

St. Charles Parish Library
Board of Control Meeting
March 16, 2021
6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes – January 19, 2021
- III. Attendance Report
- IV. Public Comment (five [5] minutes)
- V. Librarian’s Report
- VI. Communications
- VII. Unfinished Business
 - A. Norco Branch Status
 - B. Hahnville Branch Library – Discussion of Possible Future Plans and Feasibility Study Proposal
- VIII. New Business
 - A. Resolution 21-2 – Designation of a Records Officer
- IX. Public Comment (three [3] minutes)
- X. Adjournment

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

St Charles Parish Council - LIVE DATA

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

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

From 1/1/2020 Through 12/31/2020

		Current Year Actual	Current Period Budget - Original	Current Period Budget - Revised	YTD Budget Variance - Revised
Revenue					
NonApplicable	000000				
Ad Valorem	31100000	7,081,186.60	6,798,000.00	6,798,000.00	283,186.60
FCC Universal Service Program	33108600	66,720.35	33,000.00	33,000.00	33,720.35
State Aid To Public Libraries	33303200	6,775.13	0.00	0.00	6,775.13
State Payments In Lieu Of Taxes	33400000	67,292.00	63,000.00	63,000.00	4,292.00
Charge For Photocopier	34105000	2,933.95	7,000.00	7,000.00	(4,066.05)
Miscellaneous Revenue	34109900	9,583.24	10,000.00	10,000.00	(416.76)
Fines (Books)	35201000	1,184.17	5,000.00	5,000.00	(3,815.83)
Interest Earnings	36100000	154,475.13	165,000.00	165,000.00	(10,524.87)
Gifts & Donations	37300000	20,543.80	0.00	0.00	20,543.80
Proceeds From The Sale Of Assets	38300000	2,480.01	0.00	0.00	2,480.01
Total NonApplicable		<u>7,413,174.38</u>	<u>7,081,000.00</u>	<u>7,081,000.00</u>	332,174.38
Total Revenue		<u>7,413,174.38</u>	<u>7,081,000.00</u>	<u>7,081,000.00</u>	332,174.38
Expenditures					
Communications	410165				
Contractual Services	42700000	249.30	0.00	0.00	(249.30)
Total Communications		249.30	0.00	0.00	(249.30)
Libraries	450610				
Primary (Executive) Salaries	41100000	105,056.29	104,250.00	104,250.00	(806.29)
Professional Salaries	41150000	500,863.42	550,000.00	550,000.00	49,136.58
Regular Salaries & Wages	41200000	1,639,901.87	1,809,000.00	1,809,000.00	169,098.13
Salaries - Other	41300000	428,970.50	749,000.00	749,000.00	320,029.50
FICA	41510000	26,982.70	46,438.00	46,438.00	19,455.30
Retirement	41520000	273,113.43	307,905.00	307,905.00	34,791.57
Life/Health Insurance	41530000	452,940.32	480,000.00	480,000.00	27,059.68
Workmen's Compensation	41540000	32,064.95	32,000.00	32,000.00	(64.95)
Unemployment	41550000	268.80	2,008.00	2,008.00	1,739.20
Medicare	41560000	37,688.87	46,578.00	46,578.00	8,889.13
Disability	41570000	7,255.23	8,129.00	8,129.00	873.77
Post Employees Health Care	41580000	41,313.33	45,000.00	45,000.00	3,686.67
Dental	41600000	4,130.00	4,000.00	4,000.00	(130.00)
OPEB Contribution	41610000	78,393.51	86,214.00	86,214.00	7,820.49
Miscellaneous	41990000	1,189.00	1,600.00	1,600.00	411.00
Library - Dues	42140000	2,161.00	4,000.00	4,000.00	1,839.00
Library Advertising	42150000	3,205.00	10,000.00	10,000.00	6,795.00
Library-Periodicals	42160000	13,987.19	20,000.00	20,000.00	6,012.81
Library-Digital Books	42170000	92,710.30	105,500.00	105,500.00	12,789.70
Library - Printing	42210000	2,999.00	31,500.00	31,500.00	28,501.00
Library-Adult Pgm Speakers/Performers	42230001	0.00	6,500.00	6,500.00	6,500.00
Library-Child & Yg Ad Pgm Speakers/Performers	42230002	10,198.00	25,000.00	25,000.00	14,802.00
Electrical (Light And Power)	42310000	131,277.02	175,000.00	175,000.00	43,722.98
Natural Gas	42320000	1,614.00	2,000.00	2,000.00	386.00
Water	42330000	4,005.33	7,000.00	7,000.00	2,994.67
Postage And Box Rent	42410000	7,479.12	12,000.00	12,000.00	4,520.88
Telephone	42420000	90,608.54	100,000.00	100,000.00	9,391.46
Library - Electronic Services	42450000	58,362.75	78,000.00	78,000.00	19,637.25
Library - Building Rentals	42510000	576.00	3,072.00	3,072.00	2,496.00
Library - Equipment Rentals	42520000	30,110.72	40,000.00	40,000.00	9,889.28

St Charles Parish Council - LIVE DATA

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

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

From 1/1/2020 Through 12/31/2020

		Current Year Actual	Current Period Budget - Original	Current Period Budget - Revised	YTD Budget variance - Revised
Library - Mt. of Grounds	42610000	43,164.75	45,000.00	45,000.00	1,835.25
Library - Mt. of Buildings	42620000	76,023.67	80,000.00	80,000.00	3,976.33
Library - Mt. of Vehicles	42630000	981.01	10,000.00	10,000.00	9,018.99
Library - Mt. of Equipment	42640000	0.00	5,000.00	5,000.00	5,000.00
Library - Mt. of Plumbing & HVAC	42650000	27,988.07	85,000.00	85,000.00	57,011.93
Library - Mt. of Furniture/Office Eq.	42660000	0.00	1,000.00	1,000.00	1,000.00
Library - Electrical Contract	42720000	0.00	5,000.00	5,000.00	5,000.00
Library - Pest Control Contract	42740000	9,805.32	8,000.00	8,850.00	(955.32)
Library - Janitorial Contract	42750000	24,848.88	37,856.00	37,856.00	13,007.12
Library - Automation Systems Contract	42770000	98,833.38	121,000.00	121,000.00	22,166.62
Professional Services	42800000	2,393.84	60,000.00	31,015.00	28,621.16
Merchant Services	42810000	124.07	1,000.00	1,000.00	875.93
Insurance - Fire & Casualty Property	42910000	179,216.56	145,000.00	173,000.00	(6,216.56)
Insurance - Auto Coverage	42930000	21,271.00	23,000.00	23,000.00	1,729.00
Insurance - Employee Liability	42940000	3,784.00	3,650.00	3,785.00	1.00
Non Consumable Office Supplies	43050000	26,432.07	40,000.00	40,000.00	13,567.93
Library-Technology Supplies	43060000	30,806.36	80,000.00	80,000.00	49,193.64
Office Supplies	43100000	53,703.66	55,000.00	55,000.00	1,296.34
Library-Adult Pgm Supplies	43210001	14,367.41	35,000.00	35,000.00	20,632.59
Library-Child & Yg Ad Pgm Supplies	43210002	27,338.18	45,000.00	45,000.00	17,661.82
Maintenance Of Buildings & Grounds	43260000	39,960.90	60,000.00	60,000.00	20,039.10
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	3,294.87	10,000.00	10,000.00	6,705.13
Miscellaneous	43290000	0.00	5,600.00	5,600.00	5,600.00
Travel	44100000	15,744.45	60,000.00	60,000.00	44,255.55
Official Fees	44400000	20,540.15	13,000.00	13,000.00	(7,540.15)
Acquisition Of Motor Vehicles	46400000	0.00	200,000.00	200,000.00	200,000.00
Educational-Cultural-Recreational	46510000	56,600.76	100,000.00	100,000.00	43,399.24
Buildings-Grounds-General Plant	46520000	0.00	135,000.00	135,000.00	135,000.00
Office Equipment	46560000	0.00	50,000.00	50,000.00	50,000.00
Major Repairs	46700000	0.00	75,000.00	75,000.00	75,000.00
Construction In Progress	46800000	(67.75)	91,250.00	91,250.00	91,317.75
Library - Architectual	46810000	0.00	60,000.00	60,000.00	60,000.00
LIBRARY - BOOKS (ALL FORMATS)	46900100	89,065.19	183,000.00	183,000.00	93,934.81
LIBRARY - AUDIO RECORDINGS	46900300	11,823.03	26,700.00	26,700.00	14,876.97
LIBRARY - VIDEO RECORDINGS	46900500	13,742.55	27,400.00	27,400.00	13,657.45
Other Fees	46930000	0.00	1,000.00	1,000.00	1,000.00
Library - Other	46960000	0.00	10,000.00	10,000.00	10,000.00
Miscellaneous	46990000	0.00	13,000.00	13,000.00	13,000.00
Cont. To Retirement Ded. From Tax Coll	47300000	235,501.78	248,000.00	248,000.00	12,498.22
Cost Of Ad Valorem Tax Collection	47310000	0.00	6,000.00	6,000.00	6,000.00
Transfer - Indirect Cost Allocation	48570000	0.00	190,000.00	190,000.00	190,000.00
Total Libraries		<u>5,206,714.35</u>	<u>7,342,150.00</u>	<u>7,342,150.00</u>	2,135,435.65
Total Expenditures		<u>5,206,963.65</u>	<u>7,342,150.00</u>	<u>7,342,150.00</u>	2,135,186.35
Net Revenue Over Expenditures		<u>2,206,210.73</u>	<u>(261,150.00)</u>	<u>(261,150.00)</u>	2,467,360.73

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT made and effective as of the ____ day of _____, 2020 by and between ST. CHARLES PARISH LIBRARY acting herein by and through its Director, who is duly authorized to act on behalf of said Library, hereinafter called the OWNER, and 720 DESIGN INC., a corporation acting herein by and through its Contracting Officer, hereinafter called CONSULTANT. Whereas the Owner desires to employ a professional consulting firm to perform consulting work and services for the FACILITY FEASIBILITY STUDY FOR THE HAHNVILLE BRANCH project.

1.0 GENERAL TERMS

The Owner agrees to employ the Consultant and the Consultant agrees to perform professional services required for the project described above. Consultant will conform to the requirements of the Owner and to the standards of the agencies participating with the Owner in the Project. The Consultant will coordinate all work between the Owner and all participating agencies and regulating agencies, if needed. Written authorization to begin different phases of the project will be given to the Consultant by the Owner, including Conceptual, Preliminary Design, Final Design, Bidding Assistance and Construction and Services. The Owner may terminate the Contract by written notification and without cause per Section 10.0 during any phase of the project.

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

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

2.0 PROJECT

2.1 The Owner hereby contracts with the CONSULTANT to perform all necessary professional services as defined as follows:

Facility Feasibility Study for the Hahnville Branch

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

2.3 Consultant shall perform all scope of services and work in accordance with the Schedule as defined in Attachment "A" hereto unless otherwise mutually agreed upon by the parties in writing.

- 2.4 The Consultant agrees to comply with all Federal, State, and Local Laws and Ordinances applicable to the scope of services and work or in entering any other agreement with any another party to complete the work.

3.0 SERVICES OF CONSULTANT

- 3.1 Consultant shall provide Owner professional work and services in all phases of the Project to which this Agreement applies and as hereinafter provided to properly plan and execute the work on the project(s) assigned to the Consultant. These services may include but may not be limited to serving as Owner's professional consulting representative for the Project, providing professional consultation and advice, and furnishing customary civil, surveying, geotechnical, structural, mechanical, electrical, instrumentation and control consulting services and construction consulting and inspection.
- 3.2 Services provided by the Consultant shall be performed in accordance with generally accepted professional consulting practice at the time and the place where the services are rendered.
- 3.3 Consultant shall obtain from Owner authorization to proceed in writing for each phase of the Project.
- 3.4 Consultant shall provide minutes of all meetings with St. Charles Parish Library regarding any phase of the Project.
- 3.5 Consultant shall provide work and services to complete the project, including all necessary services described herein or usually implied as a prerequisite for the performance of the services whether or not specifically mentioned in this agreement, including attendance by the Consultant at project conferences and public hearings.
- 3.6 Planning Phase
 - 3.6.1 Conducting a Planning Meeting Workshop with the Owner.
 - 3.6.2 Advising the Owner as to the necessity of providing or obtaining from others additional data or services. These additional services may include photogrammetry, reconnaissance surveys, property surveys, topographical surveys, geotechnical investigations and consultations, compilation of hydrological data, materials consulting, and environmental assessments and impact statements.
 - 3.6.3 Identifying and analyzing requirements of governmental authorities having jurisdiction to approve the design of the Project, and participating in consultations with such authorities.

- 3.6.4 Preparing a comprehensive Planning Report presenting multiple solutions to the Owner with the Consultant's findings and recommendations. The Report will contain as a minimum:
- a. Discussion of project background and need.
 - b. Schematic layouts, sketches, or photographs.
 - c. Conceptual design criteria with appropriate exhibits to indicate clearly the considerations involved.
 - d. Any special material specifications including major equipment specifications.
 - e. A preliminary cost estimate for each alternative.
 - f. Consultant's conceptual opinion of probable costs for the selected alternative.
 - g. Discussion as to what permits are needed, time to acquire approvals, and potential adjacent landowner authorizations/servitudes that need addressing.
 - h. Discussion of the type of additional services that will be needed.
- 3.6.5 Meeting with the Owner and presenting findings of the Planning Report.
- 3.6.6 The Planning Report and Consultant's documentation and opinion of costs, along with the following documents and files, shall be delivered to Owner within 30 calendar days, or as otherwise stated in the written authorization from Owner to Consultant to proceed with Planning Services.
- a. Two (2) copies of the report for review.
 - b. Once the report has been finalized, submit two (2) copies of the revised report plus one (1) electronic file copy in PDF format.

4.0 OWNERSHIP OF DOCUMENTS

- 4.1 Documents including but not limited to plans, specifications, maps, basic survey notes, sketches, charts, computations and all other data prepared or obtained under the terms of this authorization shall become the property of the Owner and shall be made available for Owner's inspection at any time during the Project and, shall be delivered to the Owner prior to termination or final completion of the Contract.
- 4.2 Consultant may retain a set of documents for its files.
- 4.3 Reuse of Documents. Any reuse of documents or materials without written authorization or adaptation by Consultant to the specific purpose intended will be at Owner's sole risk and without liability or legal exposure to Consultant or to Consultant's independent professional associates, subcontractors, and consultants.
- 4.4 No materials, to include but not limited to reports, maps or other documents produced as a result of this Contract, in whole or in part, shall be available to

Consultant for copyright purposes. Any such materials produced as a result of this Contract that might be subject to copyright shall be the property of the Owner and all such rights shall belong to the Owner, and the Owner shall be sole and exclusive entity who may exercise such rights.

5.0 SUPPLEMENTARY SERVICES

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

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

Such supplementary services may include the following:

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

6.0 DEFECTIVE WORK

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

7.0 NOTICE TO PROCEED

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

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

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

8.0 PAYMENTS

- 8.1 Owner shall pay Consultant for the performance of work and services as outlined in Attachment "C" to this Agreement.
- 8.2 Payment for Consultant work and services on projects that do not require construction services, such as feasibility studies or drainage studies, shall be made based upon Consultant's estimate of the proportion of the services actually completed at the time of billing and shall be made in partial payments at monthly intervals.
- 8.3 If the Project, or any portion thereof, is not completed for any reason, the final fee for consulting work and services shall be negotiated between Owner and Consultant.
- 8.4 If authorized in writing by Owner, for the performance of, or for obtaining from others Additional Services which are not considered normal or customary consulting, the Owner shall pay Consultant based on monthly invoices submitted by the Consultant, within sixty (60) days of receipt of Consultant's invoice. Consultant shall provide written notice to Owner when no services or work has been performed during a given month.
- 8.5 For Additional Authorized Services provided by the Consultant such as, but not limited to, wetlands permitting, land and right-of-way acquisition, surveying, NPDES and LADEQ permit renewal or acquisition work, etc. Owner shall pay Consultant based on an agreed upon hourly rate(s) between the Owner and Consultant. Payment shall be not-to-exceed based on hourly rates and actual hours worked.
- 8.6 The following documentation shall be required for payment to Consultant and shall be attached to the monthly invoice.
 - a. A copy of the Owner's written authorization to perform the service.
 - b. Timesheets for all hours invoiced.

c. Invoice copies, logs or other substantiation of non-salary expenses.

8.7 For Additional Authorized Services that Consultant acquires from subcontractors and/or subconsultants, Owner shall pay Consultant a fixed sum previously agreed upon by Owner and Consultant, such sum to be established in each case when the scope of the work involved has been determined and before any of the Additional Services are provided. The use of subcontractors and/or subconsultants shall be subject to the provisions set forth in this Agreement. The following documentation shall be required for payment to Consultant and shall be attached to the monthly invoice:

- a. A copy of the Owner's written consent for the subcontractor and/or subconsultant to perform the service stating the Owner's and Consultant's agreed upon fixed sum established for the service performed.
- b. Evidence that the subcontractor and/or subconsultant is insured as required by this Agreement.

8.8 For Additional Consulting described in Section 5, Owner shall pay Consultant for the fee negotiated at the time the work is assigned by the method stipulated in the contract amendment.

9.0 BUDGET LIMITATIONS

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

If, at the completion of the Preliminary or Design Phase, the Consultant does not concur with the construction budget, he shall so notify the Owner, and the Consultant and Owner shall mutually agree on a revised construction budget prior to any work on the Design Phase.

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

10.0 FUNDS

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

11.0 TERMINATION OR SUSPENSION

- 11.1 This Agreement may be terminated for any reason by either party upon thirty (30) days written notice.
- 11.2 The Consultant, upon receipt of such notice, shall immediately discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement.
- 11.3 The Consultant shall, as soon as practicable after receipt of notice of termination, submit a statement showing in detail the services performed and payments received under this Agreement to the date of termination.
- 11.4 The Owner shall then pay the Consultant promptly that portion of the prescribed fee to which both parties agree.
- 11.5 Consultant fully acknowledges that no payment will be made for any work performed or expenses incurred after receipt of the termination by either party unless mutually agreed upon in writing.
- 11.6 Failure to meet agreed delivery dates or authorized extensions are considered substantial failures and breach of this contractual agreement by Consultant.

12.0 INSURANCE

- 12.1 The Consultant shall secure and maintain at his expense such insurance that will protect him and the Owner, from claims under Workmen's Compensation Acts and from claims for bodily injury, death or property damage which may arise from performance of services under this Agreement. Insurance for bodily injury or death shall be in the unencumbered amount of \$1,000,000.00 for one person and not less than \$1,000,000.00 for all injuries and/or deaths resulting from any one occurrence. The insurance for property damage shall be in the unencumbered amount of \$1,000,000.00 for each accident and not less than \$1,000,000.00 aggregate.
- 12.2 The Consultant shall also secure and maintain at his expense professional liability insurance in the sum of \$1,000,000.00.
- 12.3 All certificates of insurance SHALL BE FURNISHED TO THE OWNER and shall provide that insurance shall not be cancelled without thirty (30) days prior written notice to the Owner. The Owner may examine the policies.
- 12.4 Consultant shall include all subcontractors and/or subconsultants as insured under its policies or shall furnish separate certificates for each. All coverages for subcontractors and/or subconsultants shall be subject to all the requirements stated herein.

12.5 St Charles Parish and St. Charles Parish Library shall be named as an additional insured on general liability insurance policies.

12.6 For all purposes under Louisiana law, the principals of this Contract shall be recognized as the statutory employer of all contract employees as provided in LSA-R.S. 23:1061.

13.0 INDEMNIFICATION

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

14.0 WARRANTY

14.1 Consultant warrants that it will perform its design services with the degree of skill and to the standard of care required of the consulting profession to meet all Federal, State and Local requirements.

14.2 If Consulting Services for project designed by Consultant does not meet those requirements noted herein above, then to the extent that this occurs as a direct result of Consultant's failure to meet the standard of care in its design services, Consultant will indemnify the Parish for Consultant's share of the costs incurred to bring Consulting Services for project to the limitations mandated.

14.3 The obligations expressed in Section 14 above in no way limit the Consultant's obligations expressed elsewhere in this Contract.

15.0 EXCLUSIVE JURISDICTION AND VENUE

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

16.0 OTHER

This Agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified within this

Agreement. This Agreement may not be modified, supplemented or amended in any manner, except by written agreement signed by both parties.

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

WITNESSES:

WITNESSES:

ST. CHARLES PARISH LIBRARY

By: Leann Benedict, MLIS
Library Director

Date:

CONSULTANT

By: Maureen Arndt, AIA, IIDA
President
720 Design, Inc.

Date:



*Proposal to St. Charles Parish Library
Hahnville Branch Library
Facility Feasibility Study
Page 1 of 2*

June 29, 2020

PROPOSAL PRESENTED TO: St. Charles Parish Library

Re: Facility Feasibility Study for the Hahnville Branch

720 Design Inc. appreciates the opportunity to present this proposal for your consideration.

PROJECT GOALS AND OBJECTIVES:

This proposal is for 720 Design Inc. to provide phased consulting services including:

Phase 1:

- Reviewing the feasibility of rebuilding Hahnville on its existing site
- Review and approval to build from Corp of Engineers, Lafourche Basin Levee District and the Louisiana Department of Natural Resources (Coastal Use Permit) based on its proximity to the levee.
- Review of FEMA flood plain maps.
- Determine the allowable size of the build.
- Rough order of magnitude (ROM) of the cost to build on the current site.

If it is determined to be feasible:

Phase 2:

Building space programming for a new 4-6,000 SF Branch Library (potentially in two stories if view of the river is possible).

Adjacency diagram of major building and site (parking) components.

Updated cost estimate.

SCOPE OF SERVICES:

Phase 1:

Verify Existing Conditions

720 Design Inc. will visit the existing Hahnville Library to understand existing conditions as well as library/ facility priorities and goals for the new building.

- The library/Parish will provide a plat and/or survey of the existing site.
- Contact the Mississippi Valley Division of the US Army Corp of Engineers, Lafourche Basin Levee District and possibly the Louisiana Department of Natural Resources (Coastal Use Permit).
- Review FEMA maps.

Based on the findings, the 720 design team provide a recommendation and ROM cost regarding re-building on the existing site.

Phase 2:

Meeting 1 Staff Interviews—via Zoom or Teams

720 Design Inc. will meet with the Hahnville library staff and Parish Library Administration to discuss goals, ideas and expectations. Information from these interviews will be compiled into an outline program and adjacency diagram. Information and data gathered from site visits will be converted into an outline program and overlay adjacency diagrams to determine if the proposed buildings will meet the space requirements.

Conference Call via Zoom or Teams

Review and discuss preliminary program requirements

Meeting 2 on site

Program, Adjacency and cost estimate review

Prepare cost estimate for one story and two story options



Prepare Report
Final Presentation to library staff and board.

Deliverables:

Outline space program for Hahnville and adjacency diagrams for both one story and two story options
Cost Estimate for total project costs
(1) Bound report and (1) electronic pdf format report
Total Project Cost Estimates for two options for the Hahnville Library renovation and new building costs.

KEY PERSONNEL:

Maureen Arndt shall serve as Project Manager, providing day-to-day client contact and project management.

COMPENSATION:

Phase 1:	\$2,200.00
Phase 2:	\$8,820.00
Presentation to Library Board:	\$2,100.00
Travel:	\$700 per trip x 3 trips

ADDITIONAL SERVICES:

Additional Meetings or Presentations (in person):	\$2100 each plus travel expenses
Additional Meetings or Presentations (via zoom):	Actual time spent x hourly rate

HOURLY RATES:

Principal:	\$210/hour
Project Manager:	\$185/hour
Project Architect:	\$124/hour
Graphics Job Captain:	\$103/hour
Clerical:	\$82/hour

Reimbursable Expenses: Our estimated fee for travel and printing costs for work as defined above will not exceed \$2,800.00.

Change of Service: Services that are required of 720 Design Inc. that are not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with the owner for this project.

All meetings and presentations as itemized above shall take place at the Hahnville Library unless specified otherwise.

Exhibits

~~Exhibit A - General Conditions: The terms and conditions listed in Exhibit A - General Conditions of Agreement, dated February 2020 will apply to this proposal.~~



*Proposal to St. Charles Parish Library
Hahnville Branch Library
Facility Feasibility Study
Page 3 of 2*

Submitted by:

Approved by:

Maureen Arndt, AIA, IIDA 10-6-20
President
720 Design Inc.

Date

Enclosures: General Conditions

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

Resolution Number 21-2

Resolution to designate a records officer

Whereas Louisiana R.S. 44:411 requires that the Chief Executive Officer of each agency shall designate a records officer to act as liaison between the Division of Archives, Records Management and History, and the agency on all matters related to records management;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of March 16, 2021, that the Library Director be designated as the records officer for the St. Charles Parish Library.

Approved:

Celeste Uzee, President
St. Charles Parish Library Board of Control

Attest:

Leann Benedict, Secretary
Library Board of Control



Louisiana State Archives – Records Management
Louisiana Secretary of State
P.O. Box 94125
Baton Rouge, LA 70804-9125
recmgt@sos.la.gov

SSARC-940 (09/2020)

RECORDS OFFICER DESIGNATION FORM

Archives Use Only

Date Received:	Date Entered:	Entered by:
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In compliance with La R.S. 44:411, on or before July 1st of each state fiscal year, the chief executive officer of each agency shall designate a records officer to act as a liaison between the agency and the State Archives on all matters related to records management and communicate that designation by completing this form. You may submit the completed form to recmgt@sos.la.gov.

1. Agency: _____
2. Agency Mailing Address: _____
3. Agency Chief Executive: _____
4. Executive's Title: _____
5. Executive's E-mail Address: _____
6. Exec Phone Number: (_____) _____ 7. Exec Fax Number: (_____) _____
8. Date Executive Appointed or Elected to current position: _____
9. Date Executive's current term ends: _____ (date of next election or N/A if not applicable).
10. Agency Records Officer Designee: _____
11. Designee's Title: _____
12. Designee's E-mail Address: _____
13. Des Phone Number: (_____) _____ 14. Des Fax Number: (_____) _____

As Chief Executive Officer of the agency listed above, I hereby designate the person listed above to act as the agency's designated Records Officer for the State Fiscal Year beginning July 1, 20__ and ending June 30, 20__. If this form is returned after January 1st in a year where a designation has not been made, the designation will cover the balance of the remaining fiscal year and the upcoming fiscal year. In the event our designee changes during the year indicated above, we will notify your office of the change within thirty days.

Executive's Signature

Title

Date