

**"This is only the scope of work for the project. For more information, interested parties should contact Procurement at [purchasing@stpgov.org](mailto:purchasing@stpgov.org) to ensure receipt of a full project package, to be listed as a plan holder and to ensure any addenda to the project package are received."**

Provider shall provide engineering services to design a 60-acre detention pond for the Westwood Regional Detention Pond project in Mandeville, LA 70471 (S31-T07S-R11E). Provider to utilize the existing Westwood Regional Detention Pond Study by Richard C Lambert Consultants, LLC (RCLC) dated January 18, 2019. The pond will be located on the Archdiocese of New Orleans property located within the upper portion of the Bayou Tete L'Ours just east of Westwood Drive in unincorporated Mandeville. The pond will also occupy space within Brentwood Subdivision. Additionally, the pond design should include changing of the pipe across Westwood Drive and adding a 6'x8' reinforced concrete box culvert immediately downstream across from the Westwood Subdivision pool.

#### General

Provider shall submit a design schedule or timeline for each task and provide status reports as

requested by the Parish. Parish shall provide written notification to the Provider prior to beginning each task. Provider shall attend all meetings with the Parish regarding the status of the Project including, but not limited to, the kick-off meeting, progress meetings, pre-bid meeting, and preconstruction meetings.

The scope of work shall include but is not limited to Task 1 and Task 2. At the completion of the initially contracted tasks, the Parish and Provider may elect to amend the Contract to include the additional optional tasks as required.

#### Task 1- Completion of Preliminary Plans

Provider shall provide engineering services, as required to complete the updated layout and configuration of the pond. This item will include all geotech, surveying, and title work services necessary to perform topographic and boundary surveying. Services may include, but are not limited to:

- topographic survey of the project area;
- boundary survey of right-of-way and adjoining property lines within the project area; and
- right-of-way survey maps to facilitate right-of-way acquisition.

Submittals will be broken down into 30% and 60% preliminary design. A preliminary opinion of probable cost shall be submitted as part of the final preliminary design plans submittal.

#### Task 2- Wetlands Permitting

RCLC is currently working on the wetland permitting for the Westwood Regional Detention Pond. Provider shall provide all coordination efforts necessary to acquire a Section 404 permit, and all other permitting necessary, by providing any documentation and assistance needed to complete the permitting process.

#### Optional Tasks

##### Task 3- Final Plans (OPTIONAL)

Provider shall provide engineering services, as required, to generate final plans and bid documents in the Parish format. The final plans should include right-of-way survey maps, if required, for right-of-way acquisition.

Submittals will be broken down into 90% and 100% final design. 100% final set to include bid documents in the Parish format, design drawings, and technical specifications. Final opinion of probable cost shall be submitted as part of 100% final submittal. Provider shall assist with the bidding process by collaborating with the Parish to produce the final bidding documents, providing at least 15 sets of bidding documents, one electronic set and one complete copy of the Auto Cad files, preparing addenda in the Parish format to respond to inquiries, assisting with pre-bid meeting and tabulating bid results, as requested by the Parish.

##### Task 4- Construction Administration (OPTIONAL)

Provider to provide construction administration services typically performed by the Project Engineer during construction. Services to be determined upon satisfactory completion of final plans. Services include, but are not limited to:

- Attend the pre-construction meeting;
- Construction engineering support including construction drawing review, submittals review, shop drawing review, request for information support, Contractor proposals, change order assistance, progress meeting attendance, pay application review, etc.;
- Visit the project site as required to check construction for conformity;
- Substantial completion walk-through with punchlist preparation;

- Final walk-through to verify completion of punchlist; and
- Submittal of As-Builts, owner manuals and warranty information to Parish.

The term of the Contract shall be three hundred sixty-five days (365) with the option to extend to include the optional services and/or as determined necessary by the Parish. Renewal is at the Parish's option and upon acceptance of the Provider.