48 CFR 31.

**ARTICLE IX
PAYMENT BASED ON LUMP SUM (April 2020)**

Payments of undisputed amounts for services rendered by Consultant and/or sub-consultant shall be made monthly. The payments shall be based on a standard certified correct invoice directly proportional to the percentage of completed work, as shown in the monthly progress schedule. The monthly progress schedule shall: a) show in detail the status of the work, b) be subdivided into appropriate stages with estimated percentages for each stage, c) state the percentage of work completed on the total project as of the date of the invoice, d) state the projected completion date for any/all deliverable(s) as of the date of the invoice, and e) be of a form and with a division of items as approved by Entity.

The invoice shall reflect the amount and value of work accomplished to the date of such submission. The invoice shall also show the total of previous payments made pursuant to this contract and the amount due and payable as of the date of the current invoice.

Consultant must sign, date, and certify the invoice for correctness. Invoices shall be submitted monthly directly to the Entity PM and shall be on the DOTD standard invoice form.

Upon receipt of each invoice, Entity shall check the invoice for correctness and return if required; upon acceptance and approval of a standard certified correct invoice, for services satisfactorily performed, Entity shall pay the amount shown to be due and payable within thirty (30) calendar days.

All costs must comply with the requirements of 48 CFR 31.

**ARTICLE IX
PAYMENT BASED ON COST PER UNIT OF WORK (April 2020)**

Payments for unit costs relating to line item deliverables delivered or in progress by Consultant and/or sub-consultant, shall be made monthly on undisputed amounts based on a standard certified correct and itemized invoice showing units delivered, units in progress, line item unit cost, and amount owed. Percentage complete of the project and of any units in progress shall be shown in the monthly progress schedule. The monthly progress schedule shall: a) show in detail the status of the work, b) be subdivided into appropriate stages with estimated percentages for each stage, c) state the percentage of work completed on the total project as of the date of the invoice, d) state the projected completion date for any/all deliverable(s) as of the date of the invoice, and e) be of a form and with a division of items as approved by the Entity.

The invoice shall show the total amount earned to the date of submission, and the amount due and payable as of the date of the invoice.

Consultant must sign, date, and certify the invoice for correctness. Invoices shall be submitted monthly directly to the Entity PM and shall be on the DOTD standard invoice form.

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Upon receipt of each invoice, Entity shall check the invoice for correctness and return if required; upon acceptance and approval of a standard certified correct invoice, for services satisfactorily performed, Entity shall pay the amount shown to be due and payable within thirty (30) calendar days.

All costs must comply with the requirements of 48 CFR 31.

Payment for unit costs shall be based on the actual number of units delivered pursuant to this contract.

ARTICLE IX
PAYMENT BASED ON SPECIFIC RATES OF COMPENSATION (August 2021)

Payments for services rendered by Consultant and/or sub-consultant, shall be made monthly on undisputed amounts based on a standard certified correct and itemized invoice subdivided for each task, as applicable. Each invoice that includes labor charges shall detail the names of the employees, the time worked, their classification, and applicable rates billed for the work that gave rise to the invoice. These shall be reimbursed at the approved specific rate of compensation for that classification, which will be provided to Consultant through issuance of a Rate Letter by DOTD Consultant Contracts Services.

The invoice shall be submitted monthly and be directly related to the monthly progress schedule, which shall: a) show in detail the status of the work, b) be subdivided into appropriate stages with estimated percentages for each stage, c) state the percentage of work completed on the total project as of the date of the invoice, d) state the projected completion date for any/all deliverable(s) as of the date of the invoice, and e) be of a form and with a division of items as approved by Entity. Entity shall not approve any invoice in which the proportional amount of the total contract compensation exceeds the percentage of project completion by more than five percent. Invoices reflecting any charges for labor must be accompanied by timesheets showing hours worked on each date referenced in the invoice.

Payments shall also be made monthly for direct expenses chargeable and identifiable to this specific contract, provided such charges are substantiated by documentation that is subject to audit. Direct expenses shall be disallowed if subsequent audits reveal that adequate supporting documentation has not been maintained. If any invoiced amounts are disallowed after payment as a result of a subsequent audit, Entity will invoice Consultant for the amount of any overpayments and Consultant shall be required to repay such amount within sixty (60) calendar days of receipt of Entity's invoice. It is understood that the firm's books must segregate these items separately from the firm's general indirect costs/cost rate.

The invoice shall show the total amount earned to the date of submission, and the amount due and payable, including the direct expenses.

Consultant must sign, date, and certify the invoice for correctness. Invoices shall be submitted monthly directly to the Entity PM and shall be on the DOTD standard invoice form.

Upon receipt of each invoice, Entity shall check the invoice for correctness and return if required; upon acceptance and approval of a standard certified correct invoice, for services satisfactorily

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performed, Entity shall pay the amount shown to be due and payable within thirty (30) calendar days.

All costs must comply with the requirements of 48 CFR 31.

**ARTICLE X
AUDIT (June 2019)**

Annually, Consultant shall provide or cause to be provided to the DOTD Audit Section *independent* Certified Public Accountant (CPA) audited indirect cost rate(s) for itself and any sub-consultants. The indirect cost rate(s) provided to DOTD may consist of a single company-wide indirect cost rate or, at the consultant's or sub-consultant's option, may also include separate home and field indirect cost rates. These audited indirect cost rate(s) shall be developed in accordance with generally accepted accounting principles, using the cost principles and procedures set forth in 48 CFR 31 of the Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the selected consultant will allow the DOTD Audit Section to perform an indirect cost audit of its books, at DOTD's sole discretion, and shall require the same of any sub-consultants. The performance or non-performance of such an audit by the DOTD Audit Section shall not relieve Consultant of its responsibilities under this paragraph. For the purpose of calculating DOTD contract compensation, the consultant/sub-consultant may elect to use its company-wide indirect cost rate or, if available, its separate home and/or field indirect cost rates, as applicable, provided that such election shall apply consistently across all affected contracts.

If this contract provides for separate reimbursement of indirect cost expenses, prior to the commencement of work, DOTD will submit to Consultant a form, substantially in the form of Attachment C to this contract, stating the average of up to the most recent three (3) years within the last five years of the applicable audited indirect cost rate(s) for Consultant and any sub-consultants to be used for this contract. The applicable indirect cost rate(s) will be the DOTD-approved audited indirect cost rate(s) for that consultant/sub-consultant until an updated form is transmitted to Consultant by DOTD. Upon receipt of the required form(s) by Consultant, Consultant shall sign the form(s) for itself and its sub-consultants to signify acknowledgment of receipt and return the signed form(s) to DOTD. If Consultant requests and is approved to add a sub-consultant after commencement of work, such a form must be prepared, submitted, received, and returned before that sub-consultant commences work on this contract.

In the event that DOTD does not have any approved indirect cost rate(s) for Consultant or any sub-consultants, provisional rate(s) will be used based on the statewide average audited indirect cost rate until such time as audited indirect cost rate(s) for that consultant/sub-consultant are received and approved by DOTD. In the event that DOTD has an approved company-wide indirect cost rate for Consultant or any sub-consultant, and the work effort is primarily field work, a provisional rate based on the statewide average field indirect cost rate will be used until such time as an audited field indirect cost rate for that consultant/sub-consultant is received and approved by DOTD. Upon approval of such audited rate(s), DOTD shall provide Consultant with updated documentation reflecting the audited rate(s), and Consultant shall include on its next scheduled invoice any entries necessary to adjust charges for work already billed based on any differences between the provisional indirect cost rate(s) and the actual audited indirect cost rate(s), as required by 23 CFR 172. In addition, DOTD and Consultant shall enter into an amendment to this contract to revise the maximum compensation set forth herein and specific rates of compensation, to the extent such

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are provided herein, in light of the actual audited indirect cost rate(s) received and approved by DOTD.

In the event that a consultant/sub-consultant has audited indirect cost rate(s) for previous fiscal years on file with DOTD and has recently submitted indirect cost rate(s) to DOTD for subsequent fiscal years that have not been approved by the DOTD Audit Section, prior to execution of this contract or any supplement hereto, Consultant may request the use of provisional indirect cost rate(s) for that consultant/sub-consultant in preparing this contract or any supplement hereto. The provisional rate(s) will be based on the lesser of the statewide average audited indirect cost rate, any company-wide audited indirect cost rate specific to that consultant/sub-consultant that has been approved by DOTD, or any rate(s) offered to be used by Consultant. These provisional rate(s) will be used for that consultant/sub-consultant until such time as approval is received from the DOTD Audit Section for indirect cost rate proposals for that consultant/sub-consultant for all fiscal years that were pending as of the date of this contract's execution. Upon approval of such audited rate(s), DOTD shall provide Consultant with updated documentation reflecting the audited rate(s), and Consultant shall include on its next scheduled invoice any entries necessary to adjust charges for work already billed based on any differences between the provisional indirect cost rate(s) and the actual audited indirect cost rate(s), as required by 23 CFR 172. In addition, DOTD and Consultant shall enter into an amendment to this contract to revise the maximum compensation set forth herein and specific rates of compensation, to the extent such are provided herein, in light of the actual audited indirect cost rate(s) received and approved by DOTD.

Consultants are also required to submit labor rate information once per year, or more frequently upon request from DOTD, to the DOTD Audit Section.

If Consultant is entitled to be reimbursed for direct and/or indirect costs of Consultant and/or any sub-consultants pursuant to this contract, Consultant/sub-consultant must maintain an approved project cost system and segregate direct from indirect cost in its general ledger. Pre-award and post audits, as well as interim audits, may be required.

ARTICLE XI
ADDITIONAL WORK (March 2018)

Minor revisions in the described work shall be made by Consultant without additional compensation as the work progresses. Considerations for minor revisions have been included in the compensation computations. If Entity requires more substantial revisions or additional work which Consultant believes warrant additional compensation, Consultant shall notify Entity in writing within thirty (30) calendar days of being instructed to perform such work. Consultant shall not commence any work for which Consultant intends to seek additional compensation unless and until written authority to proceed has been given by Entity.

If Entity disagrees that additional compensation is due for the required work, it shall be Consultant's responsibility to perform the work and adhere to the procedures as set forth in the Claims and Disputes provisions of this contract.

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**ARTICLE XII
OWNERSHIP OF DOCUMENTS (March 2018)**

All data collected by Consultant and all documents, notes, drawings, tracings, and files collected or prepared in connection with this work, except Consultant's personnel and administrative files, shall become and be the property of Entity and copies thereof shall be delivered to Entity electronically at the conclusion of the contract term and/or sooner upon request by Entity. Entity shall not be restricted in any way whatsoever in its use of such material, except as specifically provided in La. R.S. 38:2317.

No public news releases, technical papers, or presentations concerning any Entity project may be made without the prior written approval of Entity.

**ARTICLE XIII
DELAYS AND EXTENSIONS (February 2024)**

Upon written request to Entity, Consultant may be granted an extension of time for delays occasioned by events or circumstances beyond Consultant's control or delays caused by tardy approvals of work in progress by various official agencies involved in the project.

It may be cause for review of contract compensation if the accumulated approved extensions of contract time caused by tardy approvals of work in progress by various official agencies involved in the project equals or exceeds twelve (12) months. If the Entity agrees that additional compensation is warranted, such compensation will be provided for pursuant to a Supplemental Agreement. If Consultant believes contract delays warrant an adjustment in contract compensation, then Consultant shall notify Entity in writing of its request within thirty (30) calendar days of being instructed to perform the work. **No compensation adjustment shall be made for work performed prior to such written request.**

If, in the opinion of the Entity, circumstances do not indicate a need for additional compensation, it shall be Consultant's responsibility to perform the work and adhere to the procedures as set forth in the Claims and Disputes provisions of this contract.

**ARTICLE XIV
PROSECUTION OF WORK (March 2018)**

Immediately upon receiving authorization to proceed with the work, Consultant shall prepare and submit to the PM a proposed progress schedule or bar chart, which shall show, in particular, the appropriate items of work, times of beginning and completion by calendar periods, and other data pertinent to each schedule. In addition, this schedule or bar chart shall be arranged so the actual progress can be shown as the items of work are accomplished. It shall be revised monthly and submitted with other monthly data required.

Consultant shall provide sufficient resources to ensure completion of the project in accordance with the project scope and within the contract time limit. If the completed work is behind the approved progress schedule, Consultant shall take immediate steps to restore satisfactory progress.

The progress of the work shall be determined monthly, with the submission of an invoice and progress schedule to Entity. For any work, the project shall be considered on schedule if the

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percentage of the total work completed is equal to or greater than the percentage of contract time elapsed.

The overall project schedule includes the combined time allotted for all tasks within this contract, subject to any overlaps of concurrent activities. For the purposes of evaluating work progress, the elapsed time for any task begins in accordance with the original project schedule, even though work on a task may not commence on schedule. Should any task fail to commence in accordance with the original schedule because of delinquencies in a previous task, the elapsed time in the above ratio shall be measured from the time the task would have begun had the previous task been completed on schedule. Should any delays in progress be necessitated by circumstances outside of Consultant's control, it shall be the responsibility of Consultant to request an appropriate adjustment in contract time. If the ratio of percentage of work completed to percentage of time elapsed falls below 0.75, Consultant shall be subject to disqualification.

**ARTICLE XV
PROGRESS INSPECTIONS (March 2018)**

During the progress of the work, representatives of Entity and other interested parties, when so named herein, shall have the right to examine the work and may confer with Consultant thereon. In addition, Consultant shall furnish, upon request, prints of any specific item of its work for Entity inspection. Consultant shall confer with Entity and such other parties, and from time to time may submit sketches illustrating significant features of the work for review and comment.

**ARTICLE XVI
TERMINATION OR SUSPENSION (April 2018)**

This contract shall be effective during the contract time provided above; however, this contract may be terminated earlier under any or all of the following conditions:

1. by mutual agreement and consent of the parties hereto;
2. by Entity as a consequence of the failure of Consultant to comply with the terms, progress or quality of work in a satisfactorily manner; proper allowance being made for circumstances beyond the control of Consultant;
3. by either party upon failure of the other party to fulfill its obligations as set forth in this contract;
4. by Entity due to the departure for whatever reason of any principal member or members of Consultant's firm;
5. by satisfactory completion of all services and obligations described herein; or
6. by Entity giving thirty (30) calendar days' notice to Consultant in writing and paying compensation due for completed work.

Upon termination of this contract, Consultant shall deliver to Entity all plans and records of the work compiled to the date of termination. Entity shall pay in full for all work accomplished up to the date of termination, including any retained percentage earned to date.

If for any reason, Entity wishes to suspend this contract, it may do so by giving Consultant written notice that the contract is suspended as of the notice date. Consultant shall stop all work on the

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contract until such time as Consultant may receive written notification from the PM to resume work.

Consultant shall not have the authority to suspend work on this contract.

**ARTICLE XVII
CLAIMS AND DISPUTES (January 2025)**

Consultant's failure to provide the required written notification pursuant to the provisions of the Additional Work and/or the Delays and Extensions sections of this contract shall be deemed a waiver of any and all claims for additional compensation.

When Consultant has timely provided notice pursuant to the provisions of the Additional Work and/or the Delays and Extensions sections of this contract, Consultant shall submit the entire claim and supporting documentation to the Entity within thirty (30) calendar days of the completion of the work that forms the basis of the claim.

**ARTICLE XXI
INSURANCE REQUIREMENTS (March 2018)**

During the term of this contract, Consultant shall carry professional liability insurance in the amount of \$1,000,000. Consultant shall provide or cause to be provided a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**ARTICLE XIX
INDEMNITY (September 2019)**

Consultant agrees to indemnify and save harmless Entity, its agents, employees, and assigns, against any and all claims, demands, suits, and judgments of sums of money (including attorney's compensation and cost for defense) to any party for loss of life or injury or damage to persons or properties arising out of, resulting from, or by reason of, any negligent act or omission or intentional tort by Consultant, its agents, servants, or employees while engaged upon or in connection with the services required or performed by Consultant hereunder.

**ARTICLE XX
ERRORS AND OMISSIONS (March 2018)**

It is understood that the preparation of Preliminary and Final Plans, specifications and estimates, and all other work required of Consultant under contract shall meet the standard requirements as to general format and content, and shall be performed to the satisfaction and approval of Entity. Entity's review, approval, acceptance of, or payment for the services required under this contract shall not be construed to operate as a waiver of any of Entity's rights or of any causes of action arising out of or in connection with the performance of this contract.

Consultant shall be responsible for the professional quality and technical accuracy of all designs, drawings, specifications, and other services furnished by Consultant. If errors or omissions are discovered, Consultant shall, without additional compensation, correct or revise any deficiencies discovered. If errors or omissions are discovered prior to acceptance of deliverables and payment to Consultant, the work shall be returned for correction and payments shall be withheld until

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delivery of an acceptable product. If errors or omissions are discovered subsequent to acceptance of deliverables and payment to Consultant, Entity may, in its sole discretion, demand that Consultant promptly correct the errors at no cost to Entity.

Costs recoverable from the Consultant in connection with any errors or omissions may include, but are not limited to, costs to correct design errors during construction and costs associated with the processing of any necessary Change Orders.

**ARTICLE XXI
CLAIM FOR LIENS (March 2018)**

Consultant shall hold Entity harmless from any and all claims for liens for labor, services, or material furnished to Consultant in connection with the performance of its obligations under this contract.

**ARTICLE XXII
COMPLIANCE WITH LAWS (April 2018)**

Consultant shall comply with all applicable federal, state and local laws and ordinances, as shall all others employed by it in carrying out the provisions of this contract. Specific reference is made to Act No. 568 of 1980 of the State of Louisiana, an act to regulate the practice of engineering and land surveying.

The parties agree to abide by the requirements of the following as applicable: Titles VI and VII of the Civil Rights Act of 1964, as amended; the Equal Opportunity Act of 1972, as amended; Federal Executive Order 11246, as amended; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990, as amended; and Title II of the Genetic Information Nondiscrimination Act of 2008.

The parties agree not to discriminate in employment practices, and shall render services under the contract without regard to race, color, age, religion, sex, national origin, veteran status, genetic information, political affiliation, disability, or age in any matter relating to employment.

Any act of discrimination committed by either party, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this contract.

**ARTICLE XXIII
ANTI-SOLICITATION AND ANTI-LOBBYING COVENANTS (March 2018)**

Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract. Consultant further warrants that it has executed a certification and disclosure form as required under 49 CFR 20, and that all information on the form is true and correct. For breach or violation of these warranties, Entity shall have the right to annul this contract without liability, or, in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of any fee, commission,

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percentage, brokerage fee, gift, or contingent fee paid in violation of the warranties made in this Article.

No legislator or person who has been certified by the Secretary of the State as elected to the legislature or member of any board or commission, members of their families or legal entities in which the legislator, person or board or commission member has an interest, may derive any benefit from this contract or share in any part of the contract in violation of the Louisiana Code of Governmental Ethics (La. R.S. 42:1101 *et seq.*).

**ARTICLE XXIV
CODE OF GOVERNMENTAL ETHICS (March 2018)**

Consultant acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (La. R.S. 42:1101 *et seq.*, Code of Governmental Ethics) applies to Consultant in the performance of services called for in this contract. Consultant agrees to immediately notify the Entity if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

**ARTICLE XXV
DISADVANTAGED, MINORITY, AND WOMEN-OWNED
BUSINESS ENTERPRISE REQUIREMENTS (June 2018)**

This contract shall have a Disadvantaged Business Enterprise (DBE) goal of 4% of the contract fee. DBE participation will be limited to the firms certified pursuant to the Louisiana Unified Certification Program. For convenience, DOTD provides a list on its website (<http://www8.dotd.la.gov/UCP/UCPSearch.aspx>) of firms that have been certified as eligible to participate as DBEs on US DOT assisted contracts. This list is not an endorsement of the quality of performance of any firm but is simply an acknowledgment of the listed firms' eligibility as a DBE. DOTD makes no representations of the accuracy or completeness of this list on any particular date or time. Prime consultants considering the use of a particular DBE sub-consultant are advised to obtain documentation of certification status from that sub-consultant. Credit will only be given for use of DBEs that are certified by the Louisiana Unified Certification Program. Consultant shall submit with each invoice presented to DOTD for payment a completed DBE Form 1, "DBE Participation Monthly Report" (Attachment D). This Form must be completed and submitted by Consultant regardless of whether the invoice includes effort by the DBE during the period covered by that invoice. In the event of no effort by a DBE during the period covered by the invoice, Consultant shall simply indicate that on the form. The PM shall review submitted invoices and their corresponding DBE Form 1 to determine if the DBE goals are being achieved. If Consultant has failed to meet the goal and no good faith efforts have been made, the PM shall notify the Compliance Section of DOTD, and at that time, the DBE portion of the contract fee may be withheld from Consultant.

If a Disadvantaged Business Enterprise (DBE) goal has been assigned, Consultant agrees to ensure that DBEs, as defined in 49 CFR 26, have a reasonable opportunity to participate in the performance of this contract, and in any subcontracts related to this contract. In this regard, Consultant shall take all necessary and reasonable steps in accordance with 49 CFR 26 to ensure that DBEs have a reasonable opportunity to compete for and perform services relating to this contract. Furthermore, Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Consultant shall carry out applicable requirements of

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49 CFR Part 26 in the performance, award, and administration of this contract and any related subcontracts.

If a DBE sub-consultant performs services in connection with this contract, Consultant shall provide to DOTD a copy of the contract between Consultant and the DBE sub-consultant. Consultant shall also pay the DBE sub-consultant in full for services satisfactorily performed, and such payment shall be made within thirty (30) calendar days of receipt of payment from DOTD for those services. In the event that a DBE goal has been assigned to this contract and retainage is held on Consultant, DOTD will release such retainage for each stage upon satisfactory completion of each stage, and Consultant shall make payment to the DBE sub-consultant of any retained amounts within thirty (30) calendar days of release of associated retainage from DOTD.

Regardless of whether a DBE goal has been assigned to this contract, Consultant shall submit to the PM a completed DBE Form 1, "DBE Participation Monthly Report" (Attachment D) with each monthly invoice when the invoice includes effort by a DBE sub-consultant and a completed DBE Form 2, "DBE Participation Final Report" (Attachment E), with the final invoice.

Further, regardless of whether or not a DBE goal has been assigned to this contract, Consultant shall comply with all requirements of 2 CFR 200.321 regarding minority- and women-owned business enterprises.

Failure to carry out the above requirements shall constitute a breach of this contract. After proper notification by DOTD, immediate remedial action shall be taken by Consultant as deemed appropriate by DOTD or the contract may be terminated. The option shall rest with DOTD.

The above requirements shall be physically included in all subcontracts entered into by Consultant.

ARTICLE XXVI
SUBLETTING, ASSIGNMENT, OR TRANSFER (March 2018)

This contract shall be binding upon the successors and assignees of the respective parties hereto. This contract, or any portion thereof, shall not be transferred, assigned, or sublet without the prior written consent of Entity.

ARTICLE XXVII
RECORDS RETENTION (January 2025)

Consultant and its sub-consultants shall maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred relative to this contract. Costs shall be in accordance with 48 CFR 31 of the FAR, as modified by the DOTD audit guidelines, and which are incorporated herein by reference as if copied *in extenso*. The FAR is available for inspection through <https://www.acquisition.gov/>. Records shall be retained until such time as an audit is made by Entity or Consultant is released in writing by the DOTD Audit Director, at which time Consultant may dispose of such records. Consultant shall, however, retain such records for a minimum of five years from the date of payment of the last estimate under this contract or the release of all retainage for this contract, whichever occurs later, for inspection by the Entity, DOTD, and/or Louisiana Legislative Auditor, the FHWA, or Government Accountability Office under state and federal regulations effective as of the date of this contract.

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**ARTICLE XXVIII
ENDORSEMENT OF PLANS (March 2018)**

Consultant's Professional Engineer/Surveyor registrant of the State of Louisiana, who is responsible for the project, shall sign (using his registered name) and date seal all project documentation. Any plans or reports shall be sealed and/or signed, in accordance with La. R.S. 37:681 through 37:703 and Title 46: Part LXI of the Louisiana Administrative Code relating to Professional Engineering and Professional Surveying requirements. Consultant shall perform all required tasks associated with this contract in full compliance with all applicable laws, regulations, and Entity policies.

**ARTICLE XXIX
SEVERABILITY (March 2018)**

If any term, covenant, condition, or provision of this contract or the application thereof to any person or circumstance shall, at any time or to any extent, be invalid or unenforceable, the remainder of this contract or the application of such term, covenant, condition or provision to persons or circumstances other than those as to which is held invalid or unenforceable, shall not be affected thereby, and each term, covenant, condition, and provision of this contract shall be valid and enforced to the fullest extent permitted by law.

**ARTICLE XXX
SUPPLEMENTAL ETHICS REQUIREMENTS (December 2025)**

Consultant warrants that, to the best of its knowledge, it, its employees, or agents have not, and for the duration of this contract will not have any contact with a member of a DOTD PET relating to current advertisements other than through official DOTD CCS procedures. Ordinary business interactions between PET members and consultants regarding other projects (e.g., projects currently under contract or projects on the projected advertisement list) are not a violation of this policy.

Consultant further warrants that it will immediately notify the DOTD CCS Administrator, in writing, upon becoming aware of any intentional or unintentional violation of this policy.

The requirements of this Article shall be physically included in all subcontracts entered into by Consultant.

**ARTICLE XXXI
MOST FAVORED CUSTOMER STATUS (November 2021)**

Consultant agrees that all special vehicle or equipment rates charged to Entity as a direct expense under this contract, for Consultant-owned special vehicles or equipment, shall be as favorable as any rates offered or charged by Consultant to any other customer during the term of this contract. If Consultant charges a more favorable rate to any such customer, Consultant shall immediately reduce the rate charged to Entity as necessary to comply with this Article. Entity's sole remedy for Consultant's unintentional breach of this requirement shall be to recover from Consultant the difference between what Entity was actually charged and what should have been charged had the Consultant complied with its obligations hereunder.

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**ARTICLE XXXII
CYBERSECURITY TRAINING (April 2022)**

In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana's Information Security Policy, if the Consultant, any of its employees, agents, or sub-consultants will have access to State government information technology assets, the Consultant's employees, agents, or sub-consultants with such access must complete cybersecurity training annually, and the Consultant must present evidence of such compliance annually and upon request. The Consultant may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.

For purposes of this Section, "access to State government information technology assets," means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging to access the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.

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IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

Neel-Schaffer, Inc.

BY: DocuSigned by:
Nick J. Ferlito, Jr.
576520E7A6704D3...

NAME: NICK FERLITO

TITLE: Executive Vice President

64-0671634

Federal Taxpayer Identification Number

VSG2MJB3C766

SAM.GOV Unique Entity ID Number

20.205

Assistance Listing Number

City of West Monroe

BY: _____

STACI ALBRITTON MITCHELL

TITLE: _____

72-6001497

Federal Taxpayer Identification Number

TKPGRPA6GCE9

SAM.GOV Unique Entity ID Number

FHWA Authorization Date: 04/16/2026

DocuSigned by:
Deborah L. Belin
0C0074D52E1C41E...

Consultant Contract Services

State Contract No. _____
Federal Aid Proj. _____
State _____

CERTIFICATION OF THE ENTITY TO THE DOTD

I hereby certify that I am the _____ of the _____
(Title) (Entity)
authorized to sign documents on behalf of the _____,
(Entity)

and that the consultant for the referenced contract or his representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract to:

- (a) Employ or retain, or agree to employ or retain, any firm or person, or
- (b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, consideration of any kind;

Except as here expressly state (if any):

I acknowledge that this certificate is to be furnished the Federal Highway Administration in connection with this contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

Date _____ Signature _____

ATTACHMENT A – SCOPE OF SERVICES

The project time is critical.

The home office indirect cost rate shall be applicable to all services except as otherwise designated hereafter.

The Consultant shall provide engineering and related services to design a roundabout at the intersection of Downing Pines Road, Mane Street and Short Constitution Drive in Ouachita Parish, Louisiana. It is anticipated that the Consultant shall make appropriate design considerations for an asphalt roundabout and ensure the maintenance of traffic during all phases of construction.

The services to be performed by the Consultant are described more specifically as follows:

TASK 1: PROJECT MANAGEMENT

The Consultant shall schedule a kick-off meeting with the Project Manager, Entity Responsible Charge and project team according to the Schedule of Deliverables. The Consultant is responsible for setting up the project kick-off meeting. Agenda items for this meeting shall include the review points and durations, time-frame assumptions built into the project schedules, deliverables, procedures to follow, the Measures of Effectiveness (MOEs) to be compared for traffic analyses, invoicing procedures, progress reporting, and rating criteria. The agenda shall be provided to the Project Manager and Entity Responsible Charge one (1) week prior to the meeting. The Consultant is responsible for meeting minutes, which shall be provided to the Project Manager and Entity Responsible Charge within three (3) business days following the meeting.

Project management will include progress reporting, coordinating with stakeholders, including Monroe MPO and DOTD, as well as ensuring quality control and quality assurance. The Consultant is responsible for project tracking and shall ensure all tasks are completed on schedule. All correspondence shall include applicable state project numbers, along with the project names, route number, parish, and federal aid project numbers. The Consultant shall provide the Project Manager and Entity Responsible Charge with a monthly project schedule (in Microsoft Project) and progress report including the estimated and actual date of completion of each task to be performed. The report may include a discussion of the previous month's progress, problems that were encountered, unresolved issues, and anticipated work for the next month. The Consultant shall coordinate with and provide the Project Manager and Entity Responsible Charge with monthly updates. It is anticipated that the Consultant shall have periodic coordination meetings with the Project Manager, Entity Responsible Charge and other subject matter experts during the course of the project to review the project status and address any concerns.

Deliverables: Submittal of monthly project schedule, progress report and invoices, meeting minutes.

TASK 2: TOPOGRAPHIC SURVEY

This project is located in Ouachita Parish in West Monroe, Louisiana, near the intersection of I-20 and Downing Pines Road. A detailed description of the survey limits are outlined below.

The first portion of this project shall begin at a point along Downing Pines Rd, near the intersection of Constitution Drive and Downing Pines Rd, and continue in a southeasterly direction along Downing Pines Rd for a linear distance of approximately 1540 feet. The second portion of this project shall begin at a point at the intersection of Downing Pines Rd and Mane St, and continue in a southwesterly direction along Mane St for a linear distance of approximately 600 feet. The third portion of this project shall begin at a point at the intersection of Downing Pines Rd and Short Constitution Drive, and continue in a northwesterly direction along Short Constitution Drive for a linear distance of approximately 1500 feet. The width of the DTM and survey shall vary. Please see attached survey request sketch for detailed limits of survey.

A complete Topographic survey including all utilities with depths and all drainage is required, along with finish floor elevations of all buildings that fall within the survey limits. This project shall be completed in accordance with the Location and Survey Manual and all current accepted Location and Survey Automation procedures. Control shall be established following the guidelines in the latest edition of the Locations and Survey manual. Deliverables are to be submitted in Microstation/Inroads format.

A drainage map shall be required. Please refer to the Location and Survey Photogrammetry Unit for detailed instructions of what is required on the drainage map.

Permission of land owners shall be acquired by the Consultant before entering any property associated with this description.

All work is to be done in English units of measurement.

TASK 3: TRAFFIC ENGINEERING AND RELATED SERVICES

Study Overview

The purpose of this Intersection Control Evaluation (ICE) Study is to establish an integrated, systematic, and performance-based approach to evaluating alternative intersection control and configurations at the intersection of Downing Pines Road at Mane Street/Short Constitution Drive in Monroe, Louisiana.

The project will evaluate three (3) intersection improvement alternatives that meet the purpose and need of the project.

The Study will include the following scope of work.

Initial Data Collection

All counts should be collected according to the standard engineering practice on a Tuesday, Wednesday, or Thursday, when schools are in session (not during summer vacation, or during holidays). If counts are being taken and weather becomes a factor during the time of counts, note such conditions as well as any accidents that may have occurred.

The seven (7) day, 24-hour counts will be used to establish the peak periods. Locations of seven (7) day, 24-hour Bi-directional Classification Counts:

1. Downing Pines Road north of Mane St./Short Constitution Dr.

Deliverables:

1. *Appendix A – Initial Data Collection*
 - a. *Electronic submittal containing the 7-day 24-hour raw counts. The count locations shall be shown on an aerial map.*
 - b. *Peak Period Determination Chart with explanation*
 - c. *Any documentation, justification, etc. for any count discrepancies*
 - d. *QA/QC Documentation*

Final Data Collection

48-hour counts with vehicle classifications shall be taken at all intersection approaches to help verify TMCs and demand. (24-hour classification counts will be acceptable).

Turning Movement Counts (TMCs) with classifications and demand shall be conducted at each approach of the intersection of Downing Pines Road and Mane St./Short Constitution Drive during the AM and PM peak periods. Counts for all movements will include vehicular, pedestrian, and bicycle.

Growth Rate Determination

The Growth Rate shall be determined using the MPO Travel Demand Model. These models will be the currently approved base year model and the future fiscally constrained model.

Deliverables:

All data should be submitted electronically noted below:

1. *Chapter 1 – Explanation of the methodology for collecting data.*
2. *Appendix B – Final Data Collection*
 - a. *Growth Rate Determination – Justification of growth rate determination and any sources that were used to obtain the growth rate(s).*
 - b. *Any documentation, justification, explanation for any count discrepancies. All locations shall be correct and easily followed*
 - c. *Volume check: Provide raw count figures with balanced volumes differences*
 - d. *Raw Turning Movement Counts (TMCs) and 48 hour counts all with classifications*

- e. Demand Calculation table
- f. Maps
- g. Raw Turning Movement Counts (TMCs) with Demand shown separately
- h. Final Existing Volumes (year 2026)
- i. No Build Volumes (year 2046)
- j. Peak Period Observations
- k. Geometric Field Checklist
- l. QA/QC Checklist and documentation – signed and dated

Existing Safety Analysis

The Consultant shall pull all crash history within the limits of this study (intersection crashes) for the latest five (5) years of available certified data for the project study area (2020-2024). A crash summary analysis for five (5) years shall show trends of crash rates, location, and severity using the Louisiana Crash Tool.

If a consistent trend is present throughout the five (5) years of data, the trend information shall be submitted to DOTD prior to performing any detailed crash analysis. After DOTD concurrence of the trend information, a detailed crash analysis shall be performed for one (1) year of typical data, in which all crash reports will be read in detail. If a consistent trend cannot be determined through the five (5) years of data, a detailed crash analysis shall be performed for all five (5) years for the project study area.

The detailed crash analysis shall consist of a review of the crash reports in detail to determine the type of collision based on the reporting officer's description. A report shall be submitted to DOTD Highway Safety Section for any crash reports within the latest year of data (one (1) year) that are found to be erroneous. The Consultant shall prepare QA/QC documentation for the review and approval of DOTD.

The Consultant shall also pull the latest five (5) years of pedestrian and bicycle crashes within the limits of the study area. Also, summarize any trends, if found, for pedestrians and bicyclists.

Crashes shall be pulled as far as the existing analysis is showing queuing for all intersections.

Deliverables:

1. Appendix C – Existing Safety Analysis
 - a. Louisiana Crash Tool
 - b. Crash Report Documentation – crash history, corrected component of crashes and provide individual summary of crash report narratives
 - c. Collision Diagram
 - d. Crash Analysis Summary - summary of crash reports explaining results
 - e. Existing Safety Analysis QA/QC Checklist

Existing and No Build Analysis

The Consultant shall analyze existing and projected traffic conditions using software approved by the DOTD Traffic Engineering section. The existing year is 2026. The future year is 2046. The analyses shall include the following MOEs per movement:

- V/C ratios
- 95th percentile queue lengths
- Critical movement control delay (sec/veh)

Analysis results must be verified with the collected field data to ensure validity and accuracy. All defaults must be justified and documented.

Tier 1 Analysis

The Consultant shall perform a Tier 1 Analysis of the Existing and No Build Analysis results to identify alternatives for further investigation that address the purpose and need while considering project constraints. All alternatives must be compiled in a matrix format for examination.

Alternatives selected for inclusion in the Comparison Matrix will be ranked using high-level criteria such as, but not limited to, Operations, Right Of Way (ROW), Cost, and Environmental Impacts. Criteria used should be quantified with thresholds that allow for a scored comparison between all alternatives and will vary depending on the defined problem. All alternatives considered shall include documentation explaining why they were recommended for advancement to Tier 2 or removed from further consideration. Depending on complexity, this could be a Notes column in the Evaluation Matrix or several paragraphs of explanation.

All alternatives will be compiled in a table format with a description and/or figure of each alternative and its associated ranking within the defined criteria. Selected alternatives should be based on a comparative evaluation using the total ranking.

Deliverables:

1. *Appendix D – Existing and No Build Analysis*
 - a. *Software reports/Output for Existing and No Build Conditions (only relevant sheets)*
 - b. *Electronic files of analyses*
 - c. *Analysis results of MOEs on a map with road name, control type, and north arrow of the corridor (11X17)*
 - d. *Queue map of intersection (field vs software- if there is a difference explain)*
 - e. *Intersection description (for TMC location)*
 - f. *Detailed description of intersection, nearby land use and issues for those not familiar with area*
 - g. *Aerial of intersection (showing existing lane configuration, peak hour TMCs, commercial/residential drives and any other notable feature such as but not limited to bus stops, crosswalks, train crossings etc.)*
 - h. *Summary of peak period observations (queues, issues, etc.)*

- i. *Summary of crash history*
- j. *MOE table of results*
- k. *QA/QC documentation*
- 2. *Chapter 2 – Interpretation of data and analysis of overall study area*
- 3. *Tier 1 Analysis*
 - a. *Summary of Screening Criteria*
 - b. *Critical Intersection Type Matrix and Results*
 - c. *Any additional tools and outputs used in decision making process*

Existing and No Build Results Meeting

The Consultant shall coordinate a meeting to discuss the findings of the existing and no build analysis.

- Present and discuss Existing and No Build, including any safety or capacity issues for the study area.
- Present and discuss high-level alternatives that address issues found in Chapter 2 (Tier 1 results).
- Discuss tool selection for Alternative Analysis.

Preliminary Tier 2 Alternative Analysis

- Footprint layouts on an aerial of potential alternatives at critical areas showing high-level physical impacts along the corridor.
- Redistributed volumes
- Meeting (optional)
- Recommend weight factors and ratings scale for Alternative Comparative Evaluation Matrix.

Deliverables:

- 1. *Redistributed Volume Map*
- 2. *High-level sketches and analysis*
- 3. *Meeting Minutes within 3 days (if meeting held)*

Final Alternative Analysis

Tier 2 Analysis of future year using approved software from the Existing and No Build Meeting.

Deliverables:

All data should be submitted via electronic copy.

- 1. *Appendix E – Alternative Analysis*
 - a. *Tier 1 Matrix with documentation.*
 - b. *Tier 2 Analysis and Documents*
 - i. *11 X 17 Map(s) showing redistributed future year volumes for each alternative (if needed)*

- ii. 11 x 17 Map(s) showing queues on an aerial comparing all alternatives and No Build alternative (pdf)
 - iii. Electronic copy of Analysis for Operations
 - iv. Software Reports/Output for Analysis of Intersections – Only relevant reports with inputs and Measures of Effectiveness (MOE) are needed. (pdf)
 - v. Intersection Summaries – Intersection with Turning Movement Counts (TMCs) and/or modifications:
 - vi. A detailed description of new and modified intersection (paint a picture)
 - vii. Aerial of intersection showing proposed lane configuration, proposed and existing Right of Way (ROW), and proposed and existing Control of Access (COA).
 - viii. Safety Analysis (showing an existing crash diagram with alternatives drawn and the potential crashes that may be eliminated with that alternative)
 - ix. MOE Table of Results
 - x. Summary Table of Results compared to No Build and all other Alternatives
 - xi. Critical Geometry Layout (of entire intersection) (11X 17, pdf, CADD OR KMZ files (not a line and grade)
 - xii. Documentation of any default changes from No Build to Alternative Analysis
 - xiii. Comparative Evaluation Matrix with documentation and calculations
 - xiv. QA/QC Documentation
2. Introduction of Final Report
 3. Chapter 3 – Alternative Analysis Summary
 4. Executive Summary

Final Report

Deliverable:

Sealed Report (Draft must be approved before final submission).
 Minimum 2 Electronic Copies

TASK 4: GEOTECHNICAL INVESTIGATION AND DESIGN SERVICES

The geotechnical portion of this project will consist of furnishing geotechnical investigation services and foundation design for the proposed structures. Hereafter, all sites are referred to as bridge sites, regardless of whether the final design includes a bridge or box culvert.

Project No.	District	Intersection Description	Deep Borings	Subgrade Borings
H.016019	05	Downing Pines Rd & Short Constitution Dr	3	8

The number of borings is estimated based on the roundabout and roadway layout and conforms to typical DOTD practice and AASHTO requirements. A shallow subgrade soil survey boring shall be made along each roadway leading to the roundabout. The Consultant shall notify DOTD immediately if it becomes evident that a particular site requires geotechnical investigation and/or engineering efforts that are beyond this scope, including additional borings.

GEOTECHNICAL INVESTIGATION

The Consultant shall perform a geotechnical investigation consisting of soil borings, laboratory testing, optional cone penetrometer test (CPT) soundings, soil classification, site characterization, and soil boring logs. In addition to the referenced ASTM designations, refer to *FHWA Geotechnical Engineering Circular No. 5 (GEC 5)* for best practices pertaining to geotechnical site characterization.

Field Investigation – Shallow Subgrade Soil Survey

A subgrade soil survey boring shall be made within 100 feet of the roundabout along each approach roadway, and equally spaced subgrade borings shall be made along Short Construction Drive. Subgrade soil survey borings can be made utilizing continuous-flight augers, pneumatic, or direct-push sampling. The depth of each boring should be at least 8 feet below the finished roadway elevation or natural ground, whichever is greater, with additional sampling and testing requirements for areas of cut/fill greater than ten (10) feet. Three excessive fill areas have been identified where, deep soil borings to a depth of 60 feet are required. Two 60-foot borings are proposed along the new alignment from the roundabout to Short Constitution Drive and one boring at the roundabout right turning lane from Mane Street to Downing Pines Road.

Laboratory Testing

All laboratory testing shall conform to applicable ASTM and AASHTO test designations.

Shallow Subgrade Soil Surveys

The different layers of the soil strata shall be identified every foot or strata break at the discretion of the lab engineer of record using the AASHTO classification system (ASTM D3282, AASHTO M 145) and the following tests:

- Atterberg Limits (ASTM D4318) – 100% of all cohesive samples; and
- Moisture content (ASTM D2216) – all samples;
- Grain size testing (ASTM D1140 and ASTM D6913) – as needed to classify granular soils;
- Hydrometer tests (ASTM D7928) – 75% of samples;
- Consolidation Testing (ASTM D2435) – 2 Tests per boring (in the fill areas)
- Percent Organics (ASTM D2974) – as needed; and
- pH (ASTM G51) and resistivity (AASHTO T 288) – as needed, at applicable pipe crossings.

Dry preparation methods (ASTM D421) shall be used where applicable to test shallow subgrade soil survey samples.

GEOTECHNICAL ENGINEERING DESIGN

The following geotechnical design elements are anticipated for this project. Should the project scope change from these assumptions, DOTD should be notified immediately.

Soil Boring Logs

Shallow Subgrade soil survey borings shall be presented in a tabular format containing all test results and classified using the AASHTO soil classification method.

This task shall be compensation based on cost per unit of work.

TASK 5: HYDRAULIC EVALUATION OF EXISTING STRUCTURE

This task includes a preliminary hydrologic and hydraulic (H&H) evaluation of the existing box culvert at the Main Street crossing. The objective of this assessment is to determine whether the existing culvert has adequate hydraulic capacity to be extended to accommodate the proposed roundabout (RAB) or if full replacement of the structure will be required.

- Hydrology
 - Determination of design flows using StreamStats and available FEMA Base Level Engineering (BLE) data.
- Hydraulics (HEC-RAS Model Development and Evaluation)
 - Development of terrain surfaces in HEC-RAS for both existing and proposed conditions
- Development and evaluation of hydraulic geometry for the following scenarios:
 - Existing conditions
 - Alternative 1: Extension of the existing structure
 - Alternative 2: New culvert/structure configuration
- Boundary Conditions Development– Utilizing StreamStats/ FEMA BLE
- Recommendation Memo
 - Technical memorandum summarizing modeling assumptions, results, and recommendations regarding extension versus replacement of the existing structure.

Assumptions/Limitations

- The existing structure and channel are not located within a FEMA regulatory floodway or floodplain; therefore, a No-Rise Study is not required.
- Detailed H&H analyses necessary for preliminary and final plan development will be provided under a supplemental agreement.

SERVICES TO BE PERFORMED/ITEMS TO BE PROVIDED BY ENTITY

If available, the entity will provide the following information as applicable:

- As-built plans for box culvert

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

If available, DOTD will provide the following information as applicable:

- Standard Plans and Special Details
- Access to Virtis input tables for On-System Bridges

- DOTD design and rating manuals, policies, and guidelines

SERVICES TO BE PROVIDED BY SUPPLEMENTAL AGREEMENT

The scope of services and compensation for the following services may be authorized by Supplemental Agreement:

- Preliminary Plans
- Final Plans
- Property Survey
- ROW Maps
- General Bridge Design Services
- As-designed, as-built, and condition bridge ratings
- Sampling and Non-destructive Testing
- Construction Support
- Embankment Slope Stability
- Embankment Settlement
- Earth Retaining Structures (ERS)
- Culverts
- Geotechnical Deliverables

ADDITIONAL SERVICES

The scope of services and compensation for the following additional services may be authorized by Supplemental Agreement:

- Environmental Clearance
- Environmental Permitting
- Subsurface Utility Engineering Services



Exhibit: Anticipated Survey Limits

ATTACHMENT B - QA/QC



QUALITY MANAGEMENT PLAN

**DOWNING PINES RD:
ROUNDAABOUT AT MANE ST**

CONTRACT NO. 4400032380

NEEL-SCHAFFER, INC.

“Solutions you can build upon”

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1. INTRODUCTION

NEEL-SCHAFFER, INC., is pleased to submit our QC/QA plan for Roadway Design Services as required by the Louisiana Department of Transportation and Development (LADOTD) in the Advertisement. This document constitutes as our proposed QC/QA Manual.

The team has a goal of providing timely, efficient, and high-quality Roadway Design Services to its clients. Successful completion of a project requires top-quality planning, teamwork, management, and a thorough review of all project documents. A projects overall probability of success improves with a solid beginning. Likewise, quality Roadway Design Services can prevent wasted time and funding as the project advances towards construction.

To best serve the LADOTD, NEEL-SCHAFFER has developed this Quality Control / Quality Assurance (QC/QA) plan. Since the LADOTD is one of our primary clients, we have incorporated the QC/QA requirements of the LADOTD into this plan to produce quality roadway design documents. According to the LADOTD's Construction Plans Quality Control / Quality Assurance Manual, a quality set of plans should have the following characteristics (The 5 C's): complete, consistent, clear, correct, and constructible. Our goal is to meet the following requirements to achieve the desired result of a quality Roadway Design Service.

- LADOTD Roadway Design Procedures and Details
- The LADOTD Engineering Directives and Standards (EDSMs)
- The American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets
- AASHTO Roadside Design Guidelines.

The following QC/QA plan is proposed specifically for the Downing Pines Rd: Roundabout at Mane St and may be modified slightly upon the specified scope of the program and input from the LADOTD. The QC/QA Plan has been made to assure LADOTD that the Design Team understands the complexities associated with the program and are prepared to produce an accurate and complete submittal. The process ensures that quality Roadway Design Services will be provided, thus, minimizing issues.

1.1 Project Overview

The project requirements are to provide engineering and related services to design a roundabout at the intersection of Downing Pines Road, Mane Street, and Short Constitution Drive. The project may include Topographic Surveys, Traffic Control Design, Traffic Signal Analysis and Design, Preliminary and Final Roadway Design, Plan development and Cost Estimates, Hydraulic Analysis and Design, and Road Design Services During the Environmental Process.

1.2 Definition of Terms and Positions

The following sections provide the standard definitions of each position.

Quality Control (QC): Procedures for checking the accuracy and consistency of the roadway design documents, calculations and the design drawings, detecting and correcting omissions and errors before the documents are finalized.

Quality Assurance (QA): Procedures for reviewing the work to ensure the quality control procedures are in place and effective in preventing mistakes, and consistency in the development of roadway design documents. This includes the actions, procedures, and methods employed at the management and senior technical levels to observe and ensure that prudent quality procedures are in place and are being carried out and that the desired result of a quality product is achieved.

Designer: Engineer directly responsible for the development of roadway design plans, design calculations, conceptual drawings, and cost estimates. Must be either a licensed professional engineer or engineer intern.

Design Checker: Engineer responsible for performing a full technical review of the roadway design, study reports, design calculations, conceptual drawings, and cost estimates. Must be either a licensed professional engineer or engineer intern, however, if the designer is an engineer intern the design checker must be a professional engineer.

Detailer: Individual responsible for preparing drawings. This individual(s) is responsible for the development of the drawings through the use of required CAD technology.

Reviewer: Engineer or related professional responsible for ensuring that the QC process has been followed as outlined. The Reviewer is responsible for ensuring that submittals are complete and in accordance with applicable LADOTD practices, policies and procedures.

Engineer of Record: The engineer of record is the engineer responsible for supervision and/or preparation of roadway design plans, study reports, design calculations, conceptual drawings, and preliminary cost estimates. The engineer of record ensures the QA/QC certification is signed by all responsible parties. The engineer of record must be licensed by the State of Louisiana as a professional engineer and must have commensurate experience in the design of similar projects.

Team Leader: Project manager or task assignee responsible for overseeing the project and staff on the project. Responsible for conducting audits and ensuring quality control plans are adhered to for each discipline.

Constructability Review: A design review performed by the Contractor or appropriate construction services personnel to assess the feasibility of the proposed design from a construction perspective. For the purposes of this project and in accordance with the LADOTD provided scope of work, this will require a review of the design plans.

Design Criteria: Document agreed to by the LADOTD and Consultant prior to design that establishes the design guidelines and procedures to be used for the design of the project.

2. PROJECT TEAM AND RESPONSIBILITIES

2.1 Responsibilities

It is the sole responsibility of the NEEL-SCHAFFER, INC. staff performing work to be familiar with and implement the requirements of this QC/QA Plan. Conformance to the LADOTD directives, policies, guidelines and this QC/QA Plan will provide verifiable documentation that the work, as completed by our team meets or exceeds the quality standards set forth for this program. LADOTD is not responsible for performing QC/QA of our work.

NEEL-SCHAFFER, INC., shall have the responsibility for performing all services under this contract.

2.2 File Management

All design plans, calculations, reports, and related documents; and CAD drawings will be created and modified on local servers and then uploaded to LADOTD ProjectWise folders with PDF copies for each submittal.

2.3 CAD

All drawings shall be performed in MicroStation V8i SS2 and be CAD conformed to LADOTD standards.

2.4 Louisiana Department of Transportation and Development (LADOTD) Roles

Quality control is the sole responsibility of the design team. NEEL-SCHAFFER shall be responsible for completing quality control in accordance with this document prior to all submissions. The LADOTD role shall be limited to providing comments on the substance provided and not reviewing the plans for errors and omissions.

3. DESIGN CRITERIA AND SOFTWARE

The following sections discuss the Design Team's procedures for Design Criteria and Software determination.

3.1 Design Criteria Report

Once a notice to proceed has been issued, the design criteria report will be completed based on the current design guidelines, design technical memorandums, and current design specifications.

The design criteria report will be submitted to LADOTD for review and approval at the beginning of each task order project. Any design assumptions made or design waivers and exceptions required shall be listed in the design criteria and referenced in the calculations and drawings as appropriate.

3.2 Software

The design team shall adhere to LADOTD policies regarding software by using only design software which is pre-approved by the LADOTD. Design and drafting software to be used on each task order project shall be listed in the design criteria. In the event software has not been pre-approved by the LADOTD, the team shall adhere to the following stipulations in order to seek LADOTD approval of the software to be used.

A synopsis of the software shall be submitted to the Engineer Administrator for approval prior to use. The synopsis shall include the name of the software and the developer, a general description of the functions, and an account of the requester's experience and the experience of other organizations or agencies that use the software.

4. QUALITY MANAGEMENT PLAN

4.1 Quality Management Overview and Flowchart

A specific Quality Control/Quality Assurance process has been established for this program. This shall include studies and design reviews among the designated team responsible for the related work.

As discussed previously, the project Team consists of NEEL-SCHAFFER staff. NEEL-SCHAFFER, INC. shall provide QA of the deliverables that may include safety and traffic studies, safety & traffic analysis, and design plans and engineer's estimates.

Detailed procedures for QC and QA are described in the following sections.

4.2 Quality Control Process (QC)

QC is defined as the basic checking procedures for ensuring accuracy and completeness. The following are the standard checking formats for hard copy documents (such as hand calculations, program input files and plans) and electronic documents (such as word documents) that should be implemented for the QC processes.

Safety & Traffic Study Documents, Design Calculations, and Plan Details

Quality control starts with each NEEL-SCHAFFER, INC., team member. Each team member is responsible for reviewing all documents they produce prior to the document being checked. It is the responsibility of the Designer to develop and check the details and plans produced by the Detailers.

A copy of the original documents are retained or documented for all review activities. For checking of design programs or analysis software, a printout of the input and output should be provided to the Design Checker. The Design Checker is responsible for checking the input and reviewing the output to verify the calculations. In certain cases, the checker shall make independent calculations to check the design and calculations.

The appropriate Design Checker shall review the Safety/Traffic analysis, calculations, Safety/Traffic study report and other related documents for correctness and completeness and verify that the documents are properly reflected in the final deliverables.

- Items needing correction are **marked in red**.
- Correct items are **highlighted in yellow**.
- Correct full paragraphs (or pages) marked with a **yellow diagonal** or check mark.
- For software calculations, the input 100% checked with the controlling values of output files verified with hand calculations.

When the Design Checker is complete, all calculations and plans should be highlighted and sent back to the designer. Any discrepancies are to be resolved prior to completion of the calculation package and noted.

Upon completion of the submittal by the appropriate team member and Design Checker, the Reviewer shall review the documents along with the details used to develop the documents. The Reviewer is responsible for checking the documents for completeness and accuracy prior to a submittal. The Reviewer shall document their review.

- Agreement shown with a **green check mark ✓**
- Disagreement discussed **are shown in Blue.**
- The review is sent back to the producer. Any disagreements are to be resolved prior to completion of the submittal.

All reviews and comments shall be recorded and documented by the EOR.

4.3 Quality Assurance Process (QA)

QA is defined as the procedures used to verify that the QC procedures are followed and used effectively to provide accurate and complete submittals. During the QC/QA process, the Reviewer is responsible for insuring that the QC process is complete and that the safety analysis, design calculations, drawings, special revisions, and preliminary cost estimates are in accordance with LADOTD Design practices, policies and procedures.

The Reviewer provides the team members with any concerns or deficiencies observed in the design and plans. These issues are resolved prior to submittals.

Upon completion of the QA process, the EOR verifies that the QC/QA certification is signed by all responsible parties. The EOR also assembles all calculation packages (if applicable) to send to the LADOTD and verifies that the responsible parties are shown accurately on the plans and calculations. The EOR is responsible for sealing the pertinent calculation packages and plans (if required) prior to submittal to LADOTD.

5. ESTIMATED DELIVERABLES AND CERTIFICATIONS

NEEL-SCHAFFER, INC. shall be responsible for the Deliverables and certifications required for the Quality Management Plan. This shall include making sure that the project certifications and forms are adhered to and signed, along with delivering the documents to the LADOTD at the required submittal milestones.

5.1 Certifications and Forms

NEEL-SCHAFFER, INC. shall create pertinent QC/QA forms for each task order issued under this project, and shall require that the QC/QA process is followed and the forms are signed by the responsible parties. NEEL-SCHAFFER, INC. shall document and file these forms for each deliverable where required.

5.2 Sealing of Plans

The Engineer of Record (EOR) is the Louisiana-licensed professional engineer who is assigned by the supervisor or team leader to seal the calculation and conceptual plans, if required.

However, the EOR provides the last level of QC/QA prior to the submittal of design plans and is responsible for making sure the calculations, and plans are in good order.

APPENDIX

The following items are included in the Appendix:

- Design Criteria Checklist
- Final Calculation Book Checklist
- QA Information Package Checklist
- QC/QA Certification
- Consultant Submittal QC/QA Certification
- Quality Audit Checklist
- Sample Check Print Stamps

Design Criteria Checklist

Design Criteria for each project shall include, but not be limited to, the following sections.:

_____ **Cover sheet**

The following information must be included on the cover sheet:

- LADOTD project number
- Project name
- Revision date
- The Supervisor or Team Leader's signature and date

_____ **Governing Design and Construction Specifications and Other References**

A list of governing design and construction specifications and other references used for the project shall be included in this section. The edition number, interim revisions, and/or publication date must be specified for each reference.

_____ **Design Assumptions and Design Expectations**

All design assumptions and required design waivers and exceptions received must be included in this section along with supporting documents.

_____ **General Information**

The general information as listed below should be included in this section:

- Bridge information (no. of bridges, bridge clear width, length, no. of lanes, lane width, shoulder width, etc.)
- Road information (roadway classifications, design speed, traffic data, etc.)
- Vertical datum
- Vertical and horizontal clearances
- Hydraulic design information (design water elevations, scour depth and scour elevation, etc.)
- Other relevant information

_____ **Design Factors**

The ductility factor η_D , redundancy factor η_R , and operational importance factor η_I shall be listed in this section.

_____ **Design Loads**

All design loads (dead load, live load, wind load, thermal loads, vessel collision loads, seismic load, wave loads, etc.) used for the project shall be included in this section.

Limit States

All applicable limit states for this project shall be listed in this section.

Bridge Barrier

The design criteria, types, and test levels for bridge barriers shall be listed in this section. Standard plans and special details should be listed if they are utilized.

Guardrail

The design criteria, types, and test levels for guardrails shall be listed in this section. Standard plans and special details should be listed if they are utilized.

Approach Slab

Design criteria for approach slab shall be included in this section. Standard plans and special details should be listed if they are utilized.

Deck and Deck Drainage

All design criteria for deck and deck drainage design shall be included in this section. Standard plans and special details should be listed if they are utilized.

Bearing

All bearing types and design criteria for each bearing type shall be included in this section. Standard plans and special details should be listed if they are utilized.

Joint

All joint types and design criteria for each type shall be included in this section. Standard plans and special details should be listed if they are utilized.

Superstructure

All superstructure types and design criteria for each type shall be included in this section. Standard plans and special details should be listed if they are utilized.

Substructure

All substructure types and design criteria for each type shall be included in this section. Standard plans and special details should be listed if they are utilized.

Piles and Drilled Shafts

All pile types, sizes, and structural design criteria shall be included in this section. Standard plans and special details should be listed if they are utilized.

Geotechnical Design

All geotechnical design shall be included in this section. Standard plans and special details should be listed if they are utilized.

Mechanical Design

All mechanical design criteria shall be included in this section if applicable. Standard plans and special details should be listed if utilized.

Electrical Design

All electrical design criteria shall be included in this section if applicable. Standard plans and special details should be listed if they are utilized.

As-Designed Bridge Rating Criteria

All as-designed bridge rating criteria shall be included in this section.

Final Calculation Book Checklist

The final calculation book for each project shall include, but not limited to, the following sections.:

_____ **Cover Sheet**

The following information must be included on the cover sheet:

- LADOTD project number
- Project name
- The title of “Final Calculation Book”
- The EOR’s seal with signature and date

_____ **Final Calculation Book Check List**

_____ **QC/QA Certifications**

_____ **Peer Review Resolution Agreement (if peer review is performed)**

_____ **Design Criteria**

_____ **Final Hydraulic Analysis Report from Hydraulic Engineer**

_____ **Final Geotechnical Analysis Report from Geotechnical Engineer**

_____ **Superstructure Design Calculations**

_____ **Substructure Design Calculations**

_____ **Quantity Calculations**

_____ **Special Provisions/NS-Items**

_____ **Preliminary Construction Cost Estimate**

_____ **As-Designed Rating Report**

_____ **List of All Final Electronic Design Files and File Locations (Server location & directory name)**

Consultants shall submit the final calculation book to LADOTD bridge task managers; the submittal shall be on a CD or Flash Drive or placed to a designated ProjectWise folder including the following information:

_____ **A PDF File of the Calculation Book**

_____ **All Electronic Design Files**

_____ **A PDF File of the As-Designed Rating Report Only**

QA Information Package Checklist

Contract No.: 4400032380

Project Description: Downing Pines Rd: Roundabout at Mane St

 Calculation Book Plans Special Provisions Cost Estimate Other Documents _____

QC/QA Certification

Contract No.: 4400032380
 Project Description: Downing Pines Rd: Roundabout at Mane St

We, the undersigned designers, detailers, checkers and reviewers for this project, have reviewed and accepted the calculations, plans, quantities, special provisions, and cost estimate prepared for the project. We certify that the work for which we are responsible has been completed in accordance with the LADOTD procedures related to QC/QA.

Team Members	Name	PE Registration No.	Responsible Plan Sheets	Responsible Special Provisions	Construction Cost Estimate	Signature
Designers						
Checkers						
Detailers						
Detail Checkers						
Reviewers						
EOR						

Consultant Submittal QC/QA Certification

Contract No.: 4400032380
Project Description: Downing Pines Rd: Roundabout at Mane St

I, the undersigned Supervisor or Team Leader for this project, certify that the information included in this submittal has been prepared in accordance with the QC/QA plan documents and LADOTD procedures related to QC/QA and the information presented is accurate and meets the requirements of this submittal. All CAD drawings meet LADOTD CAD standards.

Submittal Description

Supervisor or Team Leader Name	Signature	Date
--------------------------------	-----------	------

Quality Audit Checklist

AUDITED AREA:		DATE(S) OF AUDIT:	
AUDITOR:		AUDIT:	
AUDIT ITEM	METHOD OF VERIFICATION	CONFORMS	
		YES	NO
1. Have computer programs utilized been validated?	Review validation records.		
2. Are calculation check prints available?	Review originals and check prints.		
3. Were calculations checked prior to drawing checking?	Review check prints.		
4. Are drawing check prints available?	Review record set and check prints.		
5. Are check prints of specifications available?	Review record set and check prints.		
6. Is checking of input to computer programs being accomplished?	Review originals and check prints		
7. Are check prints of studies or report-type documents available?	Review check prints.		
8. Are procedures for marking up check prints being followed? Checker - Yellow/Red Backchecker – Green/Blue	Review check prints.		
10. Are check prints properly signed and dated?	Review check prints.		
11. Are plan reviews completed?	Review package to verify that comment sheets are available.		
12. Are the review comments incorporated into the final documents or disposed of as otherwise noted?	Review for verification that Design Reviews comments have been incorporated. Review for verification that comments from prior Design Reviews have been incorporated.		

13. Are check prints of graphic elements available?	Review check prints.		
14. Are all checklists validated?	Review check prints.		

Sample Check Print Stamps

Stamp shown is for example purposes only and actual stamp used may vary.

CHECKING PRINT

Checked by _____ Date _____

Back Checked by _____ Date _____

Corrected by _____ Date _____

Tracing Signed by _____ Date _____

ATTACHMENT D

DBE FORM 1

Louisiana Department of Transportation and Development
 DBE Participation **Monthly** Report

Contract No.	44	Invoice No.	
State Project No. / Task Order No.	H.	Report period begin date	
Prime Consultant		Report period end date	

LA UCP Certified DBE Prime and/or Sub-Consultant	Services performed this period	\$ amount invoiced this period	\$ total invoiced to date
Totals:			

Authorized Prime Consultant signature			
Typed or printed name		Date	
Title		Phone No.	

DOTD Project Manager has reviewed this form: _____
DOTD Project Manager signature
date

This report shall be submitted **monthly** to the DOTD Project Manager with the current month's invoice. Questions should be directed to the DOTD Compliance Programs Section at (225) 379-1382.

ATTACHMENT E

DBE FORM 2

Louisiana Department of Transportation and Development
 DBE Participation **Final** Report

Contract No.	44	DBE Goal %	
State Project No. / Task Order No.	H.	Contract amount	\$
Prime Consultant			

LA UCP Certified DBE Prime and/or Sub-Consultant	Services performed	Total dollar amount paid to DBE
Total:		\$

Authorized Prime Consultant signature			
Typed or printed name		Date	
Title		Phone No.	

DOTD Project Manager has reviewed this form: _____ date
 _____ DOTD Project Manager signature

This report shall be submitted with the **final** invoice to the DOTD Project Manager. Questions should be directed to the DOTD Compliance Programs Section at (225) 379-1382.

CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT: WEST MONROE SPORTS COMPLEX PARKING ADDITION

ENGINEER: LAZENBY & ASSOCIATES, INC.

OWNER: CITY OF WEST MONROE

CONTRACTOR: GRINDSTONE CONSTRUCTION, LLC

CONTRACT DATE: FEBRUARY 17, 2026

DATE OF ISSUANCE: APRIL 29, 2026

This Certificate of Substantial Completion applies to all Work under the Contract Documents or to the following specified parts thereof:

All Work

The Work to which this certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR and ENGINEER, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

April 29, 2026
Date of Substantial Completion

A tentative list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of CONTRACTOR to complete all the Work in accordance with the Contract Documents. The items in the tentative list shall be completed or corrected by CONTRACTOR within 7 calendar days of the above date of Substantial Completion.

The Date of Substantial Completion is the date upon which all guarantees and warranties begin, except as follows:

The 45-day lien period shall begin upon the date that this document is filed with the Clerk of Court in Ouachita Parish.

This certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of CONTRACTOR's obligation to complete the Work in accordance with the Contract Documents.

Executed by ENGINEER on April 29, 2026

Lazenby & Associates, Inc.
ENGINEER

By: 
Jason T. Thordhill, P.E.

CONTRACTOR accepts this Certificate of Substantial Completion on 4-30-26, 2026
Date

Grindstone Construction, LLC
CONTRACTOR

By: 
Ben Cunningham, Manager

OWNER accepts this Certificate of Substantial Completion on _____, 2026
Date

City of West Monroe
OWNER

By: _____
Staci Albritton Mitchell, Mayor

FINAL INSPECTION "PUNCH LIST"
WEST MONROE SPORTS COMPLEX PARKING ADDITION
CITY OF WEST MONROE
L&A, INC. PROJECT NO. 24E081.00

APRIL 29, 2026

1. Install silt fencing across drainage path near north end of new construction.
2. Install hay bale sediment check dams at existing drainage inlets receiving runoff from areas disturbed by construction.
3. Install painted parking striping per construction drawings.

MAY 4, 2026
WEST MONROE CITY COUNCIL MEETING
ENGINEERING UPDATE
L&A, INC. PROJECT NO. 26E038.00

Kiroli Walk Trail Improvements

- Within lien period

Sunshine Heights Drainage Improvements

- Kepper Trucking & Dirt Contracting is under construction

Downtown Utility Survey & Preliminary Engineering

- Initial TV camera footage of drainage pipe has been performed. Our firm will view footage to determine underground features

Downing Pines Road: Roundabout at Mane Street

- State Project Number H.016019
- LDOTD proposed Contract with prime consultant Neel-Schaffer, Inc.

Cotton Street Sidewalk & Street Improvements

- Bridge Street to Wood Street
- Initial TV camera footage of drainage pipe & sewer services has been performed. Our firm will view footage to determine underground features

Cotton Street Water & Sewer Utility Improvements

- Pine Street to Wood Street
- DRA Funded Project (SEDAP) LA-7333
- Advertising for Bids

Julia Street Improvements

- Cypress Street to McMillan Road
- Our firm will continue to prepare final plans

West Monroe Sports Complex Parking Addition

- Grindstone Construction is substantially complete

Kiroli Park Entrance Improvements

- Initial field work for the topographic survey is complete

Stella Street Sewer Rehabilitation

- Revised final plans for sewer rehab to prepare to advertise the project for bids
- Met with LDOTD, preparing LDOTD permit
- Preparing LDH permit & submittal
- City has met with adjacent landowner

UNDER CONSTRUCTION			
Project	Description	Funding	Status
New Drago Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Drago LS. Funding from LA Water Sector Program.	WSP/City	Construction in progress. Approx. 95% complete.
Crosley Sanitary Sewer Improvements	Sanitary sewer rehabilitation along Crosley, from Trenton to N. 7th.	City	Construction in progress.
N 6th Street Sidewalks (2023 DOTDTAP)	Construction of sidewalks along N. 6th Street, from WMHS to Clayton Street.	LaDOTD/City	Construction in progress.
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	Construction in progress.
Well 10 GAC Replacement	Removal and replacement of 40,000 lbs. of granulated activated carbon (GAC) in filters 1 and 2 of Well No. 10.	CWEF/City	Construction in progress. GAC filled on 4/22. Filters to go online once tests come back clear.

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
S. 8th Street Drainage Improvements (LGAP FY22-23)	Conflict box and drainage pipe replacement at the S. 8th/Linderman intersection.	LGAP/City	Design Phase. LGAP contract received.
Black Bayou Canal - Thomas Rd. Area (EDA)	Repair concrete canal near Assembly and Walmart.	EDA/FEMA/City	Construction contract awarded to Benchmark Construction Group, LLC. 4/21/26.
Crosley Street Rehabilitation	Mill & Overlay with sidewalk replacement, from Trenton St. to N. 7th Street.	Urban Systems (80/20)	con
Arkansas Road Improvements	Widen and Rehabilitate Arkansas Road, From N. 7th to Otis St.	Urban Systems (80/20)	Design Phase. DOTD letting date: 9/8/27.
Black Bayou Canal Improvements (HMGP)	Improvements including cleaning, widening, and armoring portions of the Black Bayou Canal south of I-20.	FEMA/City	FEMA approved environmental (EHP). Awaiting USACE 404 (wetlands) permit and mitigation requirements.
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)	95% Preliminary Plans Submitted. Scheduling Plan-in-Hand meeting.
New Austin Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Austin LS.	EDA/City	Plan Development.
Parkwood Sanitary Sewer Main Improvements (DRA-SEDAP)	Replacement of approx. 1,345 feet of 24" sewer main and rehabilitation of five (5) manholes along Black Bayou Canal near Parkwood Dr.	DRA-SEDAP/City	Plan Development.
Mid-City Drainage (Fed Approp/FEMA-PDM)	Drainage improvements between Trenton Street and Black Bayou Canal. (\$2.4M Award)	FEMA/City	60% Preliminary Plans submitted to FEMA. EA coordination underway.
Cypress/Slack Drainage Improvements (LWI-DSP)	Drainage improvements at Golf Course Creek crossings of Cypress and Slack Streets.	LWI/City	H&H study approved. Environmental clearance and 60% plans in progress.
Black Bayou Pump Station (LWI Round 2)	New stormwater pump station. (\$10.0M Award)	LWI/City	Environmental clearance and preliminary engineering.
WWTP Improvements Phase 1 (DRA-CIF)	New outfall point and chlorine contact chamber at the wastewater treatment plant.	DRA-CIF/City	Preliminary design.
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	Preliminary design and right-of-way planning.

Project Classifications

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

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